

CPMT PACKET

10/12/17

Winchester CPMT Agenda

October 12, 2:00pm
WDSS, 24 Baker St
Winchester, VA 22601

Approve Minutes from 9/14/16

Announcements

New Hires

Financial Report

- a. September Financials

Old Business

- a. UR Procedure for Residential Placements – Subcommittee Report
- b. SOC Expansion Grant
- c. Schedule meeting of Fiscal Subcommittee
- d. CSA Audit, Self-Assessment Workbook

New Business

- a. Administrative Memo #17-05 CSA Parental Contributions
- b. CSA Forms

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 9, 2016 at 2:00 at WDSS Boardroom

SEPTEMBER MINUTES

Minutes
Winchester CPMT
24 Baker Street, Board Room
Thursday, September 14 2017
2:00 p.m.

MEMBERS PRESENT

Amber Dopkowski, Winchester Dept. Social Services
Mary Blowe, City of Winchester
Kelly Bober, Child Advocacy Center
Eden Freeman, City of Winchester
April Jenkins, Winchester/Frederick Health Department
Lyda Kiser, Parent Representative
Sarah Kish, Winchester Public Schools
Paul Scardino, National Counseling Group

MEMBERS/OTHERS NOT PRESENT

Peter Roussos, Dept. of Juvenile Justice
Mark Gleason, Northwestern Community Services Board

Others Present:

Karen Farrell, Winchester CSA Coordinator
Amy Dill, Administrative Supervisor

RECAP OF CPMT VOTES:

Motion:

- Motion to approve agenda
- Motion to approve minutes from June 8, 2017 CPMT Meeting
- Motion to send SOC Grant support letter
- Motion to amend Case Specific UR Process
- 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

Action:

- 1st: Ms. Kiser
2nd: Mr. Scardino
- 1st: Ms. Kiser
2nd: Mr. Scardino
- 1st Mr. Scardino
2nd Ms. Kiser
- 1st Mr. Scardino
2nd Ms. Dopkowski
- 1st: Ms. Kiser
2nd: Ms. Dopkowski
- 1st: Ms. Kiser
2nd: Ms. Freeman

Status:

- Approved
Unanimously
- Approved
- Approved
Unanimously
- Approved
- Approved
Unanimously
- Approved
Unanimously

Minutes
 Winchester CPMT
 24 Baker Street, Board Room
 Thursday, September 14 2017
 2:00 p.m.

Motion:

- 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.

- Motion to Approve All Cases, as discussed.

- Motion to adjourn CPMT Meeting

Action:

1st: Ms. Jenkins
 2nd: Ms. Kiser

Status:

Approved
 Unanimously

1st: Ms. Freeman
 2nd: Ms. Bober

Approved
 Unanimously

1st: Ms. Jenkins
 2nd: Ms. Dopkowski

Approved
 Unanimously

Item	Discussion	Action
Call to Order/Approval of Agenda	The meeting was opened by Chair, Sarah Kish at 2:05 pm. Ms. Farrell asked to add CSA Audit to Agenda.	Ms. Kiser motioned to approve agenda, Mr. Scardino seconded..
Approval of Minutes	Motion to approve minutes from July 13, 2017, CPMT Meeting.	On Motion by Ms. Kiser and seconded by Mr. Scardino the Minutes from the July 2017, CPMT meeting were approved.
Announcements	LFCC now has a food pantry for students in need.	No Action
Financial Report	The Financial Presentation was distributed for July 2017 FY17. Report: July 2017 Gross Expenditures: \$310,892.19 Expenditure Refunds: \$2,207.77 Net Expenditures: \$308,684.42 Local Dollars: \$140,834.70 Regular Medicaid Payments to Providers:\$633,927.94	Ms. Farrell reviewed the report.

Minutes
 Winchester CPMT
 24 Baker Street, Board Room
 Thursday, September 14 2017
 2:00 p.m.

Item	Discussion	Action
	<p>Local Match: \$181,739.22</p> <p>Report: August 2017 FY17 Gross Expenditures: \$53,814.31 Expenditure Refunds: \$8,561.00 Net Expenditures: \$45,253.31 Local Dollars: \$17,255.23 Regular Medicaid Payments to Providers: \$520,803.30 Local Match: \$149,307.80 (Reimbursed for billing errors \$59,322.65)</p> <p>Report: July 2017 FY18 Gross Expenditures: \$9,323.78 Expenditure Refunds: \$0.00 Net Expenditures: \$9,323.78 Local Dollars: \$2,936.84 Regular Medicaid Payments to Providers: Unknown Local Match:</p> <p>Report: August 2017 FY18 Gross Expenditures: \$92,091.37 Expenditure Refunds: \$2,381.31 Net Expenditures: \$89,710.06 Local Dollars: \$35,767.49 Regular Medicaid Payments to Providers: Unknown Local Match:</p> <p>Wrap Dollars Funds Beginning Balance: \$17,738.00 Encumbered: \$9,960 Disbursed: \$150.00 Remaining Funds: \$7,628.00</p> <p>Non-Mandated Funds Beginning Balance: \$20,162.00 Encumbered: \$0.00 Disbursed: \$0.00 Remaining Funds: \$20,162.00 Unduplicated CSA Case Count: 66</p>	

Minutes
 Winchester CPMT
 24 Baker Street, Board Room
 Thursday, September 14 2017
 2:00 p.m.

Item	Discussion	Action
	Average Spent per Child: \$1,500.51	
<p>Old Business:</p> <p>a. UR Procedure for residential placements</p> <p>b. IACCT Update</p> <p>c. Parent Representative</p>	<p>Members discussed UR Proposal and discussed possible amendments.</p> <p>IACCT implementation by Megellan started July 1, 2017. Winchester has had two referrals.</p> <p>City Council accepted Paul Scardino as Parent Representative. An official Thank you letter will be sent to Ms. Kiser for her years of participation.</p>	<p>Subcommittee to reconvene to discuss amendments and present at next CPMT.</p> <p>Ms. Farrell will keep CPMT posted on how IACCT process is working.</p> <p>Ms. Farrell will follow-up with Amy Simmons about the letter.</p>
<p>New Business:</p> <p>a. New LEDRS Process</p> <p>b. Schedule Meeting of Fiscal Subcommittee</p> <p>c. SOC Expansion Grant</p> <p>d. Definition of ICC/Parent Support Partner</p> <p>e. Case Specific UR Process</p>	<p>Ms. Farrell explained the new process for LEDRS that started FY18.</p> <p>Ms. Farrell will schedule a meeting of Fiscal Subcommittee.</p> <p>Ms. Farrell presented SOC Expansion Grant, and explained that Winchester could now participate in the grant by sending letter of support.</p> <p>Ms. Farrell explained Intensive Care Coordination and the role of the Parent Support Partner.</p> <p>Ms. Farrell proposed a modification to the Case Specific UR Process. Case Specific UR will now occur in conjunction with FAPT.</p>	<p>No action</p> <p>Ms. Farrell will contact members of committee.</p> <p>Mr. Scardino motioned to send letter of support for SOC Grant. Ms. Kiser seconded. Unanimously approved.</p> <p>No action.</p> <p>Mr. Scardino motioned to accept modification. Ms. Dopkowski seconded. Approved.</p>
<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</p>	<p>Ms. Kish asked that the meeting move into Executive Session. On motion by Ms. Kiser seconded by Ms. Dopkowski. The meeting</p>

Minutes
 Winchester CPMT
 24 Baker Street, Board Room
 Thursday, September 14 2017
 2:00 p.m.

Item	Discussion	Action
	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.	moved into Executive Session.
Motion to Come Out of Executive Session & Immediately Reconvene in Open Session		Motion to come out of Executive Session by Ms. Kiser and seconded by Ms. Freeman. 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.	Motion to Certify Compliance by Roll Call Vote was made by Ms. Jenkins, seconded by Ms. Kiser, and unanimously approved.
Motion to Approve All Cases	Motion to Approve all cases as discussed.	All cases were approved, on motion by Ms. Freeman seconded by Ms. Bober Motion was approved.
Motion to Adjourn/Next Meeting Date	The next CPMT meeting will be held Thursday, July 13, 2017 at 2:00 p.m., Winchester Social Services Department, 24 Baker Street, Conference Room, Winchester, VA.	The meeting was adjourned on motion by Ms. Jenkins and seconded by Ms. Dopkowski.

Attachments: July FY17 & FY18, August FY17 and FY18 Financials
 September Attachments

Transcribed by kff

AUGUST FY 18 FINANCIALS

Chart A

CSA FY 18 - POOL REIMBURSEMENT REQUEST REPORT—PART 1

DATE: September 06, 2017	FOR PERIOD ENDING: August 31, 2017 Report ID: 28153
LOCALITY: Winchester -FIPS 840	

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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1b. Foster Care - all others in Licensed Residential Congregate Care	\$0.5734	\$180.00	\$344.84	(\$164.84)	(\$94.52)	(\$70.32)
1c. Residential Congregate Care -CSA Parental Agreements ; DSS Noncustodial Agreements	\$0.5734	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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	\$11,991.70	\$0.00	\$11,991.70	\$5,500.59	\$6,491.11
2. OTHER MANDATED SERVICES						
2a. Treatment Foster Care - IV-E	\$0.4587	\$32,791.00	\$160.07	\$32,630.93	\$14,967.81	\$17,663.12
2a.1 Treatment Foster Care	\$0.4587	\$16,398.50	\$282.76	\$16,115.74	\$7,392.29	\$8,723.45
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	\$2,875.12	\$0.00	\$2,875.12	\$659.55	\$2,215.57
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	\$7,188.96	\$1,593.64	\$5,595.32	\$2,566.57	\$3,028.75
2f.	Community - Based Services	\$0.2294	\$19,996.09	\$0.00	\$19,996.09	\$4,587.10	\$15,408.99
2f.1	Community Transition Services - Direct Family Services to Transition from Residential to Community	\$0.2294	\$520.00	\$0.00	\$520.00	\$119.29	\$400.71
2g.	Special Education Private Day Placement	\$0.4587	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2h.	Wrap-Around Services for Students With Disabilities	\$0.4587	\$150.00	\$0.00	\$150.00	\$68.81	\$81.20
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)	\$0.3995	\$92,091.37	\$2,381.31	\$89,710.06	\$35,767.49	\$53,942.57

CSA FY 18 - 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	\$0.00
Parental Co-Payments	020	\$0.00
Payments made on behalf of the child (ex: SSA, SSI, VA benefits, &##133;)	030	\$0.00
Child Support Collections through DCSE	040	\$2,381.31
Pool prior-reported expenditures re-claimed under IV-E	050	\$0.00
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).		\$2,381.31

The expenditures and refunds reported herein were incurred in accordance with provisions of the Comprehensive Services Act, and have not been reported on a previous claim. Documentation is maintained to support the expenditure and refund amounts reported, and to demonstrate that each expenditure and refund was made on behalf of a specific child (or list of specific children) and complies with the CSA Manual, COV and Appropriation Act requirements including utilization management and FAPT criteria.

Chart B

Transaction History Summary Match Rate: 0.458731779

Pended Forms are not on this report

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Pool Reimbursement History

Status	Period Ending	Entry Date	Total Expenditure	State	Local
5	7/31/2017	8/9/2017	\$9,323.78	\$6,386.94	\$2,936.84
1	8/31/2017	9/6/2017	\$89,710.06	\$53,942.57	\$35,767.49

Pool Reimbursement Without Wrap History

Period Ending	Entry Date	Total Expenditure	State	Local
7/31/2017	8/9/2017	\$9,323.78	\$2,936.84	\$6,386.94
8/31/2017	9/6/2017	\$89,560.06	\$35,698.69	\$53,861.37

Supplement History

Entry Date	Requested Amount	State Share	Local Share
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WRAP Allocation Additions History

Entry Date	Requested Amount	State Share	Local Share
8/1/2017	\$17,738.00	\$9,601.00	\$8,137.00
9/6/2017	\$150.00	\$81.00	\$68.00

Pool Reimbursement History - WRAP only

Period Ending	Entry Date	Total Expenditure	State	Local
8/31/2017	9/6/2017	\$89,710.06	\$53,942.57	\$35,767.49

COMPARISON CHART

Chart E

	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
JUL	\$ 9,458,29	\$ 5,069,89	\$ 3,038,21	\$ 3,166,90	\$ 166,42	\$ 271,75	\$ 1,302,55	\$ 4,079,00	\$ 9,323,78
AUG	145,415.77	113,164.41	145,670.33	92,757.41	70,156.19	66,462.27	135,400.49	99,087.33	89,710.06
SEP	128,872.42	140,623.38	126,252.80	146,176.67	76,193.02	121,923.88	130,355.82	212,702.49	
OCT	159,100.81	125,383.16	113,566.55	132,011.04	76,052.90	126,088.83	122,947.92	176,771.37	
NOV	117,450.86	161,810.81	117,093.83	112,159.19	109,379.65	164,640.34	112,255.06	263,196.39	
DEC	111,673.88	107,866.14	101,861.19	116,376.55	103,368.41	204,456.19	138,115.97	177,478.64	
JAN	130,627.75	142,931.48	151,908.54	163,869.33	108,602.83	105,557.78	130,966.48	180,727.59	
FEB	83,063.75	133,838.60	121,575.88	107,440.05	115,147.77	183,358.95	137,059.14	171,494.42	
MAR	119,700.47	144,940.45	117,899.40	120,489.59	66,667.82	100,991.97	128,104.07	201,250.48	
APR	136,286.49	160,351.57	101,993.55	108,460.48	152,250.00	153,605.45	157,691.90	196,282.65	
MAY	128,319.69	173,228.70	121,909.56	127,950.48	30,652.63	123,540.61	236,832.42	290,393.99	
JUN	132,160.41	111,218.28	126,270.80	87,566.12	89,193.60	145,627.68	191,156.32	176,224.90	
JUN (2)	143,870.07	212,852.44	155,010.08	136,161.26	118,678.54	168,184.70	181,342.81	353,937.73	
FY TOTAL	1,546,000.66	1,733,298.31	1,504,050.72	1,454,585.07	1,116,509.78	1,664,710.40	1,803,530.95	2,503,626.98	99,033.84
you Medical Pay	542,278.28	445,437.88	26,551.56	202,738.74	124,307.44	269,383.88	355,237.98	520,803.30	
TOTAL	\$ 2,088,278.94	\$ 2,178,736.19	\$ 1,530,602.28	\$ 1,657,323.81	\$ 1,240,817.22	\$ 1,934,094.28	\$ 2,158,768.93	\$ 3,024,430.28	\$ 99,033.84
Med. Loc. Match	95,542.20	82,464.82	7,612.00	58,122.66	35,637.39	77,228.99	101,842.29	149,307.80	
CSA Local Share	616,075.51	716,796.97	642,150.99	633,091.05	483,421.66	485,092.18	802,718.74	1,128,848.49	38,704.33
# Children Served	114	116	97	75	91	112	151	178	66
				unduplicated youth served YTD	unduplicated youth served YTD	unduplicated youth served YTD	unduplicated youth served YTD	unduplicated youth served YTD	unduplicated youth served YTD
Average per child				\$ 14,863.49	\$ 11,943.91	\$ 14,065.32	\$ 1,600.51		

CITY OF WINCHESTER
 CSA FUND BALANCE
 CHILDREN'S SERVICE ACT (CSA)

Chart F

FUND NAME	REVISED BUDGET			FUND BALANCE			UNAPPROVED CREDIT AUTHORIZATIONS & POSOS			ADJUSTED FUND BALANCE	
	BUDGET	EXPENDITURES	BALANCE	ENCUMBRANCES	BALANCE						
C17 CSA MANDATED 16/17 ASSIST	13,000.00	25,475.15	(12,475.15)	0.00	(12,475.15)	0.00	0.00	(12,475.15)			
C17 CSA MANDATED 16/17 POS	2,441,523.02	2,455,565.74	(14,042.72)	92,541.86	(106,584.58)	4,270.50	0.00	(110,855.08)			
C17 CSA NON-MANDATED 16/17 POS	20,162.00	15,261.79	4,900.21	2,245.20	2,655.01	0.00	0.00	2,655.01			
C17 CSA W/A SRVS FOR STUDENTS 16/17 POS	16,681.00	10,125.21	6,555.79	233.40	6,322.39	0.00	0.00	6,322.39			
C18 CSA MANDATED 17/18 ASSIST	10,000.00	6,123.65	3,876.35	0.00	3,876.35	0.00	0.00	3,876.35			
C18 CSA MANDATED 17/18 POS	1,596,163.00	121,482.47	1,474,680.53	656,932.64	817,747.89	13,506.03	0.00	804,241.86			
C18 CSA NON-MANDATED 17/18 ASSIST	20,162.00	0.00	20,162.00	0.00	20,162.00	0.00	0.00	20,162.00			
C18 CSA W/A SRVS FOR STUDENTS 17/18 POS	17,738.00	150.00	17,588.00	9,960.00	7,628.00	0.00	0.00	7,628.00			
	4,135,429.02	2,634,184.01	1,501,245.01	761,913.10	739,331.91	17,776.53		721,555.38			

**SEPTEMBER FY17 AND
FY 18 FINANCIALS**

Chart A - FY17

CSA FY 17 - POOL REIMBURSEMENT REQUEST REPORT—PART 1

DATE: September 29, 2017	FOR PERIOD ENDING: September 30, 2017 Report ID: 28481
LOCALITY: Winchester -FIPS 840	

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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1b. Foster Care - all others in Licensed Residential Congregate Care	\$0.5734	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1c. Residential Congregate Care -CSA Parental Agreements ; DSS Noncustodial Agreements	\$0.5734	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. OTHER MANDATED SERVICES						
2a. Treatment Foster Care - IV-E	\$0.4587	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2a.1 Treatment Foster Care	\$0.4587	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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	\$756.00	(\$471.00)	\$1,227.00	\$562.82	\$664.18
2f.	Community - Based Services	\$0.2294	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2h.	Wrap-Around Services for Students With Disabilities	\$0.4587	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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)	\$0.4587	\$756.00	(\$471.00)	\$1,227.00	\$562.82	\$664.18

CSA FY 18 - 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	\$0.00
Parental Co-Payments	020	\$0.00
Payments made on behalf of the child (ex: SSA, SSI, VA benefits, &##133;)	030	\$0.00
Child Support Collections through DCSE	040	\$0.00
Pool prior-reported expenditures re-claimed under IV-E	050	(\$471.00)
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)		(\$471.00)

The expenditures and refunds reported herein were incurred in accordance with provisions of the Comprehensive Services Act, and have not been reported on a previous claim. Documentation is maintained to support the expenditure and refund amounts reported, and to demonstrate that each expenditure and refund was made on behalf of a specific child (or list of specific children) and complies with the CSA Manual, COV and Appropriation Act requirements including utilization management and FAPT criteria.

Chart A - FY18

CSA FY 18 - POOL REIMBURSEMENT REQUEST REPORT—PART 1

DATE: September 29, 2017	FOR PERIOD ENDING: September 30, 2017 Report ID: 28478
LOCALITY: Winchester -FIPS 840	

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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1b. Foster Care - all others in Licensed Residential Congregate Care	\$0.5734	\$17,682.79	\$0.00	\$17,682.79	\$10,139.31	\$7,543.48
1c. Residential Congregate Care -CSA Parental Agreements ; DSS Noncustodial Agreements	\$0.5734	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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	\$8,202.80	\$0.00	\$8,202.80	\$3,762.62	\$4,440.18
2. OTHER MANDATED SERVICES						
2a. Treatment Foster Care - IV-E	\$0.4587	\$47,739.87	\$0.00	\$47,739.87	\$21,898.28	\$25,841.59
2a.1 Treatment Foster Care	\$0.4587	\$6,138.00	\$0.00	\$6,138.00	\$2,815.50	\$3,322.50
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	\$2,187.95	\$0.00	\$2,187.95	\$501.92	\$1,686.03
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	\$4,168.40	\$0.00	\$4,168.40	\$1,912.05	\$2,256.35
2f.	Community - Based Services	\$0.2294	\$10,248.47	\$0.00	\$10,248.47	\$2,351.00	\$7,897.47
2f.1	Community Transition Services - Direct Family Services to Transition from Residential to Community	\$0.2294	\$1,800.00	\$0.00	\$1,800.00	\$412.92	\$1,387.08
2g.	Special Education Private Day Placement	\$0.4587	\$3,032.10	\$0.00	\$3,032.10	\$1,390.82	\$1,641.28
2h.	Wrap-Around Services for Students With Disabilities	\$0.4587	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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)	\$0.4465	\$101,200.38	\$0.00	\$101,200.38	\$45,184.42	\$56,015.96

CSA FY 18 - 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	\$0.00
Parental Co-Payments	020	\$0.00
Payments made on behalf of the child (ex: SSA, SSI, VA benefits, &##133;)	030	\$0.00
Child Support Collections through DCSE	040	\$0.00
Pool prior-reported expenditures re-claimed under IV-E	050	\$0.00
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).		\$0.00

The expenditures and refunds reported herein were incurred in accordance with provisions of the Comprehensive Services Act, and have not been reported on a previous claim. Documentation is maintained to support the expenditure and refund amounts reported, and to demonstrate that each expenditure and refund was made on behalf of a specific child (or list of specific children) and complies with the CSA Manual, COV and Appropriation Act requirements including utilization management and FAPT criteria.

Chart B

Transaction History

Match Rate: 0.4587	Status	Period End	Date Filed	Total Amount	State	Local
Beginning Balance				\$1,623,901.00	\$878,966.00	\$744,935.00
Pool Reimbursement History						
	5	07/31/2017	08/09/2017	\$9,323.78	\$6,386.94	\$2,936.84
	5	08/31/2017	09/06/2017	\$89,710.06	\$53,942.57	\$35,767.49
	5	09/30/2017	09/29/2017 ✓	\$101,200.38	\$56,015.96	\$45,184.42
	1	09/30/2017	09/29/2017	\$1,227.00	\$664.18	\$562.82
Pool Reimbursement Expenditure Totals				\$201,461.22	\$117,009.64	\$84,451.58
Supplement History						
Supplement Totals				\$0.00	\$0.00	\$0.00
CSA System Balance				\$1,422,439.78	\$761,956.36	\$660,483.42

Transaction History without WRAP Dollars

Match Rate: 0.4587	Status	Period End	Date Filed	Total Amount	State	Local
Beginning Balance				\$1,606,163.00	\$869,365.00	\$736,798.00
Pool Reimbursement History						
	-	07/31/2017	08/09/2017	\$9,323.78	\$6,386.94	\$2,936.84
	-	08/31/2017	09/06/2017	\$89,560.06	\$53,861.37	\$35,698.69
	-	09/30/2017	09/29/2017	\$101,200.38	\$56,015.96	\$45,184.42
	-	09/30/2017	09/29/2017	\$1,227.00	\$664.18	\$562.82
Pool Reimbursement Expenditure Totals				\$201,311.22	\$116,928.45	\$84,382.77
Supplement History						

Supplement Totals	\$0.00	\$0.00	\$0.00
CSA System Balance (Non-WRAP):	\$1,404,851.78	\$752,436.55	\$652,415.23

Transaction History WRAP dollars only

Match Rate:	Status	Period	Date Filed	Total	State	Local
0.4587		End		Amount		

WRAP Allocation Additions History

WRAP Allocation Additions Totals	\$0.00	\$0.00	\$0.00
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Pool Reimbursement History - WRAP only

-	07/31/2017	08/09/2017	\$0.00	\$0.00	\$0.00
-	08/31/2017	09/06/2017	\$150.00	\$81.19	\$68.81
-	09/30/2017	09/29/2017	\$0.00	\$0.00	\$0.00
-	09/30/2017	09/29/2017	\$0.00	\$0.00	\$0.00
Pool Reimbursement Expenditure Totals -WRAP only			\$150.00	\$81.19	\$68.81

CSA System Balance (WRAP only):	\$17,588.00	\$9,519.81	\$8,068.20
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Chart D

NON-MANDATED FUNDS FY 2018

CHILD #	31	32	21	34	35	28	36	37	38	40	41
Agency	WPS	NWCSB	WPS	WPS	WPS	WPS	NREP	WPS	WPS	DJJ	WPS
Worker	Morris	Trichter	McKiernan	McKiernan	McKiernan	Mohr	Clatterbuck	Morris	Snyder	Ruths	McKiernan
MONTH											
JUL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AUG	-	-	-	-	-	-	-	-	-	-	-
SEP	-	-	-	-	-	-	-	-	-	-	-
OCT	-	-	-	-	-	-	-	-	-	-	-
NOV	-	-	-	-	-	-	-	-	-	-	-
DEC	-	-	-	-	-	-	-	-	-	-	-
JAN	-	-	-	-	-	-	-	-	-	-	-
FEB	-	-	-	-	-	-	-	-	-	-	-
MAR	-	-	-	-	-	-	-	-	-	-	-
APR	-	-	-	-	-	-	-	-	-	-	-
MAY	-	-	-	-	-	-	-	-	-	-	-
JUN	-	-	-	-	-	-	-	-	-	-	-
JUN (2)	-	-	-	-	-	-	-	-	-	-	-
CHILD TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MONTH TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

COMPARISON CHART

Chart E

	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
JUL	\$ 9,458.29	\$ 5,069.89	\$ 3,038.21	\$ 3,166.90	\$ 166.42	\$ 271.75	\$ 1,302.55	\$ 4,079.00	\$ 9,323.78
AUG	145,415.77	113,164.41	145,670.33	92,757.41	70,156.19	66,462.27	135,400.49	99,087.33	92,091.37
SEP	128,872.42	140,623.38	126,252.80	146,176.67	76,193.02	121,923.88	130,355.82	212,702.49	101,200.38
OCT	159,100.81	125,383.16	113,566.55	132,011.04	76,052.90	126,088.83	122,947.92	176,771.37	
NOV	117,450.86	161,810.81	117,093.83	112,159.19	109,379.65	164,840.34	112,255.06	263,196.39	
DEC	111,673.88	107,885.14	101,861.19	116,376.55	103,368.41	204,456.19	138,115.97	177,478.64	
JAN	130,627.75	142,931.48	151,908.54	163,869.33	108,602.83	105,557.78	130,966.48	180,727.59	
FEB	83,063.75	133,838.60	121,575.88	107,440.05	115,147.77	183,358.95	137,059.14	171,494.42	
MAR	119,700.47	144,940.45	117,899.40	120,489.59	66,667.82	100,991.97	128,104.07	201,250.48	
APR	136,286.49	160,351.57	101,993.55	108,460.48	152,250.00	153,605.45	157,691.90	196,282.65	
MAY	128,319.69	173,228.70	121,909.56	127,950.48	30,652.63	123,540.61	236,832.42	290,393.99	
JUN	132,160.41	111,218.28	126,270.80	87,566.12	89,193.60	145,627.68	191,156.32	176,224.90	
JUN (2)	143,870.07	212,852.44	155,010.08	136,161.26	118,678.54	168,164.70	181,342.81	353,937.73	
FY TOTAL	1,546,000.66	1,733,298.31	1,504,050.72	1,454,585.07	1,116,509.78	1,664,710.40	1,803,530.95	2,503,626.98	202,615.53
(Less) Medicaid Pay	542,278.28	445,437.88	26,551.56	202,738.74	124,307.44	269,383.88	355,237.98	520,803.30	
TOTAL	\$ 2,088,278.94	\$ 2,178,736.19	\$ 1,530,602.28	\$ 1,657,323.81	\$ 1,240,817.22	\$ 1,934,094.28	\$ 2,158,768.93	\$ 3,024,430.28	\$ 202,615.53
Med. Loc. Match	95,542.20	82,464.82	7,612.00	58,122.66	35,637.39	77,228.99	101,842.29	149,307.80	
CSA Local Share	616,075.51	716,796.97	642,150.99	633,091.05	483,421.66	485,092.18	802,718.74	1,128,848.49	84,451.58
# Children Served	114	116	97	75 unduplicated youth served YTD	91 unduplicated youth served YTD	112 unduplicated youth served YTD	151 unduplicated youth served YTD	178 unduplicated youth served YTD	112 unduplicated youth served YTD 6 new
Average per child	\$ 14,863.49	\$ 14,943.91	\$ 14,065.32	\$ 14,863.49	\$ 14,943.91	\$ 14,065.32	\$ 14,943.91	\$ 14,065.32	\$ 1,809.07

NOTE: * Indicates gross expenditures (excluding any refunds)

Chart F

CITY OF WINCHESTER
 CSA FUND BALANCE
 CHILDREN'S SERVICE ACT (CSA)

FUND NAME	REVISED BUDGET	EXPENDITURES	FUND BALANCE	ENCUMBRANCES	FUND BALANCE	UNAPPROVED		ADJUSTED FUND BALANCE
						CREDIT AUTHORIZATIONS & POSOS	POSOS	
C18 CSA MANDATED 17/18 ASSIST	10,000.00	8,559.65	1,440.35	0.00	1,440.35	0.00	0.00	1,440.35
C18 CSA MANDATED 17/18 POS	1,596,163.00	248,829.34	1,347,333.66	713,480.46	633,853.20	23,956.74	0.00	609,896.46
C18 CSA NON-MANDATED 17/18 POS	20,162.00	0.00	20,162.00	0.00	20,162.00	0.00	0.00	20,162.00
C18 CSA W/A SRVS FOR STUDENTS 17/18 POS	17,738.00	750.00	16,988.00	9,041.20	7,946.80	0.00	0.00	7,946.80
	1,644,063.00	258,138.99	1,385,924.01	722,521.66	663,402.35	23,956.74		639,445.61

Chart G

✓ \$1,644,063.00	CSA Allocated Budget from OCS (should match CSA Fund Balance Report)
✓ \$355,937.00	Cushion provided by City of Winchester
✓ \$2,000,000.00	Revised budget amount. SHOULD MATCH H.T.E. Detailed Budget Report (annual budget amount: 211-457-57-08)
less ✓ \$ 258,138.99	Year to date expenditures already paid (CSA Fund Balance report - expenditures)
less ✓ \$ 636,668.61	Encumbered amount per Thomas Brothers (CSA Budget Balance Report from Invoice Program)
add ✓ \$ -	Encumbered amount to be unencumbered in Thomas Brothers (Items identified on CSA Unified Vendor Report) - needs to be purged on a monthly basis prior to reconciling
less ✓ \$ -	Pending payments (that APA currently has for payment processing)
less ✓ \$ 6,849.08	Remaining annual clothing allowance to be spent (total remaining CSA clothing funds to be spent on Clothing Allocation FY__ spreadsheet)
less ✓ \$ -	Pending purchasing card transactions (not frequent)
less ✓ \$ 13,446.00	Monthly recurring payments (Run: Social/PPA/CSA Checks/assistance/create check ASCII file with only CSA payments included) see Amy for further training
✓ \$1,084,897.32	Estimated remaining CSA balance for fiscal year

Documentation to include with calculation:

CSA Fund Balance Report

H.T.E. Detailed Budget Report

List of pending payments (if this is done Wednesday after checks are issued there likely won't be any)

Unified vendor report (including notes on what items need to be unencumbered)

Clothing Allocation Spreadsheet (should be kept current at all time with new children added as they are allocated funds)

List of pending purchasing card transactions (if any)

Printed pre-check list of recurring payments to be paid (through end of fiscal year)

for 10/31/17 Initial & date that calculation was completed

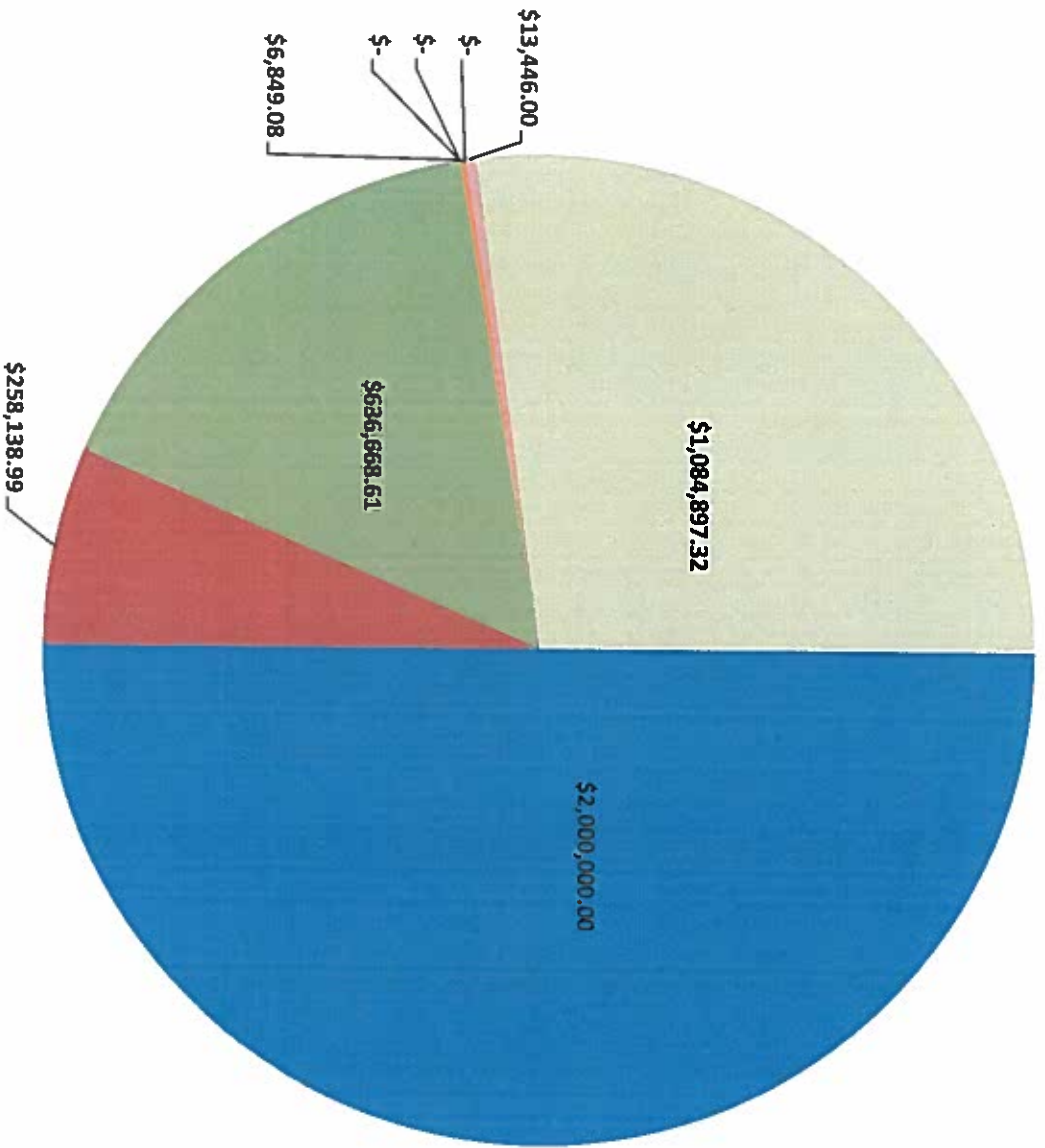
✓ AND
10/31/17

1,644,063.00 +
355,937.00 +
2,000,000.00 +
636,668.61 -
6,849.08 -
13,446.00 -
1,084,897.32 +

✓ AND

Chart G

ESTIMATED REMAINING CSA BALANCE FOR FISCAL YEAR



- FISCAL YEAR BUDGET
- YTD Expenditures
- Encumbered Funds
- Funds to Unencumber
- Pending Payments
- Remaining Clothing Allowances
- Purchasing Card Transactions
- Recurring Payments
- Estimated Remaining CSA Balance

OCTOBER ATTACHMENTS




COMMONWEALTH of VIRGINIA

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

SCOTT REINER, M.S.
Executive Director

Administrative Memo #17-05

To: CPMT Chairs
CSA Coordinators

From: Scott Reiner, Executive Director 

Date: October 5, 2017

Subject: Clarification Regarding CSA Parental Contribution Agreements

A locality inquired to this office regarding the underlined language in the Appropriation Act (Chapter 836, Item E.) that specifies:

"Pursuant to subdivision 3 of § 2.2-506, 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. The Office of Children's Services shall be a party to any such agreement. If the parent or legal guardian fails or refuses to pay the agreed upon sum on a timely basis and a collection action cannot be referred to the Division of Child Support Enforcement of the Department of Social Services, upon the request of the community policy management team, the Office of Children's Services shall make a claim against the parent or legal guardian for such payment through the Department of Law's Division of Debt Collection in the Office of the Attorney General."

Legal counsel in the Office of the Attorney General has provided the suggestion that all localities' agreements with parents regarding parental contributions for CSA services should include the following language:

"The parties agree that the Virginia Office of Children's Services (the "OCS") shall be a party to this agreement and that the signature of the CPMT shall be deemed to be entered on behalf of the OCS for the sole purpose of conferring upon the OCS the authority to make a claim against the parent or legal guardian named herein for such parent's or legal guardian's failure or refusal to pay the agreed upon sum on a timely basis. Such claim for payment by the OCS shall be made only upon the request of the CPMT and through the Department of Law's Division of Debt Collection in the Office of the Attorney General when a collection action cannot be referred to the Division of Child Support Enforcement of the Department of Social Services."

Thank you for your attention to this matter.