

HANOVER COUNTY
COMPREHENSIVE SERVICES ACT
COMMUNITY POLICY AND MANAGEMENT TEAM

May 12, 2016
MINUTES

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

1. The CPMT meeting was called to order by Lynn Robbins at 12:44 pm in the meeting room of the Hanover County Community Resources.
2. Claiborne Mason made a motion to approve the minutes from April 28, 2016, as presented. Mickey Callender second the motion and the minutes were unanimously approved.
3. Jackie Manzer shared the fiscal report: The year to date total mandated and non-mandated paid and encumbered amount as of April 30th is \$4,330,797, which is comparable to prior year \$4,299,827 (\$31k higher than prior year). Encumbrances of \$1,690k are \$111k higher than they were at the same time last year. Residential and congregate care encumbrances are \$366k, which is \$48k higher than the \$318k we had at the same time in the prior year. Community based encumbrances are at \$477k, which is \$58k higher than the \$419k at the same time last year.
Medicaid reporting is reflected through March 2016, totaling \$243k - this is trending higher than the prior year, but favorable for the spending to be in this area. Spending is within the County approved budget and I don't anticipate there will be any issues in going over for FY16. However, we are starting to approach the State-approved amount, as you can see there was \$604k left at April 30th, and we have made \$170k in payments in the last two weeks, so I expect that we will be working on a request for supplemental funds within the next month. Last year we did not do this until July, but our initial State budget was \$250k higher than it was for this year.
4. Kara Brooks indicated the FY16 3rd Quarter data set was uploaded to OCS. Thomas Brothers has made many updates to meet the change continue to take steps to create one upload file, with data set and fiscal reports in one upload file. OCS also has a new CSA Performance Measures and Outcomes dashboard. However Hanover has had difficult accessing the dashboard; Kara Brooks has contacted Hanover IT and OCS to help resolve the technical issues.
5. Sheila Crossen- Powell and Ivy Sager entered CPMT at 12:50 pm.
6. Upon a motion by Mickey Callender, seconded by Claiborne Mason, the CPMT went into Closed Session for consideration of funding requests on behalf of services for particular children and/or families.
CPMT reviewed the FAPT approved services and ISFP’s. Jim Taylor entered the meetings at 1:00 pm. Kara Brooks shared a concern presented at FAPT on 5/11/2016 regarding case #2539. Ivy Sager indicated the LACM associated with the case is responsible to walk through the process of review and assess the need for further action from CPMT.
7. Upon a motion by BJ Zarris and seconded by Diane Brown, the meeting was reconvened.
8. Jim Taylor made a motion, seconded by Mickey Callender, to certify during 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.

9. Jim Taylor made a motion to approve the funding request per FAPT/IEP recommendations, the motion was seconded by Sheila Crossen-Powell. All CPMT members voted to approve the funding request as presented for the service delivery names in the FAPT approved IFSPs.
10. Ivy Sager made a motion to suspend all services provided by the mentor associated with case #2539 through Positive Behavior Consulting and all services with Quadrant Family Services, until further notice from CPMT. Sheila Crossen Powell seconded the motion and all CPMT members agreed. Kara Brooks will send an e-mail on behalf of CPMT to notify both agencies and each agency representative will report this decision within their relative agencies. For clarification, CPMT indicated funding approval remained, and services may be provided on the POSO's with another mentor or adjusted to a new vendor as needed, by the LACM's discretion. CPMT will review the LACM's recommendations and the internal review by PBC.
11. BJ Zarris made a motion to #2349 will be referred to collections per policy; #2401 appeal postponed pending more information from the family; #2386 Family will pay ½ of the monthly payment to remain current and avoid collections; #2503 amount will reduce as requested by family. Mickey Callender seconded and CPMT approved the motion.
12. Kara Brooks shared a copy of the parent survey and indicated OCS sent a Parent Survey Regarding CSA Special Education Wraparound Funds to CSA to distribute to parents of children receiving SPED services in connection with CSA. The survey was sent on behalf of the SEC and SLAT as part of the Virginia Commission on Youth workgroups forming to review CSA Special Education Wraparound funds. After talking with Diane Brown, it was determined CSA would not distribute the survey in our locality due to the time limitations and potentially confusing questions. Staff surveys will be distributed, which will be completed by CSA and SPED staff as requested.
13. As indicated in the March 24, 2016 CPMT meeting, a workgroup met to discuss the SOC Capacity Building funds including Sheila Crossen Powell, BJ Zarris, and Kara Brooks. A follow up meeting was held on May 9, 2016 with Jim Taylor, Sheila Crossen-Powell, Kara Brooks and a consultant from VCU Consensus Building Program. Mark Rubin has agreed to assist Hanover CPMT, as an extension of the SOC grant to explore our local system, mission, and policies as it relates to SOC philosophy. More information will be presented at the next CPMT meeting regarding the dates and times of the retreats.
14. Kara Brooks indicated the CSA Coordinators network has had recent conversations about OCS audit trends. It has been reported that funds must be approved by FAPT and authorized by CPMT, per code, prior to initiating services (except for approved on-consent and exempt services). Currently Hanover has the practice of initiating all services after FAPT approval and the funding is reported on consent to CPMT, with a denial of funds being returned to the lead agency. Kara Brooks requested clarification of lead agency or CPMT approval for services initiated prior to CPMT as an on-consent purchase and authority to sign rate reimbursement sheets. Ivy Sager indicated the process has been in place without concern and further guidance from OCS is needed prior to policy changes. Jim Taylor clarified and delegated the CSA Coordinator to have the authority of CPMT when signing a Rate Reimbursement Sheet and funding approval for services, as approved by FAPT, IEP, or outlined as exempt in the code of VA. Kara Brooks will seek additional guidance from OCS.
15. Policy revision updates will be presented prior the next CPMT meeting to formally adjust the

Vendor contract process and co-payment policy (to include the exemption of grandparents and adjustments for siblings as approved in recent CPMT meetings).

16. Lynn Robbins adjourned the meeting at 2:35 p.m. until June 9, 2016 at 12:30 p.m. 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;*