

**AGENDA**  
**State and Local Advisory Team (SLAT)**  
**Thursday, August 2, 2018**  
*Tuckahoe Area Library*  
*1901 Starling Dr., Henrico, VA 23229*  
**9:30 a.m. - 12:00 p.m.**

	Person Responsible	Time Allocated	Outcome	Follow up?
<b>Introductions and Opening Remarks</b>	Karen Reilly-Jones	10 minutes		
<b>Approval of Minutes</b>	Karen Reilly-Jones	5 minutes		
<b>Public Comment</b>		10 minutes		
<b>Review of SLAT's purpose and power</b>	Karen Reilly-Jones	10 minutes		
<b>Review of current work/task groups</b>	Karen Reilly-Jones	10 minutes		
<b>Member Updates:</b> <b>State:</b> <ol style="list-style-type: none"> <li>1. VDH</li> <li>2. DJJ</li> <li>3. VDSS <ul style="list-style-type: none"> <li>• Three Branch Workgroup</li> <li>• Family First Prevention Services Act</li> </ul> </li> <li>4. DBHDS</li> <li>5. DMAS <ul style="list-style-type: none"> <li>• CCC+ update</li> <li>• Medallion 4 update</li> </ul> </li> <li>6. DOE</li> </ol> <b>Local:</b> <ol style="list-style-type: none"> <li>1. DSS</li> <li>2. CSA</li> <li>3. CSB</li> <li>4. CSU</li> <li>5. Judge</li> <li>6. Parent</li> <li>7. Provider</li> <li>8. Schools</li> </ol>	Jeannie Uzel Valerie Boykin Carl Ayers  Pam Fisher Ann Bevan  Sabrina Gross  Tamara Temoney Karen Reilly-Jones Chuck Walsh Martha Carroll Hon. Ashley Tunner Andelicia Neville Shannon Updike Angela Neely	25 minutes		
<b>OCS Report</b>	Zandra Relaford	20 minutes		
<b>SLAT work plan review and discussion</b>	Karen Reilly-Jones	20 minutes		
<b>Adjourn</b>				

Next scheduled meeting: October 4, 2018



**MINUTES – June 7, 2018**  
**STATE & LOCAL ADVISORY TEAM (SLAT)**  
**CHILDREN’S SERVICES ACT**  
**Richmond Room**  
**1604 Santa Rosa Road**  
**Richmond, VA**

**Members Present:** Tamara Temoney, Ph.D., SLAT Chair, CPMT-LDSS Representative; Karen Reilly-Jones, SLAT Vice-Chair, CSA Coordinators Network; The Honorable Greg Carr, Juvenile and Domestic Relations District Court Representative; Andelicia Neville, Parent Representative; Malcolm King, DBHDS; Pam Fisher, DBHDS; Christina Owens, DOE; Valerie Boykin, DJJ; Carl Ayers, VDSS; Chuck Walsh, CPMT – CSB Representative; Victor Evans, CSA Coordinators Network; Kellie Evans, VCOPPA; Shannon Updike, VCOPPA; Ann Bevan, DMAS; Ashley Harrell, DMAS; Martha Carroll, CPMT – CSU Representative (*effective July 1, 2018*)

**Members Absent:** Angela Neely, CPMT – School Representative; Jeannine Uzel, VDH

**OCS Staff Members and Guests Present** (guest list attached): Scott Reiner, Zandra Relaford, Kristi Schabo, Rendell Briggs, Maris Adcock, Marsha Mucha

**Introductions and Chair Remarks**

Tamara Temoney, SLAT Chair, called the meeting to order at 9:35 a.m. She welcomed members and guests. Introductions were made.

**Approval of Minutes**

The minutes of the April 5, 2018 meeting were approved on a motion by Karen Reilly-Jones, seconded by Ann Bevan and carried.

**Public Comment**

Public comment was made by Jane Vaught (UMFS) regarding follow-up to a concern she reported at SLAT’s December 2017 meeting about wait times when calling the Child Protective Services (CPS) hotline. She noted that she had not heard back on the concerns she raised at that meeting.

Carl Ayers asked that individuals reach out to him with concerns about the hotline and not SLAT. Mr. Ayers explained that, while extremely long wait times are rare, there could be issues with wait times on occasion due to limited staffing and the volume of calls received. VDSS is hiring additional staff and making some technological changes to enhance the functionality and efficiency of the hotline.

**OCS Report**

Mr. Reiner reported on the following items:

- **Legislative** – The state budget has passed and is awaiting the Governor’s signature. While there were no changes to CSA statutes, there were several items pertaining to CSA in the budget:
  - Increasing CSA’s base pool allocation for FY19 and FY20.
  - Developing (with DOE and a designated list of entities) outcome measures for private day special education programs.
  - Conducting a rate setting study for private day special education programs. OCS will receive \$250,000 to conduct the study.
  - Capping rate increases for private day special education programs at 2% during the rate setting study period.

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- Collecting and cataloging (on August 1), rates paid by local CSA programs for private day education programs.
- *Training –*
  - Final review is underway for on-line training modules for Community Policy and Management Team (CPMT) members. OCS anticipates a July 1 release date.
  - OCS staff members continue to provide trainings both to individual localities and at various training events. A statewide High Fidelity Wraparound (HFW) Conference will be held September 12 in Charlottesville.
- *Collaborative Activities -*
  - Mr. Reiner will participate along with Mr. Ayers in a July 19th meeting of the Three Branch Leadership Team that will address Virginia's response to the Family First Prevention Services Act.
  - Collaboration with DBHDS regarding discharge planning for children at the Commonwealth Center for Children and Adolescents (CCCA).
  - Assistant Director, Zandra Relaford is leading an SEC Ad Hoc Workgroup to consider ways to address and assist localities with utilization management at the local level.
  - OCS Program Consultant, Carol Wilson will be leading a workgroup to develop CANS policy based on existing guidance. The first meeting of the workgroup will be held June 11.
  - The first meeting of a workgroup to advise OCS on redesign of the CSA Service Fee Directory has been held. The upgrade will take place in two phases over the next year.

Mr. Reiner noted that several association/agency representatives to SLAT had terms expiring as of June 30, 2018. OCS has been notified concerning the Court Service Units nominations. Karen Reilly-Jones reported that she along with Victor Evans and Mills Jones have been nominated to serve for CSA coordinators. Nominations are still needed for private providers. The SLAT nominations will be presented to the SEC at its June meeting for consideration and approval.

At the conclusion of his report, Mr. Reiner expressed his appreciation to Dr. Temoney for her leadership on SLAT and her representation of SLAT on the SEC over the past two years.

### **CSA Training Plan (FY19)**

Zandra Relaford, OCS Assistant Director, provided a report on the draft FY19 Training Plan. She noted that the Plan would be presented to the SEC for their consideration and approval at their June 21 meeting. SLAT members were asked to submit any feedback to OCS in advance of the June SEC meeting.

Of particular note, the possibility of providing trainings on new child serving agency programs that impact CSA (for example the DMAS transition of children's behavioral health services to the Medallion 4.0 program and the VDSS Kinship Guardianship Program). In addition, OCS has seen an increase in the number of localities requesting training. Where possible, OCS would like to provide training in regional settings (especially for smaller localities) to more efficiently allocate use of staff time, training resources, and to reach a broader group of stakeholders. If SLAT members have ideas or suggestions in this regard, please send to OCS.

The issue of new CSA coordinator retention was also briefly discussed. Mr. Reiner noted that he was open to having further dialogue about the issue. After further discussion, the consensus of SLAT

members was to support the Training Plan as submitted. Mr. Reiner will present the FY18 Annual Training Report at SLAT's August meeting.

#### **Family First Prevention Services Act**

Carl Ayers, Director of Family Services at VDSS, provided an update on the federal Family First Prevention Services Act, which was enacted at the federal level in February and will become effective as early as October 2019. The Family First Prevention Services Act, reforms the federal child welfare financing streams, Title IV-E and Title IV-B of the Social Security Act, to provide services to families who are at risk of entering the child welfare system. He provided a basic overview of the Act and highlighted a number of provisions and changes that will affect the child welfare and CSA systems in Virginia.

Mr. Ayers noted that an implementation leadership team has been established and will soon have its first meeting. From that team, a number of workgroups will be established to assist in the implementation effort. SLAT asked that an update on implementation of the Act become a standing agenda item.

#### **IACCT/Children's Behavioral Health Transition at DMAS**

Ashley Harrell from DMAS provided an update for Medicaid covered residential treatment services. She reviewed goals for the program noting that services are to be individualized, short term, and focused on comprehensive discharge planning. Ms. Harrell also reviewed current Medicaid statistics for residential treatment services.

Effective April 1, 2019 all behavioral health services will be covered by managed care plans (CCC+ and Medallion 4). Ms. Harrell provided information on how the IACCT process is being revised/enhanced for that transition. She invited Mr. Ayers and Mr. Reiner to participate in the July Behavioral Health Quality Collaborative meeting. SLAT members ask that an update become a standing agenda item. She will forward a copy of today's presentation for distribution to SLAT.

#### **Report from the Nominating Committee**

Dr. Temoney reported that she, Andelicia Neville, Kellie Evans and Ashley Harrell served on the Nominating Committee. The Nominating Committee recommended Karen Reilly-Jones to serve as SLAT Chair and Shannon Updike to serve as SLAT Vice-Chair for FY19. There being no further nominations from the floor, the recommendations from the Nominating Committee were approved by SLAT.

Dr. Temoney thanked SLAT members for the opportunity to serve as the Chair. She noted that she continues to look forward to working on SLAT.

#### **Adjournment and Next Meeting**

Due to time constraints, other agenda items were deferred until the August meeting. The next meeting will be held August 2, 2018 at the Tuckahoe Library. The meeting adjourned at 12:10 p.m.

June 7, 2018

## STATE AND LOCAL ADVISORY TEAM (SLAT) GUEST SIGN-IN

### Sign-in Sheet

<u>Name</u>	<u>Organization</u>	<u>Email Address</u>
Elizabeth Tacey	Poplar Springs	btacey@comcast.net
Kirsten Eicher	Poplar Springs	kirsten.eicher@unshine.com
Brady Namy	Richmond CSA	brady.namy@richmond.gov
Kristi Schabo	OCS	Kristi.Schabo@csa.virginia.gov
Katie Boyle	VACO	kboyle@vaco.org
Gail Giese	Intercept	ggiese@interceptpath.com
Jessica Moran	Harbor Point BHC	Jessica.moran@unshine.com
Shannon Updike	HFCS	shannon@chipetreets.org
Adalyn Wilson	UMFS	AWilson@umfs.org
Will Egen	VCOY	wegen@vcoy.virginia.gov
Mills Jones	Goodland CSA	mjones@goodland.com
Patricia E. Arrigo	Fairfax CSA	patricia.arrigo@fairfaxcountygov.com
Brian Chizuk	Hallmark	brian.chizuk@hallmarksystems.com
Julie Plotz	Hallmark	Julie.plotz@hallmarksystems.com
Malcolm King	DBHDS	malcolm.king@dbhds.virginia.gov
Khaki LaRiviere	VACO	Klariviere@vaco.org
Dani Halblieb	UMFS	dhalblieb@umfs.org
Janet Areson	VML	jareson@vml.org
Jane Vangst	UMFS	jvangst@umfs.org
Penny Combs	People Places	pcombs@peopleplaces.com
Goodland	Goodland TDR Group	gcombs@goodland.com



**BYLAWS**  
**State and Local Advisory Team for the Children's Services Act**

ARTICLE I – Name

The name of this entity shall be the “State and Local Advisory Team” hereinafter referred to as the “team”.

ARTICLE II – Purpose and Powers

The team was created by the 1992 General Assembly of the Commonwealth of Virginia as the State Management Team as set forth in Chapter 46 Section 2.1-747 of the Code of Virginia of 1950. The 2000 General Assembly renamed the team as the State and Local Advisory Team and modified its duties. Its activities shall be in all respects conducted in accordance with Virginia law and regulations.

In accordance with Section 2.2-5201 of the Code of Virginia the team has developed bylaws to govern its operations which have been approved by the State Executive Council, hereinafter referred to as the “council.”

Specifically, the team was established to better serve the needs of troubled and at-risk youths and their families by advising the council on managing cooperative efforts at the state level and providing support to community efforts. Pursuant to Section 2.2-5202, the team may:

1. Advise the council on state interagency program policies that promote and support cooperation and collaboration in the provision of services to troubled and at-risk youths and their families at the state and local levels;
2. Advise the council on state interagency fiscal policies that promote and support cooperation and collaboration in the provision of services to troubled and at-risk youths and their families at the state and local levels;
3. Advise state agencies and localities on training and technical assistance necessary for the provision of efficient and effective services that are responsive to the strengths and needs of troubled and at-risk youths and their families; and
4. Advise the council on the effects of proposed policies, regulations and guidelines.

ARTICLE III – Membership and Terms

The team shall be appointed by and be responsible to the council as set forth in Section 2.2-5201, Code of Virginia. The team shall include one representative from each of the following state agencies: the Department of Health, Department of Juvenile Justice, Department of Social Services, Department of Behavioral Health and Developmental Services, the Department of Medical Assistance Services and the Department of Education. The team shall also include a

parent representative who is not an employee of any public or private program *that* serves children and families and who has a child who has received services that are within the purview of the CSA; a representative of a private organization or association of providers for children's or family services; a local Children's Services Act coordinator or program manager; a juvenile and domestic relations district court judge; *a representative who has previously received services through the Children's Services Act, to be appointed by the Governor with recommendations from entities including the Departments of Education and Social Services and the Virginia Chapter of the National Alliance on Mental Illness*; and one member from each of five different geographical areas of the Commonwealth who is representative of one of the different participants of community policy and management teams. The non-state agency representatives shall be recommended by the statewide associations and/or organizations that represent families, private providers, CSA Coordinators, juvenile and domestic relations district court judges, and directors of the local child-serving agencies (social services, schools, court service units, community service boards, and health). Each organization and/or association may recommend up to two alternates. The primary representative shall have primary responsibility for full participation. The non-state agency members shall serve staggered terms of not more than three years, such terms to be determined by the council. Each alternate shall also be appointed by the council and shall serve the same term as the member.

Any person serving on the team who does not represent a public agency shall file a statement of economic interests as set out in Section 2.2-3117 of the State and Local Government Conflict of Interests Act (Section 2.2-3100 et seq.). Persons representing public agencies shall file such statements if required to do so pursuant to the State and Local Government Conflict of Interests Act.

#### ARTICLE IV – Duties of Membership

The state agencies represented on the team shall provide administrative support for the team in the development and implementation of the collaborative system of services and funding authorized by Chapter 52 of the Code of Virginia. This support shall include, but not be limited to, the provision of timely fiscal information, data for client- and service-tracking, and assistance in training local agency personnel on the system of services and funding established in the aforementioned chapter.

Official positions regarding team policy and procedure shall be established and approved by a majority vote of the team. Team members should be cognizant of these positions and reflect them when appropriate while representing the team at public meetings and functions.

#### ARTICLE V – Officers

The team shall annually elect a chair from among the local government representatives, including the members who are representatives of one of the different participants of community policy and management teams and the local children's services act coordinator or program manager. The chair shall be responsible for convening the team and presiding over all team meetings, setting the agenda, making assignments, and serving as a voting member of the council. The team shall also annually elect a vice-chair. In the absence of the chair, the vice-

chair will assume the role of the chair with all powers and responsibilities. The Executive Director of the Office of Children's Services (OCS) is responsible to arrange for recording and producing minutes from each meeting, preparing correspondence when required, and serving as the official record keeper for the team.

#### ARTICLE VI – Election of Officers

A nominating committee for the selection of officers for the next fiscal year shall be appointed by the chair no later than the penultimate meeting of the team in any given fiscal year. It shall be the duty of the nominating committee to nominate candidates for the offices of chair and vice-chair and to report these nominations no later than the final meeting of the team in any fiscal year. Election of officers shall occur at the final meeting held in the fiscal year. Prior to the election additional nominations from the floor shall be permitted for all offices (provided the nominee consents). Officers shall assume office July 1. In the event that appointments to the team are delayed, the team may modify this schedule and may appoint an interim chair.

The term of office shall be for one year. Officers shall serve until such time as their term expires or a successor is elected, whichever last occurs. No officer may serve more than two consecutive terms in the same office. The election shall be by ballot if there is more than one nominee for the same office. A quorum must be present and voting in order to constitute an election.

In the event a vacancy occurs in one of the elected offices, the vacancy shall be filled by a special election for the unexpired term by majority vote of all team members present at the first meeting following the announcement of the vacancy or as soon thereafter as possible.

#### ARTICLE VII – Meetings

A meeting of the team occurs when a majority of the team membership sits as a body or as an informal assemblage, wherever held. Minutes shall be taken of all meetings.

All meetings shall be conducted in an orderly manner subject to the rulings of the presiding officer.

An annual meeting schedule for the coming year shall be set at the final meeting of any fiscal year.

Regular meetings of the team and executive committee shall be held as described or published on the Commonwealth Calendar, and at a time and location convenient to members.

Regular meetings of the team and executive committee are open to the public and all interested parties.

Special meetings shall be convened at the discretion of the chair as the need arises, and at the written request of at least two members of the team.

The presence of a majority of the team membership shall constitute a quorum. When less than a quorum is present, meetings may be held for purposes of information sharing, determining team business, etc., but in no instance may any voting take place with less than a quorum present.

All decisions regarding the establishment and implementation of team policy and procedure, including all motions presented and acted upon, will be accomplished by a majority vote of the membership as so signified by the chair, and recorded by the Executive Director of OCS.

Members or designated alternates must be present to record their vote. Each state agency member and non-state agency member shall have one vote by the primary member or designated alternate. All questions of parliamentary procedure and voting on all motions and amendments shall be governed by the guidelines as set forth in the latest edition of Robert's Rules of Order.

Individual members will endeavor to attend all officially called or scheduled meetings of the team, and when unable to be present shall be represented by their designated alternate, who shall act with all the authority of the appointed member, including the right to vote on all matters coming before the team.

All notice of meetings and minutes will be distributed to the membership prior to the convening of the following or subsequent meeting.

#### ARTICLE VIII – Executive Committee, Purpose, Function and Membership

The executive committee shall be composed of the chair and vice-chair. The Executive Director of OCS shall serve in an ex-officio capacity. The immediate past chair may serve as ex-officio, by action of the team.

The meetings of the executive committee will be open to the public and published as appropriate. Team members are invited to attend executive committee meetings.

The purpose of the committee shall be to enhance the efficiency and effectiveness of the work of the team by:

1. Establishing the agenda, scheduling the meetings of the team and managing the flow of the team and distribution of work;
2. Monitoring the progress of team committees on assigned tasks and integrating the work of various team committees through coordination with team committee chairs;
3. Serving as a facilitator by reviewing and making recommendations on options to resolve a lack of consensus on issues under consideration by the team;
4. Assuring representation of the team at all meetings of the council; and
5. Representing the team in matters that cannot be addressed at regular meetings of the team. This responsibility shall not extend beyond existing policies, procedures or decisions previously made or established by the team.

#### ARTICLE IX – Committees

Committees may be formed by the chair as required, after appropriate consultation with the team membership. The team shall appoint a committee chair and an acceptable number of committee

members. Each committee may be dissolved at the discretion of the team chair once its appointed task is completed.

ARTICLE X – Notice and Waiver of Notice

Any notice required to be given by these Bylaws may be given by electronic mail, mailing or delivering the same to the person entitled thereto at his or her address recorded with the Executive Director of OCS and such notice shall be deemed to have been given at the time of such mailing or delivery. Any notice required by these Bylaws to be given may be waived by the person entitled to such notice.

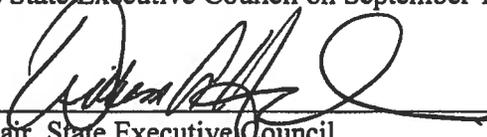
ARTICLE XI – Amendments

These Bylaws may be amended at any regular meeting of the team by an affirmative vote of a majority of the team members, provided that the membership is notified in writing of any proposed amendment to said Bylaws prior to the convening of the meeting when such amendment is discussed and acted upon. The Bylaws shall be revised by the team or an appointed subcommittee of the team as required but no less than once every two years from the date of their adoption, and provided that all amendments to these Bylaws must be approved by the council.

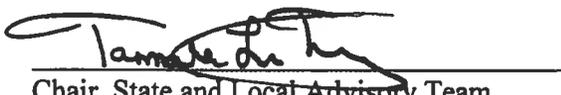
ARTICLE XII – Severability

It is hereby declared to be the intention of the team that the articles, paragraphs, sentences, clauses and phrases of these Bylaws are severable; and if any phrase, clause, sentence, paragraph or article of these Bylaws shall be determined by an administrative agency or court of competent jurisdiction to be in violation of the laws of the Commonwealth of Virginia or the United States of America, of no effect, but the remaining phrases, clauses, sentences, paragraphs and articles shall remain in full effect.

The foregoing Bylaws of the State and Local Advisory Team for the Children's Services Act were duly adopted by the State and Local Advisory Team on August 4, 2016 and approved by the State Executive Council on September 15, 2016.

  
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Chair, State Executive Council

Date: 9/15/16

  
\_\_\_\_\_  
Chair, State and Local Advisory Team

Date: 8-4-16

**CANS Policy Workgroup  
Summer 2018**

**Member Listing**

**Local Representatives  
(CANS DSU/RAs)**

<b>NAME</b>	<b>AGENCY</b>	<b>E-MAIL ADDRESS</b>
Dayna Bandy	VA Beach CSA (UR)	dbandy@vbgov.com
Carolyn Aker	Roanoke County CSA (UR)	carolyn.aker@roanokeva.gov
Cheryl Lewis	Albemarle DSS/CSA	clewis@albemarle.org
Audra Morris	Powhatan CSA	audra.morris@dss.virginia.gov
Greg Winge	Franklin County CSA	greg.winge@franklincountyva.gov
Sherri McFaden	Prince William CSA (UR)	slmcfaden@pwcgov.org
Joy McMillian	Henrico CSA (UR)	mcm058@henrico.us
Carlisle Hovermale	City of Richmond CSA	carlisle.hovermale@richmondgov.com
Whitney Deane	Louisa CSA	wdeane@louisa.org
DeDreama Harrod	New Kent CSA	dsharrod@newkent-va.us
Tredella Hall	Norfolk CSU	tredella.hall@djj.virginia.gov
Stephanie Leek	Charles City County CSA	sleek@ccps.net

**Local Government Associations**

Janet Areson	VA Municipal League	jareson@vml.org
Katie Boyle	VA Association of Counties	kboyle@vaco.org

**Office of Children's Services**

Carol Wilson, Facilitator	Program Consultant	carol.wilson@csa.virginia.gov
Zandra Relaford	Assistant Director	zandra.relaford@csa.virginia.gov
Annette Larkin (Advisory)	Program Auditor	annette.larkin@csa.virginia.gov

## SEC Utilization Management Improvement Workgroup 2018

### Member Listing

#### State Executive Council Representatives

NAME	AGENCY	E-MAIL ADDRESS
Mary Briggs	Board of Supervisors, Montgomery County	biggsmw@montgomerycountyva.gov
Greg Peters	President & CEO, United Methodist Family Services	gpeters@umfs.org

#### Local CSA Representatives

Chrystal Bell	Newport News	cbell@nnva.gov
Mills Jones	Goochland	mjones@goochlandva.us
Rachel Lewis	Suffolk, Franklin, & Isle of Wight	rlewis@suffolkva.us
Katie Ralston	Charlottesville	ralstonk@charlottesville.org
Grace McCown	Roanoke County	gmccown@roanokecountyva.gov
Jackie Zemmitt	Petersburg	Jaqueline.zemmitt@dss.virginia.gov

#### Local Government Associations

Janet Areson	VA Municipal League	jareson@vml.org
Katie Boyle	VA Association of Counties	kboyle@vaco.org

#### Office of Children's Services

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Zandra Relaford, Facilitator	Assistant Director	zandra.relaford@csa.virginia.gov
Scott Reiner	Executive Director	Scott.reiner@csa.virginia.gov