

**CPMT PACKET**

**4/11/2019**

# Winchester CPMT Agenda

April 11, 2019, 2:00pm

WDSS, 24 Baker St

Winchester, VA 22601

## Approve Minutes from 2/1419

### Announcements

#### New Hires

### Financial Report

- a. February and March FY19 Financials

### Old Business

- a. Outcomes Subcommittee Meeting
- b. Strategic Plan
- c. CSA Training
- d. FAPT Process Satisfaction Survey
- e. Transportation Services

### New Business

- a. Administrative Memo #19-02 Cap on FY2020 Private Day Education Reimbursements
- b. Annual CSA Service Gap Survey
- c. CPMT Meeting Date and Time
- d. Request for CSA Supplemental
- e. UR Update

### 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, May 9, 2019, Strategic Planning Meeting at 1:00, Regular meeting at 1:01pm at 411 N. Cameron St, Kee-Willingham Conference Room.

**FEBRUARY MINUTES WITH  
JANUARY FINANCIALS**

**Minutes**  
Winchester CPMT  
24 Baker Street, Board Room  
Thursday, February 14, 2019  
2:00 p.m.

**MEMBERS PRESENT**

Mary Blowe, City of Winchester  
Amber Dopkowski, Winchester Dept. Social Services  
Dr. Colin Greene, Winchester/Frederick Health Department  
Sarah Kish, Winchester Public Schools  
Paul Scardino, National Counseling Group  
Mary Zirkle, Winchester Community Mental Health Center

**MEMBERS/OTHERS NOT PRESENT**

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

**Others Present:**

Karen Reinhardt, Winchester CSA Coordinator  
Erida Arenas , Winchester Dept. Social Services  
Morgan Shaffer, WDSS, Intern

**RECAP OF CPMT VOTES:**

**Motion:**

- Motion to approved Agenda.
- 
- Motion to approve minutes from January 10, 2019 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

**Action:**

1<sup>st</sup>: Dr. Greene  
2<sup>nd</sup>: Ms. Kish

1<sup>st</sup>: Dr. Greene  
2<sup>nd</sup>: Ms. Dopkowski

1<sup>st</sup>: Dr. Greene  
2<sup>nd</sup>: Ms. Blowe

1<sup>st</sup>: Dr. Greene  
2<sup>nd</sup>: Mr. Scardino

**Status:**

Approved  
Unanimously

Approved  
with 3  
abstention

Approved  
Unanimously

Approved  
Unanimously

**Minutes**  
 Winchester CPMT  
 24 Baker Street, Board Room  
 Thursday, February 14, 2019  
 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 or amended.
  
- Motion to adjourn CPMT Meeting

**Action:**

- 1<sup>st</sup>: Dr. Greene  
2<sup>nd</sup>: Ms. Zirkle
  
- 1<sup>st</sup>: Dr. Greene  
2<sup>nd</sup>: Ms. Kish
  
- 1<sup>st</sup>: Dr. Greene  
2<sup>nd</sup>: Mr. Scardino

**Status:**

- Approved  
Unanimously
  
- Approved  
Unanimously
  
- Approved  
Unanimously

Item	Discussion	Action
<b>Call to Order/Approval of Agenda</b>	The meeting was opened by Chairperson, Amber Dopkowski, at 2:17pm. Motion to approve Agenda.	1 <sup>st</sup> : Dr. Greene 2 <sup>nd</sup> : Ms. Kish Approved Unanimously
<b>Approval of Minutes</b>	Motion to approve minutes from January 10, 2019 CPMT Meeting.	On Motion by Dr. Greene and seconded by Ms. Dopkowski, the Minutes from the January 10, 2019, CPMT meetings were approved with 3 abstention.
<b>Announcements</b>	None	No Action
<b>Financial Report</b>	The Financial Presentation was distributed for January 2019.  <b>Report: January 2019 – FY19</b> Gross Expenditures: \$108,495.46 Expenditure Refunds: \$4,371.68 Net Expenditures: \$104,123.78 Local Dollars: \$41,631.33 Regular Medicaid Payments to Providers: \$462,436.76	Ms. Reinhardt reviewed the reports.

**Minutes**  
 Winchester CPMT  
 24 Baker Street, Board Room  
 Thursday, February 14, 2019  
 2:00 p.m.

Item	Discussion	Action
	<p>Local Match: \$131,234.47</p> <p>Wrap Dollars Funds Beginning Balance: \$18,788.00 Encumbered: \$15,180 Disbursed: \$1,101.60 Remaining Funds: \$2,506.40</p> <p>Non-Mandated Funds Beginning Balance: \$20,162.00 Encumbered: \$6135.07 Disbursed: \$3,550.00 Remaining Funds: \$10,475.93 Unduplicated CSA Case Count: 167 Average Spent per Child: \$7,579.44</p>	
<p><b>Old Business</b></p> <p><b>a. Outcomes Subcommittee Meeting</b></p> <p><b>b. Strategic Plan</b></p> <p><b>c. CSA Training</b></p> <p><b>d. FAPT Process Satisfaction Survey</b></p> <p><b>e. Transportation Service</b></p>	<p>Ms. Reinhardt attempted to schedule Outcomes Subcommittee meeting.</p> <p>Strategic Planning meeting was held before regular CPMT Meeting 1-10-19.</p> <p>Ms. Reinhardt did not schedule training.</p> <p>Ms. Reinhardt had presented a draft FAPT Process Satisfaction Survey on November 8.</p> <p>One of service gaps brought up at the joint CPMT/FAPT meeting was transportation services.</p>	<p>Ms. Reinhardt will send out invitations to Outcomes Subcommittee Meeting.</p> <p>Ms. Reinhardt presented updated Strategic Plan. Next Strategic Planning Meeting 1:00, March 14, 2019</p> <p>Ms. Reinhardt will schedule short training Can CSA Pay, and will bring list of training topics to next CPMT.</p> <p>Ms. Reinhardt and Ms. Dopkowski will review form, make changes and present to CPMT on 3/14/19.</p> <p>Ms. Reinhardt will meet with local providers to discuss possible options.</p>

**Minutes**  
 Winchester CPMT  
 24 Baker Street, Board Room  
 Thursday, February 14, 2019  
 2:00 p.m.

Item	Discussion	Action
<p><b>New Business:</b></p> <p><b>a. Annual Forms</b></p> <p><b>b. OCS Annual Report, Treatment Foster Care Services under CSA</b></p> <p><b>c. CSA Statistics Expenditure Comparison Report FY18 and FY19 by FIPS</b></p>	<p>Ms. Reinhardt provided CPMT Members with annual forms to be completed</p> <p>Ms. Reinhardt presented Annual Report from OCS Website about Treatment Foster Care Services FY14-FY18.</p> <p>Ms. Reinhardt present a report from the OCS Website comparing CSA Expenditures at this point FY18 to FY19.</p>	<p>Ms. Reinhardt will mail forms to Members not present.</p> <p>No Action.</p> <p>No Action.</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. Dopkowski asked that the meeting move into Executive Session. On motion by Dr. Greene, seconded by Ms. Blowe, 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 Dr. Greene and seconded by Mr. Scardino. Approved unanimously.</p>
<p><b>Motion to Certify Compliance by Roll Call Vote</b></p>	<p>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</p>	<p>Motion to Certify Compliance by Roll Call Vote was made by Dr. Greene seconded by Ms. Zirkle. Approved unanimously.</p>

**Minutes**  
 Winchester CPMT  
 24 Baker Street, Board Room  
 Thursday, February 14, 2019  
 2:00 p.m.

<b>Item</b>	<b>Discussion</b>	<b>Action</b>
	was convened were heard, discussed, or considered in the closed meeting.	
<b>Motion to Approve All Cases</b>	Motion to Approve all cases as discussed or amended.	All cases were approved, on motion by Dr. Greene seconded by Ms. Kish. Motion was approved.
<b>Motion to Adjourn/Next Meeting Date</b>	The next CPMT meeting will be held Thursday, March 14, 2019 Strategic Planning Meeting at 1:00p.m., Regular meeting at 1:01p.m., 411 N. Cameron St, Kee-Willingham Conference Room, Winchester, VA.	The meeting was adjourned on motion by Dr. Greene and seconded by Mr. Scardino.

Attachments: January FY19 Financials  
 Updated Strategic Plan Outstanding Goals  
 OCS Treatment Foster Care Services Under the CSA Report  
 CSA Statistics Expenditure Comparison Report FY18 and FY19 by FIPS

Transcribed by kfr

# **JANUARY FINANCIALS**

Chart A

CSA FY 19 - POOL REIMBURSEMENT REQUEST REPORT—PART 1

DATE: February 05, 2019	FOR PERIOD ENDING: January 31, 2019 Report ID: 30920
LOCALITY: Winchester -FIPS 840	Contact Peerson: Karen Reinhardt (Farrell) Phone Number:540-542-6573

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	\$1,200.00	\$249.12	\$950.88	\$545.23	\$405.65
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	\$791.00	(\$791.00)	(\$362.83)	(\$428.17)
<b>2. OTHER MANDATED SERVICES</b>						
2a. Treatment Foster Care - IV-E	\$0.4587	\$32,180.00	\$0.00	\$32,180.00	\$14,760.97	\$17,419.03
2a.1 Treatment Foster Care	\$0.4587	\$32,342.30	\$1,811.79	\$30,530.51	\$14,004.34	\$16,526.17
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	\$2,920.00	\$1,060.02	\$1,859.98	\$426.68	\$1,433.30
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	\$12,018.36	\$287.75	\$11,730.61	\$5,380.83	\$6,349.78
2f.	Community - Based Services	\$0.2294	\$25,522.27	\$172.00	\$25,350.27	\$5,815.35	\$19,534.92
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	\$2,312.53	\$0.00	\$2,312.53	\$1,060.76	\$1,251.77
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.	<b>GRAND TOTALS: (Sum of categories 1 through 3)</b>		<b>\$108,495.46</b>	<b>\$4,371.68</b>	<b>\$104,123.78</b>	<b>\$41,631.33</b>	<b>\$62,492.45</b>

**CSA FY 19 - 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	\$2,044.00
Child Support Collections through DCSE	040	\$2,327.68
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>\$4,371.68</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					
<b>Match Rate: 0.4587</b>			<b>Total Amount</b>	<b>State</b>	<b>Local</b>
<b>Beginning Balance</b>			<b>\$2,200,246.00</b>	<b>\$1,190,924.00</b>	<b>\$1,009,322.00</b>
Status	Period End Date	Date Filed	Total Amount	State	Local
<u>9</u>	7/31/2018	8/3/2018	\$85.00	\$65.50	\$19.50
<u>9</u>	8/31/2018	9/12/2018	\$116,381.60	\$65,084.91	\$51,296.69
<u>9</u>	9/30/2018	9/27/2018	\$220,895.10	\$123,228.38	\$97,666.72
<u>9</u>	10/31/2018	11/2/2018	\$268,200.09	\$152,893.46	\$115,306.63
<u>9</u>	11/30/2018	12/4/2018	\$184,476.11	\$105,485.76	\$78,990.35
<u>9</u>	12/31/2018	1/7/2019	\$347,430.75	\$194,947.47	\$152,483.28
<u>1</u>	1/31/2019	2/5/2019	\$104,123.78	\$62,492.45	\$41,631.33
Pool Reimbursement Expenditure Totals			\$1,241,592.43	\$704,197.92	\$537,394.51
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)		\$958,653.57	\$486,726.08	\$471,927.49	

Transaction History without WRAP Dollars					
Pool Reimbursement History					
<b>Match Rate: 0.4587</b>			<b>Total Amount</b>	<b>State</b>	<b>Local</b>
<b>Beginning Balance</b>			<b>\$2,181,458.00</b>	<b>\$1,180,754.00</b>	<b>\$1,000,704.00</b>
Period End Date	Date Filed	Total Amount	State	Local	
7/31/2018	8/3/2018	\$85.00	\$65.50	\$19.50	

Match Rate: 0.4587		Total Amount	State	Local
Beginning Balance		\$2,181,458.00	\$1,180,754.00	\$1,000,704.00
Period End Date	Date Filed	Total Amount	State	Local
8/31/2018	9/12/2018	\$116,381.60	\$65,084.91	\$51,296.69
9/30/2018	9/27/2018	\$220,344.30	\$122,930.23	\$97,414.07
10/31/2018	11/2/2018	\$268,200.09	\$152,893.46	\$115,306.63
11/30/2018	12/4/2018	\$183,925.31	\$105,187.61	\$78,737.70
12/31/2018	1/7/2019	\$347,430.75	\$194,947.47	\$152,483.28
1/31/2019	2/5/2019	\$104,123.78	\$62,492.45	\$41,631.33
Pool Reimbursement Expenditure Totals - WRAP Only		\$1,240,490.83	\$703,601.62	\$536,889.21

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)		\$940,967.17	\$477,152.38	\$463,814.79

Transaction History WRAP dollars only

Pool Reimbursement History - WRAP only

Beginning Balance		\$18,788.00	\$10,170.00	\$8,618.00
Period End Date	Date Filed	Total Amount	State	Local
9/30/2018	9/27/2018	\$550.80	\$298.15	\$252.65
11/30/2018	12/4/2018	\$550.80	\$298.15	\$252.65
Pool Reimbursement Expenditure Totals - WRAP only		\$1,101.60	\$596.30	\$505.30

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)		\$17,686.40	\$9,573.70	\$8,112.70

**WRAP-AROUND SERVICES FOR STUDENTS WITH DISABILITIES**  
**FY 2019**

*Chart C*

Child 42

Agency WPS  
 Worker Morris

MONTH							MONTH TOTAL
JUL	\$	-	\$	-	\$	-	\$ -
AUG		-		-		-	-
SEP		550.80		-		-	550.80
OCT		-		-		-	-
NOV		550.80		-		-	550.80
DEC		-		-		-	-
JAN		-		-		-	-
FEB		-		-		-	-
MAR		-		-		-	-
APR		-		-		-	-
MAY		-		-		-	-
JUN		-		-		-	-
JUN (2)		-		-		-	-
<b>HILD TOTAL</b>	<b>\$</b>	<b>1,101.60</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$ 1,101.60</b>

Beginning Balance	18,788.00
(Less) Disbursed	1,101.60
(Less) Encumbered	15,180.00
<b>Remaining Funds</b>	<b>\$ 2,506.40</b>



# COMPARISON CHART

*Chart B*

	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	* FY 2018	* FY 2019			
JUL	\$ 5,069.89	\$ 3,038.21	\$ 3,166.90	\$ 166.42	\$ 271.75	\$ 1,302.55	\$ 4,079.00	\$ 9,323.78	\$ 85.00			
AUG	113,164.41	145,670.33	92,757.41	70,156.19	66,462.27	135,400.49	99,087.33	92,091.37	119,715.25			
SEP	140,623.38	126,252.80	146,176.67	76,193.02	121,923.88	130,355.82	212,702.49	101,200.38	224,132.93			
OCT	125,383.16	113,566.55	132,011.04	76,052.90	126,088.83	122,947.92	176,771.37	236,988.05	271,017.69			
NOV	161,810.81	117,093.83	112,159.19	109,379.65	164,640.34	112,255.06	263,196.39	167,022.33	189,267.63			
DEC	107,885.14	101,861.19	116,376.55	103,368.41	204,456.19	138,115.97	177,478.64	303,816.49	353,052.14			
JAN	142,931.48	151,908.54	163,869.33	108,602.83	105,557.78	130,966.48	180,727.59	153,884.03	108,495.46			
FEB	133,838.60	121,575.88	107,440.05	115,147.77	183,358.95	137,059.14	171,494.42	358,629.62				
MAR	144,940.45	117,899.40	120,489.59	66,667.82	100,991.97	128,104.07	201,250.48	287,487.49				
APR	160,351.57	101,993.55	108,460.48	152,250.00	153,605.45	157,691.90	196,282.65	429,620.82				
MAY	173,228.70	121,909.56	127,950.48	30,652.63	123,540.61	236,832.42	290,393.99	343,414.93				
JUN	111,218.28	126,270.80	87,566.12	89,193.60	145,627.68	191,156.32	176,224.90	66,533.44				
JUN (2)	212,852.44	155,010.08	136,161.26	118,678.54	168,184.70	181,342.81	353,937.73	562,057.78				
<b>FY TOTAL</b>												
TOTAL	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	3,112,070.51	1,265,766.10			
CSA Local Share	716,796.97	642,150.99	633,091.05	483,421.66	485,092.18	802,718.74	1,128,848.49	1,723,208.61	495,763.18			
Medicaid Pay	445,437.88	26,551.56	202,738.74	124,307.44	269,383.88	355,237.98	520,803.30	762,048.94	462,436.76			
Med. Loc. Match	82,464.82	7,612.00	58,122.66	35,637.39	77,228.99	101,842.29	149,307.80	176,179.89	131,234.47			
<b># Children Served</b>												
unduplicated youth served	116	97	75	91	112	151	178	211	167			
unduplicated youth served YTD												
unduplicated youth served YTD								105	49			
<b>Average per child</b>												
								\$ 14,863.49	\$ 11,943.91	\$ 14,065.32	\$ 14,749.15	\$ 7,579.44

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	
C19 CSA MANDATED 18/19 ASSIST	36,000.00	34,306.81	1,693.19	0.00	1,693.19	0.00	0.00	1,693.19
C19 CSA MANDATED 18/19 POS	2,145,458.00	1,377,879.88	767,578.12	1,253,804.90	(486,226.78)	42,974.71	0.00	(529,201.49)
C19 CSA NON-MANDATED 18/19 POS	20,162.00	3,550.00	16,612.00	6,136.07	10,475.93	0.00	0.00	10,475.93
C19 CSA W/A SRVS FOR STUDENTS 18/19 POS	18,788.00	1,221.60	17,566.40	15,060.00	2,506.40	0.00	0.00	2,506.40
	2,220,408.00	1,416,958.29	803,449.71	1,275,000.97	(471,551.26)	42,974.71		(514,525.97)

chart G

Estimated Remaining CSA Balance for Fiscal Year

<b>FISCAL YEAR BUDGET</b>	\$2,500,000.00
Less: YTD Expenditures	\$ 1,256,484.00
	<hr/>
	\$ 1,243,516.00
LESS: Encumbered Funds	\$ 1,317,976.00
ADD: Funds to Unencumber	
	<hr/>
	\$ (74,460.00)
LESS: Pending Payments	
LESS: Remaining Clothing Allowances	\$ 8,834.00
LESS: Projected Expenditures thru June	
LESS: Recurring Payments	\$ 30,220.00
	<hr/>
<b>Estimated Remaining CSA Balance</b>	<u><u>\$ (113,514.00)</u></u>

# **FEBRUARY FINANCIALS**

Chart A

## CSA FY 19 - POOL REIMBURSEMENT REQUEST REPORT—PART 1

DATE: March 08, 2019	FOR PERIOD ENDING: February 28, 2019 Report ID: 31074
LOCALITY: Winchester -FIPS 840	Contact Person: Karen Reinhardt (Farrell) Phone Number:540-542-6573

## 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	\$2,170.80	\$0.00	\$2,170.80	\$1,244.74	\$926.06
1b. Foster Care - all others in Licensed Residential Congregate Care	\$0.5734	\$48,724.00	\$1,381.74	\$47,342.26	\$27,146.05	\$20,196.21
1c. Residential Congregate Care -CSA Parental Agreements ; DSS Noncustodial Agreements	\$0.5734	\$2,779.50	\$0.00	\$2,779.50	\$1,593.77	\$1,185.73
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	\$60,714.99	\$1,562.00	\$59,152.99	\$27,133.48	\$32,019.51
<b>2. OTHER MANDATED SERVICES</b>						
2a. Treatment Foster Care - IV-E	\$0.4587	\$40,484.58	\$0.00	\$40,484.58	\$18,570.28	\$21,914.30
2a.1 Treatment Foster Care	\$0.4587	\$61,933.31	\$1,480.35	\$60,452.96	\$27,729.77	\$32,723.19
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	\$19,167.16	\$847.88	\$18,319.28	\$4,202.44	\$14,116.84
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	\$15,338.41	\$1,967.46	\$13,370.95	\$6,133.25	\$7,237.70
2f.	Community - Based Services	\$0.2294	\$67,727.27	\$585.00	\$67,142.27	\$15,402.44	\$51,739.83
2f.1	Community Transition Services - Direct Family Services to Transition from Residential to Community	\$0.2294	\$250.00	\$0.00	\$250.00	\$57.35	\$192.65
2g.	Special Education Private Day Placement	\$0.4587	\$43,560.96	\$0.00	\$43,560.96	\$19,981.41	\$23,579.55
2h.	Wrap-Around Services for Students With Disabilities	\$0.4587	\$120.00	\$0.00	\$120.00	\$55.04	\$64.96
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	\$2,613.00	\$0.00	\$2,613.00	\$599.42	\$2,013.58
4.	<b>GRAND TOTALS: (Sum of categories 1 through 3)</b>		<b>\$365,583.98</b>	<b>\$7,824.43</b>	<b>\$357,759.55</b>	<b>\$149,849.44</b>	<b>\$207,910.11</b>

**CSA FY 19 - 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	\$1,653.00
Parental Co-Payments	020	\$0.00
Payments made on behalf of the child (ex: SSA, SSI, VA benefits, &##133;)	030	\$2,788.00
Child Support Collections through DCSE	040	\$3,383.43
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>\$7,824.43</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					
<b>Match Rate: 0.4587</b>			<b>Total Amount</b>	<b>State</b>	<b>Local</b>
<b>Beginning Balance</b>			<b>\$2,200,246.00</b>	<b>\$1,190,924.00</b>	<b>\$1,009,322.00</b>
Status	Period End Date	Date Filed	Total Amount	State	Local
<u>9</u>	7/31/2018	8/3/2018	\$85.00	\$65.50	\$19.50
<u>9</u>	8/31/2018	9/12/2018	\$116,381.60	\$65,084.91	\$51,296.69
<u>9</u>	9/30/2018	9/27/2018	\$220,895.10	\$123,228.38	\$97,666.72
<u>9</u>	10/31/2018	11/2/2018	\$268,200.09	\$152,893.46	\$115,306.63
<u>9</u>	11/30/2018	12/4/2018	\$184,476.11	\$105,485.76	\$78,990.35
<u>9</u>	12/31/2018	1/7/2019	\$347,430.75	\$194,947.47	\$152,483.28
<u>9</u>	1/31/2019	2/5/2019	\$104,123.78	\$62,492.45	\$41,631.33
<u>1</u>	2/28/2019	3/8/2019	\$357,759.55	\$207,910.11	\$149,849.44
	Pool Reimbursement Expenditure Totals		\$1,599,351.98	\$912,108.03	\$687,243.95
Supplement History/Allocation Adjustment					
Supplement/Adjustment	Date Filed	Total Amount	State	Local	
Suppelment/Adjustment Totals		\$0.00	\$0.00	\$0.00	
<b>CSA System Balance(With Wrap)</b>		<b>\$600,894.02</b>	<b>\$278,815.97</b>	<b>\$322,078.05</b>	

Transaction History without WRAP Dollars					
Pool Reimbursement History					
<b>Match Rate: 0.4587</b>			<b>Total Amount</b>	<b>State</b>	<b>Local</b>
<b>Beginning Balance</b>			<b>\$2,181,458.00</b>	<b>\$1,180,754.00</b>	<b>\$1,000,704.00</b>
Period End Date	Date Filed	Total Amount	State	Local	

Match Rate: 0.4587		Total Amount	State	Local
<b>Beginning Balance</b>		<b>\$2,181,458.00</b>	<b>\$1,180,754.00</b>	<b>\$1,000,704.00</b>
Period End Date	Date Filed	Total Amount	State	Local
7/31/2018	8/3/2018	\$85.00	\$65.50	\$19.50
8/31/2018	9/12/2018	\$116,381.60	\$65,084.91	\$51,296.69
9/30/2018	9/27/2018	\$220,344.30	\$122,930.23	\$97,414.07
10/31/2018	11/2/2018	\$268,200.09	\$152,893.46	\$115,306.63
11/30/2018	12/4/2018	\$183,925.31	\$105,187.61	\$78,737.70
12/31/2018	1/7/2019	\$347,430.75	\$194,947.47	\$152,483.28
1/31/2019	2/5/2019	\$104,123.78	\$62,492.45	\$41,631.33
2/28/2019	3/8/2019	\$357,639.55	\$207,845.15	\$149,794.40
Pool Reimbursement Expenditure Totals - WRAP Only		\$1,598,130.38	\$911,446.77	\$686,683.61

Supplement History/Allocation Adjustment

Supplement/Adjustment	Date Filed	Total Amount	State	Local
Supplement/Adjustment Totals		\$0.00	\$0.00	\$0.00
<b>CSA System Balance(Non-Wrap)</b>		<b>\$583,327.62</b>	<b>\$269,307.23</b>	<b>\$314,020.39</b>

Transaction History WRAP dollars only

Pool Reimbursement History - WRAP only

<b>Beginning Balance</b>		<b>\$18,788.00</b>	<b>\$10,170.00</b>	<b>\$8,618.00</b>
Period End Date	Date Filed	Total Amount	State	Local
9/30/2018	9/27/2018	\$550.80	\$298.15	\$252.65
11/30/2018	12/4/2018	\$550.80	\$298.15	\$252.65
2/28/2019	3/8/2019	\$120.00	\$64.96	\$55.04
Pool Reimbursement Expenditure Totals - WRAP only		\$1,221.60	\$661.25	\$560.35

WRAP Allocation Modification History

Period End Date	Date Filed	Total Amount	State	Local
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Period End Date	Date Filed	Total Amount	State	Local
WRAP Allocation Modification Totals		\$0.00	\$0.00	\$0.00
CSA Balance (WRAP only)		\$17,566.40	\$9,508.75	\$8,057.65



# NON-MANDATED FUNDS FY 2019

Chart D

CHILD #	49	47	46	44	
Agency	WPS	WPS	WPS	WPS	
Worker	Wisler	Wisler	Wisler	Wisler	
MONTH					MONTH TOTAL
JUL	\$ -	\$ -	\$ -	\$ -	\$ 225.00
AUG	-	-	-	-	-
SEP	-	-	-	-	-
OCT	-	-	-	-	350.00
NOV	-	175.00	2,000.00	-	2,175.00
DEC	-	800.00	-	-	800.00
JAN	-	-	-	-	-
FEB	-	2,613.00	-	-	2,613.00
MAR	-	-	-	-	-
APR	-	-	-	-	-
MAY	-	-	-	-	-
JUN	-	-	-	-	-
JUN (2)	-	-	-	-	-
HILD TOTAL	\$ -	\$ 2,613.00	\$ 975.00	\$ 2,000.00	\$ 575.00
	-	-	-	-	6,163.00

Beginning Balance	\$ 20,162.00
(Less) Disbursed	\$ 6,163.00
(Less) Encumbered	-
<b>Remaining Funds</b>	<b>\$ 13,999.00</b>



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

Chart F 1

FUND NAME	REVISED BUDGET	EXPENDITURES	FUND BALANCE	ENCUMBRANCES	FUND BALANCE	UNAPPROVED CREDIT		ADJUSTED FUND BALANCE
						AUTHORIZATIONS & POSOS	FUND BALANCE	
C19 CSA MANDATED 18/19 ASSIST	36,000.00	36,416.38	(416.38)	0.00	(416.38)	0.00		(416.38)
C19 CSA MANDATED 18/19 POS	2,145,458.00	1,634,319.59	511,138.41	1,328,836.30	(817,697.89)	8,304.00		(826,001.89)
C19 CSA NON-MANDATED 18/19 POS	20,162.00	6,163.00	13,999.00	0.00	13,999.00	0.00		13,999.00
C19 CSA W/A SRVS FOR STUDENTS 18/19 POS	18,788.00	4,941.60	13,846.40	10,230.00	3,616.40	0.00		3,616.40
	2,220,408.00	1,681,840.57	538,567.43	1,339,066.30	(800,498.87)	8,304.00		(808,802.87)

Estimated Remaining CSA Balance for Fiscal Year

<b>FISCAL YEAR BUDGET</b>	\$2,500,000.00
Less: YTD Expenditures	\$ 1,617,627.24
	<hr/>
	\$ 882,372.76
LESS: Encumbered Funds	\$ 1,429,858.89
ADD: Funds to Unencumber	
	<hr/>
	\$ (547,486.13)
LESS: Pending Payments	\$ 3,553.00
LESS: Remaining Clothing Allowances	\$ 8,123.70
LESS: Projected Expenditures thru June	\$ -
LESS: Recurring Payments	\$ 29,044.00
	<hr/>
<b>Estimated Remaining CSA Balance</b>	<b>\$ (588,206.83)</b>
	<hr/>

# **MARCH FINANCIALS**

Chart A

<b>CSA FY 19 - POOL REIMBURSEMENT REQUEST REPORT—PART 1</b>
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DATE: April 03, 2019	FOR PERIOD ENDING: March 31, 2019 Report ID: 31179
LOCALITY: Winchester -FIPS 840	Contact Peerson: Karen Reinhardt (Farrell) Phone Number:540-542-6573

<b>PART 1 - EXPENDITURE DESCRIPTION</b>
---

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	\$24,348.56	\$1,448.85	\$22,899.71	\$13,130.69	\$9,769.02
1c. Residential Congregate Care -CSA Parental Agreements ; DSS Noncustodial Agreements	\$0.5734	\$1,800.00	\$0.00	\$1,800.00	\$1,032.12	\$767.88
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	\$23,495.48	\$1,562.00	\$21,933.48	\$10,060.89	\$11,872.59
<b>2. OTHER MANDATED SERVICES</b>						
2a. Treatment Foster Care - IV-E	\$0.4587	\$48,125.56	\$0.00	\$48,125.56	\$22,075.19	\$26,050.37
2a.1 Treatment Foster Care	\$0.4587	\$45,728.86	\$1,903.22	\$43,825.64	\$20,102.82	\$23,722.82
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	\$8,390.50	\$845.84	\$7,544.66	\$1,730.75	\$5,813.91
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	\$8,529.86	\$555.68	\$7,974.18	\$3,657.76	\$4,316.42
2f.	Community - Based Services	\$0.2294	\$58,909.37	\$395.00	\$58,514.37	\$13,423.20	\$45,091.17
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	\$40,145.42	\$0.00	\$40,145.42	\$18,414.70	\$21,730.72
2h.	Wrap-Around Services for Students With Disabilities	\$0.4587	\$6,089.50	\$0.00	\$6,089.50	\$2,793.25	\$3,296.25
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>\$265,563.11</b>	<b>\$6,710.59</b>	<b>\$258,852.52</b>	<b>\$106,421.37</b>	<b>\$152,431.15</b>

<b>CSA FY 19 - POOL REIMBURSEMENT REQUEST REPORT—PART 2</b>		
<b>PART 2 - EXPENDITURE REFUND DESCRIPTION</b>		
Information regarding total expenditure refunds reported in Part 1, Line 4(c).		
<b>EXPENDITURE REFUND DESCRIPTION</b>	<b>CODE</b>	<b>AMOUNT</b>
Vendor Refunds and Payment Cancellations	010	\$100.00
Parental Co-Payments	020	\$0.00
Payments made on behalf of the child (ex: SSA, SSI, VA benefits, &##133;)	030	\$2,333.00
Child Support Collections through DCSE	040	\$4,277.59
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>\$6,710.59</b>
<p>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.</p>		

Chart B

Transaction History					
Pool Reimbursement History					
Match Rate: 0.4587			Total Amount	State	Local
Beginning Balance			\$2,200,246.00	\$1,190,924.00	\$1,009,322.00
Status	Period End Date	Date Filed	Total Amount	State	Local
<u>9</u>	7/31/2018	8/3/2018	\$85.00	\$65.50	\$19.50
<u>9</u>	8/31/2018	9/12/2018	\$116,381.60	\$65,084.91	\$51,296.69
<u>9</u>	9/30/2018	9/27/2018	\$220,895.10	\$123,228.38	\$97,666.72
<u>9</u>	10/31/2018	11/2/2018	\$268,200.09	\$152,893.46	\$115,306.63
<u>9</u>	11/30/2018	12/4/2018	\$184,476.11	\$105,485.76	\$78,990.35
<u>9</u>	12/31/2018	1/7/2019	\$347,430.75	\$194,947.47	\$152,483.28
<u>9</u>	1/31/2019	2/5/2019	\$104,123.78	\$62,492.45	\$41,631.33
<u>9</u>	2/28/2019	3/8/2019	\$357,759.55	\$207,910.11	\$149,849.44
<u>1</u>	3/31/2019	4/3/2019	\$258,852.52	\$152,431.15	\$106,421.37
	Pool Reimbursement Expenditure Totals		\$1,858,204.50	\$1,064,539.17	\$793,665.33
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)			\$342,041.50	\$126,384.83	\$215,656.67

Transaction History without WRAP Dollars					
Pool Reimbursement History					

Match Rate: 0.4587		Total Amount	State	Local
<b>Beginning Balance</b>		<b>\$2,181,458.00</b>	<b>\$1,180,754.00</b>	<b>\$1,000,704.00</b>
Period End Date	Date Filed	Total Amount	State	Local
7/31/2018	8/3/2018	\$85.00	\$65.50	\$19.50
8/31/2018	9/12/2018	\$116,381.60	\$65,084.91	\$51,296.69
9/30/2018	9/27/2018	\$220,344.30	\$122,930.23	\$97,414.07
10/31/2018	11/2/2018	\$268,200.09	\$152,893.46	\$115,306.63
11/30/2018	12/4/2018	\$183,925.31	\$105,187.61	\$78,737.70
12/31/2018	1/7/2019	\$347,430.75	\$194,947.47	\$152,483.28
1/31/2019	2/5/2019	\$104,123.78	\$62,492.45	\$41,631.33
2/28/2019	3/8/2019	\$357,639.55	\$207,845.15	\$149,794.40
3/31/2019	4/3/2019	\$252,763.02	\$149,134.90	\$103,628.12
Pool Reimbursement Expenditure Totals - WRAP Only		\$1,850,893.40	\$1,060,581.68	\$790,311.72

Supplement History/Allocation Adjustment

Supplement/Adjustment	Date Filed	Total Amount	State	Local
Supplement/Adjustment Totals		\$0.00	\$0.00	\$0.00
<b>CSA System Balance(Non-Wrap)</b>		<b>\$330,564.60</b>	<b>\$120,172.32</b>	<b>\$210,392.28</b>

Transaction History WRAP dollars only

Pool Reimbursement History - WRAP only

<b>Beginning Balance</b>		<b>\$18,788.00</b>	<b>\$10,170.00</b>	<b>\$8,618.00</b>
Period End Date	Date Filed	Total Amount	State	Local
9/30/2018	9/27/2018	\$550.80	\$298.15	\$252.65
11/30/2018	12/4/2018	\$550.80	\$298.15	\$252.65
2/28/2019	3/8/2019	\$120.00	\$64.96	\$55.04
3/31/2019	4/3/2019	\$6,089.50	\$3,296.25	\$2,793.25
Pool Reimbursement Expenditure Totals - WRAP only		\$7,311.10	\$3,957.50	\$3,353.60

WRAP Allocation Modification History

<b>Period End Date</b>	<b>Date Filed</b>	<b>Total Amount</b>	<b>State</b>	<b>Local</b>
WRAP Allocation Modification Totals		\$0.00	\$0.00	\$0.00
<b>CSA Balance (WRAP only)</b>		<b>\$11,476.90</b>	<b>\$6,212.50</b>	<b>\$5,264.40</b>



# NON-MANDATED FUNDS FY 2019

*Chart D*

CHILD #	49				47				46				44					
Agency	WPS				WPS				WPS				WPS					
Worker	Wisler				Wisler				Wisler				Wisler					
MONTH																		
JUL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225.00	\$ 225.00
AUG	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SEP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OCT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	350.00	350.00
NOV	-	-	-	-	-	-	-	-	175.00	175.00	2,000.00	2,000.00	-	-	-	-	-	2,175.00
DEC	-	-	-	-	-	-	-	-	800.00	800.00	-	-	-	-	-	-	-	800.00
JAN	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
FEB	-	-	-	-	-	-	-	-	2,613.00	2,613.00	-	-	-	-	-	-	-	2,613.00
MAR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
APR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MAY	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
JUN	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
JUN (2)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>HILD TOTAL</b>	<b>\$ -</b>	<b>## \$ 2,613.00</b>	<b>## \$ 975.00</b>	<b>## \$ 2,000.00</b>	<b>## \$ 575.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 225.00</b>	<b>\$ 6,163.00</b>							

Beginning Balance	\$ 20,162.00
(Less) Disbursed	\$ 6,163.00
(Less) Encumbered	-
<b>Remaining Funds</b>	<b>\$ 13,999.00</b>



*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	
C19 CSA MANDATED 18/19 ASSIST	36,000.00	39,001.75	(3,001.75)	0.00	(3,001.75)	0.00	(3,001.75)	
C19 CSA MANDATED 18/19 POS	2,145,458.00	1,952,265.90	193,192.10	920,869.97	(727,677.87)	84,443.57	(812,121.44)	
C19 CSA NON-MANDATED 18/19 POS	20,162.00	6,163.00	13,999.00	0.00	13,999.00	0.00	13,999.00	
C19 CSA W/A SRVS FOR STUDENTS 18/19 POS	18,788.00	7,311.10	11,476.90	2,908.00	8,568.90	0.00	8,568.90	
	2,220,408.00	2,004,741.75	215,666.25	923,777.97	(708,111.72)	84,443.57	(792,555.29)	

Chart G

Estimated Remaining CSA Balance for Fiscal Year

<b>FISCAL YEAR BUDGET</b>	\$2,600,000.00
Less: YTD Expenditures	\$ 1,880,757.35
	<u>\$ 719,242.65</u>
LESS: Encumbered Funds	\$ 1,129,419.82
ADD: Funds to Unencumber	
	<u>\$ (410,177.17)</u>
LESS: Pending Payments	\$ 2,750.00
LESS: Remaining Clothing Allowances	\$ 4,993.32
LESS: Projected Expenditures thru June	
LESS: Recurring Payments	\$ 17,872.12
<b>Estimated Remaining CSA Balance</b>	<u><u>\$ (435,792.61)</u></u>

# **APRIL ATTACHMENTS**

**Winchester  
Family Assessment and Planning  
Team(FAPT)  
Process Satisfaction Survey**

Please complete this confidential survey. We want your feedback to help us ensure the FAPT process is child centered and family focused.

Please indicate if you are a:

Birth Parent  Foster parent  Adoptive parent  Other

- 1. I have been included in all FAPT meetings concerning my family.**

Strongly Agree   Agree   Disagree   Strongly Disagree

**Comment:** \_\_\_\_\_

- 2. I was informed of the time and place of the FAPT meeting in a timely and appropriate manner.**

Strongly Agree   Agree   Disagree   Strongly Disagree

**Comment:** \_\_\_\_\_

- 3. My schedule was considered in the planning for the FAPT meeting**

Strongly Agree   Agree   Disagree   Strongly Disagree

**Comment:** \_\_\_\_\_

- 4. The FAPT meeting was held in an easily accessible place for my family.**

Strongly Agree   Agree   Disagree   Strongly Disagree

**Comment:** \_\_\_\_\_

- 5. The FAPT process was explained to me prior to my first meeting with the team members.**

Strongly Agree   Agree   Disagree   Strongly Disagree

**Comment:** \_\_\_\_\_

- 6. I received a copy of my CSA Brochure prior to the first FAPT meeting.**

Strongly Agree   Agree   Disagree   Strongly Disagree

**Comment:** \_\_\_\_\_

- 7. I understand the roles and responsibilities of the FAPT members.**

Strongly Agree   Agree   Disagree   Strongly Disagree

**Comment:** \_\_\_\_\_

- 8. I am considered an equal partner in the planning my child's service plan and encouraged to direct the decision –making process.**

Strongly Agree   Agree   Disagree   Strongly Disagree

**Comment:** \_\_\_\_\_

- 9. I am treated with respect by all members of the FAPT/MDT.**

Strongly Agree   Agree   Disagree   Strongly Disagree

**Comment:** \_\_\_\_\_

**10. The overall experience at Winchester FAPT was positive.**

Strongly Agree   Agree   Disagree   Strongly Disagree

**Comment:** \_\_\_\_\_

- **Other Comments** \_\_\_\_\_



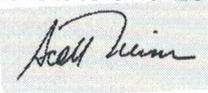
## COMMONWEALTH of VIRGINIA

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

Scott Reiner, M.S.  
Executive Director

### Administrative Memo #19-02

**To:** CSA Coordinators  
CPMT Chairs  
Members of the State Executive Council for Children's Services  
Members of the State and Local Advisory Team

**From:** Scott Reiner 

**Re:** Cap on FY2020 Private Day Special Education Reimbursements

**Date:** February 25, 2019

This Administrative Memo is to provide guidance regarding how the Office of Children's Services will operationalize the General Assembly's action to cap FY2020 private day special education rates at no more than 2 percent above the rates paid in FY2019.

As you are likely aware the General Assembly included the following in the FY2019-2020 Appropriation Act (Chapter 2):

**Item 282, N.** Notwithstanding any other provision of law, the rates paid by localities to providers of private day special education services under the Children's Services Act shall not increase more than two percent above the rates paid in the prior fiscal year. This provision shall take effect July 1, 2019, such that the rates paid in fiscal year 2020 shall not increase more than two percent over the rates paid in fiscal year 2019. All localities shall submit their contracted rates for private day education services to the Office of Children's Services by August 1 of each year.

You have been asked to submit your FY2019 negotiated rates for private day special education programs. If you have not done so, we will be reaching out to you in the next few weeks to ask you to do so or as a final option, utilize the rates you have submitted for

reimbursement in FY2019 through the CSA Local Expenditure Data, and Reimbursement System (LEDRS).

In order to proceed consistent with the directive of the General Assembly, the Office of Children's Services will provide reimbursement for these services, effective July 1, 2019, at a rate **not to exceed** 2 percent higher than the FY2019 rates.

I hope this will assist you as you enter into rate negotiations with providers of these services.

Please feel free to contact me with any questions you may have.

## **Administrative Memorandum #19-03**

**To:** CPMT Chairs  
CSA Coordinators

**From:** Scott Reiner, Executive Director *Scott Reiner*

**Date:** March 6, 2019

**Subject:** Annual CSA Service Gap Survey

Section 2.2-5211.1.2 of the Code of Virginia requires that: "The community policy and management team shall report annually to the Office of Children's Services on the gaps in services needed to keep children in the local community and any barriers to the development of those services." This requirement led to the implementation of the annual CSA Service Gap Survey, which has been in place since 2007. The Survey can also serve as a resource to local CSA programs in meeting the language of §2.2-5206.4 that each CPMT shall: "Coordinate long-range, community-wide planning that ensures the development of resources and services needed by children and families in its community ..."

In 2017, the format of the survey was changed to include a full survey in the odd-numbered years and a briefer follow-up survey in the even-numbered years. The Office of Children's Services is issuing via this Administrative Memorandum, the 2019 CSA Service Gap Survey and requests your careful attention.

The survey is to be completed in Survey Monkey via the internet to simplify and expedite data collection, analysis, and reporting. A paper copy is attached to this memo for use within your locality in gathering input.

Please designate an individual to be responsible for coordination of the Survey and for submitting it to OCS via the Survey Monkey. The survey is due no later than May 3, 2019.

The paper version of the survey is to be used for internal use and collaboration purposes only. When your locality has completed the process of collecting input, please submit only one electronic version of the survey. Only one submission from each locality is permitted. The link to complete and submit your locality's Survey is: <https://www.surveymonkey.com/r/ZGJW39J>.

Thank you for your cooperation. We plan to have the results analyzed and published as soon as possible after all localities have completed the Survey.

Please direct any technical questions about the Service Gap Survey to Howard Sanderson, CSA Senior Research Analyst at [howard.sanderson@dss.virginia.gov](mailto:howard.sanderson@dss.virginia.gov).

cc: Howard Sanderson

Attachment: Gap\_Survey\_2019\_Print.pdf



One of the primary responsibilities of the Community Policy and Management Team (CPMT) is to coordinate long range, community-wide planning to develop resources and services needed by children and families in their community (§2.2-5206).

In 2006, the Virginia General Assembly amended the Code of Virginia to further specify this requirement. This amendment included language that requires CPMTs to annually report to the Office of Children's Services (OCS) on gaps and barriers in services needed to keep children in their local community (§2.2-5211.1.2). CPMTs will satisfy this requirement by completing this survey.

Thank you!



- Q1) What is your locality? \_\_\_\_\_
- Q2) What is the name of the contact person for your locality? \_\_\_\_\_
- Q3) What is the contact person's title? \_\_\_\_\_
- Q4) What is the contact person's telephone number including area code? \_\_\_\_\_
- Q5) What is the contact person's email address? \_\_\_\_\_
- Q6) We are interested in learning more about the most critical service gaps that are impacting your community's ability to serve children in their home, school and/or community. From the following list, please identify three (3) to five (5) services which are most important to further develop in your community. Consider services that do not exist in your community, as well as those that exist but do not adequately meet your locality's needs due to constraints such as insufficient capacity, poor quality, or prohibitive costs.

**Residential Services**

- Short-term Diagnostic
- Group Home
- Residential Treatment

**Community-Based Behavioral Health Services**

- Assessment
- Group Therapy
- Family Therapy
- Intensive In-Home
- Therapeutic Day Treatment
- Case Management
- Medication Management
- Applied Behavior Analysis
- Trauma Focused/Informed Services

**Foster Care Services**

- Family Foster Care Homes
- Therapeutic Foster Care Homes
- Independent Living Services

**Family Support Services**

- Family Partnership Facilitation
- Respite
- Intensive Care Coordination (ICC)
- Family Support Partner
- Child Mentoring
- Parent Coaching

**Educational Services**

- Private Day School
- Residential School
- School-based Mental Health Services

**Crisis Services**

- Crisis Intervention/Crisis Stabilization
- Acute Psychiatric Hospitalization

**Other Services**

- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_



**Q7) Please identify any specific populations and age groups where there are gaps in the services that your locality has identified in Q6.**

**First Identified Service Gap:** \_\_\_\_\_

**Are there any specific populations where there are gaps in these services in your locality? (Please choose all that apply)**

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other: \_\_\_\_\_

**Are there any specific age groups where there are gaps in these services? (Please choose all that apply)**

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

**Second Identified Service Gap:** \_\_\_\_\_

**Are there any specific populations where there are gaps in these services in your locality? (Please choose all that apply)**

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other: \_\_\_\_\_



**Are there any specific age groups where there are gaps in these services? (Please choose all that apply)**

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

**Third Identified Service Gap:** \_\_\_\_\_

**Are there any specific populations where there are gaps in these services in your locality? (Please choose all that apply)**

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other: \_\_\_\_\_

**Are there any specific age groups where there are gaps in these services? (Please choose all that apply)**

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

**Fourth Identified Service Gap (if needed):** \_\_\_\_\_

**Are there any specific populations where there are gaps in these services in your locality? (Please choose all that apply)**

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other: \_\_\_\_\_



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**Are there any specific age groups where there are gaps in these services? (Please choose all that apply)**

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

**Fifth Identified Service Gap (if needed):** \_\_\_\_\_

**Are there any specific populations where there are gaps in these services in your locality? (Please choose all that apply)**

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other: \_\_\_\_\_

**Are there any specific age groups where there are gaps in these services? (Please choose all that apply)**

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups



**Q8) On a 5-point scale, with 1 being 'Not At All' and 5 being 'A Great Deal', please indicate the level of impact the following barriers have had on your community's ability to develop the services the you have identified. Also, please add specific comments under each barrier, as needed.**

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<b>Need for greater collaboration and consensus</b>	<input type="radio"/>				

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<b>Lack of funding</b>	<input type="radio"/>				

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<b>Lack of transportation</b>	<input type="radio"/>				

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<b>Provider availability</b>	<input type="radio"/>				

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<b>Need more information and data</b>	<input type="radio"/>				

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<b>Other barrier (please list):</b> _____	<input type="radio"/>				

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
<b>Other barrier (please list):</b> _____	<input type="radio"/>				

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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**Q9) Has your locality initiated actions over the past year to address the perceived services barriers?**

Yes

No

**If yes, then please describe below:**

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