

**Community Policy and Management Team (CPMT)
Meeting Minutes**

Date: July 16, 2015

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

Present: Jackie Manzer, Sheila Crossen-Powell, B.J. Zarris, Lynn Robbins, Ivy Sager, Sandy Brudvig, Jim Taylor, and Kara Brooks

1. The CPMT meeting was called to order by Jim Taylor, on July 17, 2015 at 12:32pm, in the meeting room of the Hanover County Community Resources Building.
2. The minutes from June 25th, 2015 were reviewed and approved without change.
3. Jackie Manzer shared the Budget report: As of June 30, 2015, CSA had \$4.6 million in spent and encumbered funds, trending \$500k higher than at the same time last year. We are still working on making final payments for the FY15 year with invoices due back from caseworkers by Monday the 20th.

As of today, \$3.779 million has been paid out in mandated and non-mandated expenditures and there is approximately still \$743k encumbered. Because the encumbered balance is still sizable, I'm going to hold off on making the supplemental request calculation until after next week's check run, when we should be able to make a better estimate of the final amount.

Also, I want to point out that the Medicaid amount is lower than it will be once year-end is closed. Due to a reporting error between Magellan, DMAS and OCS, Medicaid reporting has not been provided subsequent to February, so the additional months will need to be factored into the final year-end reporting. Regardless, as noted above, there is still about \$650k left in the County budget for CSA, so there should be a return to the County even if Medicaid expenditures wind up trending higher than usual.

4. Kara Brooks indicated there were 17 new cases to CSA in the 4thQuarter and 6 new cases since July 1, 2015. OCS has completed three utilization reviews to date and the feedback from the lead agencies has been positive. Jim Taylor requested copies of the reports be reviewed at the next CPMT meeting.
5. Upon a motion by BJ Zarris, and seconded Sheila Crossen-Powell the CPMT went into Closed Session in accordance with Section 2.2-3711 (A)(4) of the Code of Virginia for the protection of the privacy of individuals in personal matters not related to public business for the consideration of funding requests on behalf of services for particular children and/or families.
6. Upon a motion by Sandy Brudvig and seconded by Shelia Crossen-Powell the meeting was reconvened.
7. Lynn Robbins moved 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. Sandy Brudvig seconded the motion and the session was certified.
8. Lynn Robbins made a motion to approve the funding requested per FAPT's recommendation, with the exception of one unit approved for case #2514 (total of \$800) BJ Zarris seconded the motion with unanimous agreement by CPMT. CPMT approved the requested FY 15 funds of \$20,669.48 and the attached FY funding, totaling, \$338,501.77.
9. Lynn Robbins made a motion to approve the following co-payment decisions: Case #2411 will have a '0' balance and case #2472 will move forward to collections, per policy. Sheila Crossen-Powell seconded the motion and CPMT approved the proposed action on parental co-payments.

Funding approved FY16:

| FAPT | Mandated Requested | Mandated On Consent Requested | Non-Mandated Requested | Non-Mandated On Consent Requested | Education - Mandated |
|----------------------------------|----------------------|-------------------------------|------------------------|-----------------------------------|----------------------|
| 2376 | 500.00 | - | - | - | - |
| 2445 | 9,400.00 | - | - | - | - |
| 2472 | 52,404.19 | - | - | - | 16,280.00 |
| 2325 | 3,600.00 | - | - | - | 840.00 |
| 2411 | 850.00 | - | - | - | 6,300.00 |
| 2500 | - | - | 4,674.00 | - | - |
| 2501 | 7,616.00 | - | - | - | - |
| 2510 | - | - | 5,740.00 | 5,740.00 | - |
| 2474 | 25,703.00 | - | - | - | - |
| 2300 | 13,606.00 | - | - | - | - |
| 2379 | 5,330.00 | - | - | - | 5,720.00 |
| 2408 | 15,394.00 | - | - | - | 4,030.00 |
| 2441 | - | - | - | - | 4,462.00 |
| 2422 | 15,400.00 | 900.00 | - | - | - |
| 2503 | 38,952.00 | - | - | - | 15,972.00 |
| 2427 | 12,450.00 | - | - | - | - |
| 2512 | 5,768.00 | - | - | - | - |
| 2514 | 800.00 | - | - | - | - |
| 2502 | \$ 1,800.00 | - | - | - | - |
| 2473 | 4,603.58 | - | - | - | - |
| Totals | \$ 214,176.77 | \$ 900.00 | \$ 10,414.00 | \$ 5,740.00 | \$ 53,604.00 |
| Total Mandated | | | \$ 215,076.77 | | |
| Total Non-Mandated | | | \$ 16,154.00 | | |
| Education Mandated Only | | \$ 53,604.00 | | | |
| SPED Private Day Only | | \$53,667.00 | | | |
| Total Education | | | \$ 107,271.00 | | |
| Total CSA Funds Requested | | | \$ 338,501.77 | | |

10. Administrative Items:

- a. Kara Brooks sought guidance from CPMT on an upcoming MCAT with a non-CSA client, seeking a pathway to CSA funding. When the case is reviewed, FAPT will need to make recommendations regarding access to eligibility, if appropriate. Policy requires an assessment purchased through the CSB, generally covered through the county agency presenting the case but this case has no county agency involvement. OCS has provided guidance that a family is not permitted to pay for an assessment to determine eligibility. CPMT discussed various options, to include:

- FAPT members can offer funding from their county agency for the cost of the assessment.
- Evaluating another funding source within the county budget set aside for assessments.
- Explore the use of non-mandated funds for the assessment.

The discussion was tabled until CPMT on August 20, 2015.

- b. CPMT was reminded about the release of OCS Memo #15-05 that shares about the new CSA Policy Manual and User guide that can be accessed through the OCS website.

11. CPMT adjourned at 1:15 pm on July 17, 2015 until August 20, 2015 at 12:30 pm in the Hanover Community Resources Conference Room.

*Virginia Code Section 2.2-5210 states: "All public agencies that have served a family or treated a child referred to a family assessment and planning team shall cooperate with this team. The agency that refers a youth and family to the team shall be responsible for obtaining the consent required to share agency client information with the team. After obtaining the proper consent, all agencies shall promptly deliver, upon request and without charge, such records of services, treatment or education of the family or child as are necessary for a full and informed assessment by the team. 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 management and planning 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. Demographic, service and cost information on youths and families receiving services and funding through this chapter that is of a non-identifying nature may be gathered for reporting and evaluation purposes."