

FREDERICK COUNTY CPMT AGENDA

September 26, 2022
1:00 PM
107 N Kent St
Winchester, VA
1st Floor Conference Room

Agenda

- I. Introductions
- II. Adoption of Agenda
- III. Consent Agenda
 - A. August Minutes
 - B. Budget Request Forms
- IV. Executive Session
 - A. Case Update
- V. Committee Member Announcements
- VI. CSA Office Business Jackie Jury
 - A. August Financial Report
 - B. Audit Status Update
- VII. Old Business Jackie Jury
 - A. Strategic Plan Goal- Satisfaction Survey Subcommittee Update
- VIII. New Business Jackie Jury
 - A. CPMT Leadership Competencies
 - B. CPMT Bed Reporting Notice
- IX. Informational Items
 - A. Administrative Memo #22-11
- X. Assigned Tasks
- XI. Next CPMT Meeting
 - October 24, 1:00-3:00pm, 1st Floor Conference Room
- XII. 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 22, 2022

The Community Policy and Management Team (CPMT) met in the 1st Floor Conference Room at 107 N Kent St, Winchester, VA 22601 on August 22, 2022.

The following members were present:

- David Alley, Private Provider Representative, Grafton Integrated Health Network
- Jerry Stollings, 26th District Juvenile Court Service Unit
- Leea Shirley, Lord Fairfax Health District
- Jay Tibbs, Frederick County Administration
- Dr. Michele Sandy, Frederick County Public Schools
- Denise Acker, Northwestern Community Services Board

The following members were not present:

- Tamara Green, Frederick County Department of Social Services

The following non-members were present:

- Jacquelynn Jury, CSA Coordinator
- Robbin Lloyd, CSA

Call to Order: Denise Acker called the meeting to order at 1:05 pm.

Introductions: None

Adoption of Agenda: David Alley made a motion to adopt the August agenda; Dr. Michele Sandy seconded; CPMT approved.

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

- July 25, 2022- CPMT Minutes
- Budget Request Forms – Confidential Under HIPAA

David Alley made a motion to approve the July Minutes, Jay Tibbs seconded, CPMT approved. Leea Shirley and Jerry Stollings abstained since they were not present at the July meeting.

Jay Tibbs noted one BRF requiring correction to the child's birthdate. Jay Tibbs made the motion to approve the amended Budget Request Forms, Leea Shirley seconded, CPMT approved.

Adoption to Convene to Executive Session: On a motion duly made by Dr. Michele Sandy and seconded by David Alley, 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.

Executive Session:

- Parental Agreement Extension Update

Adoption of Motion to Come Out of Executive Session: Jerry Stollings made a motion to come out of Closed Session and reconvene in Open Session; Leea Shirley seconded; CPMT approved.

Motion and Roll Call Certification of Executive Session: Jerry Stollings made a motion, seconded by Dr. Michele Sandy, to Certify to the best of each Frederick County 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
David Alley	Aye
Jerry Stollings	Aye
Denise Acker	Aye
Jay Tibbs	Aye
Leea Shirley	Aye
Tamara Green	Not Present

Adoption of Motion to Approve Items Discussed in Executive Session: Dr. Michele Sandy made a motion that the ICC team reconvene with representatives from the school to develop a plan to support the family and reintegrate the student into school, Leea Shirley seconded, CPMT approved.

Committee Member Announcements:

- Dr. Goshen passed away, a memorial service will be held on July 30 at the Christ Church in Millwood, Virginia.
- Dr. Michele Sandy announced that Dr. John Lamanna has been appointed as interim Superintendent and Dr. Albert Orndorff as the interim Assistant Superintendent.

CSA Office Business:

- CSA Financial Report:
 - July 2022 Financial Report-
 - Monthly Net Expenditures- \$405,441.85 or 10% of the total allocated, including Protected and SpEd WrapAround Funds.
 - Year to Date Net Expenditures- \$3,734,616.55 or 90% of the total allocated, including Protected and SpEd WrapAround Funds. Local match spent is \$1,510,440.53.
 - Remaining- \$401,858.94 or 10% of the total allocation or \$392,978.70 excluding SpEd Wrap Funds.
 - Protected Funds- \$50,917.25 spent, \$9,262.75 remaining with \$0.00 encumbered.
 - SpEd Wrap Funds: \$219,614.50 spent, \$8,880.24 remaining with \$0.00 encumbered.
 - Youth Served: 151 total
 - 104 in Community Based Services
 - 24 in Private Day School
 - 22 in Congregate Care
 - 25 in TFC, a trend is showing the costs increasing which could be due to the increased trauma of the youth.
 - OCS Audit – The auditor has not begun the Frederick County audit as she is working to complete audits from several other localities.

Old Business:

- Strategic Plan Goal- Satisfaction survey subcommittee- Participant schedules did not align for a meeting during the month, another poll will be sent with alternative choices.

- FY23 Contract- UMFS submitted an appeal to accept a revised rate sheet. Stakeholders were notified of DMAS rate increases and state negotiated rates for MST, FFT, and PCIT very late in June. UMFS would like to align their rate sheet accordingly. Jerry Stollings made a motion to accept the rate changes, Dr. Michele Sandy seconded, CPMT approved.

New Business:

- Guidance Documents- In an effort to assist in the local administration of CSA, SLAT convened workgroups, including its members and CSA Coordinators, to develop Best Practice documents offering suggestions and recommendations on how CSA is administered at the local level.
 - Best Practices for Virtual FAPT meetings- For CPMT's discussion and consideration, it is suggested that policy be developed to address how virtual and hybrid FAPT meetings are conducted. It was noted that localities observed higher participation by family and providers when offered this option. Several other items worth discussing are HIPAA and FERPA adherence, platform security, and use of the virtual lobby.
 - CPMT Chair Job Description- This resource document suggests ways in which the CPMT Chair can better engage in the CSA process. CPMT may want to consider utilizing the knowledge of CPMT members who serve in multiple jurisdictions to evaluate how Frederick County administers the program. These experiences could provide valuable insight into areas where Frederick County's program could improve and how the Chair can assist.

Informational Items:

- Admin Memo #22-10- Annual CSA Service Gap Survey- The survey responses were analyzed in the provided report.

Assigned Tasks:

- The CSA Coordinator will convey CPMT concerns regarding case discussed in executive session with client's team.
- The CSA Coordinator will organize a meeting of the subcommittee to establish a satisfaction survey.
- The CSA Coordinator include the CPMT Chair Job Description to the agenda for next month's meeting.

Next Meeting: The next CPMT meeting will be held Monday, September 26, 2022, at 1:00 pm in the 1st Floor Conference Room.

Adjournment: Dr. Michele Sandy made a motion to adjourn, David Alley seconded, and the motion was approved. The meeting was adjourned at 2:28 pm.

Minutes Completed By: Robbin Lloyd

From: [Mucha, Marsha](#)
To: [Marsha Mucha](#)
Subject: "[External]" Important Notice Regarding CPMT Bed Reporting
Date: Wednesday, August 17, 2022 1:10:59 PM
Attachments: [INSTRUCTIONS Acute Care Form \(2\) \(2\) \(1\).docx](#)
[INSTRUCTIONS Residential Care Form \(1\) \(2\) \(1\).docx](#)
[Checklist for Completion of Forms \(1\).docx](#)
[2022 Acute Care Report Form.docx](#)
[2022 Residential Treatment Report Form.docx](#)

The Code of Virginia Section 2.2-5206.16. (CPMT; powers and duties) requires that the CPMT:

16. Submit to the Department of Behavioral Health and Developmental Services information on children under the age of 14 and adolescents ages 14 through 17 for whom an admission to an acute care psychiatric or residential treatment facility licensed pursuant to Article 2 (§ [37.2-403](#) et seq.) of Chapter 4 of Title 37.2, exclusive of group homes, was sought but was unable to be obtained by the reporting entities. Such information shall be gathered from the family assessment and planning team or participating community agencies authorized in § [2.2-5207](#). Information to be submitted shall include:

- a. The child or adolescent's date of birth;
- b. Date admission was attempted; and
- c. Reason the patient could not be admitted into the hospital or facility;

The attached forms and instructions are the most up-to-date provided to direct such activity by DBHDS. Effective today, these reports should be submitted via encrypted email to Karen Grabowski at DBHDS at: k.grabowski@dbhds.virginia.gov

Scott



Scott Reiner

Executive Director

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Frederick County CSA Financial Update: Year End FY 2022

of Reports Submitted: 13

Allocation:
(Base + Supplements)
\$4,136,475.49

Expenditures:
\$3,805,164.91 92%

Est. Net Allocation:
\$1,873,543.89

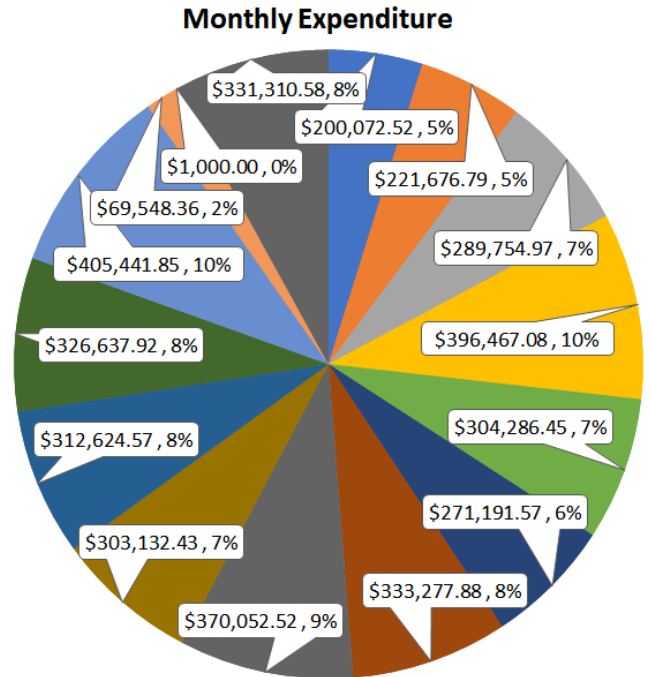
Net Expenditures:
\$1,532,220.84 82%

Wrap Allocation:
\$228,494.74

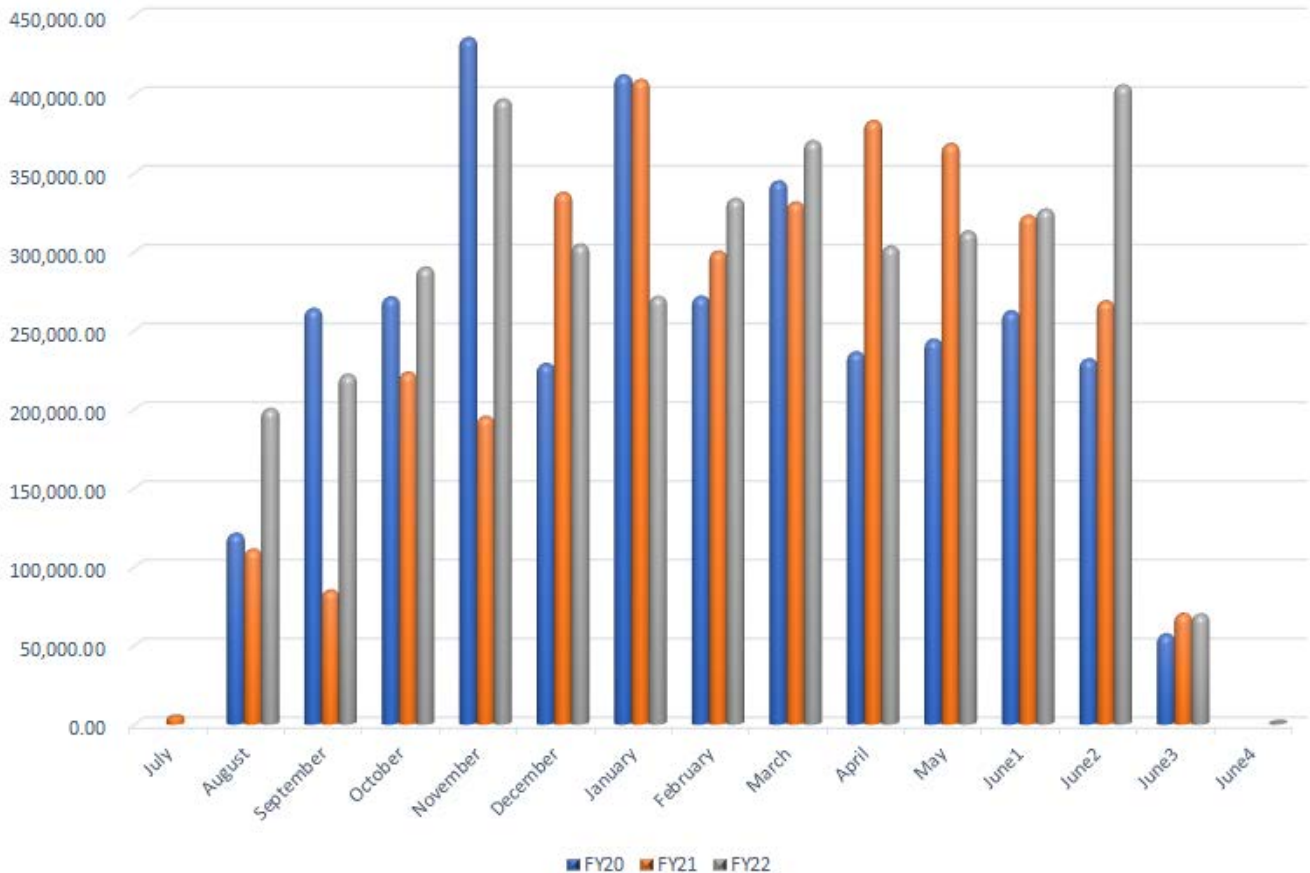
Wrap Expenditures:
\$220,284.50

Protected Allocation:
State: \$34,011.00
Local: \$9,447.00

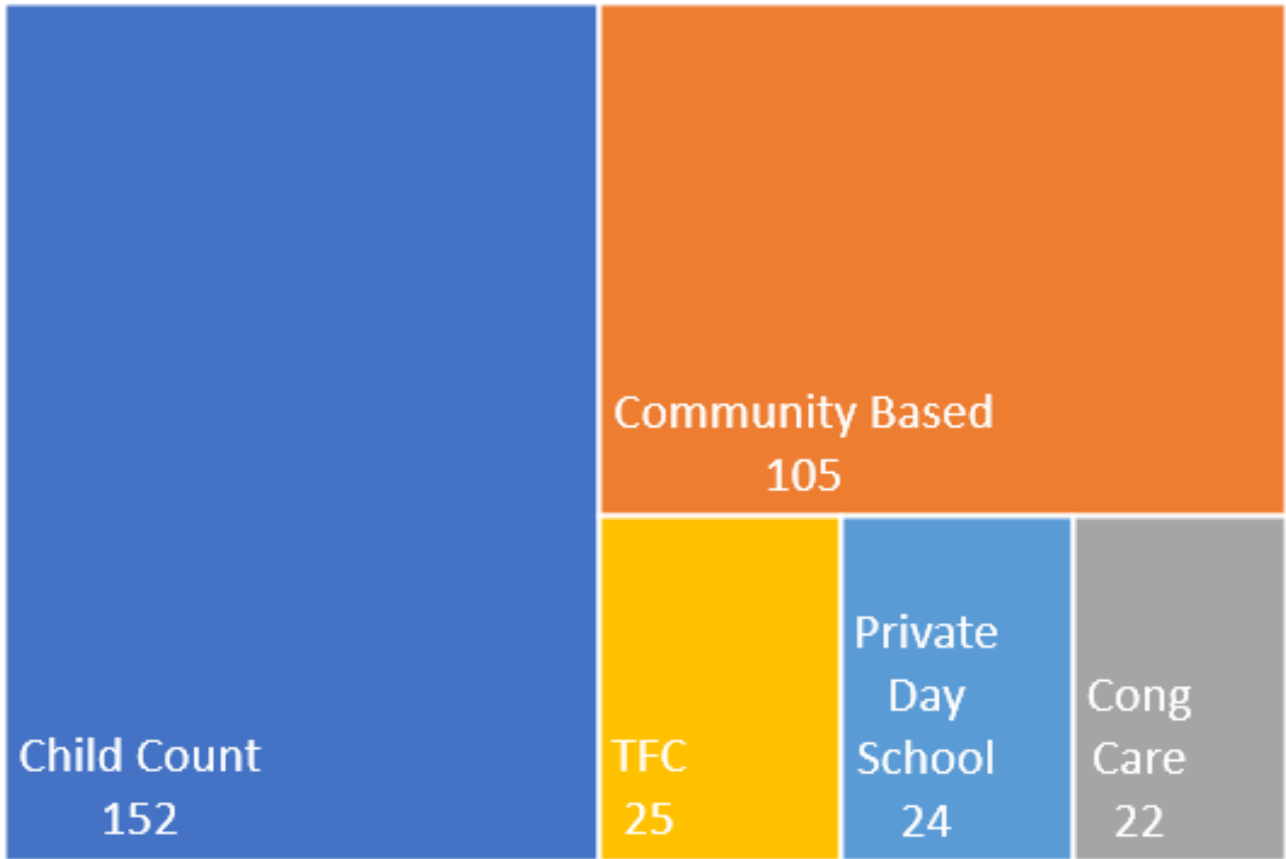
Protected Expenditures:
State: \$32,919.87
Local: \$ 9,144.88



Monthly Net Expenditures



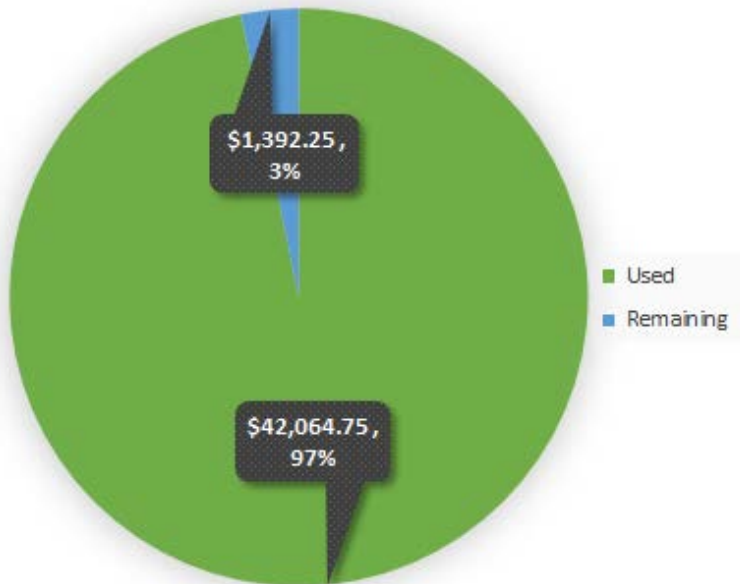
Placement Environment



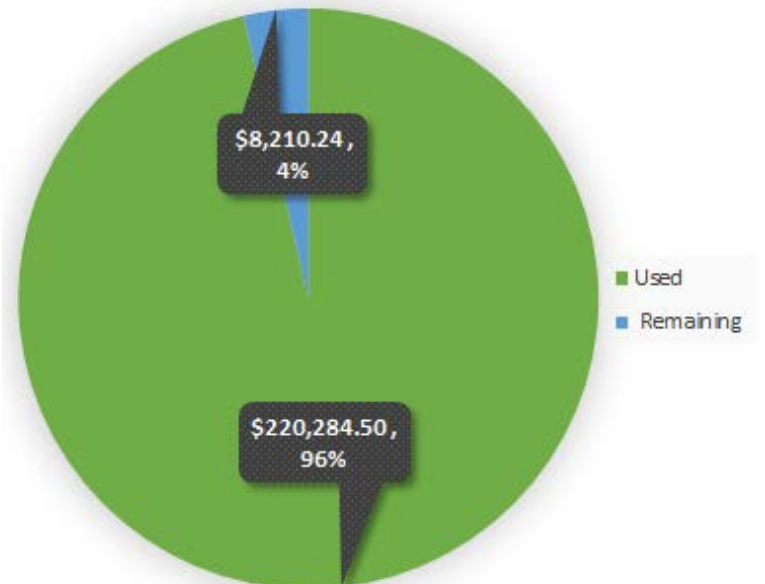
Unduplicated: Child Count, Congregate Care, Therapeutic Foster Care, Community Based Services

*Possible duplication of Private Day School students with youth in Congregate Care

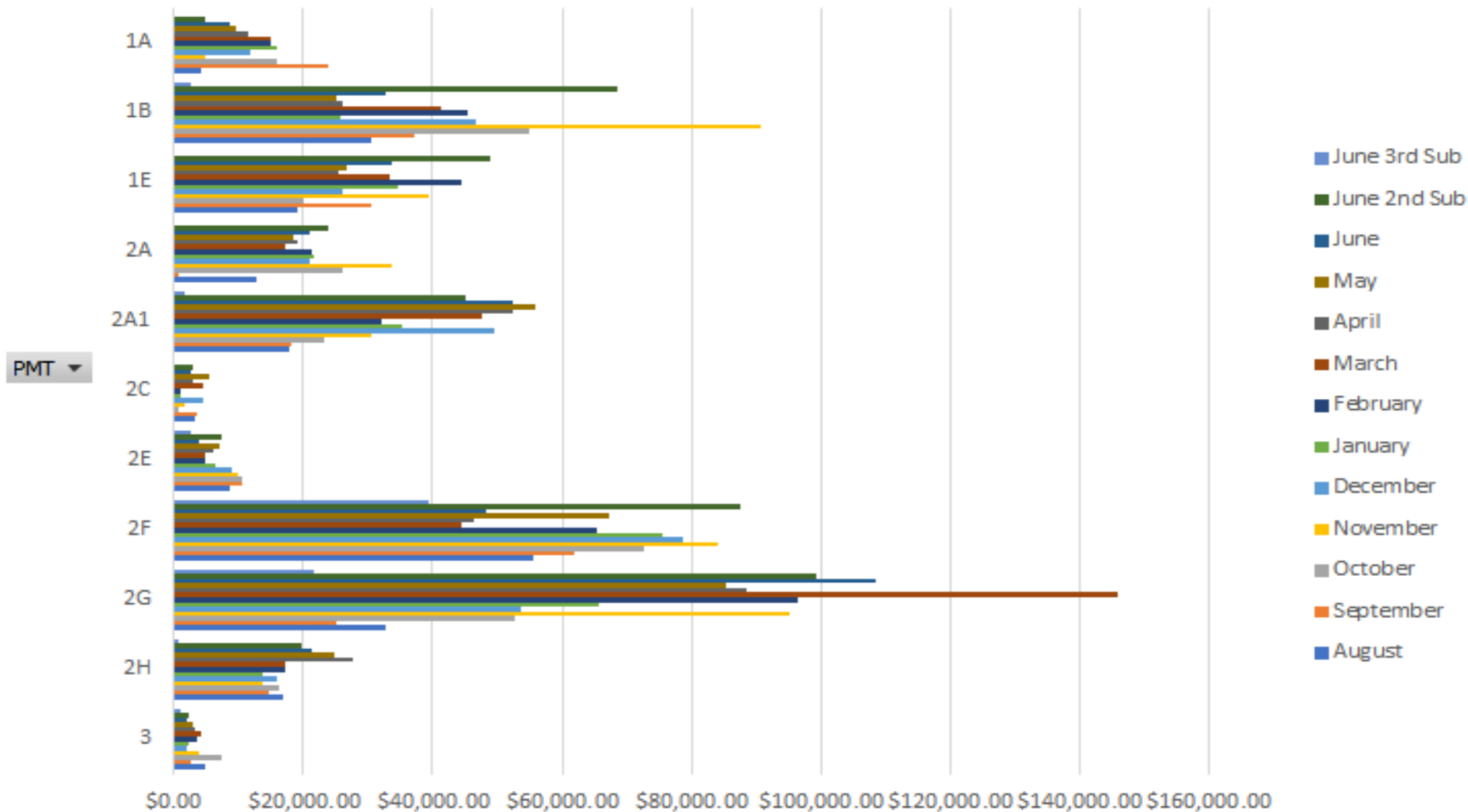
Protected Funds



SpEd Wrap



Primary Mandate Type Expenditures by Month



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 congregated 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

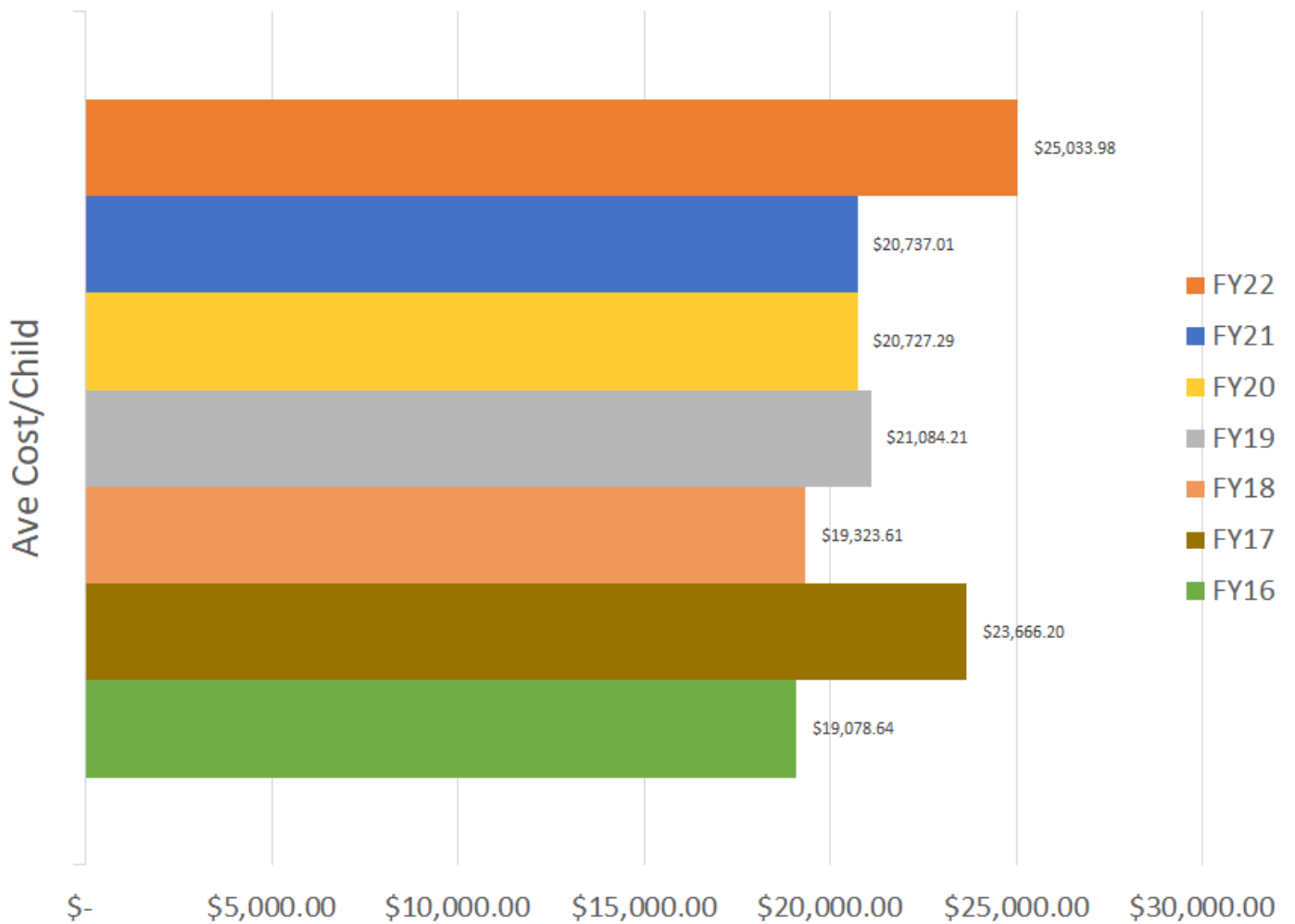
2G- Private Day School

2H- Special Education Wrap Around Services

3- Protected Funds

*NonMandated

EXPENDITURE TRENDS



COMMUNITY POLICY AND MANAGEMENT TEAM (CPMT)

The CPMT sub-committee focused on CPMT as a leadership body. Local CPMT membership is directed by § **2.2-5205**, therefore individuals become CPMT members based on their local leadership positions. Based on CPMT’s oversight responsibilities within a local CSA program, the team’s collective leadership is crucial to the success of the program.

The sub-committee developed a guidance document **“Characteristics of a High Functioning CPMT”** (See Attachment C) to guide localities to review and strengthen their CPMTs. It is highly suggested that local CPMTs establish an annual process for reviewing a CPMT’s level of functioning based on CPMT’s “powers and duties” as outlined in § **2.2-5206**.

As part of its work, the CPMT sub-committee initiated a local CPMT survey. The results included local feedback about what is needed to support a CPMT’s success and included comments such as the following:

- **“Increased racial and cultural equity on the CPMT to more closely reflect the demographics of the children served by CSA funding.”**
- **“Local officials strengthening their knowledge of CSA and their engagement with CPMT members.”**
- **“Balancing of time and primary job responsibilities with the time needed to take action on improvement initiatives.”**

Core Leadership Competencies		
Competency	Components of Competency	Resource(s)
Leadership Authority	<ul style="list-style-type: none"> • Authority to make decisions within the member’s agency • Ability to implement system changes within the member’s agency • Appointed to CPMT by local governing body 	<ul style="list-style-type: none"> • Required Membership of Local CPMT: http://law.lis.virginia.gov/vacode/title2.2/chapter52/section2.2-5204/
CSA Knowledge	<ul style="list-style-type: none"> • Understand core principles of the Children’s Services Act • Understand roles and responsibility of the CPMT 	<ul style="list-style-type: none"> • Commonwealth of Virginia Learning Center (COVLC) modules for CSA https://covlc.virginia.gov/

Core Leadership Competencies

	<ul style="list-style-type: none"> • System of Care principles and practices 	<ul style="list-style-type: none"> • CSA User Guide www.csa.virginia.gov/Resources/PolicyGuides • CSA Policy Manual www.csa.virginia.gov/Resources/PolicyGuides • CPMT Powers and Duties http://law.lis.virginia.gov/vacode/title2.2/chapter52/section2.2-5206/
<p>Leadership Skills (Linked to CPMT Responsibilities)</p>	<ul style="list-style-type: none"> • Professional experience and working knowledge of child-serving, system of care networks • Experience developing and implementing administrative and fiscal policies for multi-agency programs • Ability to develop and facilitate long-range, community-wide planning efforts • Knowledge of quality assurance/improvement processes utilized for accountability and outcomes for large public sector programs • Experience with review and analysis of data in program evaluation • Experience with management and oversight of program budgets 	<ul style="list-style-type: none"> • CPMT Powers and Duties http://law.lis.virginia.gov/vacode/title2.2/chapter52/section2.2-5206/
<p>Engagement</p>	<ul style="list-style-type: none"> • Attend CPMT meetings regularly • Participate in discussions on agenda items 	<ul style="list-style-type: none"> • Characteristics of a Highly Functioning CPMT (Attachment C)

Core Leadership Competencies

- Ability to work collaboratively within a multi-agency oversight board

RECOMMENDATIONS

1. OCS should identify specific training materials that support a CPMT member's foundational understanding of CPMT's role within the Children's Services Act.
 - a) CPMT training materials posted on the OCS website and clearly identified for CPMT members.
 - b) The Annual CSA Conference should offer a half-day training session for CPMT members (as it does for CSA Coordinators)
 - c) The Annual CSA Conference should identify specific trainings offered recommended for CPMT members. (CPMT-U)
2. OCS should develop a model CPMT Chair job description
3. SEC/OCS should help develop strategies for local CPMTs to recruit, retain and support parent representatives' active participation in local CPMTs
4. SEC/OCS should develop strategies to assist rural CPMTs. One strategy could be to develop a Rural Locality Round Table or Workgroup to address challenges and barriers inherent to rural localities



COMMONWEALTH of VIRGINIA

OFFICE OF CHILDREN'S SERVICES
Administering the Children's Services Act

Scott Reiner, M.S.
Executive Director

ADMINISTRATIVE MEMO #22-11

To: CSA Coordinators & Fiscal Agents

From: Preetha Agrawal, Information Technology Director

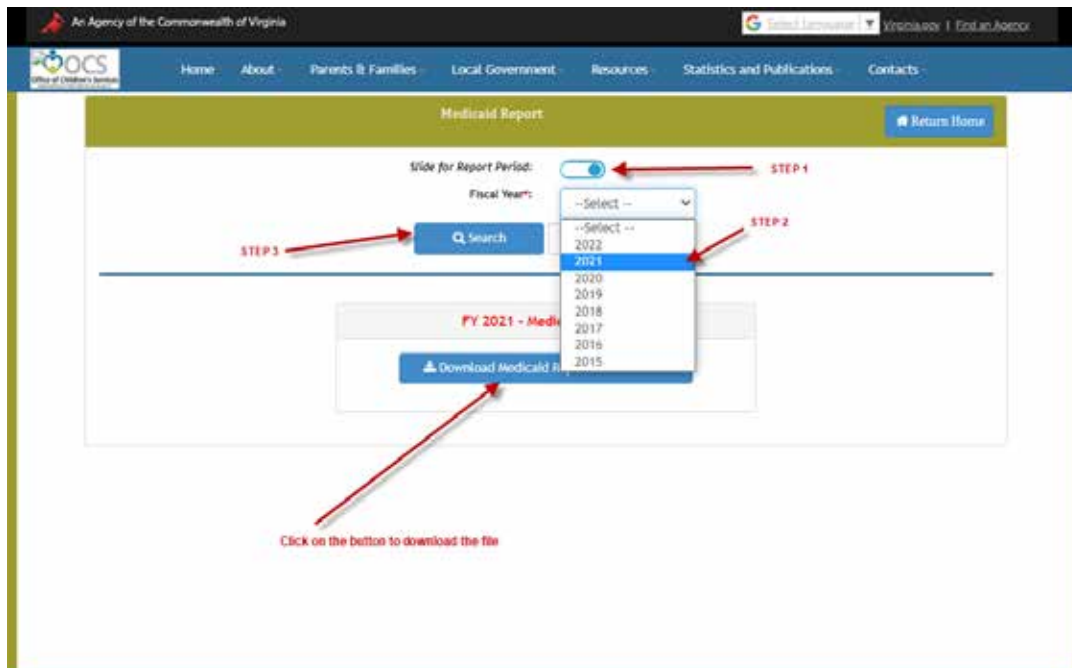
Date: August 19, 2022

Subject: CSA – Medicaid report access changes

Please be aware of the following changes to CSA Local Government Reporting systems' Medicaid report screen. The Medicaid report is available on the CSA Coordinator or Fiscal Agent main screen after login

Medicaid Report can now be download either for the whole Fiscal Year or for a selected Calendar Year / Calendar month.

1. For fiscal year selection



2. For a Month / Year

The screenshot shows the OCS Medicaid Report interface. At the top, there is a navigation bar with links for Home, About, Parents & Families, Local Government, Resources, Statistics and Publications, and Contacts. The main header is "Medicaid Report" with a "Return Home" button. Below the header, there are filters for "Report Month:" (a dropdown menu with "June" selected) and "Report Year:" (a dropdown menu with "2022" selected). A "Search" button and a "Reset" button are also present. A table below the filters displays columns for "Locality", "Enrollee Name", "Provider Number", "Provider Service Location", and "Claim ID". The table contains several rows of data. At the bottom of the interface, there are three summary boxes: "TOTAL AMOUNT BILLED" (\$234,511.58), "TOTAL AMOUNT PAID" (\$146,007.14), and "TOTAL ADJUSTMENT AMOUNT" (\$0.00). Red arrows and text annotations indicate the steps: "STEP 1" points to the "Report Month:" dropdown, "STEP 2" points to the "Report Year:" dropdown, and "STEP 3" points to the "Search" button. A yellow box highlights the "Export to Excel" link, with a red arrow pointing to it and the text "Click link to export data".

Please contact the OCS Office at 804-662-9815 or csa.office@csa.virginia.gov