

State and Local Advisory Team (SLAT)

August 4, 2022

9:30 a.m. – 12:00

**Twin Hickory Library
5001 Twin Hickory Road
Glen Allen, VA 23059**

AGENDA

Note: This is an in-person meeting.

To accommodate interested members of the public, the meeting will be viewable at:

<https://virginia-gov.zoomgov.com/j/1603428949?pwd=aWNnUmgvYjBkdFNVRDFHdTdFZ1IHZz09>

or via phone. [\(646\) 828-7666](tel:6468287666)

Meeting ID: 160 342 8949

Meeting Passcode: 409624

- **Call to Order / Welcome / Opening Remarks** Rebecca Vinroot
 - **Welcome New Members – Judge Marilyn Goss**
- **Public Comment (In-person and remote)**
- **Approval of Minutes - May 2022 SLAT meeting** SLAT Members
- **Virtual FAPT Meeting Best Practices** Lesley Abashian
 - SLAT Endorsement
- **Model Job Description for CPMT Chair** Lesley Abashian
 - SLAT Endorsement
- **Next Steps in the Development of a Family Guide to CSA Video** Scott Reiner
- **Safe and Sound Task Force – Status and Discussion** Rebecca Vinroot
- **OCS Updates**
 - Required report on FAPT/CPMT Parent Representatives Scott Reiner
 - Annual Conference Mary Bell
 - Budget actions impacting CSA Scott Reiner
- **Legislative Ideas – 2023 Session** Rebecca Vinroot

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Glen Allen, VA 23059**

• **SLAT Member Reports**

State Representatives

- | | |
|---------|------------------|
| ○ VDH | Vacant |
| ○ DJJ | Linda McWilliams |
| ○ DSS | Em Parente |
| ○ DBHDS | Nina Marino |
| ○ DMAS | Laura Reed |
| ○ DOE | Sabrina Gross |

Local Representatives

- | | |
|--------------------|------------------------|
| ○ LDSS | Rebecca Vinroot |
| ○ CSA Coordinator | Mills Jones |
| ○ CSB | Lisa Madron |
| ○ CSU | William Stanley |
| ○ J&DR Court | Honorable Marilyn Goss |
| ○ Parent | Cristy Corbin |
| ○ Private Provider | Shannon Updike |
| ○ Public Schools | Susan Aylor |
| ○ Local Government | Lesley Abashian |

• **Closing Remarks / Adjourn**

Rebecca Vinroot

Next SEC Meeting – Thursday, September 8, 2022

Next SLAT Meeting – Thursday, November 3, 2022

**STATE & LOCAL ADVISORY TEAM (SLAT)
CHILDREN'S SERVICES ACT
Richmond/Henrico Rooms
1604 Santa Rosa Road
Richmond, VA 23229**

MINUTES

May 5, 2022

Members Present: Lesley Abashian, SLAT Chair, CPMT – Local Government Representative; Rebecca Vinroot, SLAT Vice-Chair, CPMT – local DSS Representative; Mills Jones, CSA Coordinators Network; Honorable Ashley Tunner, Juvenile and Domestic Relations District Court Representative (*by telephone*); Pam Fisher, DBHDS; William Stanley, CPMT – local CSU Representative; Michael Triggs, VCOPPA (*by telephone*); Sabrina Gross, DOE; Cristy Corbin, Parent Representative; Lora Smith, DSS (*by telephone*)

Members Absent: Jeannine Uzel, VDH; Linda McWilliams, DJJ; Susan Aylor, CPMT – School Representative; Lisa Madron, CPMT – CSB Representative; Laura Reed, DMAS

CSA Staff Members Present: Scott Reiner, Anna Antell, Mary Bell, Marsha Mucha, Courtney Sexton, Carrie Thompson

Welcome/Opening

Lesley Abashian called the virtual meeting to order at 9:35 a.m. and welcomed everyone. In accordance with provisions of the Freedom of Information Act (FOIA), several members asked to participate virtually in the meeting: Laura Smith, representing DSS and Michael Triggs, representing VCOPPA because of scheduling/travel issues. Judge Tunner asked to participate virtually because of illness.

A motion was made by Cristy Corbin, seconded by Pam Fisher and carried to allow these members to participate virtually.

Public Comment Period

There were no public comments.

Approval of Minutes

The minutes of the November 4, 2021 meeting were approved on a motion by Mills Jones, seconded by Cristy Corbin, and carried.

The minutes of the February 3, 2022 meeting were approved on a motion by Mills Jones, seconded by Cristy Corbin, and carried.

CSA Coordinator Report – Virtual FAPT Meeting Best Practices

Mills Jones reported on behalf of the workgroup that developed the draft guidelines for virtual FAPT meeting. Members were provided a copy of the draft guidelines for their review. Mr. Jones reviewed both benefits and potential barriers to virtual FAPT meetings as identified by the workgroup.

Mr. Jones further reported that if localities are going to use a virtual FAPT option, the workgroup recommends that local policy include language regarding the allowance for and circumstances of virtual

FAPT meetings. Policy language may include content related to some of the best practices identified for virtual FAPT meetings. During the discussion, it was noted that guidance should also contain information on how to prepare families for virtual FAPT meetings.

Ms. Abashian thanked Mr. Jones and members of the workgroup for developing the draft guidance. She asked members to send her feedback and comments. After the guidance is finalized, it will be shared with localities for use with their local policies and/or for guidance in developing their own Virtual FAPT Meeting policies.

Updates on the CSA Local Competencies Workgroup

Ms. Abashian reported that the CSA Local Competencies Workgroup has developed a draft CPMT Chair job description that is being finalized for distribution. Additionally, the Workgroup is addressing recommendations made as part of the CSA Leadership work.

Report of the Nominating Committee and Election of FY2023 SLAT Officers

Ms. Abashian reported that the Nominating Committee Chair, Susan Aylor could not attend today's meeting. Michael Triggs reported on behalf of the Committee. He reported that the Nominating Committee recommends Rebecca Vinroot to serve as SLAT Chair and Mills Jones to serve as SLAT Vice-Chair for the upcoming fiscal year.

There were no nominations from the floor. The Nominating Committees' recommendations for SLAT Chair and Vice-Chair were accepted by unanimous consent on a motion by Sabrina Gross and seconded by Pam Fisher.

Mr. Reiner and the members of SLAT thanked Ms. Abashian for her service as SLAT Chair.

Safe and Sound Task Force Update/Discussion

Rebecca Vinroot and Lora Smith reported on the Governor's Safe and Sound Task Force convened to address youth in foster care with no placement who are being housed in DSS offices, hotels, etc. The initial focus of the Task Force is to have all of these youth placed by July 1, 2022. The Task Force will then turn its attention to prevention and systemic changes.

OCS Updates

- Required Report Under HB427/SB435 (reported by Anna Antell) – This legislation (2022 Session) removes 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 directs 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.

A report is also due 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. Please contact Anna Antell, OCS Program Consultant, if you would like to work on this project.

- Annual Conference – OCS Program Consultant, Mary Bell, updated members on the CSA Conference that will be held November 1-2, 2022 at the Hotel Roanoke and Conference Center. The title of this year's Conference is "Connections Matter." An program on Adaptive Leadership

for CSA Coordinators and a strategic planning session for CPMT members are being planned for October 31, 2022.

- Annual Performance Measures – Carrie Thompson, OCS Research Associate Senior spoke about the recently released FY2021 CSA Annual Performance Measures Report. She noted that the Report measures statewide performance across seven key indicators that address the impact of CSA.

Ms. Thompson further reported that the FY2021 CANS cohort was the first completely contained within the COVID pandemic period. A smaller percentage of children with improvement was seen in the three CANS Domains measured, as compared to children whose first year of assessment was FY2019 or FY2020. Ms. Thompson encouraged members to review the data and to let OCS know if something doesn't seem correct.

- Budget Actions Impacting CSA – Mr. Reiner reported that a state budget has still not been approved. Budget amendments pending include a \$1.0 million increase in local support for CSA administration/operations (Senate Only) and delayed implementation of rate-setting for private day special education programs by one year and validate rates (Senate only). Unless delayed, structured rate-setting will be implemented beginning July 1, 2022. OCS is anticipating and moving forward with plans for implementation.

Member Updates

Members reported on the statuses of ongoing projects, new programs, training and grant opportunities. Members continue to work within their agencies and advocate through their associations for improvements to services and service delivery for the children, youth, and families of Virginia.

- Lora Smith from VDSS reported that their agency has received federal monies that they will be using to support youth in foster care (and those aging out of foster care) in obtaining their driver's licenses. The monies can also be used to help pay for driving school, insurance, etc. VDSS is also seeking technical assistance from two states that have Driver's License Programs in place to build out the VDSS program.
- Pam Fisher from DBHDS reported that their agency has been awarded \$6.7 million in funding for school-based mental health services. In honor of Children's Mental Health Awareness Day, the Office of Child and Family Services chose Resilience and Hope: Youth Suicide Prevention as their theme. A video presentation of a panel discussion of subject matter experts was disseminated. Ms. Fisher will send the information to OCS to share with SLAT members.
- Mr. Reiner shared a report from Laura Reed on behalf of DMAS. Project Cardinal, going from two MCO contracts to one, is on track to start July 1 (pending state budget approval). A fee-for-service contractor RFP has been posted. A review of those applications will take place in May with a new vendor slated to start in November 2022. ARTS and Support Act grant Spring training sessions will be posted soon.
- Rebecca Vinroot (LDSS) and William Stanley (CSU) reported seeing an uptick in truancy issues. Sabrina Gross (DOE) reported that DOE is receiving more complaints around behavioral issues.

Draft

- Mills Jones reported that the CSA Coordinators Network is developing a mentoring program. Bryan Moeller and Rudy Zavala are taking the lead on this program. Representatives from the CSA Coordinators Network met with the VCU Center for Evidence-based Practices and DMAS concerning evidence-based practice providers. Mr. Jones thanked Mr. Reiner for the review of CSA policies.
- Judge Tunner reported that 14 new juvenile and domestic relations district court judges have been appointed. A Juvenile and Domestic Relations District Court Judges Conference is scheduled for mid-May in Charlottesville.
- Cristy Corbin reported that a Virginia Family Network Family and Youth Summit was held on April 30, 2022. Additional trainings are being developed and planned to advance parent and youth leadership and advocacy roles. The revised CSA Family Guide is also being shared.
- Michael Triggs reported that private providers continue to struggle with staffing concerns and the delay in processing background checks.

Adjournment

At the close of the meeting, Mrs. Abashian thanked everyone for their support during her time as Chair. The meeting adjourned at 12:00 p.m. The next meeting is scheduled for August 4, 2022.

Virtual Family Assessment and Planning Team (FAPT) Meetings¹

What does virtual FAPT mean?

A FAPT meeting is considered virtual when any of the participants are utilizing a web-based platform/application (e.g., Zoom) and/or phone to facilitate or engage in the meeting.

Fully virtual FAPT meetings occur when FAPT members, the family, provider, and any other participants all participate by video or phone.

Hybrid virtual FAPT means any combination of the following:

- The FAPT members may all be meeting in person in the same room and any combination of the caseworker, family, providers, etc. participate via electronic means.
- Any combination of FAPT members, family, or providers participating in an in-person meeting with some members participating virtually.

Benefits to a virtual FAPT:

- Improved participation, attendance, and engagement from families and vendors.
- Elimination of the need for travel by team members, and providers.
- No transportation barrier for families.
- More flexible scheduling options so that FAPT can occur, avoiding and decreasing interruptions in service approval/provision.

Potential barriers to a virtual FAPT:

- Internet/Technology issues.
- Lack of FAPT member engagement.
- Concerns about obtaining signatures.
- Inability to provide an adequate level of confidentiality due to available platform capabilities.
- The virtual platform may not be the best way to engage all families.

Best Practices/Guidance for Virtual FAPT Meetings

If a locality is going to utilize a virtual FAPT option, it is recommended that local policy include language regarding the authorization and circumstances of virtual FAPT meetings. Policy language may include content related to some of the best practices identified for virtual FAPT meetings.

Security:

Learn about the security features of the virtual platform and implement the applicable security features to whichever platform you use. Potential options to mitigate security concerns include, but may not be limited to:

¹ This document was developed for the CSA Stater and Local Advisory Team by a group of SLAT members and local CSA Coordinators.

- Work with your locality's IT Department to identify the available platforms and security features.
- Locked Meetings.
- Obtain a list of expected participants in advance and admit only authorized individuals.
- Use separate meeting links for each FAPT case.
- Utilize a meeting password/passcode.
- Designate a host to admit individuals.
- Ensure staff and families know that using an open (non-secured) Wi-Fi internet access limits the amount of meeting security.
- Make sure your local policy addresses that virtual meetings should not be recorded.

Confidentiality:

Being in a virtual setting for FAPT members is different than being in the controlled environment of the FAPT conference room, so confidentiality looks different. Localities may want to consider updating FAPT member confidentiality forms to include confidentiality for FAPT members working off-site. Some possible options include:

- Annual confidentiality agreement that includes a statement that references protocols when a member is participating in a meeting virtually, such as ensuring that confidential information is protected and not visible or will be able to be overheard by individuals who are not supposed to have access to that information.
- Include statements of confidentiality on the IFSP signature page which acknowledges each participant's pledge to keep information confidential. For example: "By signing this IFSP, I agree not to divulge any information revealed at this meeting to any individual or agency, except as authorized by policy or required by law."

Signatures:

It is recommended that localities meeting virtually have a signature solution, ideally an electronic signature program recommended by your locality's IT Department. Potential options include, but may not be limited to:

- DocuSign
- Adobe Sign
- Faxing/Scanning

If signatures are unable to be obtained through an electronic method, verbal consent should be documented in the Individual Family Service Plan (IFSP) with a notation of who provided the consent, on what date, and who recorded it on the document.

Family Engagement:

- Have a call-in option for people unable or do not have the capacity to participate via a web-based platform.
- If allowable by your locality, consider purchasing calling cards for families who may struggle with keeping cell service.
- Have a language interpreter to engage in the virtual meeting if needed.

- Ensure that enough time is scheduled for the meeting such that the family's voice can be heard in the time allowed.
- Provide as much flexibility in scheduling to ensure that the time scheduled works for the family.

FAPT Member Engagement/Professionalism:

FAPT members should participate in meetings in the same way that they would participate in person, in terms of levels of engagement and professionalism. It is recommended that localities each identify their own requirements and develop their culture of engagement. Some suggestions include:

- Members should use their camera if they have access to one.
- Members should demonstrate engagement by looking at the screen (and/or explaining that they are looking at a second screen for typing).
- Members should provide feedback and participate in the conversation.
- Members should avoid eating, driving, napping, answering the phone, engaging in "outside" conversations, etc. during FAPT meetings.
- Consider designating a specific "technology facilitator" and/or a separate documenter, so the meeting facilitator is able to fully engage with the family and participants.
- Facilitators may consider an opening statement to families and providers to explain some of the things mentioned above. For example, "please note that our staff will be engaged during your FAPT meeting today, but there may be times when staff will be writing notes or researching policies and services related to your case and therefore they may seem distracted."
- Consider formats where at least some FAPT members are in-person in the same room to facilitate communication among members.
- Consider having rules of engagement displayed on the screen if using a virtual platform.
- Localities should have a procedure regarding cancelation of virtual FAPT meetings in the event that a meeting is canceled.

CPMT Chair Job Description

The Community Policy and Management Team (CPMT) is the statutorily established local governing body for the Children's Services Act (CSA) program. Key responsibilities are to oversee policy and procedures regarding the use of CSA funds and operating procedures within the statutory and regulatory framework of the Act. The CPMT Chair plays an important leadership role as the head of this oversight and decision-making body. The Chair's responsibility spans beyond basic meeting facilitation. While each locality differs in the implementation of the local CSA program, there are fundamental responsibilities that can assist each CPMT with improving and instilling best practices into their program.

Key responsibilities:

- Serves as the official local program contact and liaison to the Office of Children's Services.
- Develop CPMT meeting agendas, in collaboration with CSA Coordinator.
- Facilitate CPMT meetings.
- If Chair is from a local agency that does not oversee CSA daily operations, Chair should maintain open communication with the CSA program's supervisory staff.
- Facilitate strategic discussion and planning to include, but not limited to:
 - Fiscal management and budget risks and opportunities;
 - Service trends and utilization;
 - Long-term and short-term goals for the program;
 - Enhancements to the local system of care;
 - Solution-focused discussion about identified system barriers and service gaps; and
 - Collaboration across stakeholder groups.
- Ensure effective communication among CPMT members and key stakeholders.
- Encourage CPMT members to engage in building a positive culture.
- Set a collaborative and strategic tone for a locality's child-serving system.
- Ensure CPMT decisions reflect CSA core principles, CPMT Code responsibilities, and local policy parameters.
- Administrative functions include, but may not be limited to:
 - Ensuring regular attendance for all CPMT members;
 - Ensuring Freedom of Information Act (FOIA) requirements are followed;
 - Supporting appeal hearings;
 - Operating as signatory for local CPMT documents including contracts;
 - Delegating tasks to team members as required;
 - Completing required financial forms; and
 - Ensuring CPMT members receive fiscal and budget information that supports CPMT oversight of CSA expenditures.