CPMT PACKET

1/10/19

Winchester CPMT Agenda

January 10, 2019, 2:00pm
WDSS, 24 Baker St
Winchester, VA 22601

Approve Minutes from 12/13/18

Announcements
New Hires

Financial Report
a. December 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. New Guidelines for CANS Frequency
b. 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, February 14, 2019, Regular meeting at 2:00pm at 411 N. Cameron St, Kee-Willingham Conference Room.

DECEMBER MINUTES WITH NOVEMBER FINANCIALS

Minutes
Winchester CPMT
24 Baker Street, Board Room
Thursday, December 13, 2018
2:00 p.m.

MEMBERS PRESENT
Eden Freeman, City of Winchester
Mark Gleason, Northwestern Community Services Board
Dr. Colin Greene, Winchester/Frederick Health Department
Sarah Kish, Winchester Public Schools
Paul Scardino, National Counseling Group

MEMBERS/OTHERS NOT PRESENT
Amber Dopkowski, Winchester Dept. Social Services
Peter Roussos, Dept. of Juvenile Justice
Mary Zirkle, Winchester Community Mental Health Center

Others Present:
Karen Reinhardt, Winchester CSA Coordinator

RECAP OF CPMT VOTES:

Motion:	Action:	Status:
• Motion to approved Agenda. •	1st: Ms. Freeman 2nd: Mr. Scardino	Approved Unanimously
• Motion to approve minutes from October 11, 2018 CPMT Meeting	1st: Mr. Scardino 2nd: Ms. Kish	Approved with 3 abstention
• 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.	1st: Ms. Freeman 2nd: Dr. Greene	Approved Unanimously
• Motion to come out of Executive Session	1st: Mr. Scardino 2nd: 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.	1st: Mr. Scardino 2nd: Ms. Freeman	Approved Unanimously
• Motion to Approve All Cases, as discussed or amended.	1st: Mr. Scardino	Approved

Minutes
Winchester CPMT
24 Baker Street, Board Room
Thursday, December 13, 2018
2:00 p.m.

Motion:	**Action:**	**Status:**
	2nd: Dr. Greene	Unanimously
• Motion to adjourn CPMT Meeting	1st: Ms. Freeman 2nd: Dr. Greene	Approved Unanimously

Item	Discussion	Action
Call to Order/Approval of Agenda	The meeting was opened by Acting Chairperson, Mark Gleason, at 2:01pm. Motion to approve Agenda.	1st: Ms. Freeman 2nd: Mr. Scardino Approved Unanimously
Approval of Minutes	Motion to approve minutes from October 11, 2018 CPMT Meeting.	On Motion by Mr. Scardino and seconded by Ms. Kish the Minutes from the November 8, 2018, CPMT meetings were approved with 1 abstention.
Announcements	None	No Action
Financial Report	The Financial Presentation was distributed for October FY19 **Report: November 2018 - FY19** Gross Expenditures: $189,267.63 Expenditure Refunds: $4,791.52 Net Expenditures: $184,476.11 Local Dollars: $78,990.35 Regular Medicaid Payments to Providers: Unknown Local Match: Unknown Wrap Dollars Funds Beginning Balance: $18,788.00 Encumbered: $306.00 Disbursed: $1,101.60 Remaining Funds: $17,380.40	Ms. Reinhardt reviewed the reports.

Minutes
Winchester CPMT
24 Baker Street, Board Room
Thursday, December 13, 2018
2:00 p.m.

Item	Discussion	Action
	Non-Mandated Funds Beginning Balance: $20,162.00 Encumbered: $8,236.07 Disbursed: $2,750.00 Remaining Funds: $9,175.93 Unduplicated CSA Case Count: 131 Average Spent per Child: $6,139.07	
Old Business **a. Fiscal Subcommittee Meeting**	Fiscal Subcommittee met November 8, 2018.	Ms. Reinhardt presented minutes from that meeting.
b. Outcomes Subcommittee Meeting	Ms. Reinhardt attempted to schedule Outcomes Subcommittee meeting, and will try again for a Friday morning.	Ms. Reinhardt will send out invitations to Outcomes Subcommittee Meeting.
c. Strategic Plan	Updated Strategic Plan, including tasks was completed by Ms. Reinhardt and presented to CPMT.	No Action.
d. CSA Training	Ms. Reinhardt presented results of Training topic survey.	The team will begin to work on scheduling a training for 2019, considering survey results.
e. FAPT Process Satisfaction Survey	Ms. Reinhardt had presented a draft FAPT Process Satisfaction Survey on November 8.	Ms. Zirkle will ask the input of Parent Support Partners to assess if the survey is family friendly.
New Business: **a. New CPMT Location**	Ms. Reinhardt proposed new location for FAPT at 411 N. Cameron St, Winchester, VA.	The team had no objections to the new location.
b. Joint CPMT/FAPT Meeting 12/6/18	Ms. Reinhardt presented minutes from the joint CPMT/FAPT meeting on 12/6/18.	No action.
c. Transportation Service	One of service gaps brought up at the joint CPMT/FAPT meeting was transportation services.	Ms. Reinhardt will meet with local providers to discuss possible options.

Minutes
Winchester CPMT
24 Baker Street, Board Room
Thursday, December 13, 2018
2:00 p.m.

Item	Discussion	Action
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.	Mr. Gleason asked that the meeting move into Executive Session. On motion by Ms. Freeman, seconded by Dr. Greene, the meeting moved into Executive Session.
Motion to Come Out of Executive Session & Immediately Reconvene in Open Session		Motion to come out of Executive Session by Mr. Scardino 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 Mr. Scardino seconded by Ms. Freeman. Approved unanimously.
Motion to Approve All Cases	Motion to Approve all cases as discussed or amended.	All cases were approved, on motion by Mr. Scardino seconded by Dr. Greene. Motion was approved.
Motion to Adjourn/Next Meeting Date	The next CPMT meeting will be held Thursday, January 10, 2019 at 2:00 p.m., 411 N. Cameron St, Kee-Willingham Conference Room, Winchester, VA.	The meeting was adjourned on motion by Ms. Freeman, and seconded by Dr. Greene.

Attachments: November FY19 Financials
List of CSA Training Topics
Minutes from joint CPMT/FAPT Meeting

Transcribed by kfr

NOVEMBER FINANCIALS

Chart A

CSA FY 19 - POOL REIMBURSEMENT REQUEST REPORT—PART 1

DATE: December 04, 2018	FOR PERIOD ENDING: November 30, 2018 Report ID: 30643
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)
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	$6,620.94	$0.00	$6,620.94	$3,796.45	$2,824.49
1b.	Foster Care - all others in Licensed Residential Congregate Care	$0.5734	$0.00	$264.13	($264.13)	($151.45)	($112.68)
1c.	Residential Congregate Care -CSA Parental Agreements ; DSS Noncustodial Agreements	$0.5734	$326.50	$0.00	$326.50	$187.22	$139.28
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	$31,247.66	$770.00	$30,477.66	$13,980.10	$16,497.56
2.	OTHER MANDATED SERVICES						
2a.	Treatment Foster Care - IV-E	$0.4587	$30,061.45	$0.00	$30,061.45	$13,789.19	$16,272.26
2a.1	Treatment Foster Care	$0.4587	$75,555.98	$1,822.39	$73,733.59	$33,821.60	$39,911.99
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	$2,485.00	$894.65	$1,590.35	$364.83	$1,225.52
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	$6,194.02	$786.35	$5,407.67	$2,480.50	$2,927.17
2f.	Community - Based Services	$0.2294	$21,879.70	$254.00	$21,625.70	$4,960.94	$16,664.76
2f.1	Community Transition Services - Direct Family Services to Transition from Residential to Community	$0.2294	$2,500.00	$0.00	$2,500.00	$573.50	$1,926.50
2g.	Special Education Private Day Placement	$0.4587	$9,670.58	$0.00	$9,670.58	$4,435.90	$5,234.68
2h.	Wrap-Around Services for Students With Disabilities	$0.4587	$550.80	$0.00	$550.80	$252.65	$298.15
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	$2,175.00	$0.00	$2,175.00	$498.95	$1,676.06
4.	**GRAND TOTALS: (Sum of categories 1 through 3)**		**$189,267.63**	**$4,791.52**	**$184,476.11**	**$78,990.35**	**$105,485.76**

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	$1,952.00
Child Support Collections through DCSE	040	$2,839.52
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).		$4,791.52

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			**$2,200,246.00**	**$1,190,924.00**	**$1,009,322.00**
Status	**Period End Date**	**Date Filed**	**Total Amount**	**State**	**Local**
9	7/31/2018	8/3/2018	$85.00	$65.50	$19.50
9	8/31/2018	9/12/2018	$116,381.60	$65,084.91	$51,296.69
9	9/30/2018	9/27/2018	$220,895.10	$123,228.38	$97,666.72
9	10/31/2018	11/2/2018	$268,200.09	$152,893.46	$115,306.63
5	11/30/2018	12/4/2018	$184,476.11	$105,485.76	$78,990.35
	Pool Reimbursement Expenditure Totals		$790,037.90	$446,758.00	$343,279.90

Supplement History/Allocation Adjustment

Supplement/Adjustment	Date Filed	Total Amount	State	Local
Suppelment/Adjustment Totals		$0.00	$0.00	$0.00
CSA System Balance(With Wrap)		**$1,410,208.10**	**$744,166.00**	**$666,042.10**

Transaction History without WRAP Dollars

Pool Reimbursement History

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**
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

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**
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
Pool Reimbursement Expenditure Totals - WRAP Only		$788,936.30	$446,161.70	$342,774.60

Supplement History/Allocation Adjustment

Supplement/Adjustment	Date Filed	Total Amount	State	Local
Suppelment/Adjustment Totals		$0.00	$0.00	$0.00
CSA System Balance(Non-Wrap)		**$1,392,521.70**	**$734,592.30**	**$657,929.40**

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**

Chart C

WRAP-AROUND SERVICES FOR STUDENTS WITH DISABILITIES
FY 2019

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)	-	-	-	-	-	-
HILD TOTA	#######	$ -	$ -	$ -	$ -	**$ 1,101.60**

	Beginning Balance	18,788.00
(Less)	Disbursed	1,101.60
(Less)	Encumbered	306.00
	Remaining Funds	**$ 17,380.40**

NON-MANDATED FUNDS
FY 2019

Chart D

CHILD #													47	46	44	
Agency													WPS	WPS	WPS	
Worker													Wisler	Wisler	Wisler	
MONTH																MONTH TOTAL
JUL	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 225.00	$ 225.00
AUG	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SEP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OCT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	350.00	350.00
NOV	-	-	-	-	-	-	-	-	-	-	-	-	175.00	2,000.00	-	2,175.00
DEC	-	-	-	-	-	-	-	-	-	-	-	-			-	-
JAN	-	-	-	-	-	-	-	-	-	-	-	-			-	-
FEB	-	-	-	-	-	-	-	-	-	-	-	-			-	-
MAR	-	-	-	-	-	-	-	-	-	-	-	-			-	-
APR	-	-	-	-	-	-	-	-	-	-	-	-			-	-
MAY	-	-	-	-	-	-	-	-	-	-	-	-			-	-
JUN	-	-	-	-	-	-	-	-	-	-	-	-				-
JUN (2)	-	-	-	-	-	-	-	-	-	-	-	-				-
HILD TOTA	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 175.00	$ 2,000.00	$ 575.00	$ 2,750.00

Beginning Balance	$	**20,162.00**
(Less) Disbursed	$	2,750.00
(Less) Encumbered	$	8,236.07
Remaining Funds	**$**	**9,175.93**

Chart E

COMPARISON CHART

	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	
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	
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	
FY TOTAL									
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	804,218.50
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	343,279.90
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	
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	
# Children Served	116	97	75	91	112	151	178	211	131
			unduplicated youth served YTD	unduplicated youth served YTD	unduplicated youth served YTD	unduplicated youth served YTD	unduplicated youth served YTD	unduplicated youth served YTD	unduplicated youth served YTD
								105	22
Average per child					$ 14,863.49	$ 11,943.91	$ 14,065.32	$ 14,749.15	$ 6,139.07

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 CREDIT AUTHORIZATIONS & POSOS	ADJUSTED FUND BALANCE
C19 CSA MANDATED 18/19 ASSIST	36,000.00	23,294.25	12,705.75	0.00	12,705.75	0.00	12,705.75
C19 CSA MANDATED 18/19 POS	2,145,458.00	881,368.26	1,264,089.74	1,131,508.82	132,580.92	34,823.70	97,757.22
C19 CSA NON-MANDATED 18/19 POS	20,162.00	2,750.00	17,412.00	8,236.07	9,175.93	0.00	9,175.93
C19 CSA W/A SRVS FOR STUDENTS 18/19 POS	18,788.00	1,101.60	17,686.40	306.00	17,380.40	0.00	17,380.40
	2,220,408.00	908,514.11	1,311,893.89	1,140,050.89	171,843.00	34,823.70	137,019.30

Chart G

Estimated Remaining CSA Balance for Fiscal Year

FISCAL YEAR BUDGET		$2,500,000.00
Less: YTD Expenditures	$	916,376.87
	$	1,583,623.13
LESS: Encumbered Funds	$	955,154.00
ADD: Funds to Unencumber		
	$	628,469.13
LESS: Pending Payments		
LESS: Remaining Clothing Allowances	$	8,092.00
LESS: Projected Expenditures thru June		
LESS: Recurring Payments	$	33,544.00
Estimated Remaining CSA Balance	$	586,833.13

DECEMBER FINANCIALS

Chart A

CSA FY 19 - POOL REIMBURSEMENT REQUEST REPORT—PART 1

DATE: January 07, 2019	FOR PERIOD ENDING: December 31, 2018 Report ID: 30784
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)
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	$3,356.20	$0.00	$3,356.20	$1,924.45	$1,431.75
1b.	Foster Care - all others in Licensed Residential Congregate Care	$0.5734	$20,979.00	$1,024.12	$19,954.88	$11,442.13	$8,512.75
1c.	Residential Congregate Care -CSA Parental Agreements ; DSS Noncustodial Agreements	$0.5734	$21,275.70	$0.00	$21,275.70	$12,199.49	$9,076.21
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	$85,058.52	$0.00	$85,058.52	$39,016.34	$46,042.18
2.	OTHER MANDATED SERVICES						
2a.	Treatment Foster Care - IV-E	$0.4587	$46,267.91	$0.00	$46,267.91	$21,223.09	$25,044.82
2a.1	Treatment Foster Care	$0.4587	$60,995.54	$1,750.90	$59,244.64	$27,175.52	$32,069.12
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	$9,767.75	$1,060.02	$8,707.73	$1,997.55	$6,710.18
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	$6,662.26	$1,589.35	$5,072.91	$2,326.94	$2,745.97
2f.	Community - Based Services	$0.2294	$43,010.74	$197.00	$42,813.74	$9,821.47	$32,992.27
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	$54,878.52	$0.00	$54,878.52	$25,172.78	$29,705.74
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	$800.00	$0.00	$800.00	$183.52	$616.48
4.	**GRAND TOTALS: (Sum of categories 1 through 3)**		**$353,052.14**	**$5,621.39**	**$347,430.75**	**$152,483.28**	**$194,947.47**

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	$1,104.00
Parental Co-Payments	020	$0.00
Payments made on behalf of the child (ex: SSA, SSI, VA benefits, &##133;)	030	$2,024.00
Child Support Collections through DCSE	040	$2,493.39
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).		$5,621.39

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			**$2,200,246.00**	**$1,190,924.00**	**$1,009,322.00**
Status	**Period End Date**	**Date Filed**	**Total Amount**	**State**	**Local**
9	7/31/2018	8/3/2018	$85.00	$65.50	$19.50
9	8/31/2018	9/12/2018	$116,381.60	$65,084.91	$51,296.69
9	9/30/2018	9/27/2018	$220,895.10	$123,228.38	$97,666.72
9	10/31/2018	11/2/2018	$268,200.09	$152,893.46	$115,306.63
9	11/30/2018	12/4/2018	$184,476.11	$105,485.76	$78,990.35
1	12/31/2018	1/7/2019	$347,430.75	$194,947.47	$152,483.28
	Pool Reimbursement Expenditure Totals		$1,137,468.65	$641,705.47	$495,763.18

Supplement History/Allocation Adjustment

Supplement/Adjustment	Date Filed	Total Amount	State	Local
Suppelment/Adjustment Totals		$0.00	$0.00	$0.00
CSA System Balance(With Wrap)		**$1,062,777.35**	**$549,218.53**	**$513,558.82**

Transaction History without WRAP Dollars

Pool Reimbursement History

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**
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

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**
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
Pool Reimbursement Expenditure Totals - WRAP Only		$1,136,367.05	$641,109.18	$495,257.87

Supplement History/Allocation Adjustment

Supplement/Adjustment	Date Filed	Total Amount	State	Local
Suppelment/Adjustment Totals		$0.00	$0.00	$0.00
CSA System Balance(Non-Wrap)		**$1,045,090.95**	**$539,644.82**	**$505,446.13**

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**

Chart C

WRAP-AROUND SERVICES FOR STUDENTS WITH DISABILITIES
FY 2019

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)	-	-	-	-	-	-
HILD TOTA	#######	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,101.60**

	Beginning Balance	18,788.00
(Less)	Disbursed	1,101.60
(Less)	Encumbered	306.00
	Remaining Funds	**$ 17,380.40**

Chart D

NON-MANDATED FUNDS
FY 2019

CHILD #									47	46	44	
Agency									WPS	WPS	WPS	
Worker									Wisler	Wisler	Wisler	
MONTH												MONTH TOTAL
JUL	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 225.00	$ 225.00
AUG	-	-	-	-	-	-	-	-	-	-	-	-
SEP	-	-	-	-	-	-	-	-	-	-	-	-
OCT	-	-	-	-	-	-	-	-	-	-	350.00	350.00
NOV	-	-	-	-	-	-	-	-	175.00	2,000.00	-	2,175.00
DEC	-	-	-	-	-	-	-		800.00		-	800.00
JAN	-	-	-	-	-	-	-				-	-
FEB	-	-	-	-	-	-	-				-	-
MAR	-	-	-	-	-	-	-				-	-
APR	-	-	-	-	-	-	-				-	-
MAY	-	-	-	-	-	-	-				-	-
JUN	-	-	-	-	-	-	-					-
JUN (2)	-	-	-	-	-	-	-					-
HILD TOTA	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 975.00	$ 2,000.00	$ 575.00	$ 3,550.00

Beginning Balance	$	**20,162.00**
(Less) Disbursed	$	3,550.00
(Less) Encumbered	$	7,036.07
Remaining Funds	**$**	**9,575.93**

Chart E

COMPARISON CHART

	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	
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	
FY TOTAL									
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	1,157,270.64
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	
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	
# Children Served	116	97	75	91	112	151	178	211	145
			unduplicated youth served YTD	unduplicated youth served YTD	unduplicated youth served YTD	unduplicated youth served YTD	unduplicated youth served YTD	unduplicated youth served YTD	unduplicated youth served YTD
								105	36
Average per child					$ 14,863.49	$ 11,943.91	$ 14,065.32	$ 14,749.15	$ 7,981.18

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 AUTHORIZATIONS & POSOS	ADJUSTED FUND BALANCE
C19 CSA MANDATED 18/19 ASSIST	36,000.00	26,340.12	9,659.88	0.00	9,659.88	0.00	9,659.88
C19 CSA MANDATED 18/19 POS	2,145,458.00	1,121,366.48	1,024,091.52	951,505.48	72,586.04	46,970.89	25,615.15
C19 CSA NON-MANDATED 18/19 POS	20,162.00	3,550.00	16,612.00	7,036.07	9,575.93	0.00	9,575.93
C19 CSA W/A SRVS FOR STUDENTS 18/19 POS	18,788.00	1,101.60	17,686.40	306.00	17,380.40	0.00	17,380.40
	2,220,408.00	1,152,358.20	1,068,049.80	958,847.55	109,202.25	46,970.89	62,231.36

Chart G

Estimated Remaining CSA Balance for Fiscal Year

FISCAL YEAR BUDGET		$2,500,000.00
Less: YTD Expenditures	$	1,150,032.00
	$	1,349,968.00
LESS: Encumbered Funds	$	1,005,818.00
ADD: Funds to Unencumber		
	$	344,150.00
LESS: Pending Payments		
LESS: Remaining Clothing Allowances	$	8,092.00
LESS: Projected Expenditures thru June		
LESS: Recurring Payments	$	28,752.00
Estimated Remaining CSA Balance	$	307,306.00

JANUARY ATTACHMENTS

Commonwealth of Virginia

Reinhardt, Karen <karen.reinhardt@dss.virginia.gov>

New CANS Policy Effective January 1, 2019

1 message

Wilson, Carol <carol.wilson@csa.virginia.gov> Thu, Dec 27, 2018 at 1:16 PM
To: Carol Wilson <carol.wilson@csa.virginia.gov>
Cc: "Reiner, Scott (CSA)" <scott.reiner@csa.virginia.gov>, Zandra Relaford <zandra.relaford@csa.virginia.gov>, Anna Antell <anna.antell@csa.virginia.gov>, Kristi Schabo <kristi.schabo@csa.virginia.gov>, "Stephanie Bacote (CSA)" <stephanie.bacote@csa.virginia.gov>
Bcc: karen.farrell@dss.virginia.gov

Hello, everyone,

I hope you each are enjoying the holidays and looking forward to the new year!

Attached please find a copy of the new CANS policy (3.6) adopted by the State Executive Council (SEC) on December 13, 2018. The policy is effective January 1, 2019. Many of you have already seen this as it was distributed by this office shortly after the SEC meeting. But I want to make sure all of you as DSU/RAs receive it and take the time to review it.

The intent of the new policy was primarily to create clear **but more flexible** expectations for administration of the CANS as well as establish in policy some "ground rules" about use of CANVaS and CANS certification. The policy was developed by a workgroup comprised primarily of DSU/RAs who have had considerable experience with CANS and its implementation, so I think you will find it helpful. The goal was to be realistic about ***how*** and ***when*** to administer the CANS in the hope that raters could better understand ***why*** they are doing the CANS,(i.e., to develop, implement and monitor service plans). For example, the policy refers to the ability to use the Discharge CANS as a planning tool for discharge, not simply a summary when services end.

Please review the policy carefully and share with your case managers, FAPT and CPMT members.

SEC Policy 3.6 replaces guidance documents such as the "Recommended Frequency of the CANS-Updated 2013" and the "CANVaS 2.0 Post Implementation Fact Sheet #1" which dealt with when to administer the CANS and which version to use. These documents will no longer be in effect, have been removed from the CANVaS site, and will be removed from the CSA website.

Please let me know if you have any questions about the policy.

Thank you,

Carol

OCS
Office of Children's Services
Empowering communities to serve youth

Carol Chenault Wilson
Program Consultant
Office of Children's Services
1604 Santa Rosa Road, Suite 137, Richmond, VA 23229
(804) 662-9817 (Office)
(804) 662-9831 (Fax)
carol.wilson@csa.virginia.gov
www.csa.virginia.gov

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POLICY 3.6
MANDATORY UNIFORM ASSESSMENT INSTRUMENT

3.6.1 Purpose

To provide consolidated guidance to local Children's Services Act (CSA) programs regarding the requirements for the utilization of the Child and Adolescent Needs and Strengths (CANS), the mandatory uniform assessment instrument used with all children and families receiving services through the CSA.

The specifications in this policy represent the minimum state CSA requirements for use of the CANS. Individual localities may adopt, through local policy, additional requirements regarding administration of the CANS at their discretion.

3.6.2 Authority

A. Section 2.2-2648.D.11 of the Code of Virginia (COV) requires "a mandatory uniform assessment instrument and process to be used by all localities to identify levels of risk of Children's Services Act youth."

B. Section 2.2-5210 of the COV specifies "utilizing a secure electronic database, the CPMT and the family assessment and planning team shall provide the Office of Children's Services with client specific information from the mandatory uniform assessment and information in accordance with subdivision D 11 of § 2.2-2648."

C. Section 2.2-5212 A of the COV states "in order to be eligible for funding for services through the state pool of funds, a youth, or family with a child, … shall be determined through the use of a uniform assessment instrument and process by the policies of the community policy and management team to have access to these funds."

D. The 2018 Appropriation Act (Chapter 2, Item 282 B 8) states "The State Executive Council shall require a uniform assessment instrument."

E. State Executive Council Policy 3.6 (adopted in December 2007 and updated in May 2008) establishes: "The Child and Adolescent Needs and Strengths Assessment (CANS) shall be the uniform assessment instrument for children and youth receiving services funded though the state pool. Use of the CANS shall be effective July 1, 2009."

3.6.3 Definitions

"Child and Adolescent Needs and Strengths (CANS)" means the Virginia versions of the Child and Adolescent Needs and Strengths assessment instrument, developed by John S. Lyons, Ph.D., as modified for CSA use. The Virginia CSA versions include the Standard and DSS-Enhanced CANS, each having two age versions (Birth to Four and Ages 5+) and each having a Comprehensive Version and a Reassessment version.

"CANVaS 2.0" means the online software application for the Virginia CANS created in accordance with COV §2.2-5210 to permit local governments to submit data from the mandatory uniform assessment to OCS.

"CANS Certification" means completion of the CANS training requirements, passing a certification examination and subsequent granting of a certificate on any CSA Virginia version of the CANS as required by the Praed Foundation.

"Comprehensive CANS" means a CANS full assessment, including the four child functioning domains, caregiver domain(s) and eight modules. The modules are rated only if prompted by a rating on specific trigger items.

"Designated Super User / Report Administrator (DSU/RA)" means a local staff person designated to serve as the Local Administrator for the CANVaS 2.0 system. DSU/RAs may be trained Super Users who are designated to serve in the role or other staff as determined by the locality. DSU/RAs serve as gatekeepers to CANVaS, have access to local CANS data including reports and are the locality's primary contact with OCS regarding CANS.

"Discharge CANS" means a Comprehensive version of the CANS, denoted as a "Discharge CANS" in the CANVaS 2.0. system, completed within 90 days prior to, at the time of, or 90 days following either the child and family's exit from CSA funded services or a final review by the Family Assessment and Planning Team (FAPT).

"DSS-Enhanced CANS" means the version of the Virginia CANS modified to include additional features for local Department of Social Services (DSS) use, including the ability to rate multiple caregivers and a Child Welfare module.

"Initial CANS" means a Comprehensive version of the Virginia CANS completed to determine eligibility for CSA-funded services in accordance with COV §2.2-5212.

"Reassessment CANS" means a Reassessment version of the Virginia CANS completed at regularly defined intervals as determined by local requirements, but no less than annually, for a child and family served by CSA. The Reassessment version does not contain the eight modules found in the Comprehensive version.

"*Standard CANS*" means the version of the Virginia CANS which does not include the additional features developed for the DSS-Enhanced CANS and is appropriate for use by public agency staff other than local DSS when administering the assessment.

"User Agreement" means the online document outlining the requirements for access and use of the CANVaS 2.0 site. Users shall indicate that they accept and honor these requirements.

3.6.4 CANS as the Mandatory Uniform Assessment Instrument

A. The Child and Adolescent Needs and Strengths assessment (CANS) shall be the uniform assessment instrument for children and youth receiving services funded though the state pool.

B. All children receiving CSA state pool funded services shall have CANS assessments completed in accordance with the parameters specified in this policy.

3.6.5 Frequency of CANS Administration

A. Any child and family receiving CSA funded services shall be administered the CANS assessment.

B. The Initial CANS is required to determine and/or support the child's eligibility for CSA consistent with the statutory requirement in COV §2.2-5212.

C. The Initial CANS must be completed prior to the initiation of CSA-funded services described on a service plan (e.g., Individual Family Service Plan, Individualized Education Program, or Foster Care Plan), with an exception (14 days) for emergency services and placements as provided for in §2.2-5209.

D. The CANS assessment is required annually. "Annually" is defined as within 60 calendar days of the anniversary date of the Initial CANS or subsequent Annual CANS, meaning the reassessment may fall 60 days prior to, on the date of, or 60 calendar days subsequent to the anniversary of the previous annual assessment date.

E. The Reassessment version of the CANS may be used for the Annual assessment. Local governments shall have the discretion to use either the Comprehensive version or the Reassessment version of the CANS for the Annual assessment.

F. The CANS completed within the time frame noted in D. above shall be referred to as the "Annual CANS."

G. Local policy adopted by the Community Policy and Management Team (CPMT) shall direct the frequency of reassessment of the CANS between the one year intervals of required Annual CANS unless otherwise required by another funding source (e.g. Medicaid).

H. The Discharge CANS shall be the Comprehensive version of the CANS.

(1) Discharge CANS are required only when a child's CSA case is closed. A CPMT may opt to complete a Discharge CANS when transferring a case to another locality according to local written policy.
(2) The Discharge CANS may be done 90 days prior to, at the time of, or within 90 days following either the completion of all CSA-funded services, or final FAPT review.
(3) A Discharge CANS is not required in any of the following situations:

i. when a child and family receive CSA-funded services for less than 30 calendar days. An Initial CANS is required in such instances.
ii. at the time of transfer of services from one locality to another. The receiving locality will complete CANS as required per their local schedule.
iii. when one service ends, but the child and/or family continue to receive other CSA-funded services.

3.6.6 Use of the CANVaS 2.0 On-line Data System

A. Only employees of local government agencies (local department of social services, court services units, school divisions, community services boards/behavioral health authorities, and CSA offices) may create accounts in CANVaS 2.0 to carry out their job responsibilities in working with children and families.

B. Prior to account creation, all users requesting access shall agree to the terms of the User Agreement required to access the CANVaS 2.0 site. The agreement addresses access, security and confidentiality, and closure (completion) of assessments within a specified time frame.

3.6.7 Required Certification by All CANS Assessors

A. Any individual who administers the CANS shall be appropriately certified on the use of the assessment. "Appropriately certified" means the individual has:

(1) completed one or more of the Virginia CSA training courses offered on the Praed Foundation CANS training and certification site;
(2) attained a score of 70 percent or higher on the certification exam;
(3) received a certificate granted by the Praed Foundation for the approved time frame of one year from date of certification; and
(4) administers the CANS only during the approved time frame of his or her certification.

B. CANS completed by individuals who are not appropriately certified are not valid and shall not be used for any purpose, including service planning.

C. Paper CANS score sheets may only be used if the individual administering the CANS is

(1) appropriately certified, and
(2) the information from the score sheet is entered into CANVaS within 60 days by the assessor or an authorized data entry person.

D. Sharing of specific information such as ratings of items on a certification vignette to enable another individual to pass the certification exam is prohibited. Individuals who share or receive such information may lose access to CANVaS 2.0 at the discretion of the Office of Children's Services.

3.6.8 Policy Review

This policy will be subject to periodic review by the State Executive Council for Children's Services.