

# FREDERICK COUNTY CPMT AGENDA

October 28, 2019  
1:00 PM  
107 N Kent St  
Winchester, VA  
1<sup>st</sup> 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. Letter
  - B. Payment for FY19 Services
  - C. Funding for Copay of DSS Youth
  - D. September Funding Gap
- V. Committee Member Announcements
  - A. As Needed
- VI. CSA Report Jackie Jury
  - A. Financial Report
  - B. CSA Updates
    1. HFW ICC Expansion Grant Update
- VII. Old Business Jackie Jury
  - A. Strategic Plan Update
    1. UM/UR
    2. CSA Website
    3. Survey
  - B. Vendor Contract
    - Compass Counseling Services added ABA
  - C. Confidentiality Agreements
- VIII. New Business
  - A. Proposed Revision to Emergency Funding Policy Jackie Jury
- IX. Review Assigned Tasks
- X. Next Meetings
  - CPMT November 25, 2019, 1<sup>st</sup> Floor Conference Room- See Memo for future dates
- 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 September 23rd, 2019**

The Community Policy and Management Team (CPMT) Committee met on September 23, 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
- Peter Roussos, Court Services Unit
- Dawn Robbins, Parent Representative

***The following members were not present:***

***The following non-members were present:***

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

***Call to Order:*** Peter Roussos called the meeting to order at 1:02pm.

***Adoption of September Agenda:*** Mark Gleason 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. Private Provider and Parent Representatives abstain from voting on funding for youth receiving services provided by their respective agency or where there may appear to be a personal financial gain from the provision of services.

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

***Adoption of Budget Request Forms:*** Mark Gleason made a motion to approve the Budget Request Forms; Dawn Robbins seconded; the CPMT approved.

**Adoption to Convene to Closed Session:** On motion duly made by Mark Gleason and seconded by Dr. Colin Greene, 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:** Mark Gleason made a motion to come out of Closed Executive Session and reconvene in Open Session; Dr. Colin Greene 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
Dawn Robbins	Aye
Peter Roussos	Aye

**Committee Member Announcements:**

- Mark Gleason shared with the group the updated hours and services at the Winchester same day access clinic.
- Peter Roussos shared with the team that the Timbrook Achievement Center would be opening on October 7<sup>th</sup>, 2019 and would be accepting 10 youth at this time but has the capacity of 20 in the future.
- The December 23<sup>rd</sup> meeting has been moved to December 16<sup>th</sup> to accommodate the December holiday schedule.'

## ***Financial Reports***

### ***FY19 CSA Report:***

- Fiscal year 2019 Pool Reimbursement: net expenditures were \$3,289,126.65 with a local match of \$1,298,347.87.
  - A supplemental allocation was requested in the amount of \$275,139.20, of that allocation \$194,971.34 was used.
  - Of the 154-youth served, 23 were in congregate care, 24 in a TFC, and 107 in the community.
- ***Non-mandated Budget:*** The CSA Coordinator summarized the non-mandated budget stating that \$34,011.00 is allocated annually. In FY19, \$19,007.55 was spent.
- ***Special Education Wrap Budget:*** Frederick County was initially allocated \$13,730.00 and an additional request of \$27,413.31, totaling \$41,143.31 allocated in SpEd wrap funds. FY19 total spent was \$39,626.50.
- ***Average Cost Per Child:*** The average cost per child in Frederick County for FY19 is \$21,358.03. In comparison to previous years, this figure remains close to the average amount spent per child (overall average in 4 years = \$18,958.45).
- ***Expenditure Trends:*** In comparison to the 3 most recent previous years, FY19 has spent the most amount of money, totaling \$351,948.19 over FY18. However, the trend shows every other year expenditures climb and are then followed by a decrease (see Financial Report).
- ***Intensive Care Coordination Comparison:*** Frederick County has surpassed the statewide average for utilizing ICC services. Specifically, in FY18, Frederick County utilized 46.2% of cases and the statewide average was 41.2%.
- ***Community-based Services:*** Frederick County has surpassed the statewide average for utilizing CBS services. Specifically, in FY18, Frederick County utilized 59.9% of cases and the statewide average was 53.0%.
- ***Total Gross Expenditure by Expenditure Code:*** in comparison to fiscal years 2017 and 2018, FY19 showed decreasing trends in both Special Education Wrap and Residential codes gross expenditures but showed increases in both Foster Care and Community-based codes for Frederick County youth.
- ***Distinct Child County by Mandate Type:*** In Frederick County 78 youth were mandated under the Foster Care Prevention category, 62 under Foster Care, 31 under Special Education/Wrap, 8 under CHINS, 4 under Non-Mandated.
- ***Referral Source:*** In FY19, 107 (68.8%) youth were referred to CSA by DSS, 32 (20.5%) from Education, 14 (9%) from NWCSB, and 3 (1.9%) from DJJ.

*August CSA Report:*

- Fiscal year 2020 Pool Reimbursement: net expenditures were \$120,775.17 with a local match of \$44,871.18.
- Non-mandated Budget: The CSA Coordinator summarized the non-mandated budget stating that \$34,011.00 is allocated annually. \$955.75 has been spent and \$33,005.25 remains a balance. \$32,728.50 is currently encumbered.
- Special Education Wrap Budget: To date, \$5,197.75 has been used and \$11,244.25 remains as a balance. \$56,468.00 is encumbered.

*Office Updates:*

- High Fidelity WrapAround SOC Grant
  - The current grant year started on October 1, 2018. The goal for the year is 25 cases, the region has surpassed its goal with 26 cases. Frederick County has referred 21, however 2 did not count due to provider not completing necessary documentation.

*Old Business:*

- Strategic Plan Update- Goals
  - Utilization Review Improvement

<b>Key Tasks/Activities</b>	<b>Target Date</b>	<b>Status</b>
Seek feedback from other localities (lessons learned)	4/30/2020	Not yet started
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

<b>Key Tasks/Activities</b>	<b>Target Dates</b>	<b>Status</b>
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	Pending
Website Testing	12/31/2019	
Roll out	1/1/2020	

- CSA Website improvements:
  - Readability information was given to the team from Michele Sandy to accommodate families and make the survey easier to understand/ comprehend.
  - The team discussed beginning basic and collecting data in the preliminary stages before adding more complex questions.

<b>Key Tasks/Activities</b>	<b>Target Dates</b>	<b>Status</b>
Obtain feedback from other localites that survey families	8/31/2019	Regional Collaboration
Determine population to survey	10/31/2019	Regional Collaboration
Determine format (smartphone app vs paper vs online survey)	1/31/2020	Regional Collaboration
Create Survey	3/31/2020	Regional Collaboration
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%. The final vendor, Lutheran Family Services, submitted their agreement.
  - Premier TFC submitted the last of required paperwork to complete their FY20 contract renewal, however their rates have increased as follows:
    - TFC Levels: 1.5%-10.3%
    - S/T Foster Care: 8.3%
    - Reunification Services: 9.2%
    - Transportation: 1.8%
  - § CPMT agreed to send a letter of indicating that CPMT would only approve an increase of 3% to Premier, as the current rates are higher than the average.
- NSBHS offers PHP & IOP in addition to residential and acute care. An updated rate sheet was provided to approve these services. The rates are aligned with those provided on the Healthcare Exchange.
  - On motion duly made by Mark Gleason and seconded by Dr. Colin Greene to approve adding PHP & IOP as contract services with NSBHS.
- EAS Winchester is adding a Social Skills group to their service array.
  - On motion duly made by Mark Gleason and seconded Michele Sandy to approve adding the Social Skills group to the current contracted services with EAS.
- ***New Business:***

- Confidentiality Agreements:
  - A discussion regarding audits occurred at a regional CSA Coordinators meeting where Confidentiality Agreements for FAPT and CPMT were discussed. One auditor reviewed files for the inclusion of a confidentiality agreement signed by each member of FAPT and CPMT.
  - The team suggested including language regarding the penalties if confidentiality were breached. CPMT believes the document needs to clarify both the statute and penalties for noncompliance.
- Voting Abstention
  - § During the same discussion about audits, a discussion occurred clarifying that parent and private provider members of the FAPT and CPMT must abstain from voting on cases whereby the individual or their agencies would benefit from personal or financial gain. Clarification was made with OCS auditors regarding the extent of necessary abstentions, as all agencies benefit from utilizing CSA funds in place of their own.
  - § Mark Gleason provided clarification to the team, that if a quorum of members are in attendance (including the Private provider/parent representative) the meeting can be called to order. Motions will carry if the quorum is met at the start of the meeting regardless of an abstention from the private provider. Therefore, abstentions do not necessarily affect the overall vote. A majority is all that is necessary for a motion to be moved.
- Parental Agreement Placements
  - Michele Sandy expressed concern regarding FCPS case management of youth placed out of the home through a Parental Agreement. While the regulations around Parental Agreements restrict only DSS from case management, Ms. Sandy indicated that parents of youth confuse this mandate with IEP residential placements. In cases where FCPS has case managed Parental Agreement placements, FCPS opines that the lines between these two different types of residential placements become unclear and confusing. Parents specifically struggle with separating who is making the recommendations to return home and as a result are holding the school responsible.
    - § Michele has requested exploration of another agency to begin case management when IEP students are placed through the parental agreement process.

***Review Assigned Tasks:***

- The CSA Coordinator will work with IT to work on a better way to get the packet to the team and to ensure all documents can be accessed by the members of the team.
- The CSA Coordinator will send out a reminder email of the December 23<sup>rd</sup> date change to the 16<sup>th</sup> to both CPMT and the case managers.

***Next Meeting:*** The next CPMT meeting is Monday, October 28th 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 2<sup>nd</sup> Floor of the County Administration building from 1pm-2pm.

***Adjournment:*** Mark Gleason made a motion to adjourn; Michele Sandy seconded; the CPMT approved. The meeting was adjourned at 2:29pm.

***Minutes Completed By:*** Brittany Arnold





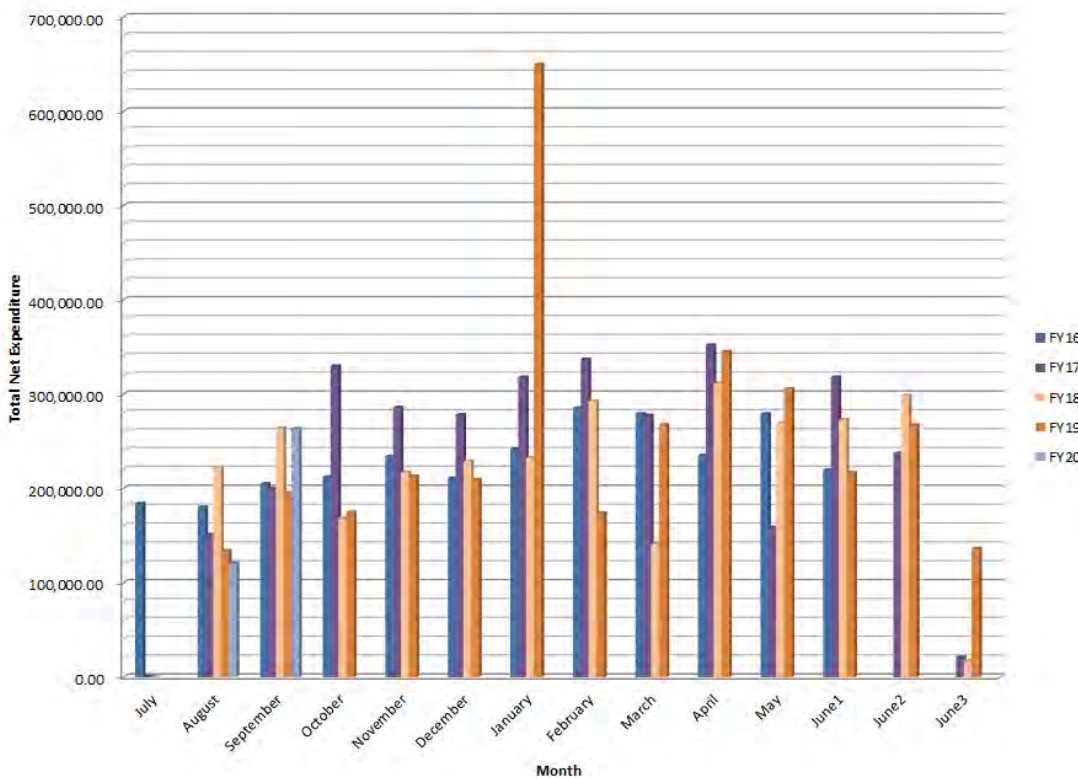
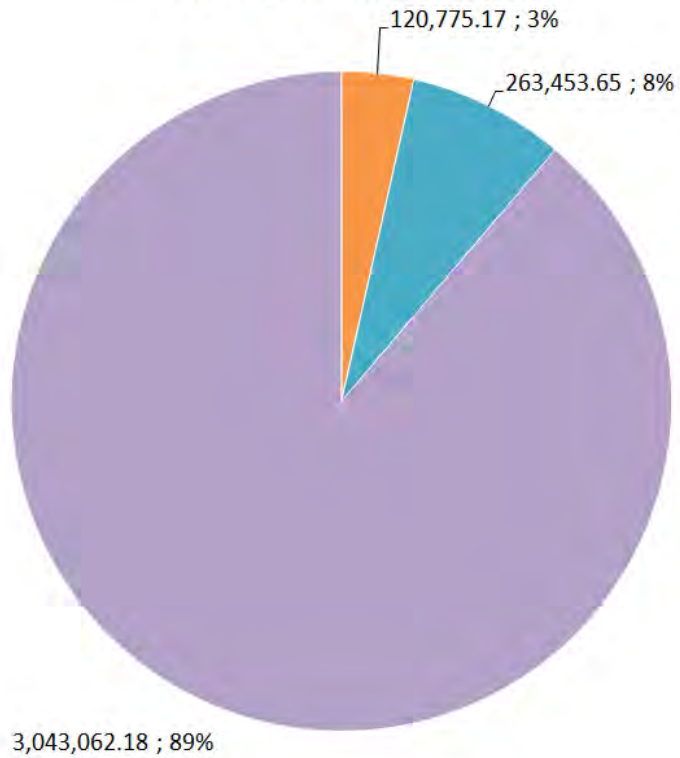
# Frederick County CSA Update: September 2019

Financial Report  
# of Reports Submitted: 2

YTD Total Net Spent with Wrap: \$384,2228.82

YTD Local Net: \$153,000.23

**% Used of Total Allocation**



Balances

Total w/o Wrap: \$3,043,062.18

Non-Mandated: \$28,587.25

SpEd Wrap: \$4,369.00

HFW Wrap Expansion Grant

Updates:

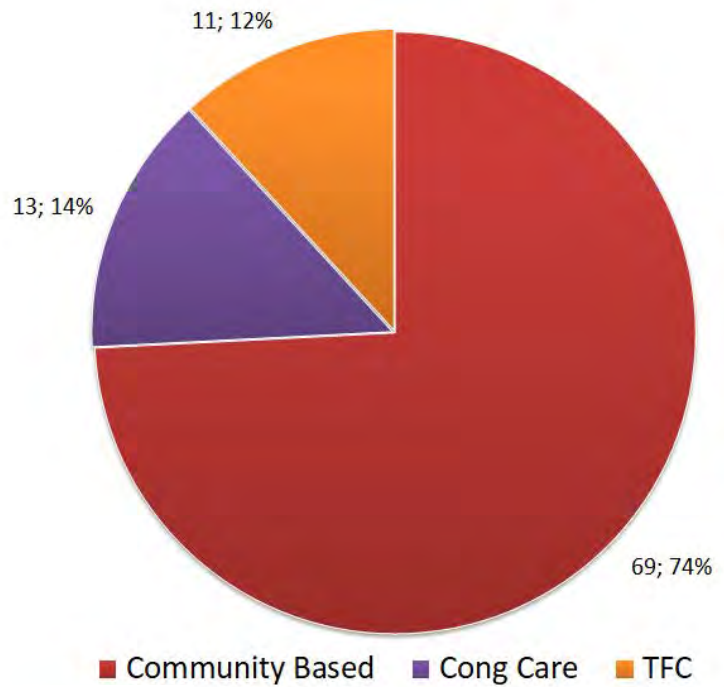
*Grant Year 3 Final:*

- 26 of 25 Required Referrals
- 21 from Frederick (2 not counted), 4 from Warren, 2 from Winchester, & 1 from Clarke

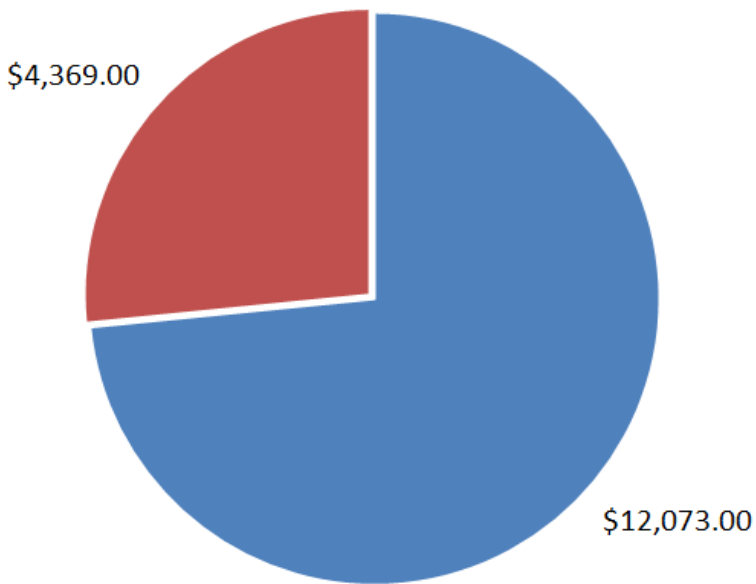
*Grand Year 4*

- 10 of 40 Referrals
- 8 from FC, 2 from Warren, 1 from WC, 1 from Clarke

**Placement Environment**



**SpEd Wrap Used**



SpEd Wrap Encumbered: \$99,724.00

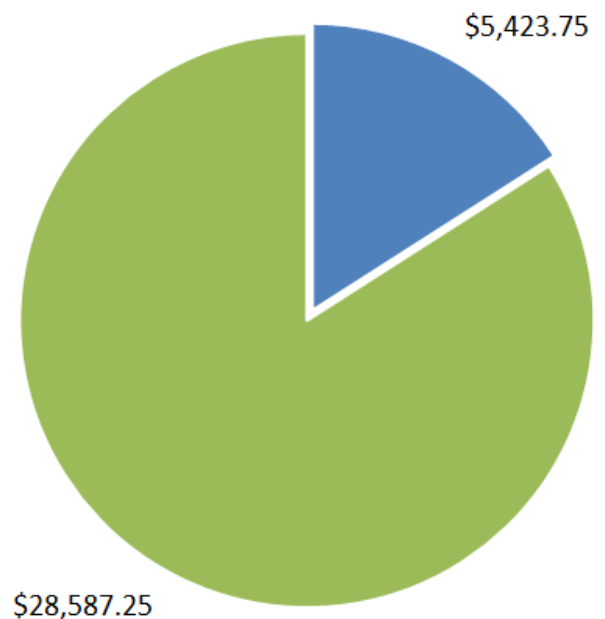
NonMandated Encumbered: \$27,992.50

Unduplicated Child Count Served to Date: 93

Youth in Congregate Care to Date: 13

Youth in TFC to Date: 11

**NonMandated Used**





Fiscal Year: July 1, 2019 – June 30, 2020

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### Applied Behavior Analysis

*Connections Program provides multi-disciplinary treatment interventions for children and adolescents with communication and other impairments who need extra support to change their behaviors.*

- Typical behavior challenges include aggression, disruptive, destructive or unsafe behaviors, communication deficits, inappropriate social interactions, and/or significant delays in the activities of daily living.
- The focus is on rehabilitation for improved function.
- Services are delivered in the home and community environments with family participation.
- Services will also include Parent Training with or without child present.
- Interventions are evidenced-based.
- Case coordination is integrated to best support stability and maintenance of newly learned appropriate behaviors.
- Services will be directed by an LBA and fees will include the direct supervision between the LBA and the clinician.
- Services and fees will include:
  - Billable treatment plan development by LBA
  - Resource development and making various visuals that will be used as a part of treatment
  - Data collection and analysis
  - Team approach, including supervision and collaboration between LBA with the Team Leads and Assigned clinicians. This includes some concurrent billable services, when necessary, with the client with Lead Behavioral Support Clinician and with assigned Behavior Support Clinician for data collection, safety concerns, and implementing assessments (examples could include: task analysis assessments, skill assessments, verbal behavior assessment)
- Assessment/ Intake: 5 hours

**Fee:** \$75 per hour

**Funding:** Frederick County CSA

**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 FREDERICK 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 agreement on confidentiality and all other laws and regulations pertaining to confidentiality of persons served. Failure to comply with this agreement may result in any penalties and actions set forth in the regulations within the individual's respective agency.**

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature of Witness*

\_\_\_\_\_  
*Date*

**Frederick County CSA**  
**FAPT Member**  
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\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature of Witness*

\_\_\_\_\_  
*Date*

## Proposed Revision to Emergency Funding Policy

### Suggested Revision:

#### 3.5.1.3 Policy

Emergency funding requests shall be authorized by two (2) CPMT members, except as indicated below under Section 3.5.1.6 Exceptions. One signature must be the director of the requesting agency or his/her designee. CSA-funded services shall not commence until the emergency funding request is approved. Requests must be reviewed by FAPT within 14 days, except in cases where FAPT has reviewed the case and recommended the completion of emergency funding to start services immediately, and at the next available CPMT meeting. Emergency funding may only be authorized through the end of the month that CPMT reviews the case.

**Deleted:** in cases requesting Foster Care Maintenance & Clothing Allowance only which requires just the DSS Director

#### Add the following language to section-3.5.1.6 Exceptions

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Virginia has implemented Intensive Care Coordination (ICC) with a Family/Peer Support Partner (FSP/PSP) as the accepted means of providing High Fidelity WrapAround services to children, youth and families in the Commonwealth. These services are provided to families whose child is at risk of out of home intervention, including foster care placement, or who are transitioning from an out of home intervention. In order to expedite the initiation of services, CPMT has granted the authority to approve Emergency Funding for ICC and FSP to the CSA Coordinator. In such cases, CPMT signatures are not required and the Emergency Funding form shall be completed and submitted to the CSA Coordinator for review and approval.

### Current Policy: (sections are highlighted)

#### 3.5.1 Emergency Funding Request

##### 3.5.1.1 Authority

This policy was developed in accordance with COV § 2.2-5209 to address issues with Internal Control Weaknesses that were identified by the Office of Children's Services through the Self-Assessment Audit Workbook completed in 2013.

This policy shall revoke any previous guidance or statement of policy issued by the Frederick County CPMT regarding the use of CSA State Pool Funds to pay for Emergency Services.

##### 3.5.1.2 Criteria

Emergency Funding may only be used for youth eligible for State Pool Funds under the mandated category and in instances where it has been determined that service(s) must begin prior to the next CPMT meeting.

Emergency Funding is available to youth and/or families who:

- Are assessed as High or Very High Risk through the Family Risk Assessment Tool
- Are At-Risk of Out of Home Therapeutic Placement or Disruption or Change of Placement
- Have been placed into the custody of the Department of Social Services
- Have exhibited behaviors within the past 30 days that place the youth or another person at imminent risk of harm
- Require services within the next 30 days to prevent removal, disruption, or additional harm to the youth or another person
- Exhibit acute and rapid onset of behavior which poses high risk to the safety of the child or another person
- Exhibit chronic needs where new behaviors have emerged which pose a high risk to the safety of the child or another person
- Meet the above criteria and have been reviewed by FAPT and identified as requiring the initiation of services prior to the next CPMT funding authorization meeting.

Risk must be clearly documented with justification of need for immediate services. Eligibility documentation must accompany funding requests for cases not currently open to CSA. Emergency Funding may be denied for chronic

behavioral issues where imminent risk to self and/or others is not clearly documented. Emergency Funding shall not be approved for services that do not reduce or alleviate immediate risk of: change of placement, harm to self or others, or assist in determination of such risk. Such services shall be approved through the regular review process.

#### 3.5.1.3 Policy

Emergency funding requests shall be authorized by two (2) CPMT members, except in cases requesting Foster Care Maintenance & Clothing Allowance only which requires just the DSS Director. One signature must be the director of the requesting agency or his/her designee. CSA-funded services shall not commence until the emergency funding request is approved. Requests must be reviewed by FAPT within 14 days, except in cases where FAPT has reviewed the case and recommended the completion of emergency funding to start services immediately, and at the next available CPMT meeting. Emergency funding may only be authorized through the end of the month that CPMT reviews the case.

#### 3.5.1.4 Process

##### 3.5.1.4.1 During regular business hours

During regular business hours, the Case Manager shall complete the Emergency Funding Request form and present it for approval by the agency Director or his/her designee and one additional CPMT member.

##### 3.5.1.4.2 Outside of regular business hours

Outside of regular business hours, the Case Manager shall contact the agency Director or his/her designated proxy for approval of Emergency Funding. Within 2 business days, the Case Manager must complete the Emergency Funding Request form, obtain the signature of the agency Director or his/her designated proxy, and present the form to one additional CPMT member for approval.

#### 3.5.1.5 Emergency Funding and Budget Request Forms

The Emergency Funding Request form must be submitted to the CSA office to secure a FAPT review. The effective date shall be the date the service is initiated, with a termination date to be the last day of the month that CPMT meets. Any other services may be considered and reviewed through the regular approval process. Upon FAPT review, a budget request form shall be completed and include any other services being provided and requested.

#### 3.5.1.6 Exceptions

The following services do not require 2 CPMT signatures for Emergency Funding approval. Where required, an Emergency Funding form should be completed and submitted to the CSA Office when services are initiated and scheduled on the FAPT agenda for review within 14 calendar days.

##### Foster Care:

###### 1. Maintenance:

The authority to approve expenditures for cases involving only the payment of foster care maintenance is delegated by CPMT to the Director of the Frederick County Department of Social Services. Maintenance payments to DFS foster families shall be approved by the DSS Director based on a rate scale approved by the Virginia Department of Social Services.

###### 2. Goods and Services:

The authority to approve expenditures for foster care youth for goods and other services (medical/health, camp/recreation, etc.) up to \$200.00 per request is delegated by the CPMT to the Frederick County CSA Coordinator.

##### Special Education Private Day or Residential Placements:

The authority to approve expenditures for cases involving only the payment of Special Education Placements as required by the Individuals with Disabilities Education Act (IDEA) and an Individual Education Plan (IEP) lies with the IEP Team. Although federal regulations prevent the delay of IEP placements, every effort should be made to present the case for review by the FAPT and CPMT prior to the placement of the youth. In the case of Special Education funding, the case manager must submit a budget sheet to the CSA office with the new services, and the case will be scheduled on the next available FAPT agenda.