

# FREDERICK COUNTY CPMT AGENDA

April 22, 2019  
1:00 PM  
107 N Kent St  
Winchester, VA  
1<sup>st</sup> Floor Conference Room

## Agenda

- I. Introductions
- II. Adoption of Agenda
- III. Consent Agenda
  - A. Approve March Minutes
  - B. Approve Budget Request Forms
- IV. Executive Session
  - A. As Needed
- V. Committee Member Announcements
  - A. As Needed
- VI. CSA Report- Moved to May
  - A. Financial Report
  - B. CSA Updates
- VII. Old Business
  - A. Private Day School Rate Increases
- VIII. New Business
  - A. Contract Renewal Letter Jay Tibbs
- IX. Review Assigned Tasks
- X. Next Meetings
  - A. CPMT **May 20, 2019- 3<sup>rd</sup> Monday due to Memorial Day**, 1<sup>st</sup> Floor Conference Room- See Memo for future dates
  - B. Joint FAPT/CPMT Meeting- TBD, 1-2pm, 2<sup>nd</sup> Floor Public Works Conference Rm
- XI. Adjourn

\*\*Instructions for Closed Session:

- Motion to convene in Executive Session pursuant to 2.2-3711(A)(4) and (15), and in accordance with the provisions of 2.2-5210 of the Code of Virginia for proceedings to consider the appropriate provision of services and funding for a particular child or family or both who have been referred to the Family Assessment and Planning Team and the Child & Family Team Meeting process, and whose case is being assessed by this team or reviewed by the Community Management and Policy Team
- Motion to return to open session-
- Motion that the Frederick County CPMT certify that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements, and (2) only such public business matters were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting.
- Roll Call Affirmation
- Motion to Approve cases discussed in Executive Session

**CPMT Meeting Minutes: Monday March 25<sup>th</sup>, 2019**

The Community Policy and Management Team (CPMT) Committee met on March 25<sup>th</sup>, 2019 at 1:00 pm in the first-floor conference room at Frederick County Government Offices Administration Building, 107 North Kent Street, Winchester, VA 22601.

***The following members were present:***

- Jay Tibbs, Frederick County Government
- Dawn Robbins, Parent Representative
- Tamara Green, Frederick County DSS
- Dana Bowman, Children Service of Virginia
- Peter Roussos, Court Services Unit
- Michele Sandy, Frederick County Public Schools

***The following members were not present:***

- Mark Gleason, Northwestern Community Services Board

***The following non-members were present:***

- Jacquelynn Jury, CSA Coordinator
- Brittany Arnold, CSA Account Specialist

***Call to Order:*** Jay Tibbs called the meeting to order at 1:02 pm.

***Adoption of March Agenda:*** Peter Roussos made a motion to adopt the March agenda, Dr. Colin Greene seconded; CPMT approved.

***Consent Agenda:*** The following items were put in the Consent Agenda for CPMT's approval:

- February 25<sup>th</sup> CPMT Minutes
- Budget Request Forms – Confidential Under HIPAA

***Adoption of February Minutes:*** Dana Bowman made a motion to approve the February minutes; Dawn Robbins seconded; the CPMT approved.

***Adoption of Budget Request Forms:*** Peter Roussos made a motion to approve the Budget Request Forms; Dr. Colin Greene seconded; the CPMT approved.

***Adoption to Convene to Closed Executive Session:*** On motion duly made by Dr. Colin M. Greene and seconded by Peter Roussos, the CPMT voted unanimously to go into Closed Executive Session to discuss cases confidential by law as permitted by Section §2.2-3711 (A) (4) and (15) and in accordance with the provisions of 2.2-5210 of the Code of Virginia.

- Account of Closed Session:

Case Review

**Adoption of Motion to Come Out of Closed Executive Session:** Peter Roussos made a motion to come out of Closed Executive Session and reconvene in Open Session; Dr. Colin Green seconded; the CPMT approved.

**Adoption of Motion:** The Frederick County CPMT certifies that to the best of each CPMT member's knowledge (1) the only public business matters lawfully exempted from open meeting requirements and (2) only such public business matters were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting.

Peter Roussos	Aye
Dr. Colin Greene	Aye
Dana Bowman	Aye
Dawn Robbins	Aye
Tamara Green	Aye

**Committee Member Announcements:** Frederick County local government will be having a hearing on March 27<sup>th</sup>, 2019 for the annual adoption of the budget.

**CSA Report:** Fiscal Year 2019 Pool Reimbursement: Net Expended: \$1,750,620.51 with a local match of \$678,966.52. Of the 128-youth served to date, 17 were in congregate care and 21 were in a TFC setting.

**Special Education Wrap Budget:** SpEd Wrap youth used \$7,966.00 out of the \$13,730.00 allocated. \$24,137.00 is currently encumbered.

**Non-mandated Budget:** The CSA Coordinator summarized the non-mandated budget for FY19 stating that \$1,675.00 has been encumbered with \$8,687.80 out of the total \$34,011.00 being spent.

**Office Updates:**

- High Fidelity WrapAround SOC Grant
  - The new grant year started on October 1. The goal for the year is 25 cases, the region is currently at 16. Frederick County has referred 15, however 2 did not count due to incomplete NOMS.
- The CSA Coordinator will not attend the April 22<sup>nd</sup> meeting and the Deputy County Administrator, Jay Tibbs will be covering the CSA agenda and report during the meeting. The CSA Coordinator will provide the CPMT with necessary materials by April 12<sup>th</sup>. The CSA

Account Specialist will distribute Budget Request Forms the Thursday prior to the CPMT meeting.

***Old Business:***

- Strategic Plan Update- Goals
  - Utilization Review/Management:

Goal #1: CPMT discussed the goals from the previous CPMT and FAPT meetings for the UM/UR plan:

    - Review and monitoring of services to include descriptions and expectations of Frederick County CPMT. The CSA Coordinator has been tasked with researching how other localities describe job descriptions, expectations, and the level of experience to be the most successful.
    - CANS Assessments
    - Discharge Planning
    - Contracting a UM/UR clinician- the CPMT Chair expressed the need for data and evidence to support creating a new position prior to making that request to the Board of Supervisors.
  - Measure Program and Service Quality:

Goal #2: CPMT discussed the best way to get families who participate in FAPT to complete quality/satisfaction surveys. The goal is to create a survey that inquires about the process or efficacy of FAPT, in addition to how well the FAPT engages families.

    - The CSA Coordinator has been in contact with the CFTM Facilitator to discuss the surveys and methods used by DSS. The Facilitator has struggled with getting meaningful data that can be used to improve meeting facilitation and better meet family's needs through paper surveys.
    - CPMT members discussed developing the type of questions to get the data desired, as well as the best medium to ensure the return of said surveys.
    - The CSA Coordinator has been tasked with researching how other localities present their surveys, to potentially use as a model.
  - CSA Website improvements

Goal #3: The CSA Account Specialist has taken the preliminary steps to creating the CSA website.

    - All documents that for case managers and parents have been uploaded.
    - IT is currently working on creating the safest way to allow access for case managers with agencies outside of the Frederick County DSS, who need access to CSA documents.

***New Business:***

- Admin Memo #19-02
  - This memo serves as a reminder that the General Assembly capped a 2% increase on private day school rates in FY20 and that localities were required to submit their contracted rates to OCS. Frederick County submitted the rates in July 2018.
- Admin Memo #19-03
  - This memo serves as notification that Annual CSA Service Gap Surveys will be due by May 3, 2019. The CPMT completed the survey together.
  - CPMT listed the following as areas of improvement Frederick County:
    - § Medication management
    - § Acute psychiatric hospitalizations
    - § Crisis intervention
    - § Lack of Medicaid providers
  - The CPMT indicated that all areas of improvement listed above apply to the elementary and the middle school aged youth Frederick County serves.
- Private Day School Rate Increase Cap
  - Through discussion with state CSA Coordinators, it was clarified that the cap for private day school increases pertains only to what is allowable for CSA to pay. It does not limit private day schools to limiting their rate increase by 2%.
    - CPMT requested research to be done to see the annual increase of PDS rates for the local facilities with whom any Frederick County youth are placed.
    - The CSA Coordinator will include in the FY 20 contract renewal letter a reminder about the 2% increase and CSA's limitations involved with PDS rates that increase above the 2% threshold.

***Review Assigned Tasks:***

- The CSA Coordinator will continue researching how other localities present their surveys, to potentially use as a model.
- The CSA Coordinator will include in the FY 20 contract renewal letter a reminder about the 2% increase and CSA's limitations involved with PDS rates that increase above the 2% threshold.

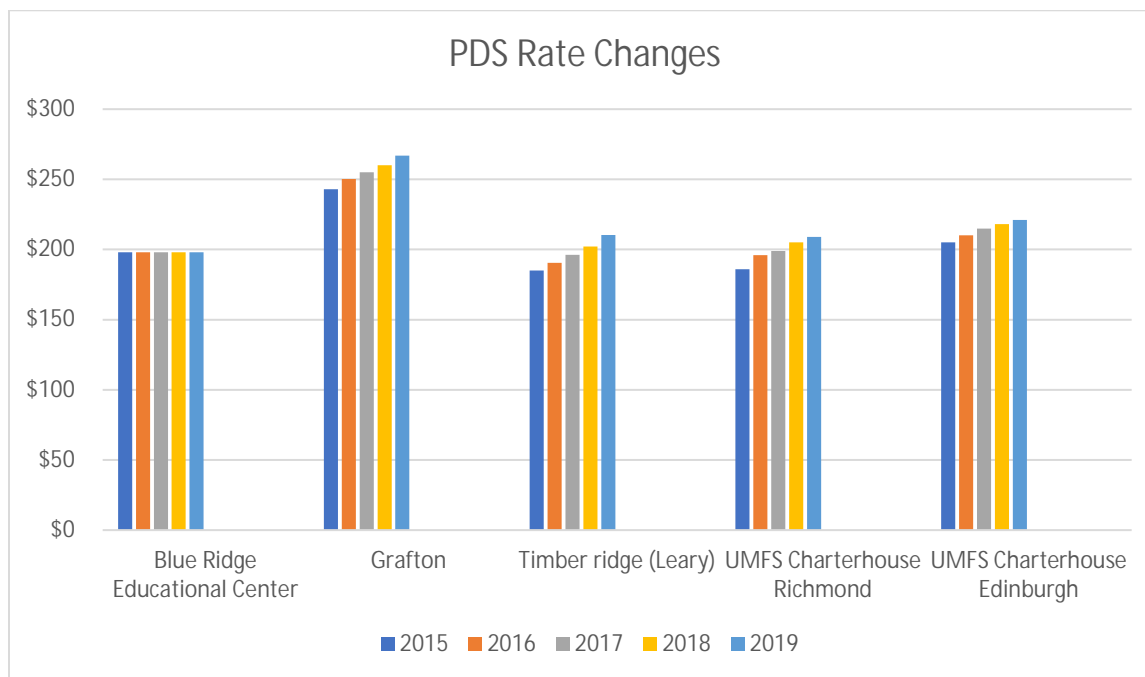
***Next Meeting:*** The next CPMT meeting is Monday, April 22<sup>nd</sup> at 1:00 p.m. in the First Floor Conference Room in the Frederick County Government Offices Administration Building. The Joint FAPT/CPMT meeting on April 23<sup>rd</sup> has been cancelled.

***Adjournment:*** Peter Roussos made a motion to adjourn; Michele Sandy seconded; the CPMT approved. The meeting was adjourned at 2:41pm.

***Minutes Completed By:*** Brittany Arnold

PRIVATE DAY SCHOOL

School:	2015	2016	2017	2018	2019
Blue Ridge Educational Center	\$198	\$198	\$198	\$198	\$198
Grafton	\$243	\$250.25	\$255	\$260	\$267
Timber Ridge (Leary)	\$184.98	\$190.53	\$196.25	\$202.14	\$210.23
UMFS Charterhouse Richmond	\$186	\$196	\$199	\$205	\$209
UMFS Charterhouse Edinburgh	\$205	\$210	\$215	\$218	\$221



- Blue Ridge: 0% increase overtime- BREC continues to maintain the \$198 rate

2015	2016	2017	2018	2019
+0	+0	+0	+0	+0

- Grafton: on average Grafton increased its rates by 2.4% from 2015-2019

2015	2016	2017	2018	2019
\$243	\$250.25	\$255	\$260	\$267
+0.00	+\$7.25	+\$4.75	+\$5.00	+\$7.00
0%	+3% (from previous year)	+1.9% (from previous year)	+2% (from previous year)	+2.7% (from previous year)

- Timber Ridge: on average Timber Ride increased PDS rates 3.25% from 2015-2019

2015	2016	2017	2018	2019
\$184.98	\$190.53	\$196.25	\$202.14	\$210.23
+0.00	+\$5.55	+\$5.72	+\$5.89	+\$8.09
0%	+3% (from previous year)	+3% (from previous year)	+3% (from previous year)	+4% (from previous year)

- UMFS Charterhouse- Richmond: on average the Richmond campus increased PDS rates by 2.86% from 2015-2019

2015	2016	2017	2018	2019
\$186	\$196	\$199	\$205	\$209
+0.00	+\$10.00	+\$3.00	+\$6.00	+\$4.00
0%	+5.4% (from previous year)	+1.55% (from previous year)	+2.5% (from previous year)	+2% (from previous year)

- UMFS Charterhouse- Edinburgh on average the Edinburgh campus increased PDS rates by 1.91% from 2015-2019

2015	2016	2017	2018	2019
\$205	\$210	\$215	\$218	\$221
+0.00	+\$5.00	+\$5.00	+\$3.00	+\$3.00
0%	+2.45% (from previous year)	+2.4% (from previous year)	+1.4% (from previous year)	+1.4% (from previous year)



## Frederick County, Virginia

Children's Services Act  
107 North Kent Street, 2<sup>nd</sup> Floor  
Winchester, VA 22601  
Office: (540) 722-8395  
FAX: (540) 678-0682

April 25, 2019

Dear Vendor,

The Frederick County Community Policy and Management Team (CPMT) is beginning the contract renewal process with its network of providers for services to at-risk youth and families funded through the Children's Services Act (CSA). As you are aware, the FY19 Agreement for Purchase of Services has an annual renewal option until it expires on June 30, 2021. It is Frederick County's desire to utilize the renewal option to continue working in collaboration with its current providers through the upcoming fiscal year (FY20).

Frederick County greatly appreciates your efforts to contain costs while still providing valuable services to the youth and families of this community. While economic news continues to be positive and our community continues to grow, budgetary constraints at the state and local CPMT levels persist. The Frederick County CPMT requests that you consider these difficulties when establishing your service rates for FY20. Any vendor who increases their rates must submit justification for the increase along with their FY20 rate sheet.

Fiscal year 2020 also brings changes in state regulations. As many of you already know, beginning July 1, 2019, rates paid by localities to providers of private day special education services under the Children's Services Act shall not increase more than two percent (2%) above the rates paid in fiscal year 2019. Private Day schools who submit rates more than 2% over the contracted FY19 rate will be reviewed by CPMT and a decision will be made whether to renew the contract or not.

Approved contract renewals shall include the signed Contract Renewal Agreement, FY19 Agreement for Purchase of Services, Addenda, Contract Amendments, FY20 Rate Sheet, and Rate Justification (if increased from FY19). The renewal period will be from July 1, 2019-June 30, 2020. If no increase in rates is being requested, your contract will automatically be renewed once all documentation is received by the CSA office.

In order guarantee purchase orders are issued for services continuing beyond July 1, 2019 and to avoid any breaks in service, please sign below and *return this letter along with a FY20 Rate Sheet, current license, and Certificate of Insurance* by May 15, 2019. If a rate increase is requested, please provide a justification for the request. Once reviewed by CPMT, you will receive a confirmation of renewal or denial of your service contract. I encourage you to scan and email these documents to expedite this process.

Thank you for your agency's efforts on behalf of Frederick County's at-risk youth and families. If you have any questions regarding the contracting process, please do not hesitate to contact Brittany Arnold, CSA Account Specialist at (540) 722-8394 or [barnold@fcva.us](mailto:barnold@fcva.us). Questions regarding the contract itself should be directed to Jackie Jury, CSA Coordinator at (540) 722-8395 or [jjury@fcva.us](mailto:jjury@fcva.us).



Sincerely,

Jay Tibbs  
Frederick County CPMT Chair

\*By signing below, I agree to renew the terms of the FY19 APOS, Addenda, & Amendments for the FY20 period July 1, 2019-June 30, 2020.

\_\_\_\_\_  
Agency Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date