

Minutes
Winchester CPMT
24 Baker Street, Board Room
Tuesday, November 11, 2014
1:30 p.m.

MEMBERS PRESENT

Mary Blowe, City of Winchester
Amber Dopkowski, Winchester Dept. of Social Services
Eden Freeman, City of Winchester
Mark Gleason, Northwestern Community Services Board
Lyda Kiser, Parent Representative
Paul Scardino, National Counseling Group

MEMBERS/OTHERS NOT PRESENT

Kelly Bober, Child Advocacy Center
Dr. Charles Devine, Virginia Dept. of Health
Sarah Kish, Winchester Public Schools
Peter Roussos, Dept. of Juvenile Justice

Others Present:

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

RECAP OF CPMT VOTES:

Motion:

- Motioned to approve the minutes from October 14, 2014 CPMT Meeting.
- 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 or amended
- Motion to adjourn CPMT Meeting

Action:

- 1st: Ms. Kiser
- 2nd: Ms. Dopkowski
- 1st: Ms. Kiser
- 2nd: Mr. Scardino
- 1st: Ms. Freeman
- 2nd: Ms. Dopkowski
- 1st: Ms. Dopkowski
- 2nd: Ms. Freeman
- 1st: Ms. Freeman
- 2nd: Ms. Dopkowski
- 1st: Ms. Dopkowski
- 2nd: Ms. Freeman

Status:

- Approved
unanimously

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Item	Discussion	Action
<p>Call to Order/Additions to the Agenda</p> <p>Approval of Minutes</p> <p>Announcements</p>	<p>The meeting was opened by Chair, Mark Gleason, at 1:30 pm.</p>	<p>Ms. Kiser motioned to approve the minutes from October 14, 2014. Ms. Dopkowski seconded the motion. Motion to approve the minutes passed unanimously.</p> <p>Ms. Farrell reported that she attended the regional CSA Coordinators meeting in October. The Coordinators discussed drafting a letter to regional providers to encourage them to use the same languages for services across the board.</p>
<p>Financial Report</p>	<p>The Financial Report was distributed and included expenditures for October, 2014</p> <p>Report: October, 2014 Gross Expenditures: \$128,771.95 Expenditure Refunds: \$2,683.12 Net Expenditures: \$126,088.83 Local Dollars: \$58,590.66 Regular Medicaid Payments to Providers: \$96,669.92 Local Match: \$82,903.50</p> <p>Wrap Dollars Funds Beginning Balance: \$18,805.00 Encumbered: \$10,539.25 Disbursed: \$0.00 Remaining Funds: \$8,265.75</p> <p>Non-Mandated Funds Beginning Balance: \$20,162.00 Encumbered: \$6,222.65 Disbursed: \$2,197.85 Remaining Funds: \$11,741.50</p> <p>Unduplicated Foster Care Case Count: 50 Average Spent per Child: \$8,228.33</p>	<p>Ms. Farrell reviewed the report.</p>

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Item	Discussion	Action
<p>Old Business:</p> <p>a. Strategic Planning Report-Assignment of Work Committees</p>	<p>Four Strategic Target Areas were identified as follows:</p> <ol style="list-style-type: none"> 1. CPMT Foundation and Structure (Dopkowski, Gleason, Blowe) 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) 	<p>Mr. Gleason to email CPMT members to encourage them to review the plan and encourage them to review their roles in the plan.</p> <ol style="list-style-type: none"> 1. Met earlier on November 11. The Subcommittee has completed the majority of its assigned tasks. 2. No report 3. Working on standardize contract for providers. Continue to update and edit draft provider agreement. 4. No report.
<p>b. Eligibility Assessments for Non-Medicaid Youth</p>	<p>Request for Quote (RFQ) prepared</p>	<p>RFQ reviewed by City Risk Manager/Purchasing Agent who suggested a letter to potential providers setting out criteria may be sufficient. Ms. Dopkowski and Ms. Farrell to draft letter.</p>
<p>c. Therapeutic Foster Care – Medicaid eligible Case Management Fee</p>	<p>Discussion about payment by CSA of Case Management Fee charged by Therapeutic Foster Care Placement agencies if Medicaid denies approval of fee.</p>	<p>Ms. Farrell obtained clarification of policy from OCS. Determined that CSA can pay negotiated rate for services on case by case basis. If CSA pays case management fee, must carefully document why it approves the expense when Medicaid denies payment.</p>

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Item	Discussion	Action
d. Utilization Review Schedule	The utilization review schedule for therapeutic foster care shown in the June 2014 CSA Policy indicates a six month review schedule; the correct review schedule is three months.	Ms. Kiser motioned to amend the June 2014 CSA Policy to revise the Utilization Review period for Therapeutic Foster Care from six months to three months. Ms. Bober seconded. The motion passed unanimously.
e. Discretionary Language for CSA Coordinator	The CSA Coordinator requested the discretion to make revisions to budget bequests approved by FAPT for minor mathematical and/or typographical errors.	Ms. Dopkowski motioned to amend the June 2014 CSA Policy to adopt discretionary language to allow the CSA coordinator to make revisions to Budget Requests approved by FAPT for minor mathematical and/or typographical errors. Ms. Kiser seconded. The motion passed unanimously.
New Business a. CSA Basics Training	CSA Basics Training on October 23, 2014, 10 a.m. – 12 p.m., Eagle Board Room, Our Health Campus	Ms. Farrell trained about 20 members of staff of DJJ, NWCSB, and WPS.
b. Administrative Memo #14-09	Administrative Memo #14-09 dated October 23, 2014, regarding Licensure of Intensive Care Coordination by the Department of Behavioral Health and Developmental Services.	There is no requirement that ICC providers be licensed effective October 31, 2014.
c. Updated CANS Assessment and Software	CANVaS 2.0 is targeted for implementation in early 2015. A new user guide and resource and training material are being developed. More information to follow.	No action necessary at this time.
d. 3.1.5.b. Referrals to Family Assessment and Planning Team – Emergency Services	State requirements indicate that Emergency Placement Services must be presented to FAPT within 14 days of service date. There could be a problem meeting that deadline with the current FAPT meeting schedule of the 1 st and 3 rd Thursday of each month.	Ms. Farrell to discuss with FAPT team the possibility of convening ad hoc FAPT meetings to process emergency funding if necessary. Ms. Farrell will also speak to other local CSA coordinators to see what other area FAPT teams are doing.
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	Mr. Gleason asked that the meeting move into Executive Session. On motion by Ms. Kiser, seconded by Mr. Scardino, the meeting moved into Executive Session.

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Item	Discussion	Action
	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 come out of Executive Session by Ms. Freeman and seconded by Ms. Dopkowski. 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. Dopkowski, seconded by Ms. Freeman, and unanimously approved.
Motion to Approve All Cases	Motion to Approve all cases as accepted or amended.	All cases were approved, as noted, on motion by Ms. Freeman, seconded by Ms. Dopkowski. Motion was approved unanimously.
Motion to Adjourn/Next Meeting Date	The next CPMT meeting will be held Tuesday December 9, 2014 at 1:30 p.m., Winchester/Frederick County Health Department, 10 Baker Street, Conference Room, Winchester VA	The meeting was adjourned on motion by Ms. Freeman and seconded by Ms. Dopkowski at 2:58 p.m.

Attachments: October 2014 Financials
 Administrative Memo #14-09
 Memo regarding CANS Assessment and Software

Transcribed by CPG

October Financials

CSA Pool Reimbursement Request Report Worksheet

Date: October 27, 2014

Period Ending: October 31, 2014

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	2	4,713.60		4,713.60
1b. Foster Care - all other in Licensed Residential Congregate Care	1	5,921.10		5,921.10
1c. Residential Congregate Care - CSA Parental Agreements; DSS Non-Custodial	2	10,498.64		10,498.64
1d. Non-Mandated Services/Residential/Congregate Care			1.35	-1.35
1e. Educational Services - Congregate Care	4	35,563.20		35,563.20
2. Other Mandated Services				
2a. Treatment Foster Care - IV-E	15	49,358.55		49,358.55
2a.1 Treatment Foster Care	3	8,434.60	1,573.02	6,861.58
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	1	58.00		58.00
2c. Family Foster Care - IV-E; Community Based Services	2	2,072.00	248.73	1,823.27
2d. Family Foster Care Maintenance Only	1	541.00	174.02	366.98
2e. Family Foster Care - Children Receiving Maintenance/Basic Activities; II	5	7,811.66	686.00	7,125.66
2f. Community Based Services	1	0.00		0.00
2f.1 Community Transition Services	1	3,599.60		3,599.60
2g. Special Education Private Day Placement		0.00		0.00
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	1	100.00		100.00
4. Grand Totals: Sum of categories 1 through 3	38	128,771.95	2,683.12	126,088.83

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)	741.00
Child Support Collections through DCSE	369.10
Pool prior-reported expenditures re-claimed under IV-E	1,573.02
Other (specify)	
Total Refunds (must agree with line 4)	2,683.12

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

<u>9</u>	07/31/2014	08/06/2014	\$271.75	\$129.94	\$141.81
<u>9</u>	08/31/2014	09/03/2014	\$66,462.27	\$37,034.51	\$29,427.76
<u>9</u>	09/30/2014	10/02/2014	\$121,923.88	\$68,589.95	\$53,333.93
<u>1</u>	10/31/2014	11/03/2014	\$126,088.83	\$67,498.17	\$58,590.66
Pool Reimbursement Expenditure Totals			\$314,746.73	\$173,252.57	\$141,494.16

Supplement History

Supplement Totals			\$0.00	\$0.00	\$0.00
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CSA System Balance			\$892,250.27	\$480,056.42	\$412,193.85
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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

Pool Reimbursement Expenditure Totals \$314,746.73 \$173,252.57 \$141,494.16

Supplement History

Supplement Totals \$0.00 \$0.00 \$0.00

CSA System Balance (Non-WRAP): \$861,836.27 \$463,594.42 \$398,241.85

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

Pool Reimbursement Expenditure Totals -WRAP only \$0.00 \$0.00 \$0.00

CSA System Balance (WRAP only): \$30,414.00 \$16,462.00 \$13,952.00

Wrap-Around Services for Students with Disabilities
2014 - 2015

Chart C

Child	7	9	11	13	12	6	TOTAL SPENT
Agency	WPS-NREP	WPS-NREP	WPS	WPS	WPS-NREP	NWCBSB	
Worker	Clatter	Clatter	Kish	Kish	Clatter	Hines	
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	0.00	0.00	0.00
			Beginning Balance				18,805.00
			Disbursed				0.00
			Encumbered				10,539.25
			Remaining Funds				8,265.75

CITY OF WINCHESTER
 COMPREHENSIVE SERVICES FUND BALANCE
 COMPREHENSIVE SERVICE ACT

FUND NAME	REVISED	EXPENDITURES	FUND	ENCUMBRANCES	FUND	UNAPPROVED CREDIT AUTHORIZATIONS & POSOS	ADJUSTED
	BUDGET		BALANCE		BALANCE		FUND BALANCE
C14 CSA MANDATED 13/14 POS	1,235,536.00	1,164,561.80	70,974.20	5,000.00	65,974.20	0.00	65,974.20
C14 CSA NON-MANDATED 13/14 POS	20,162.00	14,917.35	5,244.65	0.00	5,244.65	0.00	5,244.65
C14 CSA W/A SRVS FOR STUDENTS 13/14 POS	23,424.00	11,795.00	11,629.00	0.00	11,629.00	0.00	11,629.00
C15 CSA MANDATED 14/15 ASSIST	16,000.00	1,794.90	14,205.10	0.00	14,205.10	0.00	14,205.10
C15 CSA MANDATED 14/15 POS	1,140,421.00	351,195.60	789,225.40	679,667.80	109,557.60	13,307.00	96,250.60
C15 CSA NON-MANDATED 14/15 POS	20,162.00	2,811.00	17,351.00	5,609.50	11,741.50	0.00	11,741.50
C15 CSA W/A SRVS FOR STUDENTS 14/15	4,000.00	0.00	4,000.00	0.00	4,000.00	0.00	4,000.00
C15 CSA W/A SRVS FOR STUDENTS 14/15 POS	14,805.00	1,133.00	13,672.00	9,406.25	4,265.75	0.00	4,265.75
	2,474,510.00	1,548,208.65	926,301.35	699,683.55	226,617.80	13,307.00	213,310.80

November Attachments



COMMONWEALTH of VIRGINIA

DEBRA FERGUSON, Ph.D.
COMMISSIONER

DEPARTMENT OF
BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

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Richmond, Virginia 23218-1797

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Fax (804) 371-6638
www.dbhds.virginia.gov

MEMORANDUM

TO: All DBHDS Licensed Providers

FROM: Les Saltzberg, Ph.D.
Director, Office of Licensing

DATE: October 22, 2014

SUBJECT: Intensive Care Coordination Licensing Not Required

On September 5, 2014, I sent a memo notifying you that the Office of Licensing had added a new license for Intensive Care Coordination (ICC). A guidance document distributed with the memo outlined the requirements and expectations for the new ICC license. The memo noted that current ICC providers would be required to become licensed by October 31, 2014.

As a result several questions received about these documents, I reviewed the current DBHDS licensing regulations (12 VAC 35-105) and determined that they do not authorize adding a new ICC license. Any licensing requirement for ICC will require regulatory action. Therefore, there will be no requirement for ICC providers to be licensed by the DBHDS Office of Licensing as of October 31, 2014 per the prior notification.

Providers currently offering ICC or seeking to add this service will continue to be required to comply with the policies of the State Executive Council for At-Risk Youth and Families for the provision of ICC. I apologize for any confusion or consternation caused by my September 5 memo. If you have any questions about this memo, please contact me at les.saltzberg@dbhds.virginia.gov.

pc: Debra Ferguson, Ph.D., Commissioner
Kathy Drumwright, Deputy Commissioner
Dee Keenan, Acting Assistant Commissioner
Office of Comprehensive Service



COMMONWEALTH of VIRGINIA

Susan Cumbia Clare, M.Ed
Executive Director

OFFICE OF COMPREHENSIVE SERVICES
Administering the Comprehensive Services Act for At-Risk Youth and Families

TO: CANS Super Users
CANVaS Report Administrators
CPMT Chairpersons
CSA Coordinators

FROM: Scott Reiner
Assistant Director

DATE: October 29, 2014

SUBJECT: Updated CANS Assessment and Software (CANVaS 2.0)

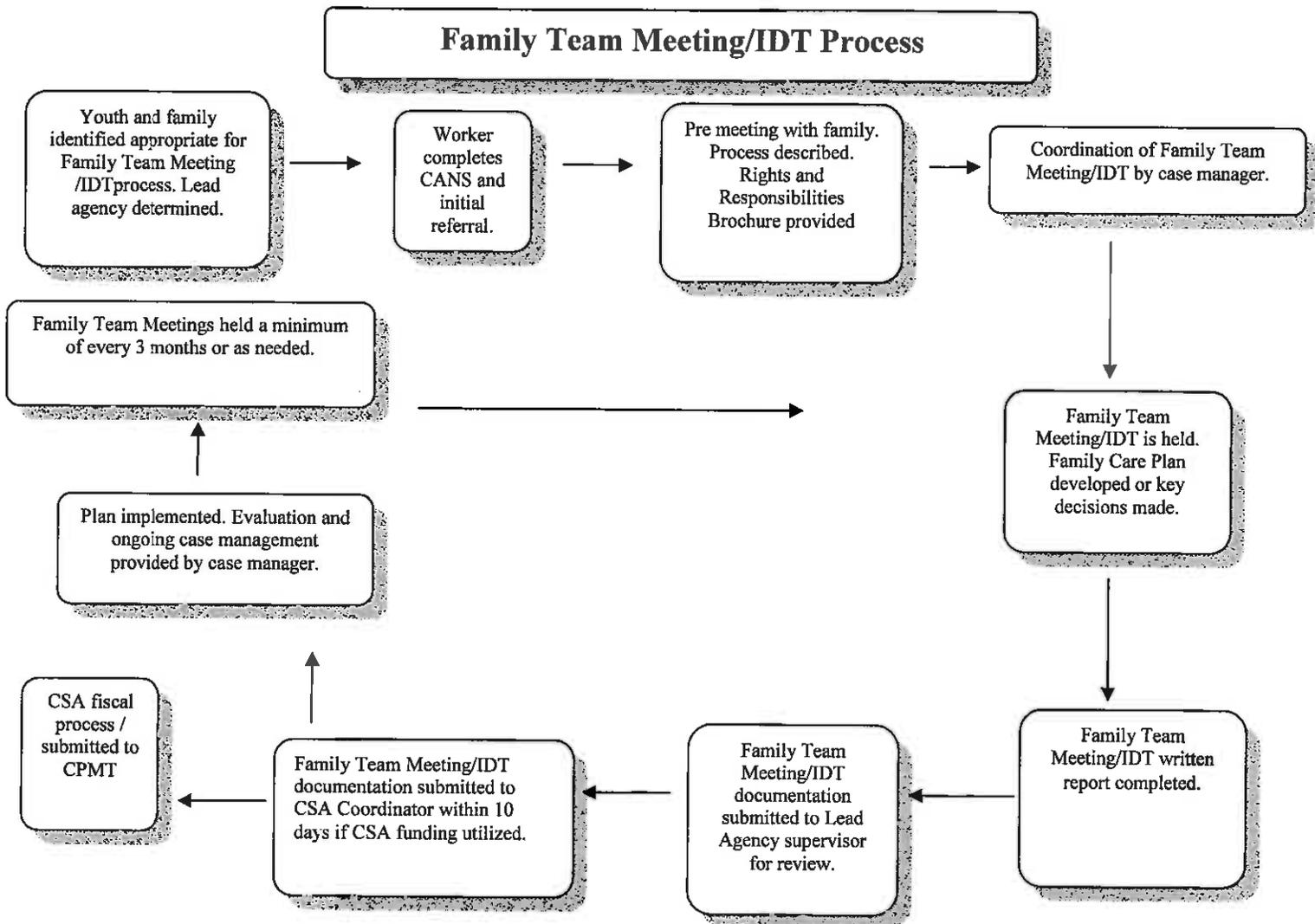
The Office of Comprehensive Services is pleased to announce improvements to the Virginia Child and Adolescent Needs and Strengths (CANS) assessment and upgrades to the online software CANVaS (Version 2.0). The CANS serves as the statutorily required assessment for all children and youth receiving CSA services. The revisions to the CANS grew from the desire to make the assessment more meaningful both in service planning and outcomes measurement to all local CANS users.

In the coming weeks, a series of "Fact Sheets" will be distributed to CANS Super Users, CANVaS Report Administrators, CPMT chairpersons and CSA coordinators to share with local staff on the progress of the implementation. A new user's guide and resource and training materials are being developed to assist in understanding the revisions. The target date for implementation is early in 2015, pending successful testing of the new software.

CANVaS 2.0 will provide a user-friendly interface, will be easier to navigate, and offers an improved method of local account creation (including for those raters who need access to multiple localities), enhanced security features, ability to transfer assessments for specific children, and new reports. We are especially pleased that case managers will be able to access individual child progress reports over time. Consistent with Dr. Lyons' Total Clinical Outcomes Approach (TCOM), these reports and additional ones may be aggregated at the local and state level to provide a management perspective on characteristics of children and families served, identify which children improve over time and better understand areas where improvement is not noted.

In addition to changes to the software, the revisions to the assessment improve the ability of the CANS to meet the needs of our child welfare partners. Based on the work of a group of staff from OCS, the Virginia Department of Social Services, and local Departments of Social Services, the updated CANS includes an enhanced focus on trauma, the child welfare outcomes of safety, permanency and well-being, and concurrent planning.

Please be on the look-out for the "Fact Sheets" which will provide important information on the "roll-out" and training opportunities for CANVaS 2.0. If you have questions about the revised CANS, please contact Carol Wilson at carol.wilson@csa.virginia.gov or (804) 662-9817 or Scott Reinter at scott.reiner@csa.virginia.gov or (804) 662-9082. Thank you.



2.4.8 FAPT/Utilization Review

The City of Winchester conducts the Utilization Review process at the time of presentation to the FAPT, FTM, or IDT. Cases funded by CSA shall be reviewed regularly (see Section 2.4.1i-k hereto) to make sure that the right service is being provided, that the service is effective, and that the costs are reasonable and necessary. The frequency of review dates for all cases is as follows:

- a. Children in Residential Treatment Facilities (except children placed through their IEP) are to be reviewed a minimum of every 3 months.
- b. Children in Group Homes are to be reviewed a minimum of every 3 months.
- c. Children in Therapeutic Foster Care homes are to be reviewed a minimum of every 3 months.
- d. Children in Therapeutic Foster Care with a permanent foster care agreement shall be reviewed

Revised June 2014.

Family Team Meeting process, except those mandated by federal or state regulation or law, or covered under a court order or other legally binding agreement or document. At the state level, both the Department of Education, and the Department of Social Services maintain a due process/appeal system independent of the CSA system. The court system also maintains an appeal process.

Appeals strictly related to the funding by CSA of a particular service may be made to the CPMT. The appeal must be made in writing and provided to the CSA Coordinator within ten (10) days of the date of the decision. The CPMT shall review the request within thirty days of receipt of the document and render a written opinion within two (2) weeks of the CPMT meeting at which it is reviewed. The CPMT shall go into Executive Session, if needed, to discuss medical, behavioral health or other protected information. The individual appealing the decision will be allowed to present any additional oral statement that will help in the determination by the CPMT.

In the event that an appeal regarding the provision of services is extremely time sensitive, or where the issue to be reviewed may have implications for the child's immediate safety, the CPMT shall convene an emergency meeting, if possible.

Agency representatives who have concerns about a team decision rendered in a FAPT or Family Team, may request a "Collateral Meeting" with involved community partners to review concerns about procedure, logistics, agency policy, etc. Such meetings are considered advantageous for purposes of continuous process improvement, but are not to be used to circumvent the Family Team. No decisions about the family are to be made during such meetings.

5. FUNDING POLICIES

The Community Policy and Management Team authorize and monitor the expenditure of all CSA funds. In order to access such funds, all youth and families for which CSA-funded services are requested, are to be assessed by the Family Assessment and Planning Team or an approved collaborative, multidisciplinary team process, such as a Family Team Meeting or IDT as described in this policy and procedure manual. All services as recommended by the FAPT, Family Team Meeting, or Interdisciplinary Team process are authorized by the CPMT until the next regular meeting of the CPMT at which time the services will be reviewed and approved, denied, or modified. If services are denied the request for services will be remanded to the FAPT or approved multidisciplinary team process for review.

The Lead Agency is responsible for obtaining accurate rate estimates for any services requested from CSA. When a FAPT/FTM approves a service based on a rate quoted in the meeting, and the actual rate is different, but within fifteen percent (15%) of the rate quoted, the actual rate shall be deemed approved, and the lead agency shall provide the appropriate documentation of the need for the revision to the CSA Coordinator. If the actual rate exceeds fifteen (15%) difference, the lead Agency shall request an "Addendum" at the next available FAPT. The CSA Coordinator shall have the discretion to make minor changes to the Budget Request Form, if the intent of the FAPT was to authorize the services, but cost calculation, or date/days of services is incorrect due to Case Worker error.

The Lead Agency shall submit to the CSA Coordinator the approved IV-E/CSA Communication form (APPENDIX M) whenever a child experiences a change of placement or other significant change.

Per state policy: "When a core agency refers a child and family to a family assessment and planning team and that team has recommended the proper level of treatment and services needed by that child

Revised June 2014