

MINUTES

Hanover County CPMT

Date | time 9/22/2016 12:00 PM | *Meeting called to order by* Sheila Crossen- Powell

In Attendance

Sheila Crossen- Powell, Chair | Diane Brown | Mickey Callender | Ivy Sager | Jim Taylor, arrived at 1PM | Re'Nee Teague | BJ Zarris | Kara Brooks | Jackie Manzer

Absent: Claiborne Mason

Sheila Crossen-Powell chaired the meeting with an adjustment to the agenda order, beginning with the Funding Request and Closed session.

Closed Session*

Upon a motion by BJ Zarris, and seconded Lynn Robbins, the CPMT went into Closed Session for consideration of parental contribution and funding requests on behalf of services for particular children and/or families.

Upon a motion by Lynn Robbins and seconded by Mickey Callender the meeting was reconvened and certified the closed session, only public business matters lawfully exempted from the open meeting requirements of the Freedom of Information Act; only such public business matters as were identified in the motion for Closed Session were discussed. All members voted 'Aye' in agreement and certified the closed session.

Lynn Robbins made a motion to approve the funding request per FAPT recommendations, the motion was seconded by Re'nee Teague. All CPMT members voted to approve the funding request as presented; totaling \$ 196,357 including an extension of approval on case #2486 through October 31, 2016.

Jim Taylor entered the meeting at 1:00PM following the funding approval.

Approval of Minutes

Upon review of the minutes from August 11, 2016, Ivy Sager noted a grammatical change. Lynn Robbins made a motion to approve the minutes with a correction and all CPMT members approved the adjusted minutes. Ivy Sager also made a grammatical change to the September 8, 2016 minutes and clarified the following two other notes. The reference to *waiver* case manager, was changed to reflect *DD* case manager. Also the draft minutes state, 'BJ Zarris made a motion to allow FAPT members to make a CHINS determination per code...' Ivy Sager indicated that the motion was not followed by a second or a vote, thus the language needs to be revised to state BJ Zarris made a recommendation... After discussion among the team, Mickey Callender made a motion to approve the minutes with the revision. Lynn Robbins seconded the motion and CPMT approved the minutes from September 22, 2016 with the noted changes. Kara Brooks highlighted the August 11, 2016 minutes, in which she sought guidance from CPMT on another issue, in the same manner. In response, Re'Nee Teague stated CPMT needs to be more formal about motions and votes for policy clarification in the future, to insure the intent of CPMT is clearly identified to the CSA Coordinator and FAPT.

Fiscal Report

The fiscal report will be presented on October 13, 2016.

Administrative Items

The Virginia HFW Conference, hosted by DBHDS was held on Monday, September 19, 2016. All of the case managers from the foster care unit and a school representative attended the event. Re'nee Teague was the speaker during the lunch session and her presentation was wonderful.

The UMFS received the SOC grant again and as the Steering Committee for the central region resumes, Kara Brooks asked for another Hanover CPMT representative or designee participate in the committee. All other counties in the central involved in the grant have several participants, which helps with overall support, development, and implementation. Jim Taylor indicated he would like participate on occasion. CPMT members will explore others in their agencies and notify the CSA Coordinator if they are able to participate or appoint a staff.

The pending changes to the certificate of need process with Magellan's development of the Independent Certification Team (ICT) is still largely unclear. Kara Brooks will attend a presentation by Magellan at the state CSA Coordinators meeting on September 30th. After discussion among the team, CPMT will postpone conversation and decision making until the next meeting on October 13, 2016.

Committee Reports

BJ Zarris shared the Policy Subcommittee recommendation for the Co- Payment Policy. BJ Zarris highlighted the concerns addressed by CPMT that helped outline the policy changes, to include:

- Need to simplify the policy for all participants.
- Need for consistency in applying the policy and responding to appeals.
- A desire to reduce the burden on staff of implementing and following through on a burdensome policy that does not give a good return on the investment of their time and effort.
- Recognition that having families fully engage in services and potentially reducing the time for intensive services is more cost effective than any collection of co-pay fees (currently \$28,000 per year).
- Jim Taylor added, CPMT wants to create a realistic co-payment scale for families.

After BJ Zarris and the sub-committee members outlined the recommendations to simplify and reduce the sliding scale rates, and clarify the income guidelines. A sample form was provided to CPMT to review, which highlights the shortened process and undue collection of information in the event the family meets basic exclusions or guidelines. BJ Zarris indicated if CPMT approves the direction and outline as presented by the committee, the policy will be revised and presented at the next CPMT meeting and FAPT members for implementation and training. Re'Nee Teague suggested an implementation date of November 1, 2016. Ivy Sager made a motion to approve the Co-Payment Policy changes outlined by the committee, Lynn Robbins amended the motion to include no changes or revisions for one year, Re'Nee Teague seconded the motion and all CPMT members voted to approve the changes to the Co-Payment Policy.

Kara Brooks requested the Policy Sub-committee explore Family Engagement and the CHINS approval process, providing the team with the OCS Policy Manual section 3.3 (pg. 16 -18) and the CHINS checklist. After brief discussion, the sub-committee requested a more detailed outline of the topic. Kara Brooks will follow up with the sub-committee and provide information to CPMT regarding current concerns.

Announcements

- The Central Region CSA Training & Resource Day *Rekindling The Fire!* September 26, 2016
- Ivy Sager announced a new staff/ position at the CSB, Donna Boyce is now overseeing the DD waivers and will attend the next CPMT meeting to learn more about the CSA process.
- Sheila Crossen- Powell indicated that Tamara Temoney will begin attending CPMT more frequently. Tamara chairs the State Legislative Action Team (SLAT).
- Mikey Callender shared the doctor at the Health Department has recently resigned; moving forward Mickey will share the coverage plan with the CSA and the CPMT.

Next Meeting: **Date | time** 13 October 2016 at 12:30 pm | **Location:** *Community Resources*

Sheila Crossen- Powell adjourned the meeting at 2:02 PM on September 22, 2016.

**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;*