

FREDERICK COUNTY CPMT AGENDA

February 26, 2023
1:00 PM
107 N Kent St
Winchester, VA
1st Floor Conference Room

- I. Introductions
- II. Adoption of Agenda
- III. Consent Agenda
 - A. January Minutes
 - B. January Special Session Minutes
 - C. Budget Request Forms
- IV. Executive Session
 - A. Appeal Denial of Payment
 - B. Discussion of IFT ICC Denial
 - C. Discussion of IFT Parent Mentoring Denial
- V. Committee Member Announcements
- VI. CSA Office
 - A. CSA Committee Vacancy Updates
 - B. Audit Correction Update
 - C. December Financial Statement
- VII. Old Business
 - A. FAPT Structure Policy Discussion
- VIII. New Business
 - A. IACCT Policy Discussion
- IX. Informational Items
- X. Assigned Tasks
- XI. Next CPMT Meeting
 - March 25, 2024, 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 (16), 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-
- Certification 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

CCPMT Meeting Minutes: Wednesday, January 31, 2024

The Community Policy and Management Team (CPMT) met in the 1st Floor Conference Room at 107 N Kent St, Winchester, VA 22601, on January 31, 2024 at 4:00 p.m.

The following members were present:

- Jerry Stollings, 26th District Juvenile Court Service Unit
- Jay Tibbs, Frederick County Administration
- Leea Shirley, Lord Fairfax Health District
- Dr. Michele Sandy, Frederick County Public Schools
- Linda Gibson, Frederick County Department of Social Services, Proxy for Tamara Green

The following members were not present:

- Denise Acker, Northwestern Community Services Board
- David Alley, Private Provider, Grafton Integrated Health Network

The following non-members were present:

- Jackie Jury, CSA Coordinator

Call to Order: Dr. Michele Sandy called the meeting to order at 4:00 p.m.

Introductions: None

Adoption of Agenda: ***Jay Tibbs*** made a motion to adopt the January 31, 2024 agenda; Leea Shirley seconded; CPMT approved.

New Business: Department of Social Services- 5 year PSSF grant application

Jay Tibbs recommended one change on the first page with the demographic information. DSS made the change to reflect this adjustment.

Jay Tibbs made a motion to approve the plan as presented with the one adjustment, Leea Shirley seconded; CPMT approved.

Adjournment: ***Jerry Stollings*** made a motion to adjourn, Leea Shirley seconded; the motion was approved. The meeting adjourned at 4:05 p.m.

Minutes Completed By: Dr. Michele Sandy, January 31, 2024

CPMT Meeting Minutes: Monday, January 22, 2024

The Community Policy and Management Team (CPMT) met in the 1st Floor Conference Room at 107 N Kent St, Winchester, VA 22601, on January 22, 2024, at 1:00 pm.

The following members were present:

- Leea Shirley, Lord Fairfax Health District
- Denise Acker, Northwestern Community Services Board
- Jay Tibbs, Frederick County Administration
- Dr. Michele Sandy, Frederick County Public Schools
- Tamara Green, Frederick County Department of Social Services

The following members were not present:

- David Alley, Private Provider Representative, Grafton Integrated Health Network
- Jerry Stollings, 26th District Juvenile Court Service Unit

The following non-members were present:

- Jacquelynn Jury, CSA Coordinator
- Sarah Makomva, CSA Account Specialist

Call to Order: Dr. Michele Sandy called the meeting to order at 1:00 pm.

I. Introductions

II. Adoption of Agenda

A. Jay Tibbs made a motion to amend the January agenda to correct the next CPMT meeting date as February 26, 2024; Tamara Green seconded. CPMT approved.

B. Jay Tibbs made a motion to adopt the corrected January agenda; Denise Acker seconded. CPMT approved the adopted agenda.

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

A. December 18, 2023 - CPMT Minutes. Denise Acker motioned to approve the December minutes; Leea Shirley seconded. CPMT approved.

B. Budget Request Forms- Confidential Under HIPAA. Denise Acker made a motion to approve the Budget Request Forms; Jay Tibbs seconded. Tamara Green abstained. CPMT approved.

IV. Executive Session

A. Adoption to Convene to Executive Session- Leea Shirley made a motion to go into Closed Executive Session to discuss cases confidential by law as permitted by Section §2.2-3711 (A) (4) and (16), and in accordance with the provisions of 2.2-5210 of the Code of Virginia. Tamara Green seconded. CPMT approved.

B. Adoption of Motion to Come Out of Executive Session- Denise Acker made a motion to come out of Closed Session and reconvene in Open Session, Leea Shirley seconded; CPMT approved.

C. Roll Call Certification of Executive Session- 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.

- Dr. Michele Sandy Aye
- Tamara Green Aye
- Denise Acker Aye
- Jay Tibbs Aye
- Leea Shirley Aye

D. Adoption of Motion to Approve Items Discussed in Executive Session

- Denise Acker made a motion to approve paying the invoice discussed in closed session (Item A) with local funds if OCS does not approve the funding. Leea Shirley seconded; CPMT approved.
- Denise Acker made a motion to approve paying the invoice discussed in closed session (Item B) with local funds, however, there needs to be a plan and protocol discussed in future, so this doesn't occur again. Leea Shirley seconded; CPMT approved.
- Denise Acker made a motion to approve paying for the gap of \$620 for invoice discussed in closed session (Item C) with local funds if OCS does not approve the funding based on a clerical error. Leea Shirley seconded; CPMT approved.
- Denise Acker made a motion to approve paying the invoice discussed in closed session (Item D) through CSA funds. Leea Shirley seconded; CPMT approved.

V. Committee Member Announcements

A. Jay Tibbs announced there is a 15,000 sq. ft. office building available for rent at 230 Costello Drive.

B. Denise Acker announced NWCSB will be searching for a new Executive Director. The current Executive Director will be moving to Denmark and her last day is 4.15.24. The board is actively searching for a replacement.

VI. CSA Office Business

A. CSA Committee Vacancy Updates- Jackie Jury announced the Private Provider Rep for FAPT and the Parent Rep for CPMT positions are still vacant at this time.

VII. Old Business

A. UR/CQI Policy and Procedures- Jackie Jury referred the team to the proposed UR/CQI Policy Revision and redacted UR report submitted to CPMT during December's meeting. CPMT reviewed some items in the policy and edits were discussed.

- Denise Acker made a motion to approve the UR/CQI Policy with revisions as discussed; Jay Tibbs seconded. CPMT approved.

B. FAPT Structure Policy- Clarification was requested regarding the motion detailing the deadlines for submission, revision, and return of FAPT documents during the previous CPMT meeting. CPMT discussed solutions and several topics revolving around the FAPT process.

- Denise Acker made a motion to amend the policy requiring case managers to turn in their FAPT documents to the CSA office on Tuesday by midnight. The CSA office will

review and return FAPT documents needing corrections to the case manager by Noon on Friday. The case manager will re-submit the corrected FAPT documents back to CSA office on Monday by midnight. The team requested that the FAPT Structure policy be placed on the February agenda to review errors on the FAPT paperwork, and any themes found. Leea Shirley seconded; CPMT approved.

VIII. New Business

A. The IACCT Policy Discussion item was tabled until the February CPMT meeting.

IX. Informational Items- CPMT will review items listed below independently.

A. GA FY23 Progress Report on the CSA- Biennial report to the General Assembly on the status of the Children's Services Act, its goals, and accomplishments.

B. SEC Policy Proposals Public Comment Period- CPMT will email public comments, if any, to Jackie Jury by February 10th. Jackie Jury will compile public comments into one document to submit. Of note, Policy 4.2 pertains to the process of transferring Special Education students between localities in VA.

X. Assigned Tasks

- Jackie Jury will add necessary items discussed back on agenda for next month, including the roles of the members of FAPT.
- Jackie Jury will update the UR/CQI Policy with revisions discussed.
- Jackie Jury will update the policy for the FAPT structure.
- Jackie Jury will follow up with Salveo Consulting and OCS.

XI. Next CPMT Meeting

- February 26, 2024, 1:00-3:00pm, 1st Floor Conference Room

XII. Adjourn at 3:56 pm: Denise Acker made a motion to adjourn the meeting, Leea Shirley seconded. CPMT agreed.

Minutes Completed By: Sarah Makomva



Frederick County CSA Financial Update: December 2023

of Reports Submitted: 5

Year to Date Spending

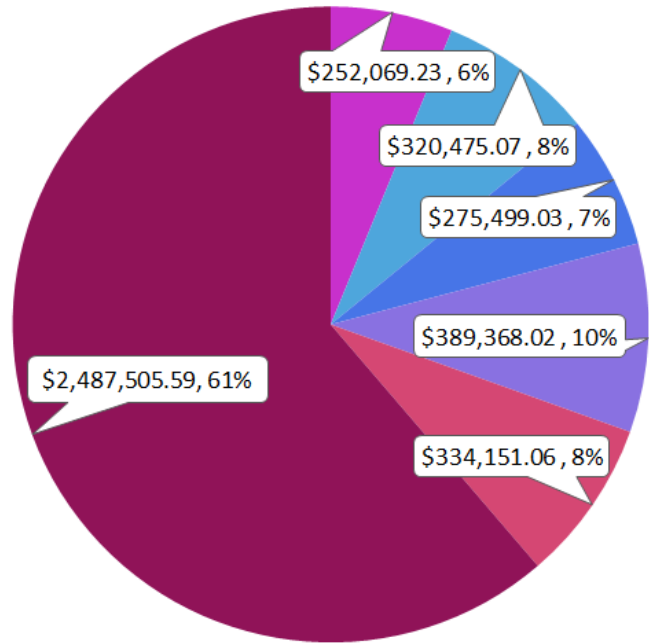
Total Net Expenditures:
\$1,571,562.41- 39%

Local Net Expenditures:
\$631,217.79

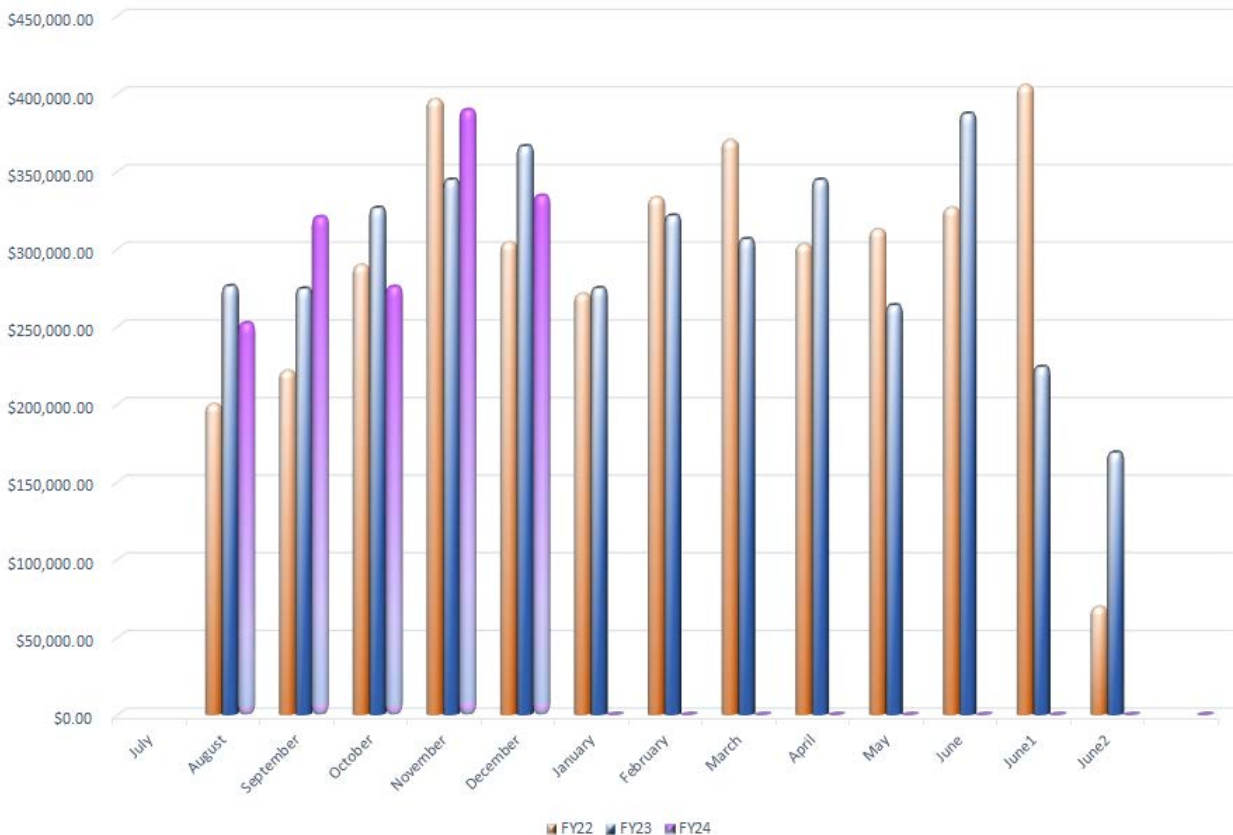
Wrap Allocation:
\$330,409.00

Wrap Used:
\$29,048.00

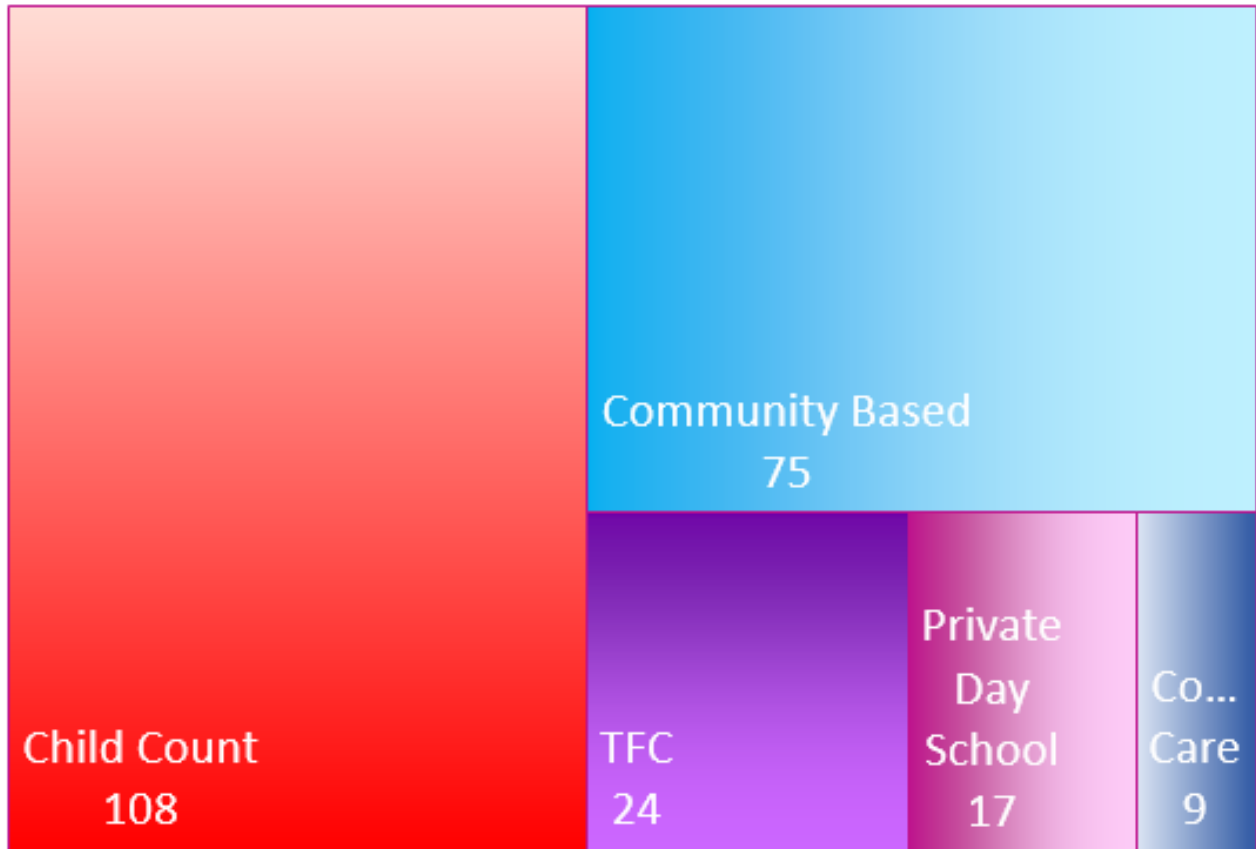
Monthly Expenditure



Monthly Net Expenditures



Placement Environment



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

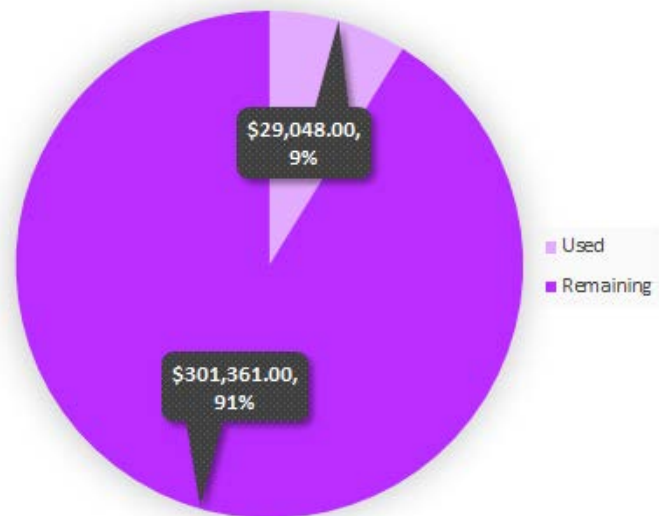
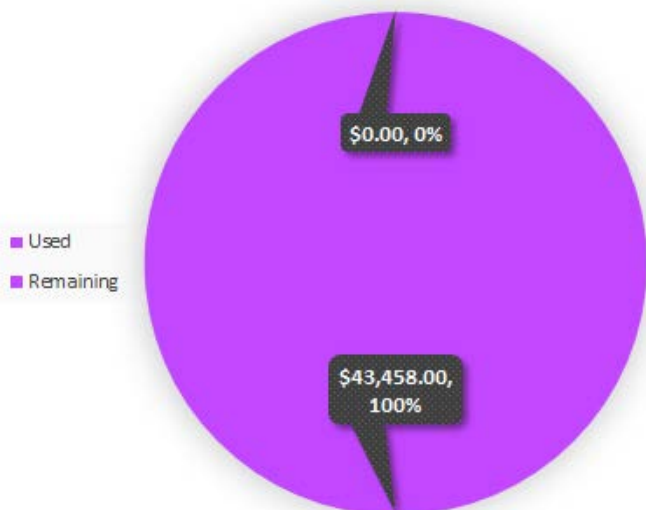
*Possible duplication of Private Day School students with youth in Congregate Care

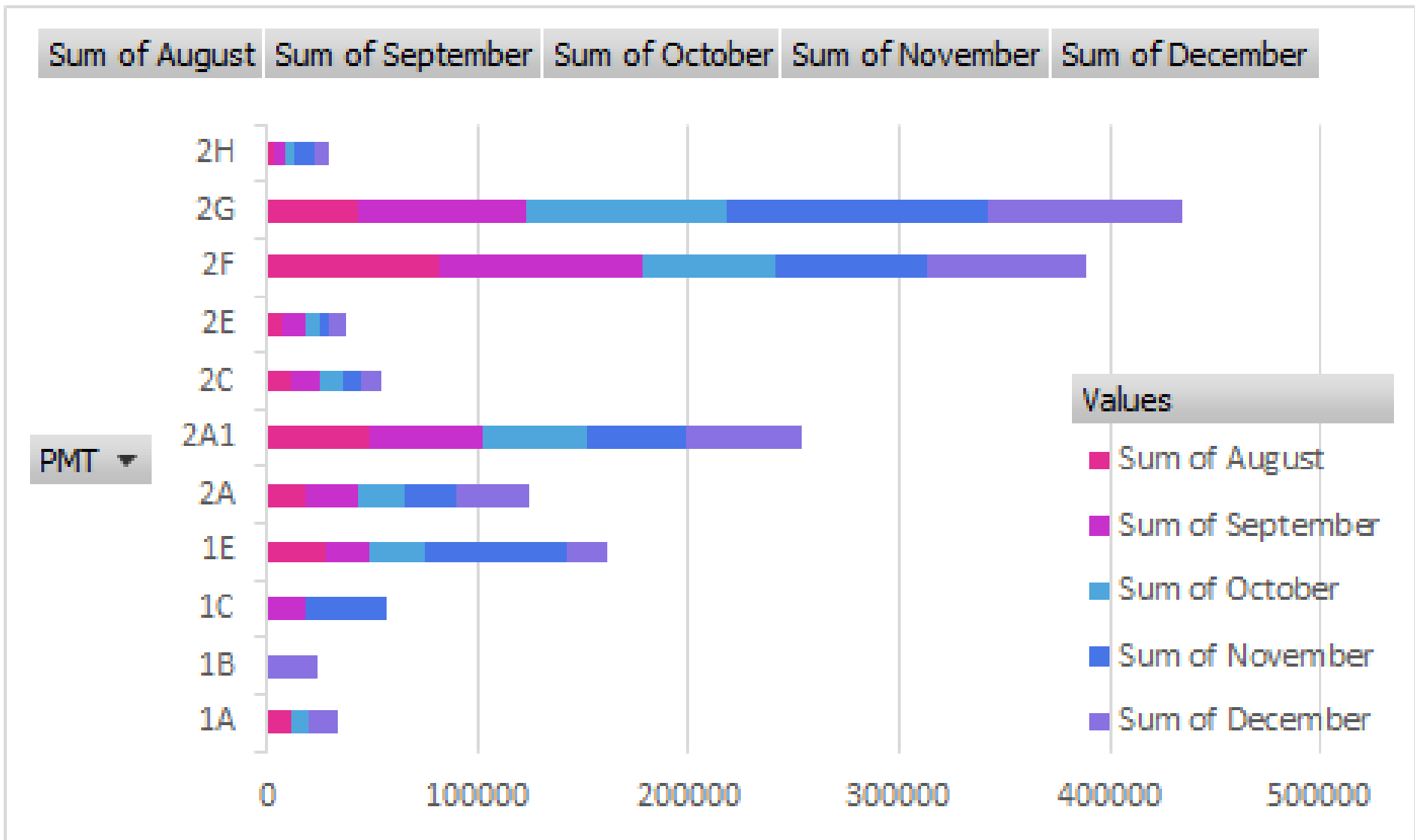
Protected Encumbered
\$7,125.00

SpEd Wrap Encumbered
\$101,395.00

Protected Funds

SpEd Wrap





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

FAPT Structure

FAPT Procedures

Frederick County CPMT recognizes that children, youth and families in need of services through the CSA Office have likely experienced behavioral and/or emotional trauma. Families are often involved with multiple agencies and present with impairment in several settings. Discussing struggles within a family system at FAPT can create anxiety and shame. For that reason, it's essential to implement practices that promote a safe and open environment and encourage family engagement. Frederick County CPMT has adopted the following procedures to ensure that children, youth and families feel heard and are treated with dignity and respect throughout the process.

Case Manager Responsibilities

Initial Introduction to CSA

Upon identification of the need for services funded through the CSA Office, case managers will obtain required authorizations to release and exchange information and provide the family with general information about CSA. This information shall include the following:

- What is CSA?
 - The CSA Office provides a structure to assess the strengths and needs of children, youth, and families, recommends services appropriate to address identified needs, and determines how those services can be obtained.
 - Services funded through the CSA Office are time limited.
 - If services are funded through the CSA Office, the household will be assessed a monthly contribution toward the cost of the services.

Submit Documentation

The case manager shall complete and submit the following documents by midnight the Tuesday prior to the scheduled FAPT meeting. Documentation not received by the deadline will result in the case being removed from the agenda.

- CSA Initial Referral (New cases)/FAPT Follow Up Form (Reviews)
- Complete Budget Request Form
- Signed Due Process/Rights & Safeguards Acknowledgement of Receipt
- MUAI-currently the CANS
- Foster Care Prevention form (if relevant)
- CSA Eligibility Determination form (New cases and/or new services not eligible under current eligibility)

The CSA Office will review the documentation to confirm all forms are present and completed accurately and in their entirety. Any corrections that need to be made will be noted and provided to the case manager by noon on Friday after submission. All corrections must be completed and submitted Monday at midnight, the day before FAPT. CPMT expectations include documentation to be completed thoroughly, accurately, and in its entirety. Case managers must provide all requested and relevant information in detail and requested services must align with the identified needs on the most recent CANS.

Before FAPT Meeting

Case managers shall thoroughly prepare children, youth, and families for the FAPT meeting. A minimum of 1 day prior to the meeting, the case manager shall contact the family to provide more detailed information regarding FAPT and CPMT, the meeting process, and potential outcomes. This shall include:

- The role of FAPT
 - FAPT is a team of individuals who work with youth and families from DSS, CSU, FCPS, CSB, private provider, and a community member with lived experience.
 - FAPT assesses the strengths and needs of the family and determines what resources are available to address those needs.
 - If services cannot be provided by the community, private insurance, Medicaid, or other means, FAPT determines whether the child or youth meets eligibility criteria for the CSA Office to pay for the needed services.
 - FAPT makes a recommendation to CPMT to authorize funding.
 - FAPT monitors services to ensure they are meeting the needs of the service recipients.
- The role of CPMT
 - CPMT, among many responsibilities, reviews recommendations by the FAPT and decides whether to authorize funding through the CSA Office.
- What the child, youth, and family can expect
 - Each participant has a voice at the table and is encouraged to express their thoughts and/or concerns.
 - During the first meeting, a discussion will occur regarding state determined eligibility criteria and whether each criterion is met.
 - Although some discussions may be difficult to participate in, it is important to identify all the strengths and needs of the family to ensure eligibility criteria can be met and the most effective resources/services are considered. The meeting is a judgement-free environment, and the team will respect the privacy and dignity of the family.
 - The team often comes to a consensus, however there are occasions when individual members may disagree. When this happens, decisions are made by the majority of members while respecting the opinions of those who disagree. Alternative suggestions foster creative thinking and provide opportunities for consideration of more options.
- Review the Rights and Safeguards

Meeting Structure

FAPT members are responsible for ensuring required documentation is completed and meetings run on schedule. To accomplish this, members will have roles or tasks assigned to each. The team will have a timekeeper and notetaker to assist the Chair in performing all required functions. The FAPT meeting will provide for open communication and respect among each participant. To accomplish this, the following components will be included in each meeting:

Housekeeping Items

- Welcome and Introductions- FAPT Chair
 - Meeting participants will introduce themselves and provide a summary of their role in their respective agency. An introduction in this manner will provide an opportunity to better connect with the family.
- Meeting Rules- FAPT Chair
 - Family Engagement Principles- Defer to principles which will be posted.

- Confidentiality Statement
- Purpose of Meeting/Meeting Structure-
 - § Initial- The Chair will summarize the structure of the meeting and purpose to assess strengths and needs, eligibility, services requested, and action steps.
 - § Review- The Chair will summarize the structure of the meeting and purpose noting that continued eligibility, service goals, progress toward termination, and barriers will be reviewed.
 - § Ask participants if they have any other items they would like to add to the agenda.

Meeting Content

Once housekeeping items are completed, the Chair should guide the team through the discussion ensuring each participant has an opportunity to add to the conversation. To facilitate the flow of the meeting and convey the importance of the youth and family's voice, the Chair shall guide participants as follows:

- Initiating the Discussion
 - The Chair will ask the youth and family if they would like to start or prefer the case manager to start the meeting by explaining what circumstances led to the referral. Or, if a case review, by summarizing what has occurred since the last meeting. By giving the youth and family this choice, the team encourages a safe environment where a family can decline if they feel uncomfortable or speak if desired while starting the discussion with important contextual information.
- Gathering Information

Once the initial discussion has begun, the case manager, youth, and family should be provided the opportunity to provide information and feedback. The Chair will ensure that the following information is provided:

 - Case Manager Report

The Case Manager is responsible for presenting pertinent information to establish eligibility and a clear understanding of youth and family needs. This includes providing the following information:

 - § If review, summarize prior FAPT meeting and action steps recommended.
 - § Summarize status of action steps.
 - § Provide pertinent information and/or events that occurred since the last meeting.
 - § Summarize the family's involvement in treatment.
 - § Identify what success will look like.
 - § Note any barriers to obtaining success.
 - Youth and Family Participation

The Chair shall encourage the youth and family to provide the following information:

 - § Identify strengths of the youth and/or family.
 - § Summarize their progress toward goals.
 - § Ensure the child is given the opportunity to provide their input.
 - § Ask if they have any questions or concerns.
 - Provider Participation

The Provider shall present the following information:

 - § Service goals and measurable progress towards meeting them.
 - § Discharge plan and what the client needs to do to accomplish discharge goals.

- Review Meeting

The Chair shall summarize and complete activities to end the meeting.

- Review service plan and action steps.
- Ask if there are any questions.
- Ensure each FAPT member agrees with services and action steps. The Chair should ensure individual members acknowledge acceptance or disapproval of the service plan.
- Explain Appeals process and provide family with a copy.
- Explain and Obtain signatures on Participation and Consent form.

**Frederick County CPMT
CSA Program Audit FY23
Corrective Action Plan**

Audit Report No. 23-2022

Records Reviewed: November 1, 2021-October 1, 2022

Prepared by: Jackie Jury, CSA Coordinator

CPMT Membership:

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

Significant Non-Compliance Observations

1. *Item #1.- “Expenditure reimbursements were requested and processed for payment of services where the requirements for compliance with State and local CSA policies and procedures were not met. Per Code of Virginia (COV) § 2.2-5212, access to the state pool of funds includes the use of a uniform assessment instrument and process. The Child and Adolescent Needs and Strengths (CANS) Assessment is the approved uniform assessment instrument per CSA Policy 3.6 Mandatory Uniform Assessment Instrument (Adopted December 18, 2007, Revised December 13, 2018). CSA Policy states that the CANS assessment is required initially, annually, and upon discharge from the CSA process. An annual CANS had not been completed timely for one (1) client case file examined, resulting in \$12,940.11 in questioned costs, of which \$7,313.75 represents the state share. The applicable period of service was January 2021 through November 2021.”*

Quality Improvement Plan Details			
Item #1- CANS			
Quality Improvement Task	Responsible Party	Target Date	Status
Review local policy and procedure to locate process failure and determine if revision is needed.	CSA Coordinator CPMT	1/23/23	Completed
Send CPMT members copy of CANS Completion Frequency chart from policy.	CSA Coordinator	1/23/23	Completed
CPMT members will provide chart to case managers within their agency.	CPMT Members	1/31/23	Completed

Provide New Case Manager Training	CSA Coordinator	2/10/23	Completed
Updated June 2023- Create Staff Training Policy	CSA Coordinator	6/26/23	Completed- Approved & Adopted 6/26/23
Added June 2023- Develop Training Plan a. Identify Training Topics b. Identify Training Frequency c. Identify Staff Roles requiring training	CSA Coordinator	12/31/23 8/31/23 9/30/23 10/31/23	Pending In Progress

2. *“COV §2.2-5207 requires completion of the Statement of Economic Interest (SOEI) filing by non-public officials designated as members of the FAPT. Guidance provided in OCS Administrative Memo #18-02 Statement of Economic Interest Filings for FAPT and CPMT Members directs that the forms be completed upon appointment and filed with the clerk of the local governing body, who is responsible for maintaining these filings as public records for five years. Non-public members on the FAPT did not complete the SOEI form. This internal control established by CSA statutes and operating guidance was not effectively implemented by the CPMT as a safeguard against conflicts of interest.”*

Quality Improvement Plan Details			
Item #2- SOEI			
Quality Improvement Task	Responsible Party	Target Date	Status
Develop procedure to inform Office of the County Clerk when non-public agency representatives are appointed to FAPT.	CSA Coordinator	2/27/23	Completed

3. *“Parental co-payment collections between FY 19-21 (refer to exhibit A) have not been reported in accordance with CSA Policy 4.5.2.e, Pool Fund Reimbursement. Instead, Frederick County’s parental co-payment policy for community-based services requires the parents to pay the assessed co-payment directly to the service provider. The assessed parental contribution is deducted from the authorized funding amount when the purchase order is issued, and the co-pay may be divided based on percentage if there are multiple providers. This policy and practice undermine the accuracy of financial reporting of actual parental contribution collected and inappropriately defers responsibility for collection to the provider. This practice assumes that the service provider actually collects the full co-pay required by the parent. The likelihood of misstatements in the Pool Fund Reimbursement Reports is significantly increased because it reports the reduced expenditure without acknowledgment of the parent contribution as the cause and also misrepresents actual expenditures due to the disparity that may exist between the assessed co-payment initially deducted by the CSA program and the actual co-payment collected by the service provider.”*

“Further, responsibility for the collection of assessed parental contributions rests with the CPMT in accordance with Appropriation Act, which states in Item 292. E.: ‘Pursuant to

subdivision 3 of § 2.2-5206, Code of Virginia, Community Policy and Management Teams shall enter into agreements with the parents or legal guardians of children receiving services under the Children's Services Act.'”

Quality Improvement Plan Details			
Item #3- Copayment			
Quality Improvement Task	Responsible Party	Target Date	Status
Examine Copayment procedures and brainstorm ways in which collection amounts could remain the responsibility of the vendor while meeting the requirements of financial reporting.	CSA Coordinator CPMT	2/27/23	Completed
Determine if other agency collaboration is needed and consult with appropriate contact as necessary.	CSA Coordinator	3/27/23	Completed
Select a procedure that enables the CSA Office to manage copayments within the regulations of reporting and COV guidelines.	CPMT	6/30/23	Completed
Review steps and finalize process with all parties involved.	CSA Coordinator	12/31/23	Pending- Awaiting OCS Model Copay Policy
Present CPMT with revised written procedure and policy (if necessary) reflecting the new process for approval.	CSA Coordinator	5/31/24	Pending- Awaiting OCS Model Copay Policy
Implementation of new copayment policy	Stakeholders	7/1/24	Pending