

**CPMT
PACKET
10/08/20**

Winchester CPMT Agenda
October 8, 2020
WebEx Meeting

Call To Order and Roll Call

- a. Electronic Participation

Approve Minutes September 10, 2020

Public Comment

Announcements

Financial Report

- a. September 2020 Financials

Old Business

- a. Special Education Day Placements
- b. UR Residential
- c. FAPT Private Provider
- d. CPMT Private Provider
- e. Annual CSA Local Policy Review

New Business

- a. Parental Agreements
- b. OCS Administrative Memo # 20-10: New and Improved CSA Utilization Reports
- c. OCS Administrative Memo # 20-09: CSA User Guide
- d. OCS Administrative Memo # 20-08: Utilization Review
- e. OCS Administrative Memo # 20-07: FAQ on CSA Protected Funds
- f. OCS Administrative Memo # 20-06: Special Education and the Children's Services Act

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: Thursday, November 12, 2020, Regular meeting at 2:00 pm via WebEx (Unless otherwise notified)

SEPTEMBER 2020 MINUTES

Minutes
Winchester CPMT
WebEx Meeting
Thursday, September 10, 2020
2:00 p.m.

MEMBERS PRESENT

- Mary Blowe, City of Winchester
- Peter Roussos, Dept. of Juvenile Justice, Chairperson
- Dr. Colin Greene, Winchester/Frederick Health Department
- Sarah Kish, Winchester Public Schools
- Mark Gleason, Northwestern Community Services Board

MEMBERS/OTHERS NOT PRESENT

- Amber Dopkowski, Winchester Dept. Social Services
- Nora Hamme, Parent Representative
- Mary Zirkle, Winchester Community Mental Health Center

Others Present:

- Erika Arenas, Winchester Dept. of Social Services
- Dedric Smith, City of Winchester IT Department

RECAP OF CPMT VOTES:

Motion:

Action:

Status:

Motion to approve Agenda.

1st: Mr. Gleason
2nd: Ms. Kish

Approved
Unanimously

Motion to approve minutes from August 13, 2020 CPMT Meeting.

1st: Ms. Kish
2nd: Mr. Gleason

Approved
with
abstention by
Dr. Greene

Motion to adopt local CSA Copayment Policy revision, Copayment Collection Agreement and Copayment Screening Forms (English & Spanish version) to transition the copayment collection process to our local CSA office instead of community providers.

1st: Mr. Gleason
2nd: Dr. Greene

Approved
Unanimously

Motion for the CPMT to review the local CSA policy on an annual basis effective October 2020 and subsequently in July of each fiscal year. Recommendations will be brought to the following CPMT meeting for discussion.

1st: Dr. Greene
2nd: Ms. Blowe

Approved
Unanimously

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

1st: Dr. Greene
2nd: Mr. Gleason

Approved
Unanimously

Minutes
 Winchester CPMT
 WebEx Meeting
 Thursday, September 10, 2020
 2:00 p.m.

Motion:

Action:

Status:

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

1st: Dr. Greene
 2nd: Mr. Gleason

Approved
 Unanimously

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.

1st: Dr. Greene
 2nd: Mr. Gleason

Approved
 Unanimously

Motion to Approve All Cases, as discussed or amended.

1st: Mr. Gleason
 2nd: Dr. Greene

Approved
 Unanimously

Motion to adjourn CPMT Meeting

1st: Dr. Greene
 2nd: Mr. Gleason

Approved
 Unanimously

Item	Discussion	Action
Call to Order/Approval of Agenda	The meeting was opened by Chairperson Peter Roussos at 2:05 PM Motion to approve Agenda.	1 st : Mr. Gleason 2 nd : Ms. Kish Approved with abstention by Dr. Greene.
Approval of Minutes	Motion to approve minutes from the August 13, 2020 CPMT Meeting.	On Motion by Ms. Kish and seconded by Mr. Gleason the Minutes from the August 13, 2020 CPMT meeting were approved.

Minutes
 Winchester CPMT
 WebEx Meeting
 Thursday, September 10, 2020
 2:00 p.m.

Item	Discussion	Action
Public Comment	No members of the public in attendance.	No action.
Announcements	<ul style="list-style-type: none"> • COVID-19 pandemic update: local and surrounding area statistics provided. • Hiring of City Manager Daniel Hoffman from Gainesville, FL. 	<ul style="list-style-type: none"> • Dr. Greene presented this information virtually via slideshow presentation. • Ms. Blowe notified the CPMT that the City of Winchester hired Daniel Hoffman as City Manager.
Financial Report	<p>The Financial Presentation was available electronically for June (3) FY20 and August FY21.</p> <p>Report: June (3) 2020, FY2020</p> <ul style="list-style-type: none"> • Gross Expenditures: \$80,945.99 • Expenditure Refunds: \$158.48 • Net Expenditures: \$80,787.51 • Local Dollars: \$29,098.97 • Regular Medicaid Payments to Providers (updated as of 07-17-20): \$772,643.31 • Local Match: \$207,938.40 <p>Wrap-Around Services Funds:</p> <ul style="list-style-type: none"> • Beginning Balance: \$23,406.30 • Encumbered: \$0.00 • Disbursed: \$22,316.00 • Remaining Funds: \$1,090.30 <p>Non-Mandated Funds</p> <ul style="list-style-type: none"> • Beginning Balance: \$20,162.00 • Encumbered: \$0.00 • Disbursed: \$18,092.70 • Remaining Funds: \$2,069.30 • Unduplicated CSA Case Count: 206 	<ul style="list-style-type: none"> • Ms. Arenas reviewed the reports.

Minutes
 Winchester CPMT
 WebEx Meeting
 Thursday, September 10, 2020
 2:00 p.m.

Item	Discussion	Action
	<ul style="list-style-type: none"> • Average Spent per Child: \$15,814.55 <p>Report: August 2020, FY2021</p> <ul style="list-style-type: none"> • Gross Expenditures: \$173,280.05 • Expenditure Refunds: \$2,295.41 • Net Expenditures: \$170,984.64 • Local Dollars: \$67,300.27 <p>Wrap-Around Services Funds:</p> <ul style="list-style-type: none"> • Beginning Balance: \$17,659.00 • Encumbered: \$9,380.00 • Disbursed: \$0.00 • Remaining Funds: \$8,279.00 <p>Non-Mandated Funds</p> <ul style="list-style-type: none"> • Beginning Balance: \$20,162.00 • Encumbered: \$0.00 • Disbursed: \$0.00 • Remaining Funds: \$20,162.00 • Unduplicated CSA Case Count: 107 • Average Spent per Child: \$1,598.09 	
<p>Old Business</p> <ul style="list-style-type: none"> • CPMT Meeting Date and Time Reassessment • Special Education Day Placements 	<ul style="list-style-type: none"> • Mr. Roussos notified the CPMT that a significant amount of meetings were cancelled last Fiscal Year due to lack of quorum. A reassessment of the current meeting date and time was done to determine if changes were needed. No scheduling conflicts were identified by any of the CPMT members present. All members recognize there may be circumstances when competing demands may result in a member's absence. • Ms. Kish provided an overview of Frederick County CSA's Contract Language regarding Special Education Day Placements with their providers. Ms. Kish raised concern regarding section H 	<ul style="list-style-type: none"> • Winchester CPMT will continue to meet on the second Thursday of each month at 2:00 PM. • Ms. Kish will prepare Winchester CSA Contract Language and bring to the next CPMT meeting. All CPMT members will

Minutes
 Winchester CPMT
 WebEx Meeting
 Thursday, September 10, 2020
 2:00 p.m.

Item	Discussion	Action
<ul style="list-style-type: none"> • CSA Copayment Forms and Policy Update 	<p>that states any absences, whether authorized or unauthorized, shall not be paid. This may be a potential barrier to Winchester CSA youth receiving this service.</p> <ul style="list-style-type: none"> • This meeting packet included the following attachments: <i>Copayment Screening Form (English & Spanish)</i>, <i>Copayment Collection Agreement</i>, <i>CSA Copayment Policy revision</i>. Mr. Roussos called for a motion to adopt the amended policy and forms to transition the parental copayment collection process to our local CSA office instead of community providers per OCS guidance. 	<p>review the Frederick County contract language included in the meeting packet today and discuss at the next meeting.</p> <ul style="list-style-type: none"> • On Motion by Mr. Gleason and seconded by Dr. Greene, the amended local CSA policy, Copayment Screening Forms and Copayment Collection Agreement were approved.
<p>New Business:</p> <ul style="list-style-type: none"> • Utilization Review Residential • FAPT Private Provider • CPMT Private Provider 	<ul style="list-style-type: none"> • Winchester CSA has only (1) one provider conducting Utilization Review services due to Crossroads Counseling Center going out of business effective October 31, 2020. • Due to Crossroads Counseling Center going out of business effective October 31, 2020, Winchester CSA announced the vacancy of the FAPT Private Provider position on August 20, 2020. As of today, no applications have been received. • Due to Ms. Zirkle's CPMT Private Provider member appointment expiring on September 11, 2020, Winchester CSA announced the upcoming vacancy on August 12, 2020. Winchester City Council 	<ul style="list-style-type: none"> • Ms. Blowe notified the CPMT that the City's Purchasing Agent is looking into options to contract with another provider through an RFP process. • No action. • Winchester City Council to appoint the CPMT Private Provider representative.

Minutes
 Winchester CPMT
 WebEx Meeting
 Thursday, September 10, 2020
 2:00 p.m.

Item	Discussion	Action
<ul style="list-style-type: none"> Annual CSA Local Policy Review 	<p>has received several applications for this position.</p> <ul style="list-style-type: none"> Winchester CSA is conducting a self-assessment to streamline this program's processes and identify areas of need. It was identified that the CPMT must review the local CSA policy on an annual basis per OCS guidance. Mr. Roussos called for a motion for CPMT to review the local CSA policy on an annual basis effective October 2020 and subsequently in July of each fiscal year. Recommendations will be brought to the following CPMT meeting for discussion. 	<ul style="list-style-type: none"> On Motion by Dr. Greene and seconded by Ms. Blowe, the CPMT will conduct an annual review of the local CSA policy and bring recommendations to the subsequent CPMT meeting for discussion.
<p>Motion to Convene in Executive Session</p>	<p>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.</p>	<p>Mr. Roussos asked that the meeting move into Executive Session. On motion by Dr. Greene and seconded by Mr. Gleason, the meeting moved into Executive Session.</p>
<p>Motion to Come Out of Executive Session & Immediately Reconvene in Open Session</p>		<p>Motion to come out of Executive Session by Dr. Greene and seconded by Mr. Gleason. Approved unanimously.</p>
<p>Motion to Certify Compliance by Roll Call Vote</p>	<p>Move that the members of the Winchester CPMT certify that to the best of each member's knowledge, (1) only public</p>	<p>Motion to Certify Compliance by Roll Call Vote was made by Dr. Greene, seconded by</p>

Minutes
 Winchester CPMT
 WebEx Meeting
 Thursday, September 10, 2020
 2:00 p.m.

Item	Discussion	Action
	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.	Mr. Gleason. Approved unanimously.
Motion to Approve All Cases	Motion to Approve all cases as discussed or amended.	All cases were approved, on motion by Mr. Gleason, seconded by Dr. Greene. Motion was approved.
Motion to Adjourn/Next Meeting Date	The next CPMT meeting will be held Thursday, October 8, 2020 at 2:00 PM via WebEx unless otherwise notified.	The meeting was adjourned on motion by Dr. Greene and seconded by Mr. Gleason.

Attachments: June (3) and August 2020 Financials, Copayment Screening Form – English, Copayment Screening Form – Spanish, Copayment Collection Agreement, CSA Copayment Policy Revision, and Frederick County CSA Contract Language re: Special Education Day Placements

Transcribed by ema

**OCTOBER
2020
FINANCIALS**

CHART A**CSA FY 21 - POOL REIMBURSEMENT REQUEST REPORT—PART 1**

DATE: October 01, 2020	FOR PERIOD ENDING: September 30, 2020 Report ID: 35206
LOCALITY: Winchester -FIPS 840	Contact Peerson: Erika Arenas Phone Number: 540-686-4838

PART 1 - EXPENDITURE DESCRIPTION

EXPENDITURE DESCRIPTION		LOCAL MATCH RATE (a)	GROSS TOTAL EXPENDITURES THIS PERIOD (b)	EXPENDITURE REFUNDS THIS PERIOD (c)	NET TOTAL EXPENDITURES (b minus c) (d)	LOCAL MATCH (a x d) (e)	STATE MATCH (d-e) (f)
1.	CONGREGATE CARE / MANDATED AND NON-MANDATED RESIDENTIAL SERVICES						
1a.	Foster Care - IV-E children in Licensed Residential Congregate Care; pool expenditures for costs not covered by IV-E (i.e., non room-and-board)	\$0.5734	\$1,200.00	\$0.00	\$1,200.00	\$688.08	\$511.92
1b.	Foster Care - all others in Licensed Residential Congregate Care	\$0.5734	\$16,687.85	\$2,153.18	\$14,534.67	\$8,334.18	\$6,200.49
1c.	Residential Congregate Care-CSA Parental Agreements ; DSS Noncustodial Agreements	\$0.5734	\$30,986.18	\$0.00	\$30,986.18	\$17,767.48	\$13,218.70
1d.	Non-Mandated Services/Residential/Congregate	\$0.5734	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1e.	Educational Services - Congregate Care	\$0.4587	\$16,633.20	\$794.70	\$15,838.50	\$7,265.12	\$8,573.38
2.	OTHER MANDATED SERVICES						
2a.	Treatment Foster Care - IV-E	\$0.4587	\$42,716.25	\$238.02	\$42,478.23	\$19,484.76	\$22,993.47
2a.1	Treatment Foster Care	\$0.4587	\$35,367.94	\$133.00	\$35,234.94	\$16,162.27	\$19,072.67
2a.2	Treatment Foster Care - CSA Parental Agreements ; DSS Noncustodial Agreements	\$0.4587	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2b.	Specialized Foster Care - IV-E ; Community Based Services	\$0.4587	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

2b.1	Specialized Foster Care	\$0.4587	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2c.	Family Foster Care - IV-E ; Community Based Services	\$0.2294	\$12,312.50	\$40.65	\$12,271.85	\$2,815.16	\$9,456.69
2d.	Family Foster Care Maintenance only	\$0.4587	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2e.	Family Foster Care - Children receiving maintenance and basic activities payments; independent living stipend/arrangements	\$0.4587	\$8,246.00	\$2,492.31	\$5,753.69	\$2,639.22	\$3,114.47
2f.	Community - Based Services	\$0.2294	\$30,698.22	\$135.20	\$30,563.02	\$7,011.16	\$23,551.86
2f.1	Community Transition Services - Direct Family Services to Transition from Residential to Community	\$0.2294	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2g.	Special Education Private Day Placement	\$0.4587	\$600.00	\$0.00	\$600.00	\$275.22	\$324.78
2h.	Wrap-Around Services for Students With Disabilities	\$0.4587	\$5,494.00	\$0.00	\$5,494.00	\$2,520.10	\$2,973.90
2i.	Psychiatric Hospitals/Crisis Stabilization Units	\$0.4587	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3.	Non-Mandated Services/Community-Based	\$0.2294	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4.	GRAND TOTALS: (Sum of categories 1 through 3)		\$200,942.14	\$5,987.06	\$194,955.08	\$84,962.74	\$109,992.34

CSA FY 21 - POOL REIMBURSEMENT REQUEST REPORT—PART 2

PART 2 - EXPENDITURE REFUND DESCRIPTION

Information regarding total expenditure refunds reported in Part 1, Line 4(c).

EXPENDITURE REFUND DESCRIPTION	CODE	AMOUNT
Vendor Refunds and Payment Cancellations	010	\$106.00
Parental Co-Payments	020	\$0.00
Payments made on behalf of the child (ex: SSA, SSI, VA benefits, &##133;)	030	\$1,577.70
Child Support Collections through DCSE	040	\$2,037.88
Pool prior-reported expenditures re-claimed under IV-E	050	\$2,265.48
Other: #getforminfo.COMMENTS#	090	\$0.00
TOTAL REFUNDS : Note: This total must agree with the GRAND TOTAL of all expenditure refunds Part 1, Line 4, Col (c).		\$5,987.06

CHART B

Admin Plan

Match Rate: 0.4587			Total Amount	State
Administrative Allocation			\$25,468.00	\$13,786.00
Status	Date Filed	Date CPMT Approved	Date FA Approved	Date DOE Approved
<u>5</u>	8/11/2020	8/11/2020	8/11/2020	

Transaction History

Pool Reimbursement History

Match Rate: 0.4587			Total Amount	State	Local
Beginning Balance			\$3,331,915.00	\$1,803,566.00	\$1,528,349.00
Status	Period End Date	Date Filed	Total Amount	State	Local
<u>6</u>	7/31/2020	8/11/2020	(\$2,284.13)	(\$1,149.13)	(\$1,135.00)
<u>6</u>	8/31/2020	9/3/2020	\$170,984.64	\$103,684.37	\$67,300.27
<u>6</u>	9/30/2020	10/1/2020	\$194,955.08	\$109,992.34	\$84,962.74
Pool Reimbursement Expenditure Totals			\$363,655.59	\$212,527.57	\$151,128.02

Supplement History/Allocation Adjustment

Supplement/Adjustment	Date Filed	Total Amount	State	Local
Supplement/Adjustment Totals		\$0.00	\$0.00	\$0.00
CSA System Balance (With WRAP)		\$2,968,259.41	\$1,591,038.43	\$1,377,220.98

Transaction History (NON-WRAP Dollars only)

Pool Reimbursement History - NON-WRAP only

Match Rate: 0.4587	Total Amount	State	Local
---------------------------	---------------------	--------------	--------------

Beginning Balance		Total Amount	State	Local
		\$3,314,256.00	\$1,794,007.00	\$1,520,249.00
Period End Date	Date Filed	Total Amount	State	Local
Beginning Balance		\$3,314,256.00	\$1,794,007.00	\$1,520,249.00
Period End Date	Date Filed	Total Amount	State	Local
7/31/2020	8/11/2020	(\$2,284.13)	(\$1,149.13)	(\$1,135.00)
8/31/2020	9/3/2020	\$170,984.64	\$103,684.37	\$67,300.27
9/30/2020	10/1/2020	\$189,461.08	\$107,018.44	\$82,442.64
Pool Reimbursement Expenditure Totals - NON-WRAP Only		\$358,161.59	\$209,553.67	\$148,607.92

Supplement History/Allocation Adjustment

Supplement/Adjustment	Date Filed	Total Amount	State	Local
Supplement/Adjustment Totals		\$0.00	\$0.00	\$0.00
CSA System Balance (NON-WRAP only)		\$2,956,094.41	\$1,584,453.33	\$1,371,641.08

Transaction History (WRAP dollars only)

Pool Reimbursement History - WRAP only

Beginning Balance		\$17,659.00	\$9,559.00	\$8,100.00
Period End Date	Date Filed	Total Amount	State	Local
9/30/2020	10/1/2020	\$5,494.00	\$2,973.90	\$2,520.10
Pool Reimbursement Expenditure Totals - WRAP only		\$5,494.00	\$2,973.90	\$2,520.10

WRAP Allocation Modification History

Period End Date	Date Filed	Total Amount	State	Local
WRAP Allocation Modification Totals		\$0.00	\$0.00	\$0.00
CSA Balance (WRAP only)		\$12,165.00	\$6,585.10	\$5,579.90

Wrap-Around Services for Students with Disabilities

FY21

CHART C

Agency Worker	WPS Morris	WPS McKiernan	NWCSB Smith	NWCSB Tritchler	NWCSB Creswell	
MONTH						MONTH TOTAL
JUL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AUG	\$ -	\$ -	\$ -	\$ -	\$ -	-
SEP	\$ -	\$ -	\$ 5,494.00	\$ -	\$ -	5,494.00
OCT	\$ -	\$ -	\$ -	\$ -	\$ -	-
NOV	\$ -	\$ -	\$ -	\$ -	\$ -	-
DEC	\$ -	\$ -	\$ -	\$ -	\$ -	-
JAN	\$ -	\$ -	\$ -	\$ -	\$ -	-
FEB	\$ -	\$ -	\$ -	\$ -	\$ -	-
MAR	\$ -	\$ -	\$ -	\$ -	\$ -	-
APR	\$ -	\$ -	\$ -	\$ -	\$ -	-
MAY	\$ -	\$ -	\$ -	\$ -	\$ -	-
JUN	\$ -	\$ -	\$ -	\$ -	\$ -	-
JUN (2)	\$ -	\$ -	\$ -	\$ -	\$ -	-
CHILD TOTAL	\$ -	\$ -	\$ 5,494.00	\$ -	\$ -	\$ 5,494.00

Beginning Balance	17,659.00
(Less) Disbursed	5,494.00
(Less) Encumbered	6,566.00
Remaining Funds	\$ 5,599.00

NON-MANDATED FUNDS
FY 2021

CHART D

CHILD #																
Agency	NWCSB	DJJ	DJJ	WPS	WPS	NWCSB	NWCSB									
Worker	Tritchler	Lovasz	Lovasz	Wisler	Gerometta	Creswell	Creswell									
MONTH															MONTH TOTAL	
JUL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AUG	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SEP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OCT																-
NOV																-
DEC																-
JAN																-
FEB																-
MAR																-
APR																-
MAY																-
JUN																-
JUN (2)																-
HILD TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Beginning Balance	\$	20,162.00
(Less) Disbursed	\$	-
(Less) Encumbered	\$	-
Remaining Funds	\$	20,162.00

COMPARISON CHART

CHART E

	FY 2014	FY 2015	FY 2016	FY 2017	* FY 2018	* FY 2019	* FY 2020	*FY 2021
JUL	\$ 166.42	\$ 271.75	\$ 1,302.55	\$ 4,079.00	\$ 9,323.78	\$ 85.00	\$ 3,819.00	\$ (2,284.13)
AUG	70,156.19	66,462.27	135,400.49	99,087.33	92,091.37	119,715.25	132,211.49	173,280.05
SEP	76,193.02	121,923.88	130,355.82	212,702.49	101,200.38	224,132.93	306,049.34	200,942.14
OCT	76,052.90	126,088.83	122,947.92	176,771.37	236,988.05	271,017.69	320,643.80	
NOV	109,379.65	164,640.34	112,255.06	263,196.39	167,022.33	189,267.63	243,311.07	
DEC	103,368.41	204,456.19	138,115.97	177,478.64	303,816.49	353,052.14	317,980.93	
JAN	108,602.83	105,557.78	130,966.48	180,727.59	153,884.03	108,495.46	256,560.03	
FEB	115,147.77	183,358.95	137,059.14	171,494.42	358,629.62	365,583.98	388,047.60	
MAR	66,667.82	100,991.97	128,104.07	201,250.48	287,487.49	265,563.11	272,871.07	
APR	152,250.00	153,605.45	157,691.90	196,282.65	429,620.82	362,933.20	118,560.76	
MAY	30,652.63	123,540.61	236,832.42	290,393.99	343,414.93	370,823.81	338,913.43	
JUN	89,193.60	145,627.68	191,156.32	176,224.90	66,533.44	232,805.99	208,140.80	
JUN (2)	118,678.54	168,184.70	181,342.81	353,937.73	562,057.78	459,278.02	269,741.09	
JUN (3)							80,945.99	
FY TOTAL								
TOTAL	1,116,509.78	1,664,710.40	1,803,530.95	2,503,626.98	3,112,070.51	3,322,754.21	3,257,796.40	371,938.06
CSA Local Share	483,421.66	485,092.18	802,718.74	1,128,848.49	1,723,208.61	1,183,356.84	1,318,779.10	151,128.02
Medicaid Pay	124,307.44	269,383.88	355,237.98	520,803.30	762,048.94	700,691.26	772,643.31	112,033.04
Med. Loc. Match	35,637.39	77,228.99	101,842.29	149,307.80	176,179.89	198,400.21	207,938.40	28,102.98
# Children Served	91 unduplicated youth served YTD	112 unduplicated youth served YTD	151 unduplicated youth served YTD	178 unduplicated youth served YTD	211 unduplicated youth served YTD	258 unduplicated youth served YTD	298 unduplicated youth served YTD	153 unduplicated youth served YTD
					105	131	202	115
Average per child			\$ 14,863.49	\$ 11,943.91	\$ 14,065.32	\$ 14,749.15	\$ 10,932.20	\$ 3,234.24

Updated 08/25/20

NOTE: * Indicates gross expenditures (excluding any refunds)

CHART F

Estimated Remaining CSA Balance for Fiscal Year FY21 - September 2020

FISCAL YEAR BUDGET	\$3,000,000.00	
Less: YTD Expenditures	\$ 502,210.56	As of check run 10/02/20
	<u>\$ 2,497,789.44</u>	
LESS: Encumbered Funds	\$ 1,359,223.80	through December 2020
ADD: Funds to Unencumber	\$ -	
	<u>\$ 1,138,565.64</u>	
LESS: Pending Payments	\$ -	
LESS: Remaining Clothing Allowances	\$7,311.72	
LESS: Projected Expenditures thru Jan '21	\$ -	
LESS: Recurring Payments	\$ 2,512.00	
Estimated Remaining CSA Balance	<u>\$ 1,128,741.92</u>	
LESS: Medicaid Match	\$ -	
	<u>\$ 1,128,741.92</u>	

OCTOBER 2020 ATTACHMENTS

ATTENDANCE:

- a. The Provider shall maintain monthly attendance records which shall be submitted to the Winchester Public Schools (WPS) Special Education Department within five (5) days after the end of each calendar month.
- b. If a student has been absent for a period of two (2) or more consecutive school days or for a period of more than four (4) days in any month, the Provider shall investigate the reasons for such absence. The Provider will consult with WPS regarding pre-approved absences and the method of documenting student attendance.
- c. The Provider should document the interventions attempted to ensure that the student attends school regularly before referring the case to a school attendance officer.
- d. After five unexcused school absences, the Provider may consider referring the student for attendance violations if the student is of compulsory attendance age.
- e. In the event the child is absent without authorization for more than five (5) consecutive calendar days, the Provider must get written authorization from the CSA Coordinator to hold the placement open. The Buyer will discontinue payment for education and other services as of the fourteenth (14th) consecutive calendar day of the unauthorized absence.
- f. In the event the child is provided education outside of the classroom, the number of days that the child is in that alternate setting must be reported to the placing agency.
- g. If a child has an authorized absence, such that the child is unable to participate in his/her special education placement, that placement will be held for the child for no more than fourteen (14) calendar days with written approval of the CSA Coordinator. Longer holds will be negotiated on a case-by-case basis
- h. CSA can only fund services actually received, therefore any absences, whether authorized or unauthorized, shall not be paid.”

**Application for Private Provider Representative
Winchester Children's Services Act Program
Family Assessment and Planning Team (FAPT)**

Name: Johnny Craig
 Organization: TEENS, Inc.
 Street Address: 129 Youth Development Co
 City: Winchester
 Zip: 22602
 Phone Number: 540.327.2383
 Email: johnnycraig92@gmail.com

Educational Background:	Shepherd College 1993-1997 Bachelor of Art Major: History Minor: Special Education & Psychology
Occupational Background:	2013-present: Executive Director- TEENS, Inc 2007-2016: Therapist- Intensive Supervision and Counseling 1995-2007: Program Supervisor- Grafton
Why is your agency interested in filling the role of the Private Provider Representative on the Winchester FAPT?	As the Executive Director of TEENS, Inc. we would like to be more involved with our community by being engaged with the FAPT team. Being involved with FAPT would also help us engage and improve our services.
What is the appropriate role of a member of the Family Assessment and Planning Team?	The appropriate role of a member of FAPT is to advocate for the family, first and foremost and to make sure that all the least restrictive services are provided before the client is removed from their home.

<p>Discuss your community involvement and why are you interested in volunteer service with the City of Winchester, and specifically this position?</p>	<p>My community involvement includes volunteering with the TEENS, Inc organization. We have volunteered with multiple organizations including: Habitat for Humanity, serving meals at the homeless shelter, as well as the Youth Development Center. I am interested in volunteer service with the City of Winchester because I take pride in helping the youth of the community. I believe that it is important to work with the family as a whole to help them achieve all of their needs. I am interested specifically in this position because I believe that I have a wealth of knowledge in the area of family services and I believe that would make me an asset to the team.</p>
<p>What is your experience or background related to the Family Assessment and Planning Team?</p>	<p>My background expands over 25 years in the Human Services field which has mostly been working with families as well as the youth of our community. My education and experiences have always focused on youth with special needs and disabilities. I have worked with or alongside FAPT throughout my entire career.</p>
<p>Have you ever been convicted of a criminal offense? If so, please list the offense(s) and explain.</p>	<p>No</p>
<p>Have you ever been involved in a matter that could negatively impact the public's perception regarding a decision by the City of Winchester to appoint you to a board or commission? Please explain.</p>	<p>No</p>
<p>As a member of a City board or committee, you will be expected to attend meetings regularly, review background information, the agenda and previous minutes before each meeting, actively participate in discussions and decision making and to be courteous to each other and to members of the public. Do you have concerns regarding meeting these commitments? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>The Code of Ethics is intended to provide ethical guidelines for City Councilors, employees and appointed board and commission members that are responsive to the public needs and preclude even the appearance of impropriety in the performance of their duties. All City Councilors, employees and appointed board and commission members have an obligation to conduct their official duties in a manner that serves the public interest, upholds the public trust and protects the City's resources. Councilors, board and commission members, Department Heads and supervisors must take a leadership role in the promotion of execution of the Code of Ethics. All City officials and employees have a responsibility to place cooperation, trust and respect at the head of all they do.</p> <p>Link here to read the City of Winchester's Code of Ethics: https://www.winchesterva.gov/human-resources/code-of-ethics</p> <p>I have read and understand the contents of the Code of Ethics. <input checked="" type="checkbox"/></p>	

Thank you for your interest in serving the City of Winchester.
Please return this form to the Winchester Children's Services Act Office:
winchestercsa@winchesterva.gov

**Application for Private Provider Representative
Winchester Children's Services Act Program
Family Assessment and Planning Team (FAPT)**

Name: Robert Nickens, LPC
 Organization: Nickens Prof. Counseling
 Street Address: 1011 Berryville Ave; Unit 1
 City: Winchester
 Zip: 22601
 Phone Number: 540-535-2092/540-327-0413
 Email: nickensprofessionalcounseling@gmail.com

Educational Background:	<p>Master of Arts in Professional Counseling-2011 Liberty University, Lynchburg, VA</p> <p>Bachelor of Arts in Sociology-1994 James Madison University, Harrisonburg, VA</p> <p>Licensed Professional Counselor Issued: January 30, 2014</p>
Occupational Background:	<p>Licensed Professional Counselor in private practice since 2017. Prior to private practice, experience in clinical supervision of QMHP in intensive in home services and candidates for licensure (Residents in Counseling).</p> <p>Experience in providing intensive in home services for 10 years.</p> <p>Worked in the VIEW Program (Virginia Initiative for Employment not Welfare)</p>
Why is your agency interested in filling the role of the Private Provider Representative on the Winchester FAPT?	<p>Community involvement and engagement. It is a wish of mine to stay active in the community. The Residents of the Northern Shenandoah Valley are in need of high quality, compassionate services. This opportunity would provide an avenue to give back to the community in which I serve.</p>
What is the appropriate role of a member of the Family Assessment and Planning Team?	<p>To provide compassionate insight to family's facing difficulties and challenges.</p> <p>To work collaboratively with FAPT Members to ensure that children and families receive quality services that are appropriate for the family's unique needs.</p> <p>To aspire to high ethical and moral standards in regard to care and interreaction.</p> <p>To think creatively and holistically regarding presenting problems and to develop strength based solutions.</p>

<p>Discuss your community involvement and why are you interested in volunteer service with the City of Winchester, and specifically this position?</p>	<p>I am a member of the Kiwanis of Front Royal. I enjoy providing service to the community especially in regard to children. I am a former Big Brother from the Big Brothers/Big Sisters Program of Winchester, Frederick, and Clarke Counties. I am a Steward and a member of the official board of my local church.</p>
<p>What is your experience or background related to the Family Assessment and Planning Team?</p>	<p>In the past, I have participated in FAPT meetings and family team meetings regarding the children and families that I worked with via intensive in home services I enjoyed collaborating with the FAPT team and working toward giving the family a voice and choice in the services that would be beneficial to their circumstances.</p>
<p>Have you ever been convicted of a criminal offense? If so, please list the offense(s) and explain.</p>	<p>No, not applicable.</p>
<p>Have you ever been involved in a matter that could negatively impact the public's perception regarding a decision by the City of Winchester to appoint you to a board or commission? Please explain.</p>	<p>No, not applicable.</p>
<p>As a member of a City board or committee, you will be expected to attend meetings regularly, review background information, the agenda and previous minutes before each meeting, actively participate in discussions and decision making and to be courteous to each other and to members of the public. Do you have concerns regarding meeting these commitments? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>The Code of Ethics is intended to provide ethical guidelines for City Councilors, employees and appointed board and commission members that are responsive to the public needs and preclude even the appearance of impropriety in the performance of their duties. All City Councilors, employees and appointed board and commission members have an obligation to conduct their official duties in a manner that serves the public interest, upholds the public trust and protects the City's resources. Councilors, board and commission members, Department Heads and supervisors must take a leadership role in the promotion of execution of the Code of Ethics. All City officials and employees have a responsibility to place cooperation, trust and respect at the head of all they do.</p> <p>Link here to read the City of Winchester's Code of Ethics: https://www.winchesterva.gov/human-resources/code-of-ethics</p> <p>I have read and understand the contents of the Code of Ethics. <input checked="" type="checkbox"/></p>	

Thank you for your interest in serving the City of Winchester.
Please return this form to the Winchester Children's Services Act Office:
winchestercsa@winchesterva.gov

Parental Agreements Frederick County CSA Policy

- Children or youth who meet criteria for a CHINS-Services but require out of home placement through an agreement between the local board or public agency designated by the CPMT and the parents or guardians where legal custody remains with the parents or guardians. These cases cannot be case managed by the LDSS.
- The use of a Parental Agreement is intended for youth with behavioral/emotional needs that require out of home placement. It is not appropriate for cases of abuse/neglect, or where protection or permanency is a concern.

Parental Agreement Requirements

- A Parental Agreement meeting shall occur prior to out of home placement to review the contract and be signed by members of each stakeholder group, including but not limited to the parents/guardians, agency case manager, CSA Coordinator, and an agent of the provider.
- Youth who are placed out of the home through a Parental Agreement shall be reviewed by FAPT every 30-45 days and must include the parents/guardians and the provider. In rare instances, the family and/or provider may participate via phone, however every effort must be made to attend the meeting in person. Failure to participate in person may result in immediate discharge and termination of the Parental Agreement.
- The parents/guardians of youth placed through a Parental Agreement must participate in weekly family therapy, preferably in person or through video conferencing. A Parental Agreement may be void and an extension shall not be allowed if parents/guardians do not meet this requirement unless otherwise determined by FAPT.
- Parents/guardians may be required to participate in additional services as recommended by FAPT to facilitate discharge and transition home. Failure to participate may result in immediate discharge and termination of the Parental Agreement.
- Parents/guardians of youth placed out of the home through a Parental Agreement shall be referred to the Division of Child Support Enforcement for the collection of child support. Parents/guardians may appeal the decision of the court through the DCSE appeals process.
- The Parental Agreement shall be reviewed and signed by parents/guardians, Agency Case Managers, CSA Coordinator, and authorized Provider Representative.

Parental Agreement Terms and Limitations

- The Parental Agreement is a voluntary agreement between the local CPMT, the agency providing the case management (CSB, CSU, or FCPS), and the parent/guardian of the youth.
- CSA Parental Agreements are limited to short-term out of home placements. "Focus is on the treatment of the child, not parent's ability to care for or provide a

safe home for a child.” (taken from New Coordinator Academy “CHINS and CSA Parental Agreements” March 2018 presentation slide 31.)

- If a youth is eligible for services under a Parental Agreement, treatment out of the home is limited to six months. If the FAPT determines that the youth is still in need of treatment at the end of six months, the team has the authority to extend the Parental Agreement for an additional length of time individualized for each child, but no longer than 90 days. This limit will include the amount of time placed out of the home through a Parental Agreement for a family that has moved into Frederick County from another jurisdiction. A summary of the case will be presented to CPMT at the next scheduled meeting.
- In the rare instance that services beyond 270 days is necessary, services must be authorized by CPMT upon recommendation of FAPT.
- Extensions will not be granted due to the lack of participation in preparation for discharge/transition or delay in support services being sought on the part of the family.



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

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

ADMINISTRATIVE MEMORANDUM #20-10

To: CPMT Chairs
CSA Coordinators
CSA Fiscal Agents

From: Scott Reiner, Executive Director 

Date: September 15, 2020

Subject: New and Improved CSA Utilization Reports

The Office of Children's Services is pleased to announce the release of revised *CSA Utilization Reports*. The reports provide state and local level data about the number of children served, costs, and lengths of stay in categories including Service Placement Type, Mandate Type, Service Name category, and Demographics. Data is available year-to-date for the current year as well as historically, over the past several years. The information can be used to track trends over time within your own locality or to compare localities. These reports are a companion to the CSA Continuous Quality Improvement (CQI) dashboard.

There are a number of improvements in this release including the ability to track length of stay across multiple years, back to FY2017. There is also a new guide to using the *CSA Utilization Reports*.

The new *CSA Utilization Reports* can be found on the CSA website under *Statistics and Publications > Statewide Statistics > CSA Utilization Reports*.

Howard Sanderson, our Senior Research Associate, and the IT team here at CSA, especially Kavin Thankaswamy and Nira Pillai, are responsible for this excellent enhancement to the data resources OCS is proud to provide our state and local partners.

I am confident you will find this to be a useful resource as you effectively operate your local CSA program. As always, the staff at OCS are available to respond to any specific questions you may have.



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

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

ADMINISTRATIVE MEMORANDUM #20-09

To: CPMT Chairs
CSA Coordinators

From: Scott Reiner, Executive Director 

Date: September 14, 2020

Subject: Updated Guidance Document – CSA User Guide

The Office of Children's Services is pleased to announce the release of an updated *CSA User Guide*. The *CSA User Guide* is a comprehensive technical assistance document covering all aspects of CSA operations. It was last updated two years ago.

The major changes include revised guidance for CSA finance and information technology processes reflecting updates to our automated systems; information on the Continuous Quality Improvement (CQI) model; information on Fostering Futures and Kinship Guardianship to conform with VDSS law and policy; and some updates to the audit program.

The new *CSA User Guide* can be found attached to this communication as well as on the CSA website under *Resources > CSA Policy Manual and CSA User Guide > User Guide for the Children's Services Act*.

I am confident you will find this to be a useful resource as you effectively operate your local CSA program. As always, the staff at OCS are available to respond to any specific questions you may have.



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

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

ADMINISTRATIVE MEMORANDUM #20-08

To: CPMT Chairs
CSA Coordinators

From: Scott Reiner, Executive Director 

Date: September 1, 2020

Subject: New Guidance Document – Utilization Review

The Office of Children's Services is pleased to announce the release of a new guidance document on conducting Utilization Review (UR) for CSA services. UR is a required CSA activity and this guidance document replaces previous materials. It includes examples of various forms of UR as well as providing principles for effective UR practices.

The new guidance document can be found attached to this communication as well as on the CSA website under *Resources > Guidance > Utilization Review*.

This document is the work of OCS Program Consultant Anna Antell. I thank Anna for her excellent efforts in preparing this guidance.

I am confident you will find this to be a useful resource as you seek to obtain improved outcomes and effectiveness of CSA funded services. As always, the staff at OCS are happy to respond to any specific questions you may have on this topic.



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

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

ADMINISTRATIVE MEMORANDUM #20-07

To: CPMT Chairs
CSA Coordinators
SEC Members
SLAT Members

From: Scott Reiner, Executive Director 

Date: September 1, 2020

Subject: New Guidance Document – FAQ on CSA Protected Funds

The Office of Children's Services is pleased to announce the release of a new guidance document (Frequently Asked Questions or FAQ) about the use of CSA Protected Funds. This document was created on the recommendation of the State and Local Advisory Team as part of a report on this issue to the State Executive Council for Children's Services.

The new guidance document can be found attached to this communication as well as on the CSA website under *Resources > Guidance > Frequently Asked Questions*.

This document is largely the work of OCS Program Consultant Carol Wilson. I thank Carol for her excellent efforts in preparing this guidance.

I am confident you will find this to be a useful resource as you navigate the questions regarding sum sufficient and non-sum sufficient funding in the CSA. As always, the staff at OCS are happy to respond to any specific questions you may have on this topic.



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

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

ADMINISTRATIVE MEMORANDUM #20-06

To: CPMT Chairs
CSA Coordinators

From: Scott Reiner, Executive Director 

Date: September 1, 2020

Subject: New Guidance Document; *Special Education and the Children's Services Act*

The Office of Children's Services is pleased to announce the release of a new, consolidated guidance document about the interface between special education and the Children's Services Act. *Special Education and the Children's Services Act (CSA): Guidance for Community Policy Management Teams (CPMT), Family Assessment and Planning Teams (FAPT), CSA Coordinators, and Local School Divisions* incorporates and replaces all of the existing CSA guidance on the topic.

The new guidance document can be found attached to this communication as well as on the CSA website under *Resources > Guidance > Special Education*.

This document is largely the work of Kristi Schabo, who until recently served as a Program Consultant here at OCS. I thank Kristi for her excellent efforts in preparing this guidance. Our colleagues at the Virginia Department of Education have carefully reviewed the document.

I am confident you will find this to be a useful resource as you navigate the sometimes complex intersection between CSA and special education. As always, the staff at OCS are happy to respond to any specific questions you may have on this topic.