

Clarke County CPMT Agenda  
July 19, 2021  
2:00 PM  
Clarke County Government Center

OPEN SESSION

1. Approve minutes from 6/21/21
2. Possible parent representative for CPMT- update
3. FAPT changes update
4. Document/Policy refresh schedule
5. Parental Co-Payments: policy
  - a. Vote needed
6. Financial – with new data

CLOSED SESSION

Consent Agenda: 0 cases

Next Meeting: August 16, 2021

# CLARKE COUNTY CPMT MEETING MINUTES

June 21, 2020

## Attendees

Denise Acker - virtual	Northwestern Community Services
Katherine Webster – in person	CSA Coordinator
Frank Moore - virtual	Clarke County School System
Jerry Stollings - virtual	Court Services
Jennifer Parker – in person	DSS Director
Leaa Shirley - virtual	Virginia Department of Health

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Denise called the meeting to order at 2:02 p.m. The meeting was conducted partially via Google Meet and partially in person at the Clarke County Government Center.

## Old Business:

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

## New Business:

1. Katherine provided an update on a possible parent representative, whose son is currently receiving services funded by CSA. The parent is considering the position and was invited to join this meeting to observe.
2. Katherine noted that when the Governor's state of emergency order expires on 6/30/21, we will no longer have the option to conduct virtual meetings. Starting in July, both FAPT and CPMT will resume meeting in-person.
3. Katherine and Jen described recent updates from VDSS on the changes that will come into effect on July 1<sup>st</sup> with the implementation of the Families First legislation. VDSS is mandating that all "in-home" cases go through a version of the FAPT process to assure service implementation, goal attainment, and follow through. The group discussed how this would impact the schedule and structure of FAPT and what changes should be made to accommodate the potential increase of cases. It was determined that FAPT should treat the DSS in-home cases as typical CSA cases, except for the funding piece. A second FAPT meeting will be scheduled each month and cancelled if there are no cases to be heard. Katherine will elicit feedback from FAPT members on time and date of the new monthly meeting. CPMT will reassess the process in 3-4 months to adjust if necessary.
4. Katherine presented the team with a schedule of documents and policies to update, based on need and frequency of use.
5. Katherine introduced a new Individual and Family Service Plan (IFSP) and budget request form to be used during FAPT. The new forms are more streamlined and will elicit collaboration between the FAPT members and family during the meeting. The forms are also in an editable .pdf format so they can be filled out electronically. Jerry made a motion to adopt the new IFSP and budget request form, and Frank seconded the motion. The CPMT members voted on the new IFSP and budget request form: Denise: yay; Frank: yay; Leaa: yay; Jen: yay; Jerry: yay. None opposed. Motion carried.

6. There was discussion about the procedure around assessing families for their ability to provide co-payment for services funded by CSA. Katherine presented an updated version of the form, along with the policies from Roanoke and Frederick County's CSAs. After some discussion, Jen made a motion to adopt Roanoke's policy and sliding scale fee table. The CPMT members voted on the new parental co-pay screening form and household income form: Denise: yay; Frank: yay; Leea: yay; Jen: yay; Jerry: yay. None opposed. Motion carried. Katherine will amend Roanoke's policy to fit with Clarke's procedures and present it at the next CPMT meeting.

**Financial Update:**

Katherine sent out the financial information via email. The team discussed the data that was presented, including the new representation of the data based on feedback from previous meetings. There were no further questions about the information.

**Closed Session:**

CPMT did not enter closed session.

**Consent Agenda:**

There were no cases on the consent agenda for this meeting.

**Next meeting: July 19, 2020 at 2:00 p.m. in person and via Google Meet.**

# Clarke County CSA Documentation Update Schedule

*Highlighted row indicates awaiting CPMT approval*

## DOCUMENTS/FORMS

NAME	LAST UPDATED	NEXT UPDATE	APPROVED BY CPMT	OTHER/NOTES
FAPT – Initial UR	12/3/2020	12/2023	N/A	Internal Document
FAPT – Update UR	12/3/2020	12/2023	N/A	Internal Document
FAPT D/C Form	03/05/2021	12/2024	N/A	Internal Document
FAPT Determination of Eligibility	4/22/2021	12/2024	N/A	Internal Document
FAPT/FTM Confidentiality	4/22/2021	12/2024	N/A	Internal Document
FAPT Parental Co-Pay Screen	4/21/2021	12/2024	6/21/2021	
Emergency Funding Request Form	4/21/2021	12/2024	5/14/2021	
Household Income/Co-Pay Agreement Form	6/17/2021	12/2024	6/21/2021	
IFSP	6/17/2021	12/2024	6/21/2021	
FAPT Budget	6/17/2021	12/2024	6/21/2021	

## POLICIES/PROCEDURES

NAME	LAST UPDATED	NEXT UPDATE	APPROVED BY CPMT	OTHER/NOTES
Emergency Funding	4/21/2021	12/2024	5/14/2021	
Strategic Plan	5/17/2021	12/2024	5/17/2021	
Parental Responsibilities	7/8/2021	12/2024		
CANS				

## **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**  
**Seven Year CSA Net Expenditures Comparison**

7/16/2021

	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
July	\$ 3,037.97	\$ 2,884.00	\$ 1,166.00	\$ 1,148.00	\$ 2,138.00		\$700.00	\$ 22,117.19	
August	\$ 15,130.20	\$ 41,852.39	\$ 49,740.10	\$ 35,986.32	\$ 56,174.75	\$ 51,912.87	\$2,993.42	\$40,497.89	\$10,353.00
September	\$ 38,033.36	\$ 37,756.84	\$ 44,728.83	\$ 33,748.90	\$ 61,105.32	\$ 52,529.41	\$10,692.70	\$ 23,938.79	\$ 12,490.00
October	\$ 42,012.56	\$ 47,874.78	\$ 52,727.10	\$ 34,968.22	\$ 52,482.56	\$ 27,103.96	\$7,165.00	\$31,690.26	\$15,024.00
November	\$ 39,123.13	\$ 49,831.75	\$ 55,244.24	\$ 52,325.13	\$ 54,262.43	\$ 24,713.43	\$11,078.00	\$15,578.50	\$14,379.00
December	\$ 24,862.29	\$ 49,513.69	\$ 47,984.51	\$ 36,792.03	\$ 56,767.37	\$28,566.75	\$1,740.00	\$20,376.41	\$11,857.75
January	\$ 38,403.41	\$ 36,559.39	\$ 55,974.31	\$ 48,327.12	\$ 56,344.94	\$ 14,274.55	\$12,862.50	\$19,026.50	\$10,801.25
February	\$ 23,402.82	\$ 38,697.75	\$ 53,496.93	\$ 43,475.52	\$ 62,311.26	\$ 16,377.31	\$4,731.50	\$12,808.15	\$ 11,769.00
March	\$ 42,869.20	\$ 37,678.75	\$ 54,388.66	\$ 51,963.49	\$ 56,220.24	\$ 14,222.66	\$5,610.00	\$9,335.27	\$ 9,552.88
April	\$ 24,542.63	\$ 44,702.60	\$ 71,364.08	\$ 42,372.84	\$ 60,997.71	\$ 25,551.14	\$ 21,207.00	\$6,675.00	\$2,780.50
May	\$ 47,657.92	\$ 52,187.53	\$ 61,669.42	\$ 53,214.06	\$ 57,985.80		\$16,233.00	\$12,769.00	\$7,733.50
June	\$ 28,581.65	\$ 56,589.84	\$ 49,174.04	\$ 54,933.29	\$ 63,986.48		\$11,966.50	\$13,921.00	\$ 7,764.81
June (2)	\$ 45,609.61	\$ 51,913.99	\$ 38,811.81	\$ 58,959.71	\$ 64,347.40		\$32,504.18		
	<b>\$ 413,266.75</b>	<b>\$ 548,043.30</b>	<b>\$ 636,470.03</b>	<b>\$ 548,214.63</b>	<b>\$ 705,124.26</b>	<b>\$ 255,252.08</b>	\$139,483.80	\$ 228,733.96	\$ 114,505.69
Medicaid	\$ 65,321.00	\$ 14,906.26	\$ 69,824.06	\$ 204,549.79	\$ 277,377.10	\$ 130,248.50			
TOTAL	\$ 478,587.75	\$ 562,949.56	\$ 706,294.09	\$ 752,764.42	\$ 982,501.36	\$ 385,500.58			
# Youth served	<b>25</b>	<b>29</b>	<b>30</b>	<b>24</b>	24				12