

# **CPMT PACKET**

**12/14/17**

## **Winchester CPMT Agenda**

December 14, 2:00pm

WDSS, 24 Baker St

Winchester, VA 22601

### **Approve Minutes from 11/9/16**

#### **Announcements**

##### **New Hires**

#### **Financial Report**

- a. November Financials

#### **Old Business**

- a. SOC Expansion Grant, Presentation Megan Gillispie, UMFS
- b. Fiscal Subcommittee Meeting Minutes and Recommendations
- c. Self-Assessment Workbook Submitted with Quality Improvement Plans

#### **New Business**

- a. Incorporation of Quality Improvement Plans into Strategic Plan
- b. Presentation of FY18 Expenditures

#### **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, January 11, 2018 at 2:00 at WDSS Boardroom

**NOVEMBER MINUTES WITH  
OCTOBER FINANCIALS**

**Minutes**  
Winchester CPMT  
24 Baker Street, Board Room  
Thursday, November 9, 2017  
2:00 p.m.

**MEMBERS PRESENT**

Amber Dopkowski, Winchester Dept. Social Services  
Mary Blowe, City of Winchester  
Dr. Colin Greene, Winchester/Frederick Health Department  
Peter Roussos, Dept. of Juvenile Justice

**MEMBERS/OTHERS NOT PRESENT**

Sarah Kish, Winchester Public Schools  
Kelly Bober, Child Advocacy Center  
Eden Freeman, City of Winchester  
Mark Gleason, Northwestern Community Services Board  
Paul Scardino, National Counseling Group

**Others Present:**

Karen Farrell, Winchester CSA Coordinator

**RECAP OF CPMT VOTES:**

**Motion:**

- Motion to approve minutes from June 8, 2017 CPMT Meeting
- 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.
- Motion to Approve All Cases, as discussed.
- Motion to adjourn CPMT Meeting

**Action:**

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

1<sup>st</sup>: Mr. Roussos  
2<sup>nd</sup>: Ms. Dopkowski

1<sup>st</sup>: Ms. Dopkowski  
2<sup>nd</sup>: Mr. Roussos

1<sup>st</sup>: Mr. Roussos  
2<sup>nd</sup>: Ms. Dopkowski

**Status:**

Approved  
Unanimously  
Approved

Approved  
Unanimously

Approved  
Unanimously

Approved  
Unanimously

Approved  
Unanimously

Approved  
Unanimously

**Minutes**  
 Winchester CPMT  
 24 Baker Street, Board Room  
 Thursday, November 9, 2017  
 2:00 p.m.

Item	Discussion	Action
<b>Call to Order/Approval of Agenda</b>	The meeting was opened by Chair, Sarah Kish at 2:05 pm.	
<b>Approval of Minutes</b>	Motion to approve minutes from October 12, 2017, CPMT Meeting.	On Motion by Ms. Dopkowski and seconded by Mr. Roussos the Minutes from the October 12, 2017, CPMT meeting were approved.
<b>Announcements</b>		
<b>Financial Report</b>	<p>The Financial Presentation was distributed for October 2017</p> <p>Report: October 2017            Gross Expenditures: \$240,680.05            Expenditure Refunds: \$6,624.52            Net Expenditures: \$234,055.53            Local Dollars: \$100,176.89            Regular Medicaid Payments to Providers: Unknown            Local Match: Unknown</p> <p>Wrap Dollars Funds Beginning Balance: \$17,738.00            Encumbered: \$15,380.80            Disbursed: \$2,030.40            Remaining Funds: \$8,948.00</p> <p>Non-Mandated Funds Beginning Balance: \$20,162.00            Encumbered: \$3,900.00            Disbursed: \$0.00            Remaining Funds: \$16,262.00            Unduplicated CSA Case Count: 115            Average Spent per Child: \$3,822.64</p>	Ms. Farrell reviewed the report.

**Minutes**  
**Winchester CPMT**  
**24 Baker Street, Board Room**  
**Thursday, November 9, 2017**  
**2:00 p.m.**

<b>Item</b>	<b>Discussion</b>	<b>Action</b>
<p><b>Old Business:</b></p> <p><b>a. SOC Expansion Grant</b></p> <p><b>b. Schedule meeting of Fiscal Subcommittee</b></p> <p><b>c. CSA Audit, Self-Assessment Workbook</b></p>	<p>Winchester was approved as part of the SOC Expansion grant for this region. Megan Gillispie, UMFS will come to CPMT December 14, 2017 to explain about funding available through the grant.</p> <p>A meeting needs to be scheduled for Fiscal Subcommittee</p> <p>Ms. Farrell presented the Self-Assessment Workbook Quality Improvement Plans, which will be sent to OCS.</p>	<p>No Action</p> <p>A date was set for the meeting of the Fiscal Subcommittee 11/28/17 at 11:30.</p> <p>Team reviewed the Quality Improvement Plans and saw no issues. Ms. Farrell will send the Self-Assessment Workbook and Quality Improvement Plans to OCS by November 30, 2017</p>
<p><b>New Business:</b></p> <p><b>a. OCS Management Reports – Residential Placements</b></p>	<p>Ms. Farrell presented reports about residential placements from the OCS Website.</p>	<p>No action taken.</p>
<p><b>Motion to Convene in Executive Session</b></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>Ms. Kish asked that the meeting move into Executive Session. On motion by Ms. Dopkowski seconded by Mr. Roussos. The meeting moved into Executive Session.</p>
<p><b>Motion to Come Out of Executive Session &amp; Immediately Reconvene in Open Session</b></p>		<p>Motion to come out of Executive Session by Ms. Dopkowski and seconded by</p>

**Minutes**  
**Winchester CPMT**  
**24 Baker Street, Board Room**  
**Thursday, November 9, 2017**  
**2:00 p.m.**

<b>Item</b>	<b>Discussion</b>	<b>Action</b>
		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 Mr. Roussos, seconded by Ms. Dopkowski, and unanimously approved.
<b>Motion to Approve All Cases</b>	Motion to Approve all cases as discussed.	All cases were approved, 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 Thursday, December 14, 2017 at 2:00 p.m., Winchester Social Services Department, 24 Baker Street, Conference Room, Winchester, VA.	The meeting was adjourned on motion by Mr. Roussos and seconded by Ms. Dopkowski.

Attachments: October FY18 Financials  
November Attachments

Transcribed by kff

Chart A

**EXPENDITURE REPORT**

Location Code:840

Program Year: 2018

File Name:CSA\_840\_M\_2017\_10\_1.txt Payment/Adjustment Dates  
within the File: 10/3/2017 To: 10/31/2017

Print

PART 1 - EXPENDITURE DESCRIPTION REPORT							
	Expenditure Description	MatchRate	Expenditure	Refunds	NetExpenditures	LocalShare	StateShare
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	\$240.00	\$0.00	\$240.00	\$137.62	\$102.38
1b	Foster Care - all others in Licensed Residential Congregate Care	0.5734	\$23,561.79	\$333.15	\$23,228.64	\$13,319.30	\$9,909.34
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	\$55,006.35	\$1,510.00	\$53,496.35	\$24,538.78	\$28,957.57
2a	Treatment Foster Care - IV-E	0.4587	\$67,287.64	\$155.00	\$67,132.64	\$30,793.74	\$36,338.90
2a1	Treatment Foster Care	0.4587	\$25,268.69	\$2,369.15	\$22,899.54	\$10,504.02	\$12,395.52
2a2	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
2b1	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	\$5,781.55	\$1.75	\$5,779.80	\$1,325.89	\$4,453.91
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	\$4,771.63	\$2,255.47	\$2,516.16	\$1,154.16	\$1,362.00
2f	Community - Based Services	0.2294	\$30,842.42	\$0.00	\$30,842.42	\$7,075.25	\$23,767.17



2f1	Community Transition Services - Direct Family Services to Transition from Residential to Community	0.2294	\$6,449.01	\$0.00	\$6,449.01	\$1,479.40	\$4,969.61
2g	Special Education Private Day Placement	0.4587	\$19,590.57	\$0.00	\$19,590.57	\$8,986.19	\$10,604.38
2h	Wrap-Around Services for Students With Disabilities	0.4587	\$1,880.40	\$0.00	\$1,880.40	\$862.54	\$1,017.86
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
	<b>Total</b>		<b>\$240,680.05</b>	<b>\$6,624.52</b>	<b>\$234,055.53</b>	<b>\$100,176.89</b>	<b>\$133,878.64</b>

**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	10	\$0.00
Parental Co-Payments	20	\$0.00
Payments made on behalf of the child (SSA, SSI, VA benefits ...)	30	\$3,692.00
Child Support Collections through DCSE	40	\$2,932.52
Pool prior-reported expenditures re-claimed under IV-E	50	\$0.00
Other (Please specify):	90	\$0.00
<b>TOTAL REFUNDS : Note: This total must agree with the GRAND TOTAL of all expenditure refunds Part 1, Line 4, Col (c).</b>		<b>\$6,624.52</b>

Chart B

**Transaction History**

Match Rate: 0.4587	Status	Period End	Date Filed	Total Amount	State	Local
<b>Beginning Balance</b>				\$1,623,901.00	\$878,966.00	\$744,935.00
<b>Pool Reimbursement History</b>						
	9	07/31/2017	08/09/2017	\$9,323.78	\$6,386.94	\$2,936.84
	9	08/31/2017	09/06/2017	\$89,710.06	\$53,942.57	\$35,767.49
	9	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
	1	10/31/2017	11/03/2017	\$234,055.53	\$133,878.64	\$100,176.89
<b>Pool Reimbursement Expenditure Totals</b>				\$435,516.75	\$250,888.28	\$184,628.47
<b>Supplement History</b>						
<b>Supplement Totals</b>				\$0.00	\$0.00	\$0.00
<b>CSA System Balance</b>				\$1,188,384.25	\$628,077.72	\$560,306.53

**Transaction History without WRAP Dollars**

Match Rate: 0.4587	Status	Period End	Date Filed	Total Amount	State	Local
<b>Beginning Balance</b>				\$1,606,163.00	\$869,365.00	\$736,798.00
<b>Pool Reimbursement History</b>						
	-	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
	-	10/31/2017	11/03/2017	\$232,175.13	\$132,860.78	\$99,314.35
<b>Pool Reimbursement Expenditure Totals</b>				\$433,486.35	\$249,789.23	\$183,697.12

**Supplement History**

<b>Supplement Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>CSA System Balance (Non-WRAP):</b>	<b>\$1,172,676.65</b>	<b>\$619,575.77</b>	<b>\$553,100.88</b>

**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>
<b>WRAP Allocation Additions History</b>						
			11/03/2017	\$1,880.00	\$1,017.00	\$862.00
				<b>\$1,880.00</b>	<b>\$1,017.00</b>	<b>\$862.00</b>
<b>WRAP Allocation Additions Totals</b>						
<b>Pool Reimbursement History - WRAP only</b>						
	-	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
	-	10/31/2017	11/03/2017	\$1,880.40	\$1,017.86	\$862.54
<b>Pool Reimbursement Expenditure Totals -WRAP only</b>				<b>\$2,030.40</b>	<b>\$1,099.06</b>	<b>\$931.34</b>
<b>CSA System Balance (WRAP only):</b>				<b>\$15,707.60</b>	<b>\$8,501.94</b>	<b>\$7,205.66</b>

Chart C

**WRAP-AROUND SERVICES FOR STUDENTS WITH DISABILITIES**  
 (enter fiscal year dates)

<b>Child</b>	33		43		42		39	
<b>Agency</b>	WPS	WPS	WPS	WPS	WPS	WPS	NREP	
<b>Worker</b>	McKiernan		Morris		Morris		Clatterbuck	

MONTH							MONTH TOTAL
JUL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AUG	-	-	-	-	-	150.00	150.00
SEP	-	-	-	-	-	-	-
OCT	-	-	1,005.00	-	275.40	600.00	1,880.40
NOV	-	-	-	-	-	-	-
DEC	-	-	-	-	-	-	-
JAN	-	-	-	-	-	-	-
FEB	-	-	-	-	-	-	-
MAR	-	-	-	-	-	-	-
APR	-	-	-	-	-	-	-
MAY	-	-	-	-	-	-	-
JUN	-	-	-	-	-	-	-
JUN (2)	-	-	-	-	-	-	-
<b>CHILD TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,005.00</b>	<b>\$ 275.40</b>	<b>\$ 750.00</b>	<b>\$ 2,030.40</b>	

Beginning Balance	17,738.00
(Less) Disbursed	2,030.40
(Less) Encumbered	15,380.80
<b>Remaining Funds</b>	<b>\$ 326.80</b>

Chart D

## NON-MANDATED FUNDS FY 2018

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

Beginning Balance \$ 20,162.00  
 (less) Disbursed \$ -  
 (less) Encumbered \$ 3,900.00  
**Remaining Funds \$ 16,262.00**

Chart E

COMPARISON CHART

	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	236,988.05
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	107,865.14	101,861.19	116,376.55	103,368.41	204,456.19	136,115.97	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	133,898.60	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	186,282.65	
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	439,603.58
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	\$ 439,603.58
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	184,628.47
# Children Served	114	116	97	75 unduplicated youth served	91 unduplicated youth served	112 unduplicated youth served	151 unduplicated youth served	178 unduplicated youth served	115 unduplicated youth served
Average per child	\$ 14,863.49	\$ 11,943.91	\$ 14,065.32	\$ 14,863.49	\$ 11,943.91	\$ 14,065.32	\$ 14,065.32	\$ 14,065.32	\$ 3,822.64

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 CREDIT		ADJUSTED FUND BALANCE
						AUTHORIZATIONS & POSOS	FUND BALANCE	
18 CSA MANDATED 17/18 ASSIST	10,000.00	8,672.96	1,327.04	0.00	1,327.04	0.00	0.00	1,327.04
18 CSA MANDATED 17/18 POS	1,596,163.00	424,813.39	1,171,349.61	795,927.60	375,422.01	71,468.30	0.00	303,953.71
18 CSA NON-MANDATED 17/18 POS	20,162.00	0.00	20,162.00	3,900.00	16,262.00	0.00	0.00	16,262.00
18 CSA W/A SRVS FOR STUDENTS 17/18 POS	17,738.00	2,030.40	15,707.60	15,380.80	326.80	0.00	0.00	326.80
	<u>1,644,063.00</u>	<u>435,516.75</u>	<u>1,208,546.25</u>	<u>815,208.40</u>	<u>393,337.85</u>	<u>71,468.30</u>	<u>0.00</u>	<u>321,869.55</u>

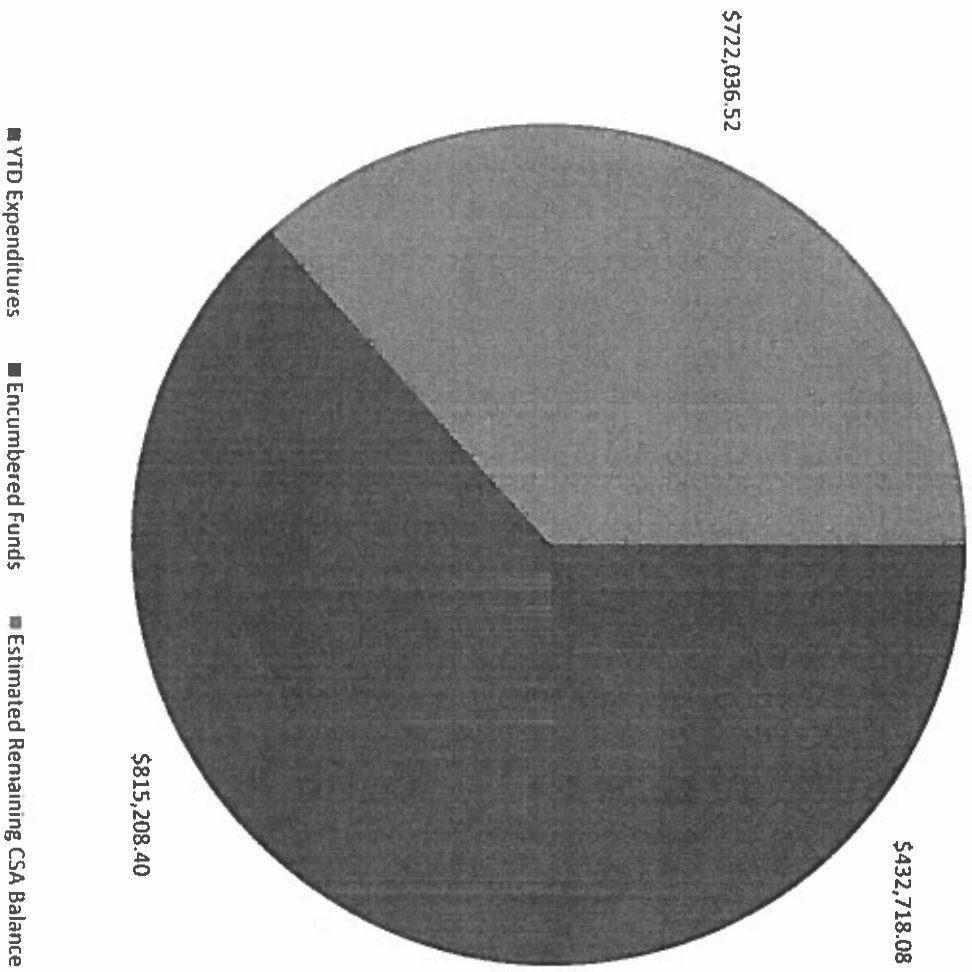
Chart G

Estimated Remaining CSA Balance for Fiscal Year

<b>FISCAL YEAR BUDGET</b>	<b>\$2,000,000.00</b>
Less: YTD Expenditures	<u>\$ 432,718.08</u>
	<b>\$ 1,567,281.92</b>
LESS: Encumbered Funds	\$ 815,208.40
ADD: Funds to Unencumber	<u>\$ -</u>
	<b>\$ 752,073.52</b>
LESS: Pending Payments	\$ -
LESS: Remaining Clothing Allowances	\$ 9,253.00
LESS: Purchasing Card Transactions	\$ -
LESS: Recurring Payments	<u>\$ 20,784.00</u>
<b>Estimated Remaining CSA Balance</b>	<b><u><u>\$ 722,036.52</u></u></b>



**ESTIMATED REMAINING CSA BALANCE FOR FISCAL YEAR**



# **NOVEMBER FINANCIALS**

chart A

## CSA FY 18 - POOL REIMBURSEMENT REQUEST REPORT—PART 1

DATE: December 08, 2017	FOR PERIOD ENDING: November 30, 2017 Report ID: 28762
LOCALITY: Winchester -FIPS 840	Contact Peerson: Karen Farrell Phone Number:540-686-4832

## 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)
<b>1. CONGREGATE CARE / MANDATED AND NON-MANDATED RESIDENTIAL SERVICES</b>						
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	\$7,039.30	\$1,149.54	\$5,889.76	\$3,377.19	\$2,512.57
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	\$12,251.64	\$68.00	\$12,183.64	\$5,588.64	\$6,595.00
<b>2. OTHER MANDATED SERVICES</b>						
2a. Treatment Foster Care - IV-E	\$0.4587	\$58,216.77	\$125.00	\$58,091.77	\$26,646.69	\$31,445.08
2a.1 Treatment Foster Care	\$0.4587	\$28,203.48	\$1,091.00	\$27,112.48	\$12,436.49	\$14,675.99
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	\$4,738.45	\$11.78	\$4,726.67	\$1,084.30	\$3,642.37
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	\$4,347.00	\$1,288.01	\$3,058.99	\$1,403.16	\$1,655.83
2f.	Community - Based Services	\$0.2294	\$23,893.70	\$0.00	\$23,893.70	\$5,481.21	\$18,412.49
2f.1	Community Transition Services - Direct Family Services to Transition from Residential to Community	\$0.2294	\$1,082.05	\$0.00	\$1,082.05	\$248.22	\$833.83
2g.	Special Education Private Day Placement	\$0.4587	\$25,172.94	\$0.00	\$25,172.94	\$11,546.83	\$13,626.11
2h.	Wrap-Around Services for Students With Disabilities	\$0.4587	\$2,077.00	\$0.00	\$2,077.00	\$952.72	\$1,124.28
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.	<b>GRAND TOTALS: (Sum of categories 1 through 3)</b>		<b>\$167,022.33</b>	<b>\$3,733.33</b>	<b>\$163,289.00</b>	<b>\$68,765.46</b>	<b>\$94,523.54</b>

**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	\$1,846.00
Child Support Collections through DCSE	040	\$1,887.33
Pool prior-reported expenditures re-claimed under IV-E	050	\$0.00
Other: #getforminfo.COMMENTS#	090	\$0.00
<b>TOTAL REFUNDS : Note: This total must agree with the GRAND TOTAL of all expenditure refunds Part 1, Line 4, Col (c).</b>		<b>\$3,733.33</b>

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					
Pool Reimbursement History					
Match Rate: 0.4587			Total Amount	State	Local
Beginning Balance			\$1,623,901.00	\$878,966.00	\$744,935.00
Status	Period End Date	Date Filed	Total Amount	State	Local
2	7/31/2017	8/9/2017	\$9,323.78	\$6,386.94	\$2,936.84
2	8/31/2017	9/6/2017	\$89,710.06	\$53,942.57	\$35,767.49
2	9/30/2017	9/29/2017	\$101,200.38	\$56,015.96	\$45,184.42
1	9/30/2017	9/29/2017	\$1,227.00	\$664.18	\$562.82
2	10/31/2017	11/3/2017	\$234,055.53	\$133,878.64	\$100,176.89
1	11/30/2017	12/8/2017	\$163,289.00	\$94,523.55	\$68,765.45
Pool Reimbursement Expenditure Totals			\$598,805.75	\$345,411.83	\$253,393.92
Supplement History					
Period End Date	Date Filed	Total Amount	State	Local	
Supplement Totals		\$0.00	\$0.00	\$0.00	
CSA System Balance(With Wrap)		\$1,025,095.25	\$533,554.17	\$491,541.08	

Transaction History without WRAP Dollars					
Pool Reimbursement History					
Match Rate: 0.4587			Total Amount	State	Local
Beginning Balance			\$1,606,163.00	\$869,365.00	\$736,798.00
Period End Date	Date Filed	Total Amount	State	Local	
7/31/2017	8/9/2017	\$9,323.78	\$6,386.94	\$2,936.84	

Match Rate: 0.4587		Total Amount	State	Local
Beginning Balance		\$1,606,163.00	\$869,365.00	\$736,798.00
Period End Date	Date Filed	Total Amount	State	Local
8/31/2017	9/6/2017	\$89,560.06	\$53,861.37	\$35,698.69
9/30/2017	9/29/2017	\$101,200.38	\$56,015.96	\$45,184.42
9/30/2017	9/29/2017	\$1,227.00	\$664.18	\$562.82
10/31/2017	11/3/2017	\$232,175.13	\$132,860.78	\$99,314.35
11/30/2017	12/8/2017	\$161,212.00	\$93,399.27	\$67,812.73
Pool Reimbursement Expenditure Totals - WRAP only		\$594,698.35	\$343,188.49	\$251,509.86

## Supplement History

Period End Date	Date Filed	Total Amount	State	Local
Supplement Totals		\$0.00	\$0.00	\$0.00
CSA System Balance(Non-Wrap)		\$1,011,464.65	\$526,176.51	\$485,288.14

## Transaction History WRAP dollars only

## WRAP Allocation Modification History

Beginning Balance		\$17,738.00	\$9,601.00	\$8,137.00
Period End Date	Date Filed	Total Amount	State	Local
WRAP Allocation Modification Totals		\$0.00	\$0.00	\$0.00

## Pool Reimbursement History - WRAP only

Period End Date	Date Filed	Total Amount	State	Local
8/31/2017	9/6/2017	\$150.00	\$68.81	\$81.20
10/31/2017	11/3/2017	\$1,880.40	\$862.54	\$1,017.86
11/30/2017	12/8/2017	\$2,077.00	\$952.72	\$1,124.28
Pool Reimbursement Expenditure Totals - WRAP only		\$4,107.40	\$1,884.06	\$2,223.34
CSA System Balance (WRAP only)		\$13,630.60	\$7,377.66	\$6,252.94

Chart C

**WRAP-AROUND SERVICES FOR STUDENTS WITH DISABILITIES**  
 (enter fiscal year dates)

Child	33	43	42	39
Agency	WPS	WPS	WPS	NREP
Worker	Mckleeman	Morris	Morris	Clatterbuck
MONTH				
JUL	\$ -	\$ -	\$ -	\$ -
AUG	-	-	-	150.00
SEP	-	-	-	-
OCT	-	1,005.00	275.40	600.00
NOV	-	2,077.00	-	-
DEC	-	-	-	-
JAN	-	-	-	-
FEB	-	-	-	-
MAR	-	-	-	-
APR	-	-	-	-
MAY	-	-	-	-
JUN	-	-	-	-
JUN (2)	-	-	-	-
<b>CHILD TOTAL</b>	<b>\$ -</b>	<b>\$ 3,082.00</b>	<b>\$ 275.40</b>	<b>\$ 750.00</b>
				<b>\$ 4,107.40</b>
				<b>MONTH TOTAL</b>

Beginning Balance	17,738.00
(Less) Disbursed	4,107.40
(Less) Encumbered	13,065.80
<b>Remaining Funds</b>	<b>\$ 564.80</b>

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	DUJ	WPS	
Worker	Morris	Trichler	McKiernan	McKiernan	McKiernan	Mohr	Clatterbuck	Morris	Snyder	Rutts	McKiernan	
MONTH												MONTH TOTAL
JUL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AUG	-	-	-	-	-	-	-	-	-	-	-	-
SEP	-	-	-	-	-	-	-	-	-	-	-	-
OCT	-	-	-	-	-	-	-	-	-	-	-	-
NOV	-	-	-	-	-	-	-	-	-	-	-	-
DEC	-	-	-	-	-	-	-	-	-	-	-	-
JAN	-	-	-	-	-	-	-	-	-	-	-	-
FEB	-	-	-	-	-	-	-	-	-	-	-	-
MAR	-	-	-	-	-	-	-	-	-	-	-	-
APR	-	-	-	-	-	-	-	-	-	-	-	-
MAY	-	-	-	-	-	-	-	-	-	-	-	-
JUN	-	-	-	-	-	-	-	-	-	-	-	-
JUN (2)	-	-	-	-	-	-	-	-	-	-	-	-
CHILD TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Beginning Balance \$ 20,162.00  
 (Less) Disbursed \$ -  
 (Less) Encumbered \$ 11,010.00  
**Remaining Funds \$ 9,152.00**



Chart E

COMPARISON CHART

	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	236,988.05
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	167,022.33
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	151,808.54	163,869.33	108,602.83	105,557.78	130,986.48	180,727.58	
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	86,667.82	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	121,909.58	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	168,194.70	181,342.81	353,937.73	
FY TOTAL	1,546,000.66	1,733,298.31	1,504,050.72	1,454,565.07	1,116,509.78	1,664,710.40	1,803,530.95	2,503,626.98	608,826.91
Young 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	\$ 608,826.91
Medi Local 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	89,997.89
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	263,363.82
# Children Served	114	116	97	75	91	112	151	178	140
				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	\$ 14,066.32	\$ 4,333.04

NOTE: \* Indicates gross expenditures (excluding any refunds)

Chart F

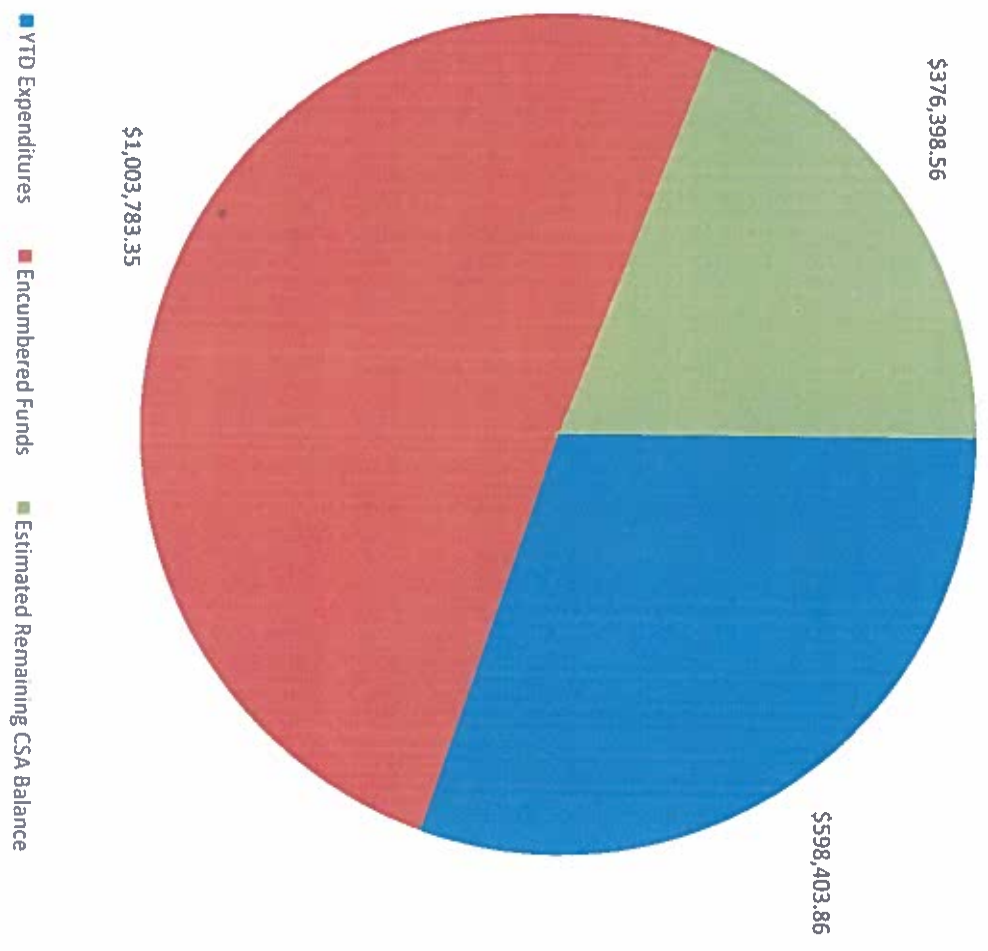
CITY OF WINCHESTER  
 CSA FUND BALANCE  
 CHILDREN'S SERVICE ACT (CSA)

FUND NAME	REVISED BUDGET	EXPENDITURES	FUND BALANCE	ENCUMBRANCES	FUND BALANCE	UNAPPROVED		ADJUSTED FUND BALANCE
						CREDIT & POSOS	AUTHORIZATIONS & POSOS	
C18 CSA MANDATED 17/18 ASSIST	10,000.00	9,116.73	883.27	0.00	883.27	0.00	0.00	883.27
C18 CSA MANDATED 17/18 POS	1,596,163.00	612,253.45	983,909.55	1,012,601.07	(28,691.52)	43,978.30	0.00	(72,669.82)
C18 CSA NON-MANDATED 17/18 POS	20,162.00	877.50	19,284.50	9,710.00	9,574.50	0.00	0.00	9,574.50
C18 CSA W/A SRVS FOR STUDENTS 17/18 POS	17,738.00	5,885.50	11,852.50	9,240.40	2,612.10	0.00	0.00	2,612.10
	1,644,063.00	628,133.18	1,015,929.82	1,031,551.47	(15,621.65)	43,978.30	0.00	(59,599.95)

## Estimated Remaining CSA Balance for Fiscal Year

<b>FISCAL YEAR BUDGET</b>	<b>\$2,000,000.00</b>
Less: YTD Expenditures	<u>\$ 598,403.86</u>
	\$ 1,401,596.14
LESS: Encumbered Funds	\$ 1,003,783.35
ADD: Funds to Unencumber	<u>\$ -</u>
	\$ 397,812.79
LESS: Pending Payments	\$ -
LESS: Remaining Clothing Allowances	\$ 9,822.23
LESS: Purchasing Card Transactions	\$ -
LESS: Recurring Payments	<u>\$ 11,592.00</u>
<b>Estimated Remaining CSA Balance</b>	<u><u>\$ 376,398.56</u></u>

**ESTIMATED REMAINING CSA BALANCE FOR FISCAL YEAR**



# **DECEMBER ATTACHMENTS**

## Minutes

Winchester CPMT Fiscal Subcommittee  
24 Baker Street, Board Room  
Tuesday, December 5, 2017  
1:00 p.m.

### MEMBERS PRESENT

Amber Dopkowski, Winchester Dept. Social Services  
Mark Gleason, Northwestern Community Services  
Board

### MEMBERS/OTHERS NOT PRESENT

Peter Roussos, Dept. of Juvenile Justice  
Paul Scardino, National Counseling Group

### Others Present:

Karen Farrell, Winchester CSA Coordinator

<b>Item</b>	<b>Discussion</b>	<b>Action</b>
<b>Call to Order</b>	The meeting was opened Amber Dopkowski at 1:05pm.	
<b>Recommendations</b>	<p>The Fiscal Subcommittee reviewed the following practices to decide if the change in policy was having the intended outcome, which is children having shorter stays in residential placements.</p> <ol style="list-style-type: none"><li data-bbox="461 978 1052 1079">1. FAPT review of Residential cases to occur every 45 days with established review criteria.</li><li data-bbox="461 1419 1040 1486">2. Implement a requirement of Child/Family Team meeting for each residential case.</li><li data-bbox="461 1713 1036 1780">3. CPMT Presentation of all Residential and Private Day Placement Cases.</li></ol>	<p><b>Team will recommend that FAPT return to 90 day reviews for residential cases, with a written policy that anyone involved in the case can ask for more frequent FAPT reviews, if needed, on a case by case basis.</b></p> <p><b>Team will utilize new Utilization Review service and ICC services to provide more in depth case review.</b></p> <p><b>Team recommended requirement of FTM every 90 days in residential placement cases and FTM before the initial FAPT for a residential case, unless the placement is an emergency placement.</b></p> <p><b>Team will ask CPMT to decide what information is needed for presentation of residential cases in order to reduce paperwork.</b></p>

**Minutes**

Winchester CPMT Fiscal Subcommittee

24 Baker Street, Board Room

Tuesday, December 5, 2017

1:00 p.m.

<b>Item</b>	<b>Discussion</b>	<b>Action</b>
<b>Meeting Adjourned/Next Meeting Date</b>	The next CPMT Fiscal Subcommittee Meeting will be scheduled at a later time.	Ms. Dopkowski adjourned the meeting.