

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

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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.

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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
 Transcribed by CPG

JUNE FINANCIALS

CSA Pool Reimbursement Request Report Worksheet

Date: July 2, 2015

Period Ending: June, 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	81.83	-81.83
1c. Residential Congregate Care - CSA Parental Agreements; DSS Non-Custodial	5	28,384.06		28,384.06
1d. Non-Mandated Services/Residential/Congregate Care		0.00		0.00
1e. Educational Services - Congregate Care	3	24,970.06		24,970.06
2. Other Mandated Services				
2a. Treatment Foster Care - IV-E	11	23,337.95	145.00	23,192.95
2a.1 Treatment Foster Care	3	21,889.40		21,889.40
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	6	7,980.00		7,980.00
2d. Family Foster Care Maintenance Only	1	686.00	687.52	-1.52
2e. Family Foster Care - Children Receiving Maintenance/Basic Activities; IL	4	1,795.39	205.43	1,589.96
2f. Community Based Services	25	21,640.89	67.00	21,573.89
2f.1 Community Transition Services		0.00		0.00
2g. Special Education Private Day Placement	2	12,323.36		12,323.36
2h. Wrap-Around Services for Students With Disabilities	1	1,416.25		1,416.25
2i. Psychiatric Hospitals/Crisis Stabilization Units		0.00		0.00
3. Non-Mandated Services/Community Based	4	2,391.10		2,391.10
4. Grand Totals: Sum of categories 1 through 3	65	146,814.46	1,186.78	145,627.68

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	265.78
Pool prior-reported expenditures re-claimed under IV-E	
Other (specify)	
Total Refunds (must agree with line 4)	1,186.78

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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	\$153,805.45	\$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	\$99,660.69	\$56,556.33	\$43,104.36
		04/30/2015	05/11/2015	\$153,805.45	\$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

JULY ATTACHMENTS

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 annually.
- e. Children/families receiving Prevention Services will be reviewed a minimum of every 3 months.
- f. Children in Regular/Therapeutic Foster Care Homes, Group Home Care, or Residential Treatment Facilities receiving CSA-funded services in addition to boarding care payments will be reviewed a minimum of every 3 months.
- g. Children in Regular Foster Care Homes receiving boarding care maintenance only will be reviewed annually unless otherwise requested by FAPT or CPMT.
- h. Children in placement based on an Individualized Educational Plan (IEP) will be reviewed annually unless the IEP changes.
- i. Children who are being stepped down to a Less Restrictive environment or moved to a new placement will be reviewed prior to that move.
- j. Children who are moved on an Emergency Basis will be reviewed at the next available FAPT meeting.

The CSA Coordinator shall complete the Utilization Review in conjunction with the FAPT Review. The CSA Coordinator will formally assess the necessity, efficiency and appropriateness of the services and treatment plan for an individual, consulting with the Case Manager, if needed. Any findings/recommendations will be documented in the CSA case file using the CSA Documentation Inventory Form, and will be presented to CPMT. The lead worker shall be notified if any action is required.



Case Name/Number:

Date:

CSA Documentation Inventory

Required Information	Location	N/A - Notes
Case Manager designation		
Parent consent to release information		
Assessment data		
Includes: Completed CANS		
Parental co-payment assessed		
Service Plan IFSP FC Plan IEP (circle)		
Desired outcomes & timeframes		
Identification of services		
Recommended level of need		
Mitigating circumstances		
FAPT or MDT recommendations		
Parent/Guardian participation & consent to service plan		
CPMT authorization		
Signed vendor contract		
Vendor treatment plan (s)		
Vendor progress report (s)		

Date Version



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Interim Executive Director

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

Administrative Memo #15-05

To: CPMT Chairs
FAPT Chairs
CSA Coordinators
CSA Fiscal Agents
SLAT Members

From: Scott Reiner, Interim Executive Director

Date: July 1, 2015

Subject: Release of Revised CSA Policy Manual and New CSA User Guide

The Office of Children's Services is pleased to announce the release of a revised CSA Policy Manual and a new CSA User Guide. The two documents take the place of the CSA Policy Manual that was available through the CSA website. The Policy Manual does not include any new material, but now contains only items with specific statutory authority or officially adopted as policy by the State Executive Council. The CSA User Guide contains significant information previously found in different locations, including in the retired Policy Manual and the CSA website.

The new documents can be found on the CSA website as follows:
<http://www.csa.virginia.gov/PDF/CSAPolicyManual2015revision.pdf>

CSA Policy Manual: CSA User Guide:
<http://www.csa.virginia.gov/PDF/CSAUserGuideFinalJuly%202015.pdf>

We hope you will find these documents easy to use and an improvement over previously available resources. We look forward to your feedback.