

State Executive Council for Children's Services

Executive Committee

**May 24, 2018
1:00 PM – 3:00 PM
Richmond Room
1604 Santa Rosa Rd.
Richmond, VA 23229**

AGENDA

1. Approval of May 2017 Meeting Minutes
2. Introductions
3. Review and Discussion of Committee Membership/Charge/Expectations
4. Status of Utilization Management Work Group (per March SEC Meeting)
5. SEC Membership Status – Vacancies and Expiring Terms
6. OCS Fiscal FY2018 Update
7. General Assembly Actions Impacting the SEC, OCS and the CSA
8. Review of draft June 21, 2018 SEC meeting agenda
 - Formal Hearing regarding Hopewell Audit Findings
9. New Business
 - Possible petition from Pittsylvania County
 - Special Education Consent issue
 - Approval of FY2019 Training Plan
 - Approval of Notice Stage of policy making – Child and Adolescent Needs and Strengths (CANS)
 - Approval of repayment agreement for City of Hopewell

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**State Executive Council (SEC) Executive Committee Meeting
Patrick Henry Building
1111 East Broad Street
Richmond, VA 23219
May 18, 2017**

Attending:

William A. (Bill) Hazel, Jr., M.D., Secretary of Health and Human Resources
The Honorable Richard "Dickie" Bell, Member, Virginia House of Delegates
Mary Biggs, Member, Montgomery County Board of Supervisors
Valerie Boykin for Andrew Block, Director, Department of Juvenile Justice (DJJ)
Courtney Gaskins for Greg Peters, President and CEO, UMFS
Cindi Jones, Director, Department of Medical Assistance Services (DMAS)
Daniela Lewy, Executive Director, Governor's Children's Cabinet
Margaret Schultze, Commissioner, Virginia Department of Social Services (VDSS)
Eric Reynolds, Assistant Attorney General, Office of the Attorney General
Scott Reiner, Executive Director, Office of Children's Services (OCS)
Janet Van Cuyk, Assistant Director (OCS)
Marsha Mucha, Administrative Assistant (OCS)

Guests:

Janet Areson, Director of Policy Development, Virginia Municipal League
Katie Boyle, Director of Government Affairs, Virginia Association of Counties

Call to Order and Approval of Minutes

Secretary Hazel called the meeting to order at 1:35 p.m. and welcomed everyone. The minutes of the February 16, 2017 meeting were reviewed and approved without objection.

Legislative Activity

Mr. Reiner reported on the status of the workgroup on private day special education as passed during the 2017 General Assembly Session. Budget amendment Item 1#6c directs staff of the legislative money committees to examine the options and determine the actions necessary to better manage the quality and costs of private day educational programs currently funded through the Children's Services Act (CSA).

Mr. Reiner noted that he has reached out to the staff of these committees and offered assistance from OCS as it is needed.

Changes to DMAS Regulations

Cindi Jones provided an update on DMAS' residential services and care coordination implementation readiness which will go live July 1, 2017. She also answered questions about the process and implementation.

Discussion: Reformat of CSA/SEC Policy Manual

Mr. Reiner reported that OCS would like to reformat the current CSA/SEC Policy Manual so that it is presented in a cleaner and standardized format. This would not involve a change in policy. He also recommended development of a proposal for a formal periodic review of the Policy Manual.

Mr. Reiner further explained that SEC guidelines adopted in conjunction with SEC policy are not included in the Policy Manual. He suggested that it would be beneficial to include all relevant statutory authority and related SEC approved guidelines in the Policy Manual.

During discussion it was recommended that the SEC discuss at their June meeting whether or not to include guidelines adopted by the SEC in the CSA/SEC Policy Manual. It was also suggested that, if the SEC approves including the guidelines in the Policy Manual, that guidelines be categorized and presented to the SEC for approval on an individual basis.

June SEC Meeting Agenda

Mr. Reiner reported that the following items will be included on the June SEC meeting agenda:

- Presentation on the VDH "Plan for Well-Being".
- Approval of proposed stage of policy making – OCS Responses to Audit Findings. *(A Notice of Intent to Develop Policy is currently out for public comment. That public comment period ends May 31. Based on action taken at the June SEC meeting, the proposed policy may be disseminated for a 60-day public comment period.)*
- Approval of FY18 Training Plan *(It was recommended that the Virginia School Boards Association and the Virginia Association of School Superintendents be included as stakeholders in conjunction with CSA related trainings.)*

OCS Audit Program Update

Mr. Reiner reported that the first audit cycle has been completed. OCS has hired two additional auditors and the Audit Team is on track to complete the first year of the current audit cycle on schedule. Evaluations received from localities indicate an overall satisfactory experience with the audit process.

The OCS Audit Program has just completed a Quality Assurance Review for OCS' internal audit activity. The review was completed by the Office of the State Inspector General through their peer review program. The exit conference indicated that OCS received the highest level of finding "that the internal audit activity generally conforms with the *Standards* and Code of Ethics". The final report is pending.

Update on OCS Data Integration and Outcomes Activities

Mr. Reiner reported that OCS is currently working on several data integration projects:

- DJJ – Youth exiting CSA who were subsequently arrested or rearrested.
- OCS has joined the Virginia Longitudinal Data Set (VLDS) which will allow OCS to glean educational outcomes data.
- DMAS – Matching data on all foster care youth.

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OCS Fiscal Update

Mr. Reiner reported a \$7M increase in FY17 CSA expenditures over FY16. The greatest increase in expenditures is seen in private day education.

Adjournment

Secretary Hazel updated members on recent activities within the Health and Human Secretariat. Committee members also provided brief updates on activities within their agencies. It was announced that the Children's Cabinet Annual Retreat would be held on May 23.

There being no further business, the meeting adjourned at 3:05 p.m. without objection.

State Executive Council for Children's Services (SEC)

Notice of Intent to Develop Policy (SEC Policy 2.4)

Title of Proposed Policy: Mandatory Uniform Assessment Instrument (SEC Policy 3.6, Revised)

Summary:

The Code of Virginia (§2.2-2648.11) requires "a mandatory uniform assessment instrument and process to be used by all localities to identify levels of risk of Children's Services Act (CSA) youth"; §2.2-5210 specifies "Utilizing a secure electronic database, the CPMT and the family assessment and planning team shall provide the Office of Children's Services with client-specific information from the mandatory uniform assessment and information in accordance with subdivision D 11 of § 2.2-2648."; §2.2-5212.A. states "In order to be eligible for funding for services through the state pool of funds, a youth, or family with a child, ... and shall be determined through the use of a uniform assessment instrument ..."; and the Appropriation Act (Chapter 836, Item 285. B 8) specifies that "The State Executive Council shall require a uniform assessment instrument." Existing policy (SEC Policy 3.6 adopted on December 18, 2007 and updated on May 12, 2008) states:

"The Child and Adolescent Needs and Strengths Assessment (CANS) shall be the uniform assessment instrument for children and youth receiving services funded through the state pool. Use of the CANS shall be effective July 1, 2009."

Additional guidance concerning administrative aspects of the implementation of the CANS (e.g., frequency of administration, entry of assessments into the state-provided CANVaS software system, requirements for certification of those performing assessments) has been developed and issued by the Office of Children's Services.

Intent of Proposed Policy: The proposed policy will supplement the existing SEC Policy 3.6 for the following purpose:

- To provide consolidated and comprehensive guidance to local CSA programs with regard to the requirements for the use of the CANS. The proposed policy will also replace all appropriate existing guidance documents.

Date of SEC Action: June 21, 2018

Stage: Notice

Public Comment Period: June 25, 2018 – August 10, 2018 (45 days)

Date/Stage of Next SEC Action: September 20, 2018 / Consider approval for the Proposed Stage for a minimum of 60 days of public comment.

Public Comment will be accepted through the CSA website: www.csa.virginia.gov

Individuals wishing to be placed on the CSA Notification List should make such request via e-mail to csa.office@csa.virginia.gov



TRAINING PLAN Fiscal Year 2019

*Developed in accordance with Chapter 836 (Appropriation Act), Item 285, Section B.6
Presented for Approval by the State Executive Council – June 21, 2018*

The mission of the Children's Services Act (CSA) is to create a collaborative system of services and funding that is child-centered, family-focused and community-based when addressing the strengths and needs of troubled and at-risk youth and their families in the Commonwealth. One important mechanism for achieving this mission is through development and implementation of a robust training plan. The Code of Virginia requires that the Office of Children's Services (OCS) "provide for training and technical assistance to localities in the provision of efficient and effective services that are responsive to the strengths and needs of troubled and at-risk youths and their families." In accordance with provisions of the Appropriation Act, the Office of Children's Services presents an annual training plan to the State Executive Council for approval. This document outlines the OCS FY2019 Training Plan for the period of July 1, 2018 – June 30, 2019.¹ The list of training topics is intended to be broad and inclusive. Specific training activities will be planned and implemented in response to stakeholder requests and needs, important system-wide initiatives, and within the resources available.

I. GOALS

A. TO INCREASE KNOWLEDGE, SKILLS, AND COMPETENCIES OF INDIVIDUALS HOLDING CSA-SPECIFIC ROLES AND RESPONSIBILITIES TO ENSURE EFFECTIVE IMPLEMENTATION OF THE CSA.

Objectives:

- To enhance effectiveness and positive outcomes for youth and families by ensuring that the core requirements of CSA and the principles of a system of care are known to individuals who serve key roles within the structures of CSA.
- To assure that basic competencies in CSA practice are applied to local operations.
- To enhance the level of knowledge and skills of core members of local CSA team members.
- To support, encourage, and motivate key CSA participants to realize the mission and vision of the CSA and the system of care through collaboration and excellence in practice.

Target Audiences:

- CSA Coordinators; CPMT members; FAPT members; Fiscal Agents; Other local CSA staff (e.g., Utilization Review Specialists)

Possible Topics:

- Transition of children's behavioral health services to Medicaid Medallion 4 and CCC+ (with DMAS)
- Planning for the Virginia implementation of the Families First Prevention Services Act
- CSA Mission and Vision/CSA as a System of Care
- Building effective multi-disciplinary teams/collaboration

¹ Where appropriate, specific statutory requirements addressed through this training plan are indicated.

- Overview and prioritization of local CSA Coordinator responsibilities (§2.2-2649)
- Provision of effective and efficient services (§2.2-2649)
 - Use of data and data analytics to assess service patterns and improve outcomes
 - Understanding High Fidelity Wraparound and Intensive Care Coordination
 - Utilization Management and Utilization Review (*Appropriation Act*)
- Controlling costs and utilizing alternative funding streams and revenues (*Appropriation Act*)
 - Blending & Braiding Funds – Developing a Fiscal Plan
 - Accessing the full array of Medicaid services (*Appropriation Act, with DMAS*)
 - DSS Adoption Assistance funds
- Use of state pool funds: eligibility and decision points; use of Special Education Wraparound funds
- FAPT determination of CHINS: parental agreements and foster care prevention
- Understanding mission, purpose, and outcomes of child-serving agencies
 - Foster care services and the CSA (*Appropriation Act, with DSS*)
 - Requirements regarding IDEA and the use of CSA funds for special education services (*Appropriation Act, with DOE*)
- Guidelines for Therapeutic Foster Care and negotiating contracts with TFC providers (*Appropriation Act*)
- Building community services/public-private partnerships (*Appropriation Act*)
- Audits of local CSA programs: Compliance monitoring and program improvement; self-assessment process
- Navigating cross-jurisdictional issues: Fostering Connections; transfers across jurisdictions; out-of-state placements
- Administrative and fiscal issues: Local statutory responsibilities (*Appropriation Act*)
- Financial and data reporting requirements of CSA (supplemental funding requests; pool fund reimbursements; LEDRS; understanding service categories and match rates)
- Engaging families, empowering client/family voice and choice

Primary implementation methods:

- Annual CSA Conference
- Annual New CSA Coordinator Academy
- On-line courses and Webinars
- Information disseminated through the CSA website
- Technical assistance in response to specific inquiries

B. TO INCREASE KNOWLEDGE, SKILLS, AND COMPETENCIES OF CHILD SERVING ENTITIES TO MAXIMIZE USE OF CSA PROCESSES AND FUNDING TO EFFECTIVELY SERVE YOUTH AND FAMILIES.

Objective:

- To ensure that the key partners in the CSA gain specific and targeted knowledge and competencies to incorporate CSA into their primary areas of professional responsibility.

Target Audiences:

- Executive managers, supervisors, and direct service staff in local departments of social services, court service units, community services boards, and school divisions; state level managers in child-serving agencies; juvenile and domestic relations court judges; guardians ad litem; LDSS attorneys; elected and appointed local government officials; private service providers.

Possible Topics:

- Transition of children's behavioral health services to Medicaid Medallion 4 and CCC+ (with DMAS)
- Planning for the Virginia implementation of the Families First Prevention Services Act
- Foster care services and the CSA (including continued implementation of Fostering Futures and the new Kinship Guardian program) (Appropriation Act, with DSS)
- Requirements regarding IDEA and the use of CSA funds for special education services (Appropriation Act, with DOE)
- Vision and mission of CSA
- Accessing CSA funded services
- CANS certification and Super Users training
- Using CANS for service planning

Primary Implementation Methods:

- Stakeholder venues/conferences
- Locality-specific training events
- Virtual learning (on-line) opportunities developed and disseminated in conjunction with partner agencies

Supporting Activities:

- Coordinate with local CSA programs and stakeholder organizations to plan and deliver topical CSA training within agency-specific conferences and training sessions.
- Work with the State and Local Advisory Team (SLAT), the State Executive Council (SEC), partner agencies, and other affiliated organizations (e.g., VML/VACO, VCOPPA, VLSSE) to identify CSA-related training to be incorporated into agency training requirements and plans.

C. TO ENHANCE CSA OUTCOMES FOR YOUTH, FAMILIES AND COMMUNITIES BY ADOPTION OF EFFECTIVE, EVIDENCE-BASED AND EVIDENCE-INFORMED PRACTICES.

Objectives:

- To provide opportunities for CSA stakeholders to learn about and develop competencies in effective, evidence-based models pertaining to the service needs of the CSA population.

Target Audiences:

- All CSA stakeholders

Topics:

- Best practices and evidence-based practices related to the CSA (*Appropriation Act*)
 - Introduction to Systems of Care
 - Intensive Care Coordination / High Fidelity Wraparound (HFW) Facilitator, Supervisor and Family Support Partner training
 - Trauma-informed services within an overall System of Care (in collaboration with DSS and DBHDS)
 - Use of the CANS as an outcomes management tool
 - Family engagement – families and youth as partners
 - Evidence-based/evidence-informed practices in children's services

Primary implementation methods:

- Annual CSA Conference
- Collaborative training efforts with partner agencies
- On-line courses and Webinars
- Information developed and disseminated through the CSA website

II. TRAINING AND TECHNICAL ASSISTANCE METHODOLOGIES

A. PROVIDE OCS SPONSORED TRAINING OPPORTUNITIES

Activities:

- Annual CSA Conference
- Pre-conference CSA Coordinator session at CSA Conference
- New CSA Coordinator Academy
- Regional training events on selected topics

B. INCORPORATE CSA RELATED TRAINING WITHIN STAKEHOLDER VENUES/CONFERENCES

Projected Activities:

- In collaboration with sponsoring entities, conduct training in a variety of venues. Examples include, but are not limited to:
 - Department of Education: Aspiring Leaders of Special Education Academy
 - Virginia League of Social Service Executives training events
 - Virginia Association of Counties/Virginia Municipal League meetings
 - Virginia Association of School Boards
 - Virginia Association of School Superintendents
 - Virginia Coalition of Private Provider Organizations Critical Issues Symposium
 - Virginia Association of Independent Special Education Facilities: Annual Conference
 - Office of Executive Secretary of the Supreme Court: Court Improvement Program training events
 - Office of Executive Secretary of the Supreme Court: Mandatory J&DR Judges Conference and New J& DR Judges events
- Through collaboration with stakeholder agencies, organizations and the State and Local Advisory Team (SLAT), identify and schedule venues.

C. DELIVER TARGETED, HIGH-QUALITY TECHNICAL ASSISTANCE

Objective:

- To respond to stakeholder identified needs for information that will enhance the effectiveness of CSA activities, minimize and/or respond to audit findings, and support overall system of care implementation

Activities:

- Maintain the "OCS Help Desk" on the CSA website to facilitate prompt, accurate and consistent responses to requests for specific guidance on policy and practice
- Provide targeted on-site training and technical assistance to meet needs identified by OCS, localities, and/or regions
- Provide targeted assistance to facilitate CPMT corrective action/program improvement activities

- Provide on-site and remote technical assistance on frequently asked questions/common issues
- Provide information through the Resource Library of the CSA website (FAQ's, Fact Sheets)

D. DEVELOP AND OFFER VIRTUAL LEARNING OPPORTUNITIES

Objective:

- Maximize participation and accessibility of CSA-related training through an array of venues and delivery platforms and designing training to meet diverse learning styles

Activities:

- Maintain statewide training site for CANS certification
- Administer the CSA domain of the Virginia Learning Center (VLC) to include user account management for local, non-state agency users
- Plan and deliver webinars on "hot topics" (e.g., new policy guidelines, new fiscal reporting systems), best practices, common focal issues raised by CSA stakeholders)
- Develop and implement on-line and other distance learning programs to include:
 - Educational opportunities through the VLC
 - OCS-sponsored webinars
 - Ongoing availability of archived training materials from the annual conferences, webinars, and other sources
 - Use of the CSA website to make available materials from national and other sources of best-practices information

E. PROMOTE AVAILABILITY OF LIVE AND VIRTUAL TRAINING OPPORTUNITIES

Objective:

- Build participation levels and ensure that various stakeholders are aware of relevant training opportunities provided by both OCS and partner agencies

Activities:

- Maintain the on-line Training Calendar which provides information about upcoming training events and information on how to enroll in those events
- Support the work of the SLAT to collect, provide to OCS and disseminate information on upcoming training events
- OCS will utilize various communication mechanisms (CSA listserve, CSA website, e-mail lists) to inform stakeholders of relevant upcoming training events

F. EVALUATION

Objective:

- To provide accountability and continuous quality improvement for OCS training activities

Activities:

- Design course outlines, content, materials, methods of instruction, and evaluation criteria for CSA training activities that reflect the principles of adult learning and best practices in instructional design

- Collect and report information regarding participants (e.g., number, primary professional affiliation) at major CSA training events
- Collect and summarize evaluations of OCS training activities and utilize feedback to refine and improve training activities
- Provide quarterly reports to the State Executive Council summarizing OCS training activities
- Complete and submit an annual report to the General Assembly regarding OCS training activities

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