

Clarke County CPMT Agenda
March 22, 2022
2:00 PM
Clarke County Government Center

OPEN SESSION

1. Approve minutes from February 22, 2022
2. MOU template – in progress
3. FAPT and CPMT member training
4. Funding summer camps for eligible youth
5. Issues with vendors, late payments
6. Upcoming DSS community events
7. WRAP supplement request
8. Financial – February payment report

CLOSED SESSION

Consent Agenda: 9 cases

Next Meeting: April 26, 2022

CLARKE COUNTY CPMT MEETING MINUTES

February 22, 2022

Attendees

Katherine Webster	CSA Coordinator
Frank Moore	Clarke County Public Schools
Jennifer Parker	Clarke County DSS
Leea Shirley	VDH Representative
Terri Catlett	BOS Representative

Jen called the meeting to order at 2:15 p.m. The meeting was conducted in person at the Clarke County Government Center.

Old Business:

Terri noted that there could be a sentence rephrased for clarity in the January minutes. Katherine made to correction, changing “Historically, the treasurer has performed this role for Clarke County” to “Historically, the Clarke County treasurer has performed this role for Clarke County CSA”. Leea made a motion to approve the amended minutes from January; Frank seconded the motion.

New Business:

1. The team reviewed language for the role of the FAPT Chairperson. Katherine explained that the FAPT members made some minor changes from what CPMT recommended in January. Katherine also provided an example of a form to help guide the FAPT Chair as they take notes during the meetings. CPMT voted to add a FAPT chairperson in January, so the new role description will be added to the local policy and procedure manual.
2. Katherine discussed the desire to have a version of the local contract for services that is shortened or a template MOU/MOA for non-clinical services like daycare, drug testing, and one-time evaluations. The statewide CSA coordinators group did not have any examples. Leea stated that the Virginia Health Department has a MOA with Valley Health for testing that could be altered to fit the needs of CSA and she will share that with Katherine. Terri suggested the Mike Legge, purchasing manager for Clarke County also might be a good resource. Katherine will reach out to Mike and OCS to see if either has any more suggestions.
3. CPMT members reviewed HB427/SB435, which is proposing to change the requirements for parent representatives on both FAPT and CPMT. The proposed language will loosen the restrictions for those who work in child-serving agencies, and recommend that parent representatives have “lived experience” with the CSA process or special education system. Katherine noted that the current FAPT parent representative does not meet these proposed criteria, but that since the criteria are “recommended” rather than “required”, she can continue to serve in her position if the bills pass.
4. Katherine provided team members with questions proposed by OCS about the upcoming CSA conference. CPMT members answered the questions and Katherine will relay those answers back to OCS.

Financial Update:

Katherine provided the team with payment reports from January. There was some discussion about the large jump in total payments from December. Katherine noted that two large payments for a private day school are now being paid monthly. In addition, one vendor submitted invoices for 6 months of charges at once.

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 sent out before the meeting. Frank made a motion to leave closed session and Terri seconded.

**Next meeting:
March 22, 2022 at 2:00 p.m.**

ATTACHMENT A

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>James Willis</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>James Willis</i>			✓	

The aforesaid Motion and Certificate were adopted in open meeting at a public meeting held on February 22, 2022 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
Vice-Chair

2/22/22
Date



CHILDREN'S SERVICES ACT OFFICE
311 EAST MAIN STREET
BERRYVILLE, VIRGINIA 22611
TELEPHONE (540)955-5198 • FAX (540)955-3958

www.covlc.virginia.gov

Click on "Need an account" and follow the steps to create a username and password

Once you complete the log-in process, in the upper right hand corner of the screen is a magnifying glass. You can search "CSA" or the entire course name/number from the list below.

List of competencies on COVLC and required certificates of completion:

FAPT:

CSA001 – Can CSA Pay?

CSA032 – CPMT & FAPT Roles and Responsibilities

CSA020 – Special Education Wraparound Funding Under CSA

CSA042 – CSA Parental Agreements

CPMT:

CSA031 – CSA Basics for CPMT Members: The Big Picture

CSA032 – CPMT & FAPT Roles and Responsibilities

CSA033 – CSA Funding and Eligibility for CPMT Members

CSA035 - Utilization Review for CPMT Members

CSA036 – CSA Audit Process for CPMT Members

CSA043 - Can CSA Pay for CPMT Members

CSA020 – Special Education Wraparound Funding Under CSA



Webster, Katherine <katherine.webster@dss.virginia.gov>

Re: Grace Academy Rate Sheet

1 message

Webster, Katherine <katherine.webster@dss.virginia.gov>

Mon, Mar 21, 2022 at 2:09 PM

To: Ken N Ky Mom <cameron.christina22@gmail.com>

Cc: Jennifer Parker <jennifer.l.parker@dss.virginia.gov>

Hi Christina,

I received your updated rate sheet and I can see that the date listed on it is 3/16/22. Per the Clarke County CSA contract, rates cannot be changed during the active time frame of a purchase order. Please see #8 on the attached contract for more information on rate changes. Also, if you can provide some more information about the rate change, it would be helpful to make the case of increasing the charges. The youth CSA is funding to attend Grace Academy has an active purchase order through 3/31/22, so the new rate can only be paid from 4/1/22 forward, if CPMT approves the rate change. I will present the new rate to CPMT tomorrow, 3/22/22 and let you know the outcome of the meeting on Wednesday, 3/23/22.

Thank you,
Katherine

On Thu, Mar 17, 2022 at 9:14 AM Ken N Ky Mom <cameron.christina22@gmail.com> wrote:

On Thu, Mar 3, 2022 at 2:25 PM Christina Cameron <cameron.christina22@gmail.com> wrote:

Sent from my iPhone

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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
katherine.webster@dss.virginia.gov

 Grace Academy Contract Signed.pdf
386K



Updated 3/16/2022

GRACE ACADEMY

TUITION INFORMATION

Yearly Registration Fee: \$55 per year

Full-Time Enrollment:

9am - 3pm: \$185 per week

8am – 5pm: \$195 per week

7am - 5pm: \$210

Part-Time Enrollment 3 days a week:

7am - 3pm: \$165 per week

9am – 3pm: \$150 per week

9am – 1pm: \$135 per week

Infant Program:

7am -5pm/or part time: \$265

Extended Day Program (School-Aged Students): \$100 per week

BEFORE AND/OR AFTER CARE (7-9AM, 3-6PM)

Before and After Care costs \$30 per hour per week.

* - Weekly tuition fees are due at the start of each week.

HOURS OF OPERATION

We are open Monday through Friday from 7 am until 6 pm.



Grace Academy Rate Increase

Hello,
our rate increase is due to inflation, staff salary increases and facility operations. We increased our rates to continue to operate and provide for the community.



Webster, Katherine <katherine.webster@dss.virginia.gov>

RE: NB POs Jan22-Mar22

1 message

Nicole VanZandt <n.vanzandt@newhorizonsaba.com>
To: "Webster, Katherine" <katherine.webster@dss.virginia.gov>
Cc: Jennifer Parker <jennifer.l.parker@dss.virginia.gov>

Fri, Mar 4, 2022 at 3:25 PM

Hi Katherine,

I completely understand regarding the supervision and plan development charges , it was also an oversight on my part. Thank you for adding that to the new purchase order. Our Client Relations Manager was unaware of the requirements for FAPT and I had a meeting with her to explain the requirements and expectations. You will receive the missing reports on Monday and going forward you will receive them in accordance with the contractual obligations. Once again my apologies for this oversight. Thank you and enjoy your weekend !

Nicole Van Zandt

Chief Operating Officer

New Horizons Professional ABA Services

Ph: 540.431.5641

Fax: 540.431.5628

To the fullest extent permitted by law, this e-mail may contain confidential and/or privileged information, and unless you are the intended recipient, you are prohibited from accessing or otherwise using or allowing use in any way. If you have received this e-mail in error please: 1) Inform the sender only, do not "Reply to All." 2) Delete this e-mail from your mailbox and any other storage system you may have saved or copied it to. 3) Do not print, forward, copy, or save this e-mail or share its contents with anyone. Thank you.

From: Webster, Katherine <katherine.webster@dss.virginia.gov>
Sent: Friday, March 4, 2022 2:09 PM
To: Nicole VanZandt <n.vanzandt@newhorizonsaba.com>
Cc: Jennifer Parker <jennifer.l.parker@dss.virginia.gov>
Subject: NB POs Jan22-Mar22

Hi Nicole,

I spoke with the Clarke CPMT chair (Jen Parker, copied on this message) and explained your question about the missing charges on the Jan-Mar purchase order and invoices. When I created that purchase order and sent it to you on 12/30/21, I was unaware of the supervision and plan development charges. I created it based on what we had agreed to for 12/13 - 12/31, at \$70 per hour. At their December meeting, CPMT had approved funding for only this amount. At this point, we are not able to amend the Jan-Mar purchase order to add additional charges. At the most recent FAPT meeting on 3/1, Ashley explained the separate supervision and plan development charges and they will be reflected on the next purchase order and invoices, pending CPMT approval at their March meeting.

I'd like to take this opportunity to remind you and your staff of the contractual obligations to submit timely invoices and reports. As of today, I only have one progress report for services delivered to NB for the month of February (I recently received 2 separate emails but the same progress report was attached to both). I also have a completed invoice for 12/13/21- 12/31/21 but no progress report for those dates. Invoices and reports are due on the 15th of the month following service delivery and will be paid through the county finance department the last week of that month. If you would like to set up EFT, please contact Melissa Fox at mfox.clarkecounty.gov or 540-955-6171.

Thanks to you and your staff for the great work that you are doing with this youth. The parents, teachers, and school social worker had nothing but positive progress to note.

Katherine

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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

katherine.webster@dss.virginia.gov



WRAP Request Report - Fiscal Year 2022

Locality (FIPS): Clarke (043)		Base Rate: 0.4797 (The rates have been rounded to ten-thousandths place decimal)		
Date Created: 02/24/2022		Date Printed: 03/21/2022		
WRAP Request ID: 67		WRAP Request Status: Release Wrap		
		Actual FY 2022	Projected FY 2022	Total FY 2022
		Expenditures	Additional Expenditures	Actual + Projected Expenditures
		(*Includes Pended Pool Report)	(b)	(a+b=c)
I	2h. Wrap-Around Services for Students With Disabilities	\$750.00	\$36,400.00	\$37,150.00
II	Less Current Reported Wrap Refunds			\$0.00
III	Net Project Wrap Expenditures (Line I - Line II)			\$37,150.00
		Local Share	State Share	Total
IV	Current Total Wrap Allocation: Total dollar amount of wrap allocated for FY 2022 which includes initial and any approved wrap allocations/adjustments	\$4,662.00	\$5,057.00	\$9,719.00
V	Wrap Allocation Funds Requested: (Line III - Line IV)	\$13,158.65	\$14,272.34	\$27,431.00
Requester Comments		Clarke has one very high-needs youth who is utilizing ABA services to transition back into the classroom after a major set-back.		
Locality Approver Information				
	Report Preparer	Katherine Webster	02/24/2022	_____
	CPMT Chair	Jennifer Parker	02/24/2022	_____
	Fiscal Agent	Brenda Bennett	03/09/2022	_____
OCS Latest Approved Totals				
		Local Share	State Share	Total
	WRAP Request Approved by OCS Business Manager	\$460.98	\$500.00	\$960.98

EXPENDITURE REPORT**Reporting Period: February 2022****Print Download To Excel Export Data?**

PART 1 - EXPENDITURE DESCRIPTION REPORT							
	Expenditure Description	MatchRate	Expenditure	Refunds	NetExpenditures	LocalShare	StateShare
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
2a	Treatment Foster Care - IV-E	0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2a1	Treatment Foster Care	0.4797	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2a2	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
2b1	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	\$270.00	\$0.00	\$270.00	\$64.77	\$205.23
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	\$992.00	\$0.00	\$992.00	\$475.86	\$516.14
2f	Community - Based Services	0.2399	\$6,792.50	\$275.55	\$6,516.95	\$1,563.42	\$4,953.53
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	Special Education Private Day Placement	0.4797	\$8,229.92	\$0.00	\$8,229.92	\$3,947.89	\$4,282.03
2h	Wrap-Around Services for Students With Disabilities	0.4797	\$1,950.00	\$0.00	\$1,950.00	\$935.42	\$1,014.58
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
	Total		\$18,234.42	\$275.55	\$17,958.87	\$6,987.36	\$10,971.51

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	\$275.55
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).		\$275.55

}