

AGENDA
State and Local Advisory Team (SLAT)
Thursday, October 4, 2018
Richmond Room
1604 Santa Rosa Rd., Suite 137, Richmond, VA 23229
9:30 a.m. - 12:00 p.m.

	Person Responsible	Time Allocated	Outcome	Follow up?
Introductions and Opening Remarks	Karen Reilly-Jones	10 minutes		
Approval of Minutes	Karen Reilly-Jones	5 minutes		
Public Comment		10 minutes		
Review of current work/task groups	Karen Reilly-Jones	10 minutes		
Member Updates State Agencies: 1. VDH 2. DJJ 3. VDSS <ul style="list-style-type: none"> • Three Branch Workgroup • Family First Prevention Services Act 4. DBHDS 5. DMAS <ul style="list-style-type: none"> • CCC+ update • Medallion 4 update 6. DOE Local Agencies/Community Members: 1. DSS 2. CSA 3. CSB 4. CSU 5. Judge 6. Parent 7. Provider 8. Schools	Jeannie Uzel Valerie Boykin Carl Ayers Nina Marino Ann Bevan Sabrina Gross Tamara Temoney Karen Reilly-Jones Chuck Walsh Martha Carroll Hon. Ashley Tunner Andelicia Neville Shannon Updike Angela Neely	25 minutes		
CSA Program Data Review	Karen Reilly-Jones	15 minutes		
CANS Policy- Public Comment Update & OCS Report	Zandra Relaford	20 minutes		
SLAT work plan review and discussion	Karen Reilly-Jones	20 minutes		
Adjourn				

MINUTES – August 2, 2018
STATE & LOCAL ADVISORY TEAM (SLAT)
CHILDREN’S SERVICES ACT
Tuckahoe Area Library
1901 Starling Drive
Henrico, VA

Members Present: Karen Reilly-Jones, SLAT Chair, CSA Coordinators Network; Shannon Updike, SLAT Vice-Chair, VCOPPA; The Honorable Greg Carr, Juvenile and Domestic Relations District Court Representative; Andelicia Neville, Parent Representative; Nina Marino, DBHDS; Sabrina Gross, DOE; Valerie Boykin, DJJ; Chuck Walsh, CPMT – CSB Representative; Martha Carroll, CPMT – CSU Representative; Tamara Temoney, Ph.D., CPMT-LDSS Representative; Angela Neely, CPMT – School Representative; Jeannine Uzel, VDH

Members Absent: Carl Ayers, VDSS; Ann Bevan, DMAS

OCS Staff Members and Guests Present: Zandra Relaford, Maris Adcock, Stephanie Bacote, Marsha Mucha, (guest list attached)

Introductions and Chair Remarks

Karen Reilly-Jones, SLAT Chair, called the meeting to order at 9:35 a.m. She welcomed members and guests as the new SLAT chair.

Mrs. Reilly-Jones noted a new agenda and format for the meeting, which included member comments at the beginning of the meeting. She further explained that this would allow more time during the meeting to hear from the membership on activities related to their agencies and organizations. Feedback on the new agenda is welcomed.

Introductions of all attendees were made.

Approval of Minutes

The minutes of the June 7, 2018 meeting were approved on a motion by Tamara Temoney, seconded by Martha Carroll and carried.

Public Comment

There was no public comment.

Review of SLAT’s Purpose and Power

Mrs. Reilly-Jones reported that, as a refresher for those that have been serving on SLAT and for the new members, she would like to review SLAT’s purpose and power. She noted that SLAT is established in the Code of Virginia and its purpose is to advise the SEC on managing cooperative efforts at the state level and providing support to community efforts.

Mrs. Reilly-Jones asked members for suggestions on how SLAT could best advise the SEC moving forward. During discussion, it was noted that, at one time, SLAT and the SEC held joint meetings around specific issues. This will be explored further.

Review of Current Work/Task Groups

Mrs. Reilly-Jones reported that a number of workgroups facilitated by OCS and/or other child serving agencies are currently working on projects. The workgroups include the CANS Policy Workgroup, the SEC Utilization Management Improvement Workgroup, Service Fee Directory Workgroup and the OCS/VDOE Private Day Educational Outcomes Workgroup.

Mrs. Reilly-Jones asked if it would be beneficial to members to include an update on various workgroup activities as a standing agenda item on future SLAT agendas. Members were supportive on this idea.

Member Updates

Mrs. Reilly-Jones asked members to report on activities within their agencies and organizations. Members reported on on-going projects and new programs. Members also continue to work within their agencies, serve on workgroups and advocate through their associations for improvements to services and service delivery for the children, youth and families of Virginia. Upcoming trainings and conferences include:

- The Virginia Family Network Advanced Parent Leadership Training, which will be held October 21-22 in Blacksburg.
- The annual VCOPPA Critical Issues Symposium, which will be held November 7-8.
- The VCASE Fall Conference, which will be held September 19-20.

Mrs. Reilly-Jones asked members to send information about trainings and conferences to Marsha Mucha at OCS for distribution to SLAT and inclusion on the OCS Training Calendar.

OCS Report

Mrs. Relaford reported on the following items:

- *Family First Prevention Services Act* - Scott Reiner and leadership from VDSS are attending a meeting in Denver sponsored by Casey Family Programs regarding the Act.
- *Workgroup Activities* –
 - *CANS* – The Workgroup facilitated by Carol Wilson (OCS Program Consultant) has met several times. The Workgroup is charged with developing policy, based on existing guidance, for the CANS. A Notice of Intent to Develop Policy is out for public comment, which is due by August 10.
 - *Utilization Management Improvement* – The Workgroup facilitated by Zandra Relaford (OCS Assistant Director) is exploring options to develop tools and consistent terms to make the UM planning process for localities user friendly.
 - *Private Day Educational Outcomes* – The VDOE/OCS Workgroup facilitated by Kristi Schabo (OCS Program Consultant) has met and will be holding a series of meetings to address development of outcome measures for private day special education programs.
 - *Evidenced Based Practices* – Anna Antell (OCS Program Consultant) will be serving on this workgroup as part of implementation planning for the Family First Prevention Services Act in Virginia.
- *Request for Proposal (RFP)* - On July 3, OCS released an RFP for a consultant to conduct a study of rate setting for private day education programs. Responses to the RFP are due on August 9.
- *Training Calendar* – Members were reminded to please send notices of conferences, trainings, etc. that may be of interest to stakeholders for posting to the OCS training calendar.
- *2018 Program Year* – The rate of growth in CSA pool fund expenditures is expected to be approximately 6 percent (as projected by DPB) over the 2017 program year. Submissions for expenditure reimbursements for the 2018 CSA program year ends September 30. All

requests for reimbursement of expenditures for the 2018 program year must be submitted in LEDRS and approved by localities by midnight on September 30. Localities are encouraged to complete their submissions by the end of the day, Friday, September 28 as the 30th is a Sunday and the OCS office will be closed.

Members expressed interest in seeing quarterly financial reports and year-to-year comparisons.

SLAT Work Plan Review and Discussion

Mrs. Reilly-Jones reviewed with members the results of the survey of CSA coordinators completed in August 2017 that assessed the family engagement practices of local communities. Of particular note during discussion, were challenges reported in identifying parent representatives to serve on FAPT and CPMT. One of the challenges reported was the filing of Financial Disclosure Statements as required by Code for parent representatives serving on FAPT and CPMT. Members would like to review the form and the requirements for filing. In addition, if parents could receive information and education on why the filing is necessary, they may be more willing to comply with the filing requirement and more willing to serve.

Members also noted the significant time commitment that parent representatives make to serve on FAPT and CPMT, which led to an in-depth discussion of stipend payments for parent representatives and ways to fund those stipends. The majority of those responding to the SLAT survey do not pay a stipend.

Mrs. Reilly-Jones also reviewed with members a draft Congregate Care Utilization Survey. Members discussed the survey questions, which were developed to further explore the use of congregate care placements through CSA, reasons for the placements, and whether the desired outcomes are being achieved. During further discussion, members made suggestions to enhance and clarify the Survey. The draft Survey will be revised for further discussion at the October meeting.

Adjournment and Next Meeting

There being no further business, the meeting adjourned at 12:00 p.m. The next meeting will be held on October 4, 2018 in the Richmond Room, 1604 Santa Rosa Road in Richmond.

August 2, 2018

STATE AND LOCAL ADVISORY TEAM (SLAT)

GUEST

Sign-in Sheet

Name	Organization	Email Address
<i>[Signature]</i>	<i>[Signature]</i>	nphilpy@jacksonfield.org
Dani Halbreib	UMFS	dhalbreib@umfs.org
Nancy Lynn	Childhelp PRTE	nlynn@childhelp.org
Adalay Wilson	UMFS	awilson@umfs.org
Mills Jones	Goochland	wjones@goochlandva.us
Maikiese	Intercept	ggiese@interceptpath.com
Cory Richardson-Lumme	Virginia Home for Boys & Girls	crli@VHBC.org
Kate Boyle	VACo	kboyle@vac.org
Jeanne Uzel	VOH	jeanne.uzel
Martha Carroll	DJJ	martha.carroll@djj.virginia.gov
Nina Marino	DBHDS	nina.marino@dbhds.virginia.gov
Stephanie Bacak	ACS	
Jana Lee	Arlington DHS	janalee07@gmail.com
Karen Brack	ERA	kbrack@ebandwork.com
Janet Arsen	VML	jarsen@vml.org
Greg Carr	Judge	gcarr@va.courts.gov

NAME OF WORK GROUP/COMMITTEE	Facilitator/s	Participants and representations	Related Regulation/Policy /Purpose	Frequency of Meetings/next meeting	End Date, if any	Current Progress/status
Three Branch	DSS/OCS					
CANS	OCS					
Independent Living	OCS					
CCCA	OCS					
Service fee Directory	OCS					
SPED- Outcomes	DOE/OCS					
SOC Grants	DBHDS					
Children's Cabinet						
Commission on Youth						

POLICY 3.6

MANDATORY UNIFORM ASSESSMENT INSTRUMENT

3.6.1 Purpose

To provide consolidated guidance to local Children's Services Act (CSA) programs regarding the requirements for the utilization of the Child and Adolescent Needs and Strengths (CANS), the mandatory uniform assessment instrument used with all children and families receiving services through the CSA.

The specifications in this policy represent the minimum state CSA requirements for use of the CANS. Individual localities may adopt, through local policy, additional requirements at their discretion.

3.6.2 Authority

- A. Section 2.2-2648.D.11 of the Code of Virginia (COV) requires "a mandatory uniform assessment instrument and process to be used by all localities to identify levels of risk of Children's Services Act youth."
- B. Section 2.2-5210 of the COV 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."
- C. Section 2.2-5212 A of the COV states "in order to be eligible for funding for services through the state pool of funds, a youth, or family with a child, ... shall be determined through the use of a uniform assessment instrument and process by the policies of the community policy and management team to have access to these funds."
- D. The 2018 Appropriation Act (Chapter 2, Item 282 B 8) states "The State Executive Council shall require a uniform assessment instrument."
- E. State Executive Council Policy 3.6 (adopted in December 2007 and updated in May 2008) establishes: "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."

3.6.3 Definitions

"Child and Adolescent Needs and Strengths (CANS)" means the Virginia versions of the Child and Adolescent Needs and Strengths assessment instrument, developed by John S. Lyons, Ph.D., as modified for CSA use. The Virginia CSA versions include the Standard and DSS-Enhanced CANS, each having two age versions (Birth to Four and Ages 5+) and each having a Comprehensive Version and a Reassessment version.

"CANVaS 2.0" means the online software application for the Virginia CANS created in accordance with COV §2.2-5210 to permit local governments to submit data from the mandatory uniform assessment to OCS.

"CANS Certification" means completion of the CANS training requirements, passing a certification examination and subsequent granting of a certificate on any CSA Virginia version of the CANS as required by the Praed Foundation.

"Comprehensive CANS" means a CANS full assessment, including the four child functioning domains, caregiver domain(s) and eight modules. The modules are rated only if prompted by a rating on specific trigger items.

"Designated Super User / Report Administrator (DSU/RA)" means a local staff person designated to serve as the Local Administrator for the CANVaS 2.0 system. DSU/RAs may be trained Super Users who are designated to serve in the role or other staff as determined by the locality. DSU/RAs serve as gatekeepers to CANVaS, have access to local CANS data including reports and are the locality's primary contact with OCS regarding CANS.

"Discharge CANS" means a Comprehensive version of the CANS, denoted as a "Discharge CANS" in the CANVaS 2.0. system, completed within 90 days prior to, at the time of, or 90 days following either the child and family's exit from CSA funded services or a final review by the Family Assessment and Planning Team (FAPT).

"DSS-Enhanced CANS" means the version of the Virginia CANS modified to include additional features for local Department of Social Services (DSS) use, including the ability to rate multiple caregivers and a Child Welfare module.

"Initial CANS" means a Comprehensive version of the Virginia CANS completed to determine eligibility for CSA-funded services in accordance with COV §2.2-5212.

"Reassessment CANS" means a Reassessment version of the Virginia CANS completed at regularly defined intervals as determined by local requirements, but no less than annually, for a child and family served by CSA. The Reassessment version does not contain the eight modules found in the Comprehensive version.

"*Standard CANS*" means the version of the Virginia CANS which does not include the additional features developed for the DSS-Enhanced CANS and is appropriate for use by public agency staff other than local DSS when administering the assessment.

"*User Agreement*" means the online document outlining the requirements for access and use of the CANVaS 2.0 site. Users shall indicate that they accept and honor these requirements.

3.6.4 CANS as the Mandatory Uniform Assessment Instrument

- A. 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.
- B. All children receiving CSA state pool funded services shall have CANS assessments completed in accordance with the parameters specified in this policy.

3.6.5 Frequency of CANS Administration

- A. Any child and family receiving CSA funded services shall be administered the CANS assessment.
- B. The Initial Comprehensive CANS is required to determine and/or support the child's eligibility for CSA consistent with the statutory requirement in COV §2.2-5212.
- C. The Initial CANS must be completed prior to the initiation of CSA-funded services described on a service plan (e.g., Individual Family Service Plan, Individualized Education Program, or Foster Care Plan), with an exception (14 days) for emergency services and placements as provided for in §2.2-5209.
- D. The CANS assessment is required annually. "Annually" is defined as within 60 calendar days of the anniversary date of the Initial CANS or subsequent Annual CANS, meaning the reassessment may fall 60 days prior to, on the date of, or 60 calendar days subsequent to the anniversary of the previous annual assessment date.
- E. The Reassessment version of the CANS may be used for the Annual assessment. Local governments shall have the discretion to use either the Comprehensive version or the Reassessment version of the CANS for the Annual assessment.
- F. The CANS completed within the time frame noted in D. above shall be referred to as the "Annual CANS."
- G. Local policy adopted by the Community Policy and Management Team (CPMT) shall direct the frequency of reassessment of the CANS between the one year intervals of required Annual CANS unless otherwise required by another funding source (e.g. Medicaid).

H. The Discharge CANS shall be the Comprehensive version of the CANS.

- (1) Discharge CANS are required only when a child's CSA case is closed. A CPMT may opt to complete a Discharge CANS when transferring a case to another locality according to local written policy.
- (2) The Discharge CANS may be done 90 days prior to, at the time of, or within 90 days following either the completion of all CSA-funded services, or final FAPT review.
- (3) A Discharge CANS is not required in any of the following situations:
 - i. when a child and family receive CSA-funded services for less than 30 calendar days. An Initial CANS is required in such instances.
 - ii. at the time of transfer of services from one locality to another. The receiving locality will complete CANS as required per their local schedule.
 - iii. when one service ends, but the child and/or family continue to receive other CSA-funded services.

3.6.6 Use of the CANVaS 2.0 On-line Data System

- A. Only employees of local government agencies (local department of social services, court services units, school divisions, community services boards/behavioral health authorities, and CSA offices) may create accounts in CANVaS 2.0 to carry out their job responsibilities in working with children and families.
- B. Prior to account creation, all users requesting access shall agree to the terms of the User Agreement required to access the CANVaS 2.0 site. The agreement addresses access, security and confidentiality, and closure (completion) of assessments within a specified time frame.

3.6.7 Required Certification by All CANS Assessors

- A. Any individual who administers the CANS shall be appropriately certified on the use of the assessment. "Appropriately certified" means the individual has:
 - (1) completed one or more of the Virginia CSA training courses offered on the Praed Foundation CANS training and certification site;
 - (2) attained a score of 70 percent or higher on the certification exam;
 - (3) received a certificate granted by the Praed Foundation for the approved time frame of one year from date of certification; and
 - (4) administers the CANS only during the approved time frame of his or her certification.

- B. CANS completed by individuals who are not appropriately certified are not valid and shall not be used for any purpose, including service planning.
- C. Paper CANS score sheets may only be used if the individual administering the CANS is
 - (1) appropriately certified, and
 - (2) the information from the score sheet is entered into CANVaS within 60 days by the assessor or an authorized data entry person.
- D. Sharing of specific information such as ratings of items on a certification vignette to enable another individual to pass the certification exam is prohibited. Individuals who share or receive such information may lose access to CANVaS 2.0 at the discretion of the Office of Children's Services.

3.6.8 Policy Review

This policy will be subject to periodic review by the State Executive Council for Children's Services.