



# COMMONWEALTH of VIRGINIA

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Executive Director

OFFICE OF CHILDREN'S SERVICES  
*Administering the Children's Services Act*

## **Administrative Memorandum #19-03**

**To:** CPMT Chairs  
CSA Coordinators

**From:** Scott Reiner, Executive Director *Scott Reiner*

**Date:** March 6, 2019

**Subject:** Annual CSA Service Gap Survey

Section 2.2-5211.1.2 of the Code of Virginia requires that: "The community policy and management team shall report annually to the Office of Children's Services on the gaps in services needed to keep children in the local community and any barriers to the development of those services." This requirement led to the implementation of the annual CSA Service Gap Survey, which has been in place since 2007. The Survey can also serve as a resource to local CSA programs in meeting the language of §2.2-5206.4 that each CPMT shall: "Coordinate long-range, community-wide planning that ensures the development of resources and services needed by children and families in its community ..."

In 2017, the format of the survey was changed to include a full survey in the odd-numbered years and a briefer follow-up survey in the even-numbered years. The Office of Children's Services is issuing via this Administrative Memorandum, the 2019 CSA Service Gap Survey and requests your careful attention.

The survey is to be completed in Survey Monkey via the internet to simplify and expedite data collection, analysis, and reporting. A paper copy is attached to this memo for use within your locality in gathering input.

Please designate an individual to be responsible for coordination of the Survey and for submitting it to OCS via the Survey Monkey. The survey is due no later than May 3, 2019.

The paper version of the survey is to be used for internal use and collaboration purposes only. When your locality has completed the process of collecting input, please submit only one electronic version of the survey. Only one submission from each locality is permitted. The link to complete and submit your locality's Survey is: <https://www.surveymonkey.com/r/ZGJW39J>.

Thank you for your cooperation. We plan to have the results analyzed and published as soon as possible after all localities have completed the Survey.

Please direct any technical questions about the Service Gap Survey to Howard Sanderson, CSA Senior Research Analyst at [howard.sanderson@dss.virginia.gov](mailto:howard.sanderson@dss.virginia.gov).

cc: Howard Sanderson

Attachment: Gap\_Survey\_2019\_Print.pdf