

FREDERICK COUNTY CPMT AGENDA

May 22, 2022
1:00 PM
107 N Kent St
Winchester, VA
1st Floor Conference Room

Agenda

- I. Introductions
- II. Adoption of Agenda
- III. Consent Agenda Jackie Jury
 - A. April Minutes
 - B. Budget Request Forms
- IV. Executive Session
- V. Committee Member Announcements
- VI. CSA Office Business Jackie Jury
 - A. April Financial Report
 - B. CSA Staff changes
 - C. Committee Vacancy Recruitment
- VII. Old Business Jackie Jury
 - A. Audit Discussion/Quality Improvement Plan Update
 - B. CSA Program Improvement Update David Alley/Jerry Stollings
 - C. CSA Eligibility Discussion
 - D. Legislative Updates
- VIII. New Business Jackie Jury
 - A. Salveo Consulting New Service
- IX. Informational Items- None Jackie Jury
- X. Assigned Tasks
- XI. Next CPMT Meeting
- 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, April 24, 2023

The Community Policy and Management Team (CPMT) met in the 1st Floor Conference Room at 107 N Kent St, Winchester, VA 22601, on April 24, 2023, at 1:00 pm.

The following members were present:

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

The following members were not present: None

The following non-members were present:

- Jacquelynn Jury, CSA Coordinator

Call to Order: Denise Acker called the meeting to order at 1:01 pm.

- I. Introductions- None
- II. Adoption of Agenda- Jay Tibbs made a motion to adopt the April agenda; David Alley seconded; CPMT approved.
- III. Consent Agenda- The following items were included in the Consent Agenda for CPMT's approval:
 - A. March 27, 2023- CPMT Minutes. Leea Shirley made a motion to approve the minutes with a correction to the spelling of her name, David Alley seconded, CPMT approved.
 - B. Budget Request Forms- Confidential Under HIPAA. David Alley made a motion to accept the Budget Request Forms, Leea Shirley seconded, CPMT approved.
- IV. Executive Session
 - A. Adoption to Convene to Executive Session- On a motion duly made by Jay Tibbs seconded by Leea Shirley, 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.
 - B. Discussion- IACCT Denial
 - C. Adoption of Motion to Come Out of Executive Session- Dr. Michele Sandy made a motion to come out of Closed Session and reconvene in Open Session, Leea Shirley seconded; CPMT approved.
 - D. Motion and Roll Call Certification of Executive Session- Dr. Michele Sandy made a motion 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, David Alley seconded; CPMT approved.

- Michele Sandy Aye
- Jerry Stollings Aye
- Tamara Green Aye
- Jay Tibbs Aye
- Denise Acker Aye
- David Alley Aye
- Leea Shirley Aye

- E. Adoption of Motion to Approve Items Discussed in Executive Session- Dr. Michele Sandy made a motion to approve the payment of the outstanding invoices discussed, Leea Shirley seconded; CPMT approved.
- V. Committee Member Announcements
 - A. Jerry Stollings stated that he has filled the CSU Supervisor position in his office.
 - B. Denise Acker reported that Katrina McClure has accepted the Executive Director vacancy.
- VI. CSA Office Business
 - A. CSA Financial Report
 - 1. March 2023 Financial Report
 - a) Monthly Net Expenditures- \$306,269.89 or 8% of the allocation, including Protected and SpEd WrapAround Funds.
 - b) Year to Date Net Expenditures- \$2,489,832.12 or 69% of the allocation, including Protected and SpEd WrapAround Funds, of which \$952,885.89 is the local portion.
 - c) Remaining funds without Wrap- \$1,081,453.18 of the total allocation.
 - d) Protected Funds- \$20,737.00 spent, \$22,720,00 remaining, with no funds currently encumbered.
 - e) SpEd Wrap Funds- \$62,467.30 spent, \$37,532.69 remaining, with \$12,945.00 funds encumbered.
 - f) Youth Served: 123 youths.
 - (1) 79 in Community Based Services
 - (2) 25 in TFC
 - (3) 19 in Congregate Care
 - (4) 17 in Private Day School
 - B. CSA Staff changes
 - 1. UR/CQI Specialist Vacancy- Katherine Webster started on Monday, April 17, 2023.
 - 2. Robbin Lloyd will be leaving the CSA office on Friday, April 28, 2023. Katherine Webster is familiar with Thomas Brothers software system and can assist with supporting the duties of that position until the vacancy is filled.
 - C. Committee Vacancy Recruitment- FAPT members interviewed Allison Dillow for the Parent Representative position. The team believes that her experience advocating for families will provide a foundation for establishing a positive rapport with families attending FAPT meetings and recommend CPMT appoint her to that position. Leea Shirley made a motion to appoint Allison Dillow as the Parent Representative for FAPT, David Alley seconded, CPMT approved.
 - VII. Old Business
 - A. Audit Discussion/Quality Improvement Plan Update
 - 1. Item #1 CANS- The date of completion for training is still on target for June.
 - 2. Item # 3 Copayment
 - a) Copayments that are not submitted in the pool reimbursement create inaccurate expenditures on the TB reports. Work is in progress to understand the workflow process within the Treasurer and Finance departments for managing the copay process in house.
 - b) The team discussed ways to define the definition of household in determining who would be included in the copay assessment. CPMT requested the options be entered onto a chart to visually simplify ideas discussed.

- B. CSA Program Improvement Update- Jerry Stollings stated that focus group meetings with 4 Core agencies and judges are complete. The meetings offered similar results with productive feedback. The results will be compiled into a report that will be shared with CPMT in May.
- C. CSA Eligibility Discussion- CPMT members began discussion of interpretations of the COV definition of CHINS Services, “serious threat to the well-being and physical safety of the child”. After much discussion, Jerry Stollings made a motion to table this topic until the next meeting, CPMT approved.
- D. Legislative Updates
 - 1. SB 1513- the bill that adds the Director of DARS to the SEC and a DARS representative to SLAT has been signed and completed.
 - 2. HB 1945ER- This bill has been signed by the governor. The bill removes the requirement of FAPT and CPMT to report to DBHDS the youth who were hospitalized and could not obtain placement to a PRTF or Inpatient facility within a specified number of days.
 - 3. The Companion Bills presented in the House and Senate to dismiss the implementation of the standardized private day school rates are still in process.
- E. Medicaid Language Discussion- Tabled until May.
- VIII. New Business
 - A. FY24 Contract Renewal
 - 1. Leea Shirley made a motion to approve the contract renewal and letter, David Alley seconded, CPMT approved.
 - 2. Jerry Stollings made a motion to accept up to a 15% vendor rate increase before requiring CPMT special approval, Leea Shirley seconded, CPMT approved.
 - B. Annual GAP Survey- CPMT members were requested to complete and return the GAP survey document.
- IX. Informational Items- None
- X. Assigned Tasks
 - A. The CSA Coordinator will complete a list of assessment options for copayments to submit at the May meeting.
 - B. The CSA Eligibility discussion will be continued during the May CPMT meeting.
- XI. Next CPMT Meeting
 - May 22, 2023, 1:00-3:00pm, 1st Floor Conference Room
- XII. Adjourn

Minutes Completed By: Robbin Lloyd



Frederick County CSA Financial Update: April 2023

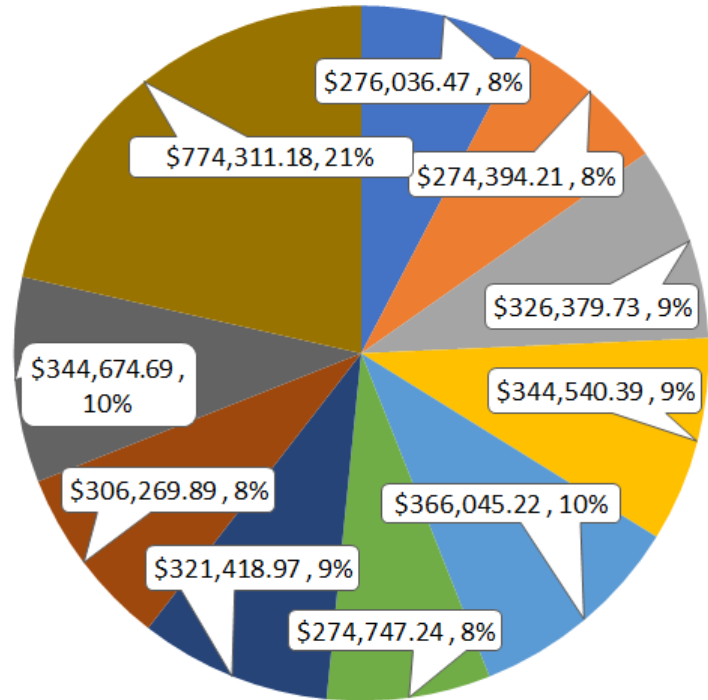
of Reports Submitted: 9

Monthly Expenditure

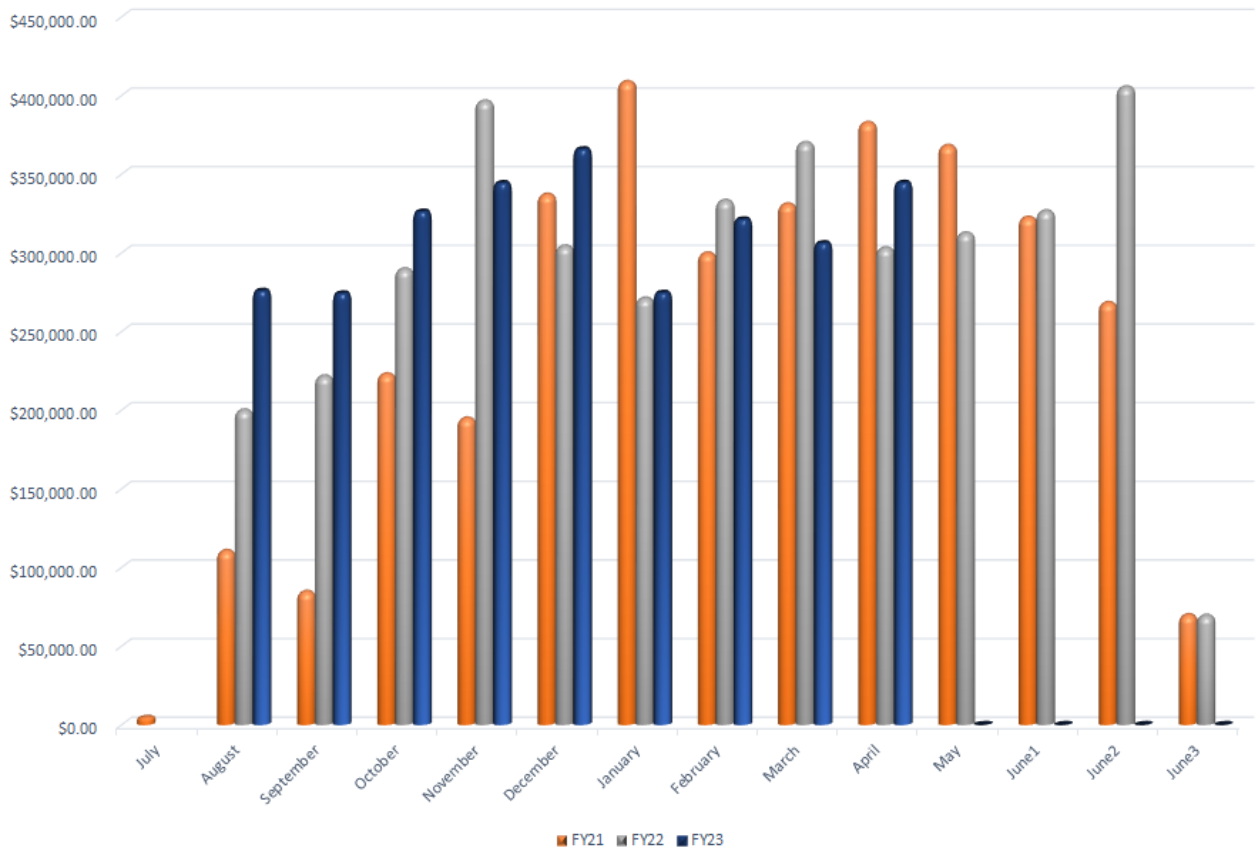
YTD Total Net Expenditures: \$2,834,506.81- 69%

YTD Local Net Expenditures: \$1,083,030.92

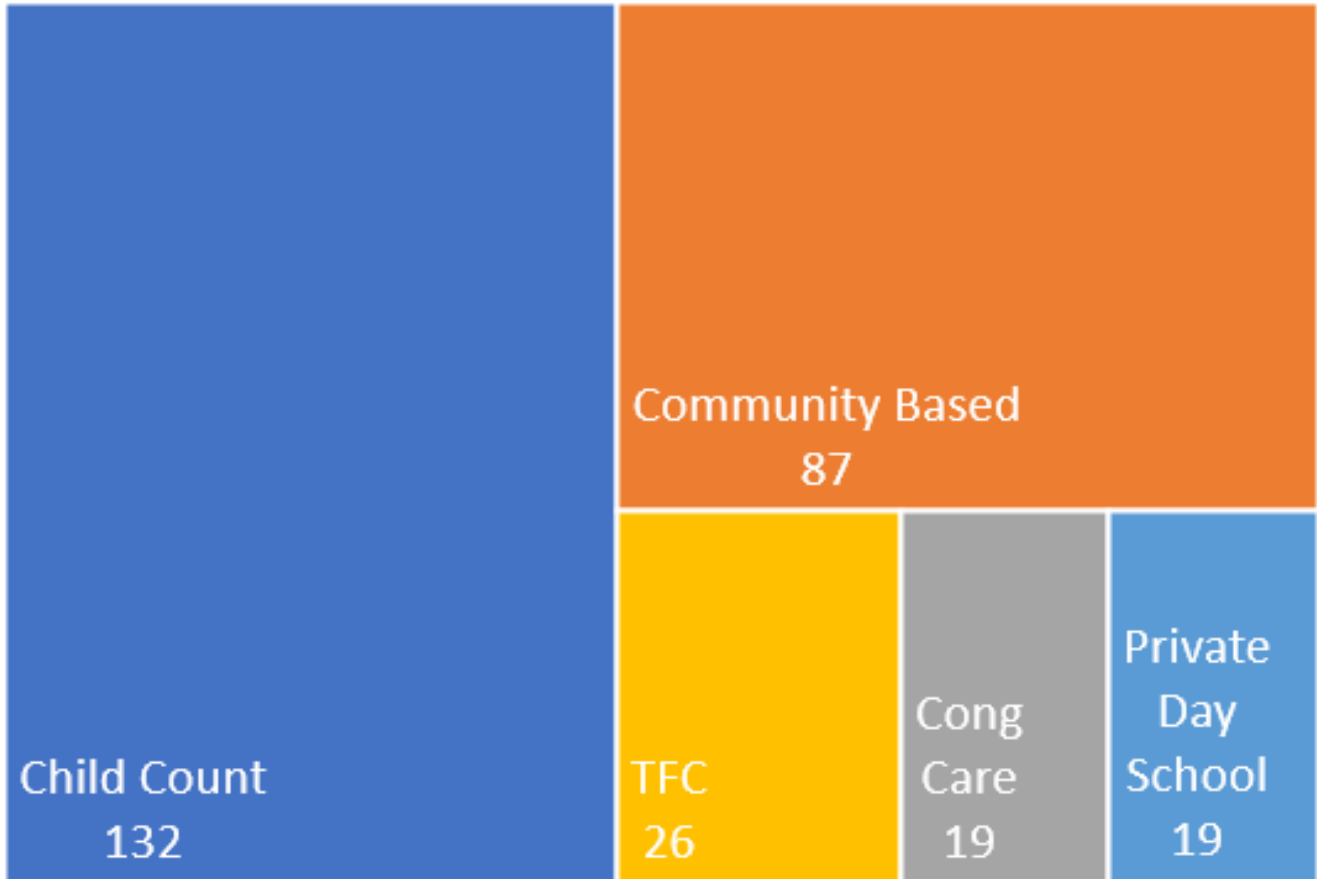
Remaining without Wrap: \$730,404.49



Monthly Net Expenditures



Placement Environment



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

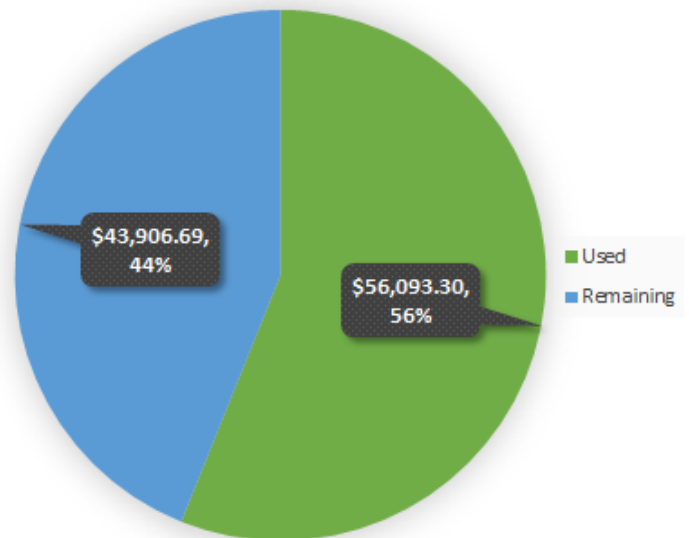
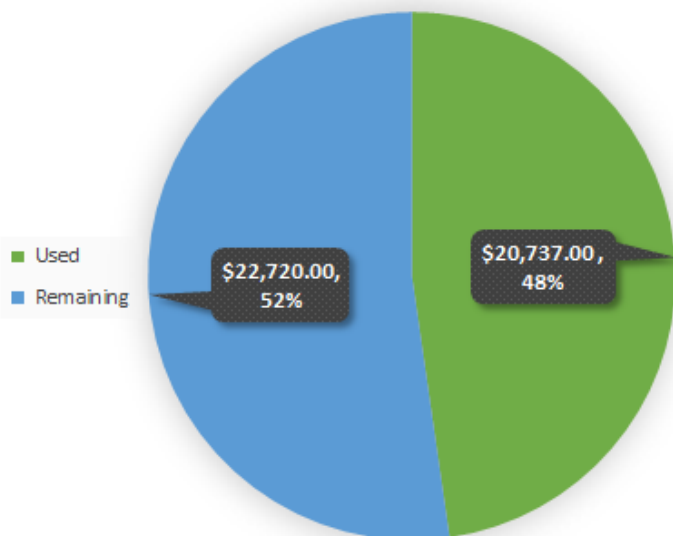
*Possible duplication of Private Day School students with youth in Congregate Care

Protected Encumbered
\$4,010.00

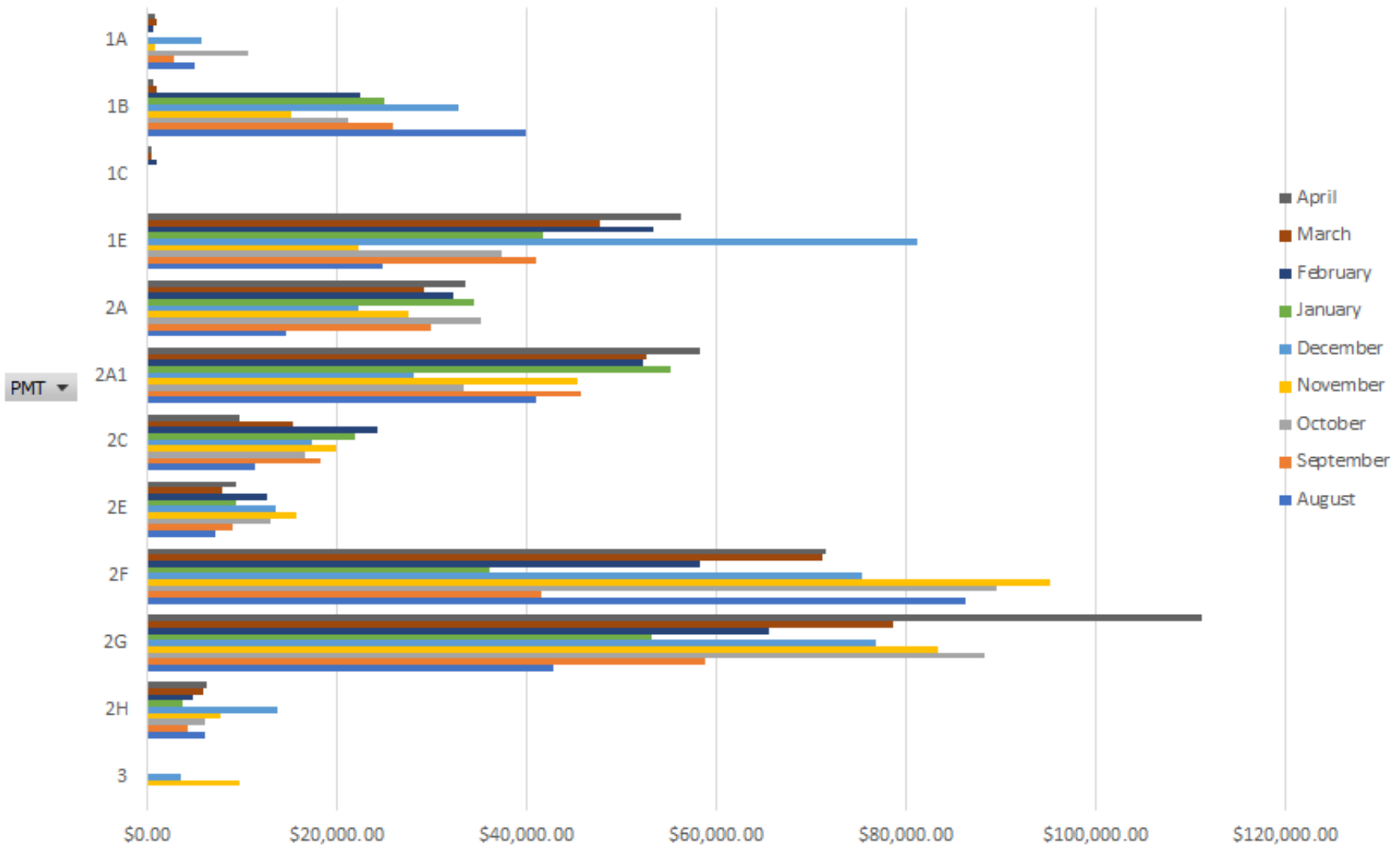
SpEd Wrap Encumbered
\$21,295.00.00

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 congregate 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

CPMT Training Policy

Effective Date: July 1, 2023

Policy Statement:

The Frederick County Community Policy and Management Team (CPMT) recognizes the importance of effectively communicating the requirements of the Children's Services Act (CSA) to case managers and Family Assessment and Planning Team (FAPT) members. This policy establishes the guidelines for communication to ensure that case managers and FAPT members are informed and compliant with CSA regulations, guidelines, and policies.

1) Policy Objectives:

- a) To ensure that case managers and FAPT members have a clear understanding of the requirements set forth by the Children's Services Act (CSA) and its related policies.
- b) To facilitate compliance with CSA regulations and guidelines in the provision of services to children, youth, and families.
- c) To promote consistent and accurate communication of CSA requirements to case managers and FAPT members.

2) Communication Responsibilities:

- a) CPMT:
 - i) The CPMT shall be responsible for developing and disseminating information regarding CSA requirements to case managers and FAPT members.
 - ii) CPMT shall ensure that the communication is clear, comprehensive, and up-to-date.
 - iii) CPMT shall establish mechanisms to address questions, concerns, and provide ongoing support related to CSA requirements.
- b) Individual Case Managers and FAPT Members:
 - i) Case managers and FAPT members shall actively seek and engage with the communicated CSA requirements.
 - ii) Case managers and FAPT members shall comply with the communicated CSA requirements and adhere to established procedures and protocols.

3) Communication Methods:

- a) Written Communication:
 - i) CPMT shall provide written materials such as policy manuals, handbooks, guidelines, and memos to communicate CSA requirements.
 - ii) Written materials shall be accessible, concise, and organized to facilitate understanding and compliance.
- b) Training and Workshops:
 - i) CPMT shall conduct training sessions and workshops to educate case managers and FAPT members on CSA requirements.
 - ii) Training sessions and workshops may include presentations, group discussions, case studies, and interactive activities.
- c) Digital Communication:

- i) CPMT shall utilize digital platforms such as email, intranet, or other electronic means to distribute CSA requirement updates, reminders, and clarifications.
 - ii) Digital communication shall be timely, reliable, and easily accessible to all relevant stakeholders.
- 4) Communication Content:
 - a) CSA Policies and Procedures:
 - i) Case managers and FAPT members shall be provided with comprehensive information on CSA policies and procedures.
 - ii) Communication shall include information on eligibility criteria, service planning, documentation requirements, reporting, and any updates or changes to policies and procedures.
 - b) Case-Specific Requirements:
 - i) Case managers and FAPT members shall receive communication regarding case-specific CSA requirements for the children, youth, and families they serve.
 - ii) Communication shall address specific service needs, treatment goals, service provider expectations, and any other pertinent information.
 - c) Timelines and Deadlines:
 - i) Communication shall include clear timelines and deadlines for case managers and FAPT members to complete required tasks and submit documentation in compliance with CSA requirements.
 - ii) Timelines and deadlines shall be reasonable, feasible, and supportive of effective service delivery.
- 5) Documentation and Recordkeeping:
 - a) CPMT shall maintain accurate and up-to-date records of all communication distributed to case managers and FAPT members regarding CSA requirements.
 - b) Records shall include the date, content, and recipients of the communication, as well as any acknowledgments or confirmations of receipt.
- 6) Non-Compliance:
 - a) Non-compliance with this policy may result in disciplinary actions, including but not limited to verbal/written warnings, retraining, or other appropriate measures, in accordance with CPMT's disciplinary policies and procedures.
- 7) This policy shall be reviewed periodically to ensure its effectiveness and compliance with changes in CSA regulations and guidelines. Any updates or amendments to this policy shall be communicated to case managers and FAPT members in a timely manner.

FAPT Focus Groups Summary

Impressions

- All agencies were pleased with the addition of the IFT process.
- Website is good and efficient when the forms are there but there was frustration that there was no notification when a new form is added. Case managers download the packets and do not always have the most updated forms if they are not notified until they submit the paperwork.
- Redundant paperwork has been reduced.
- Rate sheet requirements sometimes create frustration with not always knowing the rates.

FAPT Meeting

- There is a great deal of confusion over Mandated vs Non-Mandated and it can be very difficult to get funding or to get services under Mandated.
- The length of time for FAPT cases can be challenging causing scheduling conflicts for case managers, families, and service providers.
- Meetings have become too casual with laughing and joking in front of the families. Also, the meeting can feel adversarial at times with FAPT deferring to the CSA on decisions that should be left to FAPT.
- CSA asks a lot of very detailed questions and many obstacles seem to present when trying to get funding.
- Parent participation can be difficult especially when coupled up with the inconsistency in the length of meetings. A suggestion was that some consent or acknowledgment from the parent/family could substitute when attendance for parents is difficult.
- There are obstacles to getting on the FAPT schedule such as getting an ROI from parent and child which can be challenging in some situations.
- Facilitation at meetings was identified as an issue such as chairs are not explaining in a way that engages families. Further, it was identified by several groups that professionals seem to talk to families, not with families.
- Parents, in general, are not asked what is and is not working. However, if the child does not agree with the service, it does not get approved which should be not be the case. Finding a balance was mentioned a few times.
- There is a feeling that decisions are made before FAPT meets so there is a lack of investment from FAPT.
- It was noted that case managers should be required to review appeals process with family.
- There was discussion that services can be abruptly cut off with no tapering.
- There were multiple mentions of difficulty around budget sheets can be difficult relating to the math required and the lack of knowledge on the rates.
- There was a lot of discussion around the differences between Winchester FAPT and Frederick FAPT. There was a general consensus that they do not expect the two to be

identical but there are differences are vast and create vastly different sets of expectations and outcomes.

- Many groups mentioned that FAPT does a good job laying out requirements and that the CSA is willing to talk about cases.

Communication

- For the most part, communication was not identified as an issue. Participants in FAPT only identified a couple of issues.
- Denial of services can feel abrupt.
- Chair of the FAPT meetings do not hold the meeting together leading to some inefficiency. However, there were several groups that wanted more discussion during FAPT and input from the team.

Generally

- Scheduling has been an issue lately.
- Schedules double booked or not consistent.
- Would like a way to receive a CANS expiration notification.
- Policy limits in contracts can be a barrier.
- Getting the contract to the provider is difficult – workers do all the legwork to get a contract to a provider.
- May need longer meetings or more meetings.
- CSA will say “I don’t know if FAPT will approve” and then FAPT defers to CSA.
- Frederick will not start services immediately, other CSAs will.

Judge Meeting – 4/19/23 - Judge Kellas and Judge Athey

- Meetings with CSA are helping and feels like things are moving forward.
- Seems to take a longer time to get on Fredrick County FAPT than Winchester FAPT and Frederick County is not as efficient.
- Frederick County is perceived to not be as efficient with it taking too long to get funding.
- Judges noted that more money is spent in Winchester than Frederick County.
- Judges are open to discussions regarding eligibility and adequately getting funding set up which happened on Wednesday, May 10.

Salveo Consulting, PLLC
“Offering comprehensive mental health services”

**8781 Mathis Avenue
Manassas, Virginia 20110**

**Telephone: (703) 303-2172
Fax: (703) 935-0773**

Fee Schedule for Services (as of 7/1/22)

Assessment/Evaluation: (sex offender)	\$1200.00
Assessment/Evaluation: (psychological)	\$1800.00
Assessment/Evaluation: (violence risk)	\$2000.00
Outpatient services/individual (45 min)	\$125.00
Outpatient services/group (90 minutes)	\$60.00
Outpatient services/group for family (60 minutes) (unlimited family members can attend for the fee)	\$75.00

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