

**STATE EXECUTIVE COUNCIL (SEC)
COMPREHENSIVE SERVICES ACT FOR AT RISK YOUTH AND FAMILIES
Pocahontas Room
Hotel Roanoke and Conference Center
110 Shenandoah Avenue
Roanoke, VA 24016
Monday, March 24, 2014**

SEC Members Present:

Joseph Paxton, Rockingham County Administrator
Lelia Hopper for Karl Hade, Executive Secretary of the Supreme Court of Virginia
John Pezzoli, Acting Commissioner, Department of Behavioral Health and Developmental Services
Margaret Schultze, Commissioner, Virginia Department of Social Services
Cindi Jones, Director, Department of Medical Assistance Services
Dr. Marissa Levine, Commissioner, Virginia Department of Health
Michael Farley, CEO, Elk Hill, Inc.
John Eisenberg for Superintendent Patricia Wright, Virginia Department of Education

Special Guests:

Anne Holton, Secretary of Education
Victoria Cochran, Deputy Secretary of Public Safety

SEC Members Absent:

The Honorable William A. (Bill) Hazel, Jr., M.D., Secretary of Health and Human Resources
The Honorable Richard "Dickie" Bell, Member, Virginia House of Delegates
The Honorable John Edwards, Member, Virginia Senate
Mark Gooch, Director, Department of Juvenile Justice
Greg Peters, CEO, UMFS
Mary Bunting, Hampton City Manager
The Honorable Martin Nohe, Parent Representative
The Honorable Patricia O'Bannon, Member, Henrico County Board of Supervisors

Staff Members Present:

Eric Reynolds, Assistant Attorney General, Office of the Attorney General
Susan Cumbia Clare, Executive Director, Office of Comprehensive Services (OCS)
Scott Reiner, Assistant Director, OCS
Carol Wilson, Program Consultant, OCS
Ty Parr, Finance and Data Consultant, OCS
Marsha Mucha, Administrative Staff Assistant, OCS

Call to Order and Approval of Minutes

Susan Clare reported that Secretary Hazel was not able to attend the meeting due to the reconvened General Assembly Session. She explained that Secretary Hazel had asked Anne Holton Secretary of Education to chair the meeting in his absence. Mrs. Clare also reported that Deputy Secretary of

Public Safety, Victoria Cochran, was attending the meeting on behalf of Secretary of Public Safety, Brian Moran. Mrs. Clare welcomed Secretary Holton and Deputy Secretary Cochran to the meeting.

Secretary Holton called the meeting to order at 10:00 a.m. Secretary Holton noted that it was her pleasure to have the opportunity to chair the SEC meeting in Secretary Hazel's absence and she thanked Ms. Cochran for her participation in the meeting. She welcomed members and guests and asked for introductions. A quorum was not present. Dr. Levine was recognized for her recent appointment by Governor McAuliffe as Commissioner of the Virginia Department of Health.

Approval of the December 19, 2013 meeting minutes was deferred until the June 2014 meeting.

SEC Member Comments and Dialogue

Mrs. Clare explained that, because of the opportunity to have Secretary Holton and Deputy Secretary Cochran at today's meeting, this presented a unique forum for a cross-secretariat dialogue on topics and issues related to children's services in the Commonwealth. SEC members provided updates on programs and initiatives underway in their agencies and/or organizations and shared successes. They also discussed with Secretary Holton and Deputy Secretary Cochran issues that need continued focus and/or that still need to be addressed.

At the close of the conversation, Mrs. Clare noted that the SEC is focused on, and has made a lot of progress toward, cross-secretariat and agency collaboration and broadening system of care through identifying gaps and inconsistencies in services, blending and braiding funds, data collection/integration, and standardizing performance outcomes/measures.

Executive Director's Report

Susan Clare reported on the following items:

- *Standardizing Data Elements Workgroup* – The Workgroup, comprised of local stakeholders, system vendor representative, and OCS staff will review and recommend revision to data elements included in two data files, the CSA Data Set and the SAS Quarterly Expenditure File, to ensure consistent reporting across all localities.
- *Audit Plan Progress Report* – Members received a copy of the FY 2014 OCS Program Audits Status Report with their meeting materials. The OCS Audit Program strives to assist localities improve their CSA programs and has received positive feedback in this regard.
- *Training Progress Report* – Members received a progress report of OCS training activities for the period July 1, 2013 – March 15, 2014. The newest training strategy going forward for OCS is the use of Webinars to provide trainings.

Public Comment

One public comment was received (*attached*) concerning education services for children placed by physicians into residential facilities for non-educational reasons. After the public comment was made, a discussion took place on the need for additional study and investigation of this issue.

State and Local Advisory Team (SLAT) Report

Victor Evans, SLAT Chair, reported on the following items:

- SLAT finished work on Goal 1, Strategy 1 of the SEC's Strategic Plan. Final report was presented to the SEC at their December 2013 meeting. SLAT continues to work on Goal 1, Strategy 5, concerning inadvertent fiscal incentives.
- SLAT also continues to focus on training activities and supporting OCS in their training objectives.

In closing his remarks, Mr. Evans thanked the SEC for celebrating locality successes through the awards being presented during the CSA Conference.

SEC Executive Committee Report

Margaret Schultze reported on behalf of the Executive Committee. The Committee last met on February 26, 2014. In addition to planning for today's meeting, the Executive Committee decided the June SEC meeting will be extended to a full day to allow for a retreat.

The Executive Committee also voted to recommend to the SEC that SLAT be asked to study and make recommendations to the SEC on how SLAT could improve stakeholder engagement and how they can maximize SLAT's role in advising the SEC.

Treatment Foster Care (TFC) Workgroup Report and Adoption of Proposed Policy

Because of the lack of a quorum, the report and action on the proposed policy was deferred until the June 2014 meeting.

Standardizing Service Names Workgroup Report

Ty Parr reported on behalf of the Workgroup. In 2013 OCS began collection of client-specific service data to enhance analysis and reporting regarding the services provided to children, youth, and families under CSA. Through a proof of concept project in which these data were collected for seven localities, more than 4,000 service names were reported.

In March 2013, the SEC approved the charter to create a workgroup to establish a list of standard service names with brief service descriptions and recommend a reasonable timeline for requiring reporting utilizing the standard service names. The Workgroup sought to create a comprehensive list of services that are being provided across the state. The work included collecting established service names and definitions from multiple stakeholders, consolidating like services into common names, and creating clear definitions. The Workgroup ultimately developed a draft list of approximately 45 service names and definitions. The Workgroup remains consistent with its belief that the service names and definitions will not remove or reduce a locality's flexibility to create and provide new services.

The Workgroup recommends that there be a process for annual review of service names and definitions. It is recommended that:

- OCS review quarterly data reports and track the service name submissions under the “Other” category.
- OCS track changes in policy, service names, and definitions from other agencies to identify necessary changes to the Standard CSA Service Names and Definitions document.
- The Service Names and Definitions Workgroup (or like group) convene annually, as needed to consider updates to the service names and definitions.

The Standard CSA Service Names and Definitions document has been provided to the Standardizing Data Elements Workgroup for review and incorporation into its broader task of standardizing all data elements and the technical edits necessary for implementation. The Standardizing Data Elements Workgroup is targeted to complete its work by June 30, 2014.

The Standard CSA Service Names and Definitions document will be disseminated by OCS for feedback/revisions. By July 15, 2014, a revised Standard CSA Service Names and Definitions document will then be disseminated to local communities to enable transition to use of the standard names. It is projected that local communities will be required to report purchased services in accordance with the standard service names effective July 1, 2015.

FY 2015 OCS Training Plan

Scott Reiner presented the proposed Training Plan for its first reading. He explained that the Code of Virginia requires that 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 biennial Appropriation Act, OCS presents an annual training plan to the SEC for approval. The Training Plan will be presented to the SEC at its June 2014 meeting for approval.

Adjournment

There being no further business the meeting was adjourned at 12:00 p.m.