

FREDERICK COUNTY CPMT AGENDA

September 23, 2019
1:00 PM
107 N Kent St
Winchester, VA
1st Floor Conference Room

Agenda

- I. Introductions
- II. Adoption of Agenda
- III. Consent Agenda
 - A. Approve August Minutes
 - B. Approve Budget Request Forms
- IV. Executive Session
 - A. Extended Parental Agreement Update
- V. Committee Member Announcements
 - A. As Needed
- VI. CSA Report Jackie Jury
 - A. Financial Report
 - B. CSA Updates
 - 1. HFW ICC Expansion Grant Update
 - 2. Future Meeting Dates
- VII. Old Business Jackie Jury
 - A. Strategic Plan Update
 - 1. UM/UR
 - 2. Measure Program and Quality Service
 - 3. CSA Website
 - B. Vendor Contracts
 - 1. Vendor Agreements for 3%
 - 2. Premier TFC
 - 3. NSBHS Added Services
 - 4. EAS Added Services
- VIII. New Business
 - A. Confidentiality Agreements Jackie Jury
 - B. Voting Abstention Jackie Jury
 - C. Placement through CSA Parental Agreement Michele Sandy
- IX. Review Assigned Tasks
- X. Next Meetings
 - A. CPMT October 28, 2019, 1st Floor Conference Room- See Memo for future dates
 - B. Joint FAPT/CPMT Meeting, October 22, 12:30-1:30pm, 2nd Floor Public Works

Conference Rm

- 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 August 26th, 2019

The Community Policy and Management Team (CPMT) Committee met on August 26, 2019 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:

- Dr. Colin M. Greene, Lord Fairfax District Health Department
- Jay Tibbs, Frederick County Government
- Mark Gleason, Northwestern Community Services Board
- Tamara Green, Frederick County DSS
- Dana Bowman, Children Service of Virginia
- Michele Sandy, Frederick County Public Schools

The following members were not present:

- Peter Roussos, Court Services Unit
- Dawn Robbins, Parent Representative

The following non-members were present:

- Jacquelynn Jury, CSA Coordinator
- Brittany Arnold, CSA Account Specialist

Call to Order: Mark Gleason called the meeting to order at 1:00pm.

Adoption of July Agenda: Jay Tibbs made a motion to adopt the June agenda as amended; Dr. Colin Greene seconded; CPMT approved.

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

- August 26th CPMT Minutes
- Budget Request Forms – Confidential Under HIPAA

Adoption of August Minutes: Dr. Colin Green made a motion to approve the August minutes; Jay Tibbs seconded; the CPMT approved.

Adoption of Budget Request Forms: Dr. Colin Green made a motion to approve the Budget Request Forms; Jay Tibbs seconded; the CPMT approved.

Adoption to Convene to Closed Session: On motion duly made by Dr. Colin Green and seconded by Jay Tibbs, the CPMT voted unanimously to go into Closed 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.

- Account of Closed Session:
 1. 1:1 Funding without prior authorization
 2. Extended Parental Agreement Update

Adoption of Motion to Come Out of Closed Executive Session: Dr. Colin Green made a motion to come out of Closed Executive Session and reconvene in Open Session; Michele Sandy 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.

Michele Sandy	Aye
Dr. Colin Greene	Aye
Mark Gleason	Aye
Jay Tibbs	Aye
Tamara Green	Aye
Dana Bowman	Aye

Committee Member Announcements:

- Dana Bowman brought the current struggle with Medicaid approval for clients to the team’s attention. She discussed that youth who are no longer receiving Medicaid funded services will potentially be requesting funding from the FAPT.

CSA Report: July 2019 Pool Reimbursement: July net expenditures were \$267,228.64 with a local match of \$109,704.81. Of the 157-youth served to date, 23 have been in congregate care and 24 in a TFC.

Non-mandated Budget: The CSA Coordinator summarized the non-mandated budget stating that \$34,011.00 is allocated annually. For FY20, \$ 19,007.55 has been spent and \$0.00 is currently encumbered.

Special Education Wrap Budget: Frederick County has \$41,143.31 allocated in SpEd wrap funds. To date, \$34,519.00 has been used and an additional \$0.00 is encumbered.

Office Updates:

- High Fidelity WrapAround SOC Grant

- The new grant year started on October 1. The goal for the year is 25 cases, the region is currently at 25. Frederick County has referred 25, however 2 did not count due to provider not completing necessary documentation.

Old Business:

- Strategic Plan Update- Goals
 - 1. Utilization Review Improvement
 - a. OCS provides a short evaluation and CPMT decided to model their survey off something that is already approved by the state.
 - b. Edits will need to be made to format/fit to Frederick County's demographics and population.
 - c. CPMT also recommended using readability to ensure the document is family friendly and easy to understand.

Key Tasks/Activities	Target Date	Status
Seek feedback from other localities (lessons learned)	4/30/2020	
Determine population/services to be included	6/30/2020	
Develop Job Description/Provider Expectations	8/31/2020	
Determine RFP vs MOU	10/31/2020	
Develop RFP or MOU	12/31/2020	
Contact providers for svcs/contracting	1/31/2021	
Contract/MOU with provider	5/31/2021	
Roll out	7/1/2021	

Establish User-Friendly FCCSA Website

Key Tasks/Activities	Target Dates	Status
Create Web Page Layout	8/31/2019	Mock-up stage
Add/Update Page Content	9/30/2019	Waiting on CSA Coordinator review
Create CM Access	11/30/2019	Complete. Waiting for testing phase
Website Testing	12/31/2019	
Roll out	1/1/2020	

2. CSA Website improvements

Key Tasks/Activities	Target Dates	Status

Obtain feedback from other localities that survey families	8/31/2019	See Sample
Determine population to survey	10/31/2019	
Determine format (smartphone app vs paper vs online survey)	1/31/2020	
Create Survey	3/31/2020	
Test Survey	5/31/2020	
Roll out	7/1/2020	

- Vendor Contracts

- § Vendors who were denied an increase over 3% were sent a letter indicating that CPMT would only approve increases up to 3%. Of those, agreements have been confirmed by Children of America-Winchester, Youth for Tomorrow, Virginia Keys School, and The Bair Foundation.

- § A letter was received from TRS indicating that they will not agree to limiting the increase of their non-Medicaid Goal Based program to 3% but suggested that we only contract to utilize their Medicaid reimbursable services, Enhanced and SA programs, along with the private day school. After discussion, CPMT agreed to the TRS rate increase, including the non-Medicaid Goal Based program, due to this program being lower cost than similar programs.

- § Elk Hill returned their FY20 contract renewal letter, however their rates have increased 34% for the aide (\$15-\$20) and group home rates went up 5%. CPMT agreed to accept Elk Hill's increases because they are less frequently used due to the population they accept.

New Business:

- Revise CPMT Chair Rotation policy

- At the request of the Health Department, a revision to the CSA Policy & Procedure Manual was proposed to remove the agency from the duties of Chair due to lack of knowledge and a conflict of interest. The CSA Coordinator recommends just removing the Health Department and keeping the same order. The current order is as follows:

- § Frederick County Public Schools
 - § County Administration
 - § Health Department
 - § Court Services Unit
 - § Department of Social Services
 - § Private Provider Representative
 - § Community Services Board

- Members were not in agreement of removing the Health Department from Chair duties. The Code of VA requires that each agency have a representative on the CPMT, and Chairing the meeting is a shared responsibility of each member. Members of the team

- argued that the Health Department chairing is no more of a conflict than any other agency in that role. The motion to change the policy was defeated.
- Administrative Memo #19-07
 - State Allocations for FY20 Non-Mandated funds and SpEd WrapAround funds were distributed. Frederick County was allocated the following amounts:
 - § Non-Mandated- \$34,011.00
 - § SpEd WrapAround- \$16,442.00
 - § State share- \$9,293.00
 - § Local Share- \$7,149.00
 - Audit Memo
 - OCS provided the State Audit Plan for fiscal years 2020-2022. Frederick County will be audited during FY21. A survey will be distributed toward the end of FY20. The answers will determine if FC will receive an onsite or self-assessment workbook audit and what the deadline for completion will be.
 - Administrative Memo #19-08
 - Informs localities of the September 1 deadline to complete the submission of FY20 PDS contracted rates. Reporting consists of using the OCS portal to individually input negotiated rates for each PDS that has a current contract and adding any new PDS contracted vendors.

Review Assigned Tasks:

- The CSA Coordinator will continue to work on the family outcome survey.

Next Meeting: The next CPMT meeting is Monday, September 23rd 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, October 22, 2019 in the CSA conference room on the 2nd Floor of the County Administration building from 1pm-2pm.

Adjournment: Jay Tibbs made a motion to adjourn; Michele Sandy seconded; the CPMT approved. The meeting was adjourned at 2:26pm.

Minutes Completed By: Brittany Arnold



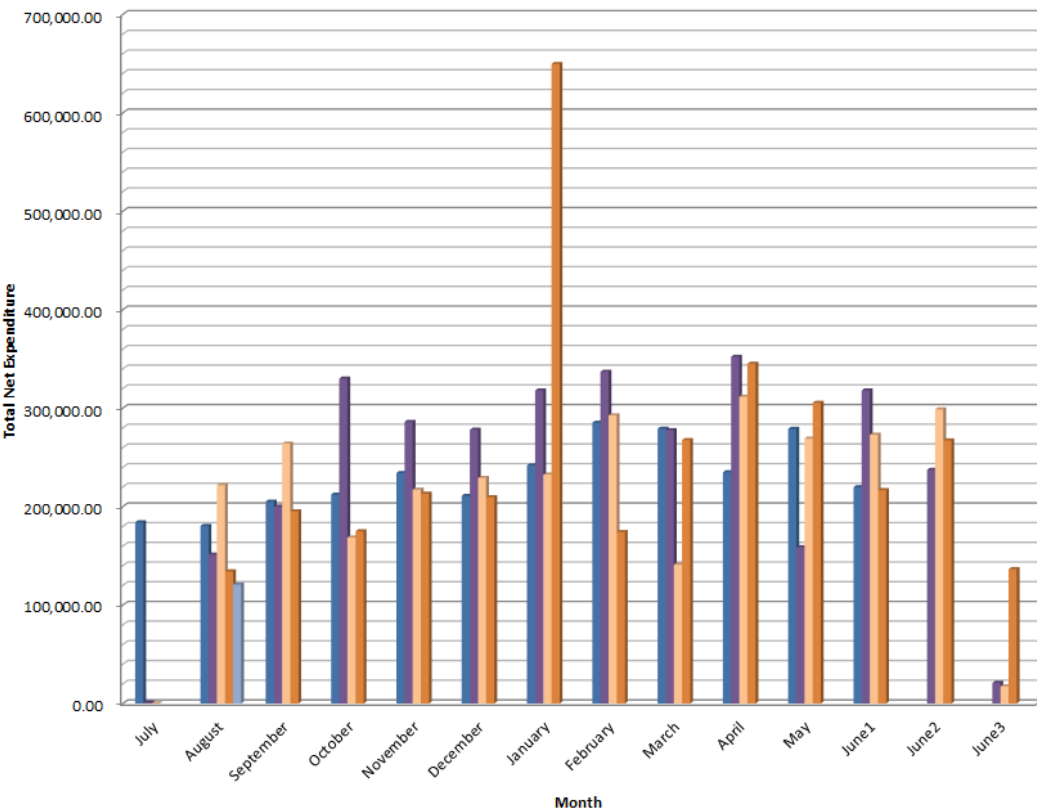
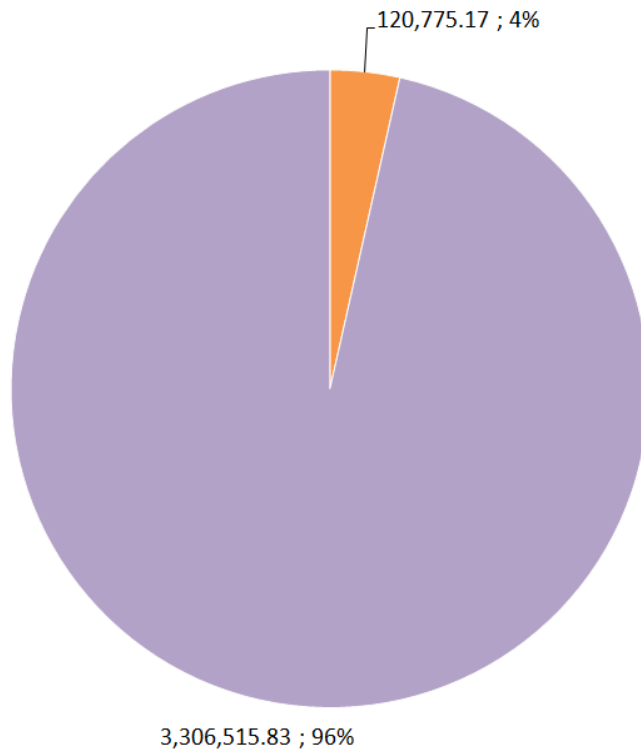
Frederick County CSA Update: August 2019

Financial Report
of Reports
Submitted: 1

YTD Total Net
Spent with
Wrap:
\$120,775.17

YTD Local
Net:
\$44,871.18

% Used of Total Allocation



Balances

Total w/o Wrap:
\$3,306,515.83

Non-Mandated:
\$33,055.25

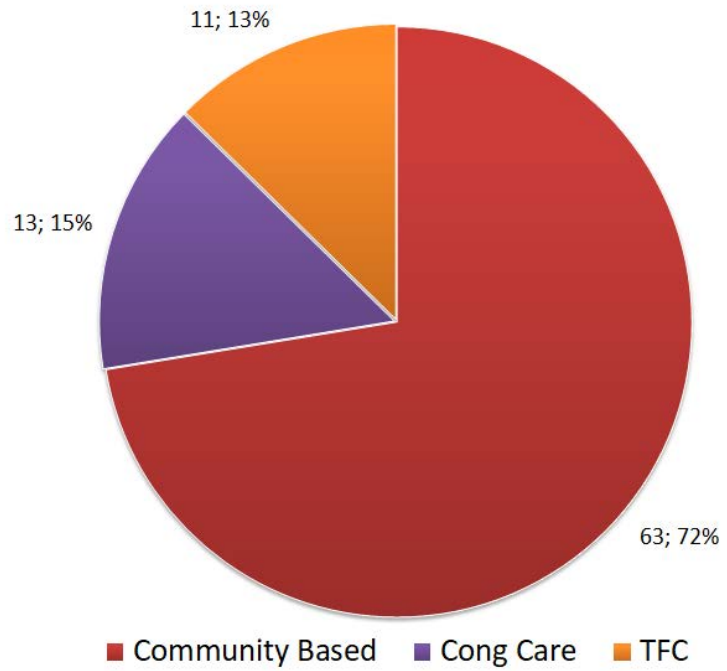
SpEd Wrap:
\$11,244.25

CSA Updates:

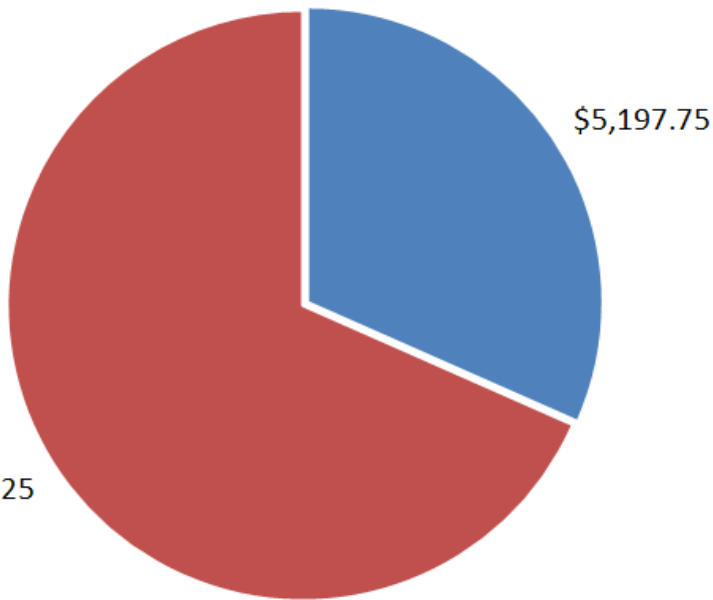
*HFW Wrap ICC
Expansion Grant Year 3*

- 26 of 25 Referrals
- 20 from Frederick County (2 not counted)

Placement Environment



SpEd Wrap Used

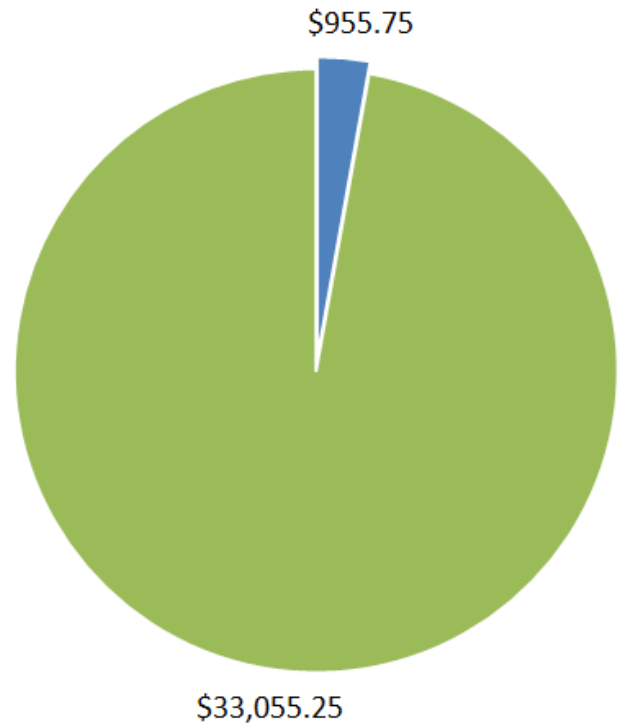


Unduplicated Child
Count Served to Date:
87

Youth in Congregate
Care to Date: 13

Youth in TFC to Date: 11

NonMandated Used



SpEd Wrap
Encumbered:
\$56,468.00

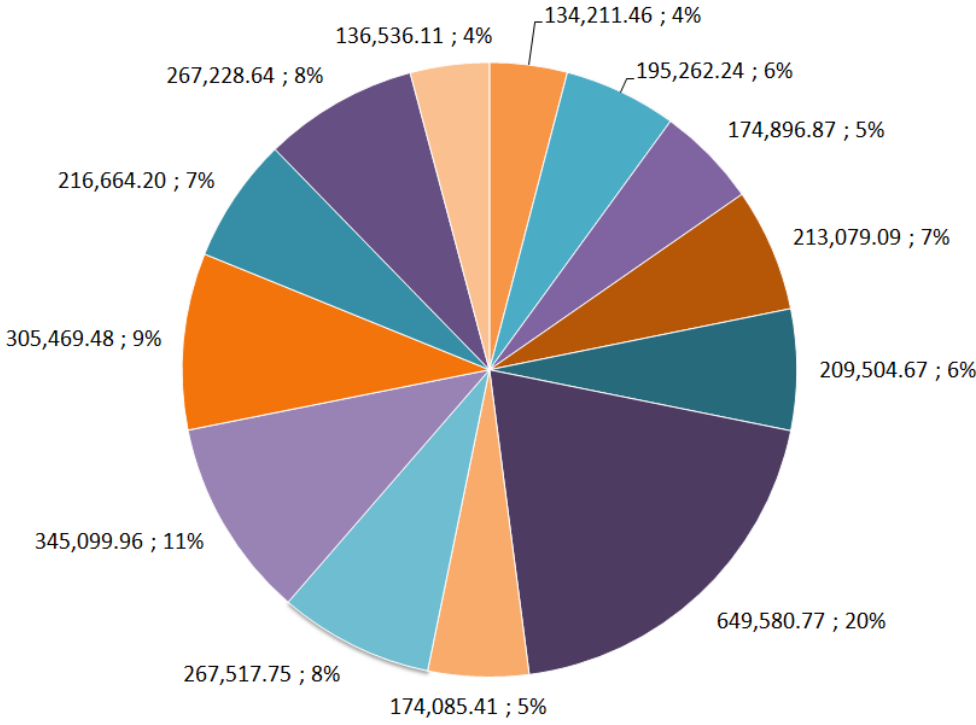
NonMandated
Encumbered:
\$32,728.50



Frederick County CSA Year End 2019

FY 2019 Total Expenditures & Trends
 # of Reports Submitted: 13

% Used of Total Allocation



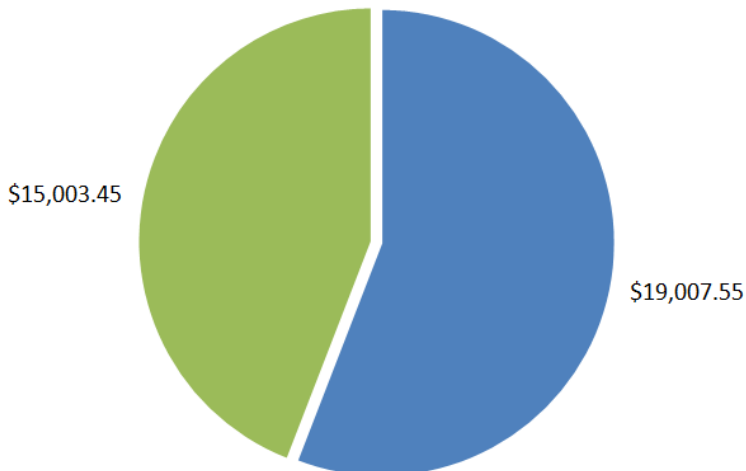
Expenditure Breakdown

- Year End Total Net Expenditure: \$3,289,126.65
- Year End Local Net Expenditure: \$1,298,347.89

Supplemental Allocation Request

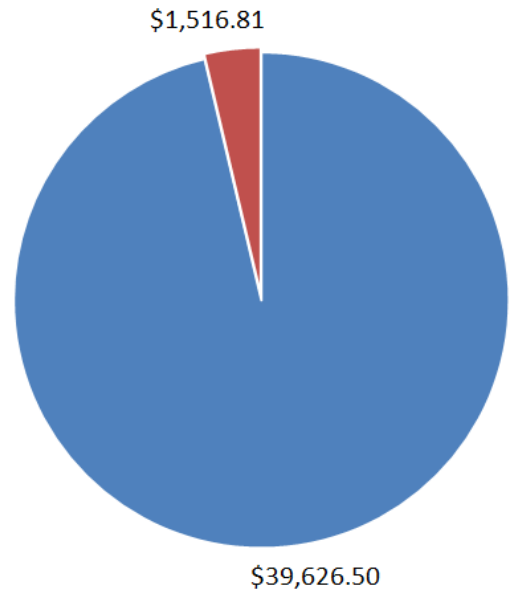
- Total Requested: \$275,139.20
- Supplemental Used: \$194,971.34

NonMandated Used



Initial Allocation: \$34,011.00

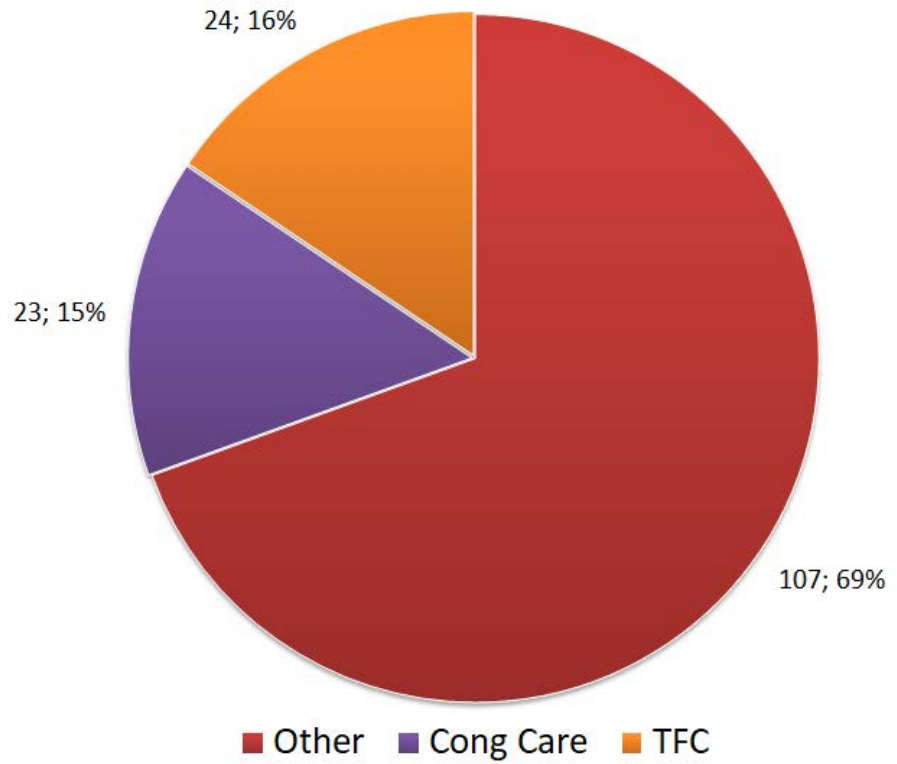
SpEd Wrap Used



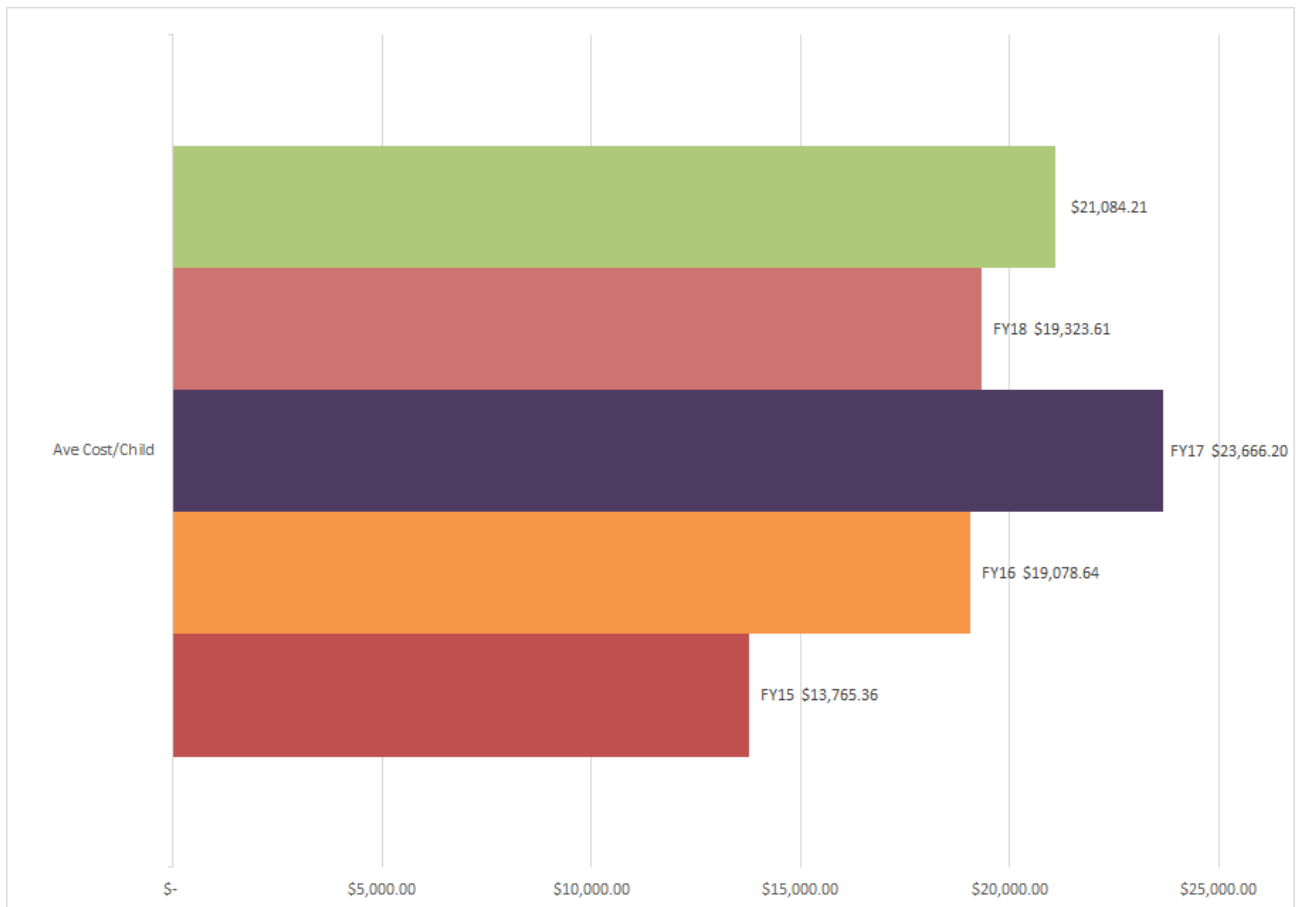
Initial Allocation: \$13,730.00
 Additional Request: \$27,413.31

Placement Environment

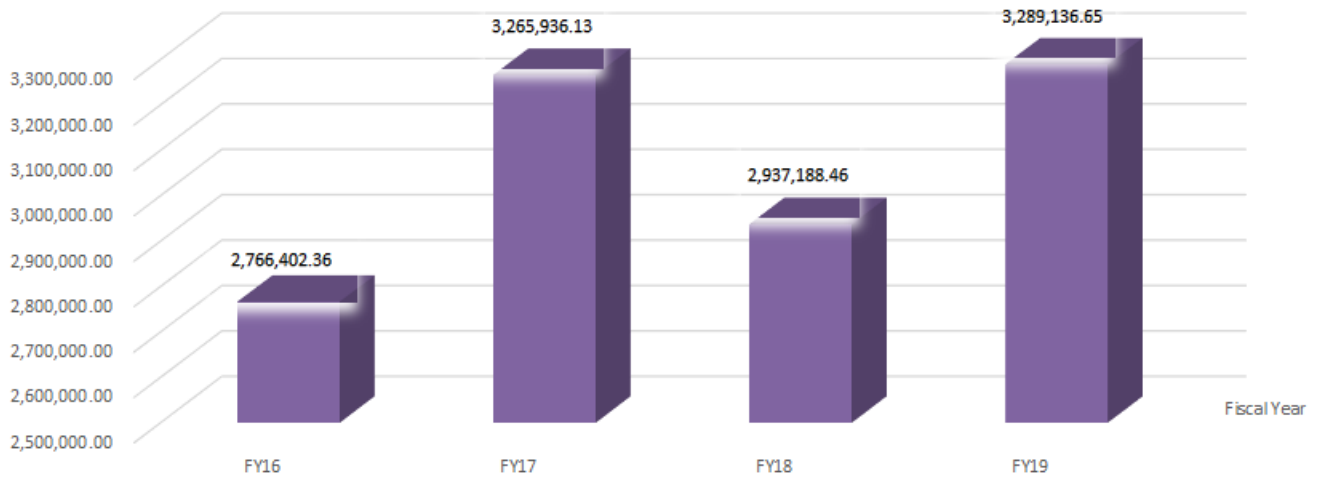
Unduplicated Child Count
Total Youth & Families Served: 156
Youth in Congregate Care: 24
Youth in TFC: 24



Average Cost Per Child

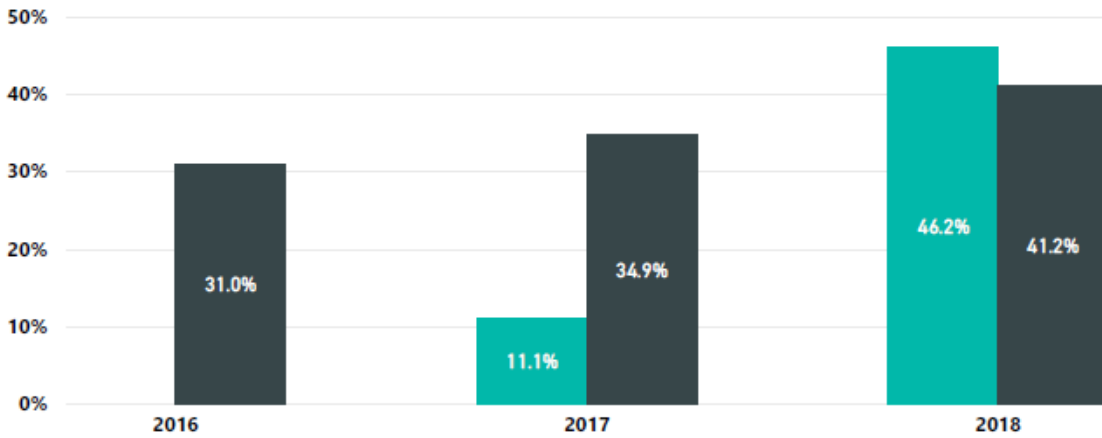


Expenditure Trends



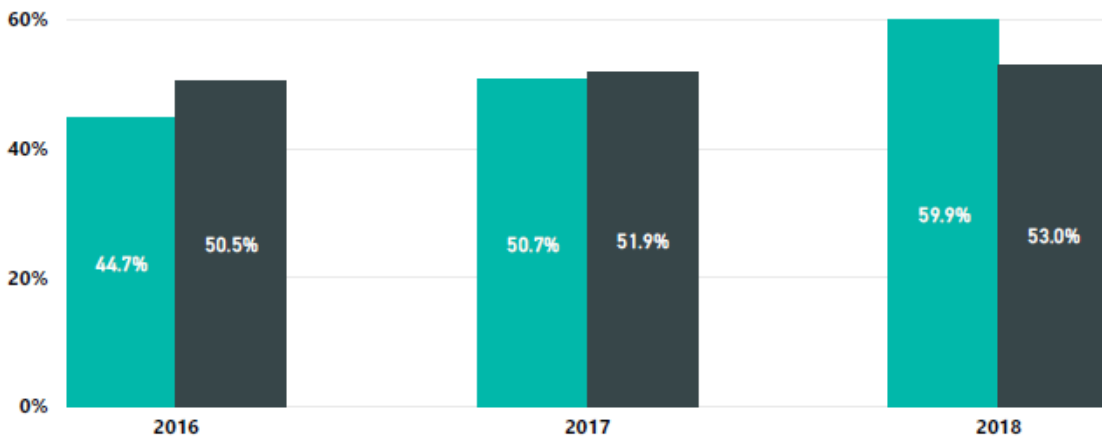
Intensive Care Coordination Target = 75%

● Locality ● Statewide



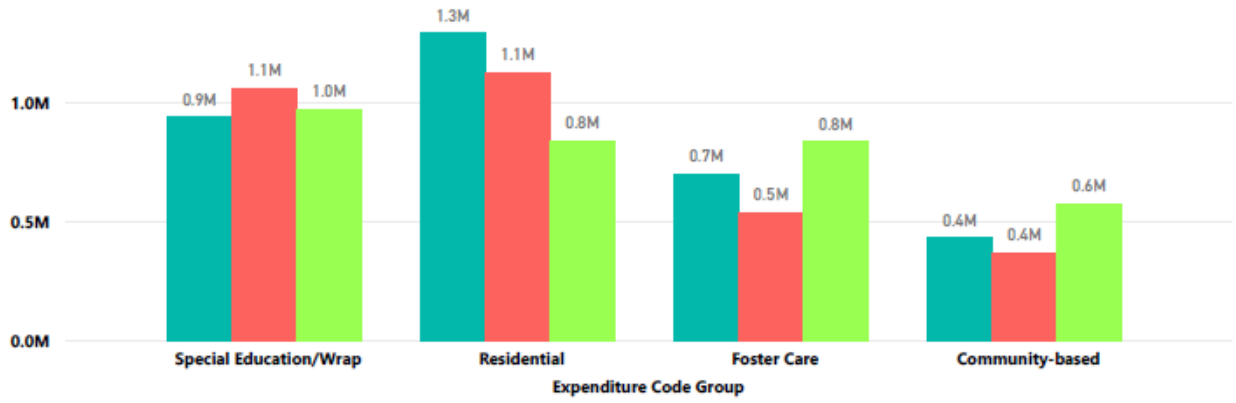
Community-based Services Target = 50%

● Locality ● Statewide

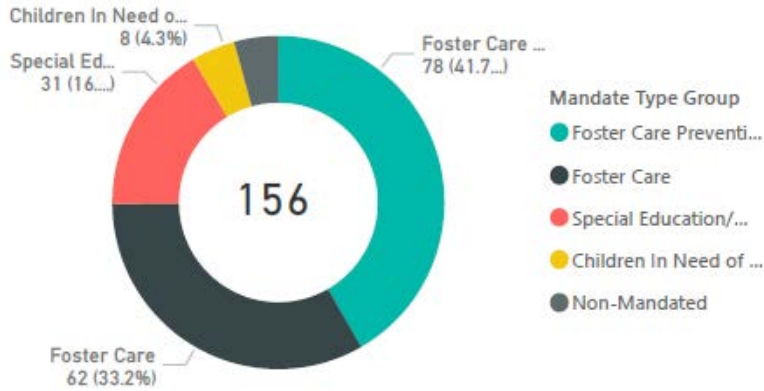


Total Gross Expenditures By Expenditure Code

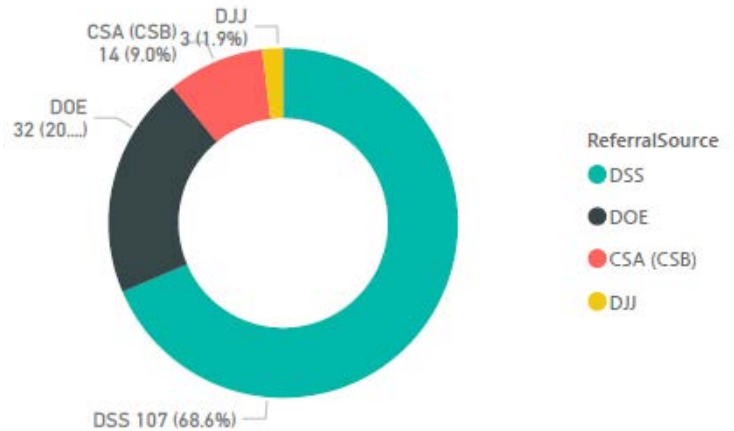
Fiscal Year ● 2017 ● 2018 ● 2019



Distinct Child Count By Mandate Type



Referral Source



**Community Comprehensive Services
EVALUATION (for families to complete)**

FAPT date:

Referral agency:

Service Provider:

Child's age:

Child's gender:

Type of Service:

- Day School Foster home Therapeutic FH
 Community based/In-Home Therapist Residential
 Group home One to one aide Other

	Poor		Fair		Excellent
How well is the communication from your case manager?	1	2	3	4	5
How well were you informed about the FAPT process?	1	2	3	4	5
How much input did you have in the selection of service providers?	1	2	3	4	5
How well is the provider meeting your Child's needs	1	2	3	4	5
Do you feel that your child/family is treated with respect and dignity?	1	2	3	4	5
How well did the FAPT use your child/family's strengths in planning for services?	1	2	3	4	5

How successful are the services at this time? (Please check one)

- 1) Situation made worse
- 2) Minimal improvements
- 3) No change
- 4) Progress made, not complete
- 5) Desired outcomes obtained

Would you recommend this provider to another child / family for services?

No **Maybe** **Yes**
1 **2** **3** **4** **5**

Would you be interested in having a volunteer parent representative contact you for more information on the FAPT and CSA process? **YES** **NO**

Would you be interested in participating in a parent support/resource group? **YES** **NO**

(You can use the back of this page for your responses)

How can we make your FAPT/CSA experience better for you and your child?

What other types of community services do you think are needed for your child?

Thank you.



**42009 Victory Lane
Leesburg, VA 20176
CSA/CPMT
DAILY RATES**

Effective: July 1, 2019 thru June 30, 2020

Residential Treatment , Assessment & Diagnostic and Stabilization Program

Residential Room and Board*	\$210.00
Combined Residential*	\$117.96
Residential Daily Supervision*	\$65.54
Residential Education	\$177.94
Residential Special Education	\$246.83

Our Combined Residential is broken down as follows:

Residential Daily Supervision	\$65.54
Residential Case Management	\$30.43
Residential Supplemental Therapies	\$50.00
Residential Medical Counseling	\$37.53

\$183.50

Partial Hospitalization Program Services (PHP)

Daily PHP Rate (8:30-3:30 PM) \$330.00

Intensive Outpatient Program Services (IOP)

Daily IOP Rate (5:30-8:00 PM) \$175.00

ADDITIONAL SERVICES (Provided as needed)

One to One Supervision	\$25.00/hour
Transportation**	\$25.00/hour
Individual Therapy	\$54.06 a session
Group Therapy	\$21.69 a session
Family Therapy	\$90.71 a session
Psychiatric Diagnostic Evaluation	\$121.26 once per admit
Medication Management	\$106.67 a session
Psychological Assessment	\$68.11 once per admit
Assessment and Diagnostic Assessment	\$120 hourly for 7 hours
Psychosexual Assessment	\$120 hourly

These rates are subject to change and will be adjusted to Virginia Medicaid's Rate setting as per the contract once the rates are assigned by them*

**** (If requested more than the allowable 1 transport per quarter outside a 10 mile radius)**

Please note, reimbursement for treatment services will be utilized first by Medicaid. If and when Medicaid funding is not available the CSA/CPMT will be responsible. Medicaid cannot regulate a Provider's negotiated rate with CSA/CPMT that the Provider makes public. Medicaid can mandate, that if the recipient is eligible, the CSA/CPMT cannot be billed more than what Medicaid would pay the Provider for Room and Board/Combined Residential. This excludes educational fees.



SOCIAL SKILLS GROUP

RUN BY: Stephanie Gosnell, MSW, LCSW

WHO: Co-Ed Teens (ages 13-17)

WHAT: Eight 1-Hour Social Skills Groups with 4-8 participants

COST: \$50 per participant per group

WHEN: Wednesdays at 4:30 PM beginning October 2, 2019

WHERE: E.A.S. Winchester, PLLC

9 N Loudoun St., Suite 201-B

Winchester, VA 22601

(Bright Center on the Walking Mall)

Phone: 540-686-7249

Fax: 540-686-7608

E-mail: EASWinchester@gmail.com

WHY: An identified need to improve in areas such as:

- · Healthy Conversational & Communication Skills
- · Empathy
- · Expected Behavior
- · Introductions
- · Accepting Differences
- · Conflict Resolutions
- · Healthy Relationships
- · Healthy & Appropriate Boundaries
- · Other needs as identified by the group

Stephanie Gosnell, MSW, LCSW, is a licensed therapist in both the Commonwealth of Virginia and the State of West Virginia. Stephanie has experience providing individual, group, and family therapy to both adolescents and adults. Stephanie has a background in juvenile corrections as well as outpatient services. Stephanie joined the E.A.S. Winchester team in August 2019.

Please contact E.A.S. Winchester, PLLC, at the information listed above to make a referral.

Deadline for referrals: September 30, 2019

Frederick County CSA
CPMT Member
CONFIDENTIALITY AGREEMENT

I, THE UNDERSIGNED, DO HEREBY AGREE TO COMPLY WITH VIRGINIA CODE 2.2-5210 AND DO HEREBY AGREE TO PRESERVE THE CONFIDENTIALITY OF ALL INFORMATION TO WHICH I MAY HAVE ACCESS, EITHER WRITTEN OR VERBAL, WHILE PARTICIPATING IN, OR PROVIDING SUPPORT TO, THE FREDERIC COUNTY CHILDREN’S SERVICES ACT PROGRAM.

§ 2.2-5210. Information sharing; confidentiality

All public agencies that have served a family or treated a child referred to a Family Assessment and Planning Team (FAPT) shall cooperate with this team. The agency that refers a youth and family to the team shall be responsible for obtaining the consent required to share agency client information with the team. After obtaining the proper consent, all agencies shall promptly deliver, upon request and without charge, such records of services, treatment or education of the family or child as are necessary for a full and informed assessment by the team.

Proceedings held 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 whose case is being assessed by this team or reviewed by the Community Policy and Management Team (CPMT) shall be confidential and not open to the public, unless the child and family who are the subjects of the proceeding request, in writing, that it be open. All information about specific children and families obtained by the team members in the discharge of their responsibilities to the team shall be confidential.

Utilizing a secure electronic database, the CPMT and the family assessment and planning team shall provide the Office of Children's Services with client-specific information from the mandatory uniform assessment and information in accordance with subdivision D 11 of § [2.2-2648](#).

I have read, understand and agree to abide by this statute on confidentiality and all other laws and regulations pertaining to confidentiality of persons served.

Print Name

Signature

Date

Print Name

Signature of Witness

Date

Frederick County CSA
FAPT Member
CONFIDENTIALITY AGREEMENT

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Print Name

Signature

Date

Print Name

Signature of Witness

Date