

# FREDERICK COUNTY CPMT AGENDA

September 28, 2020

1:00 PM

107 N Kent St

Winchester, VA

Cisco Webex Video Conference

Meeting link:

<https://countyoffrederickva.my.webex.com/countyoffrederickva.my/j.php?MTID=m7b3cc55f497a033af38ba985e7898b69>

Join by phone

US Toll: 1-650-479-3208

Access number/Meeting number:

190 000 706

## Agenda

- I. Introductions
- II. Adoption of Agenda
- III. Consent Agenda
  - A. September Minutes
  - B. Budget Request Forms
- IV. Executive Session
  - A. As Needed
- V. Committee Member Announcements
  - A. COVID-19 Update Dr. Greene
  - B. Other Announcements
- VI. CSA Report Jackie Jury
  - A. CSA Updates
- VII. Old Business Jackie Jury
  - A. Tabled until further Notice: Strategic Plan Update
  - B. Tabled until further Notice: Families First Prevention Services Integration Model
  - C. Tabled until further Notice: EBP Regional Learning Collaborative
  - D. Tabled until further Notice: Access to funding by Non-CSA youth
- VIII. New Business Jackie Jury
  - A. None
- IX. Assigned Tasks
- X. Next Meetings
  - CPMT November 23, 2020, via Cisco Webex or 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 28, 2020**

The Community Policy and Management Team (CPMT) Committee met on September 28, 2020. Members participated via WebEx video conference.

***The following members were present via Cisco Webex video conference:***

- Jay Tibbs, Frederick County Government
- Tamara Green, Frederick County DSS
- Michele Sandy, Frederick County Public Schools
- Mark Gleason, Northwestern Community Services Board
- David Ally, Private Provider Representative, Grafton Integrated Health Network

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

- Dawn Robins, Parent Representative
- Peter Roussos, Juvenile Court Services Unit
- Dr. Colin M. Greene, Lord Fairfax District Health Department

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

- Jacquelynn Jury, CSA Coordinator

***Call to Order:*** Tamara Green called the meeting to order at 1:09pm.

***Adoption of July Agenda:*** Jay Tibbs made a motion to adopt the September agenda; Dave Alley seconded; CPMT approved.

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

- August 24, 2020 CPMT Minutes
- Budget Request Forms – Confidential Under HIPAA

Jay Tibbs made a motion to approve the Consent Agenda; Michelle Sandy seconded; CPMT approved

***Adoption to Convene to Closed Session:*** On motion duly made by Michele Sandy and seconded by Jay Tibbs, 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.

- Account of Closed Session:
  1. FPS- Invoice received by DSS for July services rendered, stamped Aug. 19, 2020, but not in CSA folder when checked on Aug. 20, 2020. Mailbox checked again Aug. 24, 2020 when it was found. Request authorization for payment out of local only funds if CSA cannot include it in FY20 final pool reimbursement submission deadline.

2. Incorrect Partial month PO- Emergency funding obtained on 7/20 for 5 hours/week of services from Safe Harbor. When PO was created midmonth August, 20 hours were provided for the remainder of the month, however only 10 should have been. Provider billed for Aug 1-16 at 5 hours/week and off PO for 20 hours. Request authorization for payment of extra hours due to incorrect PO.

**Adoption of Motion to Come Out of Closed Session:** Jay Tibbs made a motion to come out of Closed 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.

Jay Tibbs	Aye
Michele Sandy	Aye
Dave Alley	Aye
Mark Gleason	Aye
Tamara Green	Aye

**Adoption of Motion to Approve Items Discussed in Executive Session:** Jay Tibbs made a motion to approve the items discussed in Executive Session; Dave Alley seconded; CPMT approved.

**Committee Member Announcements:**

- None

**CSA Report:** 2020 Pool Reimbursement: YTD Net expenditures are \$3,376,712.99 with a Local Match of \$1,362,697.85. Third June submission was \$56,850.03 equaling 2% of the budget. Of the 149 youth served to date, 22 have been in congregate care and 14 in a TFC. The remaining 113 youth have been served in the community.

**Non-mandated/Protected Funds Budget:** YTD Protected funds expenditures are \$28,457.42 and \$0.00 is currently encumbered. There is \$5,553.58 remaining for FY20, which is 16% of the budgeted amount.

**Special Education Wrap Budget:** Frederick County was initially allocated \$16,442.00, with additional allocations of \$45,631.63, \$89,743.45, and \$55,555.56 in SpEd wrap funds. A total of \$175,039.00 has been used leaving \$32,333.64 remaining, which is 16% of the budgeted amount.

**Office Updates:**

- High Fidelity WrapAround SOC Expansion Grant Highlights
  - Northwestern Region served 45 families over the course of the 4 year grant, however the first year and a half was slow to get up and running with staff, training, and referrals. The last 2 years resulted in meeting the goal of number of families served. Year 2 goal was 10 referrals, while year three was 25. In total, Frederick County

served 30 families through the grant. Winchester City, Warren County, and Clarke County served 10, 4, and 1, respectively. The region was able to ensure services were provided to fidelity (measured with fidelity instruments) and a 100% match of Family Support Providers (FSP) with the Intensive Care Coordinator (ICC). Prior to the grant, the region had one local provider who offered ICC/FSP, but not to fidelity. This agency initially partnered with the grant stakeholders but did not provide required information for grant reporting. Haven Mental Health was also a member of the grant.

- The Steering Committee is considering its continuation to focus on maintaining fidelity to the model and developing a Youth Support Partner program. Remaining funding has been approved by the state to be used to maintain the Virginia WrapAround Implementation Center (VWIC), which supports training and fidelity, while Virginia researches other grant opportunities for WrapAround Service implementation and development. Overall improvement was seen through National Outcomes Measurement Survey (NOMS) data showing improvement in the following areas:
  - Gets Along with Family- 52%
  - Doing Well in School- 68%
  - Satisfied with Family- 52%
  - Handling Daily Life- 63%
  - Able to Cope (When Things Go Wrong)- 57%

- CSA Account Specialist remains open. Vacancy reposted.

#### ***Old Business:***

- Strategic Plan Update- Goals: Tabled until further notice
- Families First Prevention Services Integration Model: Tabled until further notice
- EBP Regional Learning Collaborative: Tabled until further notice
- Discussion about Process by which Non-CSA youth can access funding: Tabled until further notice

#### ***New Business:***

- Administrative Memo #20-06: Provides clarification of interface between OCS and DOE. FCPS is in favor of reviewing document to determine if any changes to local policy can be made to benefit case managers and workload.
- Administrative Memo #20-07: Provides background information regarding use of non Sum-Sufficient funds.
- Administrative Memo #20-08: Details role of Utilization Review and best practices.
- Administrative Memo #20-09: Informs localities of updated CSA User Guide and Policy Manual published.
- Administrative Memo #20-10: Informs localities of changes to and addition of reports on CQI website.

- Proposed Budget Amendment HB 5005 Item 292 #1H would prevent local CSAs from negotiating educational rates for virtual learning during the 2020-2021 school year due to COVID-19.

***Review Assigned Tasks:***

- Will start working again on items put on hold once Account Specialist position is hired and trained.

***Next Meeting:*** The next CPMT meeting will be held Monday, October 26, 2020 at 1:00 p.m. via video conference.

***Adjournment:*** Michele Sandy made a motion to adjourn; Dave Alley seconded; the CPMT approved. The meeting was adjourned at 1:59pm.

***Minutes Completed By:*** Jackie Jury