

CPMT PACKET

08/13/2015

Winchester CPMT Agenda

August 13, 2015, 2:00pm

WDSS, 24 Baker St

Winchester, VA 22601

Approve Minutes from 07/9/15

Announcements

Financial Report

- a. Review of July 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)
 3. Goal 3: Ensure Quality and Appropriate Level of Services through UM and UR (Dopkowski)
- b. Policy Manual Update

New Business

- a. IEP Cases at FAPT
- b. CSA Training September 15, 2015 – Family Care Plans (IFSP)

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 September 17, 2015 at 2:00 at WDSS Boardroom

**JULY MINUTES WITH
JUNE FINANCIALS**

Minutes
Winchester CPMT
24 Baker Street, Board Room
Thursday, July 9, 2015
2:00 p.m.

MEMBERS PRESENT

Mary Blowe, City of Winchester
Kelly Bober, Child Advocacy Center
Amber Dopkowski, Winchester Dept. of Social Services
Peter Roussos, Dept. of Juvenile Justice
Paul Scardino, National Counseling Group
Dr. Charles Devine, Virginia Dept. of Health

MEMBERS/OTHERS NOT PRESENT

Eden Freeman, City of Winchester
Mark Gleason, Northwestern Community Services Board
Sarah Kish, Winchester Public Schools
Lyda Kiser, Parent Representative

Others Present:

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

RECAP OF CPMT VOTES:

Motion:

- Motion to approve the minutes from June 9, 2015, CPMT Meeting
- Motion to accept the Utilization Review policy and incorporate it into the City of Winchester CSA Policy Manual.
- 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 adjourn CPMT Meeting

Action:

1st: Mr. Scardino
2nd: Ms. Dopkowski
1st: Dr. Devine
2nd: Mr. Scardino

1st: Ms. Dopkowski
2nd: Dr. Devine

1st: Ms. Dopkowski
2nd: Ms. Bober
1st: Ms. Bober
2nd: Ms. Dopkowski

1st: Ms. Dopkowski
2nd: Dr. Devine
Mr. Scardino –
abstained from 5 cases
1st: Dr. Devine
2nd: Mr. Scardino

Status:

Approved
Unanimously
Approved
Unanimously
Approved
Unanimously

Approved
Unanimously
Approved
Unanimously

Motion was
approved with
noted
abstentions
Approved
Unanimously

Minutes
 Winchester CPMT
 24 Baker Street, Board Room
 Thursday, July 9, 2015
 2:00 p.m.

Item	Discussion	Action
	Remaining Funds: \$4,049.45 Unduplicated CSA Case Count: 103 Average Spent per Child: \$14,533.74	
Old Business: a. Strategic Planning Report- Assignment of Work Committees	Strategic Target Areas were realigned as follows: 1. Common Ground through Education, Training and Shared Expectations (Gleason, Kish, Roussos, Devine, Kiser) 2. Data-Driven Accountability and Service Provision (Scardino, Bober) 3. Ensure Quality and Appropriate Level of Services through UM and UR (Dopkowski)	1. No report 2. No report 3. No report.
New Business: a. Utilization Review Policy Draft b. Legislation c. Administrative Memo #15-05	Ms. Farrell drafted a revised Utilization Review Policy (attached) for the City of Winchester CSA Policy Manual. The Utilization Review will be done during the Family Assessment Planning Team review. The Utilization Review will be kept in a separate part of the case file. Residential Treatment Facilities education funding issue tabled by SEC indefinitely. Revised CSA Policy Manual and New CSA User guide are available on State CSA website.	Dr. Devine motioned to accept the Utilization Review policy and incorporate it into the CSA Policy Manual. Mr. Scardino seconded the motion. Motion passed unanimously. No action required 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. Roussos asked that the meeting move into Executive Session. On motion by Ms. Dopkowski, seconded by Dr. Devine, the meeting moved into Executive Session.

Minutes
 Winchester CPMT
 24 Baker Street, Board Room
 Thursday, July 9, 2015
 2:00 p.m.

Item	Discussion	Action
Motion to Come Out of Executive Session & Immediately Reconvene in Open Session		Motion to come out of Executive Session by Ms. Dopkowski and seconded by Ms. Bober. 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. Bober, seconded by Ms. Dopkowski, and unanimously approved.
Motion to Approve All Cases	Motion to Approve all cases as accepted or amended. Mr. Scardino – abstained from 5 cases	All cases were approved, on motion by Ms. Dopkowski, seconded by Dr. Devine. Motion was approved with noted abstentions.
Motion to Adjourn/Next Meeting Date	The next CPMT meeting will be held Thursday, August 13, 2015 at 2:00 p.m., Winchester Social Services Department, 24 Baker Street, Conference Room, Winchester VA	The meeting was adjourned at 2:35 p.m.

Attachments: June 2014 Financials
 Utilization Review Policy (DRAFT)
 Administrative Memo #15-05

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Chart B



Contact Us

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
	9	04/30/2015	05/11/2015	\$153,605.45	\$87,648.58	\$65,956.87
	9	05/31/2015	06/02/2015	\$123,540.61	\$74,312.51	\$49,228.10
	1	06/30/2015	07/07/2015	\$145,627.68	\$82,906.98	\$62,720.70
Pool Reimbursement Expenditure Totals				\$1,496,525.70	\$833,527.85	\$662,997.85
Supplement History						
			01/21/2015	\$46,431.00	\$41,261.00	\$5,170.00
			05/12/2015	\$15,477.00	\$13,754.00	\$1,723.00
			05/20/2015	\$455,458.00	\$270,867.00	\$184,591.00
Supplement Totals				\$517,366.00	\$325,882.00	\$191,484.00
CSA System Balance				\$227,837.30	\$145,663.14	\$82,174.16

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	\$99,660.89	\$56,556.33	\$43,104.36
		04/30/2015	05/11/2015	\$153,605.45	\$87,648.58	\$65,956.87
		05/31/2015	06/02/2015	\$119,428.33	\$72,086.53	\$47,341.80
		06/30/2015	07/07/2015	\$144,211.43	\$82,140.36	\$62,071.07
Pool Reimbursement Expenditure Totals				\$1,481,819.48	\$825,567.38	\$656,252.10

Supplement History				
	01/21/2015	\$46,431.00	\$41,261.00	\$5,170.00
	05/12/2015	\$15,477.00	\$13,754.00	\$1,723.00
	05/20/2015	\$455,458.00	\$270,867.00	\$184,591.00
Supplement Totals		\$517,366.00	\$325,882.00	\$191,484.00
CSA System Balance (Non-WRAP):		\$212,129.52	\$137,161.61	\$74,967.91

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	\$11,809.00	\$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
-	05/31/2015	06/02/2015	\$4,112.28	\$2,225.98	\$1,886.30
-	06/30/2015	07/07/2015	\$1,416.25	\$766.62	\$649.63
Pool Reimbursement Expenditure Totals -WRAP only			\$14,706.22	\$7,960.47	\$6,745.75
CSA System Balance (WRAP only):			\$15,707.78	\$8,501.53	\$7,206.25

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Wrap-Around Services for Students with Disabilities
2014 - 2015

Chart C

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			4,112.28	4,112.28
JUN			1,416.25	1,416.25
TOTAL/CHILD	1,275.00	0.00	13,431.22	14,706.22
			Beginning Balance	30,414.00
			Disbursed	14,706.22
			Encumbered	1,133.00
			Remaining Funds	14,574.78

CITY OF WINCHESTER
 COMPREHENSIVE SERVICES FUND BALANCE
 COMPREHENSIVE SERVICE ACT

Chart F

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	2,420.32	2,579.68	0.00	2,579.68
C15 CSA MANDATED 14/15 POS	1,688,949.00	0.00	1,688,949.00	1,463,255.30	225,693.70	260,824.12	(35,130.42)
C15 CSA NON-MANDATED 14/15 POS	20,162.00	0.00	20,162.00	12,497.55	7,664.45	3,615.00	4,049.45
C15 CSA W/A SRVS FOR STUDENTS 14/15 POS	30,414.00	0.00	30,414.00	14,706.22	15,707.78	1,133.00	14,574.78
C16 CSA MANDATED 15/16 POS	0.00	0.00	0.00	34.99	(34.99)	262,676.15	(262,711.14)
C16 CSA NON-MANDATED 15/16 POS	0.00	0.00	0.00	0.00	0.00	380.00	(380.00)
	1,744,525.00	0.00	1,744,525.00	1,492,914.38	251,610.62	528,628.27	(277,017.65)

JULY FINANCIALS

CSA Pool Reimbursement Request Report Worksheet

Date: August 3, 2015

Period Ending: July 31, 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
1b. Foster Care - all other in Licensed Residential Congregate Care			249.88	-249.88
1c. Residential Congregate Care - CSA Parental Agreements; DSS Non-Custodial				0.00
1d. Non-Mandated Services/Residential/Congregate Care				0.00
1e. Educational Services - Congregate Care				0.00
2. Other Mandated Services				
2a. Treatment Foster Care - IV-E	3	798.00	215.00	583.00
2a.1 Treatment Foster Care	1	352.80		352.80
2a.2 Treatment Foster Care - CSA Parental Agreements; DSS Non-Custodial				0.00
2c. Family Foster Care - IV-E; Community Based Services				0.00
2e. Family Foster Care - Children Receiving Maintenance/Basic Activities; IL	2	1,227.00	893.37	333.63
2f. Community Based Services	1	420.00	137.00	283.00
2f.1 Community Transition Services				0.00
2g. Special Education Private Day Placement				0.00
2h. Wrap-Around Services for Students With Disabilities				0.00
2i. Psychiatric Hospitals/Crisis Stabilization Units				0.00
3. Non-Mandated Services/Community Based				0.00
4. Grand Totals: Sum of categories 1 through 3	7	2,797.80	1,495.25	1,302.55

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	574.25
Pool prior-reported expenditures re-claimed under IV-E	
Other (specify)	
Total Refunds (must agree with line 4)	1,495.25

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Chart B



Contract 116

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	\$537,874.05	\$455,855.95
Pool Reimbursement History						
	5	07/31/2015	08/04/2015	\$1,302.55	\$798.62	\$503.93
Pool Reimbursement Expenditure Totals				\$1,302.55	\$798.62	\$503.93
Supplement History						
Supplement Totals				\$0.00	\$0.00	\$0.00
CSA System Balance				\$992,427.45	\$537,075.43	\$455,352.02

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
Pool Reimbursement Expenditure Totals				\$1,302.55	\$798.62	\$503.93
Supplement History						
Supplement Totals				\$0.00	\$0.00	\$0.00
CSA System Balance (Non-WRAP):				\$976,949.45	\$528,697.90	\$448,251.55

Transaction History WRAP dollars only

Match Rate: 0.4587	Status	Period End	Date Filed	Total Amount	State	Local
WRAP Allocation Additions History						
WRAP Allocation Additions Totals				\$0.00	\$0.00	\$0.00
Pool Reimbursement History - WRAP only						
	-	07/31/2015	08/04/2015	\$0.00	\$0.00	\$0.00
Pool Reimbursement Expenditure Totals -WRAP only				\$0.00	\$0.00	\$0.00
CSA System Balance (WRAP only):				\$15,478.00	\$8,377.53	\$7,100.47

Wrap-Around Services for Students with Disabilities
2014 - 2015

Chart C

Child					TOTAL SPENT
Agency Worker					
JUL					0.00
AUG					0.00
SEP					0.00
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	0.00	0.00	0.00		0.00
				Beginning Balance	15,478.00
				Disbursed	0.00
				Encumbered	8,724.10
				Remaining Funds	6,753.90

CITY OF WINCHESTER
 COMPREHENSIVE SERVICES FUND BALANCE
 COMPREHENSIVE SERVICE ACT

Chart F

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	1,667.32	3,332.68	0.00	3,332.68	0.00	0.00	3,332.68
C15 CSA MANDATED 14/15 POS	1,688,949.00	1,626,801.36	62,147.64	19,994.00	42,153.64	0.00	0.00	42,153.64
C15 CSA NON-MANDATED 14/15 POS	20,162.00	15,157.55	5,004.45	900.00	4,104.45	0.00	0.00	4,104.45
C15 CSA W/A SRVS FOR STUDENTS 14/15 POS	30,414.00	15,697.61	14,716.39	0.00	14,716.39	0.00	0.00	14,716.39
C16 CSA MANDATED 15/16 ASSIST	0.00	373.00	(373.00)	0.00	(373.00)	0.00	0.00	(373.00)
C16 CSA MANDATED 15/16 POS	0.00	55,249.99	(55,249.99)	539,257.02	(594,507.01)	44,415.00	0.00	(638,922.01)
C16 CSA NON-MANDATED 15/16 POS	0.00	0.00	0.00	5,150.00	(5,150.00)	1,235.00	0.00	(6,385.00)
C16 CSA W/A SRVS FOR STUDENTS 15/16 POS	0.00	0.00	0.00	8,724.10	(8,724.10)	0.00	0.00	(8,724.10)
	1,744,525.00	1,714,946.83	29,578.17	574,025.12	(544,446.95)	45,650.00		(590,096.95)