

Clarke County CPMT Agenda
September 20, 2021
2:00 PM
Clarke County Government Center

OPEN SESSION

1. Quick introductions, welcome to Scott Reiner from OCS and Chris Boies from Clarke County
2. Approve minutes from 8/16/21
3. Adding Roles to FAPT and CPMT – feedback from FAPT
4. Clarke CSA retreat – dates and locations
5. Clarke CSA informational brochure
6. Closed meeting certification – Chris Boies
7. Financial – OCS CQI Dashboard, Scott Reiner to navigate the dashboard for CPMT members

CLOSED SESSION

Consent Agenda: 4 cases to review, no vote needed

Next Meeting: October 18, 2021

CLARKE COUNTY CPMT MEETING MINUTES

August 16, 2021

Attendees

Denise Acker	Northwestern Community Services
Katherine Webster	CSA Coordinator
Jennifer Parker	DSS Director
Terri Catlett	Clarke County Board of Supervisors
Abdus Samad	Private Provider Representative
Leaa Shirley	Virginia Department of Health
James Willis	Prospective Parent Representative
Kevin V	Grafton Employee, prospective Private Provider Representative

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

Old Business:

Jen made a motion to approve the minutes from July; Terri seconded the motion.

New Business:

1. Mr. James Willis attended the meeting today to observe as a possibility for a parent representative. Katherine will follow up with him after the meeting to answer any questions and discuss next steps of the process. Kevin V also attended the meeting as a Grafton employee and possible replacement for Abdus as the private provider representative. Katherine will also follow up with Abdus and Kevin to answer any questions and discuss next steps of the process.
2. Katherine brought up the idea of adding roles to the CPMT and FAPT. Other localities have a representative from law enforcement who sits on both teams. CPMT members discussed the possibility of another private provider like someone from the Laurel Center, one of the Equine Therapy organization, or Family Preservation. The team also recommended Katherine discuss the idea with FAPT in order to get their input.
3. Katherine presented the team with an updated schedule of documents and policies to update, based on need and frequency of use. Katherine explained that the policies, procedures, and forms that are most often used by CSA have been reviewed and updated by CPMT. The remainder of the policy and procedure manual still needs updating and Katherine asked for help with that task in the form of a sub-group to meet separately. Denise and Terri have volunteered for the sub-group. Katherine will send out an email asking for volunteers again.
4. Katherine introduced a new policy for administration of the CANS assessment. The new policy covers frequency of administration and incorporates the new requirements for LDSS users and in-home cases. There were no questions or discussion about the CANS policy. Abdus made a motion to accept the new policy and Leaa seconded the motion.

Financial Update:

Katherine shared the OCS CQI dashboard available at: <https://www.csa.virginia.gov/Resources/ContinuousQualityImprovement>. Katherine noted that Scott Reiner (executive director of CSA) had offered to attend a virtual CPMT meeting to give the team a deeper understanding of the data available and how it could be useful to Clarke CSA. Katherine will coordinate with Scott to attend the September CPMT meeting virtually.

Closed Session:

Pursuant to the Virginia Freedom of Information Act: Clarke County CPMT convened in closed session to discuss confidential client matters pursuant to the protection of privacy as noted in Virginia Code section 2.2-3711 (A). Abdus made a motion to move into closed session; Terri seconded the motion. All present voted “aye” and the motion passed.

Consent Agenda:

The consent agenda with 1 case was sent out before the meeting. Katherine answered a few questions and gave more background information about the case. Terri made a motion to leave closed session and Abdus seconded.

Member Roll Call Vote: Denise: aye; Terri: aye; Leaa: aye; Abdus: aye; Jen: aye.

Abdus motioned to adjourn the meeting, Leaa seconded.

**Next meeting:
September 20, 2021 at 2:00 p.m.**

What is the Children's Services Act?

It is a Virginia law designed to help troubled and at risk youth and their families. State and local agencies, parents and private service providers work together to plan and provide services. In each community, local teams decide how to do this.

The Community Policy and Management Team

(CPMT) coordinates agency efforts, manages the available funds, and sees that eligible youth and their families get help.

The Family Assessment and Planning Team

(FAPT) looks at the strengths and needs of the individual youth and families, decides what services to provide, and prepares a service plan with input from families. The FAPT includes staff from the community services board, juvenile court, the local department of social services, public schools, a private provider representative, and a parent representative.

Who is eligible for services?

Services under CSA may be available to a child who meets at least one of the following descriptions:

- has serious emotional or behavioral problems, or
- may need residential care or resources beyond normal agency services, or
- needs special education through a private school program, or
- receives foster care services, or
- receives services to prevent foster care placements, or
- is under supervision of the juvenile and domestic relations court, or domestic relations court, or
- is a ward of the Department of Juvenile Justice

Eligibility is determined by various laws (in education, juvenile justice and social services) and by the Community Policy and Management Team. Also, there must be funds available in the community.

How does CSA work?

A team meeting is scheduled with the FAPT and members of the family:

- the child and family take an active part of the FAPT meeting to discuss their needs
- a service plan is developed
- the family signs the service plan if they agree with the plan
- services begin as soon as possible
- emergency services may begin immediately
- parents may be required to make co-payments for non-foster care services
- parents may be required to make child support payments for foster care services
- parents are not required to make co-pay payments for special education services

What are my rights?

Most importantly, you have the right to understand the CSA process. You also have the right:

- to receive information on the CSA process
- to be notified before your child is assessed and/or offered services
- to understand the information that you receive
- to consent and agree in writing before beginning any services, except when ordered by the court
- to read records, challenge information, give permission for release of records and be provided a written copy of the records unless ordered otherwise by the court
- to assistance from your child's case manager as well as a member of your family, friend, advocate or support person
- to review the assessment and service plan
- to disagree with the assessment and service plan and place your concerns in writing to the CPMT.
- to participate and be present for the entire FAPT meeting and discuss your child's and family's situation and well as participate in decisions that apply to you and your family.

What about children eligible for special education?

If your child is eligible for special education, all the rights and protections of special education continue to be available to you and your child. You have the right:

- to notice before a child's educational service begins or changes
- to consent before certain evaluations or placements
- to an independent educational evaluation if you disagree with the school's evaluation
- to participate in the preparation of your child's Individual Education Plan (IEP)
- to inspect and review your child's education records
- to file a complaint or request a due process hearing

What about children and youth receiving foster care services?

If your child is in foster care you can ask the foster care worker for help. Unless the court has taken away your parental rights, you have a right to be involved in making decisions about your child.

For more information about foster care services contact the Virginia Department of Social Services at: www.dss.virginia.gov

How do I request a review/appeal?

You have the right to disagree with any part of your child's evaluation or service plan. You have the right to disagree with the decisions of FAPT. You may file an appeal in writing with the chair of the Clarke CPMT within ten calendar days of receipt of the FAPT decision:

Ms. Denise Acker

NW Address

Address 2

540-3059151/dacker@nwcsb.com

The CPMT shall make a final decision within 45 calendar days following receipt of the appeal.

Where can I go for help?

The Children’s Services Act process can seem overwhelming and impersonal. Help is available at every step of the CSA process.

Additional information as well as a list of individuals who may provide assistance is available through the Virginia Office of Children’s Services at (804) 662-9815 or visit their website at www.csa.virginia.gov

You should always feel free to contact your child’s case manager, CSA staff member, or FAPT member with any questions or concerns.

Clarke County FAPT

Clarke Public Schools
Kerry Desjarins – School Social Worker
(540) 955-6100
desjardinsk@clarke.k12.va.us

Northwestern Community Services Board
Lauren Smith - Supervising Case Manager
540-535-7285
Lauren.Smith@nwcsb.com

26th District Court Service Unit
Erin Casarotti- Juvenile Probation & Parole Officer
(540) 722-7960
erin.casarotti@dji.virginia.gov

Clarke Social Services
Michael “Toby” Austin – Family Services Supervisor
(540) 955-5171
Michael.autsin@dss.virginia.gov

Parent Representative
Tracy Smith
boycebarr@gmail.com

Private Provider Representative
Chris Rousseau
crhavenmhc@gmail.com

Clarke County CSA

Mailing Address:
311 East Main St
Berryville VA 22611
Fax: (540) 955-3958

CSA Coordinator
Katherine Webster
Phone: (540) 955-5198
E-mail: katherine.webster@dss.virginia.gov

CSA Fiscal Agent – Clarke County
Sharon Keelor, Treasurer
Phone: (540) 955- 5161
E-mail: skeelor@clarkecounty.gov



Your child’s case manager is:

Name: _____

Phone: _____

E-Mail: _____

CSA

The Children’s Services Act

Information for Parents

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>Leaa Shirley</i>					
<i>Frank Moore</i>					
<i>James Willis</i>					
<i>Abdus Samad</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>Leaa Shirley</i>				
<i>Frank Moore</i>				
<i>James Willis</i>				
<i>Abdus Samad</i>				

The aforesaid Motion and Certificate were adopted in open meeting at a public meeting held on _____ 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