

AGENDA
State Executive Council for Children's Services
June 21, 2018

Virginia Department of Taxation
1957 Westmoreland St.
Richmond, VA 23230

- 10:30** **Introductions and Opening Remarks – Dr. Daniel Carey, Chair**
 ➤ **Action Item** – Approval of March 2018 Minutes
- 10:40** **Public Comment**
- 10:50** **Executive Director's Report – Scott Reiner, Executive Director, OCS**
- Introduction of New OCS Assistant Director
 - Recap – Annual CSA Conference
 - FY2018 OCS expenditure projections
 - Status Report: Administrative Memo #18-01 (Parental Consent for Information Sharing for CSA Special Education Funding)
 - Summary of General Assembly activity related to CSA
 - Increase in base state pool appropriation
 - Conduct a rate setting study for private day special education programs – due June 30, 2019
 - Cap on rate increases (2%) for private day special education programs – effective July 2019
 - Develop (with DOE) outcome measures for private day special education programs
- 11:10** **SLAT Report – Dr. Tamara Temoney, SLAT Chair**
 ➤ **Action Item** – Approval of SLAT Members and Notification of Officers for FY2018-2019
- 11:15** **FY2018 OCS Training Report / FY2019 Training Plan – Scott Reiner**
 ➤ **Action Item** – Approval of FY2019 OCS Training Plan
- 11:25** **Update on Utilization Management Ad Hoc Work Group – Zandra Relaford, Assistant Director, OCS**
- 11:35** **Notice of Intent to Develop Policy – Child and Adolescent Needs and Strengths (CANS)**
 ➤ **Action Item** – Approval for Public Comment
- 11:45** **The Family First Prevention Services Act – Carl Ayers, Director, Division of Family Services, VDSS**
- 12:30** **Public Comment II**
- 12:40** **Member Updates**
- 12:50** **Closing Remarks – Secretary Carey**
- 1:00** **Adjourn**

Remaining 2018 Meeting Schedule

September 20, December 13

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**STATE EXECUTIVE COUNCIL (SEC)
FOR CHILDREN'S SERVICES
Virginia Department of Taxation
1957 Westmoreland Street
Richmond, VA
Thursday, March 15, 2018**

SEC Members Present:

The Honorable Daniel Carey, M.D., Secretary of Health and Human Resources
Gena Boyle Berger, Deputy Secretary of Health and Human Resources (*Chair at the request of Secretary Carey*)
Jack Barber, Interim Commissioner, Virginia Department of Behavioral Health and Developmental Services
The Honorable Mary Biggs, Member, Montgomery County Board of Supervisors (*by telephone*)
Ann Bevan for Dr. Jennifer Lee, Director, Department of Medical Assistance Services
Andrew Block, Director, Department of Juvenile Justice
Sophia Booker, Service Recipient Representative
Courtney Gaskins, Ph.D., Director of Program Services, Youth for Tomorrow
Patricia Haymes, for Steven Staples, Ed.D., Superintendent of Public Instruction, Virginia Department of Education
Bob Hicks for Dr. Marissa Levine, Commissioner, Virginia Department of Health
The Honorable Catherine Hudgins, Member, Fairfax County Board of Supervisors
Maurice Jones, City Manager, City of Charlottesville
Sandra Karison for Karl Hade, Executive Secretary of the Supreme Court of Virginia
Greg Peters, President and CEO, UMFS
The Honorable Frank Somerville, Presiding Judge, 16th Judicial District, Juvenile and Domestic Relations District Court
Duke Storen, Commissioner, Virginia Department of Social Services
Tamara Temoney, Ph.D., Chair, State and Local Advisory Team (SLAT)
Jeanette Troyer, Parent Representative
The Honorable Jennifer Wexton, Member, Senate of Virginia

SEC Members Absent:

The Honorable Richard "Dickie" Bell, Member, Virginia House of Delegates
Elizabeth O'Shea, Parent Representative
R. Morgan Quicke, County Administrator, Richmond County

Other Staff Present:

Maris Adcock, Business Manager, OCS
Stephanie Bacote, Program Audit Manager, OCS
Marsha Mucha, Administrative Staff Assistant, OCS
Scott Reiner, Executive Director, OCS
Eric Reynolds, Assistant Attorney General, Office of the Attorney General
Kristi Schabo, Program Consultant, OCS

Call to Order

Gena Boyle Berger, Deputy Secretary of Health and Human Resources, called the meeting to order at 9:30 a.m. She explained that Secretary Carey would be delayed due to a meeting with the Governor. Introductions were made.

Approval of Minutes

The minutes of the December 14, 2017 meeting were approved on a motion by Jennifer Wexton, seconded by Catherine Hudgins and carried. (*Catherine Hudgins and Maurice Jones abstained*).

Public Comment

Bill Elwood made public comment on behalf of the Virginia Association of Independent Special Education Facilities (VAISEF) and the Virginia Coalition of Private Provider Associations (VCOPPA). Mr. Elwood provided comments on the VAISEF/VCOPPA positions on CSA related state budget items. He also spoke in support of OCS Administrative Memo #18-01 regarding parental consent for information sharing for CSA special education funding.

Executive Director's Report

Mr. Reiner reported on the following items:

- *OCS Training Activity* – Members received a FY18 training progress report, which included upcoming training activities through the end of the fiscal year. Five on-line training modules for Community Policy and Management Team (CPMT) members are in development and should be available within the next six weeks.
- *New CSA Coordinator Academy* – This year's Academy will be held March 27-29 with 25 signed up to attend.
- *Annual CSA Conference* – This year's Conference will be held May 1-2 at the Hotel Roanoke and Conference Center. A reception for SEC members will be held the night of April 30. Mr. Reiner invited everyone to attend. He also thanked those who are supporting the Conference, either through fiscal support or presentations.
- *Audit Plan Status Update* – Members received an update on the FY18 audit plan. With four auditors now on board, OCS anticipates completing the three-year audit cycle on schedule. Notable trends in audit findings were discussed:
 - Utilization management procedures and practices by local CSA programs.
 - Frequency of completing Child and Adolescent Needs and Strengths (CANS) assessments in accordance with established guidelines. A discussion of the first step in the policy making process to develop a CANS policy is planned for the June SEC meeting.
 - Turnover in CSA coordinator positions which affects coordination and scheduling of audit activities to accommodate audit staff and client preferences.

After further discussion on the issue of utilization management, Greg Peters made a motion that the SEC create an ad hoc work group (including community partners) to consider ways to address utilization management at the local level. The motion was seconded by Maurice Jones and carried. Mary Biggs, Maurice Jones and Greg Peters volunteered to serve on the work group.

- *New OCS Assistant Director* – Zandra Relaford has been hired as the new OCS Assistant Director. She comes to OCS from the Virginia Department of Social Services (VDSS) and begins work with OCS on March 26.
- *FY18 OCS Expenditure Projections* – Members received an update through the second quarter of FY18. Currently, CSA expenditures are projected to be 6% to 7% greater than FY17, in line with the projections from the Department of Planning and Budget and the appropriations provided by the General Assembly for FY18..
- *Summary of General Assembly Activity Related to CSA* – Mr. Reiner reported on the following activities (adoption of the biennial budget pending):
 - Increasing the CSA base state pool appropriation by 6%.
 - Conducting a rate setting study for private day special education programs. OCS would receive \$250,000 to conduct the study.
 - Capping rate increases for private day special education programs at 2% during the period of the rate setting study.
 - Developing (with DOE and a designated list of entities) outcome measures for private day special education programs.
 - Transforming CSA into an evidence-based trauma-informed system (with DMAS, DBHDS and stakeholders).

A special session of the General Assembly will be held April 11 to address the budget.

- *General Assembly Assignments* – The June SEC meeting agenda will include a discussion of General Assembly assigned activities.
- *Notice of Appeal* – The City of Hopewell has indicated their intent to appeal their audit findings directly to the SEC instead of through the initial informal review process. If appealed to the SEC, the appeal would be heard at the SEC’s June meeting.

Mr. Reiner further reported that OCS is collaborating with DBHDS regarding discharge planning for children at the Commonwealth Center for Children and Adolescents (CCCA). A meeting of stakeholders will be convened in the next several weeks to examine ways to improve discharge planning for those children and adolescents leaving their care.

State and Local Advisory Team (SLAT) Report

Dr. Tamara Temoney, SLAT Chair provided the report. She noted for new members that SLAT is an advisory body to the Council. Dr. Temoney further reported that SLAT continues focusing on several areas of their work plan: congregate care and parent representation on the Family Assessment and Planning Team (FAPT) and CPMT.

Discussion Regarding Administrative Memo #18-01

Mr. Reiner reported that he wanted SEC members to be aware of the issue of CSA funding of private special education programs per IEPs when parents/legal guardians of students referred to CSA refuse to sign a consent of information between the school and the local CSA office. He noted that, after receiving several inquiries concerning these circumstances, OCS consulted with the Office of the Attorney General to confirm interpretation of Code language.

As a result, Administrative Memo #18-01, *Parental Consent for Information Sharing for CSA Special Education Funding*, was issued to CPMT Chairs and CSA Coordinators. The memo indicates that without parental consent allowing the school division to disclose the information

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necessary for the CPMT to verify the student's eligibility for CSA funds and to submit the proper information about the student in the CSA data system, CSA must deny funding for these placements. Possible solutions to this issue are being explored.

Introduction of Dr. Carey and Member Updates

Dr. Carey arrived during the previous discussion and, at the conclusion of that discussion, introduced himself and thanked Deputy Secretary Berger for chairing the meeting in his absence. He asked members to introduce themselves and each member also provided a brief update on activities within their agencies.

Next Meeting and Adjournment

There being no further business, the meeting was adjourned at 12:15 p.m. on a motion by Maurice Jones, seconded by Jennifer Wexton and carried. The next meeting is scheduled for June 21 at the Virginia Department of Taxation.

FY2019 - FY2020 Budget for the Children's Services Act and Office of Children's Services

Item 282 (State Pool)

	FY2019	FY2020
Appropriation	\$ 349,251,604	\$ 359,167,989
Change from Prior Year	\$ 17,152,103	\$ 9,916,385
	5.1%	2.8%

Note: FY2020 appropriation reflects a \$10,257,769 reduction from the introduced budget to account for the 2% rate increase cap on private special education day programs

Set Asides from Above

Training	\$ 50,000	\$ 50,000
Support of Uniform Reporting (IT)	\$ 70,000	\$ 70,000
Local Admin Costs	\$ 2,060,000	\$ 2,060,000
Information System Support	\$ 275,000	\$ 275,000
Special Education Wrap-Around	\$ 2,200,000	\$ 2,200,000
Study of Special Education Private Day Rates	\$ 250,000	\$ -

Item 283 (OCS Administrative Budget)

	FY2019	FY2020
Appropriation	\$ 1,933,058	\$ 1,933,058
Change from Prior Year	\$ 86,052	\$ -
	4.7%	0.0%

Nominees for the State and Local Advisory Team

Subject to Approval by the State Executive Council for Children's Services

June 21, 2018

Local CSA Coordinators

Primary – Karen Reilly-Jones, Chesterfield County

Alternate – Victor Evans, Prince William County

Alternate – Mills Jones, Goochland County

Court Service Unit Directors Association

Primary – Martha Carroll, 16th District Court Service Unit (Charlottesville)

Alternate – Kim Russo, 13th District Court Service Unit (Richmond)

Alternate – Mike Mackey, 18th District Court Service Unit (Alexandria)

Private Providers

Primary – Shannon Updike, HopeTree Family Services

Alternate – Kellie Evans, The Up Center

Alternate – Mike Triggs, The Hughes Center

Elected Officers (SEC Approval not Required):

Chair – Karen Reilly-Jones

Vice Chair – Shannon Updike

Office of Children's Services
 FY 2018 Training Progress Report

Topic (Presenter)	Organization/Group/Audience	Date	# of Participants
CSA Overview (Scott Reiner)	Sussex County Board of Supervisors	7/20/2017	7
HFWR Required Annual Refresher Training - Richmond (Anna Antell)	HFWR Workforce	7/24/2017	21
HFWR Regional Learning Session - Richmond (Anna Antell)	CSA Stakeholders	7/24/2017	20
HFWR Required Annual Refresher Training - Richmond (Anna Antell)	HFWR Workforce	7/25/2017	23
HFWR Regional Learning Session - Richmond (Anna Antell)	CSA Stakeholders	7/25/2017	13
HFWR Required Annual Refresher Training - Hampton (Anna Antell)	HFWR Workforce	7/26/2017	25
HFWR Regional Learning Session - Hampton (Anna Antell)	CSA Stakeholders	7/26/2017	30
High Fidelity Wraparound: Introduction (Days 1 - 2) - Richmond, VA (Anna Antell)	ICC Providers	8/1-8/2/2017	33
HFWR Regional Learning Session - Petersburg (Anna Antell)	CSA Stakeholders	8/9/2017	15
Webinar: LEDRS Phase 2 Implementation (Preetha Agrawal)	Local CSA Financial Staff	8/9/2017	87
Webinar: LEDRS Phase 2 Implementation (Preetha Agrawal)	Local CSA Financial Staff	8/15/2017	37
Webinar: LEDRS Phase 2 Implementation (Preetha Agrawal)	Local CSA Financial Staff	8/23/2017	49
High Fidelity Wraparound: Introduction (Days 3 - 4) - Richmond, VA (YFTI, Anna Antell)	ICC Providers	8/28-8/29/2017	29
CSA Overview for Peer Recovery Specialists (Anna Antell)	DBHDS Peer Recovery Specialists	9/8/2017	11
CSA Basics - Lunenburg (Kristi Schabo and Anna Antell)	Lunenburg FAPT, CPMT, County Admin	9/15/2017	18
HFWR Required Annual Refresher Training - Richmond (Anna Antell)	HFWR Workforce	9/25/2017	17
HFWR Required Annual Refresher Training - Rocky Mount (Anna Antell)	HFWR Workforce	9/26/2017	20
HFWR Regional Learning Session - Rocky Mount (Anna Antell)	CSA Stakeholders	9/26/2017	27
HFWR Required Annual Refresher Training - Augusta County (Anna Antell)	HFWR Workforce	9/27/2017	18
HFWR Regional Learning Session - Augusta County (Anna Antell)	CSA Stakeholders	9/27/2017	8
DOE Training for Private Special Education Schools (Kristi Schabo)	Private School Providers	9/27/2017	116
HFWR Required Annual Refresher Training - Prince William County (Anna Antell)	HFWR Workforce	9/28/2017	27
HFWR Regional Learning Session - Prince William County (Anna Antell)	CSA Stakeholders	9/28/2017	16
CSA Overview/Relationship to J&DR Courts (Scott Reiner and Eric Reynolds)	Court Improvement Program, Supreme Court of VA	9/28/2017	250
CSA Overview for HHR (Psychology Dept.) Course at VCU (Scott Reiner)	VCU Students	10/2/2017	15
High Fidelity Wraparound: Introduction (Days 1 - 2) - Richmond, VA (Anna Antell)	ICC Providers	10/10-10/11/2017	31
High Fidelity Wraparound: Family Support Partners - Richmond (Anna Antell)	ICC Family Support Partners	10/17-10/19/2017	24
Panel Discussion on Private Special Education Programs (Kristi Schabo)	VA Council of Administrators of Special Education	10/20/2017	185
Chesterfield CASA Training (Kristi Schabo)	Chesterfield CASA Volunteers	10/30/2017	16
CSA Update (Scott Reiner)	VCOPPA Annual Issues Symposium	11/8/2017	86
High Fidelity Wraparound: Introduction (Days 3 - 4) - Richmond, VA (YFTI, Anna Antell)	ICC Providers	11/8-11/9/2017	31
Webinar on CSA (Scott Reiner, Maris Adcock)	Virginia Government Finance Officers Association	11/15/2017	73
Update on CSA for Local DSS Directors (Carol Wilson)	Piedmont Regional LDSS Directors	12/5/2017	40
Webinar on CANVaS Reporting (Carol Wilson)	All CANS Users	12/8/2017	63
Webinar on CANVaS Reporting (Carol Wilson)	All CANS Users	1/9/2018	49
CANS Super User Training (John Lyons)	Local CANS Super Users	2/25-2/26/2018	52
High Fidelity Wraparound: Family Support Partners - Richmond (Anna Antell)	ICC Family Support Partners	2/28-3/2/2018	11
DOE Aspiring Special Education Leaders Academy (Scott Reiner)	DOE Local Special Education Leaders	3/8/2018	28
Overview of CSA (Scott Reiner)	Staff of the Supreme Court of Virginia	3/13/2018	10
High Fidelity Wraparound: Introduction (Days 1 - 2) - Winchester, VA (Anna Antell)	ICC Providers	3/13-3/14/18	15
CSA Basics (Kristi Schabo)	Central VA Rural CSA Network	3/23/2018	60
CPMT Roles and Responsibilities (Carol Wilson)	Nottoway County CPMT	3/26/2018	8
2018 New CSA Coordinator Academy (All OCS Staff)	New CSA Coordinators	3/27-3/29/2018	27
CSA Overview for HHR (Psychology Dept.) Course at VCU (Scott Reiner)	Upper Level VCU Psychology Students	4/9/2018	15

High Fidelity Wraparound: Introduction (Days 3 - 4) - Winchester, VA (Anna Antell)	ICC Providers	4/11-4/12/2018	14
CSA Finances (Maris Adcock)	Richmond City Finance Personnel	4/20/2018	17
Chesterfield CASA Training (Kristi Schabo)	Chesterfield CASA	4/24/2018	16
High Fidelity Wraparound: Introduction (Days 1 - 2) - Richmond, VA (Anna Antell)	ICC Providers	4/25-4/26/2018	31
CSA Coordinators Pre-Conference Session - Roanoke, VA	CSA Coordinators (Statewide)	4/30/2018	96
7th Annual CSA Conference - Roanoke, VA	All CSA Stakeholders	5/1-5/2/2018	617
Utilization Management (Scott Reiner)	Hanover County CPMT/FAPT Retreat	5/18/2018	15
High Fidelity Wraparound: Introduction (Days 3 - 4) - Richmond, VA (Anna Antell)	ICC Providers	5/22-5/23/18	31
Service Planning and Utilization Review (Anna Antell)	Madison County FAPT/CPMT	6/6/2018	14
High Fidelity Wraparound Supervisor Training (Anna Antell)	ICC Supervisors	6/12/2018	24
Community Programmatic Resources - CSA (Scott Reiner)	New J&DR Judges (Supreme Court of Virginia)	6/13/2018	10
CSA Audit Overview (Stephanie Bacote)	James River Collaborative (Lynchburg)	6/15/2018	
Intensive Care Coordination Overview (Anna Antell)	James River Collaborative (Lynchburg)	6/15/2018	
Fostering Futures and CSA (Carol Wilson)	James River Collaborative (Lynchburg)	6/15/2018	
CSA Basics (Scott Reiner)	Grayson County CPMT/FAPT	6/20/2018	
CSA for New LDSS Staff - Module 1 (On-Line)	New LDSS Staff and Other Interested Parties	ongoing	86
CSA for New LDSS Staff - Module 2 (On-Line)	New LDSS Staff and Other Interested Parties	ongoing	61
CSA for New LDSS Staff - Module 3 (On-Line)	New LDSS Staff and Other Interested Parties	ongoing	61
CSA for New LDSS Staff - Module 4 (On-Line)	New LDSS Staff and Other Interested Parties	ongoing	58
CSA for New LDSS Staff - Module 5 (On-Line)	New LDSS Staff and Other Interested Parties	ongoing	61
Special Education Wraparound Funding Under the CSA (On-Line)	All CSA Stakeholders	ongoing	62
CSA Audit Training (On-Line)	All CSA Stakeholders	ongoing	14
CSA Utilization Management Training (On-Line)	All CSA Stakeholders	ongoing	14
Can CSA Pay? (On-Line)	All CSA Stakeholders	ongoing	49
			3058



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 listserv, 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

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 FY2017-2018 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 replace 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