

AGENDA
State Executive Council for Children's Services
December 8, 2022

Richmond/Henrico Rooms (2nd Floor)
1604 Santa Rosa Road, Richmond, VA 23229

Note: This is an in-person meeting
To accommodate interested members of the public, the meeting will be viewable at:

<https://meet.goto.com/669639421>

You can also dial in using your phone.
(872) 240-3412 Access Code: 669-639-421

- 9:30 Call to Order / Opening Remarks – Honorable John Littel**
Secretary of Health and Human Resources
- 9:40 Member Introductions**
- Action Item:** Approval of Remote Participation per SEC Policy 2.1.3 and §2.2-3708.2, COV (if necessary)
- New Members:** Hon. Christopher Faraldi, Lynchburg City Council (Local Government)
Natalie Elliott Handy, M.S.W. Intercept Health (Private Provider)
Hon. Chad Logan (Juvenile and Domestic Relations Court Judge)
Anahita Renner (Parent)
- 9:50 Action Item:** Approval of September 2022 Minutes
- 9:55 Public Comment**
- 10:05 State and Local Advisory Team Report – Rebecca Vinroot, SLAT Chair**
- 10:15 SEC Policy Manual “Clean Up” Discussion**
- 10:35 OCS Executive Director’s Report – Scott Reiner**
- Summary of FY2022 CSA utilization and expenditures
 - Reports to the General Assembly
 - Follow up on intervention related to audit findings
 - Program Enhancement Plans developed through intensive technical assistance
 - Rate-Setting for Private Day Special Education and Fiscal Impact Analysis
 - CSA Conference Recap
- 11:10 Updates of Relevance to CSA and Services to Children – SEC Members**
- Closing Remarks and Adjourn – Secretary Littel**

2023 Meetings

March 9; June 8; September 14; December 14

DRAFT

**STATE EXECUTIVE COUNCIL (SEC)
FOR CHILDREN'S SERVICES
1604 Santa Rosa Road
Richmond/Henrico Rooms
Richmond, VA
Thursday, September 8, 2022**

SEC Members Present:

Leah Mills, Deputy Secretary of Health and Human Resources for The Honorable John Littel,
Secretary of Health and Human Resources (SEC Chair)
Sulola Adekoya, M.D., for Colin Greene, M.D., Commissioner, Virginia Department of Health
Danny Avula, M.D., Commissioner, Virginia Department of Social Services
The Honorable Willie Greene, Mayor, City of Galax
Ellen Harrison for Nelson Smith, Commissioner, Virginia Department of Behavioral Health and
Developmental Services
Dale Holden for Amy Floriano, Director, Department of Juvenile Justice
Sandra Karison for Karl Hade, Executive Secretary of the Supreme Court of Virginia
The Honorable T. Montgomery "Monty" Mason, Member, Senate of Virginia
The Honorable Dalia Palchik, Member, Fairfax County Board of Supervisors (*virtually*)
Ron Spears, CEO, Elk Hill
Rebecca Vinroot, Chair, State and Local Advisory Team (SLAT)
Tammy Whitlock, for Cheryl Roberts, Acting Director, Department of Medical Assistance Services

SEC Members Absent:

The Honorable Carrie Coyner, Member, Virginia House of Delegates
The Honorable Margaret Angela Franklin, Member, Prince William County Board of
Supervisors
**Samantha Hollins, Ed.D. for Jillian Balow, Superintendent of Public Instruction, Virginia
Department of Education (*attempted to attend virtually but was not able to connect to the meeting*)
Michelle Johnson, County Administrator, Charles City County

Other Staff Present:

Anna Antell, Lead Program Consultant, OCS
Stephanie Bacote, Program Audit Manager, OCS
Mary Bell, Program Consultant, OCS
Marsha Mucha, Administrative Staff Assistant, OCS
Scott Reiner, Executive Director, OCS
Courtney Sexton, Program Consultant, OCS
Susan Whyte, Assistant Attorney General

Call to Order/Opening Remarks

Leah Mills, Deputy Secretary of Health and Human Resources called the meeting to order at 9:35 a.m. She welcomed everyone on behalf of Secretary Littel who was not able to attend today's meeting. Introductions were made and Mrs. Vinroot was welcomed as the new chair of the State and Local Advisory Team (SLAT).

A motion was made by Sandra Karison, seconded by Monty Mason and carried to approve requests made by Supervisor Palchik (medical) and Samantha Hollins (meetings/travel) pursuant to §2.2-3708.2 and SEC Policy 2.1.3 to participate virtually from their offices.

Mr. Reiner reported that he has been in contact with the Secretary of the Commonwealth's Office concerning the vacancies on the SEC – a local government and private provider representative, both parent representatives, the service recipient representative, and the juvenile and domestic relations district court judge.

Approval of Minutes

The minutes of the June 9, 2022 meeting were approved on a motion by Monty Mason, seconded by Danny Avula and carried.

Public Comment

Two public comments were made opposing rate-setting for private day special education schools and the mandate to implement rate-setting on July 1, 2023.

- Bill Elwood representing the Virginia Coalition of Private Provider Associations (VCOPPA).
- Claiborne Warner, CEO of Virginia Home for Boys and Girls and Adam Dreyfus, Senior Director of the Sarah Dooley Center for Autism at St. Joseph's Villa (*joint statement*).

State and Local Advisory Team (SLAT) Report

Rebecca Vinroot, SLAT Chair, provided the update. She reported that SLAT endorsed, at its August 4, 2022 meeting, two documents developed as guidance for local CSA programs:

- *Virtual Family Assessment and Planning Team (FAPT) Meetings* including *Best Practices/Guidance for Virtual FAPT Meetings*. This document was developed for SLAT by a group of SLAT members and local CSA coordinators.
- *CPMT Chair Job Description*. This document was prepared by the CSA Local Competencies Workgroup.

Both documents have been distributed to local CSA programs.

SLAT is also discussing the development of a FAPT retreat resource manual, which is a recommendation from the CSA Local Competencies Workgroup.

In closing her report, Mrs. Vinroot noted the workforce challenges across human services. She noted a recent report, *Virginia's Human Services Workforce Strategic Investment Initiatives Report*. The report seeks to define the common and pervasive workforce challenges in the Commonwealth and identify the strategies needed to strengthen the workforce recruitment, retention, and experience of

human services professionals. The report was prepared by the Claude Moore Charitable Foundations and Deloitte Consulting. A copy will be shared with the SEC membership.

Report on Family Representatives on FAPT/CPMT

Mr. Reiner reported that legislation in the 2022 General Assembly session removed the provisions that prohibit a parent representative from serving as a member of a CPMT or a FAPT if the parent representative is employed by a public or private program that receives funds to serve children or agencies represented on a CPMT or FAPT. The legislation also directed an inventory of current efforts by CPMTs and FAPTs to recruit and retain parent representatives be conducted, along with compiling a list of best practices for distribution to CSA programs. OCS conducted a survey to collect information for the inventory.

Mr. Reiner further reported that a report, *Recruitment and Retention of Parent Representatives on Local Community Policy and Management Teams and Family Assessment and Planning Teams and Best Practices for Elevating Parent Voices*, is to be distributed to local CSA stakeholders with copies to the Chairmen of the Senate Committee on Rehabilitation and Social Services and the House Committee on Health, Welfare, and Institutions by November 1, 2022. After a presentation on the draft report, SEC members will be asked to approve the draft report before it is finalized for submission.

Mr. Reiner asked Anna Antell, OCS Lead Program Consultant and author of the report to present the draft report to the SEC. Mrs. Antell presented highlights of the report and answered questions from SEC members. At the end of her presentation and after further discussion, a motion was made by Willie Greene, seconded by Dale Holden and carried to approve the draft report for finalization and submission as indicated.

OCS Executive Director's Report

Mr. Reiner reported on the following items:

- *Overview of OCS efforts to monitor local CSA programs, provide necessary technical assistance, and development of corrective action plans per §2.2-2649.19* – Pursuant to a recommendation from the 2020 Study of CSA conducted by the Joint Legislative Audit and Review Commission (JLARC), in 2021 the General Assembly changed the powers and duties of OCS to provide for the effective implementation of CSA in all localities. OCS Program Consultant, Courtney Sexton was hired last fall and has been working with five local programs identified as consistently underperforming.

Ms. Sexton was asked to comment on her work with those localities. She has finished her assessments of those five localities and issued consultative reports to each. Common themes found during her assessments included lack of family engagement, lack of a cohesive CPMT and FAPT (community buy-in), use of outdated state and local policies, and lack of long-range planning. Next steps involve assisting those localities with developing program improvement plans for submission to OCS and for presentation to the SEC.

- *Request for consultation on intended action with regard to audit findings* – Members received a copy of SEC Policy 4.7 *Response to Audit Findings with Regard to the Children's Services*

Act and Mr. Reiner briefly spoke concerning the three levels of findings and responses to noncompliance findings.

Mr. Reiner reported that in response to repeated and subsequent level one noncompliance findings for a locality, under the authority of SEC policy 4.7.6.3, he intends to temporarily deny funding to this locality until they have complied with their corrective action plan. He noted that he wanted members to be aware of his actions in this instance. Members discussed the issue and no additional action was needed.

- *CSA Related Budget Items* – Members received a summary of the CSA-related budget items passed by the 2022 General Assembly. Of particular note, CSA received an increase of state funds to support local CSA administration by \$500,000 which led to each locality receiving a \$24.3% increase in their administrative funds.
- *Status of Workgroup on the Transfer of Private Special Education to DOE* – The Workgroup will hold its final meeting on the plan for the transfer of private special education funding from CSA to DOE. The final report is due in November 2022.
- *Status of Implementation of Rate-Setting for Private Day Special Education* - Mr. Reiner provided members with a copy of a proposed rate structure for private day special education. The legislature has delayed the implementation of rate-setting until July 1, 2023. During this time, OCS is directed to provide training and conduct a fiscal impact study of the new tiered rate structure.
- *CSA Annual Conference* – The Conference will be held at the Hotel Roanoke and Conference Center, November 1-2, 2022. All SEC members are invited and encouraged to attend.

Member Updates of Relevance to CSA and Services to Children

Members reported on on-going workforce issues within their agencies/organizations and on ways they are trying to address those issues. Members also reported on recently held and upcoming conferences and trainings and new programs/projects to enhance service delivery for the children, youth, and families of Virginia.

Closing Remarks and Adjournment

In closing, Deputy Secretary Mills thanked everyone for attending today's meeting. There being no further business the meeting adjourned at 12:05 p.m.

The next meeting is scheduled for December 8, 2022.

Characteristics of a High-Functioning Family Assessment and Planning Team (FAPT)

FAPT Definition: In accordance with the Code of Virginia §2.2-5208, the Family Assessment and Planning Team “shall assess the strengths and needs of troubled youths and families who are approved for referral to the team and identify and determine the complement of services required to meet these unique needs.” The FAPT is the interagency group responsible for carrying out the implementation of the Children’s Services Act (CSA).

A high-functioning FAPT shows a commitment to the following operational principles:

1. The FAPT includes members from all agencies required by the Code of Virginia; these members are knowledgeable about resources for families available through their agency and/or the community; the FAPT has established policies or procedures that highlight the role of the Parent Representative in the FAPT.
2. The FAPT has a required orientation process for new members. FAPT members engage in regular training that supports the enhancement of program implementation and improvement.
3. FAPT nurtures a culture of safety and respect for families, case managers, providers, and members that assists in developing and maintaining relationships within the community.
4. The FAPT provides comprehensive family engagement; the FAPT expects that families and providers will attend and participate in meetings. The FAPT engages other relevant stakeholders (e.g., foster parents, Guardian ad Litem (GAL), Court Appointed Special Advocates (CASA), biological family, etc.). FAPT provides for family participation when families cannot attend meetings in person.
5. FAPT reviews for CSA eligibility. FAPT members are familiar with all eligibility categories. FAPT meetings are organized with a clear schedule and members review eligibility and service planning documentation in advance of meetings.
6. FAPT identifies youth at risk for placement outside the local community (foster care, Department of Juvenile Justice (DJJ), residential treatment, private day education) and works with families and community partners to limit out-of-home placements and strengthen community resources.
7. FAPT members are familiar with all funding streams available to youth and families and ensure appropriate funding streams are accessed before recommending CSA funding for services to maximize the blending and braiding of funding.
8. The FAPT utilizes the Child and Adolescent Needs and Strengths assessment (CANS) in service planning to build upon the strengths and meet the needs of each youth and family and assigns an individual to monitor and report on Individual and Family Service Plan (IFSP) progress.
9. The FAPT ensures the IFSP developed for each youth is unique and is designed to meet the distinct needs of the youth and family. The IFSP is reviewed and updated at the frequency dictated by state and local policy, incorporating recommendations from the Utilization Review process.
10. FAPT engages in holistic discharge planning from the onset of services.
11. FAPT identifies service gaps and elevates this information to the Community Policy and Management Team (CPMT).
12. FAPT collaborates closely with the local CSA Coordinator/administrative office and CPMT to ensure timely service delivery.

SEC Policy Proposal

Rationale: In an effort to enhance uniformity and achieve regulatory reduction, the Office of Children's Services proposes a comprehensive review of the Policy Manual for the Children's Services Act with two specific purposes:

1. To employ a uniform format throughout the policy manual; and
2. To eliminate policies that do nothing more than restate existing statutes from the Code of Virginia.

Authority: § 2.2-2648.D.3 of the *Code of Virginia* directs the State Executive Council for Children's Services to "Provide for the establishment of interagency programmatic and fiscal policies developed by the Office of Children's Services, which support the purposes of the Children's Services Act (§ 2.2-5200 et seq.), through the promulgation of regulations by the participating state boards or by administrative action, as appropriate."

Existing policy 2.4 (Public Participation in Policy-making Actions) addresses the process of developing and amending policies. Section 2.4.8.A.1 (Exemptions) notes that the provisions of this Policy, including the requirement for public comment, "shall not apply to policy-making actions that: *Consist only of changes in style or form or are corrections of technical errors in existing SEC policies.*"

Scope: While this review will be comprehensive in scope, its focus will be to align all policies to a uniform format and not to change the content of any existing policy; therefore, a public comment period would not be necessary. Additionally, this review would identify any policies that are only restatements of the Code of Virginia for consideration of revocation by the State Executive Council.

Process (for formatting changes):

1. The Office of Children's Services will identify each specific policy that is not consistent with the proposed uniform format.
2. The Office of Children's Services will align each policy with the proposed uniform format.
3. The proposed revision(s) will be vetted by the Attorney General's Office to ensure that the modification(s) propose no alteration(s) to content or intent.
4. The proposed revisions will be presented to the State Executive Council for consideration (See Example 1 for a sample of an existing policy that is aligned with the uniform format).

Process (for Code restatement):

1. The Office of Children's Services will identify each specific policy that is a restatement of the Code of Virginia (See Example 2).

- 2. The proposed revision(s) will be vetted by the Attorney General's Office to ensure that the policy aligns with the requirements (only a restatement of the Code).**
- 3. The proposed revisions will be presented to the State Executive Council for considered removal from the policy manual.**

Proposed Uniform Policy Format:

POLICY #.#

TITLE OF POLICY

Purpose

Description of policy Purpose

Authority

- A. Listing of statutory references

Definitions

- A. Listing of relevant definitions

Policy Specifics (Subheadings may vary)

- A. Specific policy information and conditions

Policy Review

- A. This policy will be subject to periodic review by the State Executive Council for Children's Services.

Adopted: Date adopted
Effective: Date effective
Revised: Date revised

Example 1:

POLICY 3.6

MANDATORY UNIFORM ASSESSMENT INSTRUMENT

3.6.1 Purpose

To provide consolidated guidance to local Children's Services Act (CSA) programs regarding the requirements for the utilization of the Child and Adolescent Needs and Strengths (CANS), the mandatory uniform assessment instrument used with all children and families receiving services through the CSA.

The specifications in this policy represent the minimum state CSA requirements for use of the CANS. Individual localities may adopt, through local policy, additional requirements regarding administration of the CANS at their discretion.

3.6.2 Authority

- A. Section 2.2-2648.D.11 of the Code of Virginia (COV) requires "a mandatory uniform assessment instrument and process to be used by all localities to identify levels of risk of Children's Services Act youth."
- B. Section 2.2-5210 of the COV specifies "utilizing a secure electronic database, the CPMT and the family assessment and planning team shall provide the Office of Children's Services with client specific information from the mandatory uniform assessment and information in accordance with subdivision D 11 of § 2.2-2648."
- C. Section 2.2-5212 A of the COV states "in order to be eligible for funding for services through the state pool of funds, a youth, or family with a child, ... shall be determined through the use of a uniform assessment instrument and process by the policies of the community policy and management team to have access to these funds."
- D. The 2018 Appropriation Act (Chapter 2, Item 282 B 8) states "The State Executive Council shall require a uniform assessment instrument."
- E. State Executive Council Policy 3.6 (adopted in December 2007 and updated in May 2008) establishes: "The Child and Adolescent Needs and Strengths Assessment (CANS) shall be the uniform assessment instrument for children and youth receiving services funded through the state pool. Use of the CANS shall be effective July 1, 2009."

3.6.3 Definitions

"Child and Adolescent Needs and Strengths (CANS)" means the Virginia versions of the Child and Adolescent Needs and Strengths assessment instrument, developed by John S. Lyons, Ph.D., as modified for CSA use. The Virginia CSA versions include the Standard and DSS-Enhanced CANS, each having two age versions (Birth to Four and Ages 5+) and each having a Comprehensive Version and a Reassessment version.

"CANVaS 2.0" means the online software application for the Virginia CANS created in accordance with COV §2.2-5210 to permit local governments to submit data from the mandatory uniform assessment to OCS.

"CANS Certification" means completion of the CANS training requirements, passing a certification examination and subsequent granting of a certificate on any CSA Virginia version of the CANS as required by the Praed Foundation.

"Comprehensive CANS" means a CANS full assessment, including the four child functioning domains, caregiver domain(s) and eight modules. The modules are rated only if prompted by a rating on specific trigger items.

"Designated Super User / Report Administrator (DSU/RA)" means a local staff person designated to serve as the Local Administrator for the CANVaS 2.0 system. DSU/RAs may be trained Super Users who are designated to serve in the role or other staff as determined by the locality. DSU/RAs serve as gatekeepers to CANVaS, have access to local CANS data including reports and are the locality's primary contact with OCS regarding CANS.

"Discharge CANS" means a Comprehensive version of the CANS, denoted as a "Discharge CANS" in the CANVaS 2.0. system, completed within 90 days prior to, at the time of, or 90 days following either the child and family's exit from CSA funded services or a final review by the Family Assessment and Planning Team (FAPT).

"DSS-Enhanced CANS" means the version of the Virginia CANS modified to include additional features for local Department of Social Services (DSS) use, including the ability to rate multiple caregivers and a Child Welfare module.

"Initial CANS" means a Comprehensive version of the Virginia CANS completed to determine eligibility for CSA-funded services in accordance with COV §2.2-5212.

"Reassessment CANS" means a Reassessment version of the Virginia CANS completed at regularly defined intervals as determined by local requirements, but no less than annually, for a child and family served by CSA. The Reassessment version does not contain the eight modules found in the Comprehensive version.

"Standard CANS" means the version of the Virginia CANS which does not include the additional features developed for the DSS-Enhanced CANS and is appropriate for use by public agency staff other than local DSS when administering the assessment.

"User Agreement" means the online document outlining the requirements for access and use of the CANVaS 2.0 site. Users shall indicate that they accept and honor these requirements.

3.6.4 CANS as the Mandatory Uniform Assessment Instrument

- A. The Child and Adolescent Needs and Strengths assessment (CANS) shall be the uniform assessment instrument for children and youth receiving services funded through the state pool.
- B. All children receiving CSA state pool funded services shall have CANS assessments completed in accordance with the parameters specified in this policy.

3.6.5 Frequency of CANS Administration

- A. Any child and family receiving CSA funded services shall be administered the CANS assessment.
- B. The Initial CANS is required to determine and/or support the child's eligibility for CSA consistent with the statutory requirement in COV §2.2-5212.
- C. The Initial CANS must be completed prior to the initiation of CSA-funded services described on a service plan (e.g., Individual Family Service Plan, Individualized Education Program, or Foster Care Plan), with an exception (14 days) for emergency services and placements as provided for in §2.2-5209.
- D. The CANS assessment is required annually. "Annually" is defined as within 60 calendar days of the anniversary date of the Initial CANS or subsequent Annual CANS, meaning the reassessment may fall 60 days prior to, on the date of, or 60 calendar days subsequent to the anniversary of the previous annual assessment date.
- E. The Reassessment version of the CANS may be used for the Annual assessment. Local governments shall have the discretion to use either the Comprehensive version or the Reassessment version of the CANS for the Annual assessment.
- F. The CANS completed within the time frame noted in D. above shall be referred to as the "Annual CANS."
- G. Local policy adopted by the Community Policy and Management Team (CPMT) shall direct the frequency of reassessment of the CANS between the one year intervals of required Annual CANS unless otherwise required by another funding source (e.g. Medicaid).
- H. The Discharge CANS shall be the Comprehensive version of the CANS.

(1) Discharge CANS are required only when a child's CSA case is closed. A CPMT may opt to complete a Discharge CANS when transferring a case to another

locality according to local written policy.

(2) The Discharge CANS may be done 90 days prior to, at the time of, or within 90 days following either the completion of all CSA-funded services, or final FAPT review.

(3) A Discharge CANS is not required in any of the following situations:

- i. when a child and family receive CSA-funded services for less than 30 calendar days. An Initial CANS is required in such instances.
- ii. at the time of transfer of services from one locality to another. The receiving locality will complete CANS as required per their local schedule.
- iii. when one service ends, but the child and/or family continue to receive other CSA-funded services.

3.6.6 Use of the CANVaS 2.0 On-line Data System

- A. Only employees of local government agencies (local department of social services, court services units, school divisions, community services boards/behavioral health authorities, and CSA offices) may create accounts in CANVaS 2.0 to carry out their job responsibilities in working with children and families.
- B. Prior to account creation, all users requesting access shall agree to the terms of the User Agreement required to access the CANVaS 2.0 site. The agreement addresses access, security and confidentiality, and closure (completion) of assessments within a specified time frame.

3.6.7 Required Certification by All CANS Assessors

- A. Any individual who administers the CANS shall be appropriately certified on the use of the assessment. "Appropriately certified" means the individual has:
 - (1) completed one or more of the Virginia CSA training courses offered on the Praed Foundation CANS training and certification site;
 - (2) attained a score of 70 percent or higher on the certification exam;
 - (3) received a certificate granted by the Praed Foundation for the approved time frame of one year from date of certification; and
 - (4) administers the CANS only during the approved time frame of his or her certification.
- B. CANS completed by individuals who are not appropriately certified are not valid and shall not be used for any purpose, including service planning.
- C. Paper CANS score sheets may only be used if the individual administering the CANS is
 - (1) appropriately certified, and
 - (2) the information from the score sheet is entered into CANVaS within 60 days by the assessor or an authorized data entry person.

- D. Sharing of specific information such as ratings of items on a certification vignette to enable another individual to pass the certification exam is prohibited. Individuals who share or receive such information may lose access to CANVaS 2.0 at the discretion of the Office of Children's Services.

3.6.8 Policy Review

This policy will be subject to periodic review by the State Executive Council for Children's Services.

Example 2:

Office of Children's Services (Existing Policy 2.2)

2.2.1 Purpose

The Office of Children's Services ("OCS") serves as the administrative entity of the Council and to ensure that the decisions and policies of the Council are implemented in accordance with the powers and duties granted by statute in COV § 2.2-2649.

2.2.2 Support and Assistance to Localities

The director of OCS, in order to provide support and assistance to the Community Policy and Management Teams (CPMTs) and Family Assessment and Planning Teams (FAPTs) established pursuant to the CSA, shall:

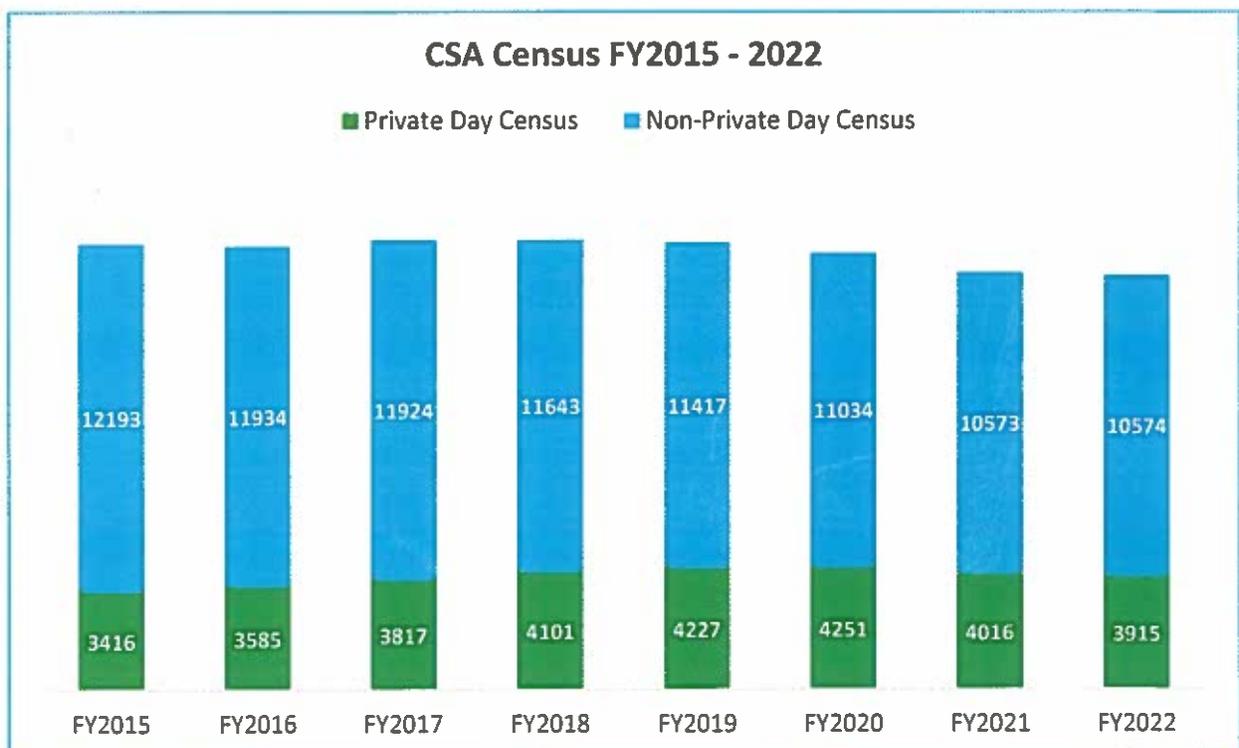
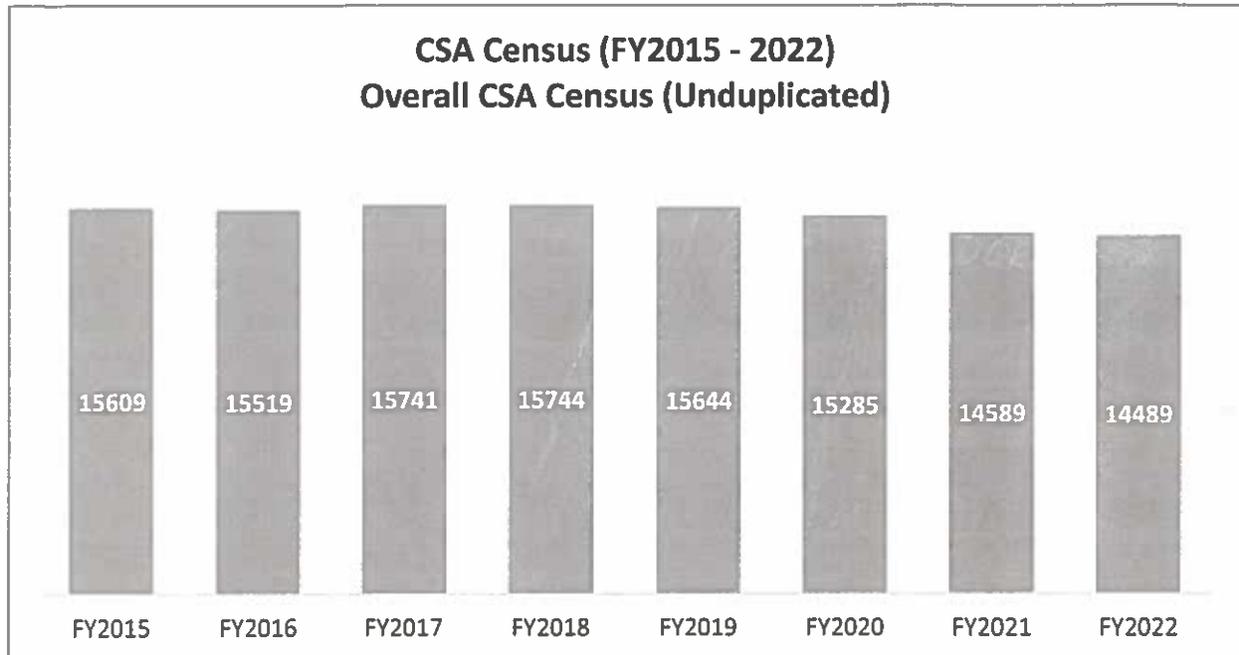
- 1. Develop and maintain a web-based statewide automated database, with support from the Department of Information Technology or its successor agency, of the authorized vendors of the CSA services to include verification of the vendor's licensure status, a listing of each discrete CSA services offered by the vendor, and the discrete services rate determined in accordance with COV § 2.2-5214; and**
- 2. Develop, in consultation with the Department of General Services, CPMTs, and vendors, a standardized purchase of services contract, which in addition to the general contract provisions when utilizing state pool funds will enable localities to specify the discrete service or services they are purchasing for the specified client, the required reporting of the client's service data, including types and numbers of disabilities, mental health and mental retardation diagnoses, or delinquent behaviors for which the purchased services are intended to address, the expected outcomes resulting from these services and the performance timeframes mutually agreed to when the services are purchased.**
- 3. Provide for training and technical assistance in the provision of efficient and effective services that are responsive to the strengths and needs of at-risk youth and families, best practices and evidence-based practices related to CSA, and to help prioritize CSA coordinator responsibilities toward activities to maximize program effectiveness and minimize spending.**
- 4. Develop and implement uniform data collection standards and collect data; develop and implement a uniform set of performance measures; develop, implement and distribute management reports; and report to the Council all expenditures associated with serving children who receive pool-funded services including expenditures for all services purchased with pool funding, treatment foster care and residential treatment funded by Medicaid, and payments through Title IV-E.**

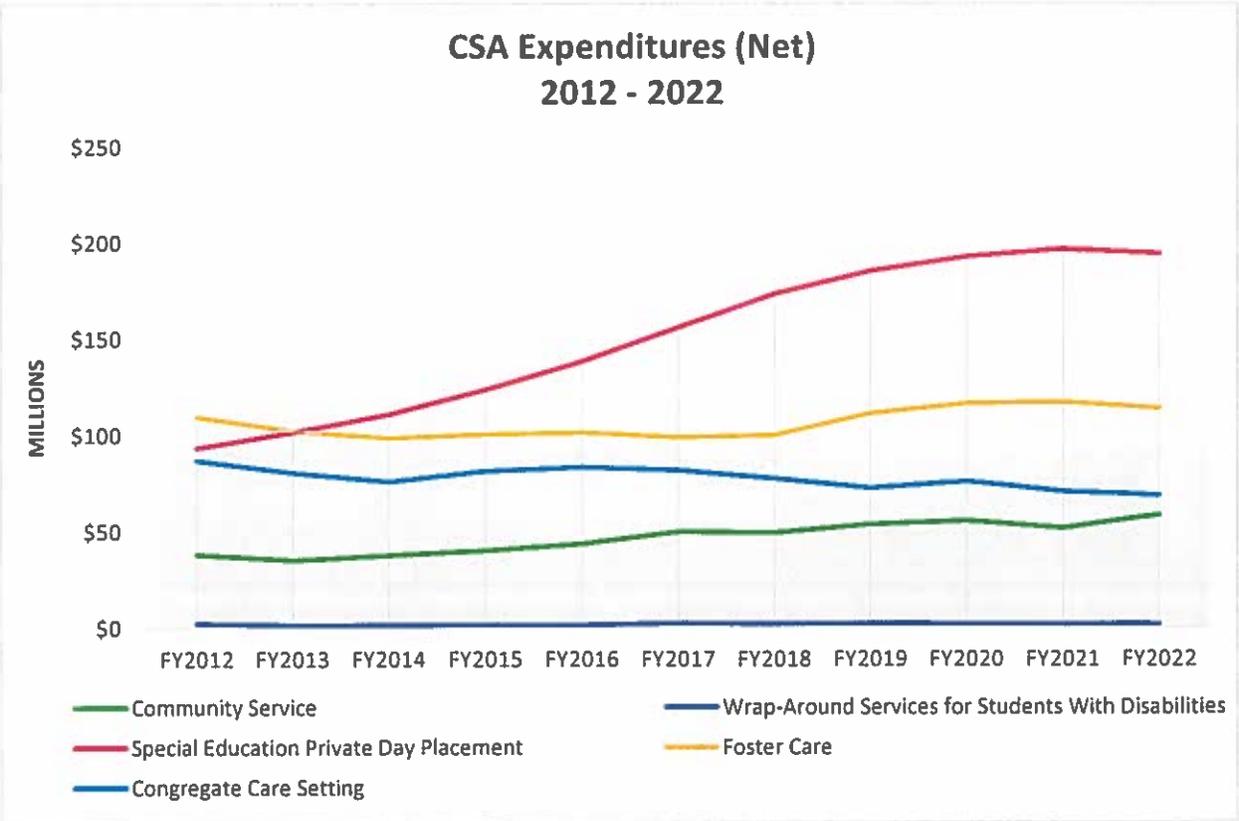
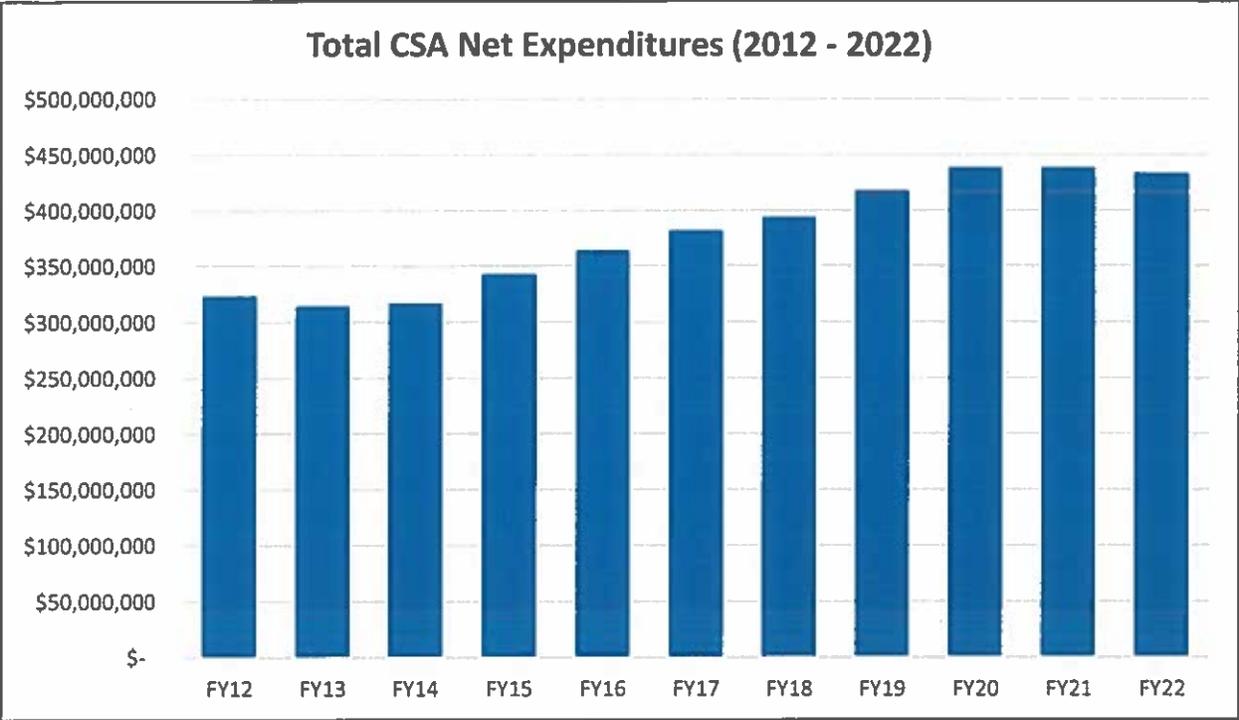
Statutory Authority: § 2.2-2649 of the Code of Virginia.

Summary of CSA Utilization and Expenditure Data

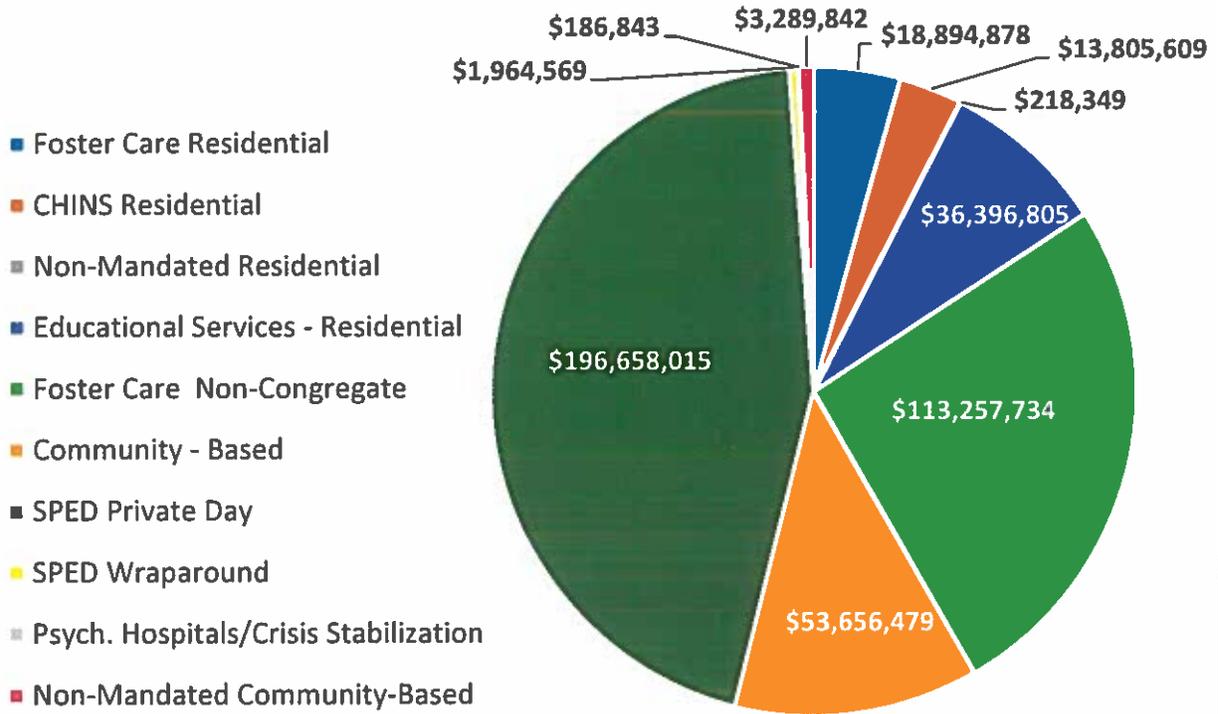
Sources: Pre-2017 – CSA Data Set (Census) and CSA Expenditure Reports (Expenditures)

2017 – present – CSA Local Expenditure, Data, and Reimbursement System, LEDRS

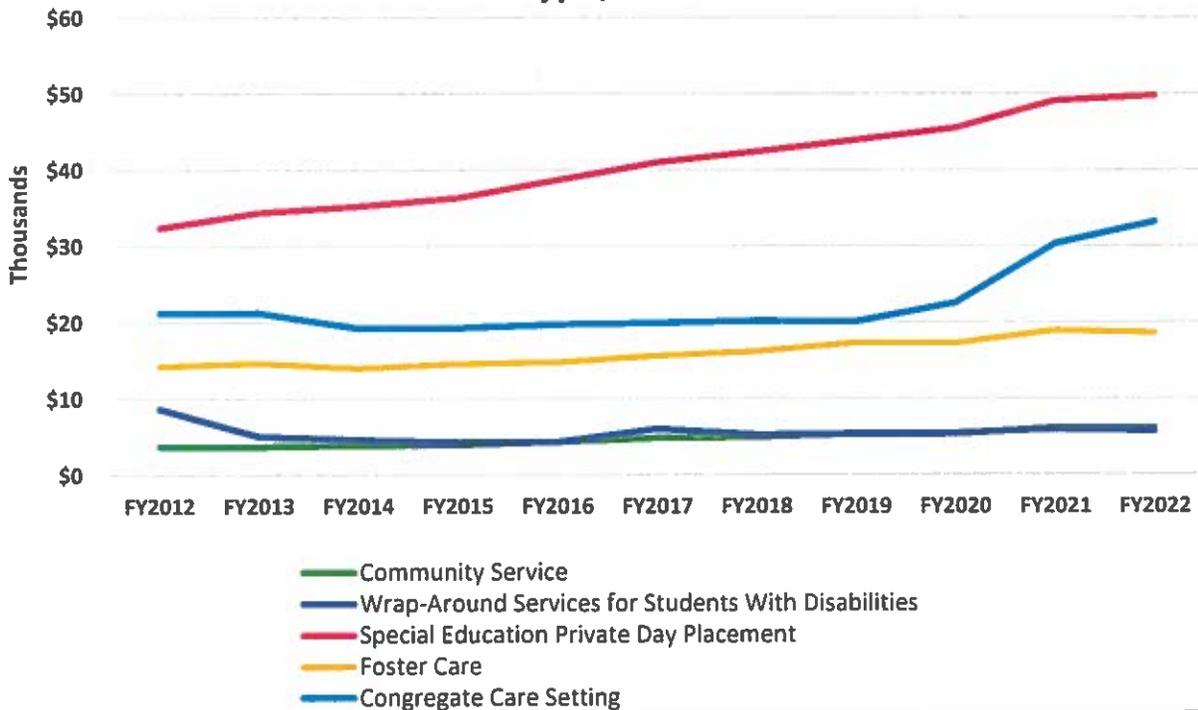




CSA Expenditures by Category FY22 (Net = \$433,541,337)



Average Annual CSA Expenditure per Child (Net) by Service Type, 2012 - 2022



Pool History Comparison Report

Date Report Created: October 4, 2022

Locality: All - Statewide Pool Category Comparison

Report Fiscal Year: 2022

Report Comparison Years: 2021,2020,2019

Net Expenditures include all DOE-Approved pool reports (status of 9) for each Fiscal Year

Note: This report compares "Total" Net Expenditures of each Fiscal Year

Expenditure Description	Net Total Expenditure FY19	Net Total Expenditure FY20	Net Total Expenditure FY21	Net Total Expenditure FY22	Change	% Change
Number of Pool Reports: DOE-APPROVED (STATUS=9)	1815	1819	1799	1800		
1. Congregate care / Mandated and Non-Mandated Residential Services	a	b	c	d	e=d-c	f=(e/c)*100
1a. Foster Care - IV-E children in Licensed Residential Congregate Care; pool expenditures for costs not covered by IV-E (i.e., non room-and-board)	\$2,701,880.86	\$2,792,636.28	\$3,047,995.38	\$4,079,939.20	\$1,031,943.82	33.86%
1b. Foster Care - all others in Licensed Residential Congregate Care	\$16,377,612.63	\$17,246,904.97	\$15,846,882.79	\$17,660,339.70	\$1,813,456.91	11.44%
1c. Residential Congregate Care-CSA Parental Agreements ; DSS Noncustodial Agreements	\$12,835,565.77	\$14,074,864.56	\$13,805,609.25	\$12,489,036.28	-\$1,316,572.97	-9.54%
1d. Non-Mandated Services/Residential/Congregate	\$306,561.95	\$464,616.51	\$218,348.56	\$191,118.59	-\$27,229.97	-12.47%
1e. Educational Services - Congregate Care	\$37,814,656.15	\$39,472,438.60	\$36,396,805.22	\$32,895,166.08	-\$3,501,639.14	-9.62%
2. Other Mandated Services						
2a. Treatment Foster Care - IV-E	\$35,264,991.04	\$36,699,570.70	\$31,592,729.24	\$28,393,858.23	-\$3,198,871.01	-10.13%
2a.1 Treatment Foster Care	\$48,279,928.88	\$49,602,593.94	\$52,534,652.64	\$51,816,451.45	-\$718,201.19	-1.37%

PoolHistoryComparison

4/22, 9:28 AM

2a.2	Treatment Foster Care – CSA Parental Agreements ; DSS Noncustodial Agreements	\$188,421.96	\$307,132.61	\$212,173.38	\$174,689.47	-\$37,483.91	-17.67%
2b.	Specialized Foster Care – IV-E ; Community Based Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
2b.1	Specialized Foster Care	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
2c.	Family Foster Care – IV-E ; Community Based Services	\$2,254,357.21	\$2,298,030.96	\$1,356,774.35	\$2,038,018.07	\$681,243.72	50.21%
2d.	Family Foster Care Maintenance only	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
2e.	Family Foster Care – Children receiving maintenance and basic activities payments; independent living stipend/arrangements	\$23,340,976.24	\$26,003,976.77	\$27,561,404.86	\$27,167,354.48	-\$394,050.38	-1.43%
2e.1	State Kinship Guardianship	\$0.00	\$0.00	\$0.00	\$26,823.17	\$26,823.17	∞%
2e.2	Federal Kinship Guardianship	\$0.00	\$0.00	\$0.00	\$33,669.76	\$33,669.76	∞%
2f.	Community - Based Services	\$46,103,619.48	\$48,252,056.29	\$53,100,583.78	\$56,025,018.52	\$2,924,434.74	5.51%
2f.1	Community Transition Services – Direct Family Services to Transition from Residential to Community	\$437,868.89	\$506,131.07	\$555,895.49	\$425,287.39	-\$130,608.10	-23.50%
2g.	Special Education Private Day Placement	\$185,057,702.75	\$193,059,574.27	\$196,658,014.69	\$194,533,327.00	-\$2,124,687.69	-1.08%
2h.	Wrap-Around Services for Students With Disabilities	\$2,365,322.30	\$2,159,779.30	\$1,964,569.26	\$2,134,991.80	\$170,422.54	8.67%
2i.	Psychiatric Hospitals/Crisis Stabilization Units	\$371,051.65	\$470,180.34	\$186,843.32	\$261,296.55	\$74,453.23	39.85%
3.	Non-Mandated Services/Community-Based	\$4,507,744.46	\$4,900,924.44	\$3,289,841.86	\$3,194,951.46	-\$94,890.40	-2.88%
4.	GRAND TOTALS: (Sum of	\$418,208,262.22	\$438,311,411.61	\$438,329,124.07	\$433,541,337.20	-\$4,787,786.87	-1.09%

Enhanced Technical Assistance Report

December 2022

Franklin County

- Observation period was completed and OCS report to the locality was issued on August 8th, 2022.
- Report recommendations centered on Family Engagement, Service Planning, and updating local policies to align with statewide CSA Policy.
- Program Enhancement Plan was developed with the locality on October 26th, 2022.
- Program Enhancement Plan awaiting signature from CPMT Chair.
- Quarterly Program Enhancement Plan review scheduled February 2023.

Sussex County

- Observation period was completed and OCS report to the locality was issued on July 1st, 2022.
- Recommendations centered on Family Engagement, updating local CSA Policy, and CPMT/FAPT participation.
- Program Enhancement Plan developed with the locality on September 19th, 2022 (see attached).
- Quarterly Program Enhancement Plan review scheduled for January 2023.

Shenandoah County

- Observation period was completed and OCS report to the locality was issued on August 8th, 2022.
- Recommendations centered on Family Engagement, aligning state and local policy, and Utilization Review.
- Shenandoah County CPMT has completed Strategic Planning Training as recommended in the OCS Report.
- Program Enhancement Plan to be developed with the locality on 12/7/2022.
- Quarterly Follow Up Scheduled for March 2023.

City of Hopewell

- Observation period was completed and OCS report to the locality was issued on September 9th, 2022.
- Recommendations centered on aligning state and local policy, process development, and documentation.
- Program Enhancement Plan began development on October 17th, 2022. This plan has not been completed.
- Quarterly follow up will be scheduled after the plan is developed.

Lunenburg County

- Observation period was completed and OCS report to the locality was issued on July 12th, 2022.
- Recommendations centered around family engagement, aligning state and local policy, and CPMT/FAPT participation.
- Program Enhancement Plan was developed with the locality on November 16th, 2022.
- Program Enhancement Plan awaiting signature.
- Quarterly review to be scheduled February 2023.

Program Enhancement Plan

Sussex County

October 2022-October 2023

Recommendation Area: Policy

Recommendation 1:

CPMT will review local policies and make changes as appropriate, including but not limited to a plan for operation in the event the CSA Coordinator is unavailable to participate to ensure continuity of the program. CPMT should adopt and implement a Family Engagement Policy as well as a policy regarding the assignment of a FAPT Chair.

Strategy	Target Date for Completion	Responsible Party	Benchmarks	Comments
Strategy 1: The Sussex County CPMT will establish policy addressing the continuation of operations of the local CSA Program in the event that the CSA Coordinator is not able to attend the meeting/ a CSA Coordinator is not employed by the locality.	01/2023	CPMT	CPMT will work to develop this policy during regular CPMT meetings. The CPMT will vote to adopt the policy.	
Strategy 2: The Sussex County CPMT will develop a Family	01/2023	CPMT	CSA Coordinator will work with CPMT to	

<p>Engagement Policy that aligns with current state policies and reflects best practices.</p>			<p>review the current Family Engagement Policy and make and adopt changes to the policy as needed.</p>	
<p>Strategy 3: CPMT will develop policy concerning the assignment of a FAPT Chair/Vice Chair.</p>	<p>01/2023</p>	<p>CPMT</p>	<p>The CPMT will develop and approve a policy governing the establishment of a Chair and Vice Chair for FAPT. FAPT Chair/Vice Chair are assigned and operate in compliance with policy.</p>	
<p>Strategy 4: The Sussex County CPMT will review local policy annually and will revise policy as necessary</p>	<p>09/2023</p>	<p>CPMT</p>	<p>Establishment of Annual Review Date Review of Administrative Memos monthly at CPMT meetings Ongoing Review of Policy documented and maintained in CSA Office.</p>	
<p>Recommendation 2: FAPT members should review local policies set by the CPMT and operate in compliance with that policy.</p>				
<p>Strategy</p>	<p>Target Date for Completion</p>	<p>Responsible Party</p>	<p>Benchmarks</p>	<p>Comments</p>

<p>Strategy 1: FAPT members will engage in training on local and state policies that concern the administration and implementation of the CSA Program once per quarter. These trainings may be in-person or conducted through the Learning Center.</p>	<p>09/2023</p>	<p>FAPT</p>	<p>Training Plan is developed by the CPMT for FAPT members. Completion of trainings is documented and maintained in the local CSA Office.</p>	
<p>Strategy 2: FAPT members will engage in FAPT Roles and Responsibilities Training through the Office of Children's Services. A portion of this training will be conducted by the local CSA Office and will focus on local policy and procedure.</p>	<p>03/2023</p>	<p>FAPT/ CSA Office</p>	<p>CPMT will schedule FAPT/CPMT Roles and Responsibilities Training. Trainings is completed and documentation of training is maintained in the local CSA Office.</p>	
<p>Strategy 3: In order to ensure FAPT's compliance with policy, CPMT will receive monthly updates from the CSA Coordinator as a standing agenda item at meetings.</p>	<p>03/2023</p>	<p>CPMT/ CSA Coordinator</p>	<p>CPMT reviews FAPT needs and challenges monthly with the CSA Coordinator. This is documented in the CPMT minutes. CPMT provides guidance to the FAPT/ CSA Coordinator as appropriate</p>	
<p><u>Recommendation 3:</u> Local Agency Case Managers should both read and adhere to the responsibilities enumerated in the local policy, specifically regarding CANS, documentation, and roles. These policies should be upheld by all members of FAPT and CPMT.</p>				

Strategy	Target Date for Completion	Responsible Party	Benchmarks	Comments
Strategy 1: The Sussex CPMT will hold a joint meeting with the Sussex FAPT to discuss the expectations of the CPMT regarding CANS, documentation, and goals.	3/2023	CPMT	Meeting is scheduled and completed	
Strategy 2: The Sussex FAPT will receive the completed referral packet for each child/family prior to the family coming to FAPT for review.	3/2023	FAPT	FAPT members will ensure all documentation is received before accepting a referral on an ongoing basis.	
Recommendation Area: Training				
<u>Recommendation 1:</u> CPMT and FAPT members will complete all available training for perspective teams on the Commonwealth of Virginia Learning Center website.				
Strategy	Target Date for Completion	Responsible Party	Benchmarks	Comments
Strategy 1: CPMT completes one Learning Center training at the beginning of each meeting until all available courses are completed.	3/2023	CPMT	Trainings are completed and are documented in meeting minutes	
Strategy 2: FAPT completes one Learning Center training at the beginning of each meeting until all available courses are completed.	3/2023	FAPT	Trainings are completed and documented through a sign in sheet maintained in the locality.	
<u>Recommendation 2:</u>				

CPMT, FAPT, and local case managers will participate in FAPT and CPMT Roles and Responsibilities Training in order to gain understanding of the function and requirements of the CSA as dictated by the Code of Virginia and State Policy. This training will be held in conjunction with training by local CSA Coordinator on local policies and processes.

Strategy	Target Date for Completion	Responsible Party	Benchmarks	Comments
Strategy 1: Sussex CPMT, FAPT, and local Case Managers will participate in FAPT and CPMT Roles and Responsibilities training provided through OCS.	03/2023	CSA Office/ CPMT	Completion of training provided to local case managers, FAPT, and CPMT.	
<u>Recommendation 3:</u> CPMT will participate in the Strategic Planning and Continuous Quality Improvement training provided through the Office of Children's Services and develop a Strategic Plan to guide local operation of the Children's Services Act. The CPMT will also utilize this training to develop processes for Utilization Management (now referred to as CQI).				
Strategy	Target Date for Completion	Responsible Party	Benchmarks	Comments
Strategy 1: Sussex County CPMT will complete the Strategic Planning and Continuous Quality Improvement training provided through OCS.	3/2023	CPMT	CPMT schedules and completes training. Documentation of attendance will be maintained in the locality.	
Strategy 2: Sussex CPMT will develop policy/ procedure regarding the completion of CQI and Strategic planning activities.	6/2023	CPMT	Development of Processes and Procedures	
<u>Recommendation 4:</u> Local Teams will complete Family Engagement Training in order to further ensure the local program is child-specific and family-focused.				
Strategy 1:	7/2023	FAPT	CPMT schedules and completes training. Documentation of	

Sussex County FAPT and CPMT will participate in Family Engagement Training.			attendance will be maintained in the locality.	
Recommendation Area: Process				
<p>Recommendation 1: FAPT will ensure all children and families requiring services funded through the Children's Services Act have all documentation completed and submitted to the local CSA Office. This includes Consent to Exchange Information Forms, CANS assessments, and IFSPs before recommending services.</p>				
<p>Strategy</p>	<p>Target Date for Completion</p>	<p>Responsible Party</p>	<p>Benchmarks</p>	<p>Comments</p>
<p>Strategy 1: FAPT and CPMT establish a process for receiving referral packets in advance of cases coming to FAPT for review which contain all necessary documents.</p>	<p>01/2023</p>	<p>FAPT</p>	<p>Development of procedures Adoption of Procedures</p>	
<p>Strategy 2: FAPT/CPMT will establish practices to ensure ongoing submission of necessary documents.</p>	<p>01/2023</p>	<p>FAPT/CPMT</p>	<p>Development of procedures Adoption of procedures</p>	
<p>Strategy 2: In order to ensure FAPT's adherence to this practice, CPMT will receive monthly updates from the CSA Coordinator as a standing agenda item at monthly meetings.</p>	<p>01/2023</p>	<p>CPMT/CSA Coordinator</p>	<p>Addition of FAPT report to monthly agenda as a standing item of business. Review of FAPT activities recorded in</p>	

PLAN APPROVAL

The Community Policy and Management Team of Sussex County approves of this Program Enhancement Plan.

The Sussex County CPMT agrees to follow the above plan as recommended by the Office of Children's Services and to meet at least quarterly with the OCS Program Consultant for Program Enhancement Plan Review and Update.

SIGNATURE:	PRINTED NAME:	TITLE:	DATE:
<i>Richard Douglas</i>	Richard Douglas	County Administrator	September 29, 2022

Proposed Rates for Private Day Special Education under the CSA

Model	Teacher to Student Ratio	Support Staff to Student Ratio	Base Rate	Northern Virginia (NOVA) Rate
1	1:03	1:01	\$522.49	\$623.17
2	1:03	1:2 – 1:3	\$354.86	\$420.10
3	1:03	1:4+	\$312.94	\$369.33
4	1:4 – 1:7	1:01	\$466.00	\$554.67
5	1:4 – 1:7	1:2 – 1:3	\$298.35	\$351.59
6	1:4 – 1:7	1:4+	\$256.46	\$300.84
7	1:8+	1:01	\$434.21	\$516.12
8	1:8+	1:2 – 1:3	\$266.58	\$313.07
9	1:8+	1:4+	\$224.67	\$262.29
<p>*North Virginia (NOVA) geographic add-on (23% increase based on staff costs) was calculated for schools in the counties of Fairfax, Arlington, Prince William, and Loudon and the cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park</p>				