

Clarke County CPMT Agenda  
July 25, 2023  
2:00 PM  
Clarke County Government Center  
101 Chalmers Court Room AB, Berryville VA 22611

OPEN SESSION

1. Approve minutes from June 27, 2023
2. Proposal for new Consent Agenda format.
3. Proposal for new Utilization Review Format.
4. CPMT Parent Representative advertisement.
5. Financial – June payment report

CLOSED SESSION

Consent Agenda: 3 cases for vote

Next Meeting: August 22, 2023

**CLARKE COUNTY CPMT MEETING MINUTES**  
**June 27, 2023**

**Attendees**

Claire Spaulding	CSA Coordinator
Denise Acker	CSB Representative
Jennifer Parker	DSS Representative
Jerry Stollings	CSU Representative and CPMT Vice Chair
Frank Moore	CCPS Representative and CPMT Chair
Terri Catlett	BOS Representative
Tavan Mair	Private Provider Representative

**Absent**

Leea Shirley	VDH Representative
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Frank called the meeting to order at 2.09 p.m. The meeting was conducted in person at the Clarke County Government Center.

**Old Business:**

Denise made a motion to approve the minutes from May; Jerry seconded the motion.

**New Business:**

1. Members went through Fiscal Year 2024 CSA Local Agency – Annual Risk Assessment Survey. Most risks were marked as “low”, but the team found Changes in Operations, Processing Sophistication, and Contingency Planning to be a slightly moderate risk. Claire will input the results of the survey to send to OCS.

**Financial Update:**

The payment report from April was reviewed with no questions.

**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 8 cases was reviewed. Denise made a motion to leave closed session and Terri seconded.

**Next meeting: July 25, 2023**

Meeting adjourned 3.47pm.

**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).
2. Appeal of Discontinuation of Service.

**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>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>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 6/27/23 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.

*A. J. Moore*  
Chair

6/27/23  
Date

**Clarke County CPMT Consent Agenda  
, 2023**

Case #	Category/ Mandate	Services	Provider	Time Frame	Cost	Total	Comments
<b>1</b> CSA ID:							
<b>2</b> CSA ID:							
<b>3</b> CSA ID:							

Signature of CPMT Representative: \_\_\_\_\_ (Chairperson or Vice Chairperson) Date: \_\_\_\_\_

Signature of CSA Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

See meeting minutes for CPMT team members vote on agenda.

Proposed Consent Agenda

\_\_/\_\_/2023 CPMT Report: Cases Before FAPT SINCE \_\_/\_\_/23

CHILD/AGE	MANDATE	ENDED SERVICES	ONGOING SERVICES	NEW SERVICES	YEAR TO DATE	ENCUMBRANCE TO DATE

05/16/23 CPMT Report: Cases Before FAPT SINCE 4/18/23

**TERMINATED CASES**

CHILD/AGE	MANDATE	ENDED SERVICES	COST TO DATE	ENCUMBRANCES TO DATE

Clarke County CSA  
Utilization Review Update

<b>Client:</b>	<b>DOB/Age:</b>
<b>Social Security #:</b>	<b>Case Manager:</b>
<b>Service Provider(s):</b>	<b>Admission Date:</b>
<b>Reporting Period: FY</b>	<b>Review Date:</b>
<b>Date of Most Recent CANS:</b>	<b>FAPT Date:</b>

**Case History and Reason for Placement:**

**Diagnosis:**

**Psychological Evaluation Findings:**

**Current Medications:**

**Client and Family Strengths:**

**Services Utilized:**

Type	Hours billed since last FAPT

**Current Treatment Concerns/Challenges:**

**Current Treatment Strengths/Progress:**

**Noted actions/changes taken in response to most recent UR:**

**WINCHESTER FAPT** **CASE SPECIFIC UTILIZATION REVIEW**

<b>CHILD NAME/CASE #</b>		<b>DATE OPEN TO CSA</b>			<b>CARETAKER NAME(S)</b>		<b>WKR NAME</b>		<b>DATE OF REVIEW</b>			
<b>CHILD'S RESIDENCE</b>			<b>PLACEMENT TYPE</b>			<b>NAMES OF FAMILY INVOLVED</b>			<b>CHILD/FAMILY PRESENT</b>			
<b>REFERRING AGENCY</b>			<b>MANDATE TYPE</b>			<b>MEDICAID</b>		<b>OTHER INSURANCE</b>		<b>IV-E ELIGIBLE</b>		
<b>INDICATOR</b>		<b>REPORT/OBSERVATION</b>				<b>COMMENTS, CHANGES AND NEXT STEPS</b>						
		<b>POOR</b>	<b>FAIR</b>	<b>GOOD</b>	<b>GREAT</b>							
Child Health & Safety												
Child Well-Being												
Home/Placement Stability												
Family Functioning												
Child Education												
Parent Participation & Progress												
<b>PROVIDER #1</b>			<b>Service Name</b>		<b>Person Served</b>	<b>Service Dates</b>		<b>Frequency of Service</b>	<b>Fund Used</b>	<b>Client Engaged</b>	<b>Vendor Present</b>	<b>Report Provided</b>
<b>MEASURE</b>		<b>POOR</b>	<b>FAIR</b>	<b>GOOD</b>	<b>GREAT</b>	<b>COMMENTS, CONCERNS AND RECOMMENDATIONS</b>						
Ability to Engage Family Members												
Quality of Supports and Services												
Effectiveness of Interventions												
Service Coordination/Transition Plan												
<b>PROVIDER #2</b>			<b>Service Name</b>		<b>Person Served</b>	<b>Service Dates</b>		<b>Frequency of Service</b>	<b>Right Service</b>	<b>Client Engaged</b>	<b>Vendor Present</b>	<b>Report Provided</b>
<b>MEASURE</b>		<b>POOR</b>	<b>FAIR</b>	<b>GOOD</b>	<b>GREAT</b>	<b>COMMENTS, CONCERNS AND RECOMMENDATIONS</b>						
Ability to Engage Family Members												
Quality of Supports and Services												



Effectiveness of Interventions											
Service Coordination/Transition Plan											
<b>PROVIDER #3</b>		<b>Service Name</b>			<b>Person Served</b>	<b>Service Dates</b>	<b>Frequency of Service</b>	<b>Right Service</b>	<b>Client Engaged</b>	<b>Vendor Present</b>	<b>Report Provided</b>
<b>MEASURE</b>	<b>POOR</b>	<b>FAIR</b>	<b>GOOD</b>	<b>GREAT</b>	<b>COMMENTS, CONCERNS AND RECOMMENDATIONS</b>						
Ability to Engage Family Members											
Quality of Supports and Services											
Effectiveness of Interventions											
Service Coordination/Transition Plan											
<b>PROVIDER #4</b>		<b>Service Name</b>			<b>Person Served</b>	<b>Service Dates</b>	<b>Frequency of Service</b>	<b>Right Service</b>	<b>Client Engaged</b>	<b>Vendor Present</b>	<b>Report Provided</b>
<b>MEASURE</b>	<b>POOR</b>	<b>FAIR</b>	<b>GOOD</b>	<b>GREAT</b>	<b>COMMENTS, CONCERNS AND RECOMMENDATIONS</b>						
Ability to Engage Family Members											
Quality of Supports and Services											
Effectiveness of Interventions											
Service Coordination/Transition Plan											

Next Review Set: \_\_\_\_\_

SIGNATURE

DATE

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## POSITION DESCRIPTION

Job Title:	<b><u>Parent Representative-Community Policy and Management Team</u></b>
Goal:	Provide a parent perspective when addressing and assessing policy and service decisions for troubled and at-risk youth and families.
Duties:	Attend scheduled CPMT meetings. Take an active role in policy decisions, service selection and approval of services and funding for at-risk youth and families.
Qualification:	Preference should be given to a parent of a consumer or former consumer of services from a public child serving agency. Must be a resident of the locality or community. Must have strong communications skills, well-versed and experienced in various issues as it relates to mental or physical special needs of a child or willing to learn. Be confident and willing to speak out in large groups consisting of experts reviewing the cases to represent for the families of communities. Must be mature, compassionate, dependable, and empathetic and possess the ability to be a team member. Must be capable of remaining objective in emotionally charged situations. Must respect the beliefs and traditions of individuals coming from a wide variety of cultural, religious and ethnic backgrounds.
Time Commitment:	To be determined by the locality.
Training:	Orientation-Local CPMT Communication and confidentiality Team Roles and responsibilities Comprehensive Services Act (CSA) One CPMT observation Terms and terminology (Localities are free to add training elements)

### **§ 2.2-5205. Community Policy and Management Teams; membership**

The community policy and management team to be appointed by the local governing body shall include, at a minimum, at least one elected official or appointed official or his designee from the governing body of a locality that is a member of the team, and the local agency heads or their designees of the following community agencies: community services board established pursuant to § [37.2-501](#), juvenile court services unit, department of health, department of social services and the local school division. The team shall also include a representative of a private organization or association of providers for children's or family services if such organizations or associations are located within the locality, and a parent representative. Parent representatives who are employed by a public or private program that receives funds pursuant to this chapter or agencies represented on a community policy and management team may serve as a 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 daily basis with children. Notwithstanding this provision, foster parents may serve as parent representatives. Those persons appointed to represent community agencies shall be authorized to make policy and funding decisions for their agencies.