

# FREDERICK COUNTY CPMT AGENDA

May 18, 2020  
1:00 PM  
107 N Kent St  
Winchester, VA  
1<sup>st</sup> Floor Conference Room

## Agenda

- I. Introductions
- II. Adoption of Agenda
- III. Consent Agenda
  - A. April Minutes
  - B. Budget Request Forms
- IV. Executive Session
  - A. AMA Discharge
- V. Committee Member Announcements
  - A. As Needed
- VI. CSA Report Jackie Jury
  - A. April Financial Report
  - B. CSA Updates
- VII. Old Business Jackie Jury
  - A. Strategic Plan Update
    - 1. UM/UR
    - 2. Survey- Paused due to COVID-19
  - B. Tabled until further Notice: Families First Prevention Services Integration Model
  - C. Tabled until further Notice: EBP Regional Learning Collaborative
- VIII. New Business
  - A. PDS Rates during COVID-19 Jackie Jury
  - B. Emergency Funding Policy Review Michele Sandy
  - C. Parent & Private Provider CPMT Representative Appointments Jackie Jury
- IX. Assigned Tasks
- X. Next Meetings
  - CPMT June 22, 2020 1:00pm, 1<sup>st</sup> Floor Conference Room- See Memo for future dates
- XI. Adjourn

\*\*Instructions for Closed 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 the Child & Family Team Meeting process, and whose case is being assessed by this team or reviewed by the Community Management and Policy Team
- Motion to return to open session-
- Motion that the Frederick County 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.
- Roll Call Affirmation
- Motion to Approve cases discussed in Executive Session

**CPMT Meeting Minutes: Monday April 27<sup>th</sup>, 2020**

The Community Policy and Management Team (CPMT) Committee met on April 27, 2020 at 1:00 p.m. in the first-floor conference room at Frederick County Government Offices Administration Building, 107 North Kent Street, Winchester, VA 22601.

***The following members were present:***

- Dr. Colin M. Greene, Lord Fairfax District Health Department

***The following members were present via Cisco Webex video conference:***

- Jay Tibbs, Frederick County Government
- Dana Bowman, Children's Service of Virginia
- Tamara Green, Frederick County DSS
- Michele Sandy, Frederick County Public Schools
- Mark Gleason, Northwestern Community Services Board
- Peter Roussos, Court Services Unit

***The following members were not present:***

- Dawn Robbins, Parent Representative

***The following non-members were present:***

- Jacquelynn Jury, CSA Coordinator
- Brittany Brewer, CSA Account Specialist

***Call to Order:*** Peter Roussos called the meeting to order at 1:08pm.

***Adoption of April Agenda:*** Mark Gleason made a motion to adopt the April agenda as amended; Michele Sandy seconded; CPMT approved.

***Consent Agenda:*** The following items were put in the Consent Agenda for CPMT's approval:

- March 23rd CPMT Minutes
- Budget Request Forms – Confidential Under HIPAA.

***Adoption of March Minutes:*** Michele Sandy made a motion to approve the March minutes; Mark Gleason seconded; the CPMT approved.

***Adoption of Budget Request Forms:*** Michele Sandy made a motion to approve the Budget Request Forms; Mark Gleason seconded; the CPMT approved. Private Provider and Parent Representatives abstain from voting on funding for youth receiving services provided by their respective agency or where there may appear to be a personal financial gain from the provision of services.

**Adoption to Convene to Closed Session:** On motion duly made by Dr. Colin Green and seconded by Dawn Robbins, the CPMT voted unanimously to go into Closed Session to discuss cases confidential by law as permitted by Section §2.2-3711 (A) (4) and (15) and in accordance with the provisions of 2.2-5210 of the Code of Virginia.

- Account of Closed Session:

1. CPMT Appeal

**Committee Member Announcements:** N/A

**CSA February Report:** 2020 Pool Reimbursement: net expenditures were \$2,002,152.09 with a local match of \$806,876.49. February expenditures were \$271,268.02 approximately 8% of the budget. Of the 121-youth served to date, 19 have been in congregate care and 13 in a TFC. The remaining 89 youth have been served in the community.

**February Non-mandated/Protected Funds Budget:** The CSA Coordinator summarized the non-mandated budget stating that \$34,011.00 is allocated annually. For FY20, \$28,457.42 has been spent and \$0.00 is currently encumbered. Currently there is \$5,553.58 remaining for FY20

**February Special Education Wrap Budget:** Frederick County was initially allocated \$16,442.00, with additional allocations of \$45,631.63, \$89,743.45, and \$55,555.56 in SpEd wrap funds. To date, \$87,713.00 has been used and an additional \$98,297.00 encumbered.

**CSA March Report:** 2020 Pool Reimbursement: net expenditures were \$2,346,574.01 with a local match of \$948,340.31. March expenditures were \$344,421.92 approximately 10% of the budget. Of the 128-youth served to date, 19 have been in congregate care and 13 in a TFC. The remaining 96 youth have been served in the community.

**March Non-mandated/Protected Funds Budget:** The CSA Coordinator summarized the non-mandated budget stating that \$34,011.00 is allocated annually. For FY20, \$28,457.42 has been spent and \$0.00 is currently encumbered. Currently there is \$5,553.58 remaining for FY20.

**March Special Education Wrap Budget:** Frederick County was initially allocated \$16,442.00, with additional allocations of \$45,631.63, \$89,743.45, and \$55,555.56 in SpEd wrap funds. To date, \$108,373.75 has been used and an additional \$63,542.00 encumbered.

**Office Updates:**

- High Fidelity WrapAround SOC Expansion Grant
  - The current grant year started on October 1, 2019. The goal for the year is 40 cases, the region has 17 cases. Of those, 9 are from Frederick, 2 from Warren, 5 from Winchester City, and 1 from Clarke.

Old Business

- Strategic Plan Update- Goals

- Utilization Review Improvement

<b>Key Tasks/Activities</b>	<b>Target Date</b>	<b>Status</b>
Seek feedback from other localities (lessons learned)	4/30/2020	Not started
Determine population/services to be included	6/30/2020	
Develop Job Description/Provider Expectations	8/31/2020	
Determine RFP vs MOU	10/31/2020	
Develop RFP or MOU	12/31/2020	
Contact providers for svcs/contracting	1/31/2021	
Contract/MOU with provider	5/31/2021	
Roll out	7/1/2021	

- Establish User-Friendly FCCSA Website

<b>Key Tasks/Activities</b>	<b>Target Dates</b>	<b>Status</b>
Create Web Page Layout	8/31/2019	Completed
Add/Update Page Content	9/30/2019	Completed
Create CM Access	11/30/2019	Completed
Website Testing	12/31/2019	Completed
Roll out	1/1/2020	Completed

- Measure Program and Quality of Services

<b>Key Tasks/Activities</b>	<b>Target Dates</b>	<b>Status</b>
Obtain feedback from other localities that survey families	8/31/2019	Completed
Determine population to survey	10/31/2019	Completed
Determine format (smartphone app vs paper vs online survey)	1/31/2020	Paused due to COVID-19
Create Survey	3/31/2020	
Test Survey	5/31/2020	
Roll out	7/1/2020	

- Updates paused until further notice, pending relaxation of COVID-19 restrictions.

- Families First Prevention Services Integration Model

- Implementation has been delayed until January 31, 2021 due to the COVID-19 pandemic. Updates paused until further notice.

- EBP Regional Learning Collaborative

- These collaboratives were delayed until further notice due to the COVID-19 pandemic. Updates paused until Collaborative is reinitiated.

## New Business:

- VJCCCA
  - Peter Roussos requested to have an informational discussion about the VJCCA funding source as an item on the agenda. He explained to the team that there remains some money left over to be used for services.
    - § Frederick County is allotted \$127,000. This year the money was used to fill a monitoring case manager and Timbrook Achievement Center Director positions. The remaining funds are used for services to help youth in the community who are not on probation or supervision and are eligible for CSA funding. Some of these services include substance abuse assessments, In-Home services, and Anger Management classes.
    - § Peter did not provide a specific number but wanted to let the team know that some funds remain available.
- Emergency Operations Policy Revision
  - The CSA Coordinator presented a revision to the Emergency Operations Policy to include new regulations approved and signed into law by the General Assembly allowing public meetings to take place electronically without a physical quorum present in one location, when an emergency is declared, and it is impracticable or unsafe to gather.
  - On motion duly made by Mark Gleason and seconded by Peter Roussos to officially adopt language similar to the General Assembly to be added to Frederick County's Emergency Policy, the CPMT approved.
- Notice of Intent to Develop Policy
  - The SEC has provided notification of the intent to develop the following policy with a May 1 deadline for the public comment period. The CPMT declined to submit public comment.
    - The Alignment of the Family First Prevention Services Act (FFPSA) and the Local CSA Process (Proposed SEC Policy 3.7) policy will require local CPMTs to develop policies and procedures for the provision of FFPSA services. The suggested language is as follows, "Community Policy and Management Teams shall establish policies and procedures for the alignment of foster care prevention services funded through Title IV-E and the Family First Prevention Services Act (Public Law 115-123) with the local Children's Services Act program. Such policies and procedures shall address referrals of foster care prevention cases to the Family Assessment and Planning Teams (FAPT) and the roles and responsibilities of the FAPT and Community Policy and Management Team (CPMT)."
- Senate Bill No. 734

- This bill directs the Secretaries of Education and Health & Human Resources to create a workgroup that reviews the process of placement of youth into PRTF, make recommendations to improve the process, and develop a process to expedite those youth transitioning from an acute hospital setting into a PRTF. Findings and recommendations would be reported by December 1, 2020.
- FY21 Contracts
  - The CPMT discussed the FY21 Renewal Letter and allowable increase without having to obtain CPMT special approval. A 3% increase is recommended, which is in line with the prior 2 FYs. CPMT agreed to the 3% rate increase recommendation.
- PDS rates under COVID-19
  - CSA Coordinator is attempting to negotiate rates during the period that private day schools are closed and providing distance learning. BREC offered reducing rates to 40% of current daily rate. Charterhouse agreed to reduce rates to 80% of current daily rate. Grafton proposed an initial discount through April 10 but adjusted back to the current contracted daily rate. Grafton verbalized the willingness to negotiate, which is still in progress.
  - CPMT agreed to the rates presented by the CSA Coordinator for BREC and UMFS private day school.
  - Mark Gleason and the Warren County CSA Coordinator plan to meet with Grafton to negotiate rates. Next month Frederick County CPMT will decide on how to move forward, based on results from Warren County.
    - In addition, it has been established that Frederick County CSA will not be paying for services provided between March 16<sup>th</sup>-20<sup>th</sup> for any PDS student due to the inequitable access Frederick County students had to education.

***Review Assigned Tasks:***

- The CSA Coordinator request more information for the CPMT appeal and refer the case back to FAPT if the information comes back by May 15<sup>th</sup>.
- The CSA Coordinator will send an email/post information about the current open Private Provider Representative.
- The CSA Coordinator and Account Specialist will send the FY21 Renewal Letter

***Next Meeting:*** The next CPMT meeting is Monday, May 18th, 2020 at 1:00 p.m. in the First Floor Conference Room in the Frederick County Government Offices Administration Building.

***Adjournment:*** Mark Gleason made a motion to adjourn; Dr. Greene seconded; the CPMT approved. The meeting was adjourned at 2:26 pm.

***Minutes Completed By:*** Brittany Brewer



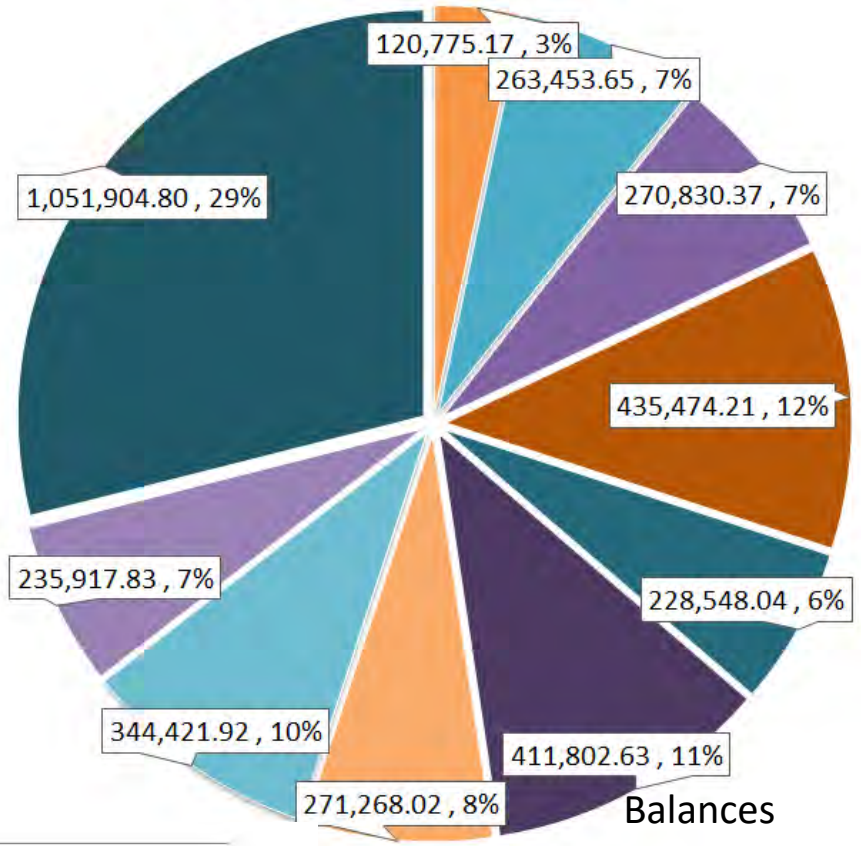
# Frederick County CSA Financial Update: April 2020

# of Reports Submitted: 9

YTD Total Net Spent with Wrap: \$2,582,491.84

YTD Local Net: \$1,041,127.91

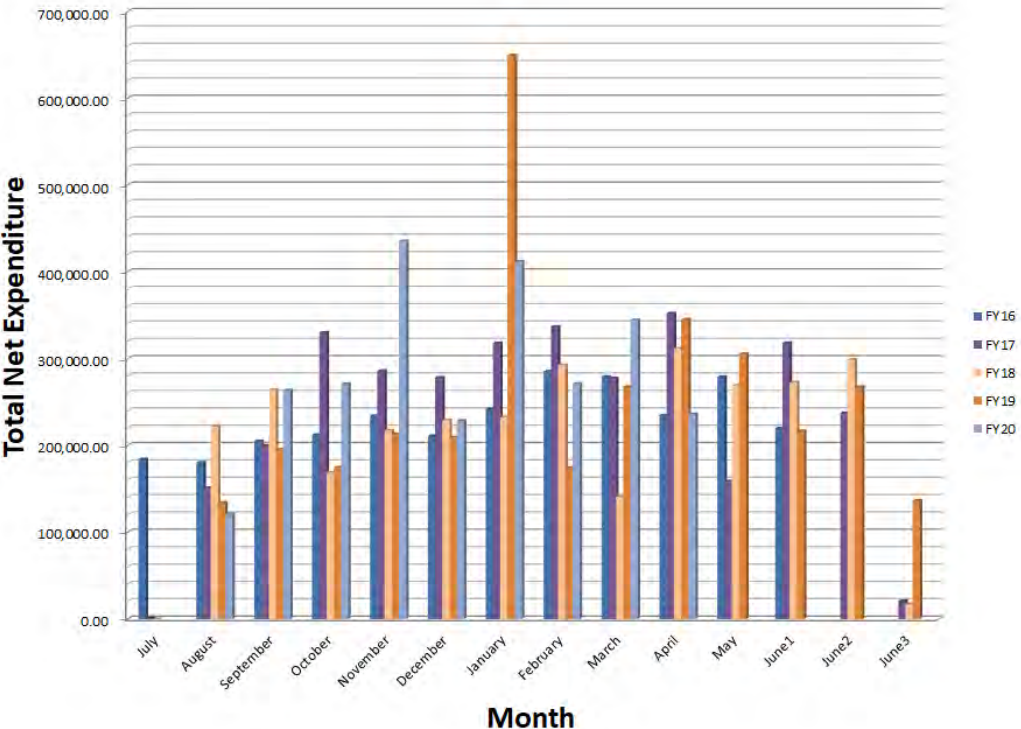
% Used of Total Allocation



Balances

Total w/o Wrap: \$966,861.41

Non-Mandated: \$5,553.58



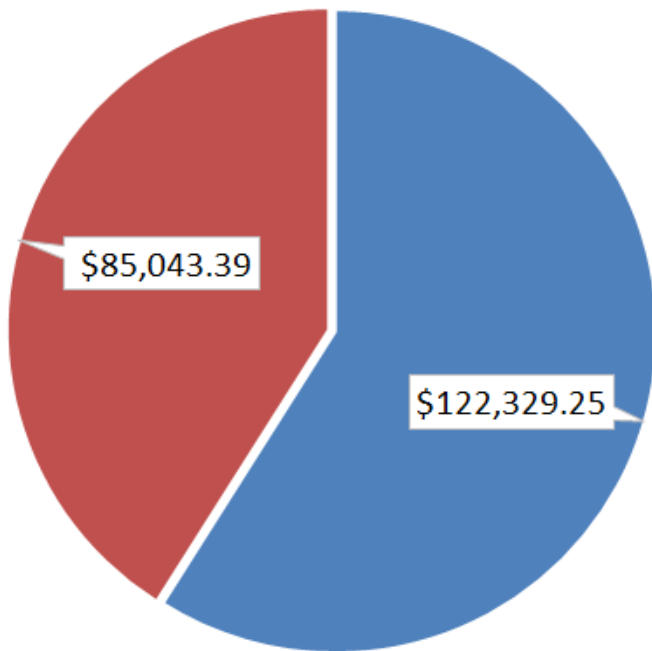
HFW Wrap Expansion Grant

Updates:

Grant Year 4:

- 17 of 40 Required Referrals
- 9 from Frederick, 2 from Warren, 5 from Winchester, & 1 from Clarke

**SpEd Wrap Used**



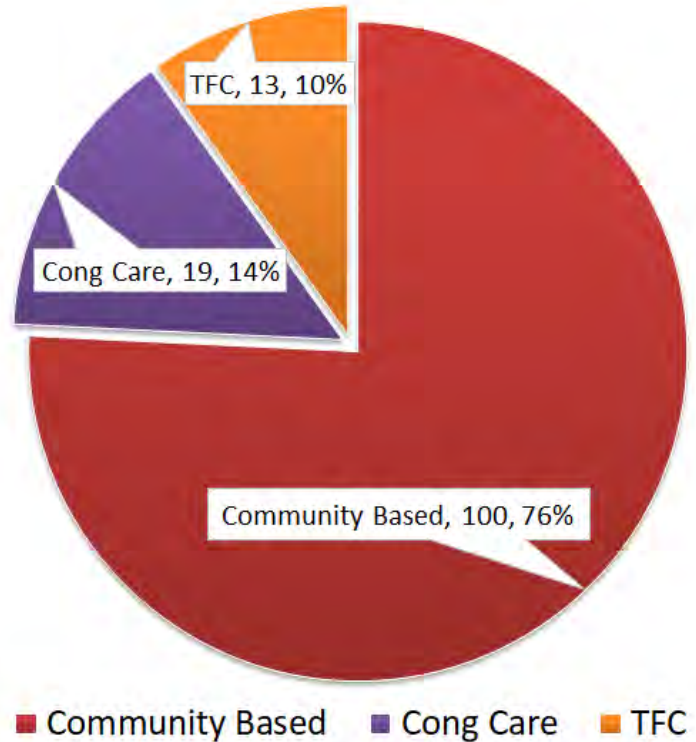
Initial SpEd Wrap Allocation  
\$16,442.00

Addt SpEd Wrap:  
\$45,631.63  
\$89,743.45  
\$55,555.56

SpEd Wrap Encumbered:  
\$63,386.00

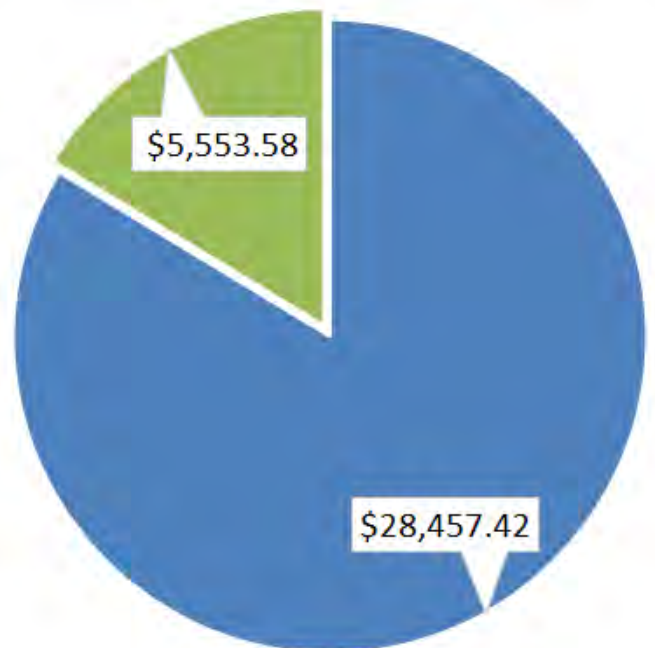
NonMandated Encumbered:  
\$0.00

**Placement Environment**



Unduplicated Child Count Served to Date: 132

**NonMandated (Protected) Used**





# Monthly Spending by Primary Mandate Type



## Primary Mandate Types (PMT):

- 1A- IV-E Congregate Care
- 1B- Non IV-E Congregate Care
- 1C- Parental Agreement Congregate Care

\*PMTs from 1A-1C do not include Daily Education payment of congregate care placements

## 1E- Residential Education

\*Includes all services for RTC IEP and Education only for all other RTC placements

- 2A- IV-E Treatment Foster Home
- 2A1- Non IV-E Treatment Foster Home
- 2A2- Parental Agreement Treatment Foster Home

## 2C- IV-E Community Based Services

\*Only for youth placed in CFW Foster Homes

## 2E- Maintenance and Other Services

\*Only Basic Maintenance and Daycare for youth in Foster Care

## 2F- Non IV-E Community Based Services

\*Includes Daycare for youth not in Foster Care or IV-E CBS for youth placed in TFC or Cong Care

## 3- Protected Funds

\*NonMandated

# Frederick County

## At-A-Glance

### FY 2017

**138**

Distinct Child Count

**3.4M**

Gross Expenditures

**3.3M**

Net Expenditures

**\$23,666**

Average Expenditure

**0.4348**

Base Match Rate

**0.4155**

Effective Match Rate

### FY 2018

**152**

Distinct Child Count

**3.1M**

Gross Expenditures

**2.9M**

Net Expenditures

**\$19,324**

Average Expenditure

**0.4348**

Base Match Rates

**0.4123**

Effective Match Rate

### FY 2019

**156**

Distinct Child Count

**3.4M**

Gross Expenditures

**3.3M**

Net Expenditures

**\$21,084**

Average Expenditure

**0.4348**

Base Match Rates

**0.3947**

Effective Match Rate

**19,424**

Child Population (2016)

**6.4%**

Percent of Children in Poverty (2016)

**12.7%**

Percent of Students with a Disability (2016-17)

**3.6%**

Percent of Students Not Served in Regular Classroom (2016-17)

**94.8%**

On Time Graduation Rate (2017)

**1.0**

Rate of Child Abuse and Neglect Per 1,000 Children (2016)

**83,742**

Median Income of Families with Children (2016)

**19,589**

Child Population (2017)

**5.5%**

Percent of Children in Poverty (2017)

**12.7%**

Percent of Students with a Disability (2017-18)

**3.0%**

Percent of Students Not Served in Regular Classroom (2017-18)

**93.3%**

On Time Graduation Rate (2018)

**1.4**

Rate of Child Abuse and Neglect Per 1,000 Children (2017)

**88,246**

Median Income of Families with Children (2017)

# Winchester City

## At-A-Glance

### FY 2017

**177**

Distinct Child Count

**2.6M**

Gross Expenditures

**2.5M**

Net Expenditures

**\$14,160**

Average Expenditure

**0.4587**

Base Match Rate

**0.4502**

Effective Match Rate

### FY 2018

**213**

Distinct Child Count

**3.1M**

Gross Expenditures

**3.1M**

Net Expenditures

**\$14,339**

Average Expenditure

**0.4587**

Base Match Rates

**0.4358**

Effective Match Rate

### FY 2019

**258**

Distinct Child Count

**3.3M**

Gross Expenditures

**3.2M**

Net Expenditures

**\$12,594**

Average Expenditure

**0.4587**

Base Match Rates

**0.4209**

Effective Match Rate

**6,163**

Child Population (2016)

**19.6%**

Percent of Children in Poverty (2016)

**14.0%**

Percent of Students with a Disability (2016-17)

**5.8%**

Percent of Students Not Served in Regular Classroom (2016-17)

**92.9%**

On Time Graduation Rate (2017)

**3.7**

Rate of Child Abuse and Neglect Per 1,000 Children (2016)

**45,086**

Median Income of Families with Children (2016)

**6,267**

Child Population (2017)

**18.5%**

Percent of Children in Poverty (2017)

**13.9%**

Percent of Students with a Disability (2017-18)

**5.9%**

Percent of Students Not Served in Regular Classroom (2017-18)

**89.1%**

On Time Graduation Rate (2018)

**6.2**

Rate of Child Abuse and Neglect Per 1,000 Children (2017)

**47,194**

Median Income of Families with Children (2017)

## Emergency Funding Request (Revised 10/19)

### Authority

This policy was developed in accordance with COV § 2.2-5209 to address issues with Internal Control Weaknesses that were identified by the Office of Children's Services through the Self-Assessment Audit Workbook completed in 2013. Revisions were approved on October 28, 2019.

This policy shall revoke any previous guidance or statement of policy issued by the Frederick County CPMT regarding the use of CSA State Pool Funds to pay for Emergency Services.

### Criteria

Emergency Funding may only be used for youth eligible for State Pool Funds under a mandated category, or in the case of Intensive Care Coordination with a Family Support Partner use of protected funds is permitted if available, and in instances where it has been determined that service(s) must begin prior to the next CPMT meeting.

Emergency Funding is available to youth and/or families who:

- Are assessed as High or Very High Risk through the Family Risk Assessment Tool
- Are At-Risk of Out of Home Therapeutic Placement or Disruption or Change of Placement
- Have been placed into the custody of the Department of Social Services
- Have exhibited behaviors within the past 30 days that place the youth or another person at imminent risk of harm
- Require services within the next 30 days to prevent removal, disruption, or additional harm to the youth or another person
- Exhibit acute and rapid onset of behavior which poses high risk to the safety of the child or another person
- Exhibit chronic needs where new behaviors have emerged which pose a high risk to the safety of the child or another person
- Meet the above criteria and have been reviewed by FAPT and identified as requiring the initiation of services prior to the next CPMT funding authorization meeting.

Risk must be clearly documented with justification of need for immediate services. Eligibility documentation must accompany funding requests for cases not currently open to CSA. Emergency Funding may be denied for chronic behavioral issues where imminent risk to self and/or others is not clearly documented. Emergency Funding shall not be approved for services that do not reduce or alleviate immediate risk of change of placement, harm to self or others, or assist in determination of such risk. Such services shall be approved through the regular review process.

### Policy

Emergency funding requests shall be authorized by two (2) CPMT members, except as indicated below under Section 3.5.1.6 Exceptions. One signature must be the director of the requesting agency or his/her designee. CSA-funded services shall not commence until the emergency funding request is approved. Requests must be reviewed by FAPT within 14 days, except in cases where FAPT has reviewed the case and recommended the completion of emergency funding to start services immediately, and at the next available CPMT meeting. Emergency funding may only be authorized through the end of the month that CPMT reviews the case.

## Process

### *During regular business hours*

During regular business hours, the Case Manager shall complete the Emergency Funding Request form and present it for approval by the agency Director or his/her designee and one additional CPMT member.

### *Outside of regular business hours*

Outside of regular business hours, the Case Manager shall contact the agency Director or his/her designated proxy for approval of Emergency Funding. Within 2 business days, the Case Manager must complete the Emergency Funding Request form, obtain the signature of the agency Director or his/her designated proxy, and present the form to one additional CPMT member for approval.

## Emergency Funding and Budget Request Forms

The Emergency Funding Request form must be submitted to the CSA office to secure a FAPT review. The effective date shall be the date the service is initiated, with a termination date to be the last day of the month that CPMT meets. Any other services may be considered and reviewed through the regular approval process. Upon FAPT review, a budget request form shall be completed and include any other services being provided and requested.

## Exceptions

The following services do not require 2 CPMT signatures for Emergency Funding approval. Where required, an Emergency Funding form should be completed and submitted to the CSA Office when services are initiated and scheduled on the FAPT agenda for review within 14 calendar days.

### Intensive Care Coordination and Family/Peer Support Partner:

Virginia has implemented Intensive Care Coordination (ICC) with a Family/Peer Support Partner (FSP/PSP) as the accepted means of providing High Fidelity WrapAround services to children, youth and families in the Commonwealth. These services are provided to families whose child is at risk of out of home intervention, including foster care placement, or who are transitioning from an out of home intervention. In order to expedite the initiation of services, CPMT has granted the authority to approve Emergency Funding for ICC and FSP to the CSA Coordinator. In such cases, CPMT signatures are not required and the Emergency Funding form shall be completed and submitted to the CSA Coordinator for review and approval.

### Foster Care:

#### 1. Maintenance:

The authority to approve expenditures for cases involving only the payment of foster care maintenance is delegated by CPMT to the Director of the Frederick County Department of Social Services. Maintenance payments to DFS foster families shall be approved by the DSS Director based on a rate scale approved by the Virginia Department of Social Services.

#### 2. Goods and Services:

The authority to approve expenditures for foster care youth for goods and other services (medical/health, camp/recreation, etc.) up to \$200.00 per request is delegated by the CPMT to the Frederick County CSA Coordinator.

### Special Education Private Day or Residential Placements:

The authority to approve expenditures for cases involving only the payment of Special Education Placements as required by the Individuals with Disabilities Education Act (IDEA) and an Individual

Education Plan (IEP) lies with the IEP Team. Although federal regulations prevent the delay of IEP placements, every effort should be made to present the case for review by the FAPT and CPMT prior to the placement of the youth. In the case of Special Education funding, the case manager must submit a budget sheet to the CSA office with the new services, and the case will be scheduled on the next available FAPT agenda.

## CSA Eligibility Policy:

### Eligibility

Frederick County children and youth who are experiencing emotional/behavioral problems or are at risk of an out of home placement may be eligible for CSA state pool funds. Eligibility is determined by the FAPT/MDT through established state and local policy taking into account age and criteria set by the state and use of the Mandatory Uniform Assessment Instrument.

## Parental Referral Process:

### *Referral Process for Parents/Guardians*

#### Authority

- This policy was developed in accordance with SB 1041 & HB 2083 that passed the 2015 Virginia Legislative Session effective July 1, 2015. The summary as passed:
  - “Directs community policy and management teams to establish, as part of their policies governing referrals and reviews of children and families to the family assessment and planning teams or a collaborative, multidisciplinary team process approved by the State Executive Council for Children’s Services Act, a process for parents and persons who have primary physical custody of a child to refer children in their care to the teams.”
- This policy shall revoke any previous guidance or statement of policy issued by the Frederick County CPMT regarding parental referrals through the CSA process.

#### Procedure

- Parents who request review through the CSA process will begin by contacting the CSA Coordinator to initiate the process. The CSA Coordinator will provide the parent/caregiver the following documentation for review/completion:
  - CSA Information Sheet
  - Parental Agreement Referral to DCSE
  - Uniform Authorization to Release and Exchange Information
  - Due Process of Complaints and Appeals/Rights & Safeguards
  - Parental Referral Form
- The family must complete the forms and return them to the CSA Coordinator with supporting documentation (ie-school reports, evaluations, etc.).
- If services being requested require an IACCT referral, the case manager or parent/guardian shall immediately complete the Residential Inquiry Form found on the MagellanofVirginia.com website.
- Once documents are received, the CSA Coordinator will provide the information to Pre-FAPT who will discuss the case and provide recommendations. The Pre-FAPT will be held biweekly prior to the official start of the FAPT meeting. Pre-FAPT comments and recommendations will be added to the

Parent Referral form and a copy will be returned to the family, which may include a referral to specific agencies to rule out least restrictive options, alternative recommendations for less restrictive or community resources, or referral to FAPT. If Pre-FAPT recommends the family be seen through the FAPT process, the procedure for Multi-Agency involved youth will be initiated to determine the appropriate lead agency.

- Upon agency determination, the case manager will follow procedures of the Referral Process for Agency Involved Youth.