

# **CPMT PACKET**

**06/9/2016**

## **Winchester CPMT Agenda**

June 9, 2:00pm  
WDSS, 24 Baker St  
Winchester, VA 22601

### **Approve Minutes from 5/12/16**

### **Announcements**

### **Financial Report**

- a. Review of April 2016 Financials

### **Old Business**

- a. Strategic Planning & Assignment of Work Committees
  1. Goal 1: Common Ground through Education, Training and Shared Expectations (Gleason, Kish, Roussos, Devine, Kiser)
  2. Goal 2: Data-Driven Accountability and Service Provision (Scardino, Bober)
- b. CPMT appointments of FAPT Members

### **New Business**

- a. Allocations for FY17
- b. Wrap Funds
- c. CPMT Chair
- d. New CPMT Meeting Resolution
- e. Charlie's Retirement

### **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, July 14, 2016 at 2:00 at WDSS Boardroom

**MAY MINUTES WITH  
APRIL FINANCIALS**

**Minutes**  
 Winchester CPMT  
 24 Baker Street, Board Room  
 Thursday, May 12, 2016  
 2:00 p.m.

**MEMBERS PRESENT**

Mary Blowe, City of Winchester  
 Kelly Bober, Child Advocacy Center  
 Dr. Charles Devine, Winchester/Frederick Health  
 Department  
 Amber Dopkowski, Winchester Dept. Social Services  
 Mark Gleason, Northwestern Community Services Board  
 Lyda Kiser, Parent Representative  
 Paul Scardino, National Counseling Group  
 Peter Roussos, Dept. of Juvenile Justice

**Others Present:**

Karen Farrell, Winchester CSA Coordinator  
 Connie P. Greer, Winchester Dept. of Social Services

**MEMBERS/OTHERS NOT PRESENT**

Eden Freeman, City of Winchester  
 Sarah Kish, Winchester Public Schools

**RECAP OF CPMT VOTES:**

**Motion:**

- Motion to approve the minutes from April 14, 2016, CPMT Meeting
- Motion to authorize CSA Coordinator to request supplemental allocation from the Office of Children's Services at CSA Coordinator's discretion.
- Motion to Approve Consent Agenda, including all cases as distributed.
- Motion to adjourn CPMT Meeting

**Action:**

1<sup>st</sup>: Ms. Bober  
 2<sup>nd</sup>: Mr. Scardino  
 Mr. Roussos -- abstained  
 1<sup>st</sup>: Ms. Kiser  
 2<sup>nd</sup>: Mr. Roussos  
 1<sup>st</sup>: Dr. Devine  
 2<sup>nd</sup>: Mr. Roussos  
 1<sup>st</sup>: Mr. Gleason  
 2<sup>nd</sup>: Ms. Dopkowski

**Status:**

Approved with  
 noted abstention  
 Approved  
 Unanimously  
 Approved  
 Unanimously  
 Approved  
 Unanimously

Item	Discussion	Action
<b>Call to Order/Approval of Agenda</b>	The meeting was opened by Chair, Mark Gleason at 2:01 pm.	
<b>Approval of Minutes</b>	Motion to approve the minutes from April 14, 2016, CPMT Meeting	On Motion by Ms. Bober and seconded by Mr. Scardino, the Minutes from the April 14, 2016, CPMT meeting were approved, and passed unanimously.
<b>Announcements</b>	Mr. Scardino reported that the CLEAN Glow Run will be taking place on May 14, 2016	No action required.
<b>Financial Report</b>	The Financial Report was distributed and included expenditures for April, 2016.  Report: April, 2016 Gross Expenditures: \$158,600.62 Expenditure Refunds: \$908.72	Ms. Farrell reviewed the report.  Ms. Farrell requested the remaining balance of the supplemental funding in the amount of \$149,868, which was received on May 12.

**Minutes**  
 Winchester CPMT  
 24 Baker Street, Board Room  
 Thursday, May 12, 2016  
 2:00 p.m.

Item	Discussion	Action
	<p>Net Expenditures: \$157,691.00            Local Dollars: \$71,556.73            Regular Medicaid Payments to Providers: \$260,207.08            Local Match: \$521,821.37</p> <p>Wrap Dollars Funds Beginning Balance: \$15,478.00            Encumbered: \$5,804.70            Disbursed: \$7,768.60            Remaining Funds: \$1,904.70</p> <p>Non-Mandated Funds Beginning Balance: \$20,162.00            Encumbered: \$8,308.10            Disbursed: \$10,059.75            Remaining Funds: \$1,794.15</p> <p>Unduplicated CSA Case Count: 140            Average Spent per Child: \$8,530.00</p>	
<p><b>Old Business:</b></p> <p><b>a. Strategic Planning Report- Assignment of Work Committees</b></p> <p><b>b. CPMT appointments of FAPT Member</b></p>	<p><b>Strategic Planning &amp; Assignment of Work Committees</b></p> <ol style="list-style-type: none"> <li>1. Common Ground through Education, Training and Shared Expectations (Gleason, Kish, Roussos, Devine, Kiser)</li> <li>2. Data-Driven Accountability and Service Provision (Scardino, Bober)</li> </ol> <p>It is time to reappoint the Private Provider Representative to the Family Assessment and Planning Team. FAPT Parent Representative has not served a two year term, so member may be reappointed</p>	<p>See further discussion below.</p> <ol style="list-style-type: none"> <li>1. No report.</li> <li>2. No report.</li> </ol> <p>Ms. Farrell mailed the solicitation package to current service providers. Ms. Farrell presented Vic Williams from Timber Ridge and Tiffany Markwood from Crossroads Counseling Center. CPMT members chose Ms. Markwood to be the Private Provider Representative.</p>
<p><b>New Business</b></p> <p><b>a. Strategic Plan Review and Discussion</b></p>	<p>CPMT reviewed the current status of the strategic plan developed in October of 2012. Mr. Scardino led a discussion regarding shifting from a "Strategic Plan"</p>	<p>CPMT will review one of each action item in detail each month. Members would like to understand</p>

**Minutes**  
 Winchester CPMT  
 24 Baker Street, Board Room  
 Thursday, May 12, 2016  
 2:00 p.m.

Item	Discussion	Action
<b>b. Additional Supplemental Request as needed</b>	<p>to an "Agility Plan" (see attached).</p> <p>Ms. Farrell requested authorization to submit for supplemental funding allocation(s) as needed from the Office of Children's Services.</p>	<p>the complete process of bringing a case to FAPT.</p> <p>Ms. Kiser motioned to authorize CSA Coordinator to request supplemental funding allocation from the Office of Children's Services at CSA Coordinator's discretion. The motion was seconded by Mr. Roussos and passed unanimously.</p>
<b>Motion to Approve Consent Agenda, including all cases as distributed.</b>		<p>All items on the Consent Agenda, including all cases as distributed were approved, on motion by Dr. Devine, seconded by Mr. Roussos. Motion was unanimously approved.</p>
<b>Motion to Adjourn/Next Meeting Date</b>	<p>The next CPMT meeting will be held Thursday, June 9, 2016 at 2:00 p.m., Winchester Social Services Department, 24 Baker Street, Conference Room, Winchester, VA.</p>	<p>The meeting was adjourned on motion by Mr. Roussos and seconded by Ms. Blowe.</p>

Attachments: Minutes of April 14, 2016 w/attachments  
 April 2016 Financials

Transcribed by CPG

**CSA Pool Reimbursement Request Report Worksheet**

Date: May 3, 2016

Period Ending: April, 2016

**Part 1 - Expenditure Description**

	Number of Clients	Gross Total Expenditures	Expenditure Refunds	Net Total Expenditures
<b>1. Congregate Care/Mandated &amp; Non-Mandated Residential Services</b>				
1a. Foster Care - IV-E Child in Licensed Residential Congregate Care				0.00
1b. Foster Care - all other in Licensed Residential Congregate Care	1	1,281.00	247.77	1,033.23
1c. Residential Congregate Care - CSA Parental Agreements; DSS Non-Custodial	5	35,242.31		35,242.31
1d. Non-Mandated Services/Residential/Congregate Care		1,130.04		1,130.04
1e. Educational Services - Congregate Care	4	47,839.40		47,839.40
<b>2. Other Mandated Services</b>				
2a. Treatment Foster Care - IV-E	13	37,763.80	355.16	37,408.64
2a.1 Treatment Foster Care	1	650.00	102.51	547.49
2a.2 Treatment Foster Care - CSA Parental Agreements; DSS Non-Custodial		0.00		0.00
2c. Family Foster Care - IV-E; Community Based Services	9	6,641.50	0.47	6,641.03
2e. Family Foster Care - Children Receiving Maintenance/Basic Activities; IL	5	5,026.66	202.81	4,823.85
2f. Community Based Services	27	15,176.41		15,176.41
2f.1 Community Transition Services		0.00		0.00
2g. Special Education Private Day Placement	1	5,069.50		5,069.50
2h. Wrap-Around Services for Students With Disabilities	1	2,500.00		2,500.00
2i. Psychiatric Hospitals/Crisis Stabilization Units		0.00		0.00
3. Non-Mandated Services/Community Based	1	280.00		280.00
<b>4. Grand Totals: Sum of categories 1 through 3</b>	<b>68</b>	<b>158,600.62</b>	<b>908.72</b>	<b>157,691.90</b>

**Part 2 - Expenditure Refund Description (reported in line 4)**

Vendor Refunds and Payment Cancellations	
Parental Co-Payments	
Payments made on behalf of the child (SSA, SSL, VA benefits)	168.00
Child Support Collections through DCSE	740.72
Pool prior-reported expenditures re-claimed under IV-E	
Other (specify)	
<b>Total Refunds (must agree with line 4)</b>	<b>908.72</b>

Chart B

[Skip to Content](#)  
[Agencies](#) | [Governor](#)  
[Search Virginia.Gov](#)



Contact Us

**CSA Reports**  
**Pool Reimbursement Reports**  
**FY16**  
**Transaction History for Winchester - FIPS 840**  
 Pended Forms are not on this report

**Active Pool Report Preparers**  
[Nancy Valentine](#) (540) 686-4838  
[Donna Veach](#) (540) 686-4826  
[Amber Johnson](#) (540) 686-4823  
[Karen Farrell](#) (540) 686-4832

**Transaction History**

Match Rate: 0.4587	Status	Period End	Date Filed	Total Amount	State	Local
<b>Beginning Balance</b>				\$993,730.00	\$537,874.05	\$455,855.95
<b>Pool Reimbursement History</b>						
	9	07/31/2015	08/04/2015	\$1,302.55	\$798.62	\$503.93
	9	08/31/2015	09/02/2015	\$135,400.49	\$75,426.31	\$59,974.18
	9	09/30/2015	10/05/2015	\$130,355.82	\$73,557.04	\$56,798.78
	9	10/31/2015	11/02/2015	\$122,947.92	\$68,506.85	\$54,441.07
	9	11/30/2015	12/04/2015	\$112,255.06	\$65,786.69	\$46,468.37
	9	12/31/2015	01/06/2016	\$138,115.97	\$80,655.21	\$57,460.76
	9	01/31/2016	02/10/2016	\$130,966.48	\$73,393.32	\$57,573.16
	9	02/28/2016	03/03/2016	\$137,059.14	\$77,023.94	\$60,035.20
	9	03/31/2016	04/01/2016	\$128,104.07	\$71,094.88	\$57,009.19
	1	04/30/2016	05/04/2016	\$157,691.90	\$86,135.17	\$71,556.73
<b>Pool Reimbursement Expenditure Totals</b>				\$1,194,199.40	\$672,378.03	\$521,821.37
<b>Supplement History</b>						
			03/03/2016	\$449,604.00	\$287,798.00	\$161,806.00
<b>Supplement Totals</b>				\$449,604.00	\$287,798.00	\$161,806.00
<b>CSA System Balance</b>				\$249,134.60	\$153,294.02	\$95,840.58

**Transaction History without WRAP Dollars**

Match Rate: 0.4587	Status	Period End	Date Filed	Total Amount	State	Local
<b>Beginning Balance</b>				\$978,252.00	\$529,496.52	\$448,755.48
<b>Pool Reimbursement History</b>						
	-	07/31/2015	08/04/2015	\$1,302.55	\$798.62	\$503.93
	-	08/31/2015	09/02/2015	\$135,258.86	\$75,349.65	\$59,909.21
	-	09/30/2015	10/05/2015	\$129,194.48	\$72,928.41	\$56,266.07
	-	10/31/2015	11/02/2015	\$122,947.92	\$68,506.85	\$54,441.07
	-	11/30/2015	12/04/2015	\$111,461.90	\$65,357.35	\$46,104.55
	-	12/31/2015	01/06/2016	\$137,124.53	\$80,118.54	\$57,005.99
	-	01/31/2016	02/10/2016	\$130,399.98	\$73,086.67	\$57,313.31
	-	02/28/2016	03/03/2016	\$136,492.64	\$76,717.29	\$59,775.35
	-	03/31/2016	04/01/2016	\$127,056.04	\$70,527.58	\$56,528.46
	-	04/30/2016	05/04/2016	\$155,191.90	\$84,781.92	\$70,409.98
<b>Pool Reimbursement Expenditure Totals</b>				\$1,186,430.80	\$668,172.88	\$518,257.92
<b>Supplement History</b>						
			03/03/2016	\$449,604.00	\$287,798.00	\$161,806.00
<b>Supplement Totals</b>				\$449,604.00	\$287,798.00	\$161,806.00
<b>CSA System Balance (Non-WRAP)</b>				\$241,425.20	\$149,121.64	\$92,303.56



Wrap-Around Services for Students with Disabilities  
2015-2016

Chart C

Child	18	29	TOTAL SPENT
Agency Worker	WPS-NREP Clatter	WPS Morris	
JUL			0.00
AUG	141.63		141.63
SEP	1161.34		1,161.34
OCT			0.00
NOV	793.16		793.16
DEC	991.44		991.44
JAN	566.50		566.50
FEB	566.50		566.50
MAR	1048.03		1,048.03
APR		2,500.00	2,500.00
MAY			0.00
JUN			0.00
TOTAL/CHILD	5,268.60	2,500.00	7,768.60
			0.00
		Beginning Balance	15,478.00
		Disbursed	7,768.60
		Encumbered	5,804.70
		Remaining Funds	1,904.70

Non-Mandated Funds  
2015-2016

Chart D

Child	24	21	25	26	28	27	TOTAL SPENT
Agency Worker	WPS Mck	WPS Mck	WDSS Sny	WPS Mck	WPS Mck	WPS Mck	
JUL							0.00
AUG	135.00	1,575.00					1,710.00
SEP	405.00	1,464.75					1,869.75
OCT	270.00		190.00				460.00
NOV		1,086.75					1,086.75
DEC	270.00	2,378.25					2,648.25
JAN		540.00		295.00			835.00
FEB					400.00	280.00	680.00
MAR					280.00	210.00	490.00
APR					280.00		280.00
MAY							0.00
JUN							0.00
JUN 1							0.00
TOTAL CHILD	1,080.00	7,044.75	190.00	295.00	960.00	490.00	10,059.75
						Beginning Balance	20,162.00
						Disbursed	10,059.75
						Encumbered	8,308.10
						Remaining Funds	1,794.15



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

FUND NAME	REVISED BUDGET	EXPENDITURES	FUND BALANCE		UNAPPROVED CREDIT AUTHORIZATIONS & POSOS		ADJUSTED FUND BALANCE
			FUND BALANCE	ENCUMBRANCES	FUND BALANCE	POSOS	
C16 CSA MANDATED 15/16 ASSIST	5,000.00	8,709.62	(3,709.62)	0.00	(3,709.62)	0.00	(3,709.62)
C16 CSA MANDATED 15/16 POS	1,422,856.00	1,213,307.36	209,548.64	694,772.92	(485,224.28)	45,811.00	(531,035.28)
C16 CSA NON-MANDATED 15/16 POS	20,162.00	12,491.65	7,670.35	5,096.20	2,574.15	780.00	1,794.15
C16 CSA W/A SRVS FOR STUDENTS 15/16 POS	15,478.00	8,757.05	6,720.95	4,816.25	1,904.70	0.00	1,904.70
	1,463,496.00	1,243,265.68	220,230.32	704,685.37	(484,455.05)	46,591.00	(531,046.05)

CMAA 11

# **MAY FINANCIALS**

**CSA Pool Reimbursement Request Report Worksheet**

Date: June 6, 2016

Period Ending: May 31, 2016

Chart A

**Part 1 - Expenditure Description**

	Number of Clients	Gross Total Expenditures	Expenditure Refunds	Net Total Expenditures
<b>1. Congregate Care/Mandated &amp; Non-Mandated Residential Services</b>				
1a. Foster Care - IV-E Child in Licensed Residential Congregate Care		0.00		0.00
1b. Foster Care - all other in Licensed Residential Congregate Care	2	17,641.99	500.00	17,141.99
1c. Residential Congregate Care - CSA Parental Agreements; DSS Non-Custodial	5	37,820.95		37,820.95
1d. Non-Mandated Services/Residential/Congregate Care		0.00		0.00
1e. Educational Services - Congregate Care	5	56,382.41		56,382.41
<b>2. Other Mandated Services</b>				
2a. Treatment Foster Care - IV-E	13	37,644.11	2,156.83	35,487.28
2a.1 Treatment Foster Care	4	42,391.64	180.60	42,211.04
2a.2 Treatment Foster Care - CSA Parental Agreements; DSS Non-Custodial		0.00		0.00
2c. Family Foster Care - IV-E; Community Based Services	8	5,884.40	778.89	5,105.51
2e. Family Foster Care - Children Receiving Maintenance/Basic Activities; IL	4	4,559.60	367.92	4,191.68
2f. Community Based Services	24	17,453.09	3,493.92	13,959.17
2f.1 Community Transition Services		0.00		0.00
2g. Special Education Private Day Placement	2	20,724.21		20,724.21
2h. Wrap-Around Services for Students With Disabilities	1	2,553.68		2,553.68
2i. Psychiatric Hospitals/Crisis Stabilization Units		0.00		0.00
3. Non-Mandated Services/Community Based	1	1,254.50		1,254.50
<b>4. Grand Totals: Sum of categories 1 through 3</b>	<b>69</b>	<b>244,310.58</b>	<b>7,478.16</b>	<b>236,832.42</b>

**Part 2 - Expenditure Refund Description (reported in line 4)**

Vendor Refunds and Payment Cancellations	1,830.80
Parental Co-Payments	
Payments made on behalf of the child (SSA, SSI, VA benefits)	168.00
Child Support Collections through DCSE	597.63
Pool prior-reported expenditures re-claimed under IV-E	1,095.82
Pool prior-reported expenditures re-claimed under Respite, Block Grant, PSSF	3,785.91
<b>Total Refunds (must agree with line 4)</b>	<b>7,478.16</b>

[Skip to Content](#)  
[Agencies | Governor](#)  
[Search Virginia.Gov](#)

Chart B



Contact Us

**CSA Reports**  
**Pool Reimbursement Reports**  
**FY16**  
**Transaction History for Winchester - FIPS 840**  
**Pended Forms are not on this report**

**Active Pool Report Preparers**  
Nancy Valentine (540) 686-4838  
Donna Veach (540) 686-4826  
Amber Johnson (540) 686-4823  
Karen Farrell (540) 686-4832

**Transaction History**

Match Rate: 0.4587	Status	Period End	Date Filed	Total Amount	State	Local
<b>Beginning Balance</b>				\$993,730.00	\$537,874.05	\$455,855.95
<b>Pool Reimbursement History</b>						
	9	07/31/2015	08/04/2015	\$1,302.55	\$798.62	\$503.93
	9	08/31/2015	09/02/2015	\$135,400.49	\$75,426.31	\$59,974.18
	9	09/30/2015	10/05/2015	\$130,355.82	\$73,557.04	\$56,798.78
	9	10/31/2015	11/02/2015	\$122,947.92	\$68,506.85	\$54,441.07
	9	11/30/2015	12/04/2015	\$112,255.06	\$65,786.69	\$46,468.37
	9	12/31/2015	01/06/2016	\$138,115.97	\$80,655.21	\$57,460.76
	9	01/31/2016	02/10/2016	\$130,966.48	\$73,393.32	\$57,573.16
	9	02/28/2016	03/03/2016	\$137,059.14	\$77,023.94	\$60,035.20
	9	03/31/2016	04/01/2016	\$128,104.07	\$71,094.88	\$57,009.19
	9	04/30/2016	05/04/2016	\$157,691.90	\$86,135.17	\$71,556.73
	1	05/31/2016	06/07/2016	\$236,832.42	\$126,552.34	\$110,280.08
<b>Pool Reimbursement Expenditure Totals</b>				\$1,431,031.82	\$798,930.37	\$632,101.45
<b>Supplement History</b>						
			03/03/2016	\$449,604.00	\$287,798.00	\$161,806.00
			05/12/2016	\$149,867.00	\$95,932.00	\$53,935.00
<b>Supplement Totals</b>				\$599,471.00	\$383,730.00	\$215,741.00
<b>CSA System Balance</b>				\$162,169.18	\$122,673.68	\$39,495.50

**Transaction History without WRAP Dollars**

Match Rate: 0.4587	Status	Period End	Date Filed	Total Amount	State	Local
<b>Beginning Balance</b>				\$978,252.00	\$529,496.52	\$448,755.48
<b>Pool Reimbursement History</b>						
	-	07/31/2015	08/04/2015	\$1,302.55	\$798.62	\$503.93
	-	08/31/2015	09/02/2015	\$135,258.86	\$75,349.65	\$59,909.21
	-	09/30/2015	10/05/2015	\$129,194.48	\$72,928.41	\$56,266.07
	-	10/31/2015	11/02/2015	\$122,947.92	\$68,506.85	\$54,441.07
	-	11/30/2015	12/04/2015	\$111,461.90	\$65,357.35	\$46,104.55
	-	12/31/2015	01/06/2016	\$137,124.53	\$80,118.54	\$57,005.99
	-	01/31/2016	02/10/2016	\$130,399.98	\$73,086.67	\$57,313.31
	-	02/28/2016	03/03/2016	\$136,492.64	\$76,717.29	\$59,775.35
	-	03/31/2016	04/01/2016	\$127,056.04	\$70,527.58	\$56,528.46
	-	04/30/2016	05/04/2016	\$155,191.90	\$84,781.92	\$70,409.98
	-	05/31/2016	06/07/2016	\$234,278.74	\$125,170.03	\$109,108.71
<b>Pool Reimbursement Expenditure Totals</b>				\$1,420,709.54	\$793,342.91	\$627,366.63
<b>Supplement History</b>						
			03/03/2016	\$449,604.00	\$287,798.00	\$161,806.00

		05/12/2016	\$149,867.00	\$95,932.00	\$53,935.00
<b>Supplement Totals</b>			<b>\$599,471.00</b>	<b>\$383,730.00</b>	<b>\$215,741.00</b>
<b>CSA System Balance (Non-WRAP):</b>			<b>\$157,013.46</b>	<b>\$119,883.61</b>	<b>\$37,129.85</b>

**Transaction History WRAP dollars only**

Match Rate: 0.4587	Status	Period End	Date Filed	Total Amount	State	Local
<b>WRAP Allocation Additions History</b>						
			08/28/2015	\$15,478.00	\$8,377.00	\$7,100.00
<b>WRAP Allocation Additions Totals</b>				<b>\$15,478.00</b>	<b>\$8,377.00</b>	<b>\$7,100.00</b>

<b>Pool Reimbursement History - WRAP only</b>						
-		07/31/2015	08/04/2015	\$0.00	\$0.00	\$0.00
-		08/31/2015	09/02/2015	\$141.63	\$76.66	\$64.97
-		09/30/2015	10/05/2015	\$1,161.34	\$628.63	\$532.71
-		10/31/2015	11/02/2015	\$0.00	\$0.00	\$0.00
-		11/30/2015	12/04/2015	\$793.16	\$429.34	\$363.82
-		12/31/2015	01/06/2016	\$991.44	\$536.67	\$454.77
-		01/31/2016	02/10/2016	\$566.50	\$306.65	\$259.85
-		02/28/2016	03/03/2016	\$566.50	\$306.65	\$259.85
-		03/31/2016	04/01/2016	\$1,048.03	\$567.30	\$480.73
-		04/30/2016	05/04/2016	\$2,500.00	\$1,353.25	\$1,146.75
-		05/31/2016	06/07/2016	\$2,553.68	\$1,382.31	\$1,171.37
<b>Pool Reimbursement Expenditure Totals -WRAP only</b>				<b>\$10,322.28</b>	<b>\$5,587.46</b>	<b>\$4,734.82</b>
<b>CSA System Balance (WRAP only):</b>				<b>\$5,155.72</b>	<b>\$2,790.07</b>	<b>\$2,365.65</b>

The Office of Children's Services. © 2015  
 1604 Santa Rosa Road, Ste 137, Richmond, VA 23229  
 Phone (804) 662-9815 Fax (804) 662-9831

Please direct questions and comments concerning this website to [csa.office@csa.virginia.gov](mailto:csa.office@csa.virginia.gov) © Children's Services Act, Commonwealth of Virginia [Web Policy](#)

Wrap-Around Services for Students with Disabilities  
2015-2016

Chart C

Child	18	29			TOTAL SPENT
Agency Worker	WPS-NREP Clatter	WPS Morris			
JUL					0.00
AUG	141.63				141.63
SEP	1161.34				1,161.34
OCT					0.00
NOV	793.16				793.16
DEC	991.44				991.44
JAN	566.50				566.50
FEB	566.50				566.50
MAR	1048.03				1,048.03
APR		2,500.00			2,500.00
MAY	1104.68		1,449.00		2,553.68
JUN					0.00
TOTAL/ CHILD	6,373.28	2,500.00	1,449.00		10,322.28
			Beginning Balance		<b>15,478.00</b>
			Disbursed		10,322.28
			Encumbered		4,006.90
			Remaining Funds		<b>1,148.82</b>

Non-Mandated Funds  
2015-2016

Chart D

Child	24	21	25	26	28	27	31	TOTAL SPENT
Agency Worker	WPS Mck	WPS Mck	WDSS Sny	WPS Mck	WPS Mck	WPS Mck	WPS Morris	
JUL								0.00
AUG	135.00	1,575.00						1,710.00
SEP	405.00	1,464.75						1,869.75
OCT	270.00		190.00					460.00
NOV		1,086.75						1,086.75
DEC	270.00	2,378.25						2,648.25
JAN		540.00		295.00				835.00
FEB					400.00	280.00		680.00
MAR					280.00	210.00		490.00
APR					280.00			280.00
MAY							1,254.50	1,254.50
JUN								0.00
JUN 1								0.00
TOTAL CHILD	1,080.00	7,044.75	190.00	295.00	960.00	490.00	1,254.50	11,314.25
							Beginning Balance	20,162.00
							Disbursed	11,314.25
							Encumbered	8,797.60
							Remaining Funds	50.15



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

Chart F

FUND NAME	REVISED BUDGET		FUND BALANCE		ENCUMBRANCES		FUND BALANCE		UNAPPROVED CREDIT AUTHORIZATIONS & POSOS	ADJUSTED FUND BALANCE
	BUDGET	EXPENDITURES	BALANCE	BALANCE	ENCUMBRANCES	BALANCE	BALANCE			
C16 CSA MANDATED 15/16 ASSIST	5,000.00	9,905.29	(4,905.29)	0.00	0.00	(4,905.29)	0.00	(4,905.29)	0.00	(4,905.29)
C16 CSA MANDATED 15/16 POS	1,422,856.00	1,402,985.75	19,870.25	580,129.06	0.00	(560,258.81)	2,636.48	(562,895.29)	0.00	(562,895.29)
C16 CSA NON-MANDATED 15/16 POS	20,162.00	13,197.65	6,964.35	6,914.20	0.00	50.15	0.00	50.15	0.00	50.15
C16 CSA W/A SRVS FOR STUDENTS 15/16 POS	15,478.00	10,322.28	5,155.72	4,006.90	0.00	1,148.82	0.00	1,148.82	0.00	1,148.82
C17 CSA MANDATED 16/17 POS	0.00	0.00	0.00	10,358.00	0.00	(10,358.00)	13,138.34	(23,496.34)	0.00	(23,496.34)
	1,463,496.00	1,436,410.97	27,085.03	601,408.16	0.00	(574,323.13)	15,774.82	(590,097.95)	0.00	(590,097.95)

# **JUNE ATTACHMENTS**

**COMPREHENSIVE SERVICES FOR AT-RISK YOUTH AND FAMILIES  
 FY17 POOL FUND ALLOCATIONS  
 (NON-MEDICAID EXPENDITURES)**

<b>LOCALITY</b>	<b>TOTAL POOL FUND FY17 ALLOCATION</b>	<b>STATE POOL FUND FY17 ALLOCATION</b>	<b>LOCAL POOL FUND FY17 ALLOCATION</b>	<b>LOCAL POOL FUND MATCH RATE</b>
HAMPTON	4,186,123	2,837,055	1,349,068	32.23%
HARRISONBURG	2,970,389	1,839,181	1,131,208	38.08%
HOPEWELL	2,413,743	1,769,923	643,820	26.67%
LEXINGTON	229,122	153,460	75,662	33.02%
LYNCHBURG	3,440,755	2,499,206	941,549	27.36%
MANASSAS	1,168,112	681,291	486,821	41.68%
MANASSAS PARK	533,204	305,344	227,860	42.73%
MARTINSVILLE	122,511	81,823	40,688	33.21%
NEWPORT NEWS	5,841,102	4,221,346	1,619,756	27.73%
NORFOLK	5,518,150	4,163,544	1,354,606	24.55%
NORTON	102,010	68,817	33,193	32.54%
PETERSBURG	2,783,631	1,799,617	984,014	35.35%
POQUOSON	144,740	104,402	40,338	27.87%
PORTSMOUTH	1,879,877	1,390,169	489,708	26.05%
RADFORD	599,655	477,654	122,001	20.35%
RICHMOND CITY	9,424,390	5,946,097	3,478,293	36.91%
ROANOKE CITY	6,513,429	4,512,316	2,001,113	30.72%
SALEM	1,008,467	654,193	354,274	35.13%
STAUNTON	1,530,355	1,117,384	412,971	26.99%
SUFFOLK	929,794	703,650	226,144	24.32%
VIRGINIA BEACH	7,773,579	4,999,316	2,774,263	35.69%
WAYNESBORO	1,289,082	793,688	495,394	38.43%
WILLIAMSBURG	203,215	110,689	92,526	45.53%
WINCHESTER	1,180,385	638,905	541,480	45.87%
STATE TOTAL	245,943,813	155,547,041	90,396,772	

Non-Mandated

YORK	\$41,320
ALEXANDRIA	\$94,680
BRISTOL	\$61,541
BUENA VISTA	\$71,863
CHARLOTTESVILLE	\$391,582
CHESAPEAKE	\$390,418
COLONIAL HTS.	\$14,520
COVINGTON	\$18,306
DANVILLE	\$198,162
FRANKLIN CITY	\$13,679
FREDERICKSBURG	\$42,729
GALAX	\$10,000
HAMPTON	\$324,777
HARRISONBURG	\$21,137
HOPEWELL	\$71,270
LEXINGTON	\$10,000
LYNCHBURG	\$375,907
MANASSAS	\$139,978
MANASSAS PARK	\$10,000
MARTINSVILLE	\$25,799
NEWPORT NEWS	\$990,310
NORFOLK	\$1,097,638
NORTON	\$10,000
PETERSBURG	\$114,304
POQUOSON	\$10,000
PORTSMOUTH	\$152,670
RADFORD	\$10,000
RICHMOND CITY	\$652,624
ROANOKE CITY	\$484,023
SALEM	\$22,237
STAUNTON	\$102,927
SUFFOLK	\$309,218
VIRGINIA BEACH	\$1,073,425
WAYNESBORO	\$44,282
WILLIAMSBURG	\$10,000
WINCHESTER	\$20,162
STATE TOTAL	\$14,456,748

COMPREHENSIVE SERVICES FOR AT-RISK YOUTH AND FAMILIES  
 FY2017 MEDICAID EXPENDITURE TARGETS

LOCALITY	TOTAL MEDICAID FY17 TARGET	TOTAL FED SHARE OF MEDICAID	STATE MED FUND FY17 TARGET	TOTAL LOCAL MEDICAID TARGET	LOCAL % OF MEDICAID
DANVILLE	783,223	391,611	282,810	108,801	13.89%
FRANKLIN CITY	96,403	48,202	25,845	22,356	23.19%
FREDERICKSBURG	499,484	249,742	142,322	107,420	21.51%
GALAX	71,203	35,601	21,601	14,000	19.66%
HAMPTON	1,742,564	871,282	520,295	350,987	20.14%
HARRISONBURG	1,287,462	643,731	337,292	306,439	23.80%
HOPEWELL	973,890	486,945	324,591	162,354	16.67%
LEXINGTON	95,853	47,927	28,144	19,783	20.64%
LYNCHBURG	1,393,241	696,621	458,336	238,284	17.10%
MANASSAS	521,630	260,815	124,944	135,871	26.05%
MANASSAS PARK	240,425	120,213	55,998	64,215	26.71%
MARTINSVILLE	51,315	25,657	15,006	10,652	20.76%
NEWPORT NEWS	2,369,754	1,184,877	774,164	410,713	17.33%
NORFOLK	2,203,178	1,101,589	763,564	338,025	15.34%
NORTON	42,546	21,273	12,620	8,653	20.34%
PETERSBURG	1,182,663	591,331	330,037	261,295	22.09%
POQUOSON	58,765	29,382	19,147	10,236	17.42%
PORTSMOUTH	756,098	378,049	254,947	123,102	16.28%
RADFORD	234,947	117,474	87,598	29,875	12.72%
RICHMOND CITY	4,048,843	2,024,421	1,090,471	933,950	23.07%
ROANOKE CITY	2,686,929	1,343,465	827,526	515,939	19.20%
SALEM	427,810	213,905	119,974	93,931	21.96%
STAUNTON	618,455	309,228	204,920	104,308	16.87%
SUFFOLK	370,830	185,415	129,044	56,371	15.20%
VIRGINIA BEACH	3,310,510	1,655,255	916,838	738,417	22.31%
WAYNESBORO	560,237	280,119	145,557	134,562	24.02%
WILLIAMSBURG	94,227	47,114	20,300	26,814	28.46%
WINCHESTER	549,341	274,671	117,170	157,500	28.67%
STATE TOTAL	106,849,195	53,424,597	28,526,197	24,898,400	



# COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.  
Interim Executive Director

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

## ADMINISTRATIVE MEMO # 16-03

**TO:** CPMT Chairs  
CSA Fiscal Agents  
CSA Coordinators

**FROM:** Chuck Savage, Business Manager

**DATE:** June 1, 2016

**SUBJECT:** FY17 WRAP-AROUND SERVICES FOR STUDENTS WITH DISABILITIES

The Governor's FY2017 budget for CSA appropriates \$2.2 million general funding for services in the fund category "Wrap-Around Services for Students with Disabilities" (SPED Wrap-Around). This specific appropriation represents a continuation for the CSA "earmark" funding for a particular service category.

This limited appropriation places several restrictions on expenditures for this service category i.e. expenditures may not exceed \$2.2 million general funding statewide and funds cannot be used for other service categories. As with all CSA service funds, unspent funds may not be carried forward from one fiscal year to the next. The Office of Comprehensive Services (OCS) must allocate and manage these funds in such a manner to ensure compliance with these restrictions.

The allocation and management process for funds has been predicated on the following principles:

1. All communities should have an opportunity to utilize funds regardless of past usage,
2. All communities should have equitable access to funds,
3. 100% of the earmarked funds should be allocated,
4. The outcomes achieved for youth receiving such funds should be documented.

The process for allocation and management of FY2017 SPED Wrap-Around funds is described below:

1. Initial allocations have been calculated following the same methodology used to determine base service allocations. No community is allocated less than \$1,000 general funding (See "Preliminary Allocations: Wrap-Around Services for Students with Disabilities," attached).
2. Allocations will become available to local communities upon OCS review of written confirmation that the community intends to utilize funds. Allocations must be used solely for SPED Wrap-Around Services. (See "Intent to Utilize Funds for Wrap-Around Services for Students with Disabilities," attached)
3. Allocations to communities who do not submit confirmation they intend to utilize funds will be recouped and made available for reallocation to other communities on a first-come/first-served, application basis.
4. Expenditures for SPED Wrap-Around services will be analyzed following the close of the second quarter (December 2016). Unspent allocations will be reviewed for possible recoupment and reallocation.
5. Communities will identify projected outcomes and outcome measures when submitting their intent to used funds and will maintain internal reporting documentation of annual results.

The use of mandated funds for "Wrap-Around Services for Students with Disabilities" allows communities to provide services to youth when their identified disabilities compromise functioning outside the school environment. Such services may provide critical supports for youth who present significant challenges in the home or community. Communities are encouraged to consider their local policies regarding the provision of SPED Wrap-Around service and to identify strategies to maximize utilization of community-based supports for all youth.

**Communities must submit their FY2016 Intent to Utilize Funds form no later than the close of business on Tuesday, July 12, 2016.**

Questions regarding the SPED Wrap-Around allocation process may be directed to Chuck Savage, by phone at (804) 662-9818 or by e-mail at [charles.savage@csa.virginia.gov](mailto:charles.savage@csa.virginia.gov)

**Intent to Utilize Funds for Wrap Around Services for Students with Disabilities**

**Fiscal Year 2017**

**Locality:**

Winchester

**FIPS:**

840

We intend to utilize funds in the service category "Wrap Around Services for Students with Disabilities" and request that the preliminary allocation be made available for use effective with the first quarter of fiscal year 2017.

Projected Outcome(s) for youth provided "SPED Wrap Around Services":

1. Decrease Need for alternative educational placements
2. Increase academic success/stability
3. Reduction in need as indicated on CANS.
4. Stabilization in school/home/community setting

Measure(s) of outcome(s):

1. Measuring of CANS Scores
2. Student assessed needs by school staff
3. Reported progress updates

We do not intend to utilize funds in the service category "Wrap Around Services for Students with Disabilities". It is understood that we may apply for funds during the fiscal year but the availability of funds is not guaranteed.

Fiscal Agent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Email Completed form to [Charles.savage@csa.virginia.gov](mailto:Charles.savage@csa.virginia.gov) or FAX to (804) 662-9831 by the CLOSE OF BUSINESS ON JULY 12, 2016. Mark fax Attention: Chuck Savage

**COMPREHENSIVE SERVICES FOR AT-RISK YOUTH AND FAMILIES  
FY17 Wrap Service ALLOCATIONS**

LOCALITY	TOTAL POOL FUND FY17 ALLOCATION	STATE POOL FUND FY17 ALLOCATION	LOCAL POOL FUND FY17 ALLOCATION	LOCAL POOL FUND MATCH RATE
HAMPTON	59,159	40,093	19,066	32.23%
HARRISONBURG	41,978	25,991	15,987	38.08%
HOPEWELL	34,111	25,013	9,098	26.67%
LEXINGTON	3,238	2,169	1,069	33.02%
LYNCHBURG	48,625	35,319	13,306	27.36%
MANASSAS	16,508	9,628	6,880	41.68%
MANASSAS PARK	7,535	4,315	3,220	42.73%
MARTINSVILLE	1,731	1,156	575	33.21%
NEWPORT NEWS	82,547	59,656	22,891	27.73%
NORFOLK	77,983	58,839	19,144	24.55%
NORTON	1,482	1,000	482	32.54%
PETERSBURG	39,338	25,432	13,906	35.35%
POQUOSON	2,045	1,475	570	27.87%
PORTSMOUTH	26,567	19,646	6,921	26.05%
RADFORD	8,474	6,750	1,724	20.35%
RICHMOND CITY	133,186	84,031	49,155	36.91%
ROANOKE CITY	92,048	63,768	28,280	30.72%
SALEM	14,252	9,245	5,007	35.13%
STAUNTON	21,627	15,791	5,836	26.99%
SUFFOLK	13,140	9,944	3,196	24.32%
VIRGINIA BEACH	109,857	70,651	39,206	35.69%
WAYNESBORO	18,217	11,216	7,001	38.43%
WILLIAMSBURG	2,872	1,564	1,308	45.53%
WINCHESTER	16,681	9,029	7,652	45.87%
STATE TOTAL	3,478,445	2,200,000	1,278,445	



## Winchester Community Policy and Management Team

24 Baker Street  
Winchester, VA 22601  
540-662-3087  
www.winchesterva.gov

*I, Mark Gleason, Chairperson of Winchester Community Policy and Management Team, hereby certify on this 9<sup>th</sup> day of June 2016 that the following Resolution is a true and exact copy of one and the same adopted by the Community Policy and Management Team of the City of Winchester, assembled in regular session on the 9<sup>th</sup> of June 2016.*

### RESOLUTION

**WHEREAS**, the Community Policy and Management Team of the City of Winchester, Virginia, finds it desirable to establish a schedule of its Regular Meetings for the period beginning July 14, 2016 and concluding June 8, 2017; and

**NOW THEREFORE, BE IT RESOLVED** that all meetings hereinafter described shall be conducted at the Winchester DSS Boardroom, 24 Baker St, Winchester, VA at 2:00 P.M. for the Regular Meeting.

**BE IT FURTHER RESOLVED** that the following schedule of Regular Meetings is, hereby, adopted.

#### Schedule of Regular Meetings

July 14, 2016	January 12, 2017
August 11, 2016	February 9, 2017
September 8, 2016	March 9, 2017
October 13, 2016	April 13, 2017
November 10, 2016	May 11, 2017
December 8, 2016	June 8, 2017

**Resolution No. 2015-03.**

**ADOPTED** by the Community Policy and Management Team of the City of Winchester on the 9<sup>th</sup> day of June 2015.

*Witness under my hand,*

*Mark Gleason,  
Chairperson  
Community Policy and Management Team*