



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

ADMINISTRATIVE MEMO #12-14

TO: CPMT CHAIRS
CSA COORDINATORS

FROM: SUSAN CUMBIA CLARE

DATE: OCTOBER 15, 2012

SUBJECT: BIENNIAL PLAN FOR COMPREHENSIVE SERVICES

I am pleased to forward to you a copy of the 2011 “Biennial Plan for Comprehensive Services to Children, Youth and Families.” This plan identifies three key goals and sixteen strategies which will serve as a blueprint for strengthening service systems under the CSA through the duration of the current biennium.

The Biennial Plan represents the collaborative work of the State Executive Council (SEC) and the State and Local Advisory Team (SLAT) whose work was based upon information and recommendations gathered from local comprehensive service systems responsible for implementation of the CSA. Stakeholders representing local service systems provided topics, concerns, needs, and potential solutions to inform the development of the adopted goals and strategies. Local input was collected throughout the spring and summer of 2012 via face-to-face roundtable discussions, a facilitated dialogue with the State Executive Council, and responses to an on-line survey.

This office looks forward to working with the SEC, SLAT, local representatives, private providers, parents, and other key stakeholders to improve and strengthen systems responsible for services to the Commonwealth’s children, youth, and families. Questions about the plan may be directed to the Office of Comprehensive Services at (804) 662-9816.

**Office of Comprehensive Services
Biennial Report to the General Assembly
and Community Policy and Management Teams**

Biennial Plan for Comprehensive Services to Children, Youth and Families

September 2012

Report Mandate

Virginia Code, §2.2-2648.21, requires that the State Executive Council for Comprehensive Services for At-Risk Youth and Families shall:

Biennially publish and disseminate to members of the General Assembly and community policy and management teams a state progress report on comprehensive services to children, youth and families and a plan for such services for the next succeeding biennium. The state plan shall:

- a. Provide a fiscal profile of current and previous years' federal and state expenditures for a comprehensive service system for children, youth and families;*
- b. Incorporate information and recommendations from local comprehensive service systems with responsibility for planning and delivering services to children, youth and families;*
- c. Identify and establish goals for comprehensive services and the estimated costs of implementing these goals, report progress toward previously identified goals and establish priorities for the coming biennium;*
- d. Report and analyze expenditures associated with children who do not receive pool funding and have emotional and behavioral problems;*
- e. Identify funding streams used to purchase services in addition to pooled, Medicaid, and Title IV-E funding; and*
- f. Include such other information or recommendations as may be necessary and appropriate for the improvement and coordinated development of the state's comprehensive services system;*

The State Executive Council requested, and was granted approval, to comply with this report mandate through submission of two reports to include:

- 1) a progress report to be submitted by February 29, 2012, and
- 2) a biennial plan to be submitted by September 30, 2012.

Background

CSA Mission

The statutory purpose of the Comprehensive Services Act (CSA) is to create a system of services and funding for troubled youth and their families that is child centered, family focused, and community based. The statutory purposes of the CSA are to:

- preserve and strengthen families;

- design and provide services that are responsive to the unique and diverse strengths and needs of troubled youth and families and;
- provide appropriate services in the least restrictive environment, while protecting the welfare of children and maintaining the safety of the public.

State Executive Council (SEC)

Per its bylaws, “The purpose and objectives of the Council shall be to assure collaborative programmatic policy development, fiscal policy development and administrative oversight for the efficient and effective provision of child centered, family focused and community based services to eligible emotionally and behaviorally troubled children/youth and their families in the least restrictive, appropriate environment. Further, the Council assures the Governor and appropriate Cabinet Secretaries are well informed in matters related to the aforementioned areas.”

The SEC is chaired by the Secretary of Health and Human Resources or a designated deputy. The council is comprised of the following members:

- two General Assembly members,
- the Governor’s Special Advisor on Children’s Services (ex-officio member),
- agency heads from the departments of:
 - Education
 - Social Services
 - Health
 - Behavioral Health and Developmental Services
 - Medical Assistance Services
 - Juvenile Justice, and
 - Office of the Executive Secretary of the Supreme Court
- five local government officials,
- two parents, and
- two private providers.

State and Local Advisory Team (SLAT)

The SLAT advises the SEC on state interagency program and fiscal policies that promote and support cooperation and collaboration in the provision of services to troubled and at-risk youths and their families at the state and local levels, and the effects of proposed policies, regulations and guidelines (§2.2-5202).

The SLAT is comprised of the following members:

- representatives of the five different geographical areas of the Commonwealth who serve on community policy and management teams
- one representative from each of the following state agencies:
 - Health
 - Juvenile Justice
 - Social Services

- Behavioral Health and Developmental Services
- Medical Assistance Services
- Education
- a parent;
- a private provider;
- a local Comprehensive Services Act coordinator or program manager; and
- a juvenile and domestic relations district court judge.

Office of Comprehensive Services (OCS)

OCS serves as the administrative entity of the SEC and ensures that its decisions are implemented (§2.2-2649).

Vision Statement: “OCS envisions CSA as a national model in providing effective and innovative systems of care statewide for at-risk youth and families. We strive for CSA to be highly regarded as a leader in: improving outcomes for children and their families; facilitating the highest quality technical assistance and training to strengthen the capacity of communities to implement CSA; maintaining high standards for sound fiscal accountability and responsible use of taxpayer funds; and partnering with families and all CSA stakeholders to implement best practices and technology to continually improve the performance of CSA. OCS strives to maintain an enthusiastic, creative and knowledgeable staff empowered to work with CSA stakeholders to sustain the highest quality system of care for Virginia’s youth and their families.”

Community Policy and Management Teams (CPMT)

The CSA is administered at the local level by CPMTs which have statutory responsibility for managing funds and developing interagency policies to govern implementation of CSA within communities (§2.2-5206). Family Assessment and Planning Teams (FAPTs) provide for family participation, assess the strengths and needs of children and their families, develop individual family services plans, and make recommendations for funding to the CPMT (§2.2-5208).

Funding

Funding for services under the CSA is shared by the state and local governments. The local base match rate is defined in Item 274 C.2 of the Appropriations Act as follows:

“Local Match. All localities are required to appropriate a local match for the base year funding consisting of the actual aggregate local match rate based on actual total 1997 program expenditures for the Comprehensive Services Act for At-Risk Youth and Families.”

Additional fund streams are utilized to support services provided to youth served through the CSA. These fund streams may be utilized in lieu of CSA pool funds and/or in tandem with pool funds in accordance with youth and/or service eligibility. Such funds include: Medicaid, Title IV-E, Promoting Safe and Stable Families funds, Juvenile Community Crime Control Act Funds, and Mental Health Initiative funds.

Goals and Strategies

1. Support implementation of a singular, unified system of care that ensures equal access to services for at risk youth across the Commonwealth.

Strategy	Responsible Body	Dates
1. Review and revise the policies of child serving agencies that govern the use of funds (e.g., CSA pool funds, Medicaid, Title IV-E, PSSF, VJCCCA, MH Initiative) to align: <ul style="list-style-type: none"> • service criteria • assessment • authorization • utilization review 	SEC (via SLAT)	1/1/2013- 6/30/2014
2. Ensure protected, i.e., “non-mandated,” allocations are utilized for youth who are included in the target population but who are not otherwise eligible for mandated services.	SEC	7/01/2013- 6/30/2014
3. Support local development of services through state facilitated collaborative meetings between regional representatives and private providers.	SEC Finance Committee	10/1/2012- 6/30/2014
4. Review, revise, recommend policy and/or statute to enable development of new services which will address identified service gaps.	SEC Finance Committee	
5. Examine and address inadvertent fiscal incentives for residential placement, parental placement, avoidance of FAPT/MDT process, e.g., <ul style="list-style-type: none"> • Medicaid match • Family-of-one eligibility • Education costs 	SEC (via SLAT)	1/1/2013- 6/30/2014
6. Support cross-secretariat leadership (i.e., HHR, Education, and Public Safety) on practice issues for the delivery and assessment of children’s services at the state level.	SEC	1/1/2013- 6/30/2014

2. Support informed decision making through utilization of data to improve child and family outcomes and public and private performance in the provision of services to children and families.

Strategy	Responsible Body	Dates
1. Enhance collection, analysis, and utilization of appropriate client level data to enable comprehensive analysis of needs, services, providers, and outcomes.	OCS	11/1/2012-6/30/2014
2. Improve availability of meaningful data via CSA statistics web page.	OCS	1/1/2013-6/30/2014
3. Develop and implement training for users to sustain data systems.	OCS	1/1/2013-6/30/2014

3. Improve the operational effectiveness of CSA administration.

Strategy	Responsible Body	Dates
1. Support a comprehensive internal audit program designed to evaluate financial and programmatic processes and provide consultation and recommendations for improvement.	OCS	7/1/2012-6/30/2014
2. Enhance the engagement of CPMT representatives (including parents and private providers), juvenile judges, school superintendents, government administrators, and elected leaders in local administration of the CSA through increased opportunities for education regarding the CSA.	SEC	10/1/2012-6/30/2014
3. Update CSA Manual for increased usability.	OCS	7/1/2012-4/30/2013
4. Enhance fiscal and data reporting requirements to reduce local administrative burden and improve utilization of data for program evaluation and improvement.	OCS	1/1/2013-6/30/2014
5. Implement robust training plan	OCS	7/1/2012-6/30/2014
6. Build/enhance a systemic culture of collaboration across state and local CSA stakeholders through technical assistance in team building, communication, consensus building, etc.	OCS	7/1/2012-6/30/2014

- | | | |
|--|-----|---------------------|
| 7. Enhance collaboration between SLAT and SEC through annual joint meeting for review of strategic planning initiatives. | SEC | 9/20/2012-6/30/2014 |
|--|-----|---------------------|

Estimated Costs

The goals and related strategies identified in this plan will be implemented through the budget of the Office of Comprehensive Services. The Office will utilize approximately \$1 million in general fund for data integration, analysis, and reporting activities in FY2013.