

Clarke County CPMT Agenda
September 26, 2023
2:00 PM
Clarke County Government Center
101 Chalmers Court Room AB, Berryville VA 22611

OPEN SESSION

1. Approve minutes from July 25, 2023 and August 29, 2023
2. Welcome new CPMT parent representative.
3. Policy discussion regarding in-person vs virtual participation during FAPT meetings.
4. FAPT paperwork.
5. Revisit 2019 Audit Findings
6. Planning for the incoming CSA Coordinator
7. Financial – August payment reports

CLOSED SESSION

Consent Agenda: 5 cases for vote, 6 cases for review

Next Meeting: October 24, 2023

CLARKE COUNTY CPMT MEETING MINUTES

July 25, 2023

Attendees

Claire Spaulding	CSA Coordinator
Denise Acker	CSB Representative
Jennifer Parker	DSS Representative (attended via phone)
Jerry Stollings	CSU Representative and CPMT Chair
Frank Moore	CCPS Representative
Terri Catlett	BOS Representative
Leea Shirley	VDH Representative and CPMT Vice Chair
Tavan Mair	Private Provider Representative

Jerry called the meeting to order at 2:04 p.m. The meeting was conducted in person at the Clarke County Government Center.

Old Business:

Jerry made a motion to approve the minutes from June; Frank seconded the motion. Leea abstained as she was absent at June's meeting. Terri noted that she attended June's meeting via telephone.

New Business:

1. Members viewed the proposed Consent Agenda and Utilization Review forms. The new forms were positively received. Denise made a motion to approve and Leea seconded – all members approved.
2. The team informed Claire that she will need to speak with Clarke County's Public Information Officer, Cathy Kuehner, about advertising for the open CPMT Parent Representative Position. Members suggested that the advertisement should include information about the need for the candidate to provide a Financial Interest Statement.

Financial Update:

~~The payment report from June was reviewed with no questions.~~ June's financial report was met with questions from the team. The report showed that it had not been uploaded to OCS for locality reimbursement. The team expressed concern that it had not been uploaded and Claire shared that she is in communication with our locality and OCS about this issue. OCS is requesting that a supplemental request needs to be made and Claire has been assured by OCS that this will not affect the locality. Updated 08/29/23.

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 3 cases was reviewed. Leea made a motion to leave closed session and Terri seconded.

Next meeting: August 22, 2023

Meeting adjourned 3.06pm

CLARKE COUNTY CPMT MEETING MINUTES

August 29, 2023

Attendees

Claire Spaulding	CSA Coordinator
Denise Acker	CSB Representative
Jennifer Parker	DSS Representative
Jerry Stollings	CSU Representative and CPMT Chair
Frank Moore	CCPS Representative
Terri Catlett	BOS Representative
Leea Shirley	VDH Representative and CPMT Vice Chair

Absent

Tavan Mair	Private Provider Representative
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Jerry called the meeting to order at 2:06 p.m. The meeting was conducted in person at the Clarke County Department of Social Services. Jerry made a motion to approve the August agenda with the addition of agenda item number 4, clarification of purchase orders and budget, proposed by Denise. Leea made a motion to approve the agenda with the addendum; Terri seconded. All members voted in favor.

Old Business:

Frank made a motion to approve the minutes from July with the revision to detail the discussion had during the financial update; Leea seconded the motion. All members voted in favor.

New Business:

1. Members went through upcoming audit schedule. Jerry will share Page County's audit information with Claire, and Jen has also offered assistance. The team would also like to review the notes from Clarke's previous audit.
2. The team discussed some confusion over Purchase of Service Orders as well as budget issues. Claire clarified that purchase orders are signed by herself, Jennifer Parker and Brenda Bennett who serves as Clarke's Fiscal Agent. Case managers or FAPT members do not need to do anything further with purchase orders. Denise would like it noted that due to some large purchase orders, she would like the FAPT team and case managers to prioritize Medicaid or insurance funded services. Members also expressed concerned that they are not receiving enough information about the budget. The team suggested connecting with other localities to share how they present budget to their CPMT.

Financial Update:

July's financial report raised concerns from the team due to the fact it was not submitted for reimbursement due to the need for a State Supplemental Request. Claire let the team know that she needed to wait for all fiscal year '23 invoices to be returned before she knew how much to

ask OCS to cover for the remainder of the fiscal year. Claire informed the team that she is working with Preetha Agrawal, OCS' Chief Information Officer who has assured her this supplement will not affect the locality. Claire stated the difficulty she has been having due to needing to upload invoices into three different systems. The CSA office is in the process of moving to a Thomas Brothers upload program that will streamline the upload process.

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. Terri left the meeting before the vote on the consent agenda. Frank made a motion to leave closed session and Jen seconded.

Next meeting: September 26, 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>Terri Catlett</i>		/		/	
<i>Leea Shirley</i>				/	
<i>Frank Moore</i>				/	
<i>Tavan Mair</i>			X		

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>			X	
<i>Leea Shirley</i>	/			
<i>Frank Moore</i>	/			
<i>Tavan Mair</i>			X	

The aforesaid Motion and Certificate were adopted in open meeting at a public meeting held on 8/29/2023 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

8/29/23

Date

Clarke County CSA

Case Managers Checklist: documents to submit to CSA Coordinator 1 week prior to FAPT

NEW CASE: *if this is the first time CSA services are being considered for this child/family*

- IFSP – page 1 completed
- Release of Information
- CANS report
- Parental Co-Payment Screening form
- Co-Payment Worksheet (if applicable)
- IEP (if applicable)
- Psychological evaluations (if applicable, most recent reports)
- Progress reports from current/previous service providers (if applicable, most recent reports)

UPDATE CASE: *if new services or an extension of services are being considered for an established child/family*

- IFSP – page 1 and the first section of page 3 (list of current services)
- Progress reports from current providers
- Budget of proposed services (if applicable, for example: if you are requesting a continuation of services then fill in the budget sheet)
- CANS report (if applicable, for example: if there is a change in placement type – residential, private day school, etc. a new CANS is required)

Services are not approved to begin prior to CPMT approval of funding. CPMT meets on the 3rd Monday of each month. If you believe that services need to begin prior to CPMT approval, please complete the emergency funding request form and bring it to FAPT.

Please reach out with any questions: 540-955-5198 or katherine.webster@dss.virginia.gov

***CHILDREN'S SERVICES ACT
PROGRAM AUDIT***

Clarke County

***Audit Report No. 06-2019
April 1, 2019***



Office of Children's Services
Empowering communities to serve youth

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EXECUTIVE SUMMARY

The Office of Children's Services (OCS) has completed an audit of the Clarke County Children's Services Act (CSA) program. The Clarke County CSA program provided services and/or funding for 20 youth and families during fiscal year 2018. The audit included review and evaluation of management oversight and operational and fiscal practices. Based upon established statewide CSA Performance Measures – FY2016-2018, significant achievements for the Clarke County CSA program include:

1. Percent of youth with a decrease in the Child and Adolescent Needs and Strengths (CANS) child school domain exceeded the statewide average by 49.7% in fiscal year 2017.
2. Percent of youth with a decrease in CANS child behavioral/emotional needs domain exceeded the statewide average by 49.2% in fiscal year 2017.
3. Percent of youth with an improvement in CANS child strengths domain exceeded the statewide average by 7.5% in fiscal year 2017.
4. Percent of youth receiving community based services out of all CSA Youth met the statewide target of 50% in fiscal year 2018.

However, there are additional opportunities to effect quality improvements in other areas of the CSA program. Our audit concluded that there was a deficiency in internal controls that affected compliance with statutory requirements. The Clarke County CSA Program expended \$2,087.50 and was reimbursed \$1,586.71 (state share) in Fiscal Year 2018 for court appearance fees that did not meet established criteria for CSA funding because:

1. another agency was responsible for funding such expenditures,
2. the services funded were not documented in an Individual and Family Service Plan recommended by the Family Assessment and Planning Team (FAPT), and
3. CPMT authorization of funding CPMT was not evidenced.

OCS appreciates the cooperation and assistance provided on behalf of the Clarke County CPMT and other CSA staff. Formal responses from the Clarke County CPMT to the reported audit observations are included in the body of the full report.



Stephanie S. Bacote, CIGA
Program Audit Manager



D. Brent Barcomb
Program Auditor

INTRODUCTION

The Office of Children's Services (OCS) has completed a financial/compliance audit of the Clarke County Children's Services Act (CSA) program. The audit was conducted in conformance with the International Standards for the Professional Practice of Internal Auditing (Standards). The Standards require planning and performance of the audit pursuant to stated audit objectives in order to provide a reasonable basis for audit observations, recommendations, and conclusions. The audit was completed on April 1, 2019 and covered the period November 1, 2017 through October 31, 2018.

The objectives of the audit were to:

- Determine whether adequate internal controls have been established and implemented over CSA expenditures.
- Determine the adequacy of training and technical assistance by assessing local government CSA staff knowledge and proficiency in implementing local CSA programs.
- Assess whether operations have maintained high standards for sound fiscal accountability and ensured responsible use of taxpayer funds by evaluating fiscal activities of local CSA programs.
- Assess the level of coordination among local government CSA stakeholders and efforts to improve CSA performance by evaluating local CSA program's operational and utilization review practices.
- Assess implementation of quality improvements addressing prior audit observations reported by OCS and/or identified in the prior self-assessment evaluation conducted by the Clarke County CPMT. The CSA program audit self-assessment validation was completed May 9, 2017.

The scope of our audit included all youth and their families who received CSA funded services during the audit period. Audit procedures performed included reviews of relevant laws, policies, procedures, and regulations; interviews with various CSA stakeholders; various tests and examination of records; and other audit procedures deemed necessary to meet the audit objectives.

BACKGROUND

Clarke County encompasses 178 square miles and is situated in Northern Virginia. County status came in 1836 when it was divided off from Frederick County. According to the U.S. Census Bureau's Quick Facts, the July 1, 2017 population of Clarke County was 14,508 and the median household income was \$72,129.

The Children's Services Act (CSA) is a law enacted in 1993 that establishes a single state pool of funds to purchase services for youth and their families. State funds, combined with local community funds, are managed by local interagency teams, referred to as the Community Policy and Management Team (CPMT) who plan and oversee services to youth. The CPMT is supported in this initiative by one Family Assessment and Planning Team (FAPT) responsible for recommending appropriate services. Administrative services are managed through the local CSA office staffed by a part-time CSA Coordinator. Expenditure and demographic information for fiscal years 2016 to 2018 are depicted below:

**CSA Pool & Census Data by Fiscal Year for Clarke County
(2016-2018)**

FY	Census	Census Change	Census % Change	Pool Expenditures	Expenditures \$ Change	Expenditures % Change	Unit Cost	Unit Cost % Change
2016	22	-8	-27%	\$548,215	-\$88,255	-14%	\$24,919	17%
2017	23	1	5%	\$705,124	\$156,910	29%	\$30,658	23%
2018	20	-3	-13%	\$297,307	-\$407,817	-58%	\$14,865	-52%

Note: Changes recorded for FY 2016 are based on differences from fiscal year 2015 to 2016.

FY	Pool Expenditures
2016	\$548,215
2017	\$705,124
2018	\$297,307

FY	Census
2016	22
2017	23
2018	20

FY	Unit Cost
2016	\$24,919
2017	\$30,658
2018	\$14,865

OBSERVATIONS AND RECOMMENDATIONS

FISCAL ACTIVITIES

Observation #1:

Criteria **Compliance and Internal Control**

The CSA Program expended \$2,087.50 and was reimbursed \$1,586.71 (state share) in Fiscal Year 2018 for court appearance fees that did not meet established criteria for CSA funding. The court appearance fees were related to court actions initiated by the local Department of Social Services. Per COV § 2.2-5211, the local social services agency shall continue to be responsible for providing services identified in individual family service plans that are within the agency's scope of responsibility and that are funded separately from the state pool. In addition, the services funded were:

1. not assessed by the Family Assessment and Planning Team and documented in an Individual and Family Service Plan in accordance with Code of Virginia (COV) § 2.2-5208 and § 2.2-5209, and
2. not evidenced as approved for funding by the CPMT as required by COV § 2.2-5206.

CLIENT	SERVICE DESCRIPTION	PERIOD	QUESTIONABLE COSTS *	STATE SHARE
1	Court Appearance Fees	11/2017	\$2,087.50	\$1,586.71
* Figures based on client payment history reports; transactions processed during the audit period.				

Recommendation

1. Prior to authorizing funding, the CPMT should ensure that the proposed expenditure meets the criteria for CSA funding. Adequate documentation should be maintained as justification for CPMT funding decisions.
2. The CPMT should submit a quality improvement plan, for review by the OCS Finance Office, including whether the CPMT agrees with the observations regarding questioned costs. Upon review and recommendations presented by OCS Finance staff, the CPMT will be notified of the final determination made by the Executive Director based on SEC approved policy 4.7 Response to Audit Findings of whether the identified actions are acceptable or any additional actions that may be required.

Client Comment

CSA Coordinator will not accept any case actions for expenditures that have not been approved by the FAPT, with the exception of Foster Care maintenance.

CONCLUSION

Our audit concluded that there was a deficiency in internal controls relating to documentation, reviews and authorizations that affected compliance with statutory requirements for governance and oversight of fiscal transactions. An exit conference was conducted on February 25, 2019 to present the audit results to the Clarke County CPMT. Persons in attendance representing the Clarke County CPMT were:

CPMT: Denise Acker, Community Service Board – CPMT Chairperson; Dr. Colin Greene, Lord Fairfax Health District; Laura Obradavic, Private Provider Representative; Ellen Bauserman, Clarke County Public Schools; Lisa Goshen, Parent Representative

CSA Staff: Judith Blau, CSA Coordinator

Representing the Office of Children’s Services was Donald Barcomb, Program Auditor.

We would like to thank the Clarke County CPMT and Clarke County CSA staff for their cooperation and assistance on this audit.

REPORT DISTRIBUTION

Scott Reiner, Executive Director
Office of Children's Services

David L. Ash, Clarke County Administrator

Denise Acker, CPMT Chair

Sharon Keeler, CPMT Fiscal Agent

Judith Blau, CSA Coordinator



CSA FY 23 - POOL REIMBURSEMENT REQUEST REPORT—PART 1

DATE: September 21, 2023	FOR PERIOD ENDING: August 31, 2023 Report ID: 40534
LOCALITY: Clarke -FIPS 43	Contact Peerson: Claire Spaulding Phone Number:540-955-5198

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)
1. CONGREGATE CARE / MANDATED AND NON-MANDATED RESIDENTIAL SERVICES						
1a. 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)	\$0.5996	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1b. Foster Care - all others in Licensed Residential Congregate Care	\$0.5996	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1c. Residential Congregate Care- CSA Parental Agreements ; DSS Noncustodial Agreements	\$0.5996	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1d. Non-Mandated Services/Residential/Congregate	\$0.5996	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1e. Educational Services - Congregate Care	\$0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. OTHER MANDATED SERVICES						
2a. Treatment Foster Care - IV-E	\$0.4797	\$4,340.00	\$0.00	\$4,340.00	\$2,081.90	\$2,258.10
2a.1 Treatment Foster Care	\$0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2a.2 Treatment Foster Care - CSA Parental Agreements ; DSS Noncustodial Agreements	\$0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

2b.	Specialized Foster Care - IV-E ; Community Based Services	\$0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2b.1	Specialized Foster Care	\$0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2c.	Family Foster Care - IV-E ; Community Based Services	\$0.2399	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2d.	Family Foster Care Maintenance only	\$0.4797	\$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	\$0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2e.1	State Kinship Guardianship	\$0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2e.2	Federal Kinship Guardianship	\$0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2f.	Community - Based Services	\$0.2399	\$10,900.00	\$0.00	\$10,900.00	\$2,614.91	\$8,285.09
2f.1	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.	Special Education Private Day Placement	\$0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2h.	Wrap-Around Services for Students With Disabilities	\$0.4797	\$1,920.00	\$0.00	\$1,920.00	\$921.02	\$998.98
2i.	Psychiatric Hospitals/Crisis Stabilization Units	\$0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3.	Non-Mandated Services/Community-Based	\$0.2399	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4.	GRAND TOTALS: (Sum of categories 1 through 3)		\$17,160.00	\$0.00	\$17,160.00	\$5,617.83	\$11,542.17

CSA FY 23 - 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	\$0.00
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
TOTAL REFUNDS : Note: This total must agree with the GRAND TOTAL of all expenditure refunds Part 1, Line 4, Col (c).		\$0.00

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.