FREDERICK COUNTY CPMT AGENDA

August 26, 2024 1:00 PM 107 N Kent St Winchester, VA 1st Floor Conference Room

- I. Introductions
- II. Adoption of Agenda
- III. Consent Agenda
 - A. July Minutes
 - B. Budget Request Forms
- IV. Executive Session
 - A. Case Review (2)
- V. Committee Member Announcements
- VI. CSA Office
 - A. CSA Committee Vacancy Updates
 - B. July Financial Statement
- VII. Old Business
 - A. FAPT Structure Policy Status Updates as needed
- VIII. New Business
 - A. Use of Electronic Monitoring
 - B. Administrative Memorandum #24-05
 - C. Drug Screen Limit Increase
 - D. Discussion- NWCSB Change & Impact on Eligibility
 - E. Review Discharge CANS policy
- IX. Informational Items
 - A. None
- X. Assigned Tasks
 - A. TBD
- XI. Upcoming Meetings
 - CPMT- September 23, 2024, 1:00-3:00pm, 1st Floor Conference Room
- XII. Adjourn

- 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

^{**}Instructions for Closed Session:

CPMT Meeting Minutes: July 22, 2024

The Community Policy and Management Team (CPMT) met in the 1st Floor Conference Room at 107 N Kent St, Winchester, VA 22601, on July 22, 2024, at 1:00 pm.

The following members were present:

- Leea Shirley, Lord Fairfax Health District
- Denise Acker, Northwestern Community Services Board
- Jay Tibbs, Frederick County Administration
- Jerry Stollings, 26th District Juvenile Court Service Unit
- Tamara Green, Frederick County Department of Social Services

The following members were not present:

- David Alley, Private Provider Representative, Grafton Integrated Health Network
- Shamika McDonald, Frederick County Public Schools

The following non-members were present:

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

Call to Order: Jay Tibbs called the meeting to order at 1:07 pm.

- I. Introductions
- II. Adoption of Agenda
 - A. Denise Acker made a motion to adopt the July agenda; Leea Shirley seconded. CPMT approved.
- III. Consent Agenda- The following items were included in the Consent Agenda for CPMT's approval:
 - A. June 28, 2024 CPMT Minutes. Jerry Stollings motioned to approve the revised June minutes; Tamara Green seconded. CPMT approved.
 - B. Budget Request Forms- Confidential Under HIPAA. Denise Acker made a motion to approve the Budget Request Forms; Leea Shirley seconded. CPMT approved.

IV. Executive Session

- A. Adoption to Convene to Executive Session- Leea Shirley 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. Tamara Green seconded. CPMT approved.
- B. Adoption of Motion to Come Out of Executive Session- Jerry Stollings made a motion to come out of Closed Session and reconvene in Open Session, Denise Acker seconded; CPMT approved.
- C. Roll Call Certification of Executive Session- 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.

•	Tamara Green	Aye
•	Jerry Stollings	Aye
•	Denise Acker	Aye
•	Jay Tibbs	Aye
•	Leea Shirley	Aye

- D. Adoption of Motion to Approve Items Discussed in Executive Session
 - Denise Acker made a motion to approve funding for case #2 as discussed in executive session. Jerry Stollings seconded; CPMT approved.
- V. Committee Member Announcements
 - A. Jacquelynn Jury reported that she has met with Shamika McDonald, the new Director of Special Instructional Services, who will be serving as the CPMT representative for FCPS.
- VI. CSA Office Business
 - A. CSA Committee Vacancy Updates- Jacquelynn Jury announced the private provider representative for FAPT has been filled by Sean Hillarey. David Alley's reappointment to CPMT as the private provider representative was also approved. The parent representative positions for CPMT and FAPT are still vacant, and no interest has been expressed at this time.
 - B. May 2024 Financial Statement
 - a) Total Net Expenditures as of May 2024- \$2,987,290.92 or 74% of the allocation. Encumbered for future spending is \$1,357,851.59.
 - b) Wrap Allocation is \$330,409.00.
 - c) Youth Served as of end of May 2024 is 131
 - (1) 90 in Community Based Services
 - (2) 27 in TFC
 - (3) 14 in Congregate Care
 - (4) 19 in Private Day School
 - d) Jacquelynn Jury informed CPMT that we have used \$7,215.25 or 17% of non-mandated funds at this time and \$19,195.00 is encumbered.
 - e) Jacquelynn Jury informed CPMT that Frederick County has \$64,443.75 encumbered for SpEd WrapAround funds.
 - B. June 2024 Financial Statement
 - a) Total Net Expenditures as of June 2024- \$3,134,506.57 or 77% of the allocation. Encumbered for future spending is \$600,507.37.
 - b) Wrap Allocation is \$330,409.00.
 - c) Youth Served as of end of June 2024 is 139
 - (1) 96 in Community Based Services
 - (2) 27 in TFC
 - (3) 16 in Congregate Care
 - (4) 19 in Private Day School
 - d) Jacquelynn Jury informed CPMT that we have used \$9,208.50 or 21% of non-mandated funds at this time and \$6,109.00 is encumbered. She will ask case managers to reach out to vendors to verify utilization of

- services funded under the non-mandated category to ensure the funds are not over-encumbered for the reminder of billing in FY24.
- e) Jacquelynn Jury informed CPMT that Frederick County has \$37,023.75 encumbered for SpEd WrapAround funds.

VII. Old Business

A. FAPT Structure Policy Status Update- no updates were discussed for this item

VIII. New Business

- A. IFT Procedures CPMT discussed the procedures utilized in IFT when there is a question about funding authorization for a case. Denise Acker suggested that if a case was referred to CPMT by IFT, the case manager should be notified so that they can review the case with their CPMT representative prior to the CPMT meeting. This will allow the CPMT representative to have more background on the case in question when it is reviewed by the full CPMT.
- B. Administrative Memorandum #24-04 provides FY25 funding allotments. Frederick County's total allotments are as follows, along with estimated state and local amounts base match rate is 43.48%:
 - 1. Total FY25 base pool allocation: \$4,556,378. State share is \$2,575,265 and local share is \$1,981,113.
 - 2. Total FY25 WRAP allocation: \$239,535. State share is \$135,385 and local share is \$104.150.
 - 3. Total FY25 protected (non-mandated) allocation: \$50,174. State share is \$34,011 and local share is \$26,164.
- C. NOIDP 4.3 The SEC for Children's Services recently released a Notice of Intent to Develop/Revise Policy to alert citizens to provide comments to the state recommendation to remove the policy in §2.2-2648.D.9. of the Code of Virginia which states that the State Executive Council for Children's Services shall: "Provide administrative support and fiscal incentives for the establishment and operation of local comprehensive service systems." The General Assembly has never allocated funding toward this effort and therefore was never utilized.
- D. NOIDP 4.5.2 the SEC for Children's Services recently released a Notice of Intent to Develop/Revise Policy to alert citizens to provide comments to the state recommendation to revise timelines for reimbursement to localities for pool fund distribution. The proposed revisions would outline allowable exceptions to the deadlines for end of FY procedures.
- IX. Informational Items the following items were included in the CPMT meeting materials but were not reviewed in the meeting:
 - A. Parent Child Safety Placement Program
 - B. DSS Broadcast Kinship Support Funds
 - C. FY24 CSA Service Gap Survey Results

- X. Assigned Tasks None
- XI. Next CPMT Meeting
 - August 26, 2024, 1:00-3:00pm, 1st Floor Conference Room
- XII. Adjourn at 2:53 pm: Jerry Stollings made a motion to adjourn the meeting, Leea Shirley seconded. CPMT approved.

Minutes Completed By: Katherine Webster



Frederick County CSA Financial Update: July 2024

of Reports Submitted: 12

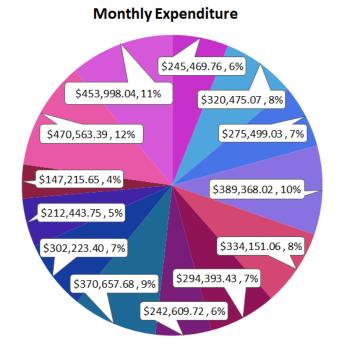
Year to Date Spending

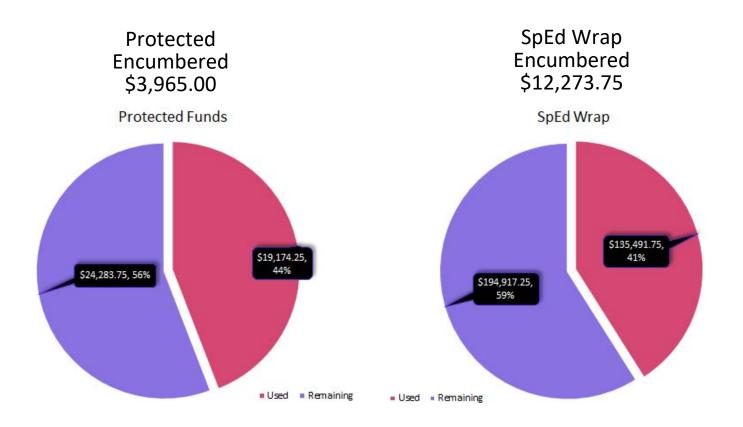
Total Net Expenditures: 89% \$3,605,069.96

Sum-Sufficient Encumbered: \$558,213.59

Wrap Allocation: \$330,409.00

Protected State Share Allocation: \$34,011

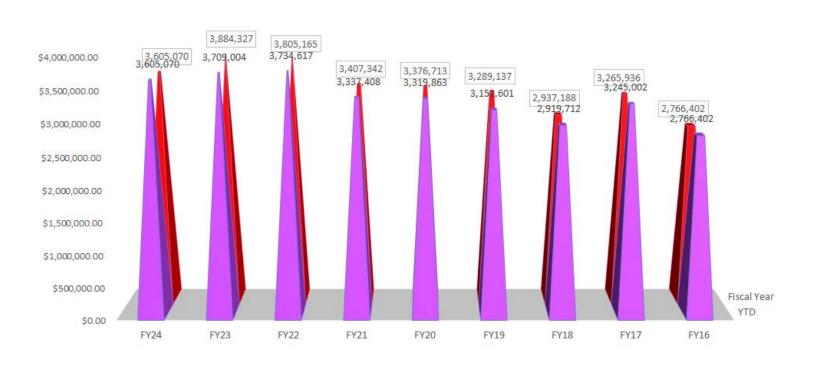




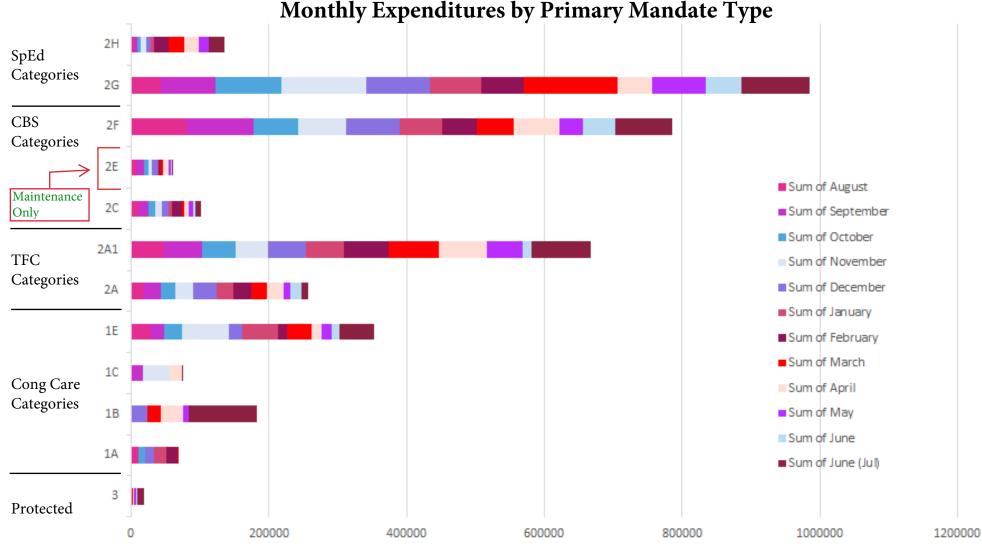


Unduplicated: Child Count, Congregate Care, Therapeutic Foster Care, Community Based Services

Expenditure Trends



^{*}Possible duplication of Private Day School students with youth in Congregate Care



Primary Mandate Types (PMT):

- 1A- IV-E Congregate Care
- 1B- Non IV-E Congregate Care
- 1C- Parental Agreement Congregate Care
 *PMTs 1A-1C do not include Education
- 1E- Residential Education

*Includes all services for RTC IEP and Education only for all other RTC placements

- 2A- IV-E Treatment Foster Home
- 2A1- Non IV-E Treatment Foster Home
- 2A2- Parental Agreement Treatment Foster Home
- 2C- IV-E Community Based Services
 *Only for youth placed in CFW Foster Homes
- 2E- Maintenance and Other Services

 *Only Basic Maintenance and Daycare for youth in Foster Care

- 2F- Non IV-E Community Based Services
 *Includes Daycare for youth not in Foster
 Care or IV-E CBS for youth placed in TFC or
 Cong Care
- 2G- Private Day School
- 2H- Special Education Wrap Around Services
- 3- Protected Funds
 *NonMandated



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S. Executive Director

OFFICE OF CHILDREN'S SERVICES

Administering the Children's Services Act

ADMINISTRATIVE MEMORANDUM #24-05

To:

CPMT Chairs

CSA Coordinators CSA Fiscal Agents

From:

Kristy Wharton, Chief Financial Officer

Date:

August 2, 2024

Subject:

FY2025 Administrative Budget Plan Funding

The Office of Children's Services is releasing the CSA Administrative Plan funding allocations for FY2025. The process for localities to request their Local CSA Administrative funds in FY2025 has been streamlined and a step-by-step guide to the new process is attached for your review.

An email has been sent to all fiscal agents, prompting them to approve their plan via the Fiscal Agent module in LEDRS. Once submitted, funding will be transferred via ETF in October. CSA Coordinators and CMPT Chairs are no longer required to approve the plan.

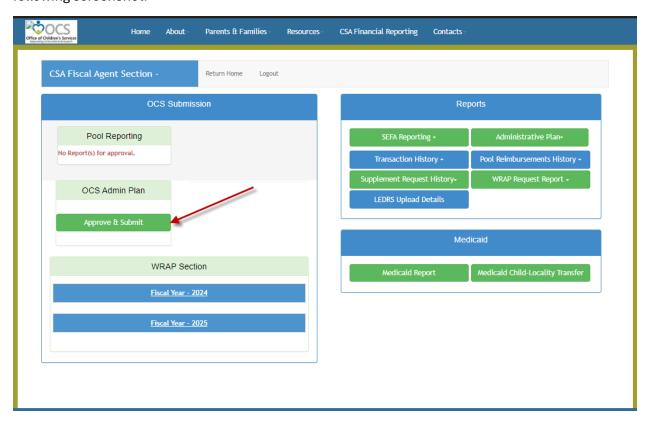
FY2025 Administrative Budget Plan fund requests can be processed between August 1, 2024 and June 15, 2025. The system will close at midnight on June 15, 2025. At that point, no other requests for the FY2025 Administrative Funds will be accepted.

Attached to this memorandum is a table showing each locality's FY2025 CSA Administrative Budget Plan Allocation.

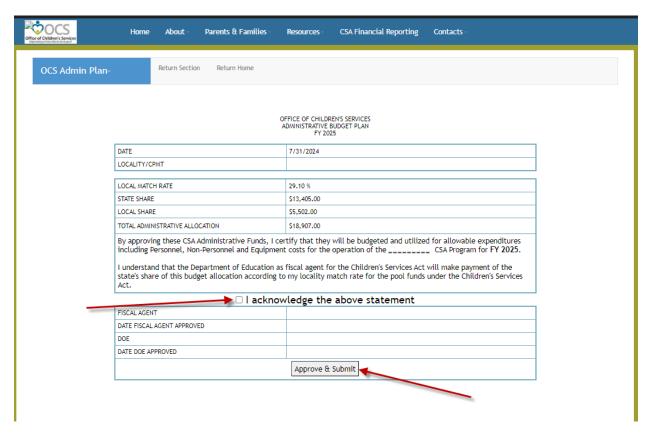
Questions about the Administrative Budget Plan process may be directed to the OCS Chief Financial Officer, Kristy Wharton at kristy.wharton@csa.virginia.gov.

Thank you for your cooperation.

- 1. CSA Fiscal Agent: After August 1, on the CSA website, click on the Fiscal Agent module after logging into Local Government Reporting. (A courtesy e-mail from the Office of Children's Services will be generated on or about August 1 reminding local CSA stakeholders that their annual Administrative Funds are now available)
- 2. Under the OCS Admin Plan section, click the "Approve & Submit" button as indicated in the following screenshot.



- 3. Review and then click on the check box for "I Acknowledge the above statement" and then
- 4. Click the "Approve & Submit button," as indicated in the screenshot.



5. Once these steps are complete, the Administrative funds will be processed for payment by the CSA Fiscal Agent, the Virginia Department of Education, via electronic fund transfer. Payments for the current fiscal year will be initiated in October.

Children's Services Act / Office of Children's Services FY2025 - Administrative Budget Plan Allocation

FIPS	Locality Name	Local Match Rate	Total Administrative Budget Plan	State Administrative Allocation	Local Administrative Allocation
	Accomack	23.32%	\$ 17,482	\$ 13,405	\$ 4,077
	Albemarle	44.74%	\$ 48,992	\$ 27,073	\$ 21,919
	Alleghany	19.24%	\$ 33,713	\$ 27,227	\$ 6,486
7	Amelia	32.68%	\$ 19,912	\$ 13,405	\$ 6,507
9	Amherst	27.22%	\$ 18,419	\$ 13,405	\$ 5,014
11	Appomattox	26.39%	\$ 18,211	\$ 13,405	\$ 4,806
13	Arlington	46.02%	\$ 99,339	\$ 53,623	\$ 45,716
	Augusta	33.02%	\$ 20,013	\$ 13,405	\$ 6,608
	Bath	42.78%	\$ 23,427	\$ 13,405	\$ 10,022
19	Bedford County**	31.11%	\$ 57,016	\$ 39,278	\$ 17,738
21	Bland	21.09%	\$ 16,988	\$ 13,405	\$ 3,583
23	Botetourt	36.02%	\$ 20,952	\$ 13,405	\$ 7,547
25	Brunswick	24.39%	\$ 17,729	\$ 13,405	\$ 4,324
27	Buchanan	31.56%	\$ 19,586	\$ 13,405	\$ 6,181
29	Buckingham	20.23%	\$ 16,805	\$ 13,405	\$ 3,400
31	Campbell	31.07%	\$ 19,447	\$ 13,405	\$ 6,042
33	Caroline	33.08%	\$ 20,031	\$ 13,405	\$ 6,626
35	Carroll	29.10%	\$ 18,907	\$ 13,405	\$ 5,502
36	Charles City	31.31%	\$ 19,515	\$ 13,405	\$ 6,110
37	Charlotte	22.04%	\$ 17,195	\$ 13,405	\$ 3,790
41	Chesterfield	38.53%	\$ 87,234	\$ 53,623	\$ 33,611
43	Clarke	47.97%	\$ 25,764	\$ 13,405	\$ 12,359
45	Craig	29.01%	\$ 18,883	\$ 13,405	\$ 5,478
47	Culpeper	37.67%	\$ 21,506	\$ 13,405	\$ 8,101
49	Cumberland	30.40%	\$ 19,260	\$ 13,405	\$ 5,855
51	Dickenson	30.42%	\$ 19,266	\$ 13,405	\$ 5,861
53	Dinwiddie	33.58%	\$ 20,182	\$ 13,405	\$ 6,777
57	Essex	38.53%	\$ 21,807	\$ 13,405	\$ 8,402
1300	Fairfax - Falls Church	46.11%	\$ 99,505	\$ 53,623	\$ 45,882
61	Fauquier	45.84%	\$ 33,085	\$ 17,919	\$ 15,166
63	Floyd	23.24%	\$ 17,464	\$ 13,405	\$ 4,059
	Fluvanna	38.11%		\$ 13,405	\$ 8,254
	Franklin County	28.30%	\$ 18,696	\$ 13,405	\$ 5,291
	Frederick	43.48%	\$ 35,465		\$ 15,420
	Giles	28.98%	\$ 18,875	\$ 13,405	\$ 5,470
	Gloucester	36.87%		\$ 13,405	\$ 7,829
	Goochland	48.71%	\$ 26,136	\$ 13,405	\$ 12,731
	Grayson	21.09%	\$ 16,988		\$ 3,583
	Greene	34.71%	\$ 20,531	\$ 13,405	\$ 7,126
	Greensville - Emporia	22.66%		\$ 13,405	\$ 3,928
	Halifax	23.35%	\$ 17,489	\$ 13,405	\$ 4,084
	Hanover	44.44%	\$ 44,581	\$ 24,769	\$ 19,812
	Henrico	37.55%	\$ 85,865	\$ 53,623	\$ 32,242
	Henry	27.86%		\$ 13,405	\$ 5,177
	Highland	38.22%	\$ 21,698	\$ 13,405	\$ 8,293

Children's Services Act / Office of Children's Services FY2025 - Administrative Budget Plan Allocation

FIPS	Locality Name	Local Match Rate	T	otal Administrative Budget Plan	St	ate Administrative Allocation	Local Administrative Allocation
	Isle of Wight	36.13%	\$	20,988	\$	13,405	\$ 7,583
95	James City	44.83%	\$	24,298	\$	13,405	\$ 10,893
97	King & Queen	31.44%	\$	19,552	\$	13,405	\$ 6,147
99	King George	36.27%	\$	21,034	\$	13,405	\$ 7,629
101	King William	38.53%	\$	21,807	\$	13,405	\$ 8,402
103	Lancaster	43.91%	\$	23,899	\$	13,405	\$ 10,494
105	Lee	22.45%	\$	17,286	\$	13,405	\$ 3,881
107	Loudoun	47.64%	\$	101,333	\$	53,058	\$ 48,275
109	Louisa	44.01%	\$	23,942	\$	13,405	\$ 10,537
111	Lunenburg	16.98%	\$	16,147	\$	13,405	\$ 2,742
113	Madison	33.55%	\$	20,173	\$	13,405	\$ 6,768
115	Mathews	42.71%	\$	23,398	\$	13,405	\$ 9,993
117	Mecklenburg	22.86%	\$	17,377	\$	13,405	\$ 3,972
	Middlesex	43.33%	\$	23,654	\$	13,405	\$ 10,249
121	Montgomery	28.34%	\$	25,627	\$	18,364	\$ 7,263
125	Nelson	31.32%	\$	19,518	\$	13,405	\$ 6,113
127	New Kent	43.29%	\$	23,638	\$	13,405	\$ 10,233
131	Northampton	19.71%	\$	16,696	\$	13,405	\$ 3,291
	Northumberland	33.04%	\$	20,019	\$	13,405	\$ 6,614
	Nottoway	26.86%	\$	18,328	\$	13,405	\$ 4,923
137	·	40.83%	\$	22,655	\$	13,405	\$ 9,250
	Page	28.65%	\$	19,491	\$	13,907	\$ 5,584
	Patrick	25.39%	\$	17,967	\$	13,405	\$ 4,562
	Pittsylvania	23.55%	\$	17,534	\$	13,405	\$ 4,129
	Powhatan	43.42%	\$	23,692	\$	13,405	\$ 10,287
	Prince Edward	22.32%	\$	17,257	\$	13,405	\$ 3,852
	Prince George	37.16%	\$	21,332	\$	13,405	\$ 7,927
	Prince William	34.14%	\$	81,420	\$	53,623	\$ 27,797
	Pulaski	29.23%	\$	18,942	\$	13,405	\$ 5,537
	Rappahannock	41.99%	\$	23,108	\$	13,405	\$ 9,703
	Richmond County	32.27%	\$	19,792	\$	13,405	\$ 6,387
	Roanoke County	43.97%		37,025	\$	20,745	\$ 16,280
	Rockbridge	23.36%		17,491	\$	13,405	\$ 4,086
	Rockingham	34.45%		31,641	\$	20,741	\$ 10,900
	Russell	18.94%	_	16,537	\$	13,405	\$ 3,132
	Scott	31.54%		19,581	\$	13,405	\$ 6,176
	Shenandoah	35.17%		24,219	\$	15,701	\$ 8,518
	Smyth	23.37%		17,493	\$	13,405	\$ 4,088
	Southampton	32.30%		19,801	\$	13,405	\$ 6,396
	Spotsylvania	45.88%	\$	36,702	\$	19,863	\$ 16,839
	Stafford	44.39%		32,516	\$	18,082	\$ 14,434
	Surry	39.79%	\$	22,264	\$	13,405	\$ 8,859
	Sussex	23.87%	\$	17,608	\$	13,405	\$ 4,203
	Tazewell	24.55%	\$	17,767	\$	13,405	\$ 4,362
	Warren	38.53%		23,820	\$	14,642	\$ 4,302
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191	Washington	27.60%	\$	18,515	\$	13,405	\$ 5,110

Children's Services Act / Office of Children's Services FY2025 - Administrative Budget Plan Allocation

FIPS	Locality Name	Local Match	Total Administrative	State Administrative	Local Administrative
3	Locality Hame	Rate	Budget Plan	Allocation	Allocation
193	Westmoreland	30.25%	\$ 19,219	\$ 13,405	\$ 5,814
195	Wise	27.55%	\$ 18,502	\$ 13,405	\$ 5,097
197	Wythe	27.08%	\$ 18,383	\$ 13,405	\$ 4,978
199	York	38.88%	\$ 21,932	\$ 13,405	\$ 8,527
510	Alexandria	53.09%	\$ 114,310	\$ 53,623	\$ 60,687
520	Bristol	25.47%	\$ 17,986	\$ 13,405	\$ 4,581
530	Buena Vista	23.29%	\$ 17,475	\$ 13,405	\$ 4,070
540	Charlottesville	30.68%	\$ 36,986	\$ 25,639	\$ 11,347
550	Chesapeake	37.15%	\$ 85,319	\$ 53,623	\$ 31,696
570	Colonial Heights	40.27%	\$ 22,443	\$ 13,405	\$ 9,038
580	Covington	24.96%	\$ 17,864	\$ 13,405	\$ 4,459
590	Danville	22.23%	\$ 25,124	\$ 19,539	\$ 5,585
620	Franklin City	37.10%	\$ 21,312	\$ 13,405	\$ 7,907
630	Fredericksburg	34.41%	\$ 20,438	\$ 13,405	\$ 7,033
640	Galax	31.46%	\$ 19,558	\$ 13,405	\$ 6,153
650	Hampton	32.23%	\$ 79,125	\$ 53,623	\$ 25,502
660	Harrisonburg	38.08%	\$ 21,649	\$ 13,405	\$ 8,244
670	Hopewell	26.67%	\$ 18,280	\$ 13,405	\$ 4,875
678	Lexington	33.02%	\$ 20,013	\$ 13,405	\$ 6,608
680	Lynchburg	27.36%	\$ 60,430	\$ 43,896	\$ 16,534
683	Manassas City	41.68%	\$ 30,352	\$ 17,701	\$ 12,651
685	Manassas Park	42.73%	\$ 23,407	\$ 13,405	\$ 10,002
690	Martinsville	33.21%	\$ 20,070	\$ 13,405	\$ 6,665
700	Newport News	27.73%	\$ 74,198	\$ 53,623	\$ 20,575
710	Norfolk	24.55%	\$ 71,071	\$ 53,623	\$ 17,448
720	Norton	32.54%	\$ 19,871	\$ 13,405	\$ 6,466
730	Petersburg	35.35%	\$ 82,944	\$ 53,623	\$ 29,321
735	Poquoson	27.87%	\$ 18,585	\$ 13,405	\$ 5,180
740	Portsmouth	26.05%	\$ 72,513	\$ 53,623	\$ 18,890
750	Radford	20.34%	\$ 16,828	\$ 13,405	\$ 3,423
760	Richmond City	36.91%	\$ 84,994	\$ 53,623	\$ 31,371
770	Roanoke City	30.72%	\$ 77,400	\$ 53,623	\$ 23,777
775	Salem	35.13%	\$ 20,664	\$ 13,405	\$ 7,259
790	Staunton	26.99%	\$ 18,360	\$ 13,405	\$ 4,955
800	Suffolk	24.32%	\$ 22,097	\$ 16,723	\$ 5,374
	Virginia Beach	35.69%		\$ 53,623	\$ 29,759
	Waynesboro	38.43%	\$ 27,523	\$ 16,946	\$ 10,577
	Williamsburg	45.53%		\$ 13,405	\$ 11,205
	Winchester	45.87%	\$ 31,650	\$ 17,132	\$ 14,518
	Total		\$ 3,944,516	\$ 2,560,000	\$ 1,384,516

^{**} In July 2013, Bedford City reverted to town status.

Reference memo of April 3, 2014 for administrative allocation for twenty years.

Memo in Bedford County CSA administrative file.