

FREDERICK COUNTY CPMT AGENDA

September 25, 2023
1:00 PM
107 N Kent St
Winchester, VA
1st Floor Conference Room

- I. Introductions
- II. Adoption of Agenda
- III. Consent Agenda
 - A. August Minutes
 - B. Budget Request Forms
- IV. Executive Session
 - A. Elk Hill Farm Parental Agreement Placement
 - B. Case Managing Agency Determination
 - C. Report to Licensing
- V. Committee Member Announcements
- VI. CSA Office
 - A. None
- VII. Old Business
 - A. Administrative Memorandum #23-09
- VIII. New Business
 - A. None
- IX. Informational Items
 - A. None
- X. Assigned Tasks
- XI. Next CPMT Meeting
 - October 23, 2023, 1:00-3:00pm, 1st Floor Conference Room
 - October 31, 2023 1:00-2:00pm, FAPT Room-2nd Floor Public Works/Inspections/CSA
- XII. Adjourn

****Instructions for Closed Session:**

- Motion to convene in Executive Session pursuant to 2.2-3711(A)(4) and (16), and in accordance with the provisions of 2.2-5210 of the Code of Virginia for proceedings to consider the appropriate provision of services and funding for a particular child or family or both who have been referred to the Family Assessment and Planning Team and the Child & Family Team Meeting process, and whose case is being assessed by this team or reviewed by the Community Management and Policy Team
- Motion to return to open session-
- Certification that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements, and (2) only such public business matters were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting.
- Roll Call Affirmation
- Motion to Approve cases discussed in Executive Session

CPMT Meeting Minutes: Monday, August 28, 2023

The Community Policy and Management Team (CPMT) met in the 1st Floor Conference Room at 107 N Kent St, Winchester, VA 22601, on August 28, 2023, at 1:00 pm.

The following members were present:

- David Alley, Private Provider Representative, Grafton Integrated Health Network
- Leea Shirley, Lord Fairfax Health District
- Denise Acker, Northwestern Community Services Board
- Jerry Stollings, 26th District Juvenile Court Service Unit
- Jay Tibbs, Frederick County Administration
- Dr. Michele Sandy, Frederick County Public Schools

The following members were present virtually:

- Tamara Green, Frederick County Department of Social Services

The following non-members were present:

- Jacquelynn Jury, CSA Coordinator
- Katherine Webster, UR/CQI Specialist
- Sarah Makomva, CSA Account Specialist

Call to Order: Michelle Sandy called the meeting to order at 1:05 pm.

- I. Introductions
- II. Jay Tibbs motioned to allow Tamara Green to participate virtually. David Alley seconded; CMPT approved.
- III. Adoption of Agenda- Jerry Stollings made a motion to adopt the August agenda; David Alley seconded; CPMT approved the adopted agenda.
- IV. Consent Agenda- The following items were included in the Consent Agenda for CPMT's approval:
 - A. July 24, 2023- CPMT Minutes; Leea Shirley noted a correction to July minutes. The vacant position in VDH is listed as Regional Director; corrected to District Director. Jay Tibbs also noted that information discussed in closed session should not be included CPMT minutes. Jay Tibbs motioned to approve the amended July minutes. Leea Shirley seconded. CMPT approved.
 - B. Budget Request Forms- Confidential Under HIPAA. Jerry Stollings made a motion to approve the Budget Request Forms. Denise Acker seconded. Leea Shirley abstained. David Alley abstained from voting on funding for youth receiving services provided by his respective agency or where there may appear to be a personal financial gain from the provision of services. CPMT approved.
- V. Executive Session
 - A. Adoption to Convene to Executive Session: Denise Acker made a motion to go into Closed Executive Session to discuss cases confidential by law as permitted by Section §2.2-3711 (A) (4) and (16), and in accordance with the provisions of 2.2-5210 of the Code of Virginia. Jay Tibbs seconded. CPMT approved.
 - B. Adoption of Motion to Come Out of Executive Session- Denise Acker made a motion to come out of Closed Session and reconvene in Open Session, David Alley seconded; CPMT approved.
 - C. Motion and Roll Call Certification of Executive Session- Leea Shirley made a motion to Certify to the best of each Frederick County CPMT member's knowledge (1) the only public business matters lawfully exempted from open meeting requirements and (2) only such public

business matters were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting, Jay Tibbs seconded; CPMT approved.

- Michele Sandy Aye
- Jerry Stollings Aye
- Tamara Green Aye
- Jay Tibbs Aye
- Denise Acker Aye
- David Alley Aye
- Leea Shirley Aye

D. Adoption of Motion to Approve Items Discussed in Executive Session- Leea Shirley made a motion to approve payment of Level I to the TFC provider, Jay Tibbs seconded; CPMT approved.

VI. Committee Member Announcements

A. Leea Shirley announced that interviews for the new VDH regional director concluded. A decision will be made any day.

VII. CSA Office Business

A. CSA Financial Report

1. June 2023 (1st submission) Financial Report

- a) Monthly Net Expenditures- \$223,960.84 or 6% of the allocation, including Protected and SpEd WrapAround Funds.
- b) Year to Date Net Expenditures- \$3,709,004.37 or 103% of the allocation, including Protected and SpEd WrapAround Funds, of which \$1,330,953.06 is the local portion.
- c) Remaining funds without Wrap- \$0.00 of the total allocation.
- d) Protected Funds- \$20,960.00 spent, \$22,497.00 remaining, with \$0.00 funds currently encumbered.
- e) SpEd Wrap Funds-\$71,299.55 spent, \$28,700.44 remaining, with \$0.00 funds encumbered.
- f) Youth Served: 148 unduplicated youths
 - (1) 100 in Community Based Services
 - (2) 27 in TFC
 - (3) 21 in Congregate Care
 - (4) 20 in Private Day School
- g) Jacquelynn Jury informed CPMT that pool reimbursement requests for FY23 must be submitted to OCS by 9/30/23. To meet this deadline without causing disruption and significant problems to other staff and their processes, provider invoices must be processed for payment by the last check run in August. Providers have been notified that all invoices for services occurring in FY23 must be submitted by 8/15/23. Several notifications have been provided to vendors.
- h) Jacquelynn Jury notified CPMT members that the pool reimbursements for June 2023 have not been submitted to the state due to tight budget with our initial allotment. Once July billing has been processed, she will submit two June pool reimbursement reports and request a supplement from OCS to cover remaining expenditures for fiscal year 2023. She stated that expenditures have not surpassed the FY23 local allocation.

B. CSA Staff changes: Sarah Makomva is training and is doing well. Katherine Webster is transitioning into the UR/CQI role. Jacquelynn Jury and Katherine Webster have started meeting with agency staff to introduce the UR/CQI role. Efforts are being made to ensure the role is collaborative and value added.

- C. Committee Vacancy Recruitment: Jacquelynn Jury reported one individual who expressed interest in the FAPT Private Provider Representative position. She will bring that information to FAPT for review and interview if interested.
- D. Task Follow up:
 - 1. Jacquelynn Jury contacted a representative from Everdriven to follow up on proposed amendments to the Frederick County CSA Contract. She will review the amendments and bring it back to CPMT. There is currently no need for Everdriven services.
 - 2. Training plan is still in progress. Fall lunch and learn series has been scheduled. There will be a new case manager training in October.

VIII. Old Business

- A. Audit Discussion/Quality Improvement Plan Update
 - 1. Training Plan: in progress.
 - 2. Parental Contribution: Jacquelynn Jury contacted OSC regarding work on a model parental contribution policy., which is planned for completion by early October. Jacquelynn Jury suggested waiting until that is released before Frederick County finalizes the policy and procedure, CPMT agreed.
- B. Legislative Updates: The repeal of legislation requiring the implementation of a rate structure for private day schools is contained within the budget amendment, which has not yet been passed. Foster care maintenance increase is also contained in the budget amendment. Jay Tibbs stated that there is a tentative agreement, and a special session will be held to vote on the agreement. The CPMT discussed how other localities and vendors are addressing private day school rates in relation to the on-going state budget process. Once a decision is made at the state level, CPMT will revisit the issue.
- C. Administrative memo #23-08-Revised was provided to CPMT members. OCS re-released the Fiscal Year 24 allocations with small changes to the final amount.
- D. CPMT Retreat: Reviewed items discussed during the CPMT retreat on Tuesday, August 1st, 2023. David Alley presented a draft of FAPT meeting procedures. The team discussed how much time should be spent on items, such as introductions, meeting norms, purpose of the case, family input, confidentiality statement, participation from case managers, families, and providers. Jacquelynn Jury will revise the confidentiality statement for FAPT and appeals process to provide to families at each FAPT meeting. She will also review notes from the CPMT Retreat to ensure all the information discussed was captured. CPMT/FAPT joint meeting date scheduled for Tuesday, October 31st at 1pm.

IX. New Business

- A. Grafton Integrated Health Network Rate Sheet
Jacquelynn Jury requested CPMT approve a rate increase for BCBA Treatment at an increase of over 15% which falls outside of current policy. Leea Shirley made a motion to accept the GIHN fiscal year 24 rate sheet. Jay Tibbs seconded. CPMT approved.
- B. OSC released the Fiscal Year 24-26 audit plan with which identifies each locality's next planned audit year. Frederick County CSA was listed under Fiscal Year 26. Jay Tibbs asked if this would be an onsite audit or a self-assessment audit. Jacquelynn Jury responded that the audit type is identified at the beginning of each fiscal year based on information gathered from an annual OCS survey.
- C. IEP services
 - 1. FAPT review frequency of IEP placements

Dr. Michelle Sandy requested that the team discuss the FAPT review frequency for children who are placed in a private day school and congregate care through their IEP. Current policy states that they shall be reviewed at FAPT every 6 months. IEP review frequency is annual, and Dr. Michelle Sandy requested CSA policy change to align FAPT review dates with IEP review dates, except for those cases that are receiving community-based services. David Alley motioned to amend CSA policy for IEP private day and congregate care placement to be reviewed at FAPT annually. Denise Acker seconded. CPMT approved. Dr. Michelle Sandy abstained.

2. IEP amendment process

Dr. Michelle Sandy described the current process for IEP amendments that affect CSA funded services. She proposed reinstating the Emergency Funding Request (EFR) process for IEP amendments. Jacquelynn Jury recommended that the consented IEP Amendment be submitted with the EFR and CPMT authorize the CSA Coordinator to sign the EFR once reviewed. David Alley motioned. Denise Acker seconded. CPMT approved.

X. Informational Items

A. None

XI. Assigned Tasks

- A. David Alley will send Jacquelynn Jury notes from CPMT retreat related to administrative duties of FAPT members.
- B. Jacquelynn Jury will work on policy changes to the manual for IEP services.
- C. Jacquelynn Jury will continue to work on a plan for training.
- D. Jacquelynn Jury will revise the confidentiality statements and appeals process handout to provide to families during each FAPT meeting.

XII. Next CPMT Meeting

- September 25, 2023, 1:00-3:00pm, 1st Floor Conference Room

XIII. Adjourn: Denise Acker made a motion to adjourn the meeting, David Alley seconded, CPMT agreed.

Minutes Completed By: Katherine Webster & Sarah Makomva



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

OFFICE OF CHILDREN'S SERVICES *Administering the Children's Services Act*

Administrative Memorandum #23-09

To: CPMT Chairs
CSA Coordinators

CC: The Honorable John Littel, Secretary of Health and Human Resources
The Honorable Leah Mills, Deputy Secretary of Health and Human Resources
Dr. Samantha Hollins, Virginia Department of Education

From: Scott Reiner, Executive Director

A handwritten signature in blue ink that reads "Scott Reiner".

Date: September 8, 2023

Subject: Rate Setting for Private Day Special Education Programs

The revised state budget for FY2024, adopted by the General Assembly on September 6, 2023, has removed the requirement that the Office of Children's Services (OCS) implement statewide rate setting for private day special education (Item 285.B). Therefore, OCS Administrative Memorandum #23-06 (issued on July 24, 2023) is rescinded. Local CSA programs should negotiate rates with providers of private day special education in accordance with §2.2-5214 of the *Code of Virginia*, which states:

The rates paid for services purchased pursuant to this chapter shall be determined by competition of the market place and by a process sufficiently flexible to ensure that family assessment and planning teams and providers can meet the needs of individual children and families referred to them.

As previously instructed, CSA programs should use the Service Name Code 54 (Private Day School-Tier 1) in the Local Expenditure, Data, and Reimbursement System (LEDRS) for all in-state placements. Placements in private day programs outside of Virginia should use Service Name Code 72 (Private Day School (Out of State)).

OCS appreciates your cooperation and flexibility in implementing the Appropriation Act for FY2024 as approved by the General Assembly. Please be aware that final approval must come from the Governor. While it is not anticipated that this language in the state budget will change, the Governor's signature is the final required step in this process.

Please get in touch with my office, scott.reiner@csa.virginia.gov, if you require additional assistance.



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

OFFICE OF CHILDREN'S SERVICES
Administering the Children's Services Act

Administrative Memorandum #23-06

To: CPMT Chairs
CSA Coordinators
Private Day Special Education Providers

CC: The Honorable John Littel, Secretary of Health and Human Resources
The Honorable Leah Mills, Deputy Secretary of Health and Human Resources
Samantha Hollins, Virginia Department of Education
Mike Tweedy, Senate Finance and Appropriations Committee
Susan Massart, House Appropriations Committee

From: Scott Reiner, Executive Director 

Date: July 24, 2023

Subject: Implementation of Rate Setting for Private Day Special Education Programs

Item 285 of the 2023-2024 Appropriations Act (Chapter 2) directs the Office of Children's Services (OCS) to develop and implement statewide rate setting for private day special education tuition effective July 1, 2023. However, during the 2023 General Assembly session, both the House of Delegates and the Senate of Virginia adopted language in their respective versions of the amended 2023-2024 budget, which would rescind the requirement for the implementation of statewide private day special education rates.

Due to the delay in adopting a budget and to remain in compliance with this requirement of state law and until a budget is adopted by the General Assembly, OCS is required to implement the statewide rate-setting methodology.

To fulfill this requirement set forth in Chapter 2, the following rate-setting model will be implemented for the 2023 – 2024 school year.

- Localities should use the rates as set forth in the attached CSA Private Day Special Education Rate Fiscal Impact Study 2022 to inform their negotiations with the private day special education providers, however, in no event will the Children Services' Act (CSA) state pool reimburse localities for private day special education tuition for the 2023 – 2024 school year at a level higher than a statewide two percent rate (2%) above the rates established for the 2022 – 2023 school year.

- Private day programs may have several program rates and a statewide two percent rate (2%) will be applied at each program rate.
- Ancillary special education services as specified in the student's Individualized Education Program (IEP) remain as separately billable services.
- This statewide two percent (2%) rate cap model applies only to private day programs located in the physical boundaries of Virginia.
- CSA programs should use the Service Name Code 54 (Private Day School – Tier 1) in the Local Expenditure, Data, and Reimbursement System (LEDRS) for all placements. Information technology staff at OCS will be building appropriate validations to ensure compliance with the rate-setting model. Placements in private day programs outside of Virginia should use Service Name Code 72 (Private Day School (Out of State)).

OCS has reviewed and considered the rates developed by the consultants and is choosing to implement the above rates as this statewide model will minimize disruption upon localities and providers as well reduce the fiscal impact upon the Commonwealth.

OCS appreciates your cooperation and flexibility in implementing this requirement. Please contact my office scott.reiner@csa.virginia.gov if you require additional assistance.