

Hanover County Community Planning and Management Team (CPMT)
April 14, 2016

Location: Hanover Community Resources Meeting Room
12306 Washington Hwy Ashland VA 23005

Present: Jim Taylor (chair), Diane Brown, Sheila Crossen- Powell, Jackie Manzer, Lynn Robbins, Ivy Sager, Karlyne Snead, Re’Nee Teague, BJ Zarris, and Kara Brooks

1. The CPMT meeting was called to order by Jim Taylor, on April 14, 2016 at 12:35 pm, in the meeting room of the Hanover County Community Resources meeting room.
2. The minutes from March 24, 2016 2016 were reviewed and approved as submitted.
3. Jackie Manzer provided the Fiscal report, As of March 31st, total balances paid out was \$2,417k, which is \$104k over the \$2,313k we had at the same time last year. However, the encumbrance balance of \$1,586k is trending lower - with \$1,925k encumbered at the same time last year, we are under by \$338k. The decrease is due in part to Amy's effort to reach out to case workers and vendors to get outstanding items cleared. Additionally it's due to the case workers being mindful of the number of units being requested as balances are lower in nearly all of the categories. Medicaid reporting is finally being reported on a regular basis. The amounts shown here are through January 2016. We are trending higher than last year, with \$198k reported so far compared to last year's \$128k. At this point, we have \$381k left in State matching funds before we need to request a supplement from OCS. Finance will prepare a supplemental request in May, after we submit our next pooled reimbursement request.
4. Upon a motion by Sheila Crossen Powell, and seconded BJ Zarris, CPMT went into Closed Session* for consideration of funding requests on behalf of services for particular children and/or families.
5. Upon a motion by Lynn Robbins and seconded by Sheila Crossen Powell, the meeting was reconvened.
6. BJ Zarris made a motion, seconded by Sheila Crossen Powell, to certify the closed session, only public business matters lawfully exempted from the open meeting requirements of the Freedom of Information Act and only such public business matters as were identified in the motion for Closed Session were discussed. All CPMT members agreed and certified the closed session.
7. Lynn Robbins made a motion to approve the funding request per FAPT/ IEP recommendations and extension of POSO date for case #2411, the motion was seconded by Sheila Crossen Powell; all CPMT members voted to approve the funding request as presented.
8. Sheila Crossen Powell made a motion to approve the copayment collection action as recommended by Finance and defer the co-payment appeal #2386 for additional information. BJ Zarris seconded the motion and all CPMT members voted to approve copayment collection action.

9. Kara Brooks requested guidance and support for parental co-payment policy revisions. CSA has noticed an increase in guardianship cases (i.e. grandparents), in many cases this provides a financial hardship or barrier to CSA services. CPMT members agreed to support policy revisions to waive the co-payment for non-parental guardians. Policy revisions will be drafted and presented to CPMT in May.
10. Lynn Robbins shared the VJCCCA Community Plan, Sheila Crossen Powell made a motion to support the plan as presented, seconded by BJ Zarris and unanimously approved by CPMT.
11. Diane Brown entered CPMT at 1:30 pm.
12. Kara Brooks shared recent guidance from OCS indicating if a child is parentally placed, outside of FAPT, into residential program CSA can only fund education if the IEP is amended to reflect residential as the LRE; the child was in a private day setting prior the residential placement, or if the child is found eligible for CSA via CHINS Checklist and the parent enters into a parental agreement for the placement. A child must be eligible for CSA in order to access CSA dollars; writing on an IEP that the team supports the placement (without changing the LRE to residential) does not make a child eligible for CSA. The LRE on the IEP is not a valid LRE for the use of CSA funds. Any IEP that is has a LRE of Private Residential- non-education/parental placement must be found eligible for CSA another way. CPMT team members discussed the options and indicated the family will need to participate in the FINS assessment and attend FAPT to determine eligibility. This process will need to originate from the school, after they are notified of a parental placement. The CSB will meet with the child and family to complete the FINS assessment to prepare for a FAPT eligibility meeting.
13. Kara Brooks shared the FY 17 Contracts with CPMT and highlighted some of the changes, to include billing processes, documentation requirements, incident reporting, service delivery and utilization review. Contracts are expected to be sent on 4/15/2016 with an invitation to renew and letter for vendors to register on Aunt Bertha (as appropriate), attend a contract informational meeting, and participate in open houses with LACM's, as discussed or suggested in the SOC workgroups. In addition several vendors will require follow up meetings with CSA and relevant county agencies prior to signing FY17 contracts, to address concerns in outcomes or recent service quality. The contracts were reviewed, edited and approved by the County Attorney, with input from FAPT members. During the conversation, CPMT members voiced their support of the contracts and no concerns were conveyed. Upon further discussion, it was determined CPMT was not required to vote or take action regarding the contracts.
14. Jim Taylor adjourned the meeting at 2:10 pm until April 28, 2016 in the Hanover Community Resources Meeting Room.

**Virginia code section 2.2-5210 Proceedings held 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 whose case is being assessed by this team or reviewed by the community policy and management team shall be confidential and not open to the public, unless the child and family who are the subjects of the proceeding request, in writing, that it be open. All information about specific children and families obtained by the team members in the discharge of their responsibilities to the team shall be confidential.*

***VA Code section § 2.2-5206. 3. Establish policies to assess the ability of parents or legal guardians to contribute financially to the cost of services to be provided and, when not specifically prohibited by federal or state law or regulation, provide for appropriate parental or legal guardian financial contribution, utilizing a standard sliding fee scale based upon ability to pay; 9. Authorize and monitor the expenditure of funds by each family assessment and planning team or a collaborative, multidisciplinary team process approved by the Council;*