

CPMT PACKET

11/12/2015

Winchester CPMT Agenda

November 12, 2015, 2:00pm

WDSS, 24 Baker St

Winchester, VA 22601

Approve Minutes from 10/8/15

Announcements

Financial Report

- a. Review of October 2015 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)

New Business

- a. Recommendations for the State Executive Council for Children's Services Work Group
- b. FAPT Documentation

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 December 10, 2015 at 2:00 at WDSS Boardroom

**OCTOBER MINUTES WITH
SEPTEMBER FINANCIALS**

Minutes
 Winchester CPMT
 24 Baker Street, Board Room
 Thursday, October 8, 2015
 2:00 p.m.

MEMBERS PRESENT

Mary Blowe, City of Winchester
 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

Kelly Bober, Child Advocacy Center
 Eden Freeman, City of Winchester
 Sarah Kish, Winchester Public Schools

RECAP OF CPMT VOTES:

Motion:

- Motion to modify October 8 CPMT Agenda to present Executive Session as first order of business.
- Motion to convene in Executive Session pursuant to 2.2-3711 (A) (4) and (15), and in accordance with the provisions of 2.2 – 5210 of the Code of Virginia for proceedings to consider the appropriate provision of services and funding for a particular child or family or both who have been referred to the family assessment and planning team and whose case is being reviewed by the community policy and management team
- Motion to come out of Executive Session
- Motion to Certify Compliance by Roll Call Vote Move that the members of the Winchester CPMT certify that to the best of each member’s knowledge, (1) only public business matters lawfully exempted from open meeting requirements, and (2) only such public business matters were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting.
- Motion to Approve All Cases, as presented.
- Motion to approve the minutes from September 10, 2015, CPMT Meeting
- Motion to adjourn CPMT Meeting

Action:

- 1st: Dr. Devine
- 2nd: Ms. Dopkowski
- 1st: Dr. Devine
- 2nd: Ms. Dopkowski
- 1st: Mr. Roussos
- 2nd: Ms. Kiser
- 1st: Ms. Kiser
- 2nd: Dr. Devine
- 1st: Mr. Roussos
- 2nd: Ms. Dopkowski
- 1st: Ms. Dopkowski
- 2nd: Dr. Devine
- 1st: Mr. Roussos
- 2nd: Ms. Kiser

Status:

- Approved
- Unanimously

Item	Discussion	Action
Call to Order/Modifications to the Agenda	The meeting was opened by Chair, Mark Gleason at 2:05 pm Motion to modify October 8 CPMT Agenda to present Executive Session as first order of business	Dr. Devine stated he would need

Minutes
 Winchester CPMT
 24 Baker Street, Board Room
 Thursday, October 8, 2015
 2:00 p.m.

Item	Discussion	Action
		to leave the meeting at 2:45; Mr. Gleason asked for a motion to modify the agenda to allow for the Executive Session to be the first Order of business. On motion by Dr. Devine, seconded by Ms. Dopkowski, the agenda was modified and executive session followed.
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 Dr. Devine, seconded by Ms. Dopkowski, 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. Roussos and seconded by Ms. Kiser. Approved unanimously.
Motion to Certify Compliance by Roll Call Vote	Move that the members of the Winchester CPMT certify that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements, and (2) only such public business matters were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting.	Motion to Certify Compliance by Roll Call Vote was made by Ms. Kiser, seconded by Dr. Devine, and unanimously approved.
Motion to Approve All Cases	Motion to Approve all cases as accepted or amended.	All cases were approved, on motion by Mr. Roussos, seconded by Ms. Dopkowski. Motion was approved unanimously.

Minutes
 Winchester CPMT
 24 Baker Street, Board Room
 Thursday, October 8, 2015
 2:00 p.m.

Item	Discussion	Action
<p>b. Northwestern Community Service Board FAPT case management</p>	<p>Provision (Scardino, Bober)</p> <p>Mr. Gleason reviewed the document from Northwestern Community Service Board (NWCSB) regarding Case Management fees for CSA Youth referred to Northwestern by FAPT.</p>	<p>purchase of services program is working on incorporating the City purchase of services language into the existing purchase of services document.</p> <p>NWCSB is requesting monthly Case Management fees for any case they manage that is not a client of NWCSB. It is not anticipated that Winchester will utilize service often.</p>
<p>New Business:</p> <p>a. Administrative Memo #15-06 Title IV-E Funds for Emergency Foster Home Placement</p> <p>b. Broadcast 9386 Changes in Funding Eligibility for Foster Children with APPLA or PFC Foster Care goals</p> <p>c. SEC Work Group Report</p> <p>d. Virginia Commission on Youth Study Temporary Placements of Children</p> <p>e. Virginia Commission on Youth Study on Use of Federal, State and Local Funds for</p>	<p>Title IV-E funding for emergency foster care placements will now begin on the first of the month when in which the negative fingerprint results are received, rather than date of placement in foster care home.</p> <p>Children under age 16 should not have goals of permanent foster care placement.</p> <p>Ms. Farrell distributed the report for review. One item of note was the desire to increase awareness of CSA.</p> <p>Ms. Farrell distributed the report</p> <p>Ms. Farrell distributed the report.</p>	<p>Winchester DSS is aware of the IV-E changes, and is taking steps to ensure that all IV-E funding is in compliance.</p> <p>No CPMT action required.</p> <p>CPMT referred to the CSA Brochure. No further action necessary at this time.</p> <p>Comments due to Commission on October 13, 2015.</p> <p>Comments due to Commission on October 13, 2015</p>

Minutes
 Winchester CPMT
 24 Baker Street, Board Room
 Thursday, October 8, 2015
 2:00 p.m.

Item	Discussion	Action
Private Educational Placements of Students with Disabilities		
Motion to Adjourn/Next Meeting Date	The next CPMT meeting will be held Thursday, November 12, 2015 at 2:00 p.m., Winchester Social Services Department, 24 Baker Street, Conference Room, Winchester, VA.	The meeting was adjourned on motion by Mr. Roussos and seconded by Ms. Kiser

Attachments: Minutes of September 10, 2015 w/attachments
 September 2015 Financials
 Administrative Memo #15-06
 Broadcast 9386
 OCS SEC Work Group re Increasing CSA Awareness
 Virginia Commission on Youth – Temporary Placements of Children
 Virginia Commission on Youth – Use of Federal, State and Local Funds for Private Ed Placements of Students with Disabilities

Transcribed by CG

CSA Pool Reimbursement Request Report Worksheet

Date: September 24, 2015

Period Ending: September, 2015

Chart A

Part 1 - Expenditure Description

	Number of Clients	Gross Total Expenditures	Expenditure Refunds	Net Total Expenditures
1. Congregate Care/Mandated & Non-Mandated Residential Services				
1a. Foster Care - IV-E Child in Licensed Residential Congregate Care	0	0.00		0.00
1b. Foster Care - all other in Licensed Residential Congregate Care	0	0.00	164.89	-164.89
1c. Residential Congregate Care - CSA Parental Agreements; DSS Non-Custodial	3	21,605.88		21,605.88
1d. Non-Mandated Services/Residential/Congregate Care	0	0.00		0.00
1e. Educational Services - Congregate Care	3	24,323.89		24,323.89
2. Other Mandated Services				
2a. Treatment Foster Care - IV-E	12	42,457.33	100.00	42,357.33
2a.1 Treatment Foster Care	2	3,967.08		3,967.08
2a.2 Treatment Foster Care - CSA Parental Agreements; DSS Non-Custodial	0	0.00		0.00
2c. Family Foster Care - IV-E; Community Based Services	8	6,311.80	188.05	6,123.75
2e. Family Foster Care - Children Receiving Maintenance/Basic Activities; IL	6	3,348.39	833.00	2,515.39
2f. Community Based Services	31	16,060.10	265.00	15,795.10
2f.1 Community Transition Services	0	0.00		0.00
2g. Special Education Private Day Placement	2	10,801.20		10,801.20
2h. Wrap-Around Services for Students With Disabilities	1	1,161.34		1,161.34
2i. Psychiatric Hospitals/Crisis Stabilization Units	0	0.00		0.00
3. Non-Mandated Services/Community Based	2	1,869.75		1,869.75
4. Grand Totals: Sum of categories 1 through 3	70	131,906.76	1,550.94	130,355.82

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

Vendor Refunds and Payment Cancellations	Refund Amount
Parental Co-Payments	
Payments made on behalf of the child (SSA, SSI, VA benefits)	833.00
Child Support Collections through DCSE	717.94
Pool prior-reported expenditures re-claimed under IV-E	
Other (specify)	
Total Refunds (must agree with line 4)	1,550.94

Chart B

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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
Beginning Balance				\$993,730.00	\$637,874.05	\$455,855.95
Pool Reimbursement History						
	5	07/31/2015	08/04/2015	\$1,302.55	\$798.62	\$503.93
	5	08/31/2015	09/02/2015	\$135,400.49	\$75,426.31	\$59,974.18
	5	09/30/2015	10/05/2015	\$130,355.82	\$73,557.04	\$56,798.78
Pool Reimbursement Expenditure Totals				\$267,058.86	\$149,781.97	\$117,276.89
Supplement History						
Supplement Totals				\$0.00	\$0.00	\$0.00
CSA System Balance				\$726,671.14	\$388,092.08	\$338,579.06

Transaction History without WRAP Dollars

Match Rate: 0.4587	Status	Period End	Date Filed	Total Amount	State	Local
Beginning Balance				\$978,252.00	\$529,496.52	\$448,755.48
Pool Reimbursement History						
	-	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
Pool Reimbursement Expenditure Totals				\$265,755.89	\$149,076.68	\$116,679.21
Supplement History						
Supplement Totals				\$0.00	\$0.00	\$0.00
CSA System Balance (Non-WRAP):				\$712,496.11	\$380,419.84	\$332,076.27

Transaction History WRAP dollars only

Match Rate: 0.4587	Status	Period End	Date Filed	Total Amount	State	Local
WRAP Allocation Additions History						
			08/28/2015	\$15,478.00	\$8,377.00	\$7,100.00
WRAP Allocation Additions Totals				\$15,478.00	\$8,377.00	\$7,100.00
Pool Reimbursement History - WRAP only						
	-	07/31/2015	08/04/2015	\$0.00	\$0.00	\$0.00
	-	08/31/2015	09/02/2015	\$141.83	\$76.66	\$64.97
	-	09/30/2015	10/05/2015	\$1,161.34	\$628.63	\$532.71
Pool Reimbursement Expenditure Totals - WRAP only				\$1,302.97	\$705.29	\$597.68
CSA System Balance (WRAP only):				\$14,175.03	\$7,672.24	\$6,502.79

The Office of Children's Services, 2015
 1504 Santa Rosa Road, Ste 137, Richmond, VA 23299
 Phone (804) 632-5113 Fax (804) 162-3631

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Wrap-Around Services for Students with Disabilities
2014 - 2015

Chart C

Child	18			TOTAL SPENT
Agency	WPS-NREP			
Worker	Clatter			
JUL				0.00
AUG	141.63			141.63
SEP	1161.34			1,161.34
OCT				0.00
NOV				0.00
DEC				0.00
JAN				0.00
FEB				0.00
MAR				0.00
APR				0.00
MAY				0.00
JUN				0.00
TOTAL/ CHILD	1,302.97	0.00	0.00	1,302.97
			Beginning Balance	15,478.00
			Disbursed	1,302.97
			Encumbered	5,098.50
			Remaining Funds	9,076.53

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

Chart F

FUND NAME	ORIGINAL	BUDGET	REVISED	EXPENDITURES	FUND	ENCUMBRANCES	FUND
	BUDGET	REVISIONS	BUDGET		BALANCE		BALANCE
C15 CSA MANDATED 14/15 ASSIST	5,000.00	0.00	5,000.00	1,667.32	3,332.68	0.00	3,332.68
C15 CSA MANDATED 14/15 POS	1,688,949.00	0.00	1,688,949.00	1,626,801.36	62,147.64	0.00	62,147.64
C15 CSA NON-MANDATED 14/15 POS	20,162.00	0.00	20,162.00	15,157.55	5,004.45	0.00	5,004.45
C15 CSA W/A SRVS FOR STUDENTS 14/15 POS	30,414.00	0.00	30,414.00	15,697.61	14,716.39	0.00	14,716.39
C16 CSA MANDATED 15/16 ASSIST	5,000.00	0.00	5,000.00	2,725.45	2,274.55	0.00	2,274.55
C16 CSA MANDATED 15/16 POS	973,252.00	0.00	973,252.00	261,225.93	712,026.07	526,402.85	185,623.22
C16 CSA NON-MANDATED 15/16 POS	20,162.00	0.00	20,162.00	3,579.75	16,582.25	5,755.00	10,827.25
C16 CSA W/A SRVS FOR STUDENTS 15/16 POS	15,478.00	0.00	15,478.00	1,302.97	14,175.03	5,098.50	9,076.53
	2,758,417.00	0.00	2,758,417.00	1,928,157.94	830,259.06	537,256.35	293,002.71

OCTOBER FINANCIALS

CSA Pool Reimbursement Request Report Worksheet

Date: October 27, 2015

Period Ending: October, 2015

Chart A

Part 1 - Expenditure Description

	Number of Clients	Gross Total Expenditures	Expenditure Refunds	Net Total Expenditures
1. Congregate Care/Mandated & Non-Mandated Residential Services				
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		0.00	300.00	-300.00
1c. Residential Congregate Care - CSA Parental Agreements; DSS Non-Custodial	3	22,929.30		22,929.30
1d. Non-Mandated Services/Residential/Congregate Care		0.00		0.00
1e. Educational Services - Congregate Care	4	22,546.61		22,546.61

2. Other Mandated Services

2a. Treatment Foster Care - IV-E	11	35,688.30	100.00	35,588.30
2a.1 Treatment Foster Care	5	15,692.20		15,692.20
2a.2 Treatment Foster Care - CSA Parental Agreements; DSS Non-Custodial		0.00		0.00
2c. Family Foster Care - IV-E; Community Based Services	7	4,304.00		4,304.00
2e. Family Foster Care - Children Receiving Maintenance/Basic Activities; IL	3	2,831.15	990.85	1,840.30
2f. Community Based Services	28	15,082.14		15,082.14
2f.1 Community Transition Services		0.00		0.00
2g. Special Education Private Day Placement	2	4,805.07		4,805.07
2h. Wrap-Around Services for Students With Disabilities		0.00		0.00
2i. Psychiatric Hospitals/Crisis Stabilization Units		0.00		0.00
3. Non-Mandated Services/Community Based	2	460.00		460.00
4. Grand Totals: Sum of categories 1 through 3	65	124,338.77	1,390.85	122,947.92

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

Vendor Refunds and Payment Cancellations			
Parental Co-Payments			833.00
Payments made on behalf of the child (SSA, SSI, VA benefits)			557.85
Child Support Collections through DCSE			
Pool prior-reported expenditures re-claimed under IV-E			
Other (specify)			
Total Refunds (must agree with line 4)			1,390.85

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Chart B



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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
Beginning Balance				\$993,730.00	\$537,874.05	\$455,855.95
Pool Reimbursement History						
	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
	5	10/31/2015	11/02/2015	\$122,947.92	\$68,506.85	\$54,441.07
Pool Reimbursement Expenditure Totals				\$390,006.78	\$218,288.82	\$171,717.96
Supplement History						
Supplement Totals				\$0.00	\$0.00	\$0.00
CSA System Balance				\$603,723.22	\$319,585.23	\$284,137.99

Transaction History without WRAP Dollars

Match Rate: 0.4587	Status	Period End	Date Filed	Total Amount	State	Local
Beginning Balance				\$978,252.00	\$529,496.52	\$448,755.48
Pool Reimbursement History						
	-	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
Pool Reimbursement Expenditure Totals				\$388,703.81	\$217,583.53	\$171,120.28
Supplement History						
Supplement Totals				\$0.00	\$0.00	\$0.00
CSA System Balance (Non-WRAP):				\$589,548.19	\$311,912.99	\$277,635.20

Transaction History WRAP dollars only

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

Pool Reimbursement History - WRAP only

-	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
Pool Reimbursement Expenditure Totals -WRAP only			\$1,302.97	\$705.29	\$597.68
CSA System Balance (WRAP only):			\$14,175.03	\$7,672.24	\$6,502.79

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Wrap-Around Services for Students with Disabilities
2015-2016

Chart C

Child	18				TOTAL SPENT
Agency	WPS-NREP				
Worker	Clatter				
JUL					0.00
AUG	141.63				141.63
SEP	1161.34				1,161.34
OCT					0.00
NOV					0.00
DEC					0.00
JAN					0.00
FEB					0.00
MAR					0.00
APR					0.00
MAY					0.00
JUN					0.00
TOTAL/ CHILD	1,302.97		0.00	0.00	1,302.97
				Beginning Balance	15,478.00
				Disbursed	1,302.97
				Encumbered	5,041.91
				Remaining Funds	9,133.12

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

Chart F

FUND NAME	REVISED BUDGET	EXPENDITURES	FUND BALANCE	ENCUMBRANCES	FUND BALANCE	UNAPPROVED CREDIT		ADJUSTED FUND BALANCE
						FUND BALANCE	FUND BALANCE	
C16 CSA MANDATED 15/16 ASSIST	5,000.00	4,290.55	709.45	0.00	709.45	0.00	0.00	709.45
C16 CSA MANDATED 15/16 POS	973,252.00	397,475.28	575,776.72	577,992.59	(2,215.87)	11,399.00	0.00	(13,614.87)
C16 CSA NON-MANDATED 15/16 POS	20,162.00	5,126.50	15,035.50	7,940.00	7,095.50	0.00	0.00	7,095.50
C16 CSA W/A SRVS FOR STUDENTS 15/16 POS	15,478.00	2,096.13	13,381.87	4,248.75	9,133.12	0.00	0.00	9,133.12
	1,013,892.00	408,988.46	604,903.54	590,181.34	14,722.20	11,399.00	0.00	3,323.20

NOVEMBER ATTACHMENTS

**Recommendations for the State Executive Council for
Children's Services Work Group
Approved by the Work Group on October 13, 2015**

1. The State Executive Council should remain as a supervisory council as presently configured.
2. The chair of the State and Local Advisory Team should be added as a voting member to the State Executive Council.
3. A representative who has previously received services through the Children's Services Act should be added as a voting member to the State Executive Council, appointed by the Governor, with recommendations being solicited from, but not limited to, the Virginia Department of Education, Virginia Department of Social Services, and the Virginia Chapter of the National Alliance on Mental Illness (NAMI). This will require a change to §2.2-2648(B), Code of Virginia.
4. A representative who has previously received services through the Children's Services Act should be added as a voting member to the State and Local Advisory Team, appointed by the State Executive Council, with recommendations being solicited from, but not limited to, the Virginia Department of Education, Virginia Department of Social Services, and the Virginia Chapter of the National Alliance on Mental Illness (NAMI). This will require a change to §2.2-5201, Code of Virginia.
5. As funding streams and funding decisions are the province of the General Assembly, no recommendation is made concerning the role of the Council with regard to funding streams.
6. The current relationship between the Council and the executive branch of state government through the designation of the Secretary of Health and Human Resources as the chair of the Council and the designated membership of executive branch members is appropriate and no changes are recommended.
7. Congruent with the recommendation that State Executive Council remain a supervisory council, the Council should not have the authority to promulgate regulations through the Administrative Process Act. The Council should however, develop clear guidelines for public participation in its process of developing and adopting policy. These guidelines should include specific time frames for various stages in the process, expectations for public notice and public comments, and expectations for consideration of fiscal impact on local government.