



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

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

Administrative Memorandum #25-03

To: CPMT Chairs
CSA Coordinators

From: Scott Reiner, Executive Director *Scott Reiner*

Date: March 4, 2025

Subject: Annual CSA Service Gap Survey

Section 2.2-5211.1.2 of the Code of Virginia requires: "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 existed 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 ..."

Since 2017, the survey format has included a full survey in odd-numbered years and a briefer follow-up survey in even-numbered years. The Office of Children's Services is issuing the 2025 CSA Service Gap Survey via this Administrative Memorandum and requests your careful attention.

The survey is to 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 when gathering input.

Please designate an individual to coordinate the Survey and submit it to OCS via Survey Monkey. The survey is due by **May 30, 2025**.

The paper version of the survey may be used for internal use and collaboration purposes only. When your locality has completed the process of collecting input, please submit only one electronic version of the survey. Only one submission from each locality is permitted. The link to complete and submit your locality's Service Gap Survey is:

https://www.surveymonkey.com/r/CSA_ServiceGapFY25

Thank you for your cooperation. We plan to analyze and publish the results as soon as possible after all localities have completed the Survey.

Please direct any technical questions about the Service Gap Survey to Carrie Thompson, CSA Senior Research Associate, at carrie.thompson@csa.virginia.gov.

cc: Carrie Thompson

Attachment: FY2025 CSA Service Gap Survey CPMT Planning Guide.docx