

# **CPMT PACKET**

**11/11/14**

# Winchester CPMT Agenda

November 11, 2014, 1:30pm

WDSS, 24 Baker St

Winchester, VA 22601

## Approve Minutes from 10/14/2014

## Announcements

## Financial Report

- a. Review of October 2014 Financials

## Old Business

- a. Strategic Planning & Assignment of Work Committees
  1. Foundation & Structure (Blowe, Dopkowski, Gleason)
  2. Education, Training, & Expectations (Roussos, Kiser)
  3. Data-Driven Accountability & Service Provision (Scardino, Bober)
  4. CPMT Service Development (Kish, Devine)
- b. Eligibility Assessments for Non-Medicaid Youth – RFQ
- c. Therapeutic Foster Care – Medicaid eligible Case Management fee
- d. Utilization Review Schedule – Therapeutic Foster Care
- e. Discretionary language for CSA Coordinator

## New Business

- a. CSA Basics Training Completed
- b. Administrative Memo #14-09 Licensure of ICC by the DBHDS
- c. Updated CANS Assessment and Software
- d. 3.1.5.b. Referrals to Family Assessment and Planning Teams – Emergency Services

## Motion to Convene in Executive 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 whose case is being reviewed by the community policy and management team.*

## Motion to Come Out of Executive Session & Immediately Reconvene in Open Session

## Motion to Certify Compliance by Roll Call Vote

*Move that the members of the Winchester City 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.*

## Motion to Approve All Cases

## Motion to Adjourn

**Next Meeting:** December 9, 2014 at 1:30pm, at Frederick/Winchester Health Department, 10 Baker Street, Winchester VA 22601

# **OCTOBER MINUTES**

**Minutes**  
Winchester CPMT  
10 Baker Street, Conference Room  
Tuesday, October 14, 2014  
1:30 p.m.

**MEMBERS PRESENT**

Mary Blowe, City of Winchester  
Kelly Bober, Child Advocacy Center  
Dr. Charles Devine, Virginia Dept. of Health  
Amber Dopkowski, Winchester Dept. of Social Services  
Mark Gleason, Northwestern Community Services Board  
Lyda Kiser, Parent Representative  
Peter Roussos, Dept. of Juvenile Justice

**MEMBERS/OTHERS NOT PRESENT**

Eden Freeman, City of Winchester  
Sarah Kish, Winchester Public Schools  
Paul Scardino, National Counseling Group

**Others Present:**

Karen Farrell, Winchester Comprehensive Services Act  
Coordinator  
Connie Greer, Winchester Dept. of Social Services

**RECAP OF CPMT VOTES:**

**Motion:**

- Motioned to approve the minutes from September 9, 2014 CPMT Meeting.
- Motion to amend the June 2014 CSA Policy to revise the Utilization Review period for Therapeutic Foster Care from 6 months to 3 months.
- Motion to amend the June 2014 CSA Policy to adopt discretionary language to allow the CSA coordinator to make revisions to Budget Requests approved by RAPT for minor mathematical and/or typographical errors.
- 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 whose case is being reviewed by the community policy and management team.
- Motion to come out of Executive Session
- Motion to Certify Compliance by Roll Call Vote Move that the members of the Winchester 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.

**Action:**

1<sup>st</sup>: Ms. Dopkowski

2<sup>nd</sup>: Ms. Kiser

1<sup>st</sup>: Ms. Kiser

2<sup>nd</sup>: Ms. Bober

1<sup>st</sup>: Ms. Dopkowski

2<sup>nd</sup>: Ms. Kiser

1<sup>st</sup>: Ms. Dopkowski

2<sup>nd</sup>: Mr. Roussos

1<sup>st</sup>: Ms. Dopkowski

2<sup>nd</sup>: Mr. Roussos

1<sup>st</sup>: Ms. Kiser

2<sup>nd</sup>: Ms. Dopkowski

**Status:**

Approved

Unanimously

Approved

unanimously

Approved

unanimously

Approved

unanimously

Approved

unanimously

Approved

unanimously



**Minutes**  
 Winchester CPMT  
 10 Baker Street, Conference Room  
 Tuesday, October 14, 2014  
 1:30 p.m.

Item	Discussion	Action
	Disbursed: \$2,097.85 Remaining Funds: \$12,013.40  Unduplicated Foster Care Case Count: 44 Average Spent per Child: \$4,287.68	
<b>Old Business:</b>  <b>a. Strategic Planning Report-Assignment of Work Committees</b>	Four Strategic Target Areas were identified as follows:  1. CPMT Foundation and Structure (Dopkowski, Gleason, Blowe)  2. Common Ground through Education, Training and Shared Expectations (Roussos, Kiser)  3. Data-Driven Accountability and Service Provision (Scardino, Bober)  4. CPMT Services Development (Kish, Devine)	1. No report. Meeting soon.  2. No report  3. Met on September 18. Working on standardize contract for providers. Draft Request for Proposal to be distributed at October CPMT meeting for review.  4. No report.
<b>b. Eligibility Assessments for Non-Medicaid Youth</b>	Request for Quote (RFQ) prepared	RFQ under review by City Risk Manager/Purchasing Agent. Draft RFQ proposal to be distributed at November CPMT meeting for review.
<b>New Business</b> <b>a. Therapeutic Foster Care – Medicaid eligible Case Management Fee</b>	CSA can no longer pay fee if Medicaid does not pay the fee	Ms. Farrell is working with DSS Family Services Foster Care Supervisor to review each case on case by case basis. If CSA pays case management fee, must carefully document why it approves the expense when Medicaid denies payment. Ms. Farrell will follow up with the Office of Comprehensive Services in writing to obtain written clarification of policy.

**Minutes**  
 Winchester CPMT  
 10 Baker Street, Conference Room  
 Tuesday, October 14, 2014  
 1:30 p.m.

Item	Discussion	Action
<b>b. Drug Testing Services</b>	CPMT requested a review of vendors who perform drug testing.	Ms. Farrell contacted current vendors who perform drug-related assessments and testing to review treatment/testing services in the area.
<b>c. Utilization Review Schedule</b>	The utilization review schedule for therapeutic foster care shown in the June 2014 CSA Policy indicates a six month review schedule; the correct review schedule is three months.	Ms. Kiser motioned to amend the June 2014 CSA Policy to revise the Utilization Review period for Therapeutic Foster Care from six months to three months. Ms. Kiser seconded. The motion passed unanimously.
<b>d. ICC FAQ and Provider List</b>	Winchester Community Mental Health is approved to provide Intensive Care Coordination services for this area.	Members reviewed the attached ICC FAQs and provider list.
<b>e. Discretionary Language for CSA Coordinator</b>	The CSA Coordinator requested the discretion to make revisions to budget requests approved by FAPT for minor mathematical and/or typographical errors.	Ms. Dopkowski motioned to amend the June 2014 CSA Policy to adopt discretionary language to allow the CSA coordinator to make revisions to Budget Requests approved by FAPT for minor mathematical and/or typographical errors. Ms. Kiser seconded. The motion passed unanimously.
<b>f. CSA Basics Training</b>	CSA Basics Training on October 23, 2014, 10 a.m. – 12 p.m., Eagle Board Room, Our Health Campus	Members were invited to attend.
<b>g. Mandated Reporter Training</b>	Mandated Reporter Training on October 28, 2014, 9 a.m. – 11:30 a.m., Eagle Board Room, Our Health Campus	Members were invited to attend.
<b>h. Administrative Memo #14-07</b>	Administrative Memo #14-07 dated September 3, 2014, regarding Deletion of Out of Date “Open” Assessments in CANVAS, advises that assessments that remain open more that 60 days should be closed, and will be considered invalid.	Ms. Farrell to advise case workers about the new policy.
<b>i. Administrative Memo #14-08</b>	Administrative Memo #14-08 dated September 15, 2014 regarding Licensure of Intensive Care Coordination by the Department of Behavioral Health and Developmental Services, advises that licensure guidelines for Intensive Care Coordination are now established.	No action necessary at this time.
<b>Motion to Convene in</b>	Motion to convene in Executive Session pursuant to 2.2-3711 (A) (4) and (15), and in accordance with the	Dr. Devine asked that the meeting move into Executive Session. On

**Minutes**  
 Winchester CPMT  
 10 Baker Street, Conference Room  
 Tuesday, October 14, 2014  
 1:30 p.m.

Item	Discussion	Action
<b>Executive Session</b>	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 whose case is being reviewed by the community policy and management team.	motion by Mr. Roussos, seconded by Ms. Kiser, the meeting moved into Executive Session.
<b>Motion to Come Out of Executive Session &amp; Immediately Reconvene in Open Session</b>		Motion to come out of Executive Session by Ms. Dopkowski and seconded by Mr. Roussos. Approved unanimously.
<b>Motion to Certify Compliance by Roll Call Vote</b>	Move that the members of the Winchester 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.	Motion to Certify Compliance by Roll Call Vote was made by Ms. Kiser, seconded by Ms. Dopkowski, and unanimously approved.
<b>Motion to Approve All Cases</b>	Motion to Approve all cases as accepted or amended.	All cases were approved, as noted, on motion by Ms. Dopkowski, seconded by Mr. Roussos. Motion was approved.
<b>Motion to Adjourn/Next Meeting Date</b>	The next CPMT meeting will be held Tuesday November 11, 2014 at 1:30 p.m. Winchester/Frederick County Health Department, 10 Baker Street, Conference Room, Winchester VA	The meeting was adjourned on motion by Mr. Roussos and seconded by Ms. Kiser at 2:50 p.m.

Attachments: September 2014 Financials  
 Intensive Care Coordination FAQ  
 Administrative Memo #14-07  
 Administrative Memo #14-08

Transcribed by CPG

**CSA Pool Reimbursement Request Report Worksheet**

Date: October 1, 2014

Period Ending: September 30, 2014

Chart A

**Part 1 - Expenditure Description**

Number of Clients	Gross Total Expenditures	Expenditure Refunds	Net Total Expenditures
2	4,034.34		4,034.34
1	6,118.47	4.77	6,113.70
	0.00		0.00
	0.00		0.00
5	25,063.92		25,063.92
14	37,436.20		37,436.20
4	27,743.04		27,743.04
	0.00		0.00
	0.00		0.00
	0.00		0.00
1	1,250.00		1,250.00
1	686.00	848.93	-162.93
2	1,666.00	152.00	1,514.00
6	13,759.49	55.00	13,704.49
	0.00		0.00
1	3,799.07		3,799.07
	0.00		0.00
	0.00		0.00
3	1,428.05		1,428.05
40	122,984.58	1,060.70	121,923.88

<b>1. Congregate Care/Mandated &amp; Non-Mandated Residential Services</b>
1a. Foster Care - IV-E Child in Licensed Residential Congregate Care
1b. Foster Care - all other in Licensed Residential Congregate Care
1c. Residential Congregate Care - CSA Parental Agreements; DSS Non-Custodial
1d. Non-Mandated Services/Residential/Congregate Care
1e. Educational Services - Congregate Care
<b>2. Other Mandated Services</b>
2a. Treatment Foster Care - IV-E
2a.1 Treatment Foster Care
2a.2 Treatment Foster Care - CSA Parental Agreements; DSS Non-Custodial
2b. Specialized Foster Care - IV-E; Community Based Services
2b.1 Specialized Foster Care
2c. Family Foster Care - IV-E; Community Based Services
2d. Family Foster Care Maintenance Only
2e. Family Foster Care - Children Receiving Maintenance/Basic Activities; IL
2f. Community Based Services
2f.1 Community Transition Services
2g. Special Education Private Day Placement
2h. Wrap-Around Services for Students With Disabilities
2i. Psychiatric Hospitals/Crisis Stabilization Units
3. Non-Mandated Services/Community Based
<b>4. Grand Totals: Sum of categories 1 through 3</b>

**Part 2 - Expenditure Refund Description (reported in line 4)**

Vendor Refunds and Payment Cancellations	
Parental Co-Payments	
Payments made on behalf of the child (SSA, SSI, VA benefits)	741.00
Child Support Collections through DCSE	319.70
Pool prior-reported expenditures re-claimed under IV-E	
Other (specify)	
<b>Total Refunds (must agree with line 4)</b>	<b>1,060.70</b>



Chart B

**CSA Reports  
Pool  
Reimbursement  
Reports  
FY15  
Transaction  
History for  
Winchester -  
FIPS 840  
Pended  
Forms are not  
on this report**

**Active Pool Report Preparers**  
Nancy Valentine (540) 686-4838  
Donna Veach (540) 686-4826  
Amber Johnson (540) 686-4823  
Karen Farrell (540) 686-4832

**Transaction History**

Match Rate:	Status	Period End	Date Filed	Total Amount	State	Local
0.4587						
<b>Beginning Balance</b>				\$1,195,388.00	\$647,025.72	\$548,362.28

**Pool Reimbursement History**

<u>5</u>	07/31/2014	08/06/2014	\$271.75	\$129.94	\$141.81
<u>5</u>	08/31/2014	09/03/2014	\$66,462.27	\$37,034.51	\$29,427.76
<u>5</u>	09/30/2014	10/02/2014	\$121,923.88	\$68,589.95	\$53,333.93
<b>Pool Reimbursement Expenditure Totals</b>			\$188,657.90	\$105,754.40	\$82,903.50

**Supplement History**

<b>Supplement Totals</b>			\$0.00	\$0.00	\$0.00
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<b>CSA System Balance</b>			\$1,006,730.10	\$541,271.32	\$465,458.78
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**Transaction History without WRAP Dollars**

Match Rate:	Status	Period End	Date Filed	Total Amount	State	Local
0.4587						
<b>Beginning Balance</b>				\$1,176,583.00	\$636,846.99	\$539,736.01

**Pool Reimbursement History**

-	07/31/2014	08/06/2014	\$271.75	\$129.94	\$141.81
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-	08/31/2014	09/03/2014	\$66,462.27	\$37,034.51	\$29,427.76
-	09/30/2014	10/02/2014	\$121,923.88	\$68,589.95	\$53,333.93
<b>Pool Reimbursement Expenditure Totals</b>			<b>\$188,657.90</b>	<b>\$105,754.40</b>	<b>\$82,903.50</b>

**Supplement History**

<b>Supplement Totals</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
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<b>CSA System Balance (Non-WRAP):</b>			<b>\$987,925.10</b>	<b>\$531,092.59</b>	<b>\$456,832.51</b>
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**Transaction History WRAP dollars only**

<b>Match Rate:</b> 0.4587	<b>Status Period End</b>	<b>Date Filed</b>	<b>Total Amount</b>	<b>State</b>	<b>Local</b>
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**WRAP Allocation Additions History**

		08/06/2014	\$18,805.00	\$10,178.00	\$8,626.00
<b>WRAP Allocation Additions Totals</b>			<b>\$18,805.00</b>	<b>\$10,178.00</b>	<b>\$8,626.00</b>

**Pool Reimbursement History - WRAP only**

-	07/31/2014	08/06/2014	\$0.00	\$0.00	\$0.00
-	08/31/2014	09/03/2014	\$0.00	\$0.00	\$0.00
-	09/30/2014	10/02/2014	\$0.00	\$0.00	\$0.00
<b>Pool Reimbursement Expenditure Totals -WRAP only</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>CSA System Balance (WRAP only):</b>			<b>\$18,805.00</b>	<b>\$10,178.73</b>	<b>\$8,626.27</b>
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Wrap-Around Services for Students with Disabilities  
2014 - 2015

Chart C

Child	7	9	11	13	12	6	TOTAL SPENT
Agency Worker	WPS-NREP Clatter	WPS-NREP Clatter	WPS Kish	WPS Kish	WPS-NREP Clatter	NWCSB Hines	
JUL							0.00
AUG							0.00
SEP							0.00
OCT							0.00
NOV							0.00
DEC							0.00
JAN							0.00
FEB							0.00
MAR							0.00
APR							0.00
MAY							0.00
JUN							0.00
TOTAL/ CHILD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			Beginning Balance				18,805.00
			Disbursed				0.00
			Encumbered				10,822.50
			Remaining Funds				7,982.50





# OFFICE OF COMPREHENSIVE SERVICES

ADMINISTERING THE COMPREHENSIVE SERVICES ACT FOR AT-RISK YOUTH AND FAMILIES



## Intensive Care Coordination (ICC) FAQ

September 2014

- **What Is ICC and Who Can Provide ICC?**

Intensive Care Coordination shall include facilitating necessary services provided to a youth and his/her family designed for the specific purpose of maintaining the youth in, or transitioning the youth to, a family-based or community-based setting. Intensive Care Coordination is characterized by activities that extend beyond regular case management services that are within the normal scope of responsibilities of the public child serving systems and that are beyond the scope of services defined by the Department of Medical Assistance Services as "Mental Health Case Management."

The provision of ICC is open to both CSB's and private providers. In accordance with the State Executive Council (SEC) Policy, effective July 1, 2014, all ICC providers must be trained in the High Fidelity Wraparound (HFW) model. All educational, training, and supervision requirements for ICC can be found in the [2013 SEC ICC Policy](#). A list of all agencies with providers who have completed the required training can be found on the CSA website at: <http://www.csa.virginia.gov/COE/coe.cfm>.

- **I am a new staff and have not yet been trained in HFW; can I still provide the service?**

Yes, new staff can serve in the ICC role provided that they complete the next available HFW facilitator training and are supervised by someone who has completed the required HFW training.

- **What is High Fidelity Wraparound (HFW)?**

High Fidelity Wraparound is an evidenced-informed practice that is firmly grounded in System of Care values such as individualized, family and youth driven services, strengths-based practice, reliance on natural supports and building of self-efficacy, team-based practice, outcomes-based service planning, and cultural and linguistic competence. The HFW approach is a process of care management that holistically addresses the behavioral and social needs of a youth and family in order to develop self-efficacy. HFW provides the family with voice and ownership of their plan of care and service delivery. With the help and support of the facilitator as well as youth and family supports, the youth and family develop their team. The team will consist of system partners and those important to the family (natural supports). The youth and family are integral to the process, sharing their voice and choice as it relates to their plan, and eventually the youth and family will lead the meetings. This team works together to identify the family's vision, goals and needs and then develops specific measurable plans to accomplish those outcomes making certain to honor the family culture. The HFW model follows a "structured" series of four phases (Engagement and Team Preparation, Planning, Implementation, Transition) with associated activities and hallmarks.

- **What Restrictions Exist for the Provision of ICC and Other Services?**

Virginia DMAS (in accordance with Federal Guidelines) categorizes ICC as a Case Management Service. As a result, regulations regarding non-duplication apply; meaning that other billed Case Management services (e.g., Treatment Foster Care – Case Management, Mental Health Case Management) cannot occur while ICC is in place. This also applies to intensive In-Home (IIH) Services. Once currently proposed regulations to unbundle case management from IIH are signed (these are currently at the final stage pending signature by the Governor), then IIH will be allowable as a service concurrent with ICC.

- **Can ICC Be Provided To a Youth In Residential Placement?**

Virginia DMAS (in accordance with Federal Guidelines) allows for a three month, pre-discharge period for the concurrent provision of ICC while a youth is in Residential Placement. This allowance falls under the Transition Coordination Model (part of the Children's Mental Health Program) in the DMAS Provider Manual. During the overlap period, the ICC can begin engagement activities as well as the development of a High Fidelity Wrap (HFW) Plan related to discharge planning and other HFW Team identified needs.

- **Can the ICC Serve as the Lead Agency Case Manager for FAPT?**

The ICC cannot be the lead agency case manager for FAPT. The Office of Comprehensive Services provided guidance on this issue in November 2013 (November 2013 ASK OCS Question, ICC as Lead Agency Case Manager). If the ICC is a CSB employee, the lead agency case manager must be a separate individual from a child serving agency (schools, DSS, DJJ, or CSB).

Local CSA may purchase the FAPT case oversight function from the CSB by using the Case Support service (Standardized Service Name Definitions).

- **Is ICC a Separately Licensed Service?**

Yes, effective 10/31/2014, ICC is a licensed service under the Department of Behavioral Health and Development Services (DBHDS). Programs currently licensed by DBHDS will need to complete a Service Modification Application in order to add ICC to the list of services currently provided. Please see the ICC Licensing Guidance for details regarding Licensing Requirements.

Please note that in accordance with State Executive Council policy, state pool funds may only be used to purchase ICC from a licensed provider.

## ICC Providers Trained in High Fidelity Wraparound - Updated September 1, 2014

**Notes:**

1. The listed providers are current in meeting training requirements as of September 1, 2014. The list will be periodically updated to reflect current status.
2. Providers are listed by agency. Individual ICC's / HFW practitioners and Supervisors must have completed the required training. Please verify with the provider that the individual practitioner and supervisor have completed training.
3. For providers that may serve multiple jurisdictions, please verify the location where trained individual practitioners may be present.
4. The Department of Behavioral Health and Developmental Services is now licensing ICC providers effective 10/31/14.

Agency	Provider
Alexandria Department of Community and Human Services	Attachment and Trauma Institute
Alleghany Highlands Community Services Board	Autumn Leaf Group
Arlington Department of Human Services	Braley and Thompson
Blue Ridge Behavioral Healthcare	Destini Therapeutic Services
Chesapeake Integrated Behavioral Health	Dominion Hospital
Colonial Behavioral Health	Extra Special Parents
Danville- Pittsylvania Community Services Board	Family Alliance Network of Loudoun County
Fairfax County Community Services Board	Family and Community Support Systems, LLC
Fairfax- Falls Church Community Services Board	Family Focus
Hampton Newport News Community Services Board	Family Preservation Services, Inc.
Hanover County Community Services	For Children's Sake of Virginia
Harrisonburg- Rockingham Community Services Board	Good Neighbor Community Services
Henrico Area Mental Health and Developmental Services	Improving Outcomes
Highlands Community Services Board	National Counseling Group
Horizon Behavioral Health	NJM Consultants
Loudoun County Community Services Board	Open Arms Family Services
Middle Peninsula Northern Neck Community Services Board	Our Angel Group, Inc.
Mount Rogers Community Services Board	Philips Programs
Mount Rogers Community Services Board	Pressley Ridge
New River Community Services	Registers Behavioral Consulting
Norfolk Community Services Board	Saint Joseph's Villa
Piedmont Community Services Board	Sophia Maye Consultants
Portsmouth Behavioral Health	Sparkle Parent Partner Support Services
Prince William County Community Services	UMFS
Rappahannock Area Community Services Board	UMFS (NOVA/Leland House)
Rappahannock Rapidan Community Services Board	Virginia Family Services
Region Ten Community Services Board	Virginia Home for Boys and Girls
Richmond Behavioral Health Authority	Winchester Community Mental Health Center
Valley Community Services Board	Youth Advocate Programs
Virginia Beach Community Services Board	Youth for Tomorrow
Western Tidewater Community Services Board	



# COMMONWEALTH of VIRGINIA

Susan Cumbia Clare, M.Ed  
Executive Director

OFFICE OF COMPREHENSIVE SERVICES  
*Administering the Comprehensive Services Act for At-Risk Youth and Families*

## ADMINISTRATIVE MEMO #14-07

**TO:** CPMT CHAIRS  
CANVAS DESIGNATED SUPER USERS  
CANVAS REPORT ADMINISTRATORS  
CSA COORDINATORS

**FROM:** SUSAN C. CLARE  
EXECUTIVE DIRECTOR

**DATE:** SEPTEMBER 3, 2014

**SUBJECT:** DELETION OF OUT-DATED "OPEN" ASSESSMENTS IN CANVAS

Please be advised that effective immediately OCS will implement routine database maintenance procedures to delete all CANS assessments that remain open in CANVaS beyond 75 days. As noted in resource materials, CANS assessments should be closed within sixty (60) days of the date of opening the assessment. Assessments which remain open more than 60 days on the CANVaS website are not considered valid.

The timely completion and closing of an assessment ensures the integrity of data. Closing an assessment in CANVaS saves the assessment and ensures that data cannot be changed. Closed assessments may be retrieved and printed at any time.

Please ensure that case managers are aware of the requirement to complete and close assessments in a timely manner. Information on how to close assessments is available on a Tip Sheet entitled "How to Close CANVaS Assessments" located in the CANS folder on the CSA website at the following address: <http://www.csa.virginia.gov/html/ClosingCANVaSAssessments.pdf>.

For assistance with the CANVaS website, please contact:

CANVaS Help Desk  
e-mail: [canvashelpdesk@rcrtechnology.com](mailto:canvashelpdesk@rcrtechnology.com)  
phone: 877-727-8329

For additional assistance and/or questions about this memorandum, please contact:

Carol Wilson  
e-mail: [carol.wilson@csa.virginia.gov](mailto:carol.wilson@csa.virginia.gov)  
phone: 804-662-9817



# COMMONWEALTH of VIRGINIA

## OFFICE OF COMPREHENSIVE SERVICES

*Administering the Comprehensive Services Act for At-Risk Youth and Families*

Susan Cumbin Clark, M Ed  
Executive Director

ADMINISTRATIVE MEMO #14-08

**TO:** CPMT CHAIRS  
CSA COORDINATORS

**FROM:** SCOTT REINER

**DATE:** SEPTEMBER 15, 2014

**SUBJECT:** LICENSURE OF INTENSIVE CARE COORDINATION BY THE DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

The Office of Licensing of the Department of Behavioral Health and Developmental Services (DBHDS) has established licensure guidelines for Intensive Care Coordination (ICC). The communication and guidance from DBHDS to public (CSB) and private service providers was issued on September 8, 2014 and is attached with this memorandum. The time frame for providers to submit their application (service modification) to DBHDS to be properly licensed to provide Intensive Care Coordination is October 31, 2014.

In accordance with the Denial of Funds Policy issued by the State Executive Council for the Comprehensive Services Act: "any service that requires licensure can only be rendered by a provider licensed to provide that service in Virginia." Effective with the newly issued licensure guidelines for Intensive Care Coordination, providers of Intensive Care Coordination must be licensed in order to be eligible for receipt of state pool funds. Purchase of ICC is also subject to the policy of the State Executive Council for that service.

Questions regarding licensing of ICC should be directed to the Office of Licensure, DBHDS and those about the application of this to CSA practices to the Office of Comprehensive Services.

### Attachments

cc: Jennifer Faison, Executive Director  
Virginia Association of Community Services Boards Services

Charlie Laslie, President  
Virginia Coalition of Private Provider Associations

Les Saltzberg, Ph.D., Director  
Office of Licensing, Virginia DBHDS

# **OCTOBER FINANCIALS**

**CSA Pool Reimbursement Request Report Worksheet**

Date: October 27, 2014

Period Ending: October 31, 2014

Chart A

**Part 1 - Expenditure Description**

Number of Clients	Gross Total Expenditures	Expenditure Refunds	Net Total Expenditures
2	4,713.60		4,713.60
1	5,921.10		5,921.10
2	10,498.64		10,498.64
		1.35	-1.35
4	35,563.20		35,563.20

1. Congregate Care/Mandated & Non-Mandated Residential Services
1a. Foster Care - IV-E Child in Licensed Residential Congregate Care
1b. Foster Care - all other in Licensed Residential Congregate Care
1c. Residential Congregate Care - CSA Parental Agreements; DSS Non-Custodial
1d. Non-Mandated Services/Residential/Congregate Care
1e. Educational Services - Congregate Care

**2. Other Mandated Services**

2a. Treatment Foster Care - IV-E	15	49,358.55		49,358.55
2a.1 Treatment Foster Care	3	8,434.60	1,573.02	6,861.58
2a.2 Treatment Foster Care - CSA Parental Agreements; DSS Non-Custodial		0.00		0.00
2b. Specialized Foster Care - IV-E; Community Based Services		0.00		0.00
2b.1 Specialized Foster Care		0.00		0.00
2c. Family Foster Care - IV-E; Community Based Services	1	58.00		58.00
2d. Family Foster Care Maintenance Only	2	2,072.00	248.73	1,823.27
2e. Family Foster Care - Children Receiving Maintenance/Basic Activities; IL	1	541.00	174.02	366.98
2f. Community Based Services	5	7,811.66	686.00	7,125.66
2f.1 Community Transition Services		0.00		0.00
2g. Special Education Private Day Placement	1	3,699.60		3,699.60
2h. Wrap-Around Services for Students With Disabilities		0.00		0.00
2i. Psychiatric Hospitals/Crisis Stabilization Units		0.00		0.00
3. Non-Mandated Services/Community Based	1	100.00		100.00

<b>Grand Totals: Sum of categories 1 through 3</b>	<b>38</b>	<b>128,771.95</b>	<b>2,683.12</b>	<b>126,088.83</b>
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**Part 2 - Expenditure Refund Description (reported in line 4)**

Vendor Refunds and Payment Cancellations	
Parental Co-Payments	741.00
Payments made on behalf of the child (SSA, SSI, VA benefits)	369.10
Child Support Collections through DCSE	1,573.02
Pool prior-reported expenditures re-claimed under IV-E	
Other (specify)	
<b>Total Refunds (must agree with line 4)</b>	<b>2,683.12</b>

Chart B



**CSA Reports  
Pool  
Reimbursement  
Reports  
FY15  
Transaction  
History for  
Winchester -  
FIPS 840  
Pended  
Forms are not  
on this report**

**Active Pool Report Preparers**  
Nancy Valentine (540) 686-4838  
Donna Veach (540) 686-4826  
Amber Johnson (540) 686-4823  
Karen Farrell (540) 686-4832

**Transaction History**

Match Rate: 0.4587	Status	Period End	Date Filed	Total Amount	State	Local
<b>Beginning Balance</b>				\$1,206,997.00	\$653,308.99	\$553,688.01

**Pool Reimbursement History**

	<u>9</u>	07/31/2014	08/06/2014	\$271.75	\$129.94	\$141.81
	<u>9</u>	08/31/2014	09/03/2014	\$66,462.27	\$37,034.51	\$29,427.76
	<u>9</u>	09/30/2014	10/02/2014	\$121,923.88	\$68,589.95	\$53,333.93
	<u>1</u>	10/31/2014	11/03/2014	\$126,088.83	\$67,498.17	\$58,590.66
<b>Pool Reimbursement Expenditure Totals</b>				\$314,746.73	\$173,252.57	\$141,494.16

**Supplement History**

<b>Supplement Totals</b>				\$0.00	\$0.00	\$0.00
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<b>CSA System Balance</b>				\$892,250.27	\$480,056.42	\$412,193.85
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**Transaction History without WRAP Dollars**

Match Rate: 0.4587	Status	Period End	Date Filed	Total Amount	State	Local
<b>Beginning Balance</b>				\$1,176,583.00	\$636,846.99	\$539,736.01

**Pool Reimbursement History**

-	07/31/2014	08/06/2014	\$271.75	\$129.94	\$141.81
-	08/31/2014	09/03/2014	\$66,462.27	\$37,034.51	\$29,427.76
-	09/30/2014	10/02/2014	\$121,923.88	\$68,589.95	\$53,333.93
-	10/31/2014	11/03/2014	\$126,088.83	\$67,498.17	\$58,590.66

**Pool Reimbursement Expenditure Totals** \$314,746.73 \$173,252.57 \$141,494.16

**Supplement History**

**Supplement Totals** \$0.00 \$0.00 \$0.00

**CSA System Balance (Non-WRAP):** \$861,836.27 \$463,594.42 \$398,241.85

**Transaction History WRAP dollars only**

<b>Match Rate:</b> 0.4587	<b>Status</b>	<b>Period End</b>	<b>Date Filed</b>	<b>Total Amount</b>	<b>State</b>	<b>Local</b>
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**WRAP Allocation Additions History**

	08/06/2014	\$18,805.00	\$10,178.00	\$8,626.00
	10/26/2014	\$11,609.00	\$6,283.00	\$5,325.00

**WRAP Allocation Additions Totals** \$30,414.00 \$16,461.00 \$13,951.00

**Pool Reimbursement History - WRAP only**

-	07/31/2014	08/06/2014	\$0.00	\$0.00	\$0.00
-	08/31/2014	09/03/2014	\$0.00	\$0.00	\$0.00
-	09/30/2014	10/02/2014	\$0.00	\$0.00	\$0.00
-	10/31/2014	11/03/2014	\$0.00	\$0.00	\$0.00

**Pool Reimbursement Expenditure Totals -WRAP only** \$0.00 \$0.00 \$0.00

**CSA System Balance (WRAP only):** \$30,414.00 \$16,462.00 \$13,952.00

Wrap-Around Services for Students with Disabilities  
2014 - 2015

Chart C

Child	7	9	11	13	12	6	TOTAL SPENT
Agency Worker	WPS-NREP Clatter	WPS-NREP Clatter	WPS Kish	WPS Kish	WPS-NREP Clatter	NWCBSB Hines	
JUL							0.00
AUG							0.00
SEP							0.00
OCT							0.00
NOV							0.00
DEC							0.00
JAN							0.00
FEB							0.00
MAR							0.00
APR							0.00
MAY							0.00
JUN							0.00
TOTAL/ CHILD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			Beginning Balance				18,805.00
			Disbursed				0.00
			Encumbered				10,539.25
			Remaining Funds				8,265.75





# **NOVEMBER ATTACHMENTS**



# COMMONWEALTH of VIRGINIA

Susan Cumbia Clare, M.Ed.  
Executive Director

OFFICE OF COMPREHENSIVE SERVICES  
*Administering the Comprehensive Services Act for At-Risk Youth and Families*

ADMINISTRATIVE MEMO #14-09

TO: CPMT CHAIRS  
CSA COORDINATORS

FROM: SCOTT REINER

DATE: OCTOBER 23, 2014

SUBJECT: LICENSURE OF INTENSIVE CARE COORDINATION BY THE DEPARTMENT OF  
BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

CSA Administrative Memo #14-08, issued on September 15, 2014, described the intention of the Office of Licensing of the Department of Behavioral Health and Developmental Services (DBHDS) to establish licensure guidelines for Intensive Care Coordination (ICC).

The Office of Comprehensive Services has been notified that current DBHDS licensing regulations (12VAC 35-105) do not authorize the addition of this license without formal regulatory action. Therefore, there will be no requirement that ICC providers be licensed effective October 31, 2014.

Providers must continue to meet requirements of the policy of the State Executive Council for the provision of Intensive Care Coordination.

## Attachments

Cc: Jennifer Faison, Executive Director  
Virginia Association of Community Services Boards Services

Charlie Laslie, President  
Virginia Coalition of Private Provider Associations

Les Saltzberg, Ph.D., Director  
Office of Licensing, Virginia DBHDS



# COMMONWEALTH of VIRGINIA

DEBRA FERGUSON, Ph.D.  
COMMISSIONER

DEPARTMENT OF  
BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

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## MEMORANDUM

TO: All DBHDS Licensed Providers

FROM: Les Saltzberg, Ph.D.  
Director, Office of Licensing

DATE: October 22, 2014

SUBJECT: Intensive Care Coordination Licensing Not Required

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On September 5, 2014, I sent a memo notifying you that the Office of Licensing had added a new license for Intensive Care Coordination (ICC). A guidance document distributed with the memo outlined the requirements and expectations for the new ICC license. The memo noted that current ICC providers would be required to become licensed by October 31, 2014.

As a result several questions received about these documents, I reviewed the current DBHDS licensing regulations (12 VAC 35-105) and determined that they do not authorize adding a new ICC license. Any licensing requirement for ICC will require regulatory action. Therefore, there will be no requirement for ICC providers to be licensed by the DBHDS Office of Licensing as of October 31, 2014 per the prior notification.

Providers currently offering ICC or seeking to add this service will continue to be required to comply with the policies of the State Executive Council for At-Risk Youth and Families for the provision of ICC. I apologize for any confusion or consternation caused by my September 5 memo. If you have any questions about this memo, please contact me at [les.saltzberg@dbhds.virginia.gov](mailto:les.saltzberg@dbhds.virginia.gov).

pc: Debra Ferguson, Ph.D., Commissioner  
Kathy Drumwright, Deputy Commissioner  
Dee Keenan, Acting Assistant Commissioner  
Office of Comprehensive Service



# COMMONWEALTH of VIRGINIA

Susan Cumbia Clare, M.Ed  
Executive Director

OFFICE OF COMPREHENSIVE SERVICES  
*Administering the Comprehensive Services Act for At-Risk Youth and Families*

TO: CANS Super Users  
CANVaS Report Administrators  
CPMT Chairpersons  
CSA Coordinators

FROM: Scott Reiner  
Assistant Director

DATE: October 29, 2014

SUBJECT: Updated CANS Assessment and Software (CANVaS 2.0)

The Office of Comprehensive Services is pleased to announce improvements to the Virginia Child and Adolescent Needs and Strengths (CANS) assessment and upgrades to the online software CANVaS (Version 2.0). The CANS serves as the statutorily required assessment for all children and youth receiving CSA services. The revisions to the CANS grew from the desire to make the assessment more meaningful both in service planning and outcomes measurement to all local CANS users.

In the coming weeks, a series of "Fact Sheets" will be distributed to CANS Super Users, CANVaS Report Administrators, CPMT chairpersons and CSA coordinators to share with local staff on the progress of the implementation. A new user's guide and resource and training materials are being developed to assist in understanding the revisions. The target date for implementation is early in 2015, pending successful testing of the new software.

CANVaS 2.0 will provide a user-friendly interface, will be easier to navigate, and offers an improved method of local account creation (including for those raters who need access to multiple localities), enhanced security features, ability to transfer assessments for specific children, and new reports. We are especially pleased that case managers will be able to access individual child progress reports over time. Consistent with Dr. Lyons' Total Clinical Outcomes Approach (TCOM), these reports and additional ones may be aggregated at the local and state level to provide a management perspective on characteristics of children and families served, identify which children improve over time and better understand areas where improvement is not noted.

In addition to changes to the software, the revisions to the assessment improve the ability of the CANS to meet the needs of our child welfare partners. Based on the work of a group of staff from OCS, the Virginia Department of Social Services, and local Departments of Social Services, the updated CANS includes an enhanced focus on trauma, the child welfare outcomes of safety, permanency and well-being, and concurrent planning.

Please be on the look-out for the "Fact Sheets" which will provide important information on the "roll-out" and training opportunities for CANVaS 2.0. If you have questions about the revised CANS, please contact Carol Wilson at [carol.wilson@csa.virginia.gov](mailto:carol.wilson@csa.virginia.gov) or (804) 662-9817 or Scott Reinter at [scott.reiner@csa.virginia.gov](mailto:scott.reiner@csa.virginia.gov) or (804) 662-9082. Thank you.