



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

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

December 22, 2016

Rosie Jordan, CPMT Chair
City of Salem
114 N. Broad Street
Salem, VA 24153

RE: City of Salem CSA Program Self-Assessment Validation, File No. 31-2015

Dear Ms. Jordan,

In accordance with the Office of Children's Services (OCS) Audit Plan for Fiscal Years 2013-2015, the City of Salem Community Policy and Management Team (CPMT) has completed and submitted the results of the self-assessment audit of your local Children's Service Act (CSA) Program by the established due date of March 31, 2015. An on-site visit was scheduled and conducted by OCS Program Auditors on May 25, 2016 to perform the independent validation phase of the process.

Based on the review and examination of the self-assessment workbook and supporting documentation provided by City of Salem CSA program, our independent validation:

Concurs Partially Concurs Does Not Concur

with the conclusion reported by the City of Salem CPMT that no significant observations of non-compliance or internal control weaknesses were found in the design or operation of the processes or services conducted on behalf of the City of Salem CSA program. The explanation for our assessment results are as follows:

The City of Salem Community Policy and Management Team concluded that there were no significant non-compliance and/or internal control weakness observations noted. However, validation procedures of the locally prepared CSA Self-Assessment Workbook identified a deficiency indicating non-compliance in the local CSA program. Non-compliance with the statutory requirements of CSA is considered significant because the local program is not operating fully in accordance with the laws of the Commonwealth. Specifics pertaining to the City of Salem CSA Program are detailed on the following page.

SIGNIFICANT NON-COMPLIANCE

The composition of members serving on the City of Salem CPMT and Family Assessment and Planning Team (FAPT) does not meet the membership requirements established by CSA statute. Both the CPMT and the FAPT are missing a parent representative serving on the team as required by the Code of Virginia. The absence of parent representatives from the governing body responsible for the administration and implementation of the local CSA program represents a material weakness in oversight and governance of the program. The absence of the parent representative from the team responsible for service planning could potentially impede the achievement of the highest degree of multi-disciplinary collaboration as service planning is contingent upon the all members. The CPMT did not identify this deficiency in their self-assessment submission. The CPMT lost their parent representative in late 2014 and were not aware of the code requirement for the FAPT. Upon notification by the auditor the CPMT has been working to secure a parent representative to serve on both teams.

CRITERIA: § 2.2-5205. Community policy and management teams; membership; immunity from liability; § 2.2-5207. Family assessment and planning team; membership; immunity from liability.

RECOMMENDATION

The City of Salem CPMT should continue and document its recruitment efforts to secure parent representatives to serve on the CPMT and the FAPT.

CLIENT COMMENT

“Concur”

The Office of Children’s Services respectfully requests that you submit a quality improvement plan to indicating the target date for achieving compliance and persons responsible for task identified no later than 30 days from receipt of this report. In addition, we ask that you notify this office as quality improvement tasks identified are completed. OCS will conduct a follow up validation to ensure the quality improvements have been implemented as reported.

Rosie Jordan, CPMT Chair
City of Salem CSA Program Self-Assessment Validation
December 22, 2016
Page 3

We would like to thank the City of Salem Community Policy and Management Team and related CSA staff for their contributions in completing the CSA Self-Assessment Workbook. We also would like to acknowledge the excellent assistance and cooperation that was provided by Jessica Webb, CSA Coordinator during our on-site visit. Ms. Webb's efforts enabled the audit staff to quickly resolve any questions/concerns that we observed during the validation process. Please feel free to contact us should you have any questions.

Sincerely,



Annette E. Larkin
Program Auditor

cc: Scott Reiner, Executive Director
Kevin S. Boggess, City Manager
City of Salem
James E. Taliaferro, Fiscal Agent
Jessica Webb, CSA Coordinator
Stephanie S. Bacote, Audit Manager
SEC Finance and Audit Committee