

**State and Local Advisory Team (SLAT)  
November 2, 2023  
9:30 a.m. – 12:00 p.m.**

**Office of Children's Services  
1604 Santa Rosa Road  
Richmond, VA 23229  
Richmond/Henrico Rooms**

**AGENDA**

**Note:** This is an in-person meeting  
To accommodate interested members of the public, the meeting will be viewable at:

<https://meet.goto.com/994172701>

or via phone. 872-240-3212

Meeting Passcode: 994-172-701

- **Call to Order / Welcome / Opening Remarks** Rebecca Vinroot
- **Public Comment (In-person and remote)**
- **Approval of Minutes - August 2023 SLAT meeting** SLAT Members
- **Status Items**
  - FAPT Retreat Resource Manual Lesley Abashian
  - Policy Update Kristi Schabo
- **SEC Report** Rebecca Vinroot
  - SEC Strategic Planning
  - SLAT Bylaws
  - Universal Referral Form
- **OCS Updates**
  - Legislative/Budget Update
  - Model Parental Co-Payment Policy
  - Upcoming CHINS/CSA Parental Agreement Workgroup
  - Time-to-Service Study
  - CSA Conference Recap
- **New Business**
  - FY 2024 Officers

- **SLAT Member Reports**

- State Representatives

- VDH Kyndra Jackson
    - DJJ Linda McWilliams
    - DSS Em Parente
    - DBHDS Katharine Hunter
    - DMAS Laura Reed
    - DOE Sabrina Gross

- Local Representatives

- LDSS Rebecca Vinroot
    - CSA Coordinator Mills Jones
    - CSB Sandy Bryant
    - CSU William Stanley
    - J&DR Court Honorable Marilynn Goss
    - Parent Cristy Corbin
    - Private Provider Shannon Updike
    - Public Schools Susan Aylor
    - Local Government Lesley Abashian

- **Closing Remarks / Adjourn**

Rebecca Vinroot

**Next SEC Meeting – Thursday, December 14, 2023**

**Next SLAT Meeting – Thursday, February 1, 2024**

**2024 SLAT Meetings**

February 1

May 2

August 1

November 7

**STATE AND LOCAL ADVISORY TEAM (SLAT)  
CHILDREN'S SERVICES ACT  
Richmond/Henrico Rooms  
1604 Santa Rosa Road  
Richmond, VA 23229**

**MINUTES  
August 3, 2023**

**Members Present:** Rebecca Vinroot, SLAT Chair, CPMT - DSS Representative; Mills Jones, SLAT Vice-Chair - CSA Coordinators Network; Katharine Hunter DBHDS; Cristy Corbin, Parent Representative; Em Parente, DSS (*virtually*); Lesley Abashian, CPMT – Local Government Representative (*virtually*); Laura Reed, DMAS; Kyndra Jackson, VDH; Shannon Updike, VCOPPA; Linda McWilliams, DJJ; The Honorable Marilyn Goss, Juvenile and Domestic Relations District Court Representative; Lisa Madron, CPMT – CSB Representative

**Members Absent:** Susan Aylor, CPMT – School Representative; Sabrina Gross, DOE; William Stanley, CPMT – CSU Representative

**CSA Staff Members Present:** Stephanie Bacote, Mary Bell, Marsha Mucha, Scott Reiner, Kristi Schabo

**Welcome/Opening**

Rebecca Vinroot, SLAT Chair, called the meeting to order at 9:30 a.m. and welcomed everyone. Introductions were made.

**Public Comment Period**

Two public comments were made by:

- Kathy Halvorsen (Powhatan County parent)
- Cheryl Sims (Goochland County grandmother)

Both Mrs. Halvorsen and Mrs. Sims spoke on behalf of and advocated for their child and grandchildren, respectively.

**Approval of Minutes**

The minutes of the May 4, 2023 meeting were approved on a motion by Cristy Corbin, seconded by Shannon Updike and carried.

**Status Items**

- SLAT Bylaws – Members received a copy of the SLAT bylaws with suggested revisions. No further comment was made. The revised SLAT bylaws were approved on a motion by Mills Jones, seconded by Cristy Corbin and carried. The bylaws will be presented to the SEC for final approval at their September 14, 2023 meeting.
- FAPT Retreat Resource Manual – Mr. Jones reported that the workgroup, with support from OCS Program Consultant, Courtney Sexton, is developing examples of materials (i.e. agendas, etc.) and related resources, training options/activities in support of team building to include in the FAPT Retreat Resource Manual. The workgroup will make a presentation of materials at the November 2, 2023 SLAT meeting.

### **SEC Report**

Mrs. Vinroot reported that the SEC last met on June 8, 2023 and devoted most of the meeting to strategic planning. She noted that members had the opportunity to rotate through and brainstorm in three primary areas to develop draft goals/metrics for 2024-2025.

She also reported that she presented on SLAT's findings from their analysis of the three-tiered match rate system. Based on the SLAT report, the SEC decided not to take any further action or consider any changes to the match rate system. Mrs. Vinroot further reported that the SEC was very appreciative of SLAT's review and report on the match rate system.

### **OCS Updates**

Mr. Reiner reported on the following:

- **Legislative/Budget Update** - Adoption of the state budget is pending. Due to the delay in adopting a budget and to remain in compliance with the requirement in the current state budget, a rate setting model will be implementation for private day special education programs for the 2023-2024 school year. CSA will reimburse localities for private day special education tuition for the 2023-2024 school year at a level no higher than a statewide two percent rate above the rates established for the 2022-2023 school year.
- **Co-Pay Policy Workgroup** – Kristi Schabo, CSA Senior Policy and Planning Specialist, reported that the workgroup continues to develop a model parental contribution policy, best practices and guidance to assist localities with developing their own parental contribution policies. The workgroup plans to have a product available for the November 2, 2023 SLAT meeting.
- **Service Gap Survey** – Carrie Thompson, CSA Research Associate Senior, reported that the Service Gap Survey data has been received and is being compiled. (This was a full Survey year.) The information will be accessible for ease of utilization of the findings.
- **Time-to-Service Study** – Carrie Thompson reported Individual CSA offices received a survey and data collection tool in order to determine the length of time from referral to CSA to service delivery. Data was collected over a two-month period. This was the first year for the survey which was required by the General Assembly.
- **CSA Annual Conference** - Mary Bell, CSA Program Coordinator, reported that CSA's 12<sup>th</sup> Annual Conference would be held at the Hotel Roanoke and Conference Center, October 17 and 18, 2023. Pre-conference sessions for CSA coordinators, members of FAPTs and CPMTs will held on October 16, 2023. A number of Conference proposals for breakout sessions have been received and are under review.

### **New Business – SEC Strategic Planning**

Mrs. Vinroot asked members to review the draft SEC Strategic Plan Development document and provide feedback to Kristi Schabo at OCS with a copy to Mrs. Vinroot. Feedback is due by August 18, 2023.

OCS will send the document out in an email to all SLAT members.

### **Member Updates**

Members reported that they continue to monitor the pending state budget. They also reported for their agencies and organizations on ongoing projects, new programs, conferences and other on-going activities. Members continue to work within their agencies and advocate through their associations for improvements to services and service delivery for the children, youth, and families of Virginia.

**Draft**

- VDH is currently recruiting youth advisors for the fall. They will work to engage adolescents in public health through Virginia's Youth Advisory Council.
- DJJ is in the process of renegotiating the contract for the regional services coordination model.
- DJJ, DMAS and DSS will participate in special sessions of CSA Office Hours, which begin again in September 2023.
- DSS is continuing the pilot program (Exceptional Circumstances Payment) that enhances payments to qualifying foster care families on a limited basis to those foster care families caring for children with high levels of need. DSS now has six professional foster care homes available (one parent does not work outside of the home). Four of the six homes have placements.
- DHBDS is closely monitoring the pending state budget as the budget includes funding that would provide for the expansion of school-based mental health services and expansion of the statewide crisis services system.
- The Virginia Mental Health Access Program has received grant funding from SAMHSA.
- DMAS behavioral health fee-for-service programs will be administered by Magellan as of November 1, 2023.
- DMAS is transitioning to Cardinal Care, which will combine two benefit programs into one pending approval from CMS.
- Prince William County has launched a youth fentanyl overdose prevention campaign.
- The Virginia Family Network is planning a Parent Learning Institute for the fall and VALHSO will host its fall conference September 26 and 27, 2023 in Chesterfield.

**Adjournment**

There being no other business, the meeting adjourned at 12:00 p.m. The next meeting is scheduled for November 2, 2023.

# **State Executive Council (SEC) for Children's Services**

## **Notice of Intent to Develop/Revise Policy**

**Approved for Public Comment by the SEC: September 14, 2023**

**Public Comment Period Ends: 5:00 PM, October 30, 2023**

### **Number and Name of Proposed/Revised Policy:**

Policy 2.4 - Public Participation in Policy-Making Actions

### **Basis and Purpose of the Proposed/Revised Policy:**

The authority for the SEC to develop a policy for public participation falls is provided for in §2.2-2648.D.4. of the *Code of Virginia* which states that the State Executive Council for Children's Services shall: *"Provide for a public participation process for programmatic and fiscal guidelines and dispute resolution procedures developed for administrative actions that support the purposes of the Children's Services Act (§2.2-5200 et seq.). The public participation process shall include, at a minimum, 60 days of public comment and the distribution of these guidelines and procedures to all interested parties."*

The proposed changes to the existing policy 2.4 remove the requirement for policy-making actions to be initiated at the Executive Committee of the State Executive Council, allowing for direct presentations of petitions to the full State Executive Council. The Executive Committee exists nowhere in the *Code* or bylaws of the SEC and this requirement adds an unnecessary step to the policy-making process.

Changes are also proposed to align policy 2.4 with the standard policy format adopted by the State Executive Council in September 2022. Particular to this policy, section 2.8.6 was added to indicate a periodic review schedule.

### **Summary of the Proposed/Revised Policy:**

Policy 2.4 outlines a process and requirements for public participation in all policy development by the SEC. This process includes clear definitions of activities, a multi-phase process providing for public input at several points in time, and

specific time frames for each phase and activity in the proposed process. It also outlines the technical mechanism by which public input will be solicited, collected, and made available.

**Preliminary Fiscal Impact Analysis:**

There is no anticipated fiscal impact of the revisions to this policy on either the Commonwealth or local governments.

# **State Executive Council (SEC) for Children's Services**

## **Notice of Intent to Develop/Revise Policy**

**Approved for Public Comment by the SEC: September 14, 2023**

**Public Comment Period Ends: 5:00 PM, October 30, 2023**

### **Number and Name of Proposed/Revised Policy:**

Policy 3.4 – Dispute Resolution Process

### **Basis and Purpose of the Proposed/Revised Policy:**

Section 2.2-2648.D.4 of the *Code of Virginia* requires the SEC to: "Provide for a public participation process for programmatic and fiscal guidelines and dispute resolution procedures developed for administrative actions that support the purposes of the Children's Services Act (§ 2.2-5200 et seq.). The public participation process shall include, at a minimum, 60 days of public comment and the distribution of these guidelines and procedures to all interested parties."

Section 2.2-2648.D.19 of the *Code* requires the SEC to: "Establish and oversee the operation of an informal review and negotiation process with the Director of the Office of Children's Services and a formal dispute resolution procedure before the State Executive Council, which include formal notice and an appeals process, should the Director or Council find, upon a formal written finding, that a CPMT failed to comply with any provision of this Act. 'Formal notice' means the Director or Council provides a letter of notification, which communicates the Director's or the Council's finding, explains the effect of the finding, and describes the appeal process to the chief administrative officer of the local government with a copy to the chair of the CPMT. The dispute resolution procedure shall also include provisions for remediation by the CPMT that shall include a plan of correction recommended by the Council and submitted to the CPMT. If the Council denies reimbursement from the state pool of funds, the Council and the locality shall develop a plan of repayment."

Section 2.2-2648.D.20 of the *Code* requires the SEC to: "Deny state funding to a locality, in accordance with subdivision 19, where the CPMT fails to provide services that comply with the Children's Services Act (§ 2.2-5200 et seq.), any



other state law or policy, or any federal law pertaining to the provision of any service funded in accordance with § 2.2-5211.”

The proposed changes to the existing policy 3.4 align the policy with the standard policy format adopted by the SEC in September 2022 by adding sections 3.4.1 (Purpose), 3.4.2 (Authority), 3.4.3 (Definitions), and 3.4.6 (Policy Review), as well as footers to denote dates of Adoption, Effect, Revision, and page numbers.

The proposed changes also add consistency in referring to the State Executive Council for Children’s Services as the SEC (as opposed to “Council) and add language (in Section 3.4.4) so the policy is consistent with the Freedom of Information Act (COV §2.2-3700 et seq).

**Summary of the Proposed Policy:**

Policy 3.4 provides guidance to local Children’s Services Act (CSA) programs regarding the processes related to the dispute resolution process for appealing administrative actions.

**Preliminary Fiscal Impact Analysis:**

There is no anticipated fiscal impact of the revisions to this policy to either the Commonwealth or local governments.

# **State Executive Council (SEC) for Children's Services**

## **Notice of Intent to Develop/Revise Policy**

**Approved for Public Comment by the SEC: September 14, 2023**

**Public Comment Period Ends: 5:00 PM, October 30, 2023**

### **Number and Name of Proposed/Revised Policy:**

Policy 4.2 – Payment for Services and Change of Legal Residence

### **Basis and Purpose of the Proposed/Revised Policy:**

Section 2.2-2648.D.9 of the *Code of Virginia* requires the SEC to: “provide administrative support and fiscal incentives for the establishment and operation of local comprehensive service systems.”

The proposed changes to the existing policy 4.2 align the policy with the standard policy format adopted by the State Executive Council in September 2022 by adding sections 4.2.1 (Purpose), 4.2.2 (Authority), 4.2.3 (Definitions), 4.2.4 (Payment for Services), 4.2.5 (Change of Legal Residence), and 4.2.6 (Policy Review), as well as footers to denote dates of Adoption, Effect, Revision, and page numbers.

The proposed changes also include formatting modifications of existing content to assist clarity and implementation.

### **Summary of the Proposed Policy:**

Policy 4.2 provides guidance to local Children's Services Act (CSA) programs regarding the processes related to the transfer of CSA cases upon the notification of a family's change of legal residence.

### **Preliminary Fiscal Impact Analysis:**

There is no anticipated fiscal impact of the revisions to this policy to either the Commonwealth or local governments.

# SEC Strategic Plan Development

## Phase 3

### (following the SEC September meeting)

#### Area 1: Policy and Oversight

#### Goals/Metrics for 2024 - 2025:

- **Goal:** The SEC, with input from the SLAT and other stakeholders, will complete a comprehensive review of the current CSA Policy Manual to allow for improved uniformity, flexibility, and alignment (internally and across partners).
  - **Two-Year Metric:** The SEC will systematically review the existing policy manual to ensure policies are uniform in format and aligned internally and with the policies and practices of CSA agency partners.
  - **Two-Year Metric:** The SEC will review current practices to ensure alignment with relevant policies.
  
- **Goal:** The SEC will establish a process for soliciting/generating ideas for new/revised CSA policies and practices to enhance program effectiveness and efficiency.
  - **Two-Year Metric:** The SEC will work with stakeholders, including the SLAT, CSA Coordinator Network-Policy Committee, VACO, and VML, to develop a process for promoting policy revisions to enhance local CSA programs.
  
- **Goal:** The SEC will provide oversight of local CSA programs through the receipt of regular reports on local CSA program audits and technical assistance activities, highlighting both problematic (specific localities and activities) and positive aspects (areas of excellence and innovation).
  - **Two-Year Metric:** The SEC will receive electronic notification of the publication of audits and review quarterly and annual audit summary reports prepared by the Office of Children's Services and recommend actions as appropriate.
  - **Two-Year Metric:** The SEC will receive quarterly updates on technical assistance activities.
  - **Two-Year Metric:** The SEC will develop a process to acknowledge areas of local excellence and best practices.

# SEC Strategic Plan Development

## Phase 3

### (following the SEC September meeting)

#### Area 2: Leadership and Collective Action

#### Goals/Metrics for 2024 - 2025:

- **Goal:** The SEC, SLAT, and member entities will enhance the availability of and access to services for youth and families by supporting and championing statewide, cross-agency initiatives.
  - **Two-Year Metric:** The SEC and SLAT will support enhanced community capacity by supporting outcome-driven practices in localities.
  - **Two-Year Metric:** In conjunction with SLAT and OCS, the SEC will develop resources/tools to assist localities in implementing outcome-driven practices and decision-making.
  - **Two-Year Metric:** The SEC will receive updates from lead agencies to determine the most appropriate supportive actions from the SEC, the SLAT, and OCS.
  - **Two-Year Metric:** The SEC will receive annual updates on service needs assessments (e.g., sharing CSA service gap survey results and DBHDS/DSS needs assessments).
  - **Two-Year Metric:** The SEC and SLAT members should educate their respective agencies, highlighting policy issues and best practices.

# SEC Strategic Plan Development

## Phase 3

### (following the SEC September meeting)

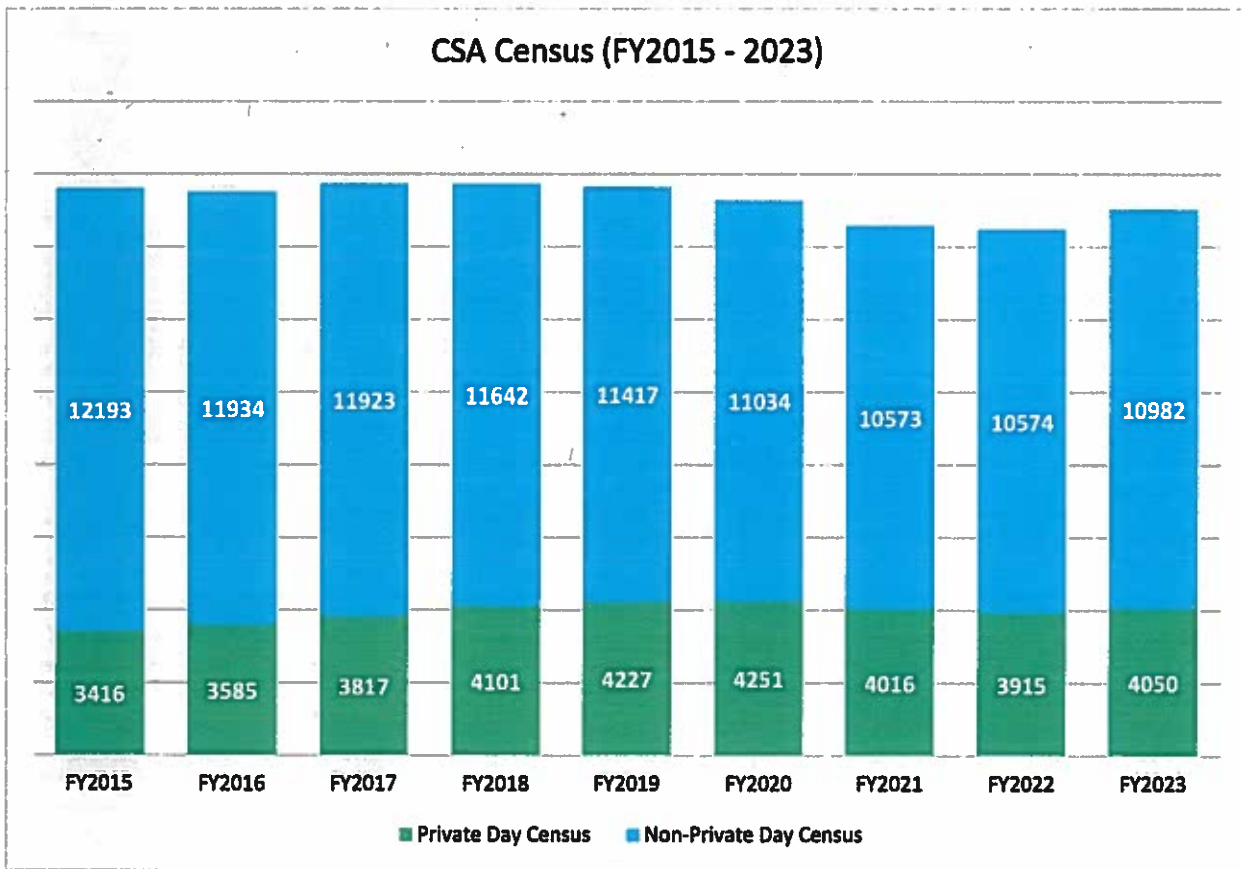
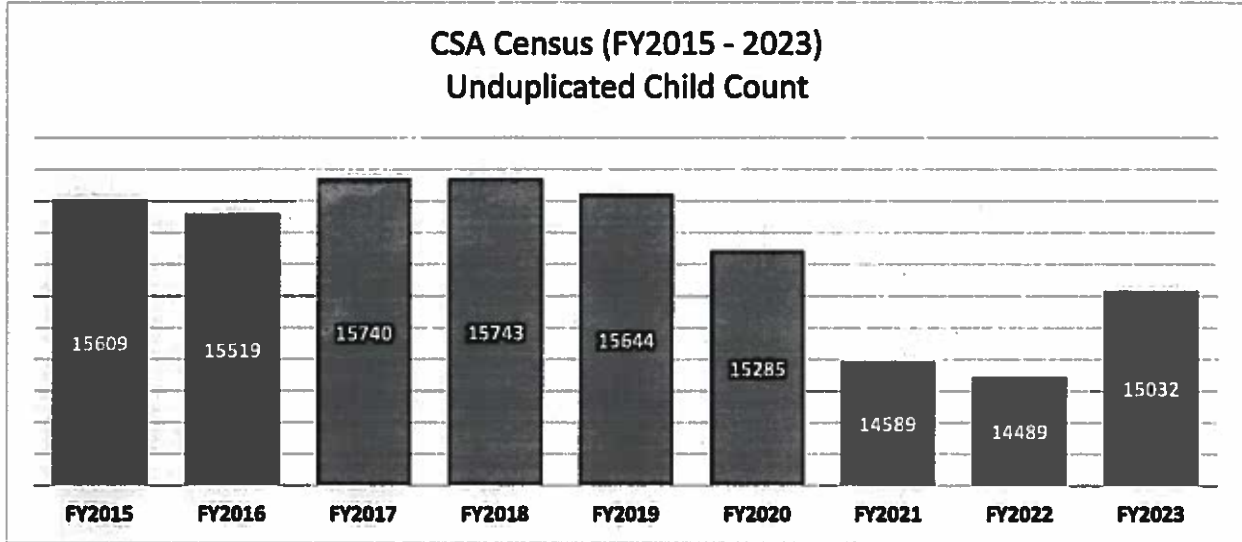
#### Area 3: Empowering Families, Young Adults, and Communities

- **Goal:** The SEC will support family engagement and a child-centered, family-focused, trauma-informed, and community-based system of care through:
  - a. Training and coaching by OCS and SEC member agencies on youth and family engagement for local CSA teams and other system partners.
  - b. Continuing OCS' role as a key training partner for evidence-based and outcomes-driven practices.
    - **Two-Year Metric:** The SEC, in collaboration with the SLAT, OCS, and other stakeholders, will develop tools for youth and families, such as a family guide brochure, model intake form, and family experience video, to build understanding about access to needed services.
  
- **Goal:** In collaboration with the SLAT and other partners, the SEC will work to increase parent participation at the state and local levels.
  - **Two-Year Metric:** The SEC and SLAT will explore the barriers and challenges to eliciting parent representation at the state and local levels and brainstorm ways to overcome these barriers.
  - **Two-Year Metric:** In collaboration with the SLAT and OCS, the SEC will support parent representative empowerment by developing focused training opportunities for parent representatives on the CPMT and FAPT.
  - **Two-Year Metric:** The SEC, in collaboration with the SLAT, OCS, and other stakeholders, will survey local CSA programs to determine how they evaluate family perceptions of and satisfaction with the CSA process.
  - **Two-Year Metric:** The SEC, in collaboration with the SLAT, OCS, and other stakeholders, will develop and disseminate a model "Youth and Family Engagement Survey" and recommend practices for gathering youth and family input by local CSA programs.

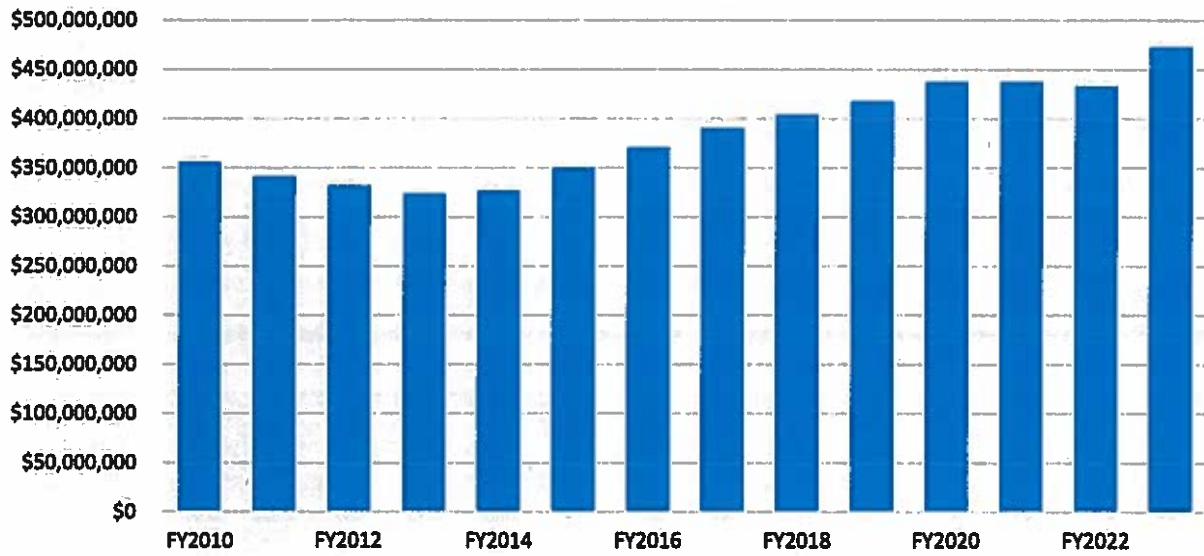
## Summary of CSA Utilization and Expenditure Data – FY 2023

Sources: Pre-2017 – CSA Data Set (Census) and CSA Expenditure Reports (Expenditures)

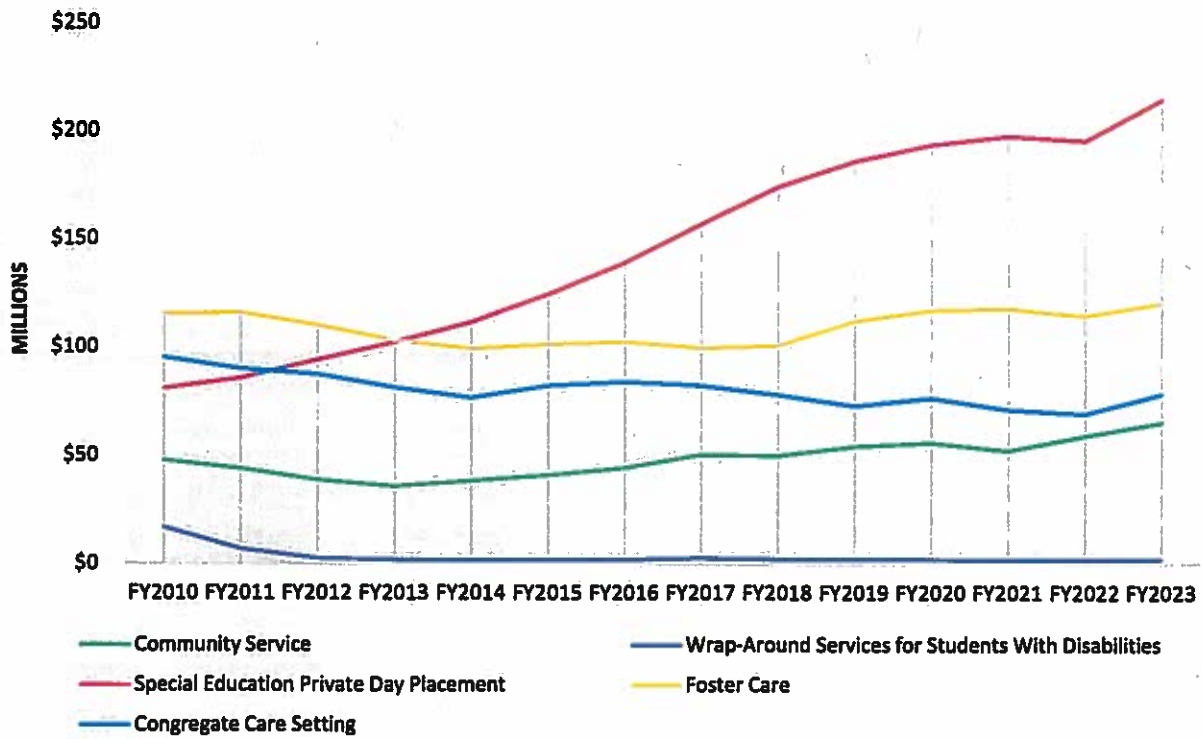
2017 – present – CSA Local Expenditure, Data, and Reimbursement System, LEDRS



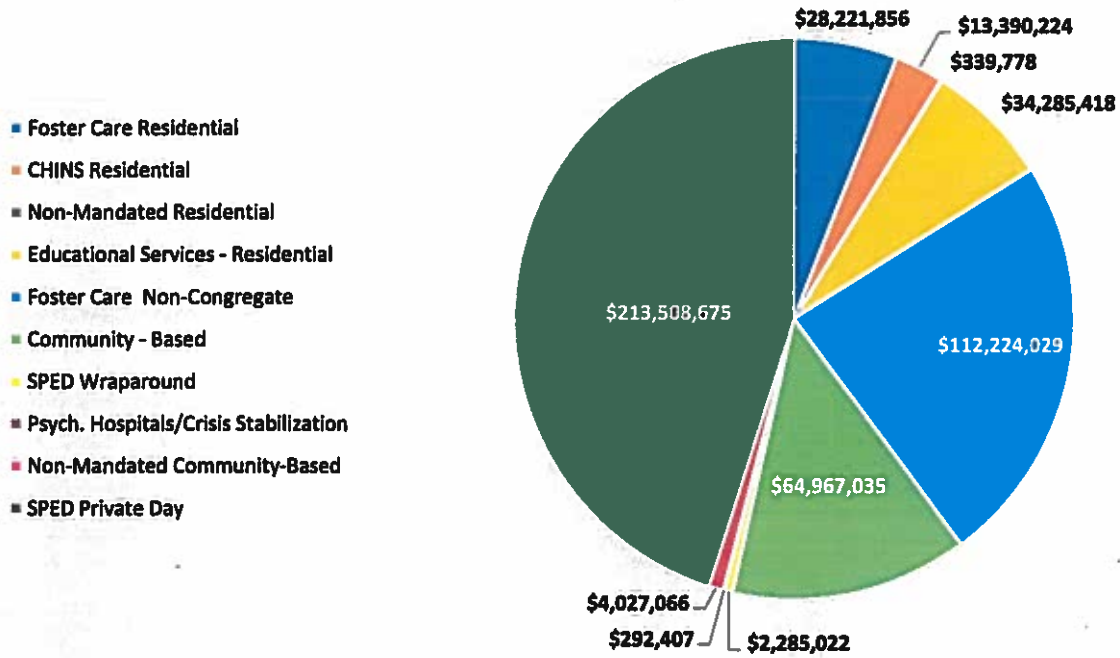
**Total CSA Net Expenditures (2010 - 2023)**



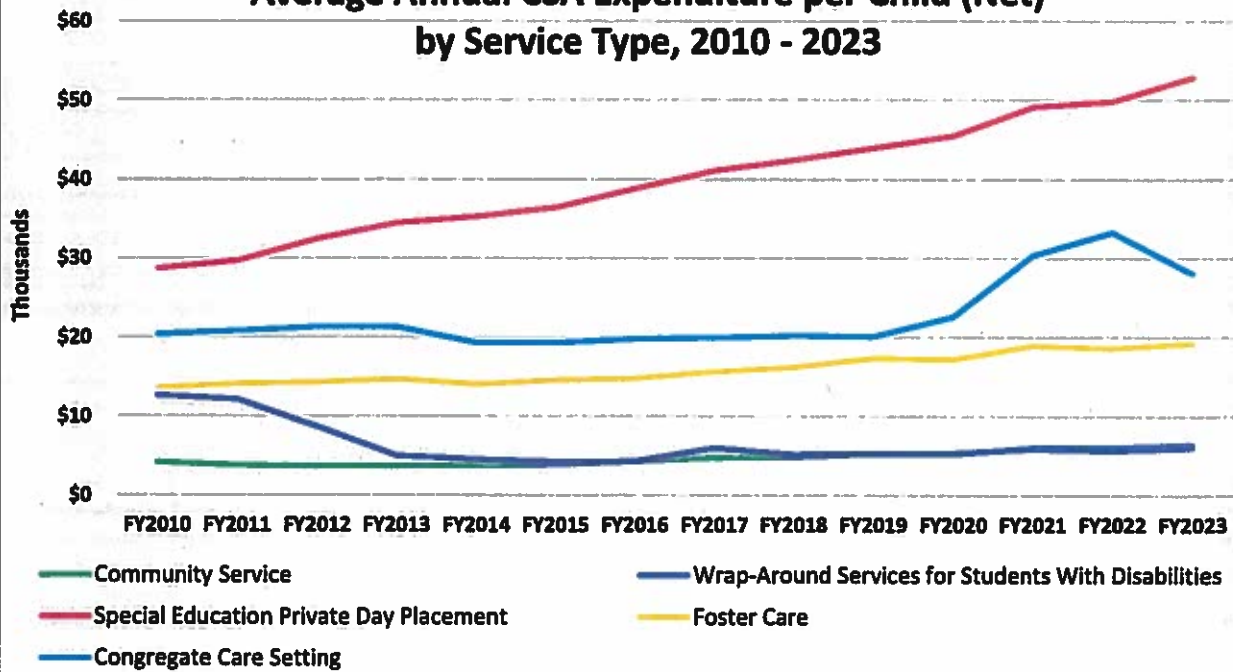
**CSA Expenditures (Net)  
2010 - 2023**



### CSA Expenditures by Category FY23 (Net = \$473,541,511)



### Average Annual CSA Expenditure per Child (Net) by Service Type, 2010 - 2023







Office of  
Children's Services  
Empowering communities to serve youth

# OFFICE OF CHILDREN'S SERVICES

"EMPOWERING COMMUNITIES TO SERVE YOUTH"

<https://www.csa.virginia.gov/>

## The Children's Services Act

The Children's Services Act (CSA) (§2.2-2648 et seq) was enacted in 1993 to create a collaborative system of services and funding for at-risk youth and families. State funds combined with local funds are managed by local Community Policy and Management Teams (CPMT), responsible for implementing the CSA within their communities. The CSA also establishes multidisciplinary Family Assessment and Planning Teams (FAPTs) responsible for working collaboratively with families to plan services according to each child and family's unique strengths and needs.

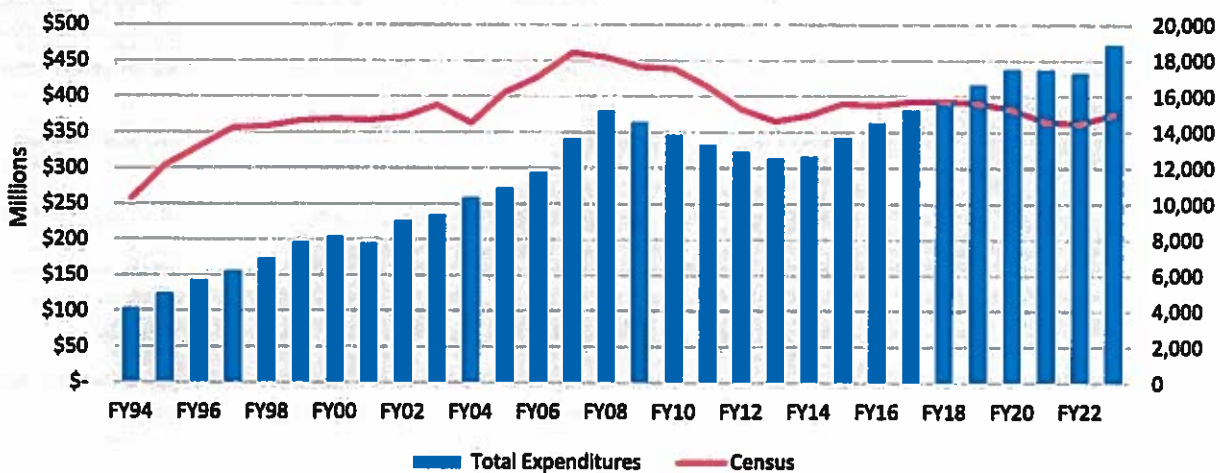
The CSA is managed at the state level by the State Executive Council (SEC), whose purpose is to assure collaborative programmatic policy development, fiscal policy development, and administrative oversight for the efficient and effective provision of services to eligible youth and families across the Commonwealth. The SEC is advised by the State and Local Advisory Team (SLAT), which was established to better serve the needs of youth and families by managing cooperative efforts at the state level and providing support to community efforts.

The Office of Children's Services (OCS) is the Commonwealth's administrative entity responsible for ensuring effective and efficient implementation of the CSA across the state. The guiding principles for the Office of Children's Services include:

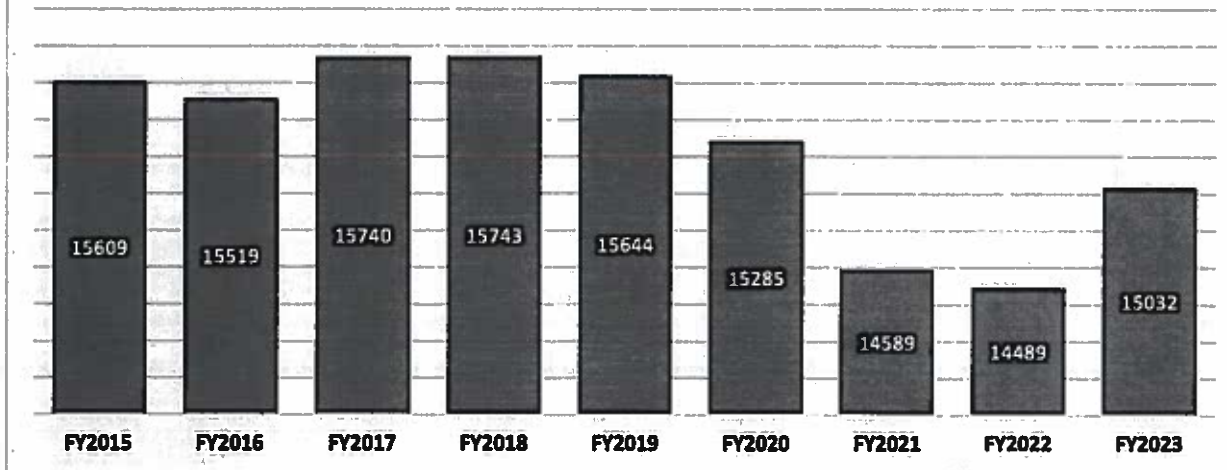
- Child and family-directed care,
- Equitable access to quality services,
- Responsible and effective use of public funds,
- Support for effective, evidence-based practices, and
- Collaborative partnerships across state, local, public, and private stakeholders.

The Children's Services Act provides various services to eligible youth and families throughout the Commonwealth. In FY2023, CSA served 15,032 children and families in the 133 cities and counties in the Commonwealth. With a combined state and local budget of over \$473 million, CSA is a significant contributor to supporting the system of care for children and families in Virginia.

CSA Expenditures and Utilization, 1994 – 2023

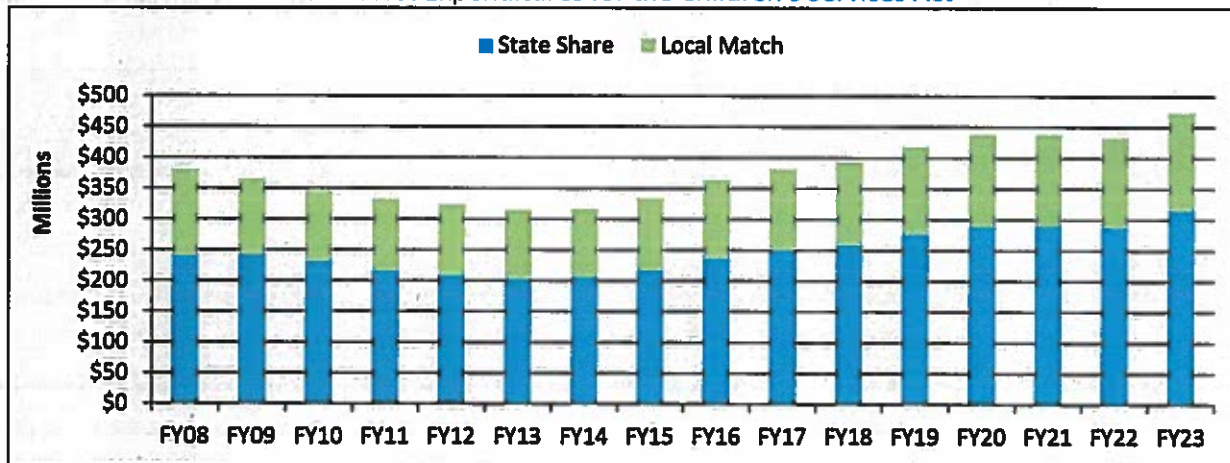


### CSA Census (FY2015 - 2023) Unduplicated Child Count



The CSA is a partnership between state and local governments. Every CSA expenditure requires a local matching contribution, with the overall local match rate being 35%. Different services have varying match rates, with residential placements having the highest match rates and community-based services having the lowest.

#### Total Net Expenditures for the Children's Services Act



The Children's Services Act (CSA) funds various services each year. While eligibility for CSA funding is explicitly defined in §§ 2.2-5211 and 2.2-5212 of the Code of Virginia, there is significant flexibility within the Act for customized service provision based upon the eligible child and family's needs. The chart below highlights the broad categories of services supported through CSA funds and the associated percentage of expenditures.

Service Category	Service Examples	Budget %
Residential Treatment	Residential Treatment/Group Home	16%
Foster Care	Treatment Foster Care/Family Foster Care	25%
Community-Based Services	Intensive In-Home/Mentoring/Behavioral Therapies/Parent Coaching/Assessments	14%
Special Education	Private Special Education Schools/ Special Education Wraparound Services	46%