

FREDERICK COUNTY CPMT AGENDA

March 23, 2020
1:00 PM
107 N Kent St
Winchester, VA
1st Floor Conference Room

Agenda- Modified due to COVID-19 Guidance

- I. Introductions
 - II. Adoption of Agenda
 - III. Consent Agenda
 - A. Approve February Minutes
 - B. Approve Budget Request Forms
 - IV. Executive Session
 - A. As Needed
 - V. Committee Member Announcements
 - A. As Needed
 - VI. **Tabled**- CSA Report Jackie Jury
 - A. Financial Report
 1. SpEd Wrap Allocation Request
 - B. CSA Updates
 1. HFW ICC Expansion Grant Update
 2. Private Provider Rep
 - VII. **Tabled**- 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
 - A. **Tabled**- Mentoring Guidelines
 - B. **Tabled**- VJCCCA Peter Roussos
 - C. Emergency Operations Policy
 - IX. Review Assigned Tasks
 - X. Next Meetings
 - CPMT April 27, 1:00pm, 1st Floor Conference Room- See Memo for future dates
 - **CANCELLED** due to COVID-19 recommendations- Joint CPMT/FAPT March 31, 12:30-1:30pm
 - 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 February 24th, 2020

The Community Policy and Management Team (CPMT) Committee met on February 24, 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:

- Leea Shirley, Lord Fairfax District Health Department
- Jay Tibbs, Frederick County Government
- Dana Bowman, Children's Service of Virginia
- Tamara Green, Frederick County DSS
- Michele Sandy, Frederick County Public Schools

The following members were not present:

- Mark Gleason, Northwestern Community Services Board
- Dawn Robbins, Parent Representative
- Peter Roussos, Court Services Unit

The following non-members were present:

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

Call to Order: Tamara Green called the meeting to order at 1:04pm.

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

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

- January 27th CPMT Minutes
- Budget Request Forms – Confidential Under HIPAA.

Adoption of January Minutes: Michele Sandy made a motion to approve the January minutes; Jay Tibbs seconded; the CPMT approved.

Adoption of Budget Request Forms: Michele Sandy made a motion to approve the Budget Request Forms; Jay Tibbs 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:

- Michele Sandy reminded the team about the March 17th and 18th Trauma Sensitive training.

CSA Report: 2020 Pool Reimbursement: net expenditures were \$1,730,884.07 with a local match of \$699,390.88. January expenditures were \$411,802.63, approximately 12% of the budget. Of the 114-youth served to date, 19 have been in congregate care and 13 in a TFC. The remaining 82 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, \$28,457.42 has been spent and \$0.00 is currently encumbered.

Special Education Wrap Budget: Frederick County was initially allocated \$16,442.00, with an additional allocations of \$45,631.63 and \$89,743.45 in SpEd wrap funds. To date, \$71,813.50 has been used and an additional \$142,878.00 is encumbered.

State Targets vs. Frederick County Targets: These targets were established by the state to compare CANS Outcome Measures. The figures below represent the County and the States percentages of youth with a decrease in CANS score, indicating an increase in strengths or decrease in needs, from the baseline to the most recent re-assessment. These categories include Strengths, Behavioral/Emotional Needs, and School.

- § **CANS Strengths:** In 2016 Frederick County was above the state with 75.7% of youth seeing an increase in strengths, while the state saw 58.1%. By comparison, in 2018 Frederick County only 40.8% of youth saw an improvement in their strengths, below the state average of 54.5%. Frederick County has seen a 34.9% decrease, meaning that 34.9% fewer youth have been able to improve and build upon their strengths.
- § **CANS Behavioral/Emotional Needs:** In 2016 Frederick County was above the state with 64.9% of youth seeing a decrease in Behavioral/Emotional Needs, while the state saw 51.6%. By comparison, in 2018 Frederick County's reduction of youth's Behavioral/Emotional Needs decreased to 35.2%, below the state at 45.3%. Frederick County has seen a 29.7% decrease, meaning that between the Baseline Assessment and most recent re-assessment, 29.7% fewer youth have experienced a reduction in their Behavioral/Emotional needs.
- § **CANS School:** In 2016 Frederick County was below the state average of 49.5%, with only 40.5% of youth showing an improvement under the CANS School section. By comparison, in 2018 only 31% of youth saw an improvement in the school score, below the state at 45.7%. Over the 2 years, 14.5% fewer youth in Frederick County youth have shown improvement in the School category.

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 16 cases. Of those, 9 are from Frederick, 2 from Warren, 4 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

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	Completed
Determine population to survey	10/31/2019	Completed
Determine format (smartphone app vs paper vs online survey)	1/31/2020	Completed
Create Survey	3/31/2020	In Progress
Test Survey	5/31/2020	
Roll out	7/1/2020	

- The initial meeting was held on 2/19/20 including the localities of Frederick, Warren, Shenandoah, and Clarke. It was agreed that our primary interest was to survey families to learn whether they felt engaged in the team process and that their voices were heard during FAPT/CFT/FPM meetings. The team also discussed having a separate survey to assess family and case manager satisfaction with providers. The team would all like to see multiple methods of data collection, including email, text message, and paper. As a group, we thought 5-7 questions would be appropriate and decided on about 5 during the meeting.
- The team set a date of March 11th @ 1pm to meet again in the Shenandoah DSS Wellness Room to continue the discussion.

- 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.
 - § December Update: DSS wants to explore the option of High Integration. 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. Currently, Frederick County DSS is leaning towards the high-integration model.
 - § CPMT requested to have this discussion tabled to April when the State is supposed to provide additional guidance to localities.
 - EBP Regional Learning Collaborative
 - § Due to the number of individuals who want to participate, 2 regional teams were created.

New Business:

- National Counseling Group New Service:
 - NCG now has a clinician available to provide Functional Family Therapy in the Frederick County area. The service is an evidence-based practice designed to last 4 months with 12-14 sessions during the service period to best serve the youth/family.
 - The CSA Coordinator presented this to team as the current rate sheet does not have the FFT rate listed on it. NCG is requesting \$53 per unit.
 - § Michele Sandy made a motion to approve the addition to the current NCG rate sheet; Dana Bowman seconded; the CPMT approved.

Review Assigned Tasks:

- The CSA Coordinator will continue the conversation about surveys and provide CPMT with an update at the next meeting.
- The CSA Coordinator plans on emailing case managers with a due date to sign up for the Case Manager Portal with a deadline.

Next Meeting: The next CPMT meeting is Monday, March 23rd, 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: Michele Sandy made a motion to adjourn; Dana Bowman seconded; the CPMT approved. The meeting was adjourned at 1:59 pm.

Minutes Completed By: Brittany Brewer

Emergency Operations

In the event of a serious event or disaster that impacts the member agencies from being able to attend the FAPT or CPMT meetings, causing an inability to obtain a quorum, the following policies will apply:

FAPT Emergency Operations

The COV § 2.2-3703 Virginia Freedom of Information Act (FOIA), Section A.3 specifically excludes the Family Assessment and Planning Team from the requirements of FOIA regulations, allowing the team the freedom to use any means of communication without restriction. However, consideration must be given to Health Insurance Portability and Accountability Act (HIPAA) and protecting the Personal Health Information (PHI) of the youth and families we serve.

- Under emergency conditions, the FAPT will make every attempt to maintain its schedule through any combination of HIPAA compliant means, including phone and/or video conferencing. If obtaining a quorum is not possible, CPMT authorizes the continuation of funding for current services until the case can be reviewed at the next available FAPT meeting.
- If new services are necessary during this time, authorization can be obtained through the Emergency Funding process. See [Section 3.5.1](#) for Emergency Funding policy and procedures.
- Case managers must complete and submit a new budget request form signed by their supervisor for services to continue. Failure to do so will result in the denial of CSA funds.

These cases will be exempt from the requirements of the FAPT review frequency.

CPMT Emergency Operations

The COV § 2.2 Chapter 37 Virginia Freedom of Information Act informs government bodies on regulations pertaining to the conduct of public meetings. The Community Policy and Management Team is considered an open meeting and must comply with these regulations. Given one role of the CPMT is to authorize expenditures of the FAPT and other multidisciplinary teams, the youth and families we serve are dependent on CPMT's ability to approve funding. FIOA does not allow for members of open meetings to participate through electronic communication except in instances when the Governor has declared a state of emergency, and the purpose of the meeting is to discuss the emergency.

- Under emergency conditions, the CPMT will make every attempt to maintain its schedule. If a quorum cannot be obtained, CPMT authorizes the continuation of funding for current services until the end of the month of such time that FAPT can review the services and a quorum can be obtained by CPMT. Upon obtaining a quorum, the CPMT will review the continuation of funding and requests for Emergency Funding that occurred during the period of absence.
- During a period of absence, the CPMT gives the Chairperson authority to make decisions on behalf of the team as needed. Any decisions made will be presented and discussed at the next available CPMT meeting.