

Clarke County CPMT Agenda
February 28, 2023
2:00 PM
Clarke County Government Center
101 Chalmers Court Room AB, Berryville VA 22611

OPEN SESSION

1. Approve minutes from January 24, 2023
2. December 2023 meeting date/time – Monday 12/18 10am – 12pm
3. DBDHS memo on bed reporting update
4. OCS time to service survey review
5. Poplar Springs billing discrepancy
6. Parental Co-Payment – multiple issues with policy
7. Financial – January payment report

CLOSED SESSION

Consent Agenda: 7 cases

Next Meeting: March 28, 2023

CLARKE COUNTY CPMT MEETING MINUTES

January 24, 2023

Attendees

Katherine Webster	CSA Coordinator
Leea Shirley	VDH Representative
Denise Acker	CSB Representative
Tavan Mair	Private Provider Representative
Rachael Selman	DSS Representative Alternate
Jerry Stollings	CSU Representative and CPMT Vice Chair
Frank Moore	CCPS Representative and CPMT Chair
Terri Catlett	BOS Representative

Frank called the meeting to order at 2:00 p.m. The meeting was conducted in person at the Clarke County Government Center, with Denise joining virtually.

Old Business:

Jerry made a motion to approve the minutes from December; Leea seconded the motion. Frank and Terri abstained as they were absent at the December meeting.

New Business:

1. The team set the 2023 meeting schedule, keeping the 4th Tuesday of each month from 2-4pm. There was a discussion about the December meeting date, as it falls during the week of Christmas. Katherine will send out a poll to team member to check their availability.
2. The team reviewed a recent memo from DBDHS on local CPMTs' duties to report youth waiting for psychiatric bed placement. Katherine is in the process of connecting with Jessica Johnson from Northwestern CSB's crisis unit to get more information on their processes and how Clarke CPMT can work with NWCSB on this issue.
3. Katherine presented the team with a slide deck she prepared for an upcoming Board of Supervisors meeting. The Clarke CSA coordinator presents a summary of the program yearly to the BoS. The team gave some feedback that Katherine will incorporate to the deck.
4. The team discussed HB2018, which was recently presented to the House and referred to the Committee on Health, Welfare, and Institutions. Katherine noted that it is likely to pass as there is no financial impact and will update CPMT accordingly.

Financial Update:

The payment report from December was reviewed. There were no questions about the report.

Closed Session:

See attachment A for completed form detailing the motion to enter closed session, vote on the items discussed, and certify the discussion in closed session.

Consent Agenda:

The consent agenda with 4 cases was reviewed. Jerry made a motion to leave closed session and Frank seconded.

Next meeting: February 22, 2023

MOTION TO CONDUCT A CLOSED MEETING

I move that the Clarke County Community Policy and Management Team conduct a closed meeting in accordance with §2.2-3711 A of the Code of Virginia for the purposes of:

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

The subject matter of the closed meeting will be:

1. Case Review (active and recent).

RECORD OF VOTE AS TO THE AFORESAID MOTION

	MOTION BY	SECOND	ABSENT/ ABSTAIN	AYE	NAY
<i>Denise Acker</i>				✓	
<i>Jerry Stollings</i>	✓				
<i>Jennifer Parker</i> <i>Rachael Selman</i>				✓	
<i>Terri Catlett</i>				✓	
<i>Leea Shirley</i>				✓	
<i>Frank Moore</i>	✓				
<i>Tavan Mair</i>				✓	

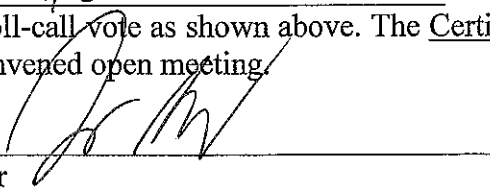
CERTIFICATE

Do each of you certify that to the best of your knowledge only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act, and only such public business matters as were identified in the motion by which the closed meeting was convened, were heard, discussed or considered by the Community Policy and Management Team in the closed meeting?

	AYE	NAY	ABSENT	REASON FOR NAY VOTE
<i>Denise Acker</i>	✓			
<i>Jerry Stollings</i>	✓			
<i>Jennifer Parker</i> <i>Rachael Selman</i>	✓			
<i>Terri Catlett</i>	✓			
<i>Leea Shirley</i>	✓			
<i>Frank Moore</i>	✓			
<i>Tavan Mair</i>	✓			

The aforesaid Motion and Certificate were adopted in open meeting at a public meeting held on 1/24/2023 of the Clarke County Community Policy and Management Team by roll-call vote as shown above. The Certificate was adopted immediately after the closed meeting at a reconvened open meeting.

Chair



Date

24
1/24/23


Re: Clarke bed reporting - follow up

Webster, Katherine (VDSS) <Katherine.Webster@dss.virginia.gov>

Wed 2/1/2023 11:02 AM

To: Jessica Johnson <Jessica.Johnson@nwcsb.com>

Cc: Frank Moore (moorea@clarke.k12.va.us) <moorea@clarke.k12.va.us>

 1 attachments (53 KB)

Memo for Children and Adolescents Acute and Residential Reporting Form .pdf;

Hi Jessica,

Thanks again for taking the time to talk to me today and explain the CSB process for acute bed placement reporting. I attached the memo that Clarke CSA received about CPMT's role in this initiative. The questions Clarke CPMT discussed at our last meeting are:

1. How would a CPMT member have knowledge of a youth who is unable to be placed in an acute or residential facility? We're really just looking for your perspective here, since you are the expert in this arena. I'd assume that NW is reporting this data nearly 100% of the time but if we're charged to develop local policy around it, your input is valuable.
2. What (if any) coordination exists between CSBs on this matter? Clarke is located in an area where some youth might travel to Loudoun or further to obtain treatment. Since NW covers Clarke at it's eastern boundary, it seems possible that some data from Clarke might be missed if families seek treatment outside of NW's catchment area.
3. What else don't we know about this issue? I think the team has a good understanding about its purpose and process but again, this is not our realm of expertise so any insights you or your colleagues have would be helpful as we work on developing local policy.

I've copied Frank Moore, the Clarke CPMT chairperson, on this message just to keep us all on the same page.

Thanks again,
Katherine

From: Jessica Johnson <Jessica.Johnson@nwcsb.com>

Sent: Tuesday, January 31, 2023 10:26 AM

To: Webster, Katherine (VDSS) <Katherine.Webster@dss.virginia.gov>

Subject: Re: Clarke bed reporting - follow up

Yes ma'am. How about I give you a call tomorrow at 10am?

Jessica Johnson MS LPC CPSC

c: 540-247-4743

From: Webster, Katherine (VDSS) <Katherine.Webster@dss.virginia.gov>

Sent: Tuesday, January 31, 2023 9:13 AM

To: Jessica Johnson <Jessica.Johnson@nwcsb.com>

Subject: Clarke bed reporting - follow up

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Hi Jessica,

I'm sorry that I lost track of this over the last couple weeks. Can we try to find a time for a quick conversation (about 15 minutes) this week or next week? I'm available most mornings, before 11am and a couple afternoons here and there.

Thanks for your flexibility and patience!

Katherine

Katherine Webster, OTR/L, QMHP-C

CSA Coordinator

Clarke County DSS

311 E Main St

Berryville VA, 22611

(o) 540-955-5198

(c) 540-917-1354

(f) 540-955-3958

Office of Children's Services Data Collection Event - time to service study

Thompson, Carrie (CSA) <Carrie.Thompson@csa.virginia.gov>

Thu 2/2/2023 11:22 AM

To: Webster, Katherine (VDSS) <Katherine.Webster@dss.virginia.gov>

Cc: moorea@clarke.k12.va.us <moorea@clarke.k12.va.us>

📎 2 attachments (35 KB)

Clarke_043.xlsx; Survey-Time to Service 2023.docx;

Good morning and happy February! I hope this email finds you and yours well.

What is the ask?

- The Time to Service study is a data collection activity, lasting no more than two months from the date of your first referral logged for the period. The spreadsheet attached to this message is the data collection tool to be used to document information about the time between the receipt of a referral for services and the CSA's approval to fund those services. Information collected will include dates of key points in the process and types of services requested.
- The survey is meant to collect context for the study, via open-ended responses that allow your program the space to describe the caveats of your locality's administration of CSA. To be completed during the two months of data collection, but can be sent in ahead of the spreadsheet.
- The number of cases assigned to your locality was based on a percentage of your FY2022 case count, distributed over the proportion of mandate types in your program's service mix over the last three years, or a minimum of one case per group. Please reference the Instructions tab in the spreadsheet for full detail.

Why?

- Joint Legislative Audit and Review Commission (JLARC) recommended that the Office of Children's Services (OCS) should require local CSA programs to measure, collect and report timeliness data to OCS at least annually.
- Recommended that OCS use this data to identify local CSA programs with relatively long start times for services, provide assistance to these programs, and notify Community Policy and Management Teams of their low performance relative to other CSA programs.

Appreciation to Shari Lyons, Pam Wimmer, Robin Turner, Kelie Smith, Julie Dubee, Rachel Lewis, Rachel Schulhof, and Tesa BrodyWrye for your help in developing these tools!

Please send me an email if you have any issues or questions. Thank you for your participation.



Carrie Thompson

Research Associate Senior

Office of Children's Services

1604 Santa Rosa Rd., Suite 137, Richmond, VA 23229

804-663-5546

carrie.thompson@csa.virginia.gov

www.csa.virginia.gov

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Time to Service data collection: questions asked so far, answered

Thompson, Carrie (CSA) <Carrie.Thompson@csa.virginia.gov>

Fri 2/3/2023 1:14 PM

To: Thompson, Carrie (CSA) <Carrie.Thompson@csa.virginia.gov>

Hello all! Thank you for your patience as I sent out each locality's information individually. Everyone should have their survey and spreadsheet data collection tool now.

Below are some questions that have been received from Coordinators, and OCS's answers. Hopefully you will find this helpful. Keep them coming, and I will continue to share out to the group.

Are we only tracking new referrals?

- This event is only collecting new referrals, not referrals for youth that are already receiving CSA-funded services. For new Foster Care cases, track time from the referral to the first FAPT.
- If there are multiple services being requested, track the primary service being requested (your call) - there is space in the spreadsheet to provide detail on the type of service requested.

What about MDT requests that are not requesting services funded through FAPT?

- Please track this process within your sample for Foster Care Prevention (second PMT grouping tab in spreadsheet). If you have additional questions about this, just let me know.

If the collection period is for only two months, how long do we wait to collect data on referrals received towards the end of the collection period?

- If your locality is at the end of the two month collection period and is waiting for cases to complete this process to finish your tracking, please contact me. I believe that there can be some flexibility around the end date, and I would prefer complete data over partial data. But let's have a conversation on a case-by-case basis as your collection period is wrapping up.



Carrie Thompson

Research Associate Senior

Office of Children's Services

1604 Santa Rosa Rd., Suite 137, Richmond, VA 23229

804-663-5546

carrie.thompson@csa.virginia.gov

www.csa.virginia.gov

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CSA and Time from Referral to Service: Survey Questions

Locality: Clarke

Coordinators: Katherine Webster

These questions are to be completed by your CSA office. Please provide responses to each of the questions below and submit by: **April 15, 2023**. (email to carrie.thompson@csa.virginia.gov)

1. What is your locality's referral process, from referral received through approval of services?

For new cases who are already affiliated with an agency (DSS, DJJ, CSB, schools) the case manager contacts the CSA coordinator directly and open FAPT slots are offered. For a parental referral (or those not already affiliated with an agency) the CSA coordinator communicates directly with the family to arrange a FAPT slot. At this time, the CSA coordinator also works to connect the family with the appropriate agency to assign a case manager and complete the FAPT paperwork prior to the FAPT appointment.

2. If your CSA staff are out of office, are back-ups in place or does the work wait until their return?

Work waits until the CSA coordinator returns to the office.

3. Does your locality offer emergency FAPT?

Yes, we have a local policy and form for emergency funding for services. After the services are approved, the family is assigned the next available time slot for FAPT to hear the case.

4. Are there certain service referrals that take longer than others to process? Please provide examples.

Due to the lack of resources, there are waiting lists for most services recommended by FAPT. Referrals are made very quickly after CPMT approval of the funding, but the time in between CPMT approval and when services actually begin varies. MST, for example typically has a 3-6 month wait list. Psychological or specialty evaluations also typically take 2-3 months to schedule and then the providers ask for 1-2 months to complete the report.

5. How does your locality set its FAPT agenda? Are there open slots available for "urgent" referrals? Are there any other contingencies built into your agenda?

There are no slots set aside for urgent referrals. The emergency funding procedures are utilized if services are available and need to start prior to a FAPT opening. The FAPT members are very generous with their time and have agreed to stay later or start earlier than the standard times to accommodate families' needs.

6. Does your locality require CPMT approval before the start of services? If not, please explain.

Yes

7. Is the assignment of a case manager required before FAPT will hear the referral?

It is not specifically required but we have been able to assign a case manger prior to FAPT so far.

8. If a person is known to have Medicaid, how does the request proceed (1) for those that may only need Medicaid services, or (2) for those that may need non-Medicaid services?

Medicaid providers are recommended first. In certain situations the FAPT members have felt that a Medicaid provider would not be appropriate and therefore CSA funds have been used for those services with a non-Medicaid provider. FAPT meeting notes document the team's decision and CPMT is made aware of the situation.

9. Is there anything else you would like to share about your locality's service approval process, or any information about situations that may cause delays between the time a referral is received and services are approved by CPMT?

Our internal procedures work well. The emergency funding procedure is utilized mostly for DSS/CPS cases that are on a legal timeline and therefore cannot wait for monthly CPMT meetings.


Please email this completed survey to Carrie Thompson, OCS Research Associate Senior, at carrie.thompson@csa.virginia.gov by **April 15, 2023**. You may also send questions about this survey or the data collection tool to this email for assistance.

Clarke CSA Funding - KR

Webster, Katherine (VDSS) <Katherine.Webster@dss.virginia.gov>

Fri 2/3/2023 9:15 AM

To: Parham, Pamela <pamela.parham@uhsinc.com>

 2 attachments (47 KB)

PS KR JAN23.pdf; Calendar Poplar Springs FY23.pdf;

Good Morning Pam,

I'm not sure if this information reached you, or if you are the correct person to address it but there will be a pause in payment for this case. The guardian for this youth did not attend the Clarke FAPT meeting scheduled for 1/17/23 when funding for the month of February was to be discussed. Therefore, Clarke CSA is unable to authorize payment for February. The case is scheduled to return to FAPT on 2/7/23, at which time the team will consider funding services from March 1, 2023 forward.

I've attached a PO and invoice that I will need completed for the month of January. The school calendar that I received (also attached) stated that there are "17/4 school days" in January. I noted that the invoice you sent lists 20 school days. Can you please clarify this discrepancy?

Thank you,
Katherine

From: Parham, Pamela <pamela.parham@uhsinc.com>
Sent: Thursday, February 2, 2023 3:08 PM
To: Webster, Katherine (VDSS) <Katherine.Webster@dss.virginia.gov>
Subject: Fw: Message from "RNP583879475BFE"

Thank you,
Pam Parham

From: Parham, Pamela <pamela.parham@uhsinc.com>
Sent: Thursday, February 2, 2023 2:47 PM
To: Parham, Pamela <pamela.parham@uhsinc.com>
Subject: Message from "RNP583879475BFE"

This E-mail was sent from "RNP583879475BFE" (MP 5055).

Scan Date: 02.02.2023 14:47:22 (-0500)
Queries to: pshpadmin@uhsinc.com

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Fw: Message from "RNP583879475A03"

Parham, Pamela <pamela.parham@uhsinc.com>

Tue 2/7/2023 9:21 AM

To: Webster, Katherine (VDSS) <Katherine.Webster@dss.virginia.gov>

Good morning,

I am sending this invoice and purchase order back to you because our calendar days do not match, I have that education was for 20 days for the month of January. Can you please double check your calendar.

Thank you,

Pam Parham

From: Parham, Pamela <pamela.parham@uhsinc.com>

Sent: Tuesday, February 7, 2023 9:07 AM

To: Parham, Pamela <pamela.parham@uhsinc.com>

Subject: Message from "RNP583879475A03"

This E-mail was sent from "RNP583879475A03" (MP 5055).

Scan Date: 02.07.2023 09:07:51 (-0500)

Queries to: phspbo@uhsinc.com


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Re: Message from "RNP583879475A03"

Webster, Katherine (VDSS) <Katherine.Webster@dss.virginia.gov>

Tue 2/7/2023 9:59 AM

To: Parham, Pamela <pamela.parham@uhsinc.com>

 1 attachments (33 KB)

Calendar Poplar Springs FY23.pdf;

Hi Pam,

In my previous response, I attached a copy of the Poplar Spring school calendar I received in July and I've attached it to this message as well for reference. It states that there are "17/4 school days" in January. It's unclear what "17/4" means so the PO was created for 17 days. As you probably know, local CSAs have a very specific process to approve funding for services including multiple teams of people who meet once a month and a fiscal agent who can only authorize certain amounts. I can only present to them the information that I have, which is based on the information I get from vendors. If the school calendar has changed since July, can you please send me an updated copy so that I can bring it back to my teams and request supplemental funding for the extra days? Or can you (or someone else if it isn't your department) please clarify what "17/4 school days" means? It would also be helpful to have an itemized invoice listing all the days this youth attended school in the month of January.

Thank you,
Katherine

From: Parham, Pamela <pamela.parham@uhsinc.com>**Sent:** Tuesday, February 7, 2023 9:20 AM**To:** Webster, Katherine (VDSS) <Katherine.Webster@dss.virginia.gov>**Subject:** Fw: Message from "RNP583879475A03"

Good morning,

I am sending this invoice and purchase order back to you because our calendar days do not match, I have that education was for 20 days for the month of January. Can you please double check your calendar.

Thank you,
Pam Parham

From: Parham, Pamela <pamela.parham@uhsinc.com>**Sent:** Tuesday, February 7, 2023 9:07 AM**To:** Parham, Pamela <pamela.parham@uhsinc.com>**Subject:** Message from "RNP583879475A03"

This E-mail was sent from "RNP583879475A03" (MP 5055).

Scan Date: 02.07.2023 09:07:51 (-0500)

Queries to: phspbo@uhsinc.com

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Fw: Message from "RNP583879475A03"

Parham, Pamela <pamela.parham@uhsinc.com>

Tue 2/7/2023 4:28 PM

To: Webster, Katherine (VDSS) <Katherine.Webster@dss.virginia.gov>

Sorry it took so long to respond but I just got back to work today and I'm playing catch up thank you,
Pam Parham

From: Parham, Pamela <pamela.parham@uhsinc.com>

Sent: Tuesday, February 7, 2023 4:18 PM

To: Parham, Pamela <pamela.parham@uhsinc.com>

Subject: Message from "RNP583879475A03"

This E-mail was sent from "RNP583879475A03" (MP 5055).

Scan Date: 02.07.2023 16:18:33 (-0500)

Queries to: phspbo@uhsinc.com

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Poplar Springs Hospital
 350 Poplar Drive
 Petersburg, VA 23805
 804/733-6874

Invoice No. 2067085

INVOICE

Customer

Name Clarke County DSS
 Address 311 E. Main Street
 City Berryville State VA Zip 22611
 Phone _____

Misc

Date 2/6/2023
 Order No. _____
 Rep MEM

Qty	Description	Unit Price	TOTAL
20	01/03/2023-01/31/2023 Education-Regular	\$155.00	\$3,100.00

SubTotal \$3,100.00

Payment

Credit

Comments _____
 Name ██████████████████
 Account # 30068590071

PT PAY	\$	-
INS PAY	\$	-
TOTAL		\$3,100.00

Office Use Only

Thank you for your prompt payment.

PURCHASE OF SERVICES ORDER

CSA MANDATED 22/23 POS - EDUCATION SERVICES - CONGREGATE CARE

VENDOR NUMBER	VENDOR TAX ID NUMBER	TYPE <input checked="" type="checkbox"/> INDIVIDUAL <input type="checkbox"/> GROUP <input type="checkbox"/> REIMBURSEMENT <input type="checkbox"/> INTERNAL AUTHORIZATION	PURCHASE ORDER NUMBER 2538111	CASE NAME & NUMBER [REDACTED]
VENDOR NAME AND ADDRESS POPLAR SPRINGS HOSPITAL 350 POPLAR DRIVE PETERSBURG VA 23805			CATEGORY MAN-C23 (ESCC)	ADDITIONAL INFORMATION Congregate Educ Srvs: Medicaid
CLIENT NAME AND ADDRESS [REDACTED]	ADULT CHILD 1	MAIL INVOICES TO CLARKE COUNTY DEPARTMENT OF SOCIAL SERVICES 311 EAST MAIN STREET BERRYVILLE VA 22611	ACTIONS <input checked="" type="checkbox"/> NEW PURCHASE OF SERVICE ORDER <input type="checkbox"/> NON-MONETARY CHANGE OF POSO # <input type="checkbox"/> PREMATURE TERMINATION OF POSO # <input type="checkbox"/> UNENCUMBER NOW <input type="checkbox"/> AWAIT FINAL VENDOR INVOICE	
TELEPHONE			← COMPLETE IF PREMATURE TERMINATION IS CHECK	

SERVICE NAME	UNIT TYPE	EFFECTIVE DATE	TERMINATION DATE	UNIT PRICE	TOTAL UNITS AUTHORIZED	AUTHORIZED SERVICE BILLINGS
Educational Services CSA Description: Residential Education	DAY	01/01/2023	01/31/2023	155.00	17.00	2,635.00

NET AUTHORIZED BILLINGS 2,635.00

CASE WORKER NAME KATHERINE WEBSTER	PHONE NUMBER (540) 955-3700	VENDOR: INDICATE ACCEPTANCE OR REFUSAL AND RETURN APPROPRIATE COPY TO THE AGENCY IMMEDIATELY. <input type="checkbox"/> I HEREBY AGREE TO PROVIDE THE SERVICES REQUESTED ABOVE IN ACCORDANCE WITH OUR AGREEMENT FOR PURCHASE OF SERVICES OR INDIVIDUAL VENDOR AGREEMENT. <input checked="" type="checkbox"/> I HEREBY REFUSE THIS PURCHASE OF SERVICES ORDER IN ACCORDANCE WITH OUR AGREEMENT FOR PURCHASE OF SERVICES OR INDIVIDUAL VENDOR AGREEMENT. I WILL PROVIDE THE SERVICES AS LISTED ABOVE AND WILL SUBMIT THE INVOICE WITHIN 0 DAYS AFTER SERVICES HAS BEEN RENDERED.
SIGNATURE OF CASE WORKER	DATE APPROVED	
SIGNATURE OF FISCAL OFFICER	DATE APPROVED	
SIGNATURE OF CASE WORKER SUPERVISOR	DATE APPROVED	
<input type="checkbox"/> SEE ADDITIONAL SHEET		SIGNATURE OF AUTHORIZED REPRESENTATIVE OF VENDOR DATE 2/7/23



Behavioral Healthcare Specialists

POPLAR SPRINGS RESIDENTIAL SCHOOL CALENDAR 2022 - 2023

The Poplar Springs educational calendar runs for 12 months. Poplar Springs does not have an Extended School Year, due to the formulation of the 12-month school calendar. Each school day runs for a minimum of six hours, lunch included. Poplar Springs does not participate in any "half days" of school. Each day is a full day of instruction.

SEPTEMBER 2022 (19 SCHOOL DAYS)

01-05	WEDNESDAY-MONDAY	NO SCHOOL
06	TUESDAY	FIRST DAY OF SCHOOL YEAR

OCTOBER 2022 (21 SCHOOL DAYS)

NOVEMBER 2022 (5/12 SCHOOL DAYS)

07	MONDAY	LAST DAY OF FIRST MARKING PERIOD
08	TUESDAY	NO SCHOOL-ELECTION DAY
09	WEDNESDAY	FIRST DAY OF SECOND MARKING PERIOD
11	FRIDAY	NO SCHOOL-VETERANS DAY
23-25	WEDNESDAY-FRIDAY	NO SCHOOL-THANKSGIVING HOLIDAY

DECEMBER 2022 (16 SCHOOL DAYS)

23-31	FRIDAY THRU SATURDAY	NO SCHOOL-WINTER HOLIDAY BREAK
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JANUARY 2023 (17/4 SCHOOL DAYS)

16	MONDAY	NO SCHOOL-MARTIN LUTHER KING JR. DAY
25	WEDNESDAY	LAST DAY OF SECOND MARKING PERIOD
26	THURSDAY	FIRST DAY OF THIRD MARKING PERIOD

FEBRUARY 2023 (19 SCHOOL DAYS)

20	MONDAY	NO SCHOOL-PRESIDENTS DAY
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MARCH 2023 (23 SCHOOL DAYS)

31	FRIDAY	LAST DAY OF THIRD MARKING PERIOD
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APRIL 2023 (15 SCHOOL DAYS)

3-7	MONDAY-FRIDAY	NO SCHOOL-SPRING BREAK
10	MONDAY	FIRST DAY OF FOURTH MARKING PERIOD

PARENTAL RESPONSIBILITY FOR CSA SERVICES

The Clarke County Community Policy and Management Team (CPMT) hereby sets the policy and procedures for parental involvement and financial contribution to the cost of services provided by Children's Services Act (CSA) funding. Those funds include state pool funds allocated by the Virginia General Assembly and monies appropriated by the Clarke County Council for the provision of services associated with CSA.

This policy and these procedures are established pursuant to Section 2.2-5206 of the Code of Virginia (1950), as amended.

POLICY

A guiding principal of the CPMT is to ensure that parents and/or legal guardians shall be active and equal participants in all aspects of assessment, planning and implementation of services their children may require. Part of that guiding principal is to have the parent and/or legal guardian share in the time and financial cost of services provided at a level consistent with the parent's ability to contribute to these needs. Pursuant to this guiding principal all parents of children receiving CSA-funded services shall be assessed for parental financial contributions in accordance with the policies, procedures and fee schedules adopted by the CPMT.

For purposes of determining monthly gross income as it applies to parental co-payment responsibilities, the following definitions are adopted: "Parent" is defined as biological or adoptive parent. "Child" is defined as biological or adopted child up to age 22.

It is the position of the Clarke County CPMT that parents of children in cases presented to the Clarke County CPMT for funding, and presented to the Family Assessment and Planning Team (FAPT) for planning and services, shall pay a portion of the cost for approved CSA funded services. However, Clarke County CPMT recognizes that all parents cannot afford to contribute any amount of payment for the approved services.

CPMT adopts the following procedures for determining the amount of parental responsibility:

PROCEDURES

- A. Parental contribution assessments shall be done by the CSA case manager referring the family to the Family Assessment and Planning Team, except:
 1. Parents of children receiving educational services pursuant to an Individualized Education Plan (IEP) are exempt from parental financial contribution requirements for those IEP services.
 2. Parents of children in the custody of the Department of Social Services (DSS) or placed out of the home by non-custodial or parental placement agreement will be referred to the Division of Child Support Enforcement for parental financial support obligations.

3. Recipients of Temporary Assistance to Needy Families (TANF) are exempt from the parental contribution requirements.
- B. Referral to the Division of Child Support Enforcement-for Foster Care Services and Out of Home Placements:
1. Families of youth who are receiving Foster Care Services and support through the Clarke County Children's Services Act as defined in the Code of Virginia § 63.2-905 ii & iii will be referred to the Division of Child Support Enforcement (DCSE). Due to the financial responsibility to pay child support, the Clarke County CPMT will not assess a co-payment to families who have been referred to DCSE.
 2. Eligibility: The Parents/Legal Guardians of the following youth will be referred to the DCSE:
 - a. Youth placed in the custody of Clarke County Department of Social Services
 - b. Youth who are receiving Foster Care Services through a Non-Custodial Agreement (DSS) or Parental Agreement (Non-DSS)
 - c. Youth placed in the custody of Clarke County through an Entrustment
 3. Methodology: When a child enters foster care or non-custodial foster care, including a Parental Agreement, the child's case manager (or CSA staff for Parental Agreements) shall file the appropriate application for child support with the State Division of child Support Enforcement (DCSE). The case manager shall provide DCSE with any additional information they need to determine or collect child support.
 4. Good Cause: The CPMT has the authority to determine Good Cause for families receiving Foster Care Services through a Parental Agreement.
 - a. The establishment of Good Cause will only be considered for families who can provide documentation of financial hardship and allows for a temporary suspension of the DCSE referral. Examples of Good Cause may include homelessness or dependency on Social Security disability. General costs of daily living, e.g. Mortgage, rent, utilities, are not considered sufficient reasons for Good Cause determination.
 - b. Good Cause will be determined on a case by case basis. To request Good Cause, the Parent/Legal Guardian must submit a letter in writing within 14 days of funding approval to the CPMT Chair with an explanation of financial hardship.
 - c. Documentation of financial hardship must accompany the letter. The letter should be provided to the CSA Coordinator and shall be included in the next regularly scheduled CPMT meeting agenda.
 - d. The CPMT shall review the documentation provided and render a decision, which shall be final.
 - e. Within 30 days of the review, the CSA Office shall notify the family in writing of the decision of the CPMT
- C. The case manager shall provide the family with a full explanation of the CSA process. This explanation will include an advisement that the parents will be expected to assume an active

role in the planning and delivery of services for their child (children), including a time and financial contribution.

- D. The steps for assessing the parental time and financial contribution are:
1. Determine the family income.
 - a. Income includes, but is not limited to, gross wages (full-time, part-time, primary and secondary employment), pension and retirement benefits, spousal support or alimony, interest, dividends, payments from annuities, trusts, life insurance policies, income from other forms of investment, or any income received on behalf of the child.
 - b. Money received on behalf of the child includes, but is not limited to, child support, Supplemental Social Security Income (SSI), other payments from the Social Security Administration, and those sources of income listed in Section C (1 a.) of this policy.
 - c. Parents who do not reside in the same home shall be assessed individually, when feasible. The parent paying child support shall have that amount deducted from his/her co-pay.
 - d. The assessed parental financial contribution is unaffected by the number of children in one household receiving CSA-funded services.
 2. Use the Household Income Form to determine the amount of the parental financial contribution.
 3. Inform the parent(s) of the result of the assessment, including how the assessment was determined and how much the parent(s) is expected to contribute financially. Explain that the assessment is a partial reimbursement to the CSA budget for the cost of services provided.
 4. Discuss commitments of time that the parent must make in the case. The parent needs to attend and participate in all FAPT meetings, participate with the service provider in the development of a treatment plan, follow through with their responsibilities as outlined in the treatment plan, and communicate on a regular, ongoing basis with their child's case manager.
 5. Review and complete the Parental Responsibility Agreement form with the parent(s). Review the commitments of time that the parent will contribute to their child's treatment, and specify the amount of their monthly financial contribution. Ask the parent(s) to sign the Agreement. The parent(s) must receive a copy of the Agreement.
- E. The Parental Co-Payment Initial Screening Form, Household Income Form, and the Parental Responsibility Agreement are to be attached to and made part of the FAPT referral packet.
- F. The CPMT shall approve the amount of parental contribution assessed by the case manager.
- G. If the parent disagrees with the amount of parental contribution approved by the CPMT, the parent can appeal the CPMT decision by attending the CPMT meeting when the funding for services is requested to make this request. Appeals should be made if the parent is unable to pay the full monthly assessed obligation. The final determination will be made by the CPMT.

- H. The amount of parental financial contribution shall not exceed the cost of the CSA-funded services provided to the child.

- I. If a child is to be placed in a residential facility under a Parental Agreement as defined in COV Section 2.2-5212, the parent must first complete the application for the child to become eligible for Medicaid as a “family of one” if the child does not have Medicaid coverage. This must occur before the placement is permitted to occur. The only exception is if the placement is deemed by the CPMT to be an emergency.

- J. Provider Responsibility:
 - 1. Service providers are responsible for the collection of the family’s assessed financial contribution.
 - 2. The amount of the assessed co-payment shall be deducted from the authorized funding amount when the purchase of service order is issued.
 - 3. Should multiple service providers be authorized during the same monthly service period, the amount of co-payment shall be applied to the highest cost of service or most consistent, continuous service being funded.
 - 4. In the event a family fails to pay the assessed co-payment, it will be at the service provider’s discretion the action it chooses to take to recover those fees. It is not the practice of the CPMT to direct the vendor in its business practice and collection process. The vendor shall notify the case manager and CSA Coordinator of the family’s failure to pay, and its collection procedure, if any.
 - 5. The CSA Coordinator is responsible for monitoring vendor compliance with the Clarke County Parental Reasonability Policy and ensures amounts collected are accurately recorded in the CSA financial reports. Should a family become delinquent, they may utilize the process of appeal that is stated in this policy. During the appeal process, services will continue.

Clarke County CSA Household Income Form

If your FAPT meeting results in the funding of services through CSA then we are required through State and Local policy to assess your family's income and expenses to determine a parental co-payment. This form is an assessment tool for that purpose. The co-payment is based on your family's income and is paid only during the length of service. There are procedures in place to file for relief of the co-payment if you feel that the amount requested is more than you can pay. At that time we will factor in your monthly expenses and other extenuating circumstances. Any questions regarding this process can be directed to the CSA Coordinator at 540-955-5198. Co-payments will not be required for special education services listed in your child's IEP. Co-payments are effective the second month of service delivery and are paid directly to the provider.

Child's Name:	DOB:	Date:
Parent:	Parent:	

<u>Number of Family Members in the home :</u>
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Salary/Wages	Employer	Gross Income Per Pay Period	Pay Period Frequency	Monthly Income
Parent 1:				
Parent 2:				
Other Family:				
Other Family:				

Other Income (include children's income)

General Relief:	\$	Social Security:	\$
Supplemental Security Insurance (SSI):	\$	Alimony/Child Support:	\$
Aid to Dependent Children:	\$	Interest/Dividends:	\$
Unemployment Comp:	\$	Disability/Worker's Comp:	\$
Retirement/Pension from Whom:	\$	Other Income:	\$

Total Monthly Income: _____

Family Members	2	3	4	5	6	7	8
Percent	5%	4.5%	4%	3.5%	3%	2.5%	2%

$$\frac{\text{_____}}{\text{\# family members}} \% \quad \times \quad \frac{\text{_____}}{\text{total monthly income}} = \frac{\text{_____}}{\text{monthly co-payment amount}}$$

Parental Co-Pay Responsibility Agreement

Today's Date: _____

Child's Name: _____

FAPT Date and Time: _____

Mother's Name: _____

CSA Case Manager's Name: _____

Father's Name: _____

We have requested services for our child and family through the Clarke County Family Assessment and Planning Team (FAPT). These services are described on the FAPT Individual Family Service Plan that we have signed or will sign at the FAPT meeting. We agree that these services are necessary, and that their success, and therefore the ultimate success of our child, will require our continuing and consistent involvement. We therefore agree to contribute to the investment in our child's treatment in the following manner:

1. Attend and participate in all FAPT meetings.
2. Participate with the service provider in the development of a treatment plan and follow through with our responsibilities as outlined in the treatment plan.
3. Communicate on a regular, ongoing basis with our child's case manager.
4. Provide information needed to determine and maintain eligibility for Medicaid. Also, immediately notify the case manager of any mailings received from these programs.
5. We agree that the total number of people living in our household is ____ and our monthly gross household income is \$_____.
6. We agree to make a financial contribution of \$_____ toward the cost of each month of our CSA-funded service(s) to be paid to the provider(s) listed below. (This is the amount indicated on the Household Income Determination Worksheet.)
7. Other: _____

If we have any questions we know we can contact our case manager at the number below.

Parent Signature

date

Parent Social Security Number

Parent Signature

date

Parent Social Security Number

Parent Billing Address

Parent Telephone Number

Case Manager Signature

date

Case Manager Phone Number

List the service(s) and estimated costs below. Original of this form must be returned to the CSA Office; COPY MUST BE PROVIDED TO PARENT.

Service _____

\$ _____

Service _____

\$ _____

Estimated Total Cost per Month

EXPENDITURE REPORT**Reporting Period: January 2023****Print Download To Excel Export Data?**

PART 1 - EXPENDITURE DESCRIPTION REPORT							
	Expenditure Description	MatchRate	Expenditure	Refunds	NetExpenditures	LocalShare	StateShare
1a	1a - Foster Care - IV-E children in Licensed Residential Congregate Care; pool expenditures for costs not covered by IV-E (ie, non room-and-board)	0.5996	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1b	1b - Foster Care - all others in Licensed Residential Congregate Care	0.5996	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1c	1c - Residential Congregate Care-CSA Parental Agreements ; DSS Noncustodial Agreements	0.5996	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1d	1d - Non-Mandated Services/Residential/Congregate	0.5996	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1e	1e - Educational Services - Congregate Care	0.4797	\$6,156.24	\$0.00	\$6,156.24	\$2,953.15	\$3,203.09
2a	2a - Treatment Foster Care - IV-E	0.4797	\$4,340.00	\$0.00	\$4,340.00	\$2,081.90	\$2,258.10
2a1	2a1 - Treatment Foster Care	0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2a2	2a2 - Treatment Foster Care - CSA Parental Agreements ; DSS Noncustodial Agreements	0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2b	2b - Specialized Foster Care - IV-E ; Community Based Services	0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2b1	2b1 - Specialized Foster Care	0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2c	2c - Family Foster Care - IV-E ; Community Based Services	0.2399	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2d	2d - Family Foster Care Maintenance only	0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

2e	2e - Family Foster Care - Children receiving maintenance and basic activities payments;independent living stipend/arrangements	0.4797	\$1,042.00	\$0.00	\$1,042.00	\$499.85	\$542.15
2e1	2e1 - State Kinship Guardianship	0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2e2	2e2 - Federal Kinship Guardianship	0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2f	2f - Community - Based Services	0.2399	\$9,508.20	\$43.35	\$9,464.85	\$2,270.62	\$7,194.23
2f1	2f1 - Community Transition Services - Direct Family Services to Transition from Residential to Community	0.2399	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2g	2g - Special Education Private Day Placement	0.4797	\$2,735.37	\$0.00	\$2,735.37	\$1,312.16	\$1,423.21
2h	2h - Wrap-Around Services for Students With Disabilities	0.4797	\$3,785.00	\$0.00	\$3,785.00	\$1,815.66	\$1,969.34
2i	2i - Psychiatric Hospitals/Crisis Stabilization Units	0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	3 - Non-Mandated Services/Community-Based	0.2399	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total		\$27,566.81	\$43.35	\$27,523.46	\$10,933.34	\$16,590.12

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	10	\$0.00
Parental Co-Payments	20	\$0.00
Payments made on behalf of the child (SSA, SSI, VA benefits ...)	30	\$0.00
Child Support Collections through DCSE	40	\$43.35
Pool prior-reported expenditures re-claimed under IV-E	50	\$0.00
Other (Please specify):	90	\$0.00
TOTAL REFUNDS : Note: This total must agree with the GRAND TOTAL of all expenditure refunds Part 1, Line 4, Col (c).		\$43.35

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