CPMT PACKET

05/12/2015

Winchester CPMT Agenda

May 12, 2015, 1:30pm
WDSS, 10 Baker St
Winchester, VA 22601

Approve Minutes from 04/14/15

Announcements

Financial Report

a. Review of April 2015 Financials

Old Business

a. Strategic Planning & Assignment of Work Committees
   1. Foundation & Structure (Blowe, Dopkowski, Gleason)
   2. Education, Training, & Expectations (Roussos, Kiser)
   3. Data-Driven Accountability & Service Provision (Scardino, Bober)
   4. CPMT Service Development (Kish, Devine)
b. Strategic Plan Task Update
c. Purchase of Service Agreement
d. Meeting Time/Location
e. Proposed CSA Policy: Serving Youth Referred to Residential Facilities Outside CSA Process

New Business

a. CPMT Chair
b. Resolution for next year's meetings
c. Supplemental Funding Request
d. New Allocations FY16
e. Parental Referral Process

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: Tuesday, June 9, 2015 at 1:30

April Minutes

With March Financials

Minutes

Winchester CPMT
10 Baker Street
Tuesday, April 14, 2015
1:30 p.m.

MEMBERS PRESENT
Mary Blowe, City of Winchester
Kelly Bober, Child Advocacy Center
Dr. Charles Devine, Virginia Dept. of Health
Amber Dopkowski, Winchester Dept. of Social Services
Mark Gleason, Northwestern Community Services Board
Lyda Kiser, Parent Representative
Sarah Kish, Winchester Public Schools
Paul Scardino, National Counseling Group

MEMBERS/OTHERS NOT PRESENT
Eden Freeman, City of Winchester
Peter Roussos, Dept. of Juvenile Justice

Others Present:
Karen Farrell, Winchester CSA Coordinator
Connie Greer, Winchester Dept. of Social Services

RECAP OF CPMT VOTES:

Motion:	Action:	Status:
• Motioned to approve the minutes from November 11, 2014, February 10, 2015, and March 10, 2014 CPMT Meetings.	1st: Dr. Devine 2nd: Ms. Kiser	Approved Unanimously
• 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. Kiser 2nd: Ms. Bober	Approved unanimously
• Motion to come out of Executive Session	1st: Ms. Kiser 2nd: Dr. Devine	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: Dr. Devine 2nd: Mr. Scardino	Approved unanimously
• Motion to Approve All Cases, as presented.	1st: Dr. Devine 2nd: Ms. Dopkowski Mr. Scardino – abstained from 6 cases	Motion was approved with noted abstentions
• Motion to adjourn CPMT Meeting	1st: Dr. Devine 2nd: Ms. Kiser	Approved Unanimously

Item	Discussion	Action
Call to Order/Additions to	The meeting was opened by Chair, Mark Gleason, at 1:30 pm.	

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Minutes

Winchester CPMT
10 Baker Street
Tuesday, April 14, 2015
1:30 p.m.

Item	Discussion	Action
the Agenda		
Approval of Minutes		Dr. Devine motioned to approve the Minutes from November 11, 2014, February 10, 2015, and March 10, 2014 CPMT Meetings, as there was not a quorum to approve these Minutes when originally presented. Ms. Kiser seconded the motion. Motion to approve the minutes passed unanimously.
Announcements		None.
Financial Report	The Financial Report was distributed and included expenditures for March, 2015 Report: March, 2015 Gross Expenditures: $102,322.20 Expenditure Refunds: $1,330.23 Net Expenditures: $100,991.97 Local Dollars: $43,715.02 Regular Medicaid Payments to Providers: $215,764.84 Local Match: $61,857.08 Wrap Dollars Funds Beginning Balance: $18,805.00 Additional Allocation: $11,609.00 Wrap Dollars Total Allocation: $30,414.00 Encumbered: $7,405.00 Disbursed: $9,177.69 Remaining Funds: $13,831.31 Non-Mandated Funds Beginning Balance: $20,162.00 Encumbered: $8,247.00 Disbursed: $6,264.10 Remaining Funds: $5,650.90 Unduplicated CSA Case Count: 86 Average Spent per Child: $12,485.49	Ms. Dopkowski reviewed the report. Ms. Karen Farrell, CSA Coordinator, is in close contact with Office of Comprehensive Services to request the remaining 25% balance of the supplemental funding, likely by the end of April.
Old Business: **a. Strategic Planning Report- Assignment of**	Four Strategic Target Areas were identified as follows: 1. CPMT Foundation and Structure (Dopkowski, Gleason, Blowe)	1. No report

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Minutes

Winchester CPMT
10 Baker Street
Tuesday, April 14, 2015
1:30 p.m.

Item	Discussion	Action
Work Committees	2. Common Ground through Education, Training and Shared Expectations (Roussos, Kiser) 3. Data-Driven Accountability and Service Provision (Scardino, Bober) 4. CPMT Services Development (Kish, Devine)	2. No report 3. CPMT members were requested to review and provide their comments about the Purchase of Service Agreement to Mr. Scardino directly. There are some provisions that need further review. The subcommittee will present the revised draft at the May CPMT meeting. 4. No report
b. Strategic Plan Task Update	Members discussed how to review/update the CPMT Strategic Plan developed in October 2013. The Plan had been updated to show which goals are completed and which are still in progress. Members reviewed the updated list of goals, prioritizing the goal as a High, Medium, or Low priority and return to Ms. Farrell.	Ms. Farrell updated the plan to show which goals have been completed, and which are still in progress, attached hereto. Some goals were removed as "completed," and other goals were combined as similar goals. The remaining goals were ranked as High, Medium, or Low Priority. Ms. Farrell will distribute updated list of goals at May CPMT meeting.
c. Purchase of Service Agreement	A draft Agreement for Purchase of Service contract was distributed at last month's meeting.	CPMT members were requested to review and provide their comments about the Purchase of Service Agreement to Mr. Scardino directly. There are some provisions that need further review. The subcommittee will present the revised draft at the May CPMT meeting, with a goal of having a CPMT approved draft of the Agreement to the City Attorney for final legal review at June CPMT meeting.
New Business: **a. CSA New Coordinators Academy**	Ms. Farrell attended the CSA New Coordinators Academy March 9-11, 2015. Overall she felt that Winchester CPMT is compliant with OCS standards and practices. She would like to further review the City's UM/UR process to make sure it meets OCS criteria.	Ms. Farrell will review process and bring recommendations to May CPMT meeting,

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Minutes

Winchester CPMT
10 Baker Street
Tuesday, April 14, 2015
1:30 p.m.

Item	Discussion	Action
b. CPMT Meeting Time/Location	There has been a difficulty achieving a quorum of CPMT members attending the monthly meetings to conduct CPMT business. Mr. Gleason polled members to determine if there was a better day of the week/time of day to have a meeting for the CPMT members to help ensure better attendance.	CPMT Members were requested to review their calendars, and respond to Ms. Farrell's "Doodle" poll to help determine the best day of the week/time for all Members.
c. Data Set Submitted		No action required.
d. Proposed CSA Policy: Serving Youth Referred to Residential Facilities Outside CSA Process	The proposed policy was reviewed; Members discussed some of the potential ramifications of the policy for the school system and for social services. Public comment is being requested by OCS on the policy, which is due by May 29, 2015. Mr. Gleason indicated other locality governments and community policy and management teams were responding and recommended CPMT draft a response as well.	CPMT to discuss further at May meeting, to determine if a proposed response will be mailed to OCS.
e. Medicaid Memo of March 16, 2015: Changes to Community Mental Health Rehabilitation Services	On January 30, 2015 changes in the Medicaid regulations concerning certain services under the Community Mental Health Rehabilitative Services category went into effect. Specific areas of change which concern CSA are the removal of case management from the definition of Intensive In-home Services, and the requirements for credentialing of providers for specific services has been adjusted.	No action required.
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. Kiser, seconded by Ms. Bober, 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 Ms. Kiser and seconded by Dr. Devine. 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 Dr. Devine, seconded by Mr. Scardino, and unanimously approved.

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Minutes

Winchester CPMT
10 Baker Street
Tuesday, April 14, 2015
1:30 p.m.

Item	Discussion	Action
Motion to Approve All Cases	Motion to Approve all cases as accepted or amended. Mr. Scardino – abstained from 6 cases	All cases were approved, on motion by Dr. Devine, seconded by Mr. Scardino. Motion was approved with noted abstentions.
Motion to Adjourn/Next Meeting Date	The next CPMT meeting will be held Tuesday May 12, 2015 at 1:30 p.m., Winchester/Frederick County Health Department, 10 Baker Street, Conference Room, Winchester VA	The meeting was adjourned at 3:20 p.m.

Attachments: March 2014 Financials
CPMT Strategic Plan Outstanding Goals
Proposed Policy dated March 19, 2015: Serving Youth Referred to Residential Treatment Facilities for Non-Educational Reasons and Outside of CSA Process
Draft Agreement for Purchase of Services
Medicaid Memo dated March 23, 2015 re Changes to Certain Services

Transcribed by CPG

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CSA Pool Reimbursement Request Report Worksheet

Date: March 31, 2015

Period Ending: March, 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	1	990.00		**990.00**
1b.	Foster Care - all other in Licensed Residential Congregate Care		0.00	59.01	**-59.01**
1c.	Residential Congregate Care - CSA Parental Agreements; DSS Non-Custodial	2	14,357.28		**14,357.28**
1d.	Non-Mandated Services/Residential/Congregate Care		0.00		**0.00**
1e.	Educational Services - Congregate Care	4	19,415.87		**19,415.87**
2.	**Other Mandated Services**				
2a.	Treatment Foster Care - IV-E	12	30,212.55	60.00	**30,152.55**
2a.1	Treatment Foster Care	3	11,695.00	90.26	**11,604.74**
2a.2	Treatment Foster Care - CSA Parental Agreements; DSS Non-Custodial		0.00		**0.00**
2b.	Specialized Foster Care - IV-E; Community Based Services		0.00		**0.00**
2b.1	Specialized Foster Care		0.00		**0.00**
2c.	Family Foster Care - IV-E; Community Based Services	7	3,035.69		**3,035.69**
2d.	Family Foster Care Maintenance Only	1	686.00	848.52	**-162.52**
2e.	Family Foster Care - Children Receiving Maintenance/Basic Activities; IL	1	923.28	205.44	**717.84**
2f.	Community Based Services	19	15,781.16	67.00	**15,714.16**
2f.1	Community Transition Services		0.00		**0.00**
2g.	Special Education Private Day Placement	1	3,614.09		**3,614.09**
2h.	Wrap-Around Services for Students With Disabilities	1	1,331.28		**1,331.28**
2i.	Psychiatric Hospitals/Crisis Stabilization Units		0.00		**0.00**
3.	Non-Mandated Services/Community Based	1	280.00		**280.00**
4.	**Grand Totals: Sum of categories 1 through 3**	**53**	**102,322.20**	**1,330.23**	**100,991.97**

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, SSI, VA benefits)	921.00
Child Support Collections through DCSE	409.23
Pool prior-reported expenditures re-claimed under IV-E	
Other (specify)	
Total Refunds (must agree with line 4)	**1,330.23**

CSA Comprehensive Services Act

Chart B

CSA Reports
Pool Reimbursement Reports
FY15
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				**$1,206,997.00**	**$653,308.99**	**$553,688.01**
Pool Reimbursement History						
	9	07/31/2014	08/06/2014	$271.75	$129.94	$141.81
	9	08/31/2014	09/03/2014	$66,462.27	$37,034.51	$29,427.76
	9	09/30/2014	10/02/2014	$121,923.88	$68,589.95	$53,333.93
	9	10/31/2014	11/03/2014	$126,088.83	$67,498.17	$58,590.66
	9	11/30/2014	12/03/2014	$164,640.34	$88,596.71	$76,043.63
	9	12/31/2014	01/07/2015	$204,456.19	$111,822.17	$92,634.02
	9	01/31/2015	02/06/2015	$105,557.78	$57,224.70	$48,333.08
	9	02/28/2015	03/03/2015	$183,358.95	$100,486.68	$82,872.27
	1	03/31/2015	04/02/2015	$100,991.97	$57,276.95	$43,715.02
Pool Reimbursement Expenditure Totals				**$1,073,751.96**	**$588,659.78**	**$485,092.18**
Supplement History						
			01/21/2015	$46,431.00	$41,261.00	$5,170.00
Supplement Totals				**$46,431.00**	**$41,261.00**	**$5,170.00**
CSA System Balance				**$179,676.04**	**$105,910.21**	**$73,765.83**

Transaction History without WRAP Dollars

Match Rate: 0.4587	Status	Period End	Date Filed	Total Amount	State	Local
Beginning Balance				**$1,176,583.00**	**$636,846.99**	**$539,736.01**
Pool Reimbursement History						
	-	07/31/2014	08/06/2014	$271.75	$129.94	$141.81
	-	08/31/2014	09/03/2014	$66,462.27	$37,034.51	$29,427.76
	-	09/30/2014	10/02/2014	$121,923.88	$68,589.95	$53,333.93
	-	10/31/2014	11/03/2014	$126,088.83	$67,498.17	$58,590.66
	-	11/30/2014	12/03/2014	$163,207.34	$87,821.03	$75,386.31
	-	12/31/2014	01/07/2015	$200,570.58	$109,718.89	$90,851.69
	-	01/31/2015	02/06/2015	$103,841.48	$56,295.67	$47,545.81
	-	02/28/2015	03/03/2015	$182,547.45	$100,047.42	$82,500.03
	-	03/31/2015	04/02/2015	$99,660.69	$56,556.33	$43,104.36
Pool Reimbursement Expenditure Totals				**$1,064,574.27**	**$583,691.91**	**$480,882.36**
Supplement History						
			01/21/2015	$46,431.00	$41,261.00	$5,170.00
Supplement Totals				**$46,431.00**	**$41,261.00**	**$5,170.00**
CSA System Balance (Non-WRAP):				**$158,439.73**	**$94,416.08**	**$64,023.65**

Transaction History WRAP dollars only

Match Rate: 0.4587	Status	Period End	Date Filed	Total Amount	State	Local
WRAP Allocation Additions History						
			08/06/2014	$18,805.00	$10,178.00	$8,626.00
			10/26/2014	$11,609.00	$6,283.00	$5,325.00
WRAP Allocation Additions Totals				**$30,414.00**	**$16,461.00**	**$13,951.00**
Pool Reimbursement History - WRAP only						
	-	07/31/2014	08/06/2014	$0.00	$0.00	$0.00
	-	08/31/2014	09/03/2014	$0.00	$0.00	$0.00
	-	09/30/2014	10/02/2014	$0.00	$0.00	$0.00
	-	10/31/2014	11/03/2014	$0.00	$0.00	$0.00
	-	11/30/2014	12/03/2014	$1,433.00	$775.68	$657.32
	-	12/31/2014	01/07/2015	$3,885.61	$2,103.28	$1,782.33
	-	01/31/2015	02/06/2015	$1,716.30	$929.03	$787.27
	-	02/28/2015	03/03/2015	$811.50	$439.26	$372.24
	-	03/31/2015	04/02/2015	$1,331.28	$720.62	$610.66
Pool Reimbursement Expenditure Totals - WRAP only				**$9,177.69**	**$4,967.87**	**$4,209.82**
CSA System Balance (WRAP only):				**$21,236.31**	**$11,494.13**	**$9,742.18**

Chart C

Wrap-Around Services for Students with Disabilities

2014 - 2015

Child	3	12	18			TOTAL SPENT
Agency	WPS	WPS-NREP	WPS-NREP			
Worker	McK	Clatter	Clatter			
JUL						0.00
AUG						0.00
SEP						0.00
OCT						0.00
NOV	300.00		1,133.00			1,433.00
DEC	260.00		3,625.61			3,885.61
JAN	470.00		1,246.30			1,716.30
FEB	245		566.50			811.50
MAR			1,331.28			1,331.28
APR						0.00
MAY						0.00
JUN						0.00
						0.00
TOTAL/	1,275.00	0.00	7,902.69			9,177.69
CHILD						
			Beginning Balance			**30,414.00**
			Disbursed			9,177.69
			Encumbered			7,405.00
			Remaining Funds			**13,831.31**

Non-Mandated Funds

2014 - 2015

Chart D

Child	15	19	16	17	20			TOTAL SPENT
Agency	WPS	DJJ	NWCSB	WPS	DSS			
Worker	McK	Young	Connell	McK	Penn			
JUL								0.00
AUG			669.80					669.80
SEP	210.00		953.05	265.00				1,428.05
OCT	100.00							100.00
NOV		550.00	613.15	255.00				1,418.15
DEC		445.00	773.10	265.00				1,483.10
JAN		200.00		125.00				325.00
FEB				210.00	350.00			560.00
MAR				280.00				280.00
APR								0.00
MAY								0.00
JUN								0.00
JUN 1								0.00
TOTAL/ CHILD	310.00	1,195.00	3,009.10	1,400.00	350.00		0.00	6,264.10
		Beginning Balance						**20,162.00**
		Disbursed						6,264.10
		Encumbered						8,247.00
		Remaining Funds						**5,650.90**

Nine Year Comparison Chart

Chart E

	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013 -2014	2014-2015
July	295.28	4,911.51	10,266.93	9,458.29	5,069.89	3,038.21	3,166.90	166.42	271.75
August	301,614.45	229,488.55	191,849.47	145,415.77	113,164.41	145,670.33	92,757.41	70,156.19	66,462.27
September	221,315.88	162,491.89	219,001.82	128,872.42	140,623.38	126,252.80	146,176.67	76,193.02	121,923.88
October	278,714.69	272,889.23	186,159.65	159,100.81	125,383.16	113,566.55	132,011.04	76,052.90	126,088.83
November	220,279.28	218,628.54	199,049.04	117,450.86	161,810.81	117,093.83	112,159.19	109,379.65	164,640.34
December	224,376.62	220,635.60	159,066.88	111,673.88	107,885.14	101,861.19	116,376.55	103,368.41	204,456.19
January	221,742.92	224,949.12	128,052.33	130,627.75	142,931.48	151,908.54	163,869.33	108,602.83	105,557.78
February	207,392.25	113,213.17	127,964.87	83,063.75	133,838.60	121,575.88	107,440.05	115,147.77	183,358.95
March	170,101.10	264,666.84	168,271.90	119,700.47	144,940.45	117,899.40	120,489.59	66,667.82	100,991.97
April	227,323.93	236,615.22	142,434.91	136,286.49	160,351.57	101,993.55	108,460.48	152,250.00	
May	216,049.75	224,636.22	126,503.97	128,319.69	173,228.70	121,909.56	127,950.48	30,652.63	
June	228,889.80	246,399.13	175,922.47	132,160.41	111,218.28	126,270.80	87,566.12	89,193.60	
June (2)	279,563.29	202,903.78	155,089.52	143,870.07	212,852.44	155,010.08	136,161.26	118,678.54	
	9,753.59								
	2,807,412.83	2,622,428.80	1,989,633.76	1,546,000.66	1,733,298.31	1,504,050.72	1,454,585.07	1,116,509.78	1,073,751.96
Medicaid Pay.	742,443.68	788,982.19	553,523.98	542,278.28	445,437.88	26,551.56	202,738.74	124,307.44	215,764.84
TOTAL	3,549,856.51	3,411,410.99	2,543,157.74	2,088,278.94	2,178,736.19	1,530,602.28	1,657,323.81	1,240,817.22	1,289,516.80
Med. Loc. Match	170,279.46	180,953.07	110,657.07	95,542.20	82,464.82	7,612.00	58,122.66	35,637.39	61,857.08
CSA Local Share	1,287,760.27	1,202,908.08	826,992.80	616,075.51	716,796.97	642,150.99	633,091.05	483,421.66	485,092.18
# Children Served	96	95	105	114	116	97	75	91	86
							unduplicated	unduplicated	unduplicated
							youth served	youth served	youth served
							Y-T-D	Y-T-D	Y-T-D
									12,485.49
									Average
									per child

Chart F

04/01/2015

CITY OF WINCHESTER
COMPREHENSIVE SERVICES FUND BALANCE
COMPREHENSIVE SERVICE ACT

FUND NAME	REVISED BUDGET	EXPENDITURES	FUND BALANCE	ENCUMBRANCES	FUND BALANCE	UNAPPROVED CREDIT AUTHORIZATIONS & POSOS	ADJUSTED FUND BALANCE
C15 CSA MANDATED 14/15 ASSIST	5,000.00	1,345.85	3,654.15	0.00	3,654.15	0.00	3,654.15
C15 CSA MANDATED 14/15 POS	1,197,852.00	1,058,194.12	139,657.88	607,177.00	(467,519.12)	7,053.50	(474,572.62)
C15 CSA NON-MANDATED 14/15 POS	20,162.00	6,264.10	13,897.90	8,247.00	5,650.90	0.00	5,650.90
C15 CSA W/A SRVS FOR STUDENTS 14/15 POS	30,414.00	9,177.69	21,236.31	7,405.00	13,831.31	0.00	13,831.31
	1,253,428.00	1,074,981.76	178,446.24	622,829.00	(444,382.76)	7,053.50	(451,436.26)

April Financials

CSA Pool Reimbursement Request Report Worksheet

Date: April 27, 2015

Period Ending: April, 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	244.96	**-244.96**
1c.	Residential Congregate Care - CSA Parental Agreements; DSS Non-Custodial	2	14,870.04		**14,870.04**
1d.	Non-Mandated Services/Residential/Congregate Care		0.00		**0.00**
1e.	Educational Services - Congregate Care	4	55,063.90		**55,063.90**
2.	**Other Mandated Services**				
2a.	Treatment Foster Care - IV-E	12	36,820.90	75.00	**36,745.90**
2a.1	Treatment Foster Care	3	11,694.00	270.82	**11,423.18**
2a.2	Treatment Foster Care - CSA Parental Agreements; DSS Non-Custodial		0.00		**0.00**
2b.	Specialized Foster Care - IV-E; Community Based Services		0.00		**0.00**
2b.1	Specialized Foster Care		0.00		**0.00**
2c.	Family Foster Care - IV-E; Community Based Services	5	8,820.00		**8,820.00**
2d.	Family Foster Care Maintenance Only	1	686.00	852.88	**-166.88**
2e.	Family Foster Care - Children Receiving Maintenance/Basic Activities; IL	1	541.00	205.44	**335.56**
2f.	Community Based Services	21	16,499.15	67.00	**16,432.15**
2f.1	Community Transition Services		0.00		**0.00**
2g.	Special Education Private Day Placement	2	8,629.56		**8,629.56**
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	4	1,697.00		**1,697.00**
4.	**Grand Totals: Sum of categories 1 through 3**	**55**	**155,321.55**	**1,716.10**	**153,605.45**

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, SSI, VA benefits)	921.00
Child Support Collections through DCSE	795.10
Pool prior-reported expenditures re-claimed under IV-E	
Other (specify)	
Total Refunds (must agree with line 4)	**1,716.10**

CSA Comprehensive Services Act

Chart B

CSA Reports
Pool Reimbursement Reports
FY15
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				**$1,206,997.00**	**$653,308.99**	**$553,688.01**
Pool Reimbursement History						
	9	07/31/2014	08/06/2014	$271.75	$129.94	$141.81
	9	08/31/2014	09/03/2014	$66,462.27	$37,034.51	$29,427.76
	9	09/30/2014	10/02/2014	$121,923.88	$68,589.95	$53,333.93
	9	10/31/2014	11/03/2014	$126,088.83	$67,498.17	$58,590.66
	9	11/30/2014	12/03/2014	$164,640.34	$88,596.71	$76,043.63
	9	12/31/2014	01/07/2015	$204,456.19	$111,822.17	$92,634.02
	9	01/31/2015	02/06/2015	$105,557.78	$57,224.70	$48,333.08
	9	02/28/2015	03/03/2015	$183,358.95	$100,486.68	$82,872.27
	9	03/31/2015	04/02/2015	$100,991.97	$57,276.95	$43,715.02
	1	04/30/2015	05/11/2015	$153,605.45	$87,648.58	$65,956.87
Pool Reimbursement Expenditure Totals				**$1,227,357.41**	**$676,308.36**	**$551,049.05**
Supplement History						
			01/21/2015	$46,431.00	$41,261.00	$5,170.00
Supplement Totals				**$46,431.00**	**$41,261.00**	**$5,170.00**
CSA System Balance				**$26,070.59**	**$18,261.63**	**$7,808.96**

Transaction History without WRAP Dollars

Match Rate: 0.4587	Status	Period End	Date Filed	Total Amount	State	Local
Beginning Balance				**$1,176,583.00**	**$636,846.99**	**$539,736.01**
Pool Reimbursement History						
	-	07/31/2014	08/06/2014	$271.75	$129.94	$141.81
	-	08/31/2014	09/03/2014	$66,462.27	$37,034.51	$29,427.76
	-	09/30/2014	10/02/2014	$121,923.88	$68,589.95	$53,333.93
	-	10/31/2014	11/03/2014	$126,088.83	$67,498.17	$58,590.66
	-	11/30/2014	12/03/2014	$163,207.34	$87,821.03	$75,386.31
	-	12/31/2014	01/07/2015	$200,570.58	$109,718.89	$90,851.69
	-	01/31/2015	02/06/2015	$103,841.48	$56,295.67	$47,545.81
	-	02/28/2015	03/03/2015	$182,547.45	$100,047.42	$82,500.03
	-	03/31/2015	04/02/2015	$99,660.69	$56,556.33	$43,104.36
	-	04/30/2015	05/11/2015	$153,605.45	$87,648.58	$65,956.87
Pool Reimbursement Expenditure Totals				**$1,218,179.72**	**$671,340.49**	**$546,839.23**
Supplement History						
			01/21/2015	$46,431.00	$41,261.00	$5,170.00
Supplement Totals				**$46,431.00**	**$41,261.00**	**$5,170.00**

CSA System Balance (Non-WRAP):	**$4,834.28**	**$6,767.50**	**($1,933.22)**

Transaction History WRAP dollars only

Match Rate: 0.4587	**Status**	**Period End**	**Date Filed**	**Total Amount**	**State**	**Local**
WRAP Allocation Additions History						
			08/06/2014	$18,805.00	$10,178.00	$8,626.00
			10/26/2014	$11,609.00	$6,283.00	$5,325.00
WRAP Allocation Additions Totals				**$30,414.00**	**$16,461.00**	**$13,951.00**
Pool Reimbursement History - WRAP only						
	-	07/31/2014	08/06/2014	$0.00	$0.00	$0.00
	-	08/31/2014	09/03/2014	$0.00	$0.00	$0.00
	-	09/30/2014	10/02/2014	$0.00	$0.00	$0.00
	-	10/31/2014	11/03/2014	$0.00	$0.00	$0.00
	-	11/30/2014	12/03/2014	$1,433.00	$775.68	$657.32
	-	12/31/2014	01/07/2015	$3,885.61	$2,103.28	$1,782.33
	-	01/31/2015	02/06/2015	$1,716.30	$929.03	$787.27
	-	02/28/2015	03/03/2015	$811.50	$439.26	$372.24
	-	03/31/2015	04/02/2015	$1,331.28	$720.62	$610.66
	-	04/30/2015	05/11/2015	$0.00	$0.00	$0.00
Pool Reimbursement Expenditure Totals - WRAP only				**$9,177.69**	**$4,967.87**	**$4,209.82**
CSA System Balance (WRAP only):				**$21,236.31**	**$11,494.13**	**$9,742.18**

Chart C

Wrap-Around Services for Students with Disabilities
2014 - 2015

Child	3	12	18			TOTAL SPENT
Agency	WPS	WPS-NREP	WPS-NREP			
Worker	McK	Clatter	Clatter			
JUL						0.00
AUG						0.00
SEP						0.00
OCT						0.00
NOV	300.00		1,133.00			1,433.00
DEC	260.00		3,625.61			3,885.61
JAN	470.00		1,246.30			1,716.30
FEB	245		566.50			811.50
MAR			1,331.28			1,331.28
APR						0.00
MAY						0.00
JUN						0.00
						0.00
TOTAL/	1,275.00	0.00	7,902.69			9,177.69
CHILD						
			Beginning Balance			**30,414.00**
			Disbursed			9,177.69
			Encumbered			7,482.95
			Remaining Funds			**13,753.36**

Non-Mandated Funds
2014 - 2015

Chart D

Child	15	19	16	17	20	21	22	TOTAL SPENT
Agency	WPS	DJJ	NWCSB	WPS	DSS	WPS	DJJ	
Worker	McK	Young	Connell	McK	Penn	McK	Perry	
JUL								0.00
AUG			669.80					669.80
SEP	210.00		953.05	265.00				1,428.05
OCT	100.00							100.00
NOV		550.00	613.15	255.00				1,418.15
DEC		445.00	773.10	265.00				1,483.10
JAN		200.00		125.00				325.00
FEB				210.00	350.00			560.00
MAR				280.00				280.00
APR		480.00		420.00		252.00	545.00	1,697.00
MAY								0.00
JUN								0.00
JUN 1								0.00
TOTAL/	310.00	1,675.00	3,009.10	1,820.00	350.00	252.00	545.00	7,961.10
CHILD								
		Beginning Balance						**20,162.00**
		Disbursed						7,961.10
		Encumbered						10,045.00
		Remaining Funds						**2,155.90**

Nine Year Comparison Chart

Chart E

	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013 -2014	2014-2015
July	295.28	4,911.51	10,266.93	9,458.29	5,069.89	3,038.21	3,166.90	166.42	271.75
August	301,614.45	229,488.55	191,849.47	145,415.77	113,164.41	145,670.33	92,757.41	70,156.19	66,462.27
September	221,315.88	162,491.89	219,001.82	128,872.42	140,623.38	126,252.80	146,176.67	76,193.02	121,923.88
October	278,714.69	272,889.23	186,159.65	159,100.81	125,383.16	113,566.55	132,011.04	76,052.90	126,088.83
November	220,279.28	218,628.54	199,049.04	117,450.86	161,810.81	117,093.83	112,159.19	109,379.65	164,640.34
December	224,376.62	220,635.60	159,066.88	111,673.88	107,885.14	101,861.19	116,376.55	103,368.41	204,456.19
January	221,742.92	224,949.12	128,052.33	130,627.75	142,931.48	151,908.54	163,869.33	108,602.83	105,557.78
February	207,392.25	113,213.17	127,964.87	83,063.75	133,838.60	121,575.88	107,440.05	115,147.77	183,358.95
March	170,101.10	264,666.84	168,271.90	119,700.47	144,940.45	117,899.40	120,489.59	66,667.82	100,991.97
April	227,323.93	236,615.22	142,434.91	136,286.49	160,351.57	101,993.55	108,460.48	152,250.00	153,605.45
May	216,049.75	224,636.22	126,503.97	128,319.69	173,228.70	121,909.56	127,950.48	30,652.63	
June	228,889.80	246,399.13	175,922.47	132,160.41	111,218.28	126,270.80	87,566.12	89,193.60	
June (2)	279,563.29	202,903.78	155,089.52	143,870.07	212,852.44	155,010.08	136,161.26	118,678.54	
	9,753.59								
	2,807,412.83	2,622,428.80	1,989,633.76	1,546,000.66	1,733,298.31	1,504,050.72	1,454,585.07	1,116,509.78	1,227,357.41
Medicaid Pay.	742,443.68	788,982.19	553,523.98	542,278.28	445,437.88	26,551.56	202,738.74	124,307.44	269,383.88
TOTAL	3,549,856.51	3,411,410.99	2,543,157.74	2,088,278.94	2,178,736.19	1,530,602.28	1,657,323.81	1,240,817.22	1,496,741.29
Med. Loc. Match	170,279.46	180,953.07	110,657.07	95,542.20	82,464.82	7,612.00	58,122.66	35,637.39	77,228.99
CSA Local Share	1,287,760.27	1,202,908.08	826,992.80	616,075.51	716,796.97	642,150.99	633,091.05	483,421.66	485,092.18
# Children Served	96	95	105	114	116	97	75	91	96
							unduplicated	unduplicated	unduplicated
							youth served	youth served	youth served
							Y-T-D	Y-T-D	Y-T-D
									12,784.97
									Average
									per child

Chart F

CITY OF WINCHESTER
COMPREHENSIVE SERVICES FUND BALANCE
COMPREHENSIVE SERVICE ACT

FUND NAME	ORIGINAL BUDGET	BUDGET REVISIONS	REVISED BUDGET	EXPENDITURES	FUND BALANCE	ENCUMBRANCES	FUND BALANCE
C15 CSA MANDATED 14/15 ASSIST	5,000.00	0.00	5,000.00	69.75	4,930.25	0.00	4,930.25
C15 CSA MANDATED 14/15 POS	1,197,852.00	0.00	1,197,852.00	1,225,728.67	(27,876.67)	465,727.61	(493,604.28)
C15 CSA NON-MANDATED 14/15 POS	20,162.00	0.00	20,162.00	7,961.10	12,200.90	10,295.00	1,905.90
C15 CSA W/A SRVS FOR STUDENTS 14/15 POS	30,414.00	0.00	30,414.00	11,278.89	19,135.11	5,381.75	13,753.36
C16 CSA MANDATED 15/16 POS	0.00	0.00	0.00	0.00	0.00	1,830.00	(1,830.00)
	1,253,428.00	0.00	1,253,428.00	1,245,038.41	8,389.59	483,234.36	(474,844.77)

May Attachments

Strategic Plan Outstanding Goals

Strategic Target Area: Common Ground through Education, Training, and Shared Expectations

Goal 1: Develop an orientation program/training program for CPMT, FAPT and Case Managers to address relevant topics, improve skills/identify needs and to create a common understanding of roles and expectations of each level of CSA process. **HIGH**

Champion: Supporting Staff:

Key Tasks/Activities	Target Dates
1. Identify orientation training material that should be addressed and what is specifically needed for the CPMT, FAPT, and case managers. Determine whether material already exists or needs to be created. If it needs to be created, identify a work group to do so.	Partially Completed
2. Develop packet/binder(CPMT/FAPT)	Partially Completed
3. Implement orientation training for existing members (CPMT, FAPT, Case Managers)	Partially Completed
4. Implement orientation for new members (ongoing)	Partially Completed
5. Send out survey to case managers, FAPT, CPMT members to develop top training needs	Ongoing
6. Prioritize topics and review with CPMT	Need Plan
7. Determine organizations/agencies/providers with appropriate expertise and inquire regarding willingness to participate	Ongoing
8. Identify location and schedule training - send invites	Ongoing
9. Schedule a joint meeting between CPMT and FAPT to discuss roles and responsibilities as a follow up to the training	Not Completed
10. Schedule quarterly joint meetings between CPMT and FAPT to discuss relevant issues	Not Completed

Strategic Target Area: Data-Driven Accountability and Service Provision

Goal 2: Develop contract for vendors **HIGH**

Champion: Supporting Staff:

Key Tasks/Activities	Target Dates
1. Evaluate model OCS contract for viability	Partially Completed
2. Review other area CPMT contracts	Partially Completed
3. Define provider responsibilities	Partially Completed
4. Define desired outcomes reporting formats	Partially Completed
5. Define specific outcomes to follow	Partially Completed
6. Incorporate outcomes reporting into contract	Partially Completed
7. Consider how to structure contracts that enable provider to have time and resources to create desired reports (Note: Paul to assist with this information)	Partially Completed

Goal 3: Ensure quality and appropriate level of services through UM and UR **HIGH**

Champion: CSA Coordinator Supporting Staff: CPMT

Key Tasks/Activities	Target Dates
1. Review current FAPT UM/UR process including: FAPT reviews, plans, progress, outcomes, overall expenditures	Not Completed
2. Review and evaluate current UM/UR process to ensure it meets OCS requirements	Not Completed
3. Define how to incorporate outcomes data into our QA process	Not Completed

CSA REPORTING—SUPPLEMENTAL ALLOCATION REQUEST—FY15

CSA SUPPLEMENTAL ALLOCATION REQUEST FORM—FY15

DATE	May 11, 2015
FIPS/LOCALITY	# 840 - Winchester Base Rate: 0.4587
CONTACT PERSON	Donna Veach
TELEPHONE	540 686-4826
E-MAIL ADDRESS	donna.veach@dss.virginia.gov
REPORT #	2

We certify that the information provided in this request for a supplemental allocation is accurate, and that the costs within the request were unanticipated and are required costs for specific mandated children pursuant to Section 2.25211.C of the Comprehensive Services Act. All cases have been assessed, where required, by the Family Assessment and Planning Team and comply with the provisions of the Code of Virginia, the CSA Manual, and the Appropriations Act.

THIS REQUEST IS FOR FISCAL YEAR FY15

		Case Count (a)	Actual FY15 Expenditures (b)	Projected Additional FY15 Expenditures (c)	Total Actual+Projected FY15 Expenditures (b + c = d)
1. MANDATED SERVICES / RESIDENTIAL					
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)	2	29,973.00	0.00	29,973.00
1b.	Foster Care - all others in Licensed Residential Congregate Care	1	27,434.00	0.00	27,434.00
1c.	Residential Congregate Care– CSA Parental Agreements ; DSS Noncustodial Agreements	5	126,226.00	51,499.00	177,725.00
1e.	Educational Services - Congregate Care	12	386,375.00	65,364.00	451,739.00
I.	MANDATED SERVICES / RESIDENTIAL SUBTOTAL (Sum of lines 1a. through 1c and 1e.)	20	570,008.00	116,863.00	686,871.00
2. OTHER MANDATED SERVICES					
2a.	Treatment Foster Care – IV-E	22	334,888.00	97,304.00	432,192.00
2a.1	Treatment Foster Care	3	108,718.00	51,065.00	159,783.00
2a.2	Treatment Foster Care – CSA Parental Agreements ; DSS Noncustodial Agreements	0	0.00	0.00	0.00
2b.	Specialized Foster Care– IV-E ; Community Based Services	0	0.00	0.00	0.00
2b.1	Specialized Foster Care	0	0.00	0.00	0.00
2c.	Family Foster Care – IV-E ; Community Based Services	12	20,833.00	48,125.00	68,958.00
2d.	Family Foster Care Maintenance only	3	7,876.00	1,372.00	9,248.00
2e.	Family Foster Care – Children receiving maintenance and basic activities payments; independent living Stipend/Arrangements	2	12,012.00	2,002.00	14,014.00
2f.	Community - Based Services	59	121,070.00	127,463.00	248,533.00
2f.1	Community Transition Services – Direct Family Services to Transition from Residential to Community	0	0.00	0.00	0.00
2g.	Special Education Private Day Placement	2	63,980.00	24,008.00	87,988.00
2h.	Wrap-Around Services for Students With Disabilities	0	0.00	0.00	0.00
2i.	Psychiatric Hospitals/Crisis Stabilization Units	0	0.00	0.00	0.00
II.	SUBTOTAL (Sum of lines I+2a+2a1+2a2+2b+2b1+2c+2d+2e+2f+2f1+2g+2h+2i)	123	1,239,385.00	468,202.00	1,707,587.00
III.	Less Projected Refunds for the Fiscal Year:				13,638.00
IV.	Net Estimated Mandated Expenditures for the Fiscal Year: Line II.-Line III.				1,693,949.00

Comments:

Effective with fiscal year 2008 supplemental requests, any locality whose Estimated mandated spending in fiscal year 2015 will exceed their fiscal year 2014 actual expenses by more than 10% is required to include a statement in the comment portion of the supplement indicating the reason(s) for the increase.

CSA SUPPLEMENTAL ALLOCATION REQUEST FORM—FY15

DATE	May 11, 2015
FIPS/LOCALITY	# 840 - Winchester Base Rate: 0.4587
CONTACT PERSON	Donna Veach
TELEPHONE	540 686-4826
E-MAIL ADDRESS	donna.veach@dss.virginia.gov
REPORT #	2

We certify that the information provided in this request for a supplemental allocation is accurate, and that the costs within the request were unanticipated and are required costs for specific mandated children pursuant to Section 2.25211.C of the Comprehensive Services Act. All cases have been assessed, where required, by the Family Assessment and Planning Team and comply with the provisions of the Code of Virginia, the CSA Manual, and the Appropriations Act.

THIS REQUEST IS FOR FISCAL YEAR FY15

		Rate	Local Share	State Share	Totals
A.	Current Total Pool Allocation: Total dollar amount of pool funds allocated for FY15 which includes initial-allocation and any approved supplemental allocations. This includes mandated and non-mandated pool funds available. Initial Allocation : 1,176,583.00 Supplements Added : 61,908.00	-	546,592.65	691,898.35	1,238,491.00
B.	Current Non-Mandated Protected Amount: Total dollar amount of current non-mandated protected funds for FY15.	0.4587	0.00	0.00	0.00
C.	Projected Non-Mandated Costs for FY15: Amount of Actual plus Projected Non-Mandated expenditures for FY15. (RESIDENTIAL/CONGREGATE CARE) See Pool Fund Expenditures Report - Row 1D.	0.5734	0.00	0.00	0.00
C1.	Projected Non-Mandated Costs for FY15: Amount of Actual plus Projected Non-Mandated expenditures for FY15. (COMMUNITY BASED) See Pool Fund Expenditures Report - Row 3	0.2294	0.00	0.00	0.00
D.	Unused Non-Mandated Protected Funds Available: (Line B - Line C -Line C1)	-	0.00	0.00	0.00
E.	Mandated Funds Available: This number represents the existing allocated funds available for the mandated population. (Line A - Line B + Line D)	-	546,592.65	691,898.35	1,238,491.00
F.	Net Projected Mandated Expenditures Needed for the Fiscal Year: This number should be the actual mandated total dollar amount that your locality projects that it will need to pay for actual mandated expenses incurred through the end of June 30, 2015. (From Line IV)	-	-	-	1,693,949.00
G.	Congregate Care (Sum of lines 1a+1b+1c)	0.5734	134,824.69	100,307.31	235,132.00
H.	Other mandated - neutral rate (Sum of lines 1e+2a+2a1+2a2+2b+2b1+2d+2e+2g+2h+2i)	0.4587	529,781.99	625,182.01	1,154,964.00
I.	Other mandated - 50% less (Sum of lines 2c+2f+2f1)	0.2294	72,832.44	244,658.56	317,491.00
J.	Total Estimated FY15 Expenditures (Sum of lines G. through I.)	-	737,439.12	970,147.88	1,707,587.00
K.	Less Projected Refunds for the Fiscal Year	0.4587	6,255.75	7,382.25	13,638.00
L.	Supplemental Allocation Funds Requested (Additional Mandated Funds Needed): (Line J- Line K-LineA+Line C+Line C1)	-	184,590.72	270,867.28	455,458.00

IMPORTANT!

All signatures indicated on the cover page are required. Documentation must be submitted demonstrating that the supplemental allocation being requested is only for mandated (or "sum sufficient") children, and that reasonable projections have been made to estimate the amount of funds needed.

CPMT CHAIRMAN:

Name | Date | Signature

CITY/COUNTY ADMINISTRATOR:

Name | Date | Signature

CPMT FISCAL AGENT:

Signature | Date | E-Mail Address

Address | City | ST | Zip | Phone