

# **Gloucester County CPMT Policy and Procedures**

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## ACRONYMS

CANS	Child and Adolescent Needs and Strengths Assessment, a Mandatory Uniform Assessment Instrument. Also referred to as CANVaS
CPS	Child Protective Services
CPMT	Community Policy and Management Team
CSA	Children's Services Act
CSB	Community Services Board
CSU	Court Services Unit
DBHS	Department of Behavioral Health and Developmental Services
DJJ	Department of Juvenile Justice
DOE	Department of Education
DSS	Department of Social Services
FAPT	Family Assessment and Planning Team
GPS	Gloucester Public Schools
GED	General Education Diploma
IAACT	Independent Assessment and Care Coordination Team Process
ICC	Intensive Care Coordination
IEP	Individualized Education Plan
IFSP	Individualized Family Service Plan
MHI	Mental Health Initiative Funding
OCS	Office of Children's Services
POSO	Purchase of Services Order
PSSF	Promoting Safe and Stable Families Funding
SEC	State Executive Council
SSI	Supplemental Social Security Income
TFC	Therapeutic Foster Care
UM	Utilization Management
UR	Utilization Review
VEMAT	Virginia Enhanced Maintenance Assessment Tool

## **CPMT AUTHORITY**

The Gloucester Community Policy and Management Team (CPMT), as a creation of state law, having been mandated by the General Assembly, shall be subject to state and local laws and regulations established to regulate its functioning, and shall have the general powers, duties, and responsibilities of a policy and management team as outlined in Section 2.2- 5206 of the code of Virginia, as amended. As set forth in the Code of Virginia, the powers and duties of the Gloucester CPMT are:

- (A) Develop interagency policies and procedures to govern the provision of services to children and families in its community.
- (B) Develop interagency fiscal policies governing access to the state pool of funds by the eligible populations including immediate access to funds for emergency services and shelter care.
- (C) Establish policies to assess the ability of parents or legal guardians to contribute financially to the cost of services to be provided and, when not specifically prohibited by federal or state law or regulation, provide for appropriate parental or legal guardian financial contribution, utilizing a standard sliding fee scale based upon ability to pay.
- (D) Coordinate long-range, community-wide planning that insures the development of resources and services needed by children and families in its community.
- (E) Establish policies governing referrals and reviews of children and families to the family assessment and planning team (FAPT), and a process to review the team's recommendations and request for funding.
- (F) Establish policies and procedures for appeals by youth and their families of decisions made by the FAPT regarding services to be provided to the youth and the family pursuant to an IFSP developed by the FAPT. Such policies and procedures shall not apply to appeals made pursuant to the Code of Virginia, Section 63.2-915 or in accordance with the Individuals with Disabilities Education Act or federal or state laws or regulations governing the provision of medical assistance pursuant to Title XIX of the Social Security Act.
- (G) Establish quality assurance and accountability procedures for program utilization and funds management.
- (H) Establish procedures for obtaining bids on the development of new services.
- (I) Manage funds in the interagency budget allocated to the community from the state pool of funds and any other source.
- (J) Authorize and monitor the expenditure of funds.
- (K) Submit grant proposals that benefit its community to the state trust fund and enter into contracts for the provision or operation of services upon approval of the participating governing body.
- (L) Serve as the community's liaison to the Office of Children's Services (OCS), reporting on its programmatic and fiscal operations and on its recommendations for improving the service system.

- (M) Collect and provide uniform data to the Council as requested by the Office of Children's Services.
- (N) Review and analyze data in management reports provided by the Office of Children's Services to help evaluate child and family outcomes and public and private provider performance in the provision of services to children and families through the Children's Services Act program. The CPMT shall also review local and statewide data provided in the management reports on the number of children served, children placed out of state, demographics, types of services provided, duration of services, service expenditures, child and family outcomes, and performance measures. Additionally, CPMT shall track the utilization and performance of residential placements using data and management reports to develop and implement strategies for returning children placed outside of the Commonwealth, preventing placements, and reducing lengths of stay in residential programs for children who can appropriately and effectively be served in their home, relative's home, family-like setting, or their community.
- (O) Administer funds pursuant to the Code of Virginia, Section 16.1-309.3.
- (P) Have authority, upon approval of the governing body, to enter into a contract with another community policy and management team to purchase coordination services provided that funds in the state pool are not used.
- (Q) Submit to the Department of Behavioral Health and Developmental Services information on children under the age of 14 and adolescents ages 14 through 17 for whom an admission to an acute care psychiatric or residential treatment facility licensed pursuant to Article 2 of the Code of Virginia Section 37.2-403 et seq., exclusive of group homes, was sought but was unable to be obtained by the reporting entities.
- (R) Establish policies for providing intensive care coordination services for children who are at risk of entering, or are placed in, residential care through the Children's Services Act.
- (S) Establish the Family Assessment and Planning Team, hereinafter referred to as FAPT, and assure appropriate membership including the Juvenile Court Services Unit, Social Services, and Behavioral Healthcare Services, Local School Division. Each FAPT shall also include a parent representative (pursuant to the Code of Virginia Section 2.2-5207) and may include a representative of the Department of Health at the request of the CPMT Chair. The FAPT may include a representative of a private organization or association of providers for children's or family services and of other public agencies. See section within policy on Conflict of Interest requirements.
- (T) Facilitate compliance with membership requirements.
- (U) Contact the Director of the Office of Children's Services should CPMT have cause to believe that the statutory requirements of CSA (outlined in the Code of Virginia, Section 2.2), including those related to vendor licensure, are not being met by a locality. This regulation falls under SEC policy regarding denial of funding to local government not in compliance with the Provisions of the Children's Services Act.

## **CPMT MEMBERSHIP**

The membership of CPMT, appointed by Gloucester Board of Supervisors, shall include representatives from the:

- Department of Behavioral Healthcare Services Executive Director or Designee (Core)
- Department of Social Services Director or Designee (Core)
- Juvenile Court Service Unit Director or Designee (Core)
- Public Schools Superintendent or Designee (Core)
- Health Department Director or Designee (Core)
- Board of Supervisors (Core)
- Parent Representative (Core)
- Private Provider or association of Private Providers, if located within the locality (Core)

The CPMT may include representatives of the following:

- County Administrator or Designee
- Community Engagement
- Representative of the Social Services Board
- Law Enforcement
- Other public agencies

Pursuant to Section 2.2-5205 of the Code of Virginia, those persons appointed to represent community agencies shall be authorized to make policy and funding decisions for their agencies. See section within policy on Conflict of Interest requirements.

**CPMT Parent Representative Selection and Membership:**

- A. Must be a resident of Gloucester and a parent. Preference is given to a parent of a consumer or former consumer of services from a public child serving agency.
- B. Interested parents should submit a volunteer board bank application.
- C. CPMT will select the most qualified candidate by vote and make a recommendation to the Board of Supervisors.
- D. Parent Representatives who are employed by a public or private program that receives funds pursuant to any agencies represented on the CPMT may serve as parent representative provided that they do not, as a part of their employment, interact directly on a regular and daily basis with children or supervise employees who interact directly on a regular basis with children. Notwithstanding this provision, foster parents may serve as parent representatives.” (Code of Virginia) § 2.2-5207

Any person who serves on the CPMT who does not represent a public agency shall file a statement of economic interests as set out in (Code of Virginia) § 2.1-639.15 of the State and Local Government Conflict of Interests Act. (Code of Virginia) § 2.2-3117.

**CPMT Private Provider Representative Selection and Membership:**

- A. Private Provider Representatives should submit a volunteer board bank application. Professional resumes may be requested.
- B. CPMT will review applications and select the most qualified candidate by vote and make recommendations to the Board of Supervisors.
- C. Providers are not allowed to appoint substitute representatives to the CPMT who have not been

approved by the CPMT.

- D. When an approved private provider representative is no longer able to serve on the CPMT, the agency from which that representative is from does not maintain that private provider slot.

## **CIVIL LIABILITY IMMUNITY**

All members who serve on the CPMT shall be immune from any civil liability for decisions made about the appropriate services for a family or the proper placement or treatment of a child who comes before the team, unless it is proven that such person acted with malicious intent.

## **CONFLICT OF INTEREST**

Persons serving on the Team who are parent representatives or who represent private organizations or associations of providers for children's or family services shall abstain from decision-making involving individual cases or agencies in which they have either a personal interest, as defined in Section 2.2-3101 of the Code of Virginia's State and Local Government Conflict of Interest Act, or a fiduciary interest according to Section 2.2-5205 of the Code of Virginia.

## **ECONOMIC INTEREST**

Any person who serves on the CPMT or FAPT who does not represent a public agency shall file a statement of economic interest as set out in the Code of Virginia, Section 2.2-3117 of the State and Local Government Conflict of Interests Act, Section 2.2-3100. Persons representing public agencies shall file such statements if required to do so prior to reappointment or no later than thirty (30) days after appointment.

The CSA Program Coordinator will be responsible for notifying the appointee (parent representatives and private providers) to complete and file all required statements of economic interest forms as set forth in the aforementioned Code citation.

## **CPMT CODE OF ETHICS**

Recognizing that persons who represent the county in an advisory capacity to the Gloucester County Board of Supervisors have been given a public trust and that the stewardship of such positions demands the highest levels of ethical and moral conduct, and any person serving on the Gloucester County Community Policy and Management Team should adhere to the following Code of Ethics.

1. Uphold the Constitution, laws and regulations of the United States and of all governments therein and never knowingly be a party to their evasion.
2. Put loyalty to the highest moral principles to the County as a whole, and the children and families being served by the Children's Services Act for At-Risk Youth and Families, above loyalty to individuals, particular groups or businesses.
3. Give a full measure of attendance, effort and service to the position for which stewardship has been granted; giving earnest effort and best thought to the performance of duties.

4. Seek to find and use the most equitable, efficient, effective, and economical means for approving and funding services to meet identified needs.
5. Adopt policies, procedures and programs that support the rights and recognize the needs of all individuals regardless of race, sex, age, religion, creed country of origin, or disability.
6. Avoid adopting policies, procedures or supporting programs or engaging in activities that discriminate against or offend individuals because of race, sex, age, religion, creed, country of origin, or disability.
7. Ensure the integrity of the actions of the Gloucester Community Policy and Management Team by avoiding discrimination through the dispensing of special favors or unfair privileges to anyone, whether for remuneration or not. A member should never accept for himself/herself or any other individual, favors or benefits under circumstances that might be construed by reasonable persons as influencing the performance of duties of the Community Policy and Management Team member.
8. Make no private promises of any kind binding upon the duties, since a public member has no private word that can be binding on public duty.
9. Engage in no business which is inconsistent with the conscientious performance of Community Policy and Management Team duties except as may be consistent with the conflict of interest statutes in the Code of Virginia.
10. Never use any information gained confidentially in the performance of duties as a Community Policy and Management Team member as a means of making private profit.
11. When any misconduct, neglect of duty, or corruption is discovered, the members of the Board of Supervisors, as a body, will pursue and respond appropriately.
12. Adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Freedom of Information Act using closed meetings only to deal with sensitive personnel, legal or contractual matters as provided by the Code of Virginia.
13. Provide the Code of Ethics to all members of the Community Policy and Management Team when appointed and/or reappointed.
14. Pledge to honor and uphold these principles, ever conscious that public office is a public trust.

## **FAPT MEMBERSHIP**

There shall be one Gloucester Family Assessment and Planning Team (FAPT) which shall include representatives from the:

- Department of Behavioral Healthcare Services (Core)
- Department of Social Services (Core)
- Juvenile Court Service Unit (Core)
- Public Schools (Core)
- Parent Representative (Core)



The FAPT may include representatives of the following:

- Private Provider or association of Private Providers, if located within the locality
- Health Department at the request of the CPMT Chair
- Other public agencies

The CPMT shall appoint the FAPT members based on the designation of agency heads from each of the agencies listed above. Other members may be appointed to FAPT at the discretion of the CPMT. Any requested changes in FAPT core members should be indicated by the agency head to the CPMT Chair and CSA Program Coordinator immediately and prior to participation.

Staff appointed to the FAPT from each agency will be knowledgeable about the array of services, policies, procedures and resources within their respective agencies.

Parent representatives who are employed by a public or private program that receives funds pursuant to any agencies represented on a Family Assessment and Planning Team may serve as parent representative provided that they do not, as a part of their employment, interact directly on a regular and daily basis with children or supervise employees who interact directly on a regular basis with children. Notwithstanding this provision, foster parents may serve as parent representatives.” (Code of Virginia, Section 2.2-5207)

Any person who serves on a Family Assessment and Planning Team who does not represent a public agency shall file a statement of economic interests as set out in (Code of Virginia) § 2.1-639.15 of the State and Local Government Conflict of Interests Act. (Code of Virginia) § 2.2-3117.

Private Provider Representative Selection: Private providers will be appointed to the FAPT in the same manner as appointed to the CPMT noted above and must follow all requirements as noted above.

## **CPMT OFFICERS**

### **Chair/Vice-Chair**

The Chair of the Gloucester CPMT will serve for a maximum two year term with a period of two years in between; hence, no consecutive two year terms, after election and may serve in said capacity for two year period, effective July 1 of every other year. The Vice-Chair of the Gloucester CPMT will hold office under the same provisions as the Chair.

The duties of the Chair shall be:

- (A) To preside at all meetings of the Gloucester CPMT.
- (B) To appoint committees necessary for operation of Gloucester CPMT.
- (C) To work closely with the CSA Program Coordinator and Fiscal Agent (Social Services).
- (D) To perform any other duties determined by the Gloucester CPMT.
- (E) To keep the State Management Team, the County Administrator and the Board of Supervisors informed of the activities of the Gloucester CPMT.

(F) To serve as the official signature for the Gloucester CPMT.

The Vice-Chair or the Chair's designee shall, in the absence of the Chair, perform the duties of the Chair and any other duties assigned by the Gloucester CPMT.

### **Fiscal Agent**

The Department of Social Services serves as the Fiscal Agent for the Children's Services Act. The Director or Designee (Administrative Services Manager) has authority to sign Purchase of Service Orders related to the expenditure of approved funds and the reimbursement of funds as well as the reporting of fund status.

The Fiscal Agent is responsible for approving all expenditure and reimbursement reporting that is provided to the State. The Fiscal Agent must also sign off on the Request for Administrative funding annually.

The Fiscal Agent ensures that monthly reporting of expenditures and balances is presented to the CPMT.

The Fiscal Agent will cooperate with the County and State in audits pertaining to the Children's Service Act.

### **CPMT MEETINGS**

The Gloucester CPMT will meet at least monthly and said meeting will be advertised as a public meeting. Special meetings of the Gloucester CPMT may be called by the Chairman. While FAPT meetings are exempt from the Freedom of Information Act (FOIA), CPMT meetings in open session are subject to the FOIA. Those matters considered confidential and exempt from FOIA are all discussions regarding the referral and provision of services and funding for specific children and families or review of such referral, services and funding, unless a child and family requests in writing that their portion of the meeting be open to the public. It is noted that a FAPT meeting regarding a specific child and family may be open to the public if the child and family who are the subjects of the proceeding request, in writing that it be open.

A quorum for regular and special meetings of the Gloucester CPMT shall consist of at least fifty-one percent of its membership.

Robert's Rules of Order, New Revised will be used to govern the proceedings of all CPMT meetings. All issues of parliamentary procedure will be referred to the Chair or presiding officer where decisions will be final and binding.

The CSA Program Coordinator shall accurately report the deliberations and actions of the CPMT meetings.

### **CONFIDENTIALITY**

According to the Code of Virginia, Section 2.2-5210, all public agencies that have served a family or treated a child referred to FAPT shall cooperate with the team. The agency that refers a youth and family to the FAPT shall be responsible for obtaining the consent required to share agency client information with the team. After obtaining the proper consent, all agencies shall promptly deliver, upon request and without charge, such records of services, treatment or education of the family or child as are necessary for a full and informed assessment by the FAPT.

Pursuant to this same section of Code, proceedings held to consider the appropriate provision of services and funding for a particular child or family or both who have been referred to the FAPT and whose case is

being assessed by this team or reviewed by the CPMT shall be confidential and not open to the public, unless the child and family who are the subjects of the proceeding request, in writing, that it be open. All information about specific children and families obtained by team members in the discharge of their responsibilities to the team shall be confidential.

## **ELIGIBILITY FOR CSA FUNDS**

The policies and procedures contained herein are designed to serve the needs of youth and families in accordance with the Children's Services Act (CSA), Title 2.1, Chapter 46, of the Code of Virginia.

The policies and procedures herein apply to the Community Policy and Management Team (CPMT) and Family Assessment and Planning Team (FAPT). All legal references are to the Children's Services Act and the Code of Virginia.

The Gloucester CPMT has developed herein the policies and procedures for the delivery of services and family engagement. These written procedures were developed consistent with the intent and purposes of the Children's Services Act. Eligibility for services provided by CSA and access to state pool funds is intertwined.

In order to be eligible for consideration, the child or youth must have emotional or behavior problems that:"

- A. "Have persisted over a significant period of time or, though only in evidence for a short period of time, are of such a critical nature that intervention is warranted;"
- B. "Are significantly disabling and are present in several community settings such as at home, in school or with peers; and"
- C. "Require services or resources that are unavailable or inaccessible or that are beyond normal agency services or routine collaborative processes across agencies or require coordinated interventions by at least two agencies."

### **Age Range for CSA Eligibility**

The age of eligible youth is defined in §2.2-5212.B which clarifies that the use of the term "child" or "youth" under the CSA refers to a person younger than age 18, or an individual over the age of 18 through age 21 who remains eligible for foster care services as required by federal and state law. Commonwealth of Virginia special education regulation requires the provision of special education services for children with disabilities ages two to 21 inclusive (this means that a child with a disability whose 22nd birthday is after September 30 remains eligible for educational services for the remainder of the school year).

### **Targeted Populations**

1. Eligibility based on **Special Education** status. Children or youth with disabilities who are eligible for special education services are in the CSA target population and include children or youth with (educational) disabilities who have an Individualized Education Program (IEP) that indicates the child is in need of placement in a private school to meet their educational needs. These placements may either be in private day schools or residential programs and are inclusive of children in foster care or placed in private residential facilities by local departments of social services or juvenile justice.
2. Extension of the Special Education Mandate: **Special Education Wraparound** Funding Eligibility under CSA has been extended to include an additional group of students with disabilities. These are

students with disabilities presently served in a public school or private day school setting with needs arising from the disability that threaten the student's ability to be maintained in the home, community, or school. Such services may only be provided in the home or community (not the school setting). The funding for Wraparound Services for Students with Disabilities is a specific amount set aside within the overall CSA appropriation.

- 3. Involuntary Court Ordered Child in Need of Services (CHINS):** Virginia law provides judges with the dispositional alternative of ordering such a placement following a CHINS determination. If court-ordered, these agreements are not voluntary on the part of the parent or youth. When a child has been determined to be a Child in Need of Services (CHINS) by court order and requires placement outside of the home, they are eligible for CSA. A signed formal parental agreement is required between an agency designated by the community policy and management team and the parents or guardians where legal custody remains with the parents or guardians. The purpose of the agreement is to provide mental health treatment for a child with emotional/behavioral disorders when all other avenues or resources have been exhausted. Only out-of-home treatment placements are appropriate (residential, group home or Treatment Foster Care (TFC)).

The following criteria must also be met:

- the child is under the age of 18 at the time of placement
  - it is not used in cases where abuse or neglect has occurred or is an issue
  - all CSA requirements such as screening for Medicaid eligibility, FAPT review and administration of the uniform assessment instrument (CANS) are to be completed timely and accurately in accordance with policy
  - the CPMT must approve the agreement as CSA is the funding source. A local public agency may not enter into a CSA Parental Agreement without the approval of the local CPMT.
- 4. FAPT CHINS:** When a child is not eligible under category 5 above, the FAPT may assess the child using a required checklist to determine eligibility for funding. This provision was created to permit parents to obtain services, particularly residential treatment services, for their children with severe emotional behavioral problems without having to relinquish custody to a local department of social services. A signed formal parental agreement is required between an agency designated by the community policy and management team and the parents or guardians where legal custody remains with the parents or guardians. The purpose of the agreement is to provide mental health treatment for a child with emotional/behavioral disorders when all other avenues or resources have been exhausted. Only out-of-home treatment placements are appropriate (residential, group home or Treatment Foster Care (TFC)). Such youth are included in the target population and eligible for CSA funds, but may not fall into a population for which services are mandated.

The following criteria must also be met:

- the child is under the age of 18 at the time of placement
- the agreement is voluntary when FAPT approves the required CHINS checklist and recommends services
- either party may terminate the agreement with notice as stated in the agreement
- it is not used in cases where abuse or neglect has occurred or is an issue
- all CSA requirements such as screening for Medicaid eligibility, FAPT review and administration of the uniform assessment instrument (CANS) are to be completed timely and accurately in accordance with policy
- although the agreement is between an agency designated by the CPMT and the parent, the CPMT must also approve the agreement as CSA is the funding source. A local public agency may not enter into a CSA Parental Agreement without the approval of the local CPMT. If CPMT designates Social Services as the public agency, all federal and state

requirements must be met. This is not a requirement for all other public agencies.

5. Eligibility based on **Foster Care** status: Any child who is eligible for “foster care services” (as described in §63.2-905) meets this criteria. The court grants custody or a parent entrusts a child to the local DSS and the child is placed in a foster home, a treatment foster home, a group home, or a residential facility, depending on the child’s needs. Foster care services are defined broadly as the “full range of casework, treatment and community services, including but not limited to independent living services.” Foster care services are provided to children who are receiving services because of abuse and neglect. Youth who attain the age of 18 on or after July 1, 2016 while in foster care placement are eligible for “Fostering Futures.” This permits the extension of foster care placement and services until 21 if certain conditions are met, including a voluntary entrustment agreement signed by the youth and approved by the court.
6. **Foster Care Prevention:** Services provided to stabilize the family situation if the need for the services is documented in the local department’s Child Protective Services (CPS) plan and included in the Individual Family Services Plan (IFSP). This may include in home services as well as out of home placement. The CHINS checklist may be used as a guide towards determination for eligibility. Provision of foster care prevention services is also appropriate if the local department of social services has initiated court proceedings to remove the child from his or her home.

### **Non-Mandated Population**

Children who do not meet the above targeted population may be served using “protected” funds to purchase services. These funds are limited to the extent made available by the state and all CSA requirements must be met.

### **CANS**

Pursuant to the Code of Virginia, Section 2.2-2648, 202-5209 and the Appropriation Act, the State Executive Council has identified the Child and Adolescent Needs and Strengths (CANS) – Virginia version as the CSA’s mandatory uniform assessment instrument. The CANS is an information integration tool designed to support individual service planning and assist in the appropriate placement of youth. It also is designed to provide data to assess progress towards treatment and measurable outcomes. All youth who receive services funded by the CSA state pool shall be assessed.

An initial CSA CANS is required before CSA funds can be utilized. If a case requires a utilization review through the FAPT process, a CANS reassessment must be administered every 90 days. FAPT cases that do not require ongoing utilization review but for whom services are paid by state pool funds require a CANS reassessment annually. This includes regular foster care and private day educational placements with ancillary services stated in the IEP. At the completion of services, a discharge CANS must be administered for all cases.

### **MEDICAID**

Use of Medicaid funded services and Medicaid providers is guided by CSA policy and the 2010 Appropriations Act, Chapter 874, Item 274, Section E. CSA funds shall not be spent for any service that can be funded through Medicaid, for Medicaid eligible youth except when Medicaid funded services are unavailable or inappropriate for meeting the needs of the youth. This must clearly be documented in the FAPT file.

Youth who are not currently Medicaid eligible must have Medicaid eligibility determined, if services are ordinarily Medicaid funded services.

Case managers are expected to meet all Medicaid requirements when securing funding.

Preauthorization requirements must be met for services that require Medicaid preauthorization. Medicaid reimbursement must be closely monitored. Services that are denied should be appealed by the provider.

It is recognized that there is a local share match for all Medicaid services.

## **IACCT**

The Independent Assessment and Care Coordination Team (IACCT) process must be followed for any residential placement consideration pursuant to the DMAS guidelines dated December 20, 2016 and effective July 1, 2017.

## **VEMAT**

Pursuant to the Virginia Department of Social Services' **“Additional Daily Supervision: Rate Structuring for Enhanced Maintenance Payments Guidance”**, all children placed in a Treatment Foster Care setting, public or private, shall be assessed using the Virginia Enhanced Maintenance Assessment Tool (VEMAT), by a qualified VEMAT rater, to determine if the child qualifies for any additional daily supervision payment to the foster parents.

Additional daily supervision is considered to be an enhanced maintenance payment based on the specific emotional, behavioral, and physical care needs of the child as determined by the VEMAT. Additional daily supervision payments established by the VEMAT (initial and subsequent) shall be exempt from FAPT review but subject to approval by the Gloucester CPMT and will be approved in the same manner as routine foster care maintenance payments. The Case Manager will ensure that the VEMAT is completed when appropriate and within the guidelines as established by the Virginia Department of Social Services.

## **CASE MANAGEMENT/CASE SUPPORT**

The case manager of all CSA cases will be clearly identified prior to the case being staffed for services at a FAPT meeting. The case manager will be determined by the CSA Program Coordinator as the appropriate agency to provide case management services according to the needs of the family.

In order for the Court Service Unit to be the lead case manager, the child or youth must be actively involved with the Court Services Unit. In order for the school system to be the lead case manager, the child must be eligible for special education. In order for the Department of Social Services (DSS) to be the lead case manager, the child must be in foster care or have an open foster care prevention case.

In order for the Community Services Board (CSB) to be the lead case manager, the child must be receiving services through the CSB. An exception to this would be for parental referrals regarding mental health services. The CSB may be assigned to provide case support, as defined by OCS, for the purpose of collecting assessment information, presenting to the FAPT, administering the CANS, developing an IFSP in conjunction with FAPT and serving as a liaison between the family, service providers and FAPT. Case Support services are provided up to 5 hours per month for \$326.50. Any additional hours per month will have additional cost. The CSA Program Coordinator has the authority to assign case support up to two

months to the CSB in parental referrals when there is no other reasonable method to bring the matter before the FAPT.

Case management responsibilities are further outlined in the Gloucester Family Assessment and Planning Team policy.

## **FAMILY INVOLVEMENT/FAMILY ENGAGEMENT/FAMILY PARTNERSHIP**

Pursuant to the Code of Virginia, Section 2.2-5208 and guidelines provided March 2010 by the State Executive Council (SEC), the Family Engagement Model (as adopted by the Virginia Department of Social Services) is the intent of the State to have family participation in all aspects of assessment, planning and implementation of services. Recognizing that localities may have multidisciplinary teams in addition to FAPT teams, the State Executive Council for CSA requires that multidisciplinary teams utilizing CSA monies must be accountable to the CPMT.

The CPMT encourages family participation in all aspects of involvement with the CSA process. It must be documented that families have been invited to participate in all aspects of the CSA process and that families have an understanding of the CSA process as well as understand their rights under CSA. Barriers to participation should be evaluated and determined if alternate arrangements for meeting time, for example, would ensure family participation. Case managers are expected to assist families in their efforts to participate. For youth with the goal of permanent foster care, the permanent foster care parent must be invited to participate and have an opportunity to be heard or submit information in writing.

It is expected that case managers and FAPT will engage families in identifying their strengths and afford families an opportunity to state what they believe their needs to be while giving thoughtful consideration to the input of the family members.

Services funded by CSA should achieve safety, stability, and well-being of children and their families, in the least restrictive, most family-based and most community-based manner possible. The Individual Family Service Plan shall not be implemented without the consenting signature of the custodial parent and/or agency or individual legally serving in the place of the parent, unless otherwise ordered by the Court. This policy shall not interfere with procedures to provide immediate access to funds for emergency services and shelter care provided there is a FAPT assessment within fourteen (14) days.

All CPMT policy related to a Family Engagement Model must align and integrate with those CPMT member agencies and ensure compliance with all member agency policies. Parents of children receiving special education services must be afforded all parental rights authorized by the Individuals with Disabilities Education Act and Virginia Law.

Family Engagement meeting documentation must clearly state who was invited to participate and who participated, assuring that families and others such as other relatives beyond the immediate family, and non-relatives close to the family and/or chosen by the family to participate were present and/or offered the opportunity to be present. Maternal and paternal relative support systems in addition to service providers and other professionals involved with the family should be invited to participate. Confidentiality must be discussed and all participants must understand the responsibilities of all parties to maintain confidentiality.

Family Engagement and FAPT meetings should not be duplicative or redundant. If a service decision results from a Family Engagement meeting and CSA funds are recommended, a full FAPT staffing is not necessary for the service to begin, provided the following procedures are adhered to:

- Family participation is paramount and must be documented.

- All utilization management requirements must be met. Case managers are expected to adhere to all CSA requirements/policies.
- Case manager must agree to services. An IFSP must be completed and signed by the legal guardian.
- Educational recommendations cannot be implemented without ensuring the school division responsible is in agreement and all related educational requirements are met.
- No residential services can be authorized unless it is emergency shelter care.
- Only services for mandated populations can be authorized.
- A limit of \$5000 can be authorized.
- The CSA Program Coordinator has the authority to authorize expenditures under this policy but must notify the CPMT Chair in writing within three business days. This shall be followed with an encumbrance form to the fiscal agent no later than the next CPMT meeting. Should funds not be available, no authorization for payment will be made.
- A FAPT review must be scheduled within three (3) months when the service costs do not exceed \$5000. Additionally, all other CSA requirements/policies remain. The Family Engagement model does not serve to replace the FAPT process but serves to assist families with prompt access to less restrictive, community based services while freeing up FAPT meeting time.
- It is expected that Family Engagement meetings will permit for consultation with other FAPT agencies, not present at the Family meeting, when deemed necessary for service delivery, without the other FAPT agencies being present.
- CPMT, at its next scheduled meeting, must receive updates on any authorization resulting from a Family Engagement meeting. Authorization and monitoring of all CSA expenditures remains the responsibility of the CPMT.

Please refer to the FAPT guidelines for further information in carrying out the policies of the CPMT as it relates to Family Engagement meetings and family participation.

## **PARENT(S)/LEGAL GUARDIAN(S) RIGHTS**

The FAPT shall provide for family participation in all aspects of the assessment, planning and implementation of services. This includes full participation by the family during the team meeting when their child's case is being presented.

The IFSP should not be implemented without the consenting signature of the custodial parent and/or agency or individual legally serving in the place of the parent, unless otherwise ordered by the court, or authorized by the Code of Virginia. Provision of emergency services and shelter care require subsequent assessment by the FAPT within 14 days.

Parents of children receiving special education services must be afforded all parental rights authorized by the Individuals with Disabilities Education Act and Virginia law.

The FAPT is to provide for the participation of foster parents in the assessment, planning and implementation of services when a child has the program goal of permanent foster care or is in a long term foster care placement. The case manager is given the responsibility of notifying the foster parents of the time and place of all FAPT meetings related to the youth. Foster parents of these youth are given the opportunity to speak at the meeting or submit written testimony, if unable to attend. The opinions of the foster parents are to be considered during team deliberations.



Parents are entitled to:

- Receive written notice of and give written consent for any assessment, staffing or service planning to be performed by FAPT for their child.
- Receive said notice in their language of preference.
- Actively participate in all FAPT meetings affecting their child's case. They may bring other family members, friends or advocate, or an attorney with them to meetings.
- Have a specific Case Manager assigned to coordinate services specified by their child's IFSP.
- Receive a copy of their child's IFSP.
- Question and clarify information presented by others regarding services rendered to their family and child.
- Consent in writing to any information presented to be shared outside of the team members.
- Challenge information in Gloucester FAPT records they believe to be inaccurate, incomplete, not pertinent, not timely, or not necessary to be retained there.

## **APPEALS**

Nothing within the following appeal/review process precludes any other right of appeal under existing state or federal law.

Any youth and their parent/legal guardian dissatisfied with the decisions made by the FAPT regarding services to be provided to the youth and family pursuant to an IFSP developed by the FAPT may file a written request for a review to the CPMT.

At the conclusion of the FAPT meeting, the CSA Program Coordinator and case manager shall provide the youth and parent/legal guardian with appropriate notice of meetings and actions related to them. The CSA Program Coordinator and case manager shall provide parent/legal guardian with a copy of the IFSP including their right to review by the CPMT. If a parent/legal guardian does not attend the FAPT meeting, the case manager shall send the IFSP including the right to review, within ten (10) calendar days of the meeting, to the parent/legal guardian. Information will be provided in the youth/parent/legal guardian's native language or mode of communication.

The youth and parent/legal guardian shall submit a written request for review to the CPMT within ten (10) calendar days of receipt of FAPT notice. CPMT must hold a review within forty-five (45) calendar days after receiving a request for review. The CPMT may uphold or alter the FAPT's decision and shall respond in writing.

## **INTENSIVE CARE COORDINATION**

Intensive Care Coordination (ICC) is authorized by Section 2.2-2648 of the Code of Virginia. The CPMT policy is consistent with the state's practice model for children's services. FAPT must identify children who are at risk of entering, or are placed in, residential care through the Children's Services Act who can

be appropriately and effectively served in their homes, relatives' homes, family-like settings, and communities and coordinate services and develop a plan for returning the child to their home, relative's home, family-like setting, or community. The ICC services may be determined useful 90 days or less prior to discharge from a residential setting or may be used in some cases, for a limited time to prevent residential placement.

All children who receive ICC services must be reviewed by the FAPT and CPMT.

For more information on ICC, refer to the CSA User Guide.

## **EXPENDITURE OF FUNDS**

### **Routine Access to Funds**

Pursuant to the Children's Services Act Policy, Community Policy and Management Team (CPMT) must ensure that children who are receiving mandated services receive access to funds without delay. In accordance with that policy, the following procedures for Routine Access to Funds are outlined below.

Upon the FAPT recommendation for services, the CSA Program Coordinator will prepare a Pool Authorization Request and submit such request to the CPMT prior to the next regularly scheduled CPMT meeting.

The CSA Program Coordinator, or designee, will present the case at the CPMT meeting for their review and approval of the expenditure. The CPMT may approve the request in full or in part and may make recommendations for further action by the case manager or the FAPT. Approval, denials, and/or recommendations will be documented in the CPMT meeting minutes.

Upon approval of the expenditure by CPMT, the CSA Program Coordinator will notify the case manager of the approval, denial, and/or recommendation of the CPMT.

The CSA Program Coordinator will ensure the encumbrance form is signed by CPMT Chair, Vice-Chair or designee.

### **Emergency Access to Funds**

Pursuant to the Code of Virginia, the following CPMT policy for immediate access to funds for emergency services is outlined below.

The CPMT Chair, Vice-Chair, or a designee is authorized to provide immediate access to funds for emergency services and shelter care on request by the relevant agency head or CSA Program Coordinator, subject to review by the full CPMT ex post facto. The CPMT Chair, Vice-Chair or a designee shall authorize payment from the CPMT fiscal agent. It is expected that a FAPT review will be conducted in no more than fourteen (14) calendar days.

The CPMT Chair, Vice-Chair or a designee may authorize funds not to exceed \$7,000.00 for emergency services or shelter care. Emergency funding authorizations are in effect pending a full review by the CPMT. Emergency funding matters must have a FAPT recommendation except as outlined in the section titled Exceptions to FAPT and/or CPMT review. The CSA Program Coordinator will notify the Fiscal Agent of emergency funding authorizations no later than two (2) business days following the authorization.

The CPMT Chair may, at his/her discretion, call an emergency CPMT meeting, either in person, by

telephone or via email, to discuss any request for emergency funding. A quorum for such specially called meeting will consist of the CPMT Chair or their designee and members of the CPMT sufficient to reach 51% of the membership.

The CSA Program Coordinator is authorized to approve Case Support from the CSB for parental referrals when mental health services are requested and there is no designated case manager, per CSA policy. Case Support in these situations are for the purpose of ensuring that assessments are provided and families are able to have a case support provider bring the matter before the FAPT (when there is no other reasonable method to bring the matter before the FAPT), ensuring that all CSA requirements are met, in order to access funding.

Case Support services are provided up to 5 hours per month for \$326.50. Any additional hours per month will have additional cost. The CSA Program Coordinator has the authority to assign case support up to two months to the CSB in parental referrals.

Expenditure procedures shall ensure that funds available are properly expended and accounted for and spent in a fair and equitable manner consistent with projected needs.

## **PROCEDURES TO MANAGE FUNDS**

Gloucester County Department of Social Services will serve as the fiscal agent for the Community Policy and Management Team.

Detailed ledgers and records/reports shall be kept by the fiscal agent.

Gloucester County will provide matching funds at its designated rates.

The fiscal agent or their designee shall report to the Gloucester CPMT and submit requests for reimbursement to the State Fiscal Agent.

## **EXCEPTIONS TO FAPT and/or REVIEW**

The Gloucester CPMT is responsible for determining the circumstances under which youth and families are not required to be assessed by FAPT, but for whom funds from state pool may be directly accessed to pay for specified services, including emergency services. Services identified as eligible for direct access include the following mandated services:

- A. Regular foster care - Includes standard room and board/clothing allowance rates for children who are entrusted or committed to the care of the Department of Social Services and placed in a regular agency foster home. This also includes day care when foster parents work and require day care.
- B. Special Educational Services - includes residential and private day educational placements. When an IEP has been written by the local school division for private day or residential, there is no requirement to present this to the FAPT; however all CSA requirements must be met and the case must be brought to CPMT for funding purposes. This may require a called CPMT meeting, if necessary, in order to ensure federal special education compliance.
- C. Emergency placements if the child or youth is assessed by the FAPT within fourteen (14) days of placement all other emergency approval policies are followed.

When this Special Education section applies, CPMT authorization is required. Any encumbered funds will require the normal CPMT process. In addition, the CSA Program Coordinator must receive all required information to ensure utilization review requirements are met, to include IEP/progress reports and other information required. The CSA Program Coordinator must be made aware of changes in the status of situations in which this policy applies to ensure that funding is properly unencumbered or otherwise encumbered. CPMT reserves the right to refer the case to FAPT for review.

Other than the above exceptions, CSA state pool funds shall not be used for services developed outside of the FAPT process.

## **TRANSFERS TO AND FROM OTHER LOCALITIES**

Pursuant to Section 4.2 of the Children's Services Act Policy Manual, when a family and child receiving CSA funded services relocates from Gloucester County to another locality in the Commonwealth of Virginia, the CSA Program Coordinator will notify the CPMT in the new residence locality in writing of the family's change in residence. The current IFSP and other pertinent FAPT documents will be forwarded to the new jurisdiction with the notification letter. Gloucester CPMT will be financially responsible for IFSP services provided to the child and family for a period of thirty (30) days after the new residence CPMT receives notification of the change in residence.

Upon receipt of written notification from the CPMT or CSA Program Coordinator of another locality that a child and family receiving CSA funded services has relocated to Gloucester, the CSA Program Coordinator will contact the original jurisdiction to confirm receipt of the transfer, make the appropriate case manager assignment and schedule the case for a full review by the FAPT within thirty (30) days of the transfer, to determine services to be provided by Gloucester County.

## **SERVICE FEE DIRECTORY**

Pursuant to the Code of Virginia, Section 2.2-5214, the Service Fee Directory is a listing of the services offered and the rates charged by any entity, public or private, which offers specialized services for at-risk youth or families. All CSA funded services and the providers to whom payment is made, shall be listed on the Service Fee Directory. No expenditure can exceed the rate published at the time service is purchased. Negotiation below the posted rate is encouraged. It is expected that service comparison will be made and will be dictated foremost by the needs of the child/family and secondary to the availability of the service needed. Service Fee Directory is accessed through the CSA website.

## **VENDORS**

All vendors receiving CSA monies must be approved. Vendors selected by the FAPT must provide a current license, certificate of insurance, employee background check verification, list of current rates and sign a Gloucester Vendor CSA Contract annually. Only approved vendors may be considered for placement and services. Regular foster parents must meet all approval criteria as set forth in provider standards by the Virginia Department of Social Services.

### **1. Contracts**

All vendors providing services to children funded through CSA must have a valid CSA Contract with Gloucester County CSA prior to the provision of any services. CSA Contracts will be mailed to Vendors in April of each year and signed by the CPMT Chair. All requested changes to the contracts

will be reviewed by the CSA Program Coordinator and the CPMT Chair. The contracts and requested changes may be reviewed by the Gloucester County Attorney at the discretion of the CPMT Chair. Vendors must give thirty (30) calendar days notice to Gloucester CSA prior to any rate increase.

## **2. Purchase of Service Orders**

A Gloucester County CSA Purchase of Services Order (POSO) must be completed for each child after the service has been approved and funding authorized by the CPMT. POSOs will be signed by the case manager, CSA Program Coordinator, Fiscal Agent or designee, and vendor prior to the provision of services. Regular foster care maintenance payments do not require a POSO. Agreements for placement may be signed by the Case Manager or CSA Program Coordinator.

## **3. Rate Certification Documents**

Rate Certification documents are required when a child is placed in a residential treatment facility or group home. Rate Certification documents may be signed by the CSA Program Coordinator or CPMT Chair.

## **PARENTAL CO-PAY**

The Code of Virginia, Section 2.2-5206 includes a provision for localities to assess and collect fees from parents and legal guardians. This process may help in holding parents accountable as well as increase parental involvement and commitment to the service plan. If the parent or legal guardians fail or refuse to pay the agreed upon sum on a timely basis and a collection action cannot be referred to DCSE, upon request of the CPMT, OCS shall make a claim against the parent or legal guardians for such payment.

### **Exceptions**

- Parents/Legal Guardian of children receiving educational services contained on an Individualized Education Plan (IEP) are exempt from parental contribution requirements for those IEP services. Funding for Students with Disabilities (Wraparound) do require a parental contribution worksheet and assessment of ability to contribute to the cost of services.
- Parents/Legal Guardian of children in Department of Social Services custody, or in non-custodial foster care, shall be referred for parental assessment and collection to the Division of Child Support Enforcement per Code of Virginia: 20-108.2.
- Parents/Legal Guardian of children receiving CSA-funded residential services who receive Supplemental Security Income (SSI) on behalf of their child shall be required to immediately inform the Social Security Administration of the child's change of residence.
- For all other children receiving CSA funded services, parental/legal guardian financial contribution shall be assessed by the case manager and monthly contributions toward the cost of services shall be based on a sliding fee scale according to family income. The sliding fee will be based on guidelines approved by the CPMT and contained in FAPT guidelines.
- Parents/Legal Guardian to whom a fee is to be assessed must complete a monthly household and income expense form, documenting financial hardship that impacts the family's ability to make monthly assessed financial contributions.

- Parents/Legal Guardians shall be informed in writing of their financial obligation, prior to the commencement of services.
- Parents/Legal Guardians dissatisfied with the level of parent/legal guardian contribution as assessed may request financial relief from the CPMT in accordance with the following approved procedure:

Parent shall complete *Intent to Request Financial Relief* form and turn the completed form into their case manager who in turn will provide to the CSA Program Coordinator to note and bring to CPMT. Parent (s) will be notified in writing of the outcome of CPMT consideration through the case manager, within ten business days.

- Co-payment checks and/or money orders must include the name of the child for whom the contribution is being made and made payable to Gloucester Social Services and then sent to the fiscal agent (Gloucester Department of Social Services at P.O. Box 1390 Gloucester, VA 23061) or hand delivered to 6641 Short Lane, Gloucester, VA 23061
- Non-payment of parent's co-payment obligations may result in termination of services.

## **UTILIZATION REVIEW & UTILIZATION MANAGEMENT**

Pursuant to the Children's Services Act Policy, Utilization Management Plans are required and are designed by localities for each active CSA case to ensure that all CSA, State, Federal, and local policies have been followed as well as to determine if the appropriate treatment plan and services are in place based upon the client's current level of need. Specifically, Utilization Reviews (UR) will be conducted by the CSA Program Coordinator in conjunction with the Family Assessment and Planning Team and case manager for each case involving CSA expenditures that are required to be approved by the Community Policy and Management Team. The frequency of such reviews will be determined based upon the type of case and the type of service being provided. Services that are clinical in nature will be reviewed by the FAPT and CSA Program Coordinator at least every three months. Services that are not clinical in nature will be reviewed at least every six months. The appropriate documentation for such reviews including vendor progress reports, parental notice, updates to the IFSP and CANS assessments must be submitted to the Program Coordinator no less than 10 calendar days prior to the scheduled review.

Utilization Reviews for foster care basic maintenance payments are exempt from the Utilization Review policy as Foster Care Review Plans conducted by the local department of social services are sufficient to meet the UR requirements. IEP reviews conducted by the Gloucester County Special Education Department are considered to be sufficient to meet the UR requirements.

Utilization Management (UM) duties are the responsibility of the CSA Program Coordinator. UR duties also assess the cooperation of the child and family with services, resources of the child and family to offset costs, assessment of the parental co-payment, and engaging the family in the FAPT process.

## **NON-DISCRIMINATION**

Services provided by the Gloucester CPMT and FAPT will not discriminate on the basis of race, ethnicity, gender, age, religion, socioeconomic status, disabling conditions, or national origin.

## **RECORDS RETENTION AND DESTRUCTION**

This Policy represents the Gloucester CPMT policy regarding the retention and disposal of client records in accordance with the Library of Virginia, Archival and Records Management Services Division, Records Retention and Dispositional Schedule, General Schedule Number 15, County and Municipal Governments, Social Services Records, Series Number 000174, Children's Services Records.

FAPT case records will be maintained by the CSA Program Coordinator. Paper files will be maintained in a locking file cabinet with limited access, within the Department of Social Services. Access shall be through the CSA Program Coordinator or in the absence of such, the supervisor of the CSA Program Coordinator. The Department of Social Services will maintain a key in a locked cabinet, with restricted access to the CSA Program Coordinator's office and filing cabinet. In accordance with the Guidelines established by the Library of Virginia, records will be retained for three (3) years following the last FAPT review. Records will then be purged/destroyed at the direction of the CSA Program Coordinator through use of the completed Certificate of Records Destruction form.

## **DUTIES AND RESPONSIBILITIES OF THE CSA PROGRAM COORDINATOR**

The CSA Program Coordinator (also referred to as the Coordinator) is employed by the Gloucester Department of Social Service.

The Coordinator is responsible to coordinate the FAPT process and serves as a liaison between the FAPT to the CPMT, providing overall program management and coordination of the CSA to ensure child centered, family focused services to eligible youth and their families.

The Coordinator will maintain the FAPT agenda and ensure that youth placed on the FAPT agenda meet the criteria and all other resources have been explored prior to the referral to FAPT being made. This information shall be documented.

The Coordinator determines case management assignment when multiple agencies are involved. The Coordinator also has the authority to approve case support services through the Community Services Board in those matters where necessary to effect a parental referral through the FAPT process. No more than two (2) months of case support may be approved by the Coordinator. All initial approvals must be affirmed by the CPMT and CPMT must approve funding beyond the initial two months of support services.

The Coordinator will call the FAPT meeting to order, verify that all persons present have signed a current Confidentiality Agreement, facilitate the scheduled staffing and keep the team on time and on task. The Coordinator ensures that meeting protocol fosters open, straight-forward communication and mutual cooperation between individuals and agencies represented. A quorum is necessary for meetings where recommendations for funding are made. The Coordinator will ensure that all FAPT recommendations are recorded on the Individual Family Service Plan (IFSP) and will confirm that all participants have signed the IFSP.

The Coordinator will attend CPMT meetings and provide the CPMT with:

- An agenda
- Recommendations for funding
- Copies of minutes for approval
- Various reports (program and otherwise, State and Local)
- Required documents to affect encumbrances and reimbursement
- Prepare documents for Chair's signature
- Updates on FAPT, CPMT and Case Management processes and training

- Legislative updates
- Recommendations for policy updates
- Updates on requested matters, concerns and issues related to the CSA program
- Assistance in coordinating matters pertaining to CPMT
- Any other information requested by CPMT

The Coordinator will collaborate with FAPT and case managers to ensure that appropriate action is taken on all CPMT decisions, concerns or requests.

The Coordinator will receive and review monthly and quarterly progress reports as well as discharge reports, seeking clarification when necessary to ensure service delivery. The Coordinator will assist case managers whenever necessary in working with vendors to resolve identified issues.

The Coordinator will maintain all FAPT cases in a consistent file format. Information may not be released to individuals outside of the FAPT and CPMT without written consent of the legal guardian. Files are to be maintained alphabetical with consistent organization and purged according to the rules of the Library of Virginia. Files must be kept secure with access through the Coordinator or the Coordinator's Supervisor.

The Coordinator will conduct an orientation for all new FAPT, CPMT members and case managers and will collaborate with the CPMT and FAPT to identify training needs and will coordinate training for FAPT, CPMT and case managers.

The Coordinator will collaborate with other staff who compile and maintain all reports to include Local Expenditure and Data Reimbursement System reports and any supplemental request ensuring that reports are submitted timely and accurately.

The Coordinator will ensure that all CPMT related grant applications and reports are completed accurately and timely and will provide updates on said applications and reports as necessary or as requested. The Coordinator prepares, reviews and monitors grant proposals and funding, completing all required reports. The Coordinator will also ensure critical service gap surveys are completed and reported. Any community needs assessment that is necessary, is the responsibility of the Coordinator to ensure meets all requirements and is conducted in accordance with the purpose of which it is intended.

The Coordinator will be CANS (or other State approved assessment tool) certified and serve as a Report Administrator ensuring all CANS requirements are met and CANS is used in guiding service delivery. The Coordinator should maintain a copy of all case manager CANS certificates, ensuring that up-to-date certifications are on file. Further, the Coordinator must ensure that all required CANS documents are provided and filed in the FAPT file. Should issues arise with the provision of timely CANS, the Coordinator should attempt to resolve the issue before bringing it to the CPMT attention but should be aware that a denial of funds may result.

The Coordinator is responsible for a Utilization Management process and will perform Utilization Reviews on all FAPT cases to ensure that all necessary documents are contained within the file and to ensure that services being provided are appropriate and consistent with the IFSP; ensuring that case managers are directed to provide all utilization management required information, ensuring sound utilization management practices.

The Coordinator will ensure that all vendors will have signed contracts with CPMT prior to service delivery. This includes licensing approvals, background checks and insurance verification where applicable. Annual contracts will be obtained with ongoing vendors while others will be completed as needed and annually thereafter, ensuring appropriate rates are used. Rate negotiation is expected when applicable.



The Coordinator will ensure that FAPT and CPMT are aware of changes in CSA policy, both state and local.

The Coordinator is expected to participate in statewide events for CSA Coordinators as well as regional meetings. Participation is expected in all other relevant trainings geared toward understanding the CSA policies and procedures as well as those that interact with the CSA process such as Medicaid and Foster Care, Special Education and other funding sources. The Coordinator will serve as a point of contact for anyone desiring information about Gloucester's CSA program.

The Coordinator will visit facilities as needed to assist with compliance as well as tour facilities not previously used by the County.

The Coordinator will maintain Mental Health Initiative (MHI) files and stay current on locality fund balance and ensure all required documents are completed timely and accurately, to include completion of CPMT approved funding authorizations for initiation of services.

The Coordinator will ensure funds are encumbered following approval. All funds approved by CPMT will be encumbered immediately with the CPMT Chair's authorization. The coordinator, on behalf of the CPMT, is authorized to encumber funds resulting from VEMAT increases.

The Coordinator has the authority to unencumber funds and direct the Administrative Program Coordinator to do so, with the Coordinator's signature. This includes decreases in the VEMAT assessment amounts previously encumbered. All unencumbering of funds previously encumbered and not needed, shall be unencumbered in a timely manner such that fund balances will be accurate.

Funds should be evaluated regularly but no less than quarterly, for unencumbrance potential. The Coordinator will review and initial all CSA case action forms prepared for payment by the Administrative Program Coordinator to ensure that funding is being utilized in the manner in which it was approved.

The Coordinator will work with the Fiscal Agent in planning the annual CSA budget as it relates to current needs and projections of future needs.

The Coordinator shall maintain knowledge of IACCT cases and participate in recommendation meetings, when held, as well as invite FAPT participation. The Coordinator will act as a liaison to the FAPT process and provide information to the IACCT meeting as it pertains to CSA and locality processes.

## **DUTIES AND RESPONSIBILITIES OF FAPT MEMBERS AND DESIGNEES**

All FAPT members/designees will actively participate in the FAPT meetings.

FAPT members will serve as a liaison to facilitate exchange of information between the FAPT and his/her agency. Team members will research agency records to determine whether their agency has any pertinent information about the case to be staffed.

FAPT members will be responsible for following up with case managers regarding FAPT recommendations pertaining to cases assigned to their respective agency.

All FAPT members will sign and adhere to the FAPT Confidentiality Agreement.

FAPT members will participate as representatives of their agency and will act according to, and within, the

policy and procedures of their agency.

All new members will participate in an orientation which will include a review of policies, procedures and guidelines provided by the CSA Program Coordinator.

### **MENTAL HEALTH INITIATIVE FUNDS**

Mental Health Initiative Funds (MHI) are available through the Middle Peninsula Northern Neck Community Services Board to provide services to children and families that do not meet the mandated service criteria for Children's Services Act funding. Requests for services utilizing MHI Funds will be staffed through FAPT with review and approval by the CPMT. The Middle Peninsula Northern Neck Community Services Board representative to the FAPT will be responsible for keeping the CSA Program Coordinator apprised of the availability of funds on an ongoing basis.

### **PROMOTING SAFE AND STABLE FAMILIES GRANT FUNDS**

At the discretion of the Gloucester CPMT, application will be made annually for the Promoting Safe and Stable Families Grant. Prior to making application, the CPMT will convene to determine how the funds will be utilized each year in accordance with the service gaps identified in the community. The CSA Program Coordinator will be responsible for completing the annual application, securing the required quarterly reports from program participants, and submitting all required reports to the Virginia Department of Social Services.