

FREDERICK COUNTY CPMT AGENDA

February 26, 2018

1:00 PM

107 N Kent St

Winchester, VA

1st Floor Conference Room

Agenda

- I. Introductions
- II. Adoption of February Agenda
- III. Consent Agenda-See Memo for details
 - A. Approve January Minutes
 - B. Approve Budget Request Forms
- IV. Executive Session
 - A. Case Review
- V. Committee Member Announcements
 - A. As Needed
- VI. CSA Report Jackie Jury
 - A. Pool Reimbursement Report Financial Status
 - B. CSA Updates
 1. CPMT Parent Rep Appointment
 2. CM Training
 3. Intent to Utilize SpEd Wrap Funds
 4. Policy & Procedure Manual Update
 5. HFW ICC Expansion Grant Update
- VII. Old Business
 - A. SEC Policy 4.7 Response to Audit Findings Update Jackie Jury
 - B. Legislation Update Jackie Jury
- VIII. New Business
 - A. Vendor Contract changes Jackie Jury
- IX. Review Assigned Tasks
- X. Next Meetings
 - A. CPMT March 26, 2018 1st Floor Conference Room- See Memo for future dates
 - B. Joint FAPT/CPMT May 22, 2018, 1:00 p.m. CSA Conference Room
- XI. Adjourn

**Instructions for Closed Session:

- Motion to convene in Executive Session pursuant to 2.2-3711(A)(4) and (15), 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-
- Motion that the Frederick County CPMT certify 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 January 22, 2018

The Community Policy and Management Team (CPMT) Committee met on January 22, 2018 at 1:00 p.m. in the first floor conference room at Frederick County Government Offices Administration Building, 107 North Kent Street, Winchester, VA 22601.

The following members were present:

- Jay Tibbs, Frederick County Government
- Dana Bowman, Children Service of Virginia
- Mark Gleason, Northwestern Community Services Board
- Peter Roussos, Court Services Unit
- Michele Sandy, Frederick County Public Schools

The following members were not present:

- Tamara Green, Frederick County DSS
- Dr. Colin M. Greene, Lord Fairfax District Health Director

The following non-members were present:

- Jacquelynn Jury, CSA Coordinator
- Annie Kennedy, CSA Account Specialist
- Dawn Robbin, potential CPMT Parent Representative

Call to Order: Michele Sandy called the meeting to order at 1:03pm.

Adoption of November Agenda: Mark Gleason made a motion to adopt the January agenda; Peter Roussos seconded; CPMT approved.

Consent Agenda: The following items were put in the Consent Agenda for CPMT's approval:

- December 19th CPMT Minutes
- Budget Request Forms – Confidential Under HIPAA

Adoption of December Minutes: Peter Roussos made a motion to approve the December minutes; Jay Tibbs seconded; the CPMT approved.

Adoption of Budget Request Forms: Peter Roussos made a motion to approve the Budget Request Forms; Jay Tibbs Seconded; the CPMT approved.

Committee Member Announcements: Peter Roussos announced that there is a move to rekindle the Timbrook Program. They have started meeting to converse about the program. The challenge of transportation for youth to participate was mentioned. Peter Roussos stated that he believes it is a worthwhile endeavor, but it will come with challenges.

CSA Report: Fiscal Year 2018 Pool Reimbursement: December net expenditures were \$229,118.23 with a local match of \$91,234.91. Jackie Jury announced that we have submitted 6 pool reimbursements at this point for 2018.

Non-mandated Budget: The CSA Coordinator summarized the non-mandated budget for FY18 stating that \$7,630.00 has been encumbered with \$14,155.75 being spent. CSA has not used any of the Special Education Wrap Around funds. However, in December, \$13,060.00 was encumbered. There are currently 71 youth in Community Based Services, 23 youth in Congregate Care, and 10 youth in TFC.

Office Updates:

- Case Manager training will be scheduled for February.
- Children & families served went up from 92 youth to 104 youth from December’s CPMT.
- Jackie Jury provided a proposed table of contents and wants feedback from CPMT on the information provided. Peter Roussos recommended checking with Warren County to review their content.
- North Spring Behavioral Healthcare had a death at their facility. It is alleged that there was a physical restraint that lead to asphyxiation. A North Spring employee has been arrested in connection to the case. The facility is currently closed for admissions.

Old Business:

- SEC Policy 4.7 Response to Audit Findings
 - o The chart below establishes 3 levels of noncompliance findings, Level 1-least severe to Level 3-most severe.

Level	Description	Example	1 st Finding	2nd Finding	3 rd Finding
1	Non-case specific findings Findings of failure to meet administrative and operational requirements (statutory, regulatory, or policy)	policy doesn't comply with COV, separation of duties/checks and balances are not in place, etc.	Corrective Action Plan required (CAP)	Temporarily deny fund reimbursements until a CAP is submitted and implemented	
2	Case specific finding, involving violation of statute, regulation, or policy, but, had	CANS not completed in accordance with COV, required documentation	CAP required	CAP & recovery of funds in proportion to percentage of sample found to be noncompliant	Recovery of 100% of funds found to be noncompliant

	the requirements been met, would have been eligible for reimbursement	missing or incomplete		or 10%, whichever is greater	
3	Case specific finding for expenditures not authorized by statute, regulation, or policy	Child ineligible (missing CANS, CHINS, etc), svcs not on IFSP or not approved by CPMT, svcs responsibility of another agency (legal svcs to prosecute child abuse/neglect)	CAP and recovery of 100% of funds found to be noncompliant		

- CPMT Members had questions about this process being cumulative from the first audit in 2012. The CSA Coordinator will find out for sure if that is how this policy will be used.

New Business:

- Admin Memo #18-01
 - After consultation with the Attorney General’s office, a release of information must be signed by the parent/guardian for CSA to fund IEP services. If a parent/guardian is unwilling to sign a release of information, it is the responsibility of the local school division to fund services necessary to provide FAPE.
- Admin Memo #18-02
 - Guidance from the Virginia Conflict of Interest and Ethics Advisory Council clarifies the requirements for completion of the Statement of Economic Interest Fillings for FAPT and CPMT members.
 - Parent and Private Provider Representatives must complete the “long form” Statement of Economic Interests Disclosure upon appointment and maintained by the clerk for 5 years as public records. These members do NOT have to complete the form annually.
 - If local policy requires other agency members of FAPT and CPMT to complete the Statement of Economic Interests form, that must be completed upon

appointment and annually on or before February 1. This form will be maintained by the clerk for 5 years as public records.

- Add clinician to existing vendor contract
 - Psychotherapy Associates of Winchester has added a new therapist to their practice. Ms. Jennifer Stump would like to be included in our current contract with Frederick County. An updated rate sheet has been submitted for your approval.
 - Mark Gleason made a motion to approve the update rate sheet to include Jennifer Stump; Peter Roussos Seconded; the CPMT approved.
- OCS Progress Report on CSA
 - This report provides data regarding youth served and overall spending as well as the Strategic plan and progress towards its goals.
- Proposed Legislation
 - A summary of current legislative bills were provided for the purpose of information to the CPMT members.

Adoption to Convene to Closed Executive Session: On motion duly made by Mark Gleason and seconded by Dr. Colin M. Greene, the CPMT voted unanimously to go into Closed Executive Session to discuss cases confidential by law as permitted by Section §2.2-3711 (A) (4) and (15) and in accordance with the provisions of 2.2-5210 of the Code of Virginia and also to convene to closed session pursuant to §2.2-3711 A1 of the code of VA for discussion and consideration of candidates for CPMT and FAPT.

- Account of Closed Session:
 1. Case review
 2. Invoice Payment
 3. Vacancies

Adoption of Motion to Come Out of Closed Executive Session: Peter Roussos made a motion to come out of Closed Executive Session and reconvene in Open Session; Mark Gleason seconded; the CPMT approved.

Adoption of Motion: The Frederick County CPMT certifies that to the best of each 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	Aye
Dana Bowman	Aye
Mark Gleason	Aye
Peter Roussos	Aye
Michele Sandy	Aye

Adoption of Motion to Approve Cases in Closed Executive Session: Mark Gleason made a motion to approve, with stipulation, the cases in Closed Executive Session; Dana Bowman seconded; CPMT approved the motion by all present members voting in favor.

Adoption of Motion to Refer Parent Representative Candidate: Mark Gleason made a motion to approve the referral of Dawn Robbin to the vacancy of CPMT Parent Representative; Dana Bowman seconded; CPMT approved the motion by all present members voting in favor.

Review Assigned Tasks:

- Follow up on response to audit findings and see if they can hold findings from 2012 against findings in 2018.
- Dr. Pate needs letter sent advising where invoices need to be sent and how the time frame works to receive payment accordingly.
- Talk with the perspective parent representative to be sure she is still interested in becoming a member of CPMT.

Next Meeting: The next CPMT meeting is Monday, February 26th at 1:00 p.m. in the First Floor Conference Room in the Frederick County Government Offices Administration Building. Joint FAPT/CPMT meeting will be held Tuesday, May 22, 2018 in the CSA conference room on the 2nd Floor of the County Administration building from 1pm-2pm.

Adjournment: Peter Roussos made a motion to adjourn; Mark Gleason seconded; the CPMT approved. The meeting was adjourned at 2:35pm.

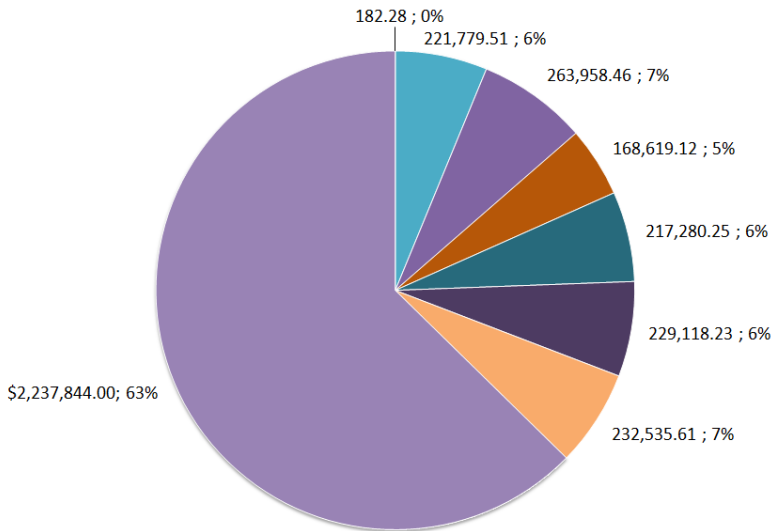
Minutes Completed By: Annie Kennedy



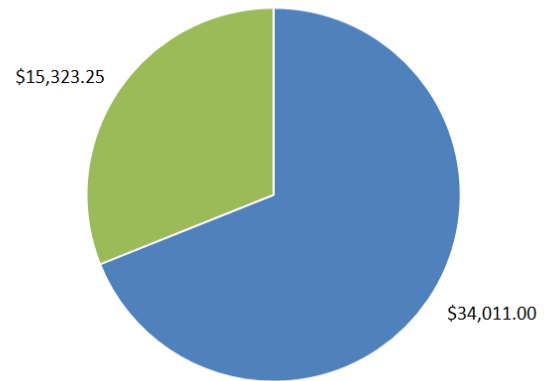
Frederick County CSA Update | January 2018

YTD Total Expenditures # of Reports Submitted: 7

% Used of Total Allocation

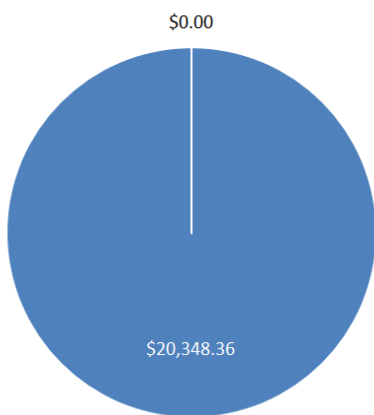


NonMandated Used



Encumbered: \$6705.00

SpEd Wrap Used



Encumbered: \$20,070.00

Expenditure Breakdown:

- YTD Net: \$1,333,473.46
- YTD Local Net: \$553,281.73

Balances as of 2/22/18:

- Total w/o Wrap: \$904,370.54
- Non-Mandated: \$17,420.25
- SpEd Wrap: \$ 18,478.36

CSA Updates:

Parent Rep Appointed to CPMT

New Case Manager Training

- Training will be March 14, 10:00-12:00pm
- 13 Currently signed up to attend

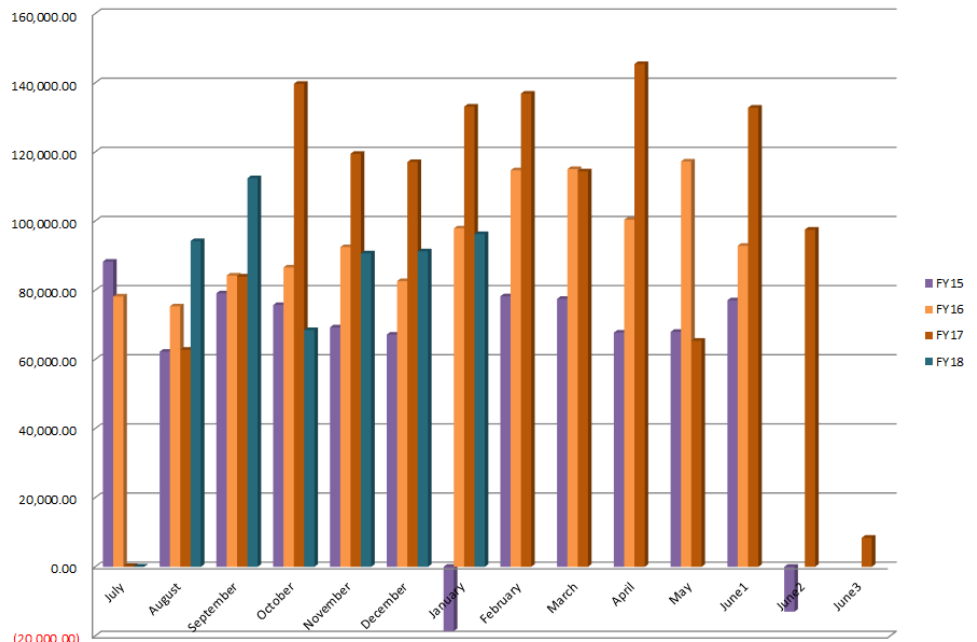
HFW Wrap ICC Expansion Grant

- 1 family receiving ICC through with grant funded FSP

Policy & Procedure Manual

- Subsections CSA & SpEd and CSA & JCSU completed
- CSA & DSS started

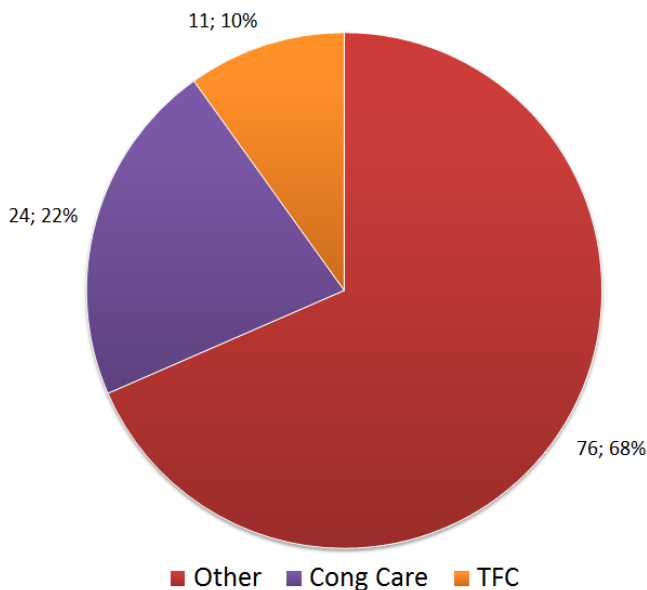
Monthly Local Share Expenditures



January Expenditures:

Net Total: \$232,535.61
 Net Local: \$96,236.81

Placement Environment



Child Count Served to Date: 111

Youth in Congregate Care to Date: 24

Youth in TFC to Date: 11



COUNTY of FREDERICK

Kris C. Tierney
County Administrator

February 15, 2018

540/665-6382
Fax: 540/667-0370
E-mail: ktierney@fcva.us

Dawn C. Robbins
121 Monet Terrace
Winchester, VA 22602

Dear Ms. Robbins:

The Frederick County Board of Supervisors, meeting in regular session on February 14, 2018, appointed you to serve on the Community Policy and Management Team (CPMT) as a parent representative, filling a vacated seat, said term to expire June 30, 2018.

CSA Coordinator Jackie Jury will be in touch with you with reference to meeting dates, times, agendas, etc. Should you need to contact Ms. Jury, you may reach her at (540)722-8395.

The county attorney has ruled that members of all county appointed boards, commissions and committees must be provided with a copy of the Virginia Freedom of Information Act and the State and Local Government Conflicts of Interest Act. A copy of a guide containing these acts and the Virginia Public Records Act, and that also includes explanatory material regarding these laws, is enclosed.

On behalf of the Board of Supervisors and myself, I would like to thank you for agreeing to serve on the Community Policy and Management Team. I hope you will find your service to be both interesting and rewarding.

With kindest regards, I am

Sincerely,

Kris C. Tierney
County Administrator

KCT/tjp

Enclosure

cc: Jackie Jury, MS, LPC, CSA Coordinator ✓
Michele Sandy, Chairwoman, CPMT

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Frederick County, Virginia

Children's Services Act
107 North Kent Street, 2nd Floor
Winchester, VA 22601
Office: (540) 722-8395
FAX: (540) 678-0682

1/25/2018

Mr. Kris Tierney
Frederick County Administrator
107 N. Kent Street
Winchester, VA 22601

RE: CPMT Parent Representative Appointment

Dear Mr. Tierney,

As Chairwoman of the Frederick County Community Planning and Management Team (CPMT), I am pleased to inform you that at our meeting of January 22, 2018, the CPMT nominated Ms. Dawn Robbins, by unanimous vote, to fill the vacancy of parent representative.

The parent representative is a mandated position on the CPMT. The State Code provides for both private provider representative and parent representative to be appointed by the Board of Supervisors. Appointments occur during the May Board of Supervisor's Meeting and are for a two-year term with members being eligible for reappointment. Interim appointments will finish out the prior term and renew on the current schedule. Traditionally, the Board of Supervisors has considered input on new appointments to the CPMT from the seated members.

Ms. Robbins is the mother of 4 children, one of whom has disabilities requiring a great deal of support and advocacy. This child's initial diagnosis came at the early age of 4, which forced Ms. Robbins to learn the ins and outs of both the educational and mental health systems. Though the struggles were significant at times, her daughter is now twelve and is thriving as a result of Ms. Robbins's efforts.

Ms. Robbins is also employed as the Human Resource Manager at Grafton Integrated Health Network, a behavioral health provider that serves youth with behavioral and emotional disabilities and Autism Spectrum Disorders. Working in this organization has also given Ms. Robbins an opportunity to become familiar with regulations and processes of the mental health system.

The experience, both personal and professional, makes her a strong candidate for the position of Parent Representative on the Frederick County CPMT. The CPMT appreciates your consideration of Ms. Robbins for appointment. The nomination information that was submitted for her is enclosed for your review.

Sincerely,

Michele Sandy
CPMT Chairwoman
Frederick County Public Schools
Director of Special Instructional Services

The C.S.A. Bills that made it past Crossover are:

HB 1333 Kinship Guardianship Assistance program; established.

SUMMARY AS PASSED HOUSE:

Kinship Guardianship Assistance program. Creates the Kinship Guardianship Assistance program (the program) to facilitate child placements with relatives and ensure permanency for children for whom adoption or being returned home are not appropriate permanency options. The bill sets forth eligibility criteria for the program, payment allowances to kinship guardians, and requirements for kinship guardianship assistance agreements. The bill also requires the Board of Social Services to promulgate regulations for the program.

[02/14/18 Senate: Referred to Committee on Rehabilitation and Social Services](#)

SB 44 Kinship Guardianship Assistance program; established

SUMMARY AS PASSED SENATE

Kinship Guardianship Assistance program. Creates the Kinship Guardianship Assistance program (the program) to facilitate child placements with relatives and ensure permanency for children for whom adoption or being returned home are not appropriate permanency options. The bill sets forth eligibility criteria for the program, payment allowances to kinship guardians, and requirements for kinship guardianship assistance agreements. The bill also requires the Board of Social Services to promulgate regulations for the program. The provisions of the bill are contingent on funding in a general appropriation act.

[02/08/18 House: Referred to Committee on Appropriations](#)

SB 205 Children's Services Act; special education programs, expands eligibility for services.

SUMMARY AS PASSED SENATE

Children's Services Act; special education programs. **Expands eligibility for services under the Children's Services Act to students who transfer from an approved private school special education program to a public school special education program established and funded jointly by a local governing body and school division located within Planning District 16** for the purpose of providing special education and related services when (i) the public school special education

program is able to provide services comparable to those of an approved private school special education program and (ii) the student would require placement in an approved private school special education program but for the availability of the public school special education program. The provisions of the bill are contingent on funding in a general appropriation act.

[02/14/18 House: Referred to Committee on Appropriations](#)

SB 205 Companion legislation HB 1346 did not make Crossover.

02/13/18 House: Left in Appropriations

SB 636 Kinship Guardianship Assistance program; established.

SUMMARY AS PASSED SENATE

Kinship Guardianship Assistance program. **Creates the Kinship Guardianship Assistance program (the program) to facilitate child placements with relatives and ensure permanency for children for whom adoption or being returned home are not appropriate permanency options. The bill sets forth eligibility criteria for the program, payment allowances to kinship guardians, and requirements for kinship guardianship assistance agreements. The bill also requires the Board of Social Services to promulgate regulations for the program. The provisions of the bill are contingent on funding in a general appropriation act.**

[02/08/18 House: Referred to Committee on Appropriations](#)

Family Preservation Services - 2015-2016 Rate Sh 2017-2018 Rate Sheet

Locality: Culpeper

Service Name

Intensive In-home	\$60/hour
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Mental Health Skill Building	\$83/unit
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Therapeutic Day Treatment	\$36.53 unit (3 units max/ day)
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Mentoring	\$40/hour
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less

Individualized Support Services	
Virtual Residential Program(VRP)	\$50/hour
Home Based Counseling	\$60/hour

less

FAMILY SUPPORT SERVICES	
Guided Supervised Visitation	\$60/hour
Supervised Visitation	\$45/ hour
Parental Sensei/ Parent Coaching	\$60/hour
Parenting Focused Ed	\$60/hour
Independent Living Skills	\$45/hour

less

Assessment/Evaluation	
Psychosexual Assessment	\$1000/assessment
Parenting Inventory/Assessment	\$150/1parent - \$210/2 parents
Psychosexual Assessment with Psychological Testing:	\$1400/assessment
Psychological Evaluation	\$1200/assessment
Trauma Evaluation	\$1000/assessment
Substance Abuse Assessment	\$250/assessment

Outpatient Services	
Individual Therapy	\$75/hour
Play Therapy (certified therapist)	\$80/hour
Trauma Focused CBT (certified therapist)	\$103/hour
	erapist) \$120/hour

Other	
Adoles. Sexual Harm Ind. Therapy	\$103/hour
ASHP Group	\$56/group
ASHP Home-based counseling	\$60/hour
Home Electronic Monitoring	GPS \$12.50/day \$25/FTF contact
Court Appearance	\$100/day

Family/Parenting Group	\$40 per person/hour
Adult Social Skills Group	\$40 per person/hour
Thinking for a Change	\$40 per person/hour
Anger Management Group	\$40 per person/ hour
School Based Behavior Specialist	\$40/hour
Seeking Safety Substance Abuse	\$75/hour



After School Programs

Ages: 3 years to 12 years

2018-2019 Schedule of Fees

Program	Monthly
Summer-July & August	\$780.00
Fall-September-June	\$515.00

Enrichment programs (vary by location) are offered at no additional cost. These may include: Marvelous Math®, Movin N Groovin®, Music 4 Me®, Dancing Feet®, Yippee-for-Yoga®, Talent Sprouts®, Suddenly Science®, and Super Soccer™.

We offer the Next Generation in T.L.E. Curriculum, L.E.A.P. Interactive™! This program is designed to enhance our regular monthly proprietary curriculum where our preschoolers get to interact with touch technology daily via an interactive whiteboard within their classroom. This new technology-driven curriculum brings the monthly theme to life utilizing such applications as Google Earth®, videos and real life pictures and sounds.

Two snacks and beverages will be provided for all full time children on table food. A well balanced and nutritional lunch may be offered at participating centers.

Every child must have 2 changes of (labeled) clean clothes. All grooming materials will be labeled and supplied by parents, including creams and ointments.

In order to accommodate our working parents, The Learning Experience may offer childcare to siblings of currently enrolled children during spring break and Christmas week. If so, there will be an additional cost for childcare. These dates may vary according to the local and county School Board and participating centers.

School will be closed on the following days however, tuition is still due for these holidays:

- New Year's Day, Memorial Day, Fourth of July, Labor Day,
- Thanksgiving Day, Day following Thanksgiving, Christmas Day

Additionally, the center may close early on Christmas Eve and New Year's Eve.

If a nationally recognized Holiday falls on the weekend, it will be observed the preceding Friday or the following Monday.

Each child will receive one-week (five consecutive days) of vacation credit per calendar year. In order to receive this credit you must be in attendance for a minimum of six (6) months consecutively. Tuition is waived for that period if a Notification of Vacation form is completed at least 14 days in advance.

Parents will complete a new Registration Packet, to update all contact and health information, each re-registration period for the school year.

An Annual Registration Fee is due for each new school year; Tuitions may be raised annually. There is an annual Summer Program Activity Fee for children 2 years of age and up.

ALL TUITION AND FEES ARE NON-REFUNDABLE

It is important as child care givers to maintain a secure and stable environment for your child (children). In order to accomplish this, we must also offer our staff the security of knowing that their employment with The Learning Experience is also secure and stable. This becomes an impossible task when some parents feel that they should not pay tuition when their child is absent from school for illness or vacation. This also pertains to school closings due to inclement weather or an emergency. Your tuition is what helps support our staff salaries. Therefore, if tuition is paid only when your child is in attendance, it does not allow us to guarantee staff stability and quality of care to all concerned.

For this reason The Learning Experience will require all parents to obligate themselves to their entire tuition on a monthly basis (special arrangements may be made for the summer months). Should you decide to keep your child home for any reason, you will be required to pay your tuition in full for that period of absence as part of your contractual monthly arrangements with us. Your child cannot re-enter the center without this payment in full. Should administration make any verbal arrangements to accept your child after this temporary absence, you will still be obligated for the monthly tuition balance outstanding with such balance being due within a reasonable period of time after your child's acceptance back to school. **ATTORNEY'S FEES AND COST FOR COLLECTIONS:** Parent herein agrees that in the event The Learning Experience is forced to take any action to collect any amount of unpaid tuition, then, and in that event, the parent will be responsible and hereby agrees to reimburse The Learning Experience for any and all attorney's fees, filing fees, and/or cost associated with any collection efforts made by The Learning Experience either individually or through its legal counsel, against parent.

I, the parent of _____ have read the above tuition responsibility agreement which shall become part of my obligation to the center and I fully understand this obligation and the reasons for its implementation.

Parent's Name Printed _____ Child's Name _____

Parent's Signature _____ Date _____ Witness _____

SERIES –9 11.20.17

Parents' Obligations

While obligated for an entire month of tuition (see below), parents may elect at the time of signing the Schedule of Fees to pay their child's tuition using one of three convenient payment plans outlined below: Once signed, parents must adhere to the agreed upon payment schedule for a minimum of six (6) months, and may only change to a different payment schedule once per calendar year.

Payment	Monthly -	Due the 1st of each month	\$ _____
Schedule	Semi-monthly-	Due the 1st & 15th of each month	\$ _____
	Weekly-	Due Monday of each week	\$ _____

(Discounts cannot be combined with any other offers.)

Late Fees:

Weekly Payments: Be advised that four (4) times per year there will be a fifth Monday that payment will be due within the same calendar month. A late fee of \$15 per week will automatically be charged if tuition is not paid by close of business each Monday evening.

Semi-Monthly Payments: A late fee of \$30 will automatically be charged to any account not paid by close of business on the 3rd and 17th of each month.

Monthly Payments: A late fee of \$30 will automatically be charged to any account not paid in full by close of business on the 3rd of each month.

EFT Notice: If you elect to pay tuition as a check transaction, there will be a \$55 service fee for all returned checks.

Extra Care Fee:

\$10.00 per every hour, or portion thereof, before or after scheduled time until 6:30 p.m.
\$15.00 per every 15 minutes or a portion thereof after 6:30 pm; CASH payment due at pickup.

To the extent any of the policies or procedures set forth herein differ from the policies set forth in TLE's Parent Handbook or Enrollment Packet, the policies set forth on this Rate Sheet shall govern.

Parent Signature: _____

Independent Living Arrangement



Virginia Home for Boys and Girls' highly individualized Independent Living Arrangement supports youth in achieving success as independent adults by offering housing and support services. Our property, located on 30+ park-like acres, is a safe, therapeutic neighborhood that is centrally located in Henrico, Virginia just minutes from downtown Richmond. The Metro-Richmond area was ranked by U.S. News & World Report as one of the best places to live in America. With close proximity to colleges, employment, health care, shopping, and entertainment, the area offers public transportation and a walkable commute to jobs.

POPULATION SERVED

Males and females ages 17-21 in Virginia who desire to reach successful independence through support and services and...

- have consistently demonstrated maturity and emotional stability in their current living environment, including conforming to acceptable societal norms,
- have a history of being actively engaged in services,
- are able to maintain enrollment in an educational program OR participating in a program or activity designed to promote or remove barriers to employment OR working at least 80 hours a month (or medically incapable of engaging in these activities),
- are willing to enter into and abide by an agreement with VHBG regarding rules and responsibilities.

SERVICES PROVIDED

- Independent Living Arrangement in townhomes on VHBG's campus (includes rent, food allowance, and utilities)
- Case Management, including:
 - Orientation of youth to program
 - Development of service plan and quarterly reviews
 - Writing of social history
 - Facilitation of services as identified in plan
 - Least restrictive supervision, including routine check-ins
 - On call services (24/7)
 - Discharge planning and writing of discharge summary
- Assessment of independent living skills (using the Casey assessment) and necessary training/coaching with the Casey Curriculum according to service plan in these areas, as needed:
 - Daily Living
 - Self Care
 - Relationships and Communication
 - Housing and Money Management
 - Work and Study
 - Career and Education Planning
 - Looking Forward
 - Permanency/Connections
- Support with day-to-day living as needed, including:
 - Curfew monitoring
 - Transportation
 - Medication Monitoring

PROCEDURES FOR ADMISSION

VHBG conducts an assessment of the youth to ensure s/he is suitable for services. The assessment includes a review of paperwork, Casey assessment and a face-to-face interview with the youth. Upon admission, the youth is oriented to the arrangement and apartment then begins receiving individualized case management services and independent living skills development. For referrals, contact Karen Swansey at KSwansey@vhbg.org or 804-270-6566, etc. 176.

FEES

Program fees are individualized based on the service needs of the youth and agreed upon via contract with the locality paying for services. General guideline: \$644 per month for rent + \$175/day for services packaged into levels depending on individual needs.

