

FREDERICK COUNTY CPMT AGENDA

February 24, 2020
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 January Minutes
 - B. Approve Budget Request Forms
 - IV. Executive Session
 - A. As Needed
 - V. Committee Member Announcements
 - A. As Needed
 - VI. CSA Report Jackie Jury
 - A. Financial Report
 1. SpEd Wrap Allocation Request
 - 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. Families First Prevention Services Integration Model Jackie Jury/Tami Green
 - VIII. New Business
 - None
 - IX. Review Assigned Tasks
 - X. Next Meetings
 - CPMT March 23, 1:00pm, 1st Floor Conference Room- See Memo for future dates
 - Joint CPMT/FAPT March 31, 12:30-1:30pm- MST presentation/discussion
 - 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 27th, 2020

The Community Policy and Management Team (CPMT) Committee met on January 27, 2020 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
- Dana Bowman, Children Service of Virginia
- Mark Gleason, Northwestern Community Services Board
- Dawn Robbins, Parent Representative
- Peter Roussos, Court Services Unit
- Linda Gibson, Frederick County DSS

The following members were not present:

- Michele Sandy, Frederick County Public Schools
- Tamara Green, Frederick County DSS

The following non-members were present:

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

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

Adoption of January Agenda: Jay Tibbs made a motion to adopt the January agenda as amended; Mark Gleason seconded; CPMT approved.

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

- December 16th CPMT Minutes
- Budget Request Forms – Confidential Under HIPAA.

Adoption of December Minutes: Mark Gleason made a motion to approve the December minutes; Dr. Colin Greene 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.

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.

Peter Roussos	Aye
Dr. Colin Greene	Aye
Mark Gleason	Aye
Jay Tibbs	Aye
Dawn Robbins	Aye
Linda Gibson	Aye
Dana Bowman	Aye

Adoption of Budget Request Forms: Mark Gleason made a motion to approve the Budget Request Forms; Dr. Colin Greene seconded; the CPMT approved. 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.

Committee Member Announcements:

CSA Report: 2020 Pool Reimbursement: net expenditures were \$1,319,081.44 with a local match of \$529,971.73. December expenditures were \$228,548.04, approximately 7% of the budget. Of the 109-youth served to date, 17 have been in congregate care and 13 in a TFC. The remaining 79 youth have been served in the community.

Non-mandated/Protected Funds Budget: The CSA Coordinator summarized the non-mandated budget stating that \$34,011.00 is allocated annually. For FY20, \$23,999.67 has been spent and \$5,555.50 is currently encumbered.

Special Education Wrap Budget: Frederick County was initially allocated \$16,442.00, with an additional allocation of \$45,631.63 in SpEd wrap funds. To date, \$51,817.00 has been used and an additional \$96,695.00 is encumbered.

State Targets vs. Frederick County Targets: These targets were established by the state to compare the percentage of youth receiving the specific service versus those placed in residential/congregate care settings. The figures below represent the County and the States

percentage of completing the target percentage/goal. For example, if the target percentage is 75%, 100% would equate to 100% of 75%, not to mean all 100% of youth.

§ **Intensive Care Coordination:** State target = 75%- In 2017 Frederick County was below the state target, only serving 11.1% of targeted youth, while the state served 34.9%. By comparison, in 2019 Frederick County served 100% of targeted youth, while state served 45.5%. Frederick County far exceeds the state percentage.

§ **Community Based Service:** In 2017 Frederick County was below the state in percentage of families receiving only community-based services, serving 70.7% of youth and the state serving 81%. By comparison, in 2019 Frederick County 84.6% of youth received only community-based services, while the state served 84.5%. Frederick County now slightly exceeds the state percentage.

§ **Family- Based Foster Care:** State target = 85%- In 2017 Frederick County was below the state target, only serving 70.7% of youth in resource homes, while the state average was 81%. By comparison, in 2019 Frederick County served 73.7% and the state served 81.3%. Frederick County remains below the state percentage.

§ **Exit to Permanency:** State target = 86%- In 2017 Frederick County exceeded the state target, having 100% of the youth achieving permanency, while the state average was 82.4%. By comparison, in 2019, 73.1% of Frederick County youth achieved permanency, while the state achieved 76.3%. Frederick County has decreased to below the target percentage from 2017.

Office Updates:

- High Fidelity WrapAround SOC Expansion Grant
 - The current grant year started on October 1, 2019. The goal for the year is 40 cases, the region has 15 cases. Of those, 9 are from Frederick, 2 from Warren, 3 from Winchester City, and 1 from Clarke.
- Old Business
 - Strategic Plan Update- Goals
 - § Utilization Review Improvement

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

Key Tasks/Activities	Target Dates	Status
Create Web Page Layout	8/31/2019	Completed
Add/Update Page Content	9/30/2019	Completed
Create CM Access	11/30/2019	Completed
Website Testing	12/31/2019	Completed
Roll out	1/1/2020	Completed

Andrew completed the design for individual portals.

Portal 1: Case managers- to include buttons with links to the vendor rates, CSA policies, and CSA documents. CSA documents will be set up in a table, one column will be the document itself and the other column will be a description

Portal 2: Parents- a CSA bio page and information about CSA and forms for parents/ other public knowledge docs

Portal 3: FAPT/CPMT- calendars for both and folder for CPMT minutes

Portal 4: OCS website- links to state website

Andrew has also completed all the CSA forms to make them fillable which have been uploaded to the test site.

He was also provided with DSS CM's emails to do a trial run.

The CSA Coordinator plans on emailing case managers with a due date to sign up for the Case Manager Portal. At this time about 20 of the case managers (from all of the child serving agencies) have completed the sign up and gained access to the portal.

§ Measure Program and Quality of Services

Key Tasks/Activities	Target Dates	Status
Obtain feedback from other localities that survey families	8/31/2019	Collaborating Regionally to develop and create.
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	

- Families First Prevention Services Integration Model
 - In November, CPMT discussed the need for a policy and procedure to address the FFPSA roll out. Guidance was provided to localities outlining what processes might look like in models of no integration to high integration levels. DSS recommended No/Low Integration. CPMT requested more data regarding the number of potential cases that could

- impact workflow. The CSA provided a summary of the FFPSA along with estimates of possible caseload.
- Update: DSS wants to explore the option of High Integration. December CPMT requested a workflow chart be created to look at potential levels of integration. The Workflow Chart was provided to the team.
 - § CSA currently has a process in place and could be used in the future process, making it easier for DSS to adjust and involve a smoother transition. At this time, Frederick County DSS is leaning towards the high-integration model.
 - Due to the DSS Director's/Representative's absence, the team chose to table the discussion for the February meeting.

New Business:

- CPMT Contracts Discussion:
 - § The CSA Coordinator asked the team, if contracts could extend to other agency purchased services or only purchases made by CSA? Mark Gleason explained that the CPMT contract only pertains to CSA funds and that it would need to be written into the contract for other agencies to use the CPMT contract.
- Trauma Sensitive Care Training:
 - § FCPS will be hosting a Trauma Sensitive Training at Lord Fairfax Community College on March 17th. The goal is to “have community representatives and school teams discuss and share ideas and ways the community and the school division work together” to address the impact of trauma on students. Lisa Pruett is the FCPS contact to register. The deadline is 1/27/20.
 - § Michele sandy (the Education representative) requested for the CSA Coordinator to take a poll of those members planning to attend as the goal was to make the training as collaborative as possible.
- Evidence Based Practices (EBP) Regional Learning Collaborative:
 - § Numerous agencies across the Commonwealth are in various stages of implementing initiatives and transforming practices in order to improve child, youth, and family outcomes. With each agency making significant changes the child serving agencies have decided to collaborate to provide a series of free regional learning collaboratives. The goal is to create Local/Regional Teams to help communities learn about each initiative and assist with planning for implementation and sustainability of EBPs. The Northern Virginia date is April 15, 9:00am-4:00pm. Applications must be submitted by February 14, with participating members and a Team Leader identified.
 - § The CSA Coordinators are currently looking at forming a regional team, as our CPMTs share members.
 - § The CSA Coordinator surveyed the CPMT to see was available for both the NOVA and Richmond meetings to get a feel of which date would have

the most representation from our area. The team has until February 14th to confirm attendance.

Review Assigned Tasks:

- The CSA Coordinator will send a reminder email about the EBP meeting and work on getting a team together.

Next Meeting: The next CPMT meeting is Monday, February 24th, 2020 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, March 31st, 2020 in the CSA conference room on the 2nd Floor of the County Administration building from 12:30pm-1:30pm.

Adjournment: Dr. Greene made a motion to adjourn; Jay Tibbs seconded; the CPMT approved. The meeting was adjourned at 2:01pm.

Minutes Completed By: Brittany Brewer



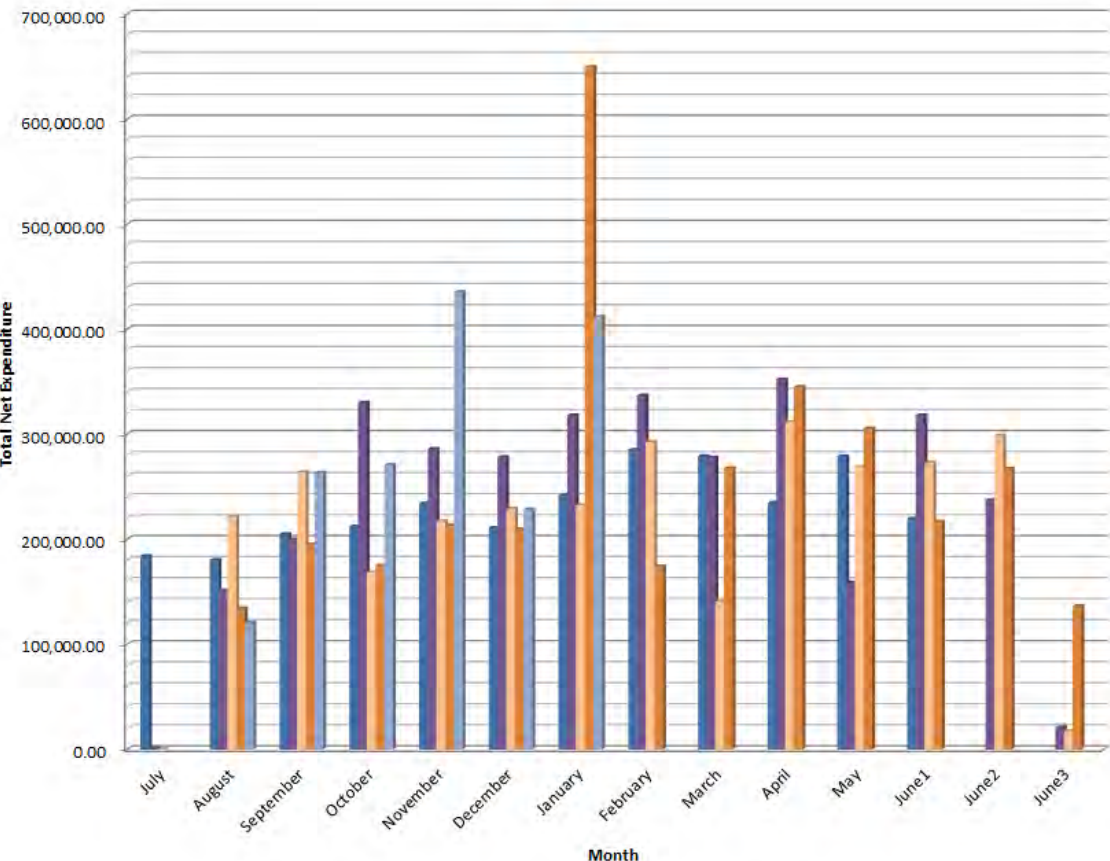
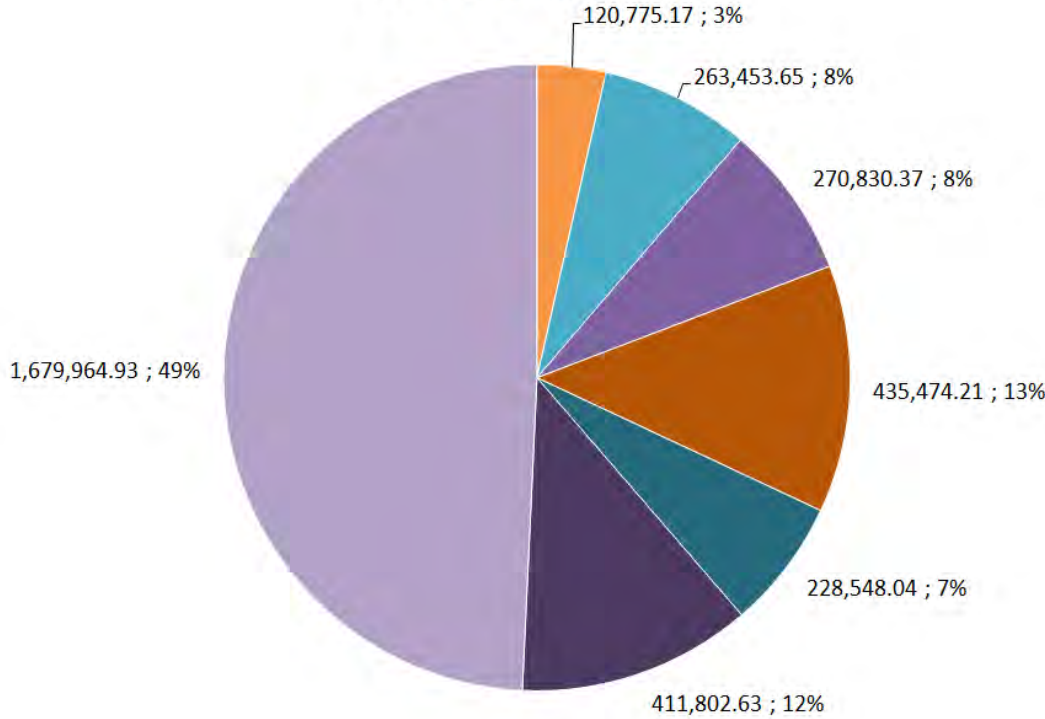
Frederick County CSA Financial Update: January 2020

of Reports Submitted: 6

YTD Total Net Spent with Wrap: \$1,730,884.07

YTD Local Net: \$699,390.88

% Used of Total Allocation



Balances

Total w/o Wrap: \$1,767,953.43

Non-Mandated: \$5,553.58

Addt SpEd Wrap: \$45,631.63
\$89,743.45

SpEd Wrap: \$71,813.50

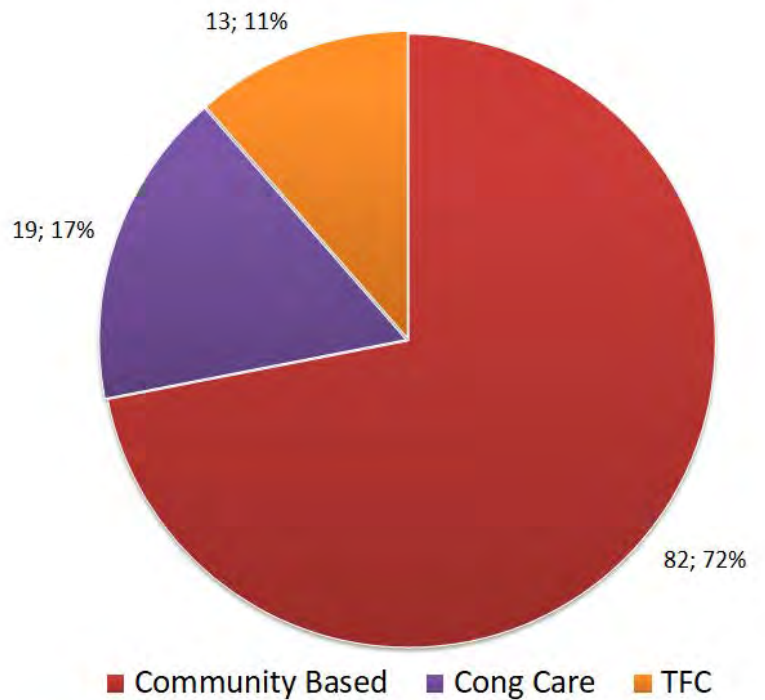
HFW Wrap Expansion Grant

Updates:

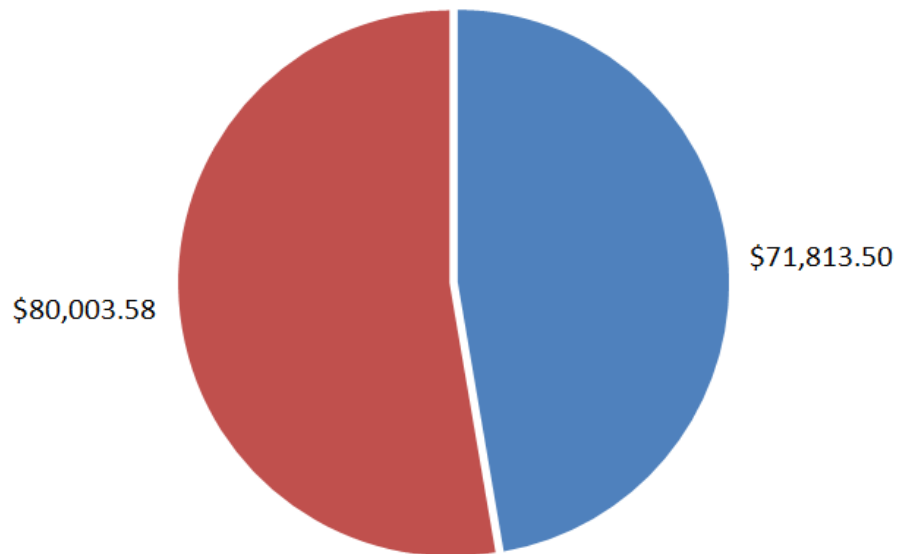
Grant Year 4:

- 16 of 40 Required Referrals
- 9 from Frederick, 2 from Warren, 4 from Winchester, & 1 from Clarke

Placement Environment

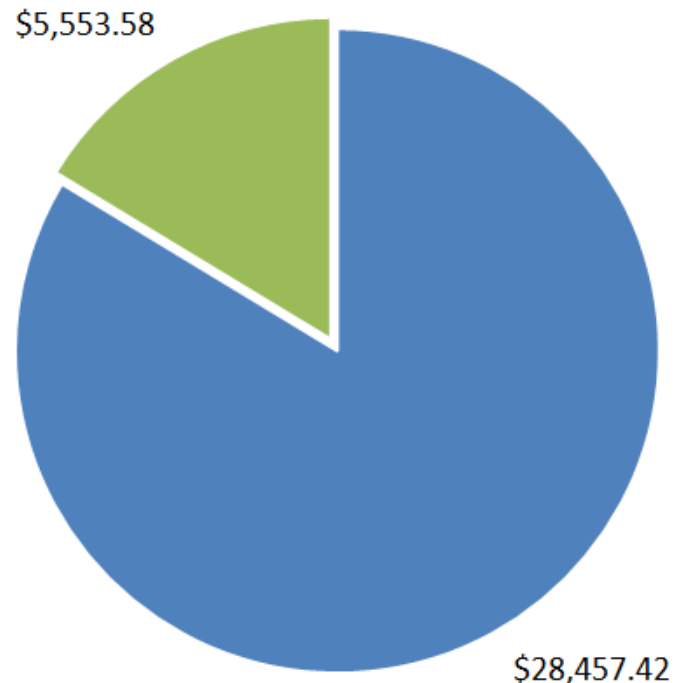


SpEd Wrap Used



Unduplicated Child Count Served to Date:
114

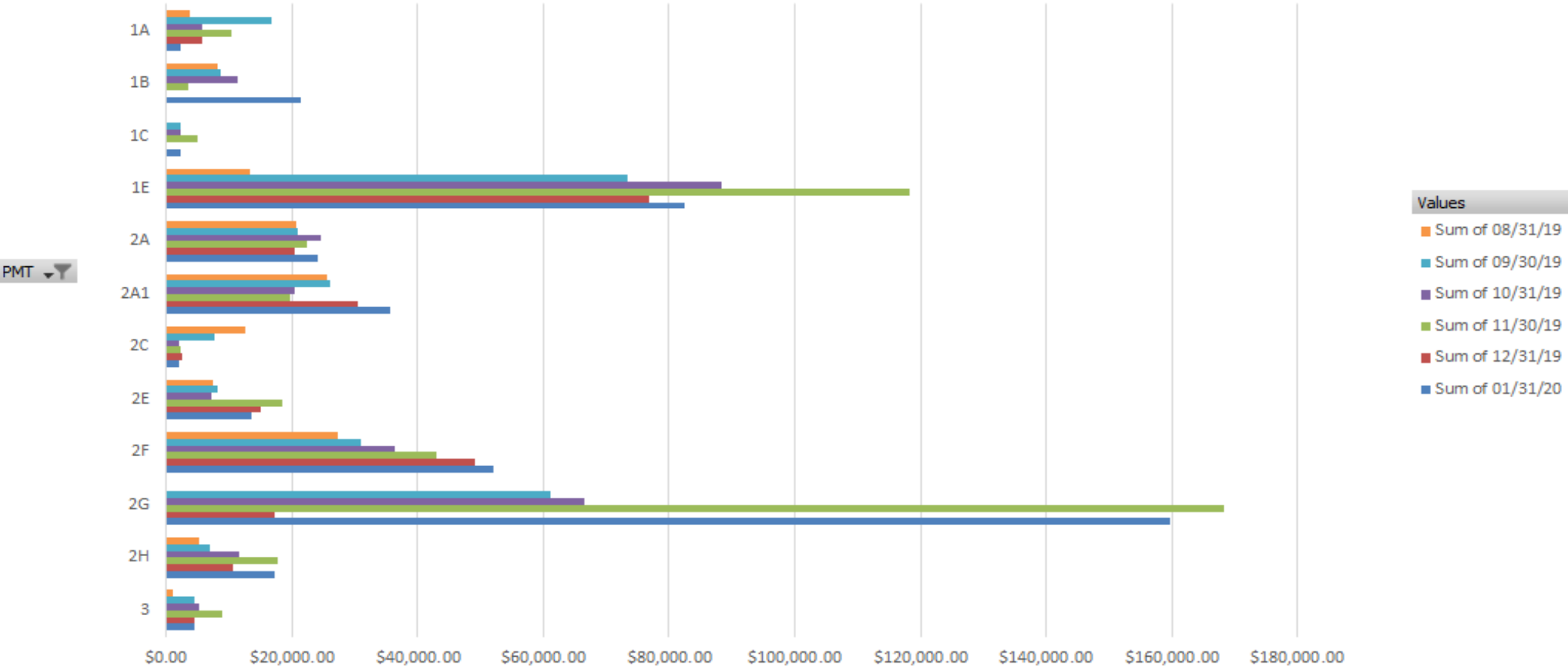
NonMandated (Protected) Used



SpEd Wrap Encumbered:
\$142,878.00

NonMandated Encumbered:
\$0.00

Monthly Spending by Primary Mandate Type



Primary Mandate Types (PMT):

1A- IV-E Congregate Care

1B- Non IV-E Congregate Care

1C- Parental Agreement Congregate Care

*PMTs from 1A-1C do not include Daily Education payment of congregare care placements

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

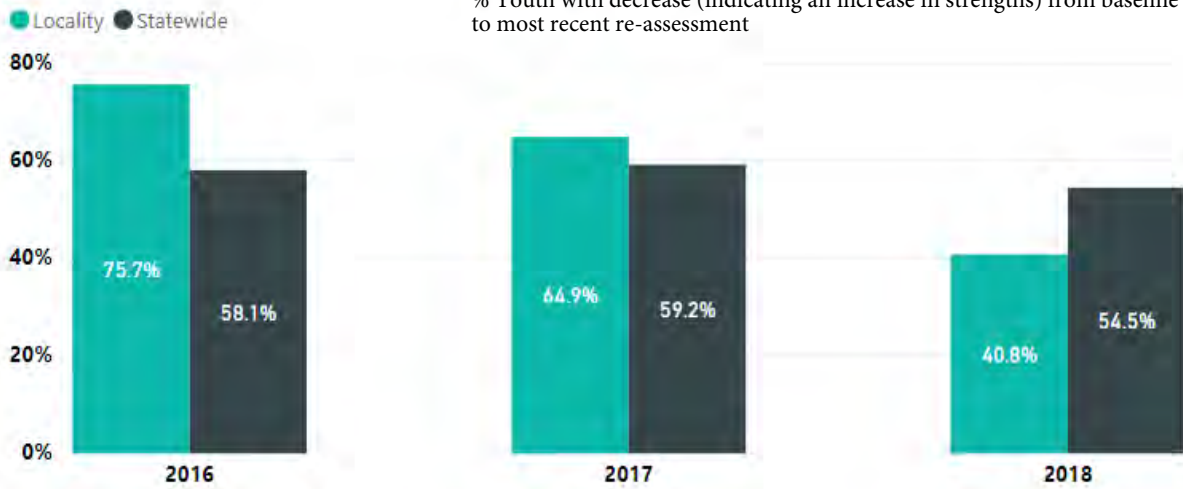
*Includes Daycare for youth not in Foster Care or IV-E CBS for youth placed in TFC or Cong Care

3- Protected Funds

*NonMandated

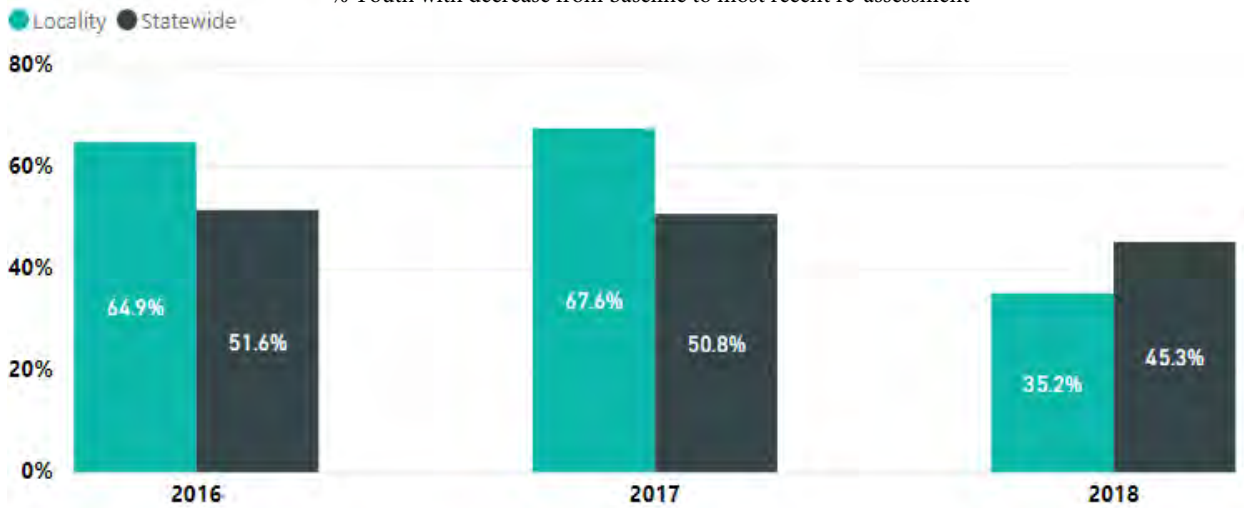
CANS Strengths

% Youth with decrease (indicating an increase in strengths) from baseline to most recent re-assessment



CANS Behavioral/Emotional Needs

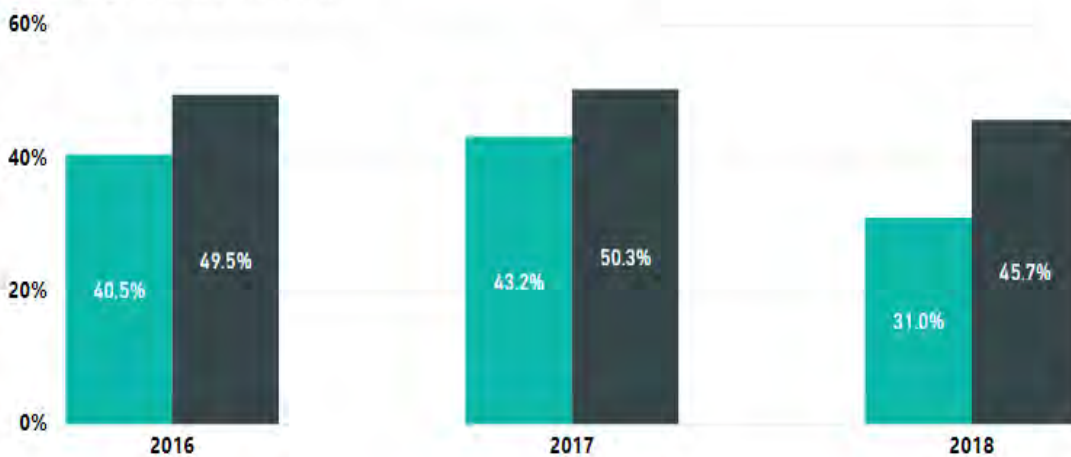
% Youth with decrease from baseline to most recent re-assessment



CANS School

% Youth with decrease from baseline to most recent re-assessment

● Locality ● Max of CAN_School_State





SPED - WRAP Funds Requests

Name of Preparer or requester : Jackie Jury

Date Requested: 2/12/2020

FIPS: 69

REQUEST IS FOR FISCAL YEAR: 2020

			Actual FY20 Expenditures (b)	Projected Additional FY20 Expenditures (c)	Total Actual Projected FY20 Expenditures (b + c = d)
2h.	Wrap-Around Services for Students With Disabilities		\$ 51,817.00	\$ 100,000.00	\$ 151,817.00

In column (b) input current SPED - WRAP expenditures

In column (c) input the projected SPED - WRAP expenditures

In column (d) calculated (the sum total of the amount of SPED-WRAP needed)

Short Description of Services to be supported by SPED-WRAP funds:

SpEd Wrap Services have been utilized to provide HFW and MST services to both transition youth from and prevent placement into residential treatment. Frederick County also utilizes SpEd Wrap Services to provide mentoring to youth struggling with social skills, peer interaction, life skills, and appropriate communication. Frederick County has seen an increase in the utilization of these funds to support students with IEPs who exhibit emotional and behavioral problems due to staff awareness of fund availability.

CPMT Chair Approval: Peter Russo 2/13/20

Fiscal Agent Approval: [Signature] 2/13/2020

Note:

- The total above is inclusive of the State shared cost and Locality required match.
- The required match is at the Locality's base rate.

Scan a signed copy and email it to maris.adcock@csa.virginia.gov

Family First Prevention Services Act Frederick County, VA- Summary

PURPOSE:

The Family First Prevention Services Act was signed in as part of Title IV-E of the Social Security Act in October 2018. This legislation expands access to federal funding to eligible youth for the provision of mental health/substance abuse services, regardless of entry into foster care or family household income. Services are meant to prevent youth from entering foster care and prevent disruption of adopted youth.

ELIGIBILITY:

- Meets definition of "child" (as defined in section 475(8) of the Act).
 - the term "child" means an individual who has not attained 18 years of age
- Meets definition of "candidate for foster care" (as defined in section 473(13) of the Act).
 - "a child who is identified in a title IV-E prevention plan as being at imminent risk of entering foster care (without regard to whether the child would be eligible for title IV-E foster care maintenance payments, title IV-E adoption assistance or title IV-E kinship guardianship assistance payments), but who can remain safely in the child's home or in a kinship placement as long as the title IV-E prevention services that are necessary to prevent the entry of the child into foster care are provided. A "child who is a candidate for foster care" includes a child whose adoption or guardianship arrangement is at risk of a disruption or dissolution that would result in a foster care placement".
 - § "Imminent Risk" is not further defined by US DHHS.
- Pregnant or parenting youth in foster care
- Parents or kin caregivers where services are needed to prevent the youth from entering foster care

REQUIREMENTS:

Eligible youth must have a DSS written prevention plan which include required components

ELIGIBLE SERVICES:

- Mental Health prevention and treatment
- Substance Abuse prevention and treatment
- In-home parent skill based training

Services must be directly related to the safety, permanence, or wellbeing of the child or preventing the child from coming into foster care.

Services must be provided using a trauma informed or trauma based approach (SAMHSA Guidance).

Services must be approved by the Title IV-E Prevention Services Clearinghouse and rated be as promising, supported, or well-supported. Approved services can be found on the website <https://preventionservices.abtsites.com/program>.

The provision of services is time limited and may be provided for up to 12 months (with exceptions) from the date the Commonwealth either identifies the youth as a meeting imminent risk or is pregnant or parenting foster youth in need of those services.

ESTIMATED IMPACT:

DSS FC	42
DSS Non FC	28
FCPS	8
JCSU	1
CSB	4

Approximate time spent on cases*:

- Initial Assessment: 4-6 hours per client
- Ongoing case management: 10-20 hours per week per client

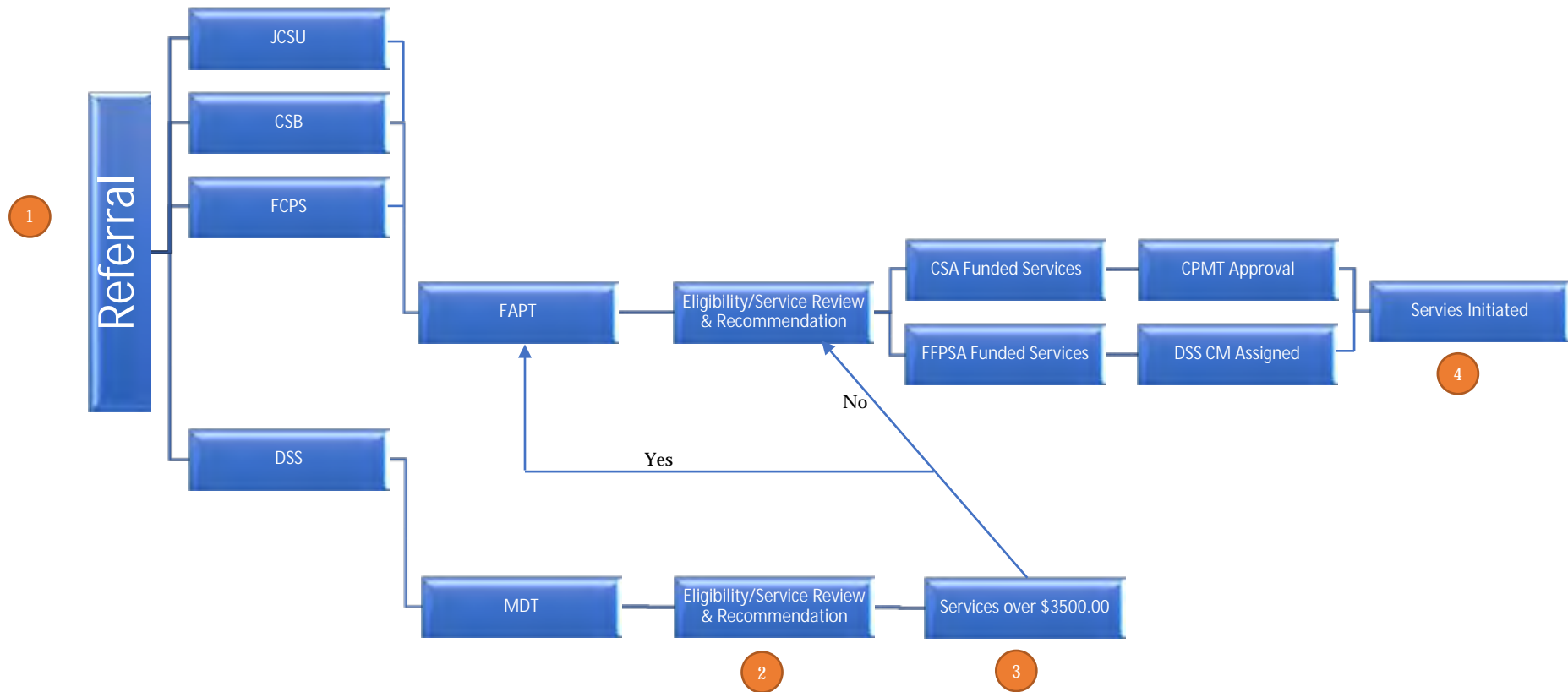
*Time based on CPS estimated average to complete current CPS administrative tasks. Specific FFPSA requirements are still unknown at this time.

ESTIMATED ADDITIONAL IMPACT:

Estimated youth who did not go through CSA annually

DSS Non FC	18
FCPS	??
JCSU	7
CSB	??

Proposed Moderate to High CSA/FFPSA Integration Model



CONSIDERATIONS

1. FFPSA guidelines- FFPSA only funds require review within 30 days. Review for CSA funds uses existing policy- cases scheduled within 4 weeks, unless otherwise agreed to by case manager. Reviews/UR required for FFPSA every 90 days, which aligns with current CPMT policy. Policy allows for use of MDTs.
2. High Integration encourages CSA to accept VDSS Prevention Plan format as IFSP to simplify paperwork. VDSS & CSA working to develop a plan that meets both requirements. Collection of additional data points unknown. Local policy to determine alignment of reviews/CANS reviews.
3. CPMT would develop policy on whether FFPSA only or combined funds need to be reviewed by FAPT prior to approval/initiation of services. Currently CPMT policy to review funds over \$3500.00/month.
4. LDSS can initiate services prior to CPMT funding approval if local policy allows. No copayments for FFPSA services. VDSS continues to discuss vendor contracting, invoicing, and payment process.

Notes: VDSS anticipates guidance to be completed in April. CSA won't be able to finalize integration and policy/procedure until that is available.