

**Dinwiddie County**  
**Community Policy and Management Team**  
**Wednesday, November 17, 2021 at 9:00 AM**  
**Agenda**

**1. ROLL CALL**

**2. REVIEW AND APPROVAL OF OCTOBER 2021 CPMT MINUTES**

Documents:

[cpmt minutes 10.27.21.pdf](#)

**3. FY2022- CSA POOL REIMBURSEMENT REPORT AND TRANSACTION HISTORY REPORT #3- FILED NOVEMBER 5, 2021**

Documents:

[CSA Pool Report and Transaction History-Number 3.pdf](#)

**4. OCS ADMINISTRATIVE MEMO #21-16: IMPLEMENTATION OF HB2212- IMPROVING LOCAL CSA PERFORMANCE (OCTOBER 29, 2021; 01:25PM)**

Documents:

[Administrative Memo 21-16 final.pdf](#)

**5. SLAT UPDATE- (NOVEMBER 4, 2021)**

**6. DEPARTMENT REPORTS**

**7. REMINDER OF CPMT'S NEXT MEETING ON DECEMBER 15, 2021 AT 9:00AM.**

**8. CLOSED SESSION**

**9. ADJOURNMENT**

**Dinwiddie County**  
**Community Policy and Management Team**  
**Minutes**  
**Wednesday, October 27, 2021**  
Dinwiddie Government Center  
14010 Boydton Plank Road, Dinwiddie, VA

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**Roll Call:**

Natachia Randles, Dinwiddie DSS, Director, Chair

Diana Barnes, District 19 CSB, Specialist Children's Services Manager

Pam Joyner, DCPS, Director of Special Education

Sheila Green, Salisbury-Rivermont School/Principal, Private Provider

Eileen Drake, Parent Representative

Anne Howerton, Deputy County Administrator, Finance & General Services

Tracy King, 11<sup>th</sup> District CSU, Director, Vice-Chair

Sheryl Jackson-Wade, 11<sup>th</sup> District CSU-Supervisor- Absent

Terry Arthur, Crater Health District, Nurse - Absent

Erica Stewart, Salisbury-Rivermont School/Guidance Counselor- Absent

Alicia Lee, DCPS, Special Education- Absent

Ami Williams, District 19 CSB, Outpatient Therapy Supervisor - Absent

Amanda Skalsky, CSA Management Specialist

Angel Young-Gill, Children's Services/CSA, Director

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The meeting was called to order at 9:00 AM by the Chair, Natachia Randles.

The September minutes were approved. A motion was made by Sheila and seconded by Eileen. All were in favor.

#### New Business:

The FY 2022 Pool Reimbursement and Transaction History Report #2 filed on October 4, 2021 was distributed. It showed the total year to date expenditure amount of \$299,175.65 (\$200,691.75 - State & \$98,483.90).

Members concurred that our revised Dinwiddie County Bylaws, Policies and Procedures were finalized for September 2021. Angel updated this team on highlights from the Virginia Department of Social Services 'VDSS CSA Presentation that occurred on September 24, 2021. FAPT and CPMT received copies of the presentation. Our DSS and CPMT agreed to participate in a 'Comprehensive FAPT' to allow for any additional services and regular review. Medicaid should approve the use of the evidence-based services (MST, FFT & PCIT) in December. According to VDSS, 62% of the State has no In-Home cases for the SFY21-Q4. The CPS cases count for 29% of the usage. They are working with localities and community partners to improve the rate of usage. Funding options are specialized and determined by the areas of need and DSS guidance. They are continuing to recruit more designated QRTPs. There are court hearings based on the Family First QRTP placements. The IACCT process is required. The IFSPs need to be clear on the family and DSS's & CSA's goals and recommendations. OCS emphasized that DSS is responsible for working through Title IV-E issues. Angel reported that after meeting with Donna on the DSS In-Home services, we have been working with one child already for over a year. DSS has two other families that they are working with that may potentially need this level. However, their needs are being met by two DSS Workers and intervention/prevention services in the community. We are looking forward to using our 'Prevention Services' workgroup to expand the use of options to target our families. OCS held Office Hours on October 15 and the discussion was related to 'Financial Reporting.' Kristy with OCS will be creating some YouTube training to cover areas such as CSA Supplemental reports, and streamlining the CSA process. The State is looking to calculate the state share for funds vs. multiple rates for services. She broke down the status level related to monthly pool reimbursement reports and the approval codes. The OCS Newsletter is planning to have a cheat sheet in it on financial highlights. Scott stated that Thomas Brothers has a function in their system that will allow them to combine a month if you miss a month of filing your reimbursement. He suggested coordinators reach out to Thomas Brothers on this feature. When preparing for a supplement, they recommend that you look at the 'State' share verses all of the other areas. There are no limitations to submit Medicaid errors to Magellan when you need corrections completed. They encouraged localities to submit for additional 'Wraparound' funding if you need it.

Angel is participating in the HB2212 Workgroup: Improving Local CSA Performance and the CSA Inclusive Excellence Council. A brief update was given on the initiative for these workgroups. An update was given on the virtual State CSA Coordinators meeting on September 24, 2021. Scott thanked the CSA Coordinators Group for engaging as one on all levels of involvement with stakeholders. He spoke on the same VDSS FFPSA, Two public comment periods, PRTF's closures of Stepstone, Riverside, and Newport News Behavioral Health for CSA services. Magellan has been sold to Molina. Magellan's contract is still under DMAS. There was discussion about the challenges of finding residential placements for our youth especially in the Northern VA and Central

region. Some youth have reportedly been through CCCA at least three times and can sometimes find a bed out of state. CSA can still cover the cost for these out of state placements but family engagement issues increase. There is a new tool called 'OWL' that SLAT & the SEC may be able to use that will allow people to observe and listen but not make public comments. The Transitional Services from the private day school workgroup met and should roll out in July 2023 as the earliest transfer to public schools. This may end up being pushed to another fiscal year such as 2024. The CSA Conference is virtual on October 28 & 29 as half-days with a pre-conference for CSA Coordinators on October 22. The "Family Guide" will be sent out soon for CSA offices. The VDSS FFPSA & IIHS Alignment was reported on. They stressed the use of the Virginia EBS Clearing House and VA Prevention Plan. There were not many FAPT's that changed over to MDTs. There was encouragement on CSA & DSS offices collaborating on goals. Donna Bonnessi with DARS (Dept. of Rehabilitative Services) reported on their supportive services that they use for youth and adults who have special needs related to the deaf and hard of hearing, rehabilitation concerns, transitional services with youth with disabilities and support for youth age 14 to adulthood. The Federal government help fund them to become employed. They have the Office of Aging & Division of Community living and employment for students and youth with disabilities (up to age 24). They have worked with over 4,000 students with disabilities and youth under that age of 22 with IEPs or 504 plans. They help the families pre-employment transitional services that could help them explore career options. They work with employers to allow them to shadow workers, have summer internships & tour business virtually or in person. There was a discussion at State Coordinators meeting that emphasized that there is a 75% turnover rate for CSA Coordinators. We are looking to support each more through mentorship and additional support from OCS & localities.

OCS adjusted the audit work plan schedule for August 12, 2020, October 7, 2021. Dinwiddie's audit will be in FY 2023. Due to global pandemic, onsite audits have been suspended until further notice from OCS. We have completely reviewed and updated our OCS Risk Assessment Workbook and reviewed the files that FAPT already reviewed this month as part of the sample case reviews. We pulled files that the county auditors pulled as a sampling of services for this year.

Natachia stated that they are very busy. Diana reported that the CSB is working hard to use the most least restrictive programs as possible. Youth with mental health needs are being placed across the state and out of state. They are encouraging crisis stabilization for adults and youth. Youth and families are experiencing long waits in the acute and emergency rooms before they get to emergency rooms. There are no psychiatric services or limited services. Their agency is looking at any services that can be put in place verses them being put in the hospital. They have been educating parents on this challenging dilemma. The legislative body is aware of this occurring and are working through it. The workforce shortage has added additional demands on our systems of care. Pam indicated that the schools are busy too. They are having a 'Child Find' event this Friday at our Historic Southside location from 9 AM to 12 PM. They are taking appointments only. Parents can contact them online too. Sheila informed us that their enrollment has increased. They have lost some staff but are working through this. Eileen stated that she is participating in the Comprehensive Planning Session at 6 PM

at Eastside Enhancement Center then Ragsdale Community Center. Anne stated that they are finishing the audit. The County is implementing a new computer system that is phased over thirty months. They are working on budgets next. Tracy reported that DJJ is doing a professional cycle. They are working on EWP's. The 11<sup>th</sup> District CSU is short staff. She is the supervisor and director. They are doing YASI busters and Effective EPICS. She is looking to bringing the 'Standardized Disposition Matrix' to community partners. It would make things equitable in all areas regionally.

The next CPMT meeting is on November 17, 2021 at 9 AM and will be held in person in the Dinwiddie Training Room.

### **CLOSED SESSION**

At 10:36 AM, upon the motion of Anne Howerton and seconded by Tracy King and all were in favor,

The Community Policy and Management Team (CPMT) convened into a closed meeting under:

**§2.2-3711 (A)(4). The protection of the privacy of individuals in personal matters not related to public business.**

- Discussion of Children's Services Cases

**§2.2-3711 (A) (16).** Discussion or consideration of medical and mental health records subject to the exclusion in subdivision 1 of Section 2.2-3705.5.

- Discussion of Children's Services Cases

AYES: Natachia Randles, Sheila Green, Eileen Drake, Anne Howerton, Diana Barnes, Pam Joyner, Tracy King

NAYS: None

ABSENT: Alicia Lee, Sheryl Jackson-Wade, Erica Stewart, Ami Williams, Terry Arthur

At 10:48 AM, upon motion of Sheila Green, seconded by Diana Barnes, the CPMT reconvened into open session. All were in favor.

AYES: Natachia Randles, Sheila Green, Eileen Drake, Anne Howerton, Diana Barnes, Pam Joyner, Tracy King

NAYS: None

ABSENT: Alicia Lee, Sheryl Jackson-Wade, Erica Stewart, Ami Williams, Terry Arthur

### **CERTIFICATION AND MOTION TO ADOPT CERTIFICATION RESOLUTION**

**Whereas**, the Community Policy and Management Team convened in a closed meeting under section

§2.2-3711 (A)(4). The protection of the privacy of individuals in personal matters not related to public business

- Discussion of Children's Services Cases

§2.2-3711 (A) (16). Discussion or consideration of medical and mental health records subject to the exclusion in subdivision 1 of Section 2.2-3705.5.

- Discussion of Children's Services Cases

**And whereas**, no member has made a statement that there was a departure from the lawful purpose of such closed meeting or of the matters identified in the motion discussed.

**Now may it be certified**, that only those matters as were identified in the motion were heard, discussed or considered in the meeting.

Upon motion of Anne Howerton, seconded by Diana Barnes, the Certification Resolution was adopted.

AYES: Natachia Randles, Sheila Green, Eileen Drake, Anne Howerton, Diana Barnes, Pam Joyner, Tracy King

NAYS: None

ABSENT: Alicia Lee, Sheryl Jackson-Wade, Erica Stewart, Ami Williams, Terry Arthur

Upon motion of Diana Barnes, seconded by Tracy King, the October budget was approved as presented.

AYES: Natachia Randles, Sheila Green, Eileen Drake, Anne Howerton, Diana Barnes, Pam Joyner, Tracy King

NAYS: None

ABSENT: Alicia Lee, Sheryl Jackson-Wade, Erica Stewart, Ami Williams, Terry Arthur

**ADJOURNMENT**

The meeting was adjourned at 11:17AM.

#3

/\*Task: 1283: further edited to align the columns for Transaction History report on 09/21/2021\*/

**Admin Plan**

			Total Amount	State
<b>Administrative Allocation</b>			<b>\$16,241.00</b>	<b>\$10,787.00</b>
Status	Date Filed	Date CPMT Approved	Date FA Approved	Date DOE Approved
<u>9</u>	8/6/2021	8/6/2021	8/6/2021	10/22/2021

**Transaction History(With WRAP)**

		Total Amount	Local	State	
<b>Beginning Balance</b>		<b>\$2,244,866.00</b>	<b>\$753,826.00</b>	<b>\$1,491,040.00</b>	
Status	Period End Date	Date Filed	Total Amount	Local	State
<u>9</u>	8/31/2021	9/3/2021	\$150,303.14	\$50,007.59	\$100,295.55
<u>9</u>	9/30/2021	10/4/2021	\$148,872.51	\$48,476.31	\$100,396.20
<u>1</u>	10/31/2021	11/5/2021	\$63,385.79	\$21,481.04	\$41,904.75
	Pool Reimbursement Expenditure Totals (With WRAP)		\$362,561.44	\$119,964.94	\$242,596.50
<b>Remaining CSA Balance (With WRAP)</b>			<b>\$1,882,304.56</b>	<b>\$633,861.06</b>	<b>\$1,248,443.50</b>

**Transaction History (NON-WRAP Dollars only)**

		Total Amount	Local	State
<b>Beginnings Balances</b>		<b>\$2,195,473.00</b>	<b>\$737,240.00</b>	<b>\$1,458,233.00</b>
Period End Date	Date Filed	Total Amount	Local	State
8/31/2021	9/3/2021	\$146,453.14	\$48,714.76	\$97,738.38
9/30/2021	10/4/2021	\$144,307.51	\$46,943.38	\$97,364.13
10/31/2021	11/5/2021	\$60,855.79	\$20,631.47	\$40,224.32

Period End Date	Date Filed	Total Amount	Local	State
Pool Reimbursement Expenditure Totals(NON- WRAP Only)		\$351,616.44	\$116,289.61	\$235,326.83
<b>Remaining CSA Balance (NON-WRAP only)</b>		<b>\$1,843,856.56</b>	<b>\$620,950.39</b>	<b>\$1,222,906.17</b>

## Transaction History (WRAP dollars only)

	Total Amount	Local	State	
<b>Beginnings Balances</b>	<b>\$49,393.00</b>	<b>\$16,586.00</b>	<b>\$32,807.00</b>	
Period End Date	Date Filed	Total Amount	Local	State
8/31/2021	9/3/2021	\$3,850.00	\$1,292.83	\$2,557.17
9/30/2021	10/4/2021	\$4,565.00	\$1,532.93	\$3,032.07
10/31/2021	11/5/2021	\$2,530.00	\$849.57	\$1,680.43
Pool Reimbursement Expenditure Totals (WRAP only)		\$10,945.00	\$3,675.33	\$7,269.67
<b>Remaining CSA Balance (WRAP only)</b>		<b>\$38,448.00</b>	<b>\$12,910.67</b>	<b>\$25,537.33</b>

#3

## CSA FY 22 - POOL REIMBURSEMENT REQUEST REPORT—PART 1

DATE: November 05, 2021	FOR PERIOD ENDING: October 31, 2021 Report ID: 37140
LOCALITY: Dinwiddie -FIPS 53	Contact Peerson: Angel Young-Gill Phone Number:804-469-5391

## PART 1 - EXPENDITURE DESCRIPTION

EXPENDITURE DESCRIPTION	LOCAL MATCH RATE (a)	GROSS TOTAL EXPENDITURES THIS PERIOD (b)	EXPENDITURE REFUNDS THIS PERIOD (c)	NET TOTAL EXPENDITURES (b minus c) (d)	LOCAL MATCH (a x d) (e)	STATE MATCH (d-e) (f)
<b>1. CONGREGATE CARE / MANDATED AND NON-MANDATED RESIDENTIAL SERVICES</b>						
<b>1a.</b> Foster Care - IV-E children in Licensed Residential Congregate Care; pool expenditures for costs not covered by IV-E (i.e., non room-and-board)	\$0.4197	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>1b.</b> Foster Care - all others in Licensed Residential Congregate Care	\$0.4197	\$8,303.40	\$0.00	\$8,303.40	\$3,484.94	\$4,818.46
<b>1c.</b> Residential Congregate Care -CSA Parental Agreements ; DSS Noncustodial Agreements	\$0.4197	\$6,503.18	\$0.00	\$6,503.18	\$2,729.38	\$3,773.80
<b>1d.</b> Non-Mandated Services/Residential/Congregate	\$0.4197	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>1e.</b> Educational Services - Congregate Care	\$0.3358	\$10,586.85	\$0.00	\$10,586.85	\$3,555.06	\$7,031.79
<b>2. OTHER MANDATED SERVICES</b>						
<b>2a.</b> Treatment Foster Care - IV-E	\$0.3358	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>2a.1</b> Treatment Foster Care	\$0.3358	\$4,185.00	\$0.00	\$4,185.00	\$1,405.32	\$2,779.68
<b>2a.2</b> Treatment Foster Care - CSA Parental Agreements ; DSS Noncustodial Agreements	\$0.3358	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>2b.</b> Specialized Foster Care - IV-E ; Community Based Services	\$0.3358	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>2b.1</b> Specialized Foster Care	\$0.3358	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>2c.</b> Family Foster Care - IV-E ; Community Based Services	\$0.1679	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>2d.</b> Family Foster Care Maintenance only	\$0.3358	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

2e.	Family Foster Care - Children receiving maintenance and basic activities payments; independent living stipend/arrangements	\$0.3358	\$3,918.00	\$0.00	\$3,918.00	\$1,315.66	\$2,602.34
2e.1	State Kinship Guardianship	\$0.3358	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2e.2	Federal Kinship Guardianship	\$0.3358	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2f.	Community - Based Services	\$0.1679	\$6,230.86	\$0.00	\$6,230.86	\$1,046.16	\$5,184.70
2f.1	Community Transition Services - Direct Family Services to Transition from Residential to Community	\$0.1679	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2g.	Special Education Private Day Placement	\$0.3358	\$25,160.50	\$4,032.00	\$21,128.50	\$7,094.95	\$14,033.55
2h.	Wrap-Around Services for Students With Disabilities	\$0.3358	\$2,530.00	\$0.00	\$2,530.00	\$849.57	\$1,680.43
2i.	Psychiatric Hospitals/Crisis Stabilization Units	\$0.3358	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3.	Non-Mandated Services/Community-Based	\$0.1679	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4.	<b>GRAND TOTALS: (Sum of categories 1 through 3)</b>		<b>\$67,417.79</b>	<b>\$4,032.00</b>	<b>\$63,385.79</b>	<b>\$21,481.04</b>	<b>\$41,904.75</b>

**CSA FY 22 - POOL REIMBURSEMENT REQUEST REPORT—PART 2**

PART 2 - EXPENDITURE REFUND DESCRIPTION		
Information regarding total expenditure refunds reported in Part 1, Line 4(c):		
EXPENDITURE REFUND DESCRIPTION	CODE	AMOUNT
Vendor Refunds and Payment Cancellations	010	\$4,032.00
Parental Co-Payments	020	\$0.00
Payments made on behalf of the child (ex: SSA, SSI, VA benefits, &##133;)	030	\$0.00
Child Support Collections through DCSE	040	\$0.00
Pool prior-reported expenditures re-claimed under IV-E	050	\$0.00
Other: #getforminfo.COMMENTS#	090	\$0.00
<b>TOTAL REFUNDS</b> : Note: This total must agree with the GRAND TOTAL of all expenditure refunds Part 1, Line 4, Col (c).		<b>\$4,032.00</b>

The expenditures and refunds reported herein were incurred in accordance with provisions of the Comprehensive Services Act, and have not been reported on a previous claim. Documentation is maintained to support the expenditure and refund amounts reported, and to demonstrate that each expenditure and refund was made on behalf of a specific child (or list of specific children) and complies with the CSA Manual, COV and Appropriation Act requirements including utilization management and FAPT criteria.





# COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.  
Executive Director

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

### ADMINISTRATIVE MEMO #21-16

**TO:** CSA Coordinators  
CPMT Chairs  
CPMT Members

**FROM:** Scott Reiner, Executive Director  
Courtney Sexton, Program Consultant

**RE:** Implementation of HB2212 – Improving Local CSA Performance

**DATE:** October 29, 2021

In the fall of 2020, the Joint Legislative Audit and Review Committee (JLARC) issued its report of its study of the CSA program. If you haven't seen the report, it can be found at [this link](#). Among the findings was a recommendation that the Office of Children's Services (OCS) be directed to:

“to provide for the effective implementation of the Children's Services Act program in all localities by (i) regularly monitoring local performance measures and child and family outcomes; (ii) using audit, performance, and outcomes data to identify local programs that need technical assistance; and (iii) working with local programs that are consistently underperforming to develop a corrective action plan that will be submitted to OCS and the State Executive Council.” (Recommendation 13, page 62).

The 2021 General Assembly (HB2212) codified this recommendation as §2.2-2649.19 in the section of the Code of Virginia that details the duties and responsibilities of the OCS. OCS was allocated one additional position to assist in carrying out this requirement. Courtney Sexton, previously the CSA Coordinator in James City County, has been hired into that position.

A workgroup of local CSA coordinators assisted OCS in shaping how we intend to move forward. We wish to emphasize that our goal is for program improvement, not to establish another auditing process. There will be no financial penalties or referral to the auditors emerging from our engagements and we hope the expected program improvements will reduce/prevent future audit findings.

We also wish to highlight that we view your local CSA program as the work of the entire group of stakeholders. This new activity is not an evaluation of the CSA Coordinator, nor

will it focus on their role any more than any other role in the local program. The focus will be on policies, practices, and all aspects of the local CSA program, striving to identify existing strengths that are a resource to enhance areas needing improvement. The Program Consultant will assist with developing and executing a Program Enhancement Plan that will address areas jointly identified through the data review and consultation processes.

Localities will be identified for consultation based on a review of existing data. We will soon be finalizing a listing of the types of data to be reviewed and we will share that with you. The OCS Program Consultant will reach out to your local CSA staff to initiate the process as needed. OCS will also consider voluntary requests for this type of in-depth consultation, and we will develop a request form for this purpose. The current mechanism for requesting specific technical assistance remains in place and can be accessed through <https://www.csa.virginia.gov/Contact/TechnicalAssistance/2>.

We ask that you share this information with your Community Policy and Management Team members and other appropriate persons in your community, including city/county administrators.

Please direct any questions to either Scott Reiner ([scott.reiner@csa.virginia.gov](mailto:scott.reiner@csa.virginia.gov)) or Courtney Sexton ([Courtney.sexton@csa.virginia.gov](mailto:Courtney.sexton@csa.virginia.gov))

We are excited to bring this heightened level of program improvement resources to the CSA program and look forward to working with you.