



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

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

Administrative Memo #17-01

To: CPMT Chairs
CSA Coordinators

From: Scott Reiner, Executive Director

Date: March 6, 2017

Subject: Annual CSA Service Gap Survey

As you know, §2.2-5211.1.2 of the Code of Virginia requires that: "The community policy and management team shall report annually to the Office of Children's Services on the gaps in services needed to keep children in the local community and any barriers to the development of those services." This requirement led to the implementation of the annual CSA Service Gap Survey which has been in place since 2007. The Survey can also serve as a resource to local CSA programs in meeting the language of §2.2-5206.4 that each CPMT shall: "Coordinate long-range, community-wide planning that ensures the development of resources and services needed by children and families in its community ..."

After many years of collecting and reporting on this issue in the same format, OCS convened a group of local CSA coordinators to provide input as to how the Service Gap Survey might be improved in terms of functionality and the information collected and reported on. OCS is pleased to issue this "new and improved" Service Gap Survey.

Major changes include:

- While the Survey will continue to be issued each year as required by the Code, a full survey will be required only in the odd numbered years beginning with FY2017. In the even numbered years, OCS will ask you to review the previous year's submission, make any changes that are necessary and submit only an "updated" survey.

- The survey now groups the services and reduces the number of services to those deemed most likely to have an impact on the full service continuum.
- Specific populations and age groups are now provided to refine the reporting of the service gaps.
- The survey will now be completed in Survey Monkey via the internet to simplify and expedite data collection, analysis, and reporting. A paper copy is attached to this memo for use within your locality in gathering input.

Please designate an individual to be responsible for coordination of the Survey and for submitting it to OCS via the Survey Monkey. The survey is due no later than April 28, 2017.

The paper version of the survey is to be used for collaboration purposes only. When a consensus is reached, please submit only one electronic version of the survey for your locality. Only one submission from each locality is permitted. Multiple electronic submissions could result in the disqualification of all survey submissions by the locality. The link to complete and submit your locality's Survey is: <https://www.surveymonkey.com/r/GDHJ2Q5>.

Thank you for your cooperation. We hope to have the results analyzed and published as soon as possible.

Please direct questions about the Service Gap Survey to Howard Sanderson, CSA Research Associate at howard.sanderson@dss.virginia.gov.

cc: Howard Sanderson

Attachment:: Gap_Survey_2017_Print.pdf