



CSA TODAY

IN THIS ISSUE

- Director's Blog
- 2020 Conference Update
- Training Calendar
- EBP Planning Training Event
- CANS Update
- Spotlight on Success
- Tips from the Business Manager
- Audit Corner
- Resource Round Up
- Guidelines for Submission
- Continuous Quality Improvement
- TA Questions of the Quarter
- OCS Contact Information

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Director's Blog

by *Scott Reiner, Executive Director*



The General Assembly has convened and it's plenty busy here at CSA. Bills have been introduced that will impact CSA in the areas of special education and foster care and my office is actively engaged in the process. The Governor's introduced budget provides additional needed resources to support the CSA program. The legislature will be in session until early March, at which time the outcome of proposed legislation and the budget will be resolved.

I'd like to spend the rest of this communication on the recently adopted Strategic Plan for the State Executive Council for Children's Services, the SEC. After six months of work that included collaboration with the State and Local Advisory Team (SLAT) and gathering input from various CSA stakeholders, the SEC adopted the plan at its December 2019 meeting. This plan is required by statute on a biennial basis. The process of developing the plan generated thoughtful and robust conversations about the strengths of the CSA as well as areas warranting focused attention. Creating stronger partnerships between the SEC, the Office of Children's Services (OCS), SLAT, local communities and CSA programs, and the youth and families that rely on the CSA for services was a major emphasis of the conversations.

The plan identified three major areas of focus, two goals within each area and two metrics (a two- and a four-year) that will be used to measure success. The focus areas are Policy and Oversight, Leadership and Collective Action, and Empowering Families and Communities. Realistic, but meaningful goals were developed for each focus area. The SEC, SLAT and OCS will now turn their attention to formulating specific activities to achieve the specified goals.

The full plan can be found at:

http://csa.virginia.gov/Content/Doc/SEC_Strategic_Plan_2019.pdf

The plan will provide direction for the work of the SEC, OCS and the SLAT over the next several years and I believe it will serve us well in achieving our vision for an effective system of care for the children and families of Virginia. I hope you will review the plan and think about how you can be a part of its success.

On a final note, by the time you read this, your intrepid newsletter editor, Kristi Schabo will be settling in at her new role as the CSA Coordinator for Chesterfield County and Colonial Heights. Kristi's diligent work (and harassment of her colleagues here at OCS to get their materials submitted) have been the driver for this newsletter over the past several years. All of us at OCS wish Kristi the best in her new role. The newsletter will continue and I am hopeful we will maintain the high standard of quality that Kristi has set.

Until next time

REQUEST FOR PROPOSALS

9th Annual Commonwealth of Virginia CSA Conference

*Waves of Change
Oceans of Opportunity*

October 29-30, 2020

Waterside Marriott Hotel & Convention Center
Norfolk, VA

Planning is well underway for the 9th annual Children's Services Act (CSA) Conference which will take place October 29-30, 2020, at the Waterside Marriott Hotel and Conference Center. The conference, entitled "Waves of Change, Oceans of Opportunity," will celebrate the evolution that is currently taking place within Virginia's child-serving system and help equip those in the CSA network with new skills and perspectives that will directly impact their ability to embrace these new opportunities.

The Office of Children's Services is seeking proposals to provide training sessions at the 9th Annual Commonwealth of Virginia CSA Conference. Presentations should relate to the conference theme and focus on topics such as: adapting to change; building resiliency; improving outcomes for children and families; collaborating with youth, families, and stakeholders; implementation of evidence-based practices; or the use of data informed decision making to continually improve the performance of CSA and outcomes for children and families. Sessions will be 90 minutes in duration; however, there may be opportunities for presentations that would take place over two sessions (180 minutes in total). Be sure to indicate on the application if you are proposing a two session presentation.

Please use the application form form located [HERE](#) to submit your proposal. All proposals are due by April 30, 2020, and selected speakers will be notified by June 1, 2020.

Follow the 2020 CSA Conference on Facebook   Like

Training Calendar

CLICK [HERE](#) 

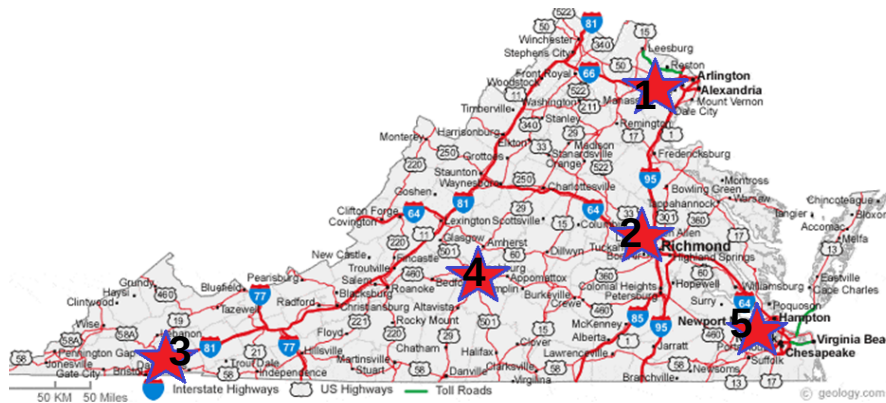
TO LEARN ABOUT TRAINING OPPORTUNITIES AVAILABLE AROUND
THE STATE!!



Evidence-Based Practices Learning Collaboratives

The Office of Children's Services (OCS), along with our state and local partners at the Virginia Department of Social Services (VDSS), the Department of Behavioral Health and Developmental Services (DBHDS), the Department of Medical Assistance Services (DMAS), the Department of Juvenile Justice (DJJ) and the Virginia Department of Education (VDOE) continue to plan the regional evidence based training events. We have partnered with NIRN (National Implementation Research Network) to develop and deliver this training to locality (or regional) teams comprised of 6-10 members. Teams will have multi-disciplinary representation and will include local (or regional) "agents of change"; those invested in leadership, partnership and growing capacity for Evidence Based Practices (EBP's). Training will provide an overview of "what it takes" to implement EBP's and will focus on local planning for successful EBP implementation and sustainability.

These events are scheduled for the following five dates and locations across the Commonwealth:



1. Northern Virginia, April 15
2. Richmond, April 16
3. Abingdon, April 23
4. Lynchburg, April 24
5. Tidewater, April 30

As Virginia's child-serving system aligns its emphasis on EBP's, we are excited to support this first step in local adoption and implementation of EBP's to improve outcomes for children and families.



CANS Update

by Carol Wilson, Program Consultant, OCS

Here's A Resource For You!



Do your local case managers have a good understanding of the Child and Adolescent Needs and Strengths (CANS) assessment and why it's required for implementation of services through the Children's Services Act (CSA)? Or do they think of it as just "paperwork" they have to complete whenever they come to Family Assessment and Planning Team (FAPT) meetings? What if there was a different way to help case managers feel more confident in how they rate the CANS and better understand how the CANS builds and informs the service planning process over time?

There is!!! Two Program Consultants in the Office of Children's Services (OCS), Anna Antell and Carol Wilson are offering regional training workshops designed to help CANS raters understand the CANS assessment and how its use in service planning can help them in their work with children and families.

"Rating the CANS and Using the CANS in Service Planning" is a three hour workshop. Currently sessions are scheduled in Bedford and Lynchburg in March and in Norfolk in April. If you think your local CANS raters and FAPT members would benefit from this training, let us know by completing a "[Request for Onsite Assistance](#)" through the OCS Website, and we'll work with you to set up a training date!!

Spotlight on Success

Kristi Schabo, Program Consultant, OCS

Central Virginia Partnership on Youth Training Day



The Central Virginia Partnership on Youth (CVPY) held their 18th Annual CSA Training and Resource Day on September 20, 2019 at the Chesterfield Career and Technical Center in Chesterfield, Virginia. The resource day featured Dr. Temple Grandin, prominent author and autism advocate, who engaged an audience of over 500 in a discussion about "Different Kinds of Minds." This training was provided at no cost to participants thanks to the vendors who sponsored and attended the event to share information regarding supportive services. The Central Virginia Partnership on Youth consists of professionals and private providers committed to fulfilling their mission "To educate central Virginia on social issues related to children and families in need of service." If you would like to learn more about the CVPY, please visit their website at: www.cvpy.org



CENTRAL VIRGINIA
PARTNERSHIP ON YOUTH

NEW LOOK FOR CSA FINANCIAL REPORTS

A NOTE FROM THE BUSINESS MANAGER

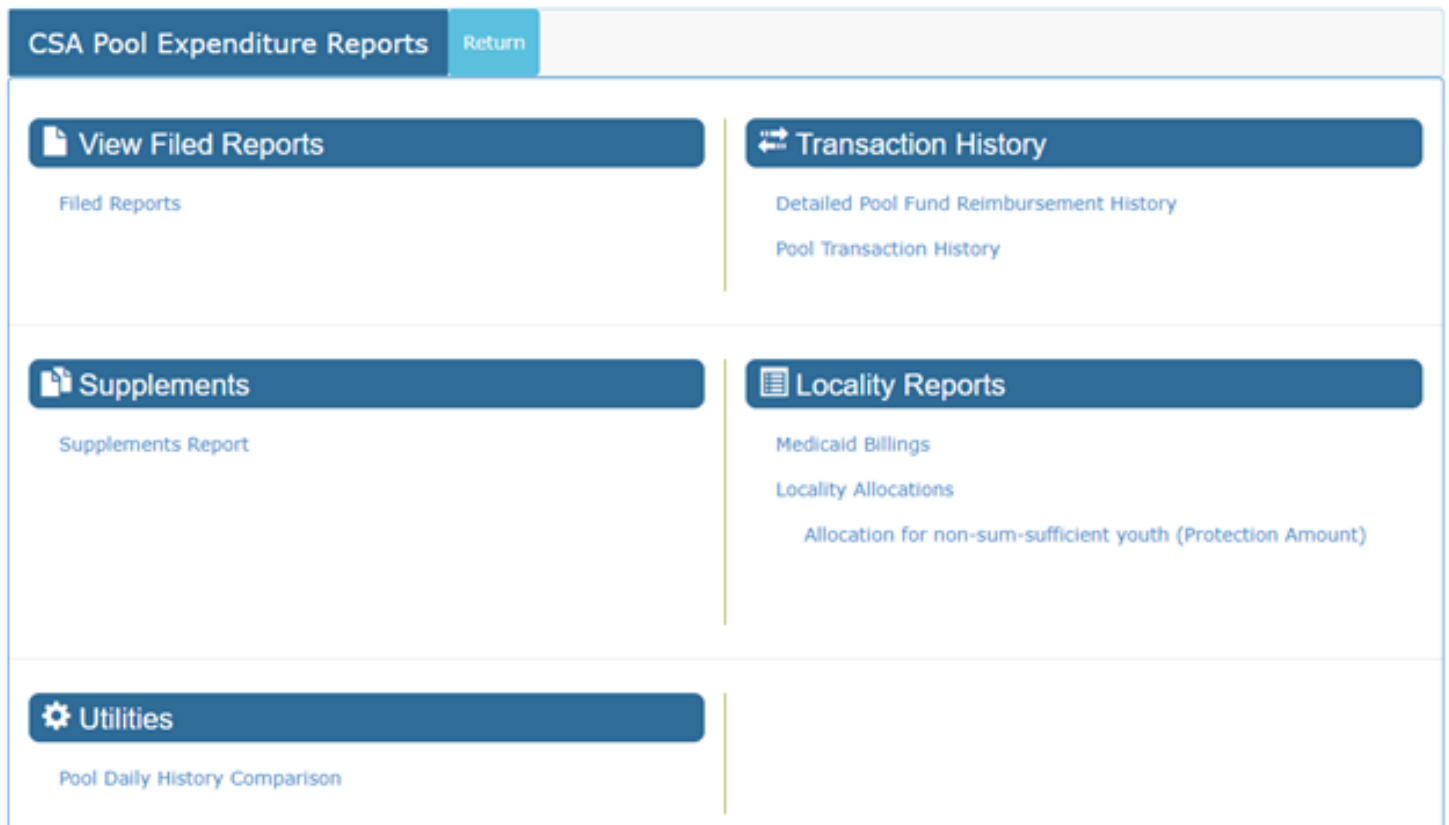
BY MARIS ADCOCK

You may have noticed that the “CSA Pool Expenditure Reports” reports in the “Statistics and Publications” section on the CSA website have a new look. This is the result moving these Reports to a more “modern” approach. A copy of the updated screen can be seen below.

A major change is that the way you select a report appears a little different. Now, when you select a report, you will have the ability to select year and the locality. Every report has drop down windows to make selections to define the information the user wants to view. As a result, some of the new reports will give you access to information that was previously in two or more separate reports. The new reports also provide the ability to download the information to an Excel file (spreadsheet). user.

Transition of all of the previously available reports to the “new look” continues. Please check back in this section of the OCS website to see as new reports are added. If there is a report you had been using and now cannot find, please contact Maris Adcock by email or phone (maris.adcock@csa.virginia.gov or 804-662-7451). There may be a new way to see the information or it may be a report which the OCS IT Team is still converting to the new look and is not yet available.

Thank you for your patience as we continue to make changes and updates to the OCS system.



The screenshot displays the 'CSA Pool Expenditure Reports' interface. At the top, there is a navigation bar with 'CSA Pool Expenditure Reports' and a 'Return' button. The main content area is divided into several sections:

- View Filed Reports:** Includes a 'Filed Reports' link.
- Transaction History:** Includes 'Detailed Pool Fund Reimbursement History' and 'Pool Transaction History' links.
- Supplements:** Includes a 'Supplements Report' link.
- Locality Reports:** Includes 'Medicaid Billings', 'Locality Allocations', and 'Allocation for non-sum-sufficient youth (Protection Amount)' links.
- Utilities:** Includes a 'Pool Daily History Comparison' link.

CSA Governance: Conflict of Interest Disclosure Requirements

Audit Corner

by *Stephanie Bacote, Program Audit Manager, OCS*

"The citizens are entitled to be assured that the judgment of public officers and employees will be guided by a law that defines and prohibits inappropriate conflicts and requires disclosure of economic interests."

(Code of Virginia, Chapter 31. State and Local Conflicts of Interest Act, [§ 2.2-3100](#))

An objective of the CSA program audit is to ensure local compliance with provisions of the Code of Virginia (COV) Children's Services Act, including that which governs state and local conflicts of interests (§ 2.2-5205 and § 2.2-5207). On occasion, auditors are asked to clarify why the disclosures are necessary, by whom, what are the appropriate forms to be completed, and which person(s) responsible for ensuring filing requirements are met. The quote captioned above clarifies the why. Answers to the remaining questions are addressed in guidance offered by the Virginia Conflict of Interest Ethics Advisory Council (Web: <http://ethics.dls.virginia.gov/>) and the Office of Children's Services.

The Who...this is not a reference to the 1960's English rock band, but rather a description of persons representing local government and consequently CSA that are required to disclose economic interests. Such interests may affect their judgment, and where not transparent may undermine the degree of public trust in local government officers and employees. This excerpt taken from the Ethics Council's website, identifies individuals serving on the Community Policy and Management Team (CPMT) or Family Assessment and Planning Team required pursuant to COV [§ 2.2-5205](#) and [§ 2.2-5207](#) to file disclosure forms. For clarity, required CPMT and FAPT members are highlighted in **bold type**, with accompanying roles added as described in the Children's Services Act.

Local Officers and Employees

Prior to assuming office or taking employment, each person listed below must file their required disclosure form. Thereafter, they must file annually on or before February 1.

You may not sign, date, or submit your disclosure form for your regular annual filing prior to January 1.

The following local officials are required to file the State and Local Statement of Economic Interests per § 2.2-3115:

- Members of the **Board of Supervisors** (for CSA this refers to local elected officials)
- Members of the **City Council** (for CSA this refers to local elected officials)
- Members of the **Town Council**, if the town has a population exceeding 3,500
- Members of the **School Board**
- Persons holding positions of trust appointed or employed by the governing body if the governing body has passed an ordinance requiring them to file (for CSA examples include City Manager, County Administrator, local department heads of Social Services, Finance, etc.)
- Persons holding positions of trust appointed or employed by school board if the school board has adopted a policy requiring them to file (for CSA this refers to Superintendent or their designee)
- Members of the governing body of any entity established in a county or city with the power to issue bonds or expend funds in excess of \$10,000 in any fiscal year if the governing body of the appointing jurisdiction has required them to submit this form (for CSA this refers to CPMT)

The following local officials are required to file the Financial Disclosure Statement per § 2.2-3115:

- Members of the governing body of any authority established in any county or city, or part or combination thereof, and having the power to issue bonds or expend funds in excess of \$10,000 in any fiscal year unless required to file the Statement of Economic Interests by the governing body of the appointing jurisdiction.
- Nonsalaried citizen members of local boards, commissions, and councils if the governing body has designated them to file (for CSA this refers to parents and private/community organizational representatives)

CSA Governance: Conflict of Interest Disclosure Requirements

Audit Corner
Continued...

by *Stephanie Bacote, Program Audit Manager, OCS*

Disclosure forms are accessible on the Ethics Council's website. The applicable and appropriate form relevant to designated representatives (public officials and non-salaried citizen members) of CPMT and FAPT is the Statement of Economic Interest Form. Although the Financial Disclosure form may be the preferred form for non-salaried citizen members of CPMT and FAPT, the Ethics Council provided the following guidance to the Office of Children's Services (OCS) regarding the appropriate disclosure form required to ensure compliance with COV [§ 2.2-5205](#) and [§ 2.2-5207](#):

Non-Salaried citizen members (i.e. parent and private provider representatives):

These members must file the "long form" Statement of Economic Interests disclosure upon appointment to their positions as required by § 2.2-5205 (CPMT) and § 2.2-5207 (FAPT). This disclosure form as specified in § 2.2-3117 of the Code of Virginia, shall be made available by the clerk of the local governing body and the filing is made with the clerk, who is responsible for maintaining these filings as public records for five years. Citizen members of CPMT and FAPT are required to file only upon appointment and not annually as has been previously indicated in guidance. This is likely a change from current practice for many jurisdictions.

Source: [OCS Administrative Memo #18-02 Statement of Economic Interest Filings for FAPT and CPMT Members](#)

Responsibility for ensuring disclosure filing requirements are met is designated to the Clerk of the local governing body. Local Clerk information can be accessed here: ([Local Clerk FAQs](#)) on the Ethics Council's website. During an audit, it may be necessary for the auditor or CSA staff to consult with the Local Clerk to identify parties required by local ordinance to complete disclosure forms and/or to acquire documentation to confirm compliance has been achieved.

Additional guidance questions on these requirements should be directed to the local attorney for your jurisdiction or to the Council at: <http://ethics.dls.virginia.gov>. You are also encouraged to take advantage of the many resources that the Council offers, to include video or in-person training, fillable forms, instructional guides, and frequently asked questions (FAQs). Links to those resources are below.

Local Elected Officials Training

- [Online Training Module](#)

In-person training is also available from Council staff upon request as the staff schedule permits. This training is provided by the Council with no cost to your agency.

Please note that the Council does not schedule any training during the month of January, and we do not schedule any training outside the metro Richmond area during the General Assembly Session each year.

For more information about in-person training or to request a training session, please email: ethics@dls.virginia.gov.

Note: This training is open to anyone, including persons that are not elected officials.

Forms & Guidance

- [State and Local Statement of Economic Interest](#)
- [Financial Disclosure Statement](#)
- [Guide to Completing the State and Local Statement of Economic Interests](#)
- [Guide to Completing the Financial Disclosure Statement](#)

FAQs

- [State and Local Statement of Economic Interests FAQs](#)
- [Financial Disclosure Statement FAQs](#)
- [Local Clerk FAQs](#)

Resource Round Up

Family & Children's Trust Fund of Virginia

Trauma has an enormous impact on both individuals and society as a whole. Family and Children's Trust Fund's (FACT) current issue brief series explored how trauma affects individuals throughout the lifespan and how schools, homeless services, and those working with older adults can apply trauma-informed care to their work. This issue brief series broadens its focus from the individual to the societal level and explores how societal injustices interconnect and exacerbate individual toxic stress caused by family violence. The series will include an introduction and three issue briefs, the first on racial trauma, the second on economic trauma and the last on gender-based trauma.

FACT's Systems of Trauma brief series can be accessed at:
<http://www.fact.virginia.gov/systems-of-trauma/>



The Office of Children's Services (OCS) strives to provide valuable resources to stakeholders through the OCS resource library (on the CSA website) and the Virginia Learning Center. Our most recent Learning Center release is a finance training, entitled "CSA Financial Procedures for Local Government." This module was created for local CSA finance staff and covers the foundations of CSA finances and specific financial procedures for local governments. You can access the Commonwealth of Virginia's Learning Center from the applications area on the OCS home page (<http://csa.virginia.gov/>)

As you explore the OCS website, be sure to check out the newly updated CHINS Frequently Asked Questions, Fostering Futures Guidance, Primary Mandate Type (PMT Definitions), 2018 User Guide for the Children's Services Act (CSA User Guide); 2019 Policy Manual for the Children's Services Act; Model IFSP and UR Addendum; New Editions of CSA Today; Administrative Memos; Program Audit Reports, and CQI tools.

Guidelines for Newsletter Submission

If you have information you would like to share with your CSA colleagues around the state, please follow the guidelines for submission located [HERE...](#)





Continuous Quality Improvement

By: Zandra Relaford, Assistant Director

A Closer Look at the CSA Documentation Template

The CSA CQI Documentation Template is one of the tools created to assist CPMTs and local CSA programs in fulfilling their responsibility to conduct long-range planning. Since the rollout of CSA CQI in March 2019, a few questions have been raised, including: What should we enter or type into the Documentation Template, especially in the last three sections? What does a good Planned Response/Goal look like? Should we enter names in the Assignments and Responsibilities section? What does Timeframe for Planned Action really mean?

CPMTs are encouraged to develop SMART goals and record them in the Planned Response/Goal section of the Documentation Template. SMART is an acronym for goals that are Specific, Measureable, Achievable, Realistic, and Time-stamped (or sensitive). The Goal/Planned Response section of the template is where groups can record their specific action or what they will actually "do".

| Goal/Planned Response | Assignments and Responsibility | Timeframe for Planned Action |
|-----------------------|--------------------------------|------------------------------|
| Do what...? | Who? | By When? |

Action words like coordinate, provide, evaluate, create, and support are examples of ways to begin the Planned Response/Goal section of the Documentation Template. SMART goals in the CSA CQI template should state what specific action the CPMT or local CSA program, collectively, plans to do, and by what date action will conclude.

The Assignments and Responsibility section of the Documentation Template answers the question of who is responsible for or assigned to complete or ensure that the action is taken; this can be a specific person's name or a role/title. It is good practice that persons with assigned duties and responsibility periodically update the CPMT.

Helpful Hint: Not Applicable (N/A) and "ongoing" are not Specific, Measurable, Achievable, Realistic, or Time-stamped! The Documentation Template can effectively serve as the "long-range" plan for a CSA program if it is completed with details of the CPMT's review of data, SMART goals and specific information about who is responsible for what and by when. Detailed information about the data reviewed and CPMT's responses and planned action are needed in order for the template to be considered an actionable plan.

Stay tuned for the upcoming release of an e-Learning module on CSA CQI, which will be available soon on the OCS website. If you have any questions about CSA CQI or would like to schedule a training for your CPMT, please contact Zandra Relaford.



- [CSA Documentation Template with Instructions](#)
- [CQI Training](#)
- <https://hr.smcgov.org/how-set-smart-goals-guide-supervisors-and-employees>

TA Questions of the Quarter

Kristi Schabo, Program Consultant, OCS

Who is responsible for the special educational services for a child who is not in foster care placed in a Therapeutic Group Home (TGH) located outside the child's original locality?



When a student with a disability is placed in a cross-jurisdictional residential placement (outside of the CPMT's political jurisdiction), the placing CPMT shall ensure that the student's special education needs are considered in the context of the proposed placement.

Per the Code of Virginia (§ 22.1- 101.1), local school divisions are not required to enroll children who are non-residents and not in foster care. Each local school board has the power to determine whether the school division will admit non-residents and, if so, if the board will charge tuition. The CSA Pool cannot pay tuition to a local school division, so, if a child who is not in foster care is placed for non-educational reasons in a group home in a locality which charges tuition for non-resident students, the local school division on the placing CSA team will be responsible for payment of tuition.

If the school division where the group home is located does not have a policy prohibiting the enrollment of students in group homes, the youth should be enrolled in the school division. If the child is a student with an educational disability, the receiving school division must review the current IEP and determine if a) the school division can implement the current IEP as written, or b) make appropriate modifications to the IEP so that it can be implemented. If it is determined by the IEP team that the student's needs cannot be met in the receiving school division, the team must determine the least restrictive environment where the student's educational needs can be met. If the least restrictive environment identified is private day or residential school, the school division of the placing CPMT becomes the Local Education Agency (LEA) and the placing CSA program is responsible for the costs associated with the private day (or residential) school placement.

Is there a state policy on how to handle transfers of cases where the child moves out of the Commonwealth?

Policy 4.2 of the Policy Manual for the Children's Services Act entitled "Payment for Services and Change of Legal Residence," only applies to changes of residence within the Commonwealth of Virginia. When youth and families move cross-jurisdictionally within Virginia, the former CSA program is required to notify the new Community Policy and Management Team (CPMT) of the arrival of the family and pay for services for 30 calendar days after the new jurisdiction's receipt of the notification. This gives the new locality time to bring the case to the Family Assessment and Planning Team (FAPT) to develop a new plan for the child and family.

When children and families served by CSA relocate outside of the state, services are typically ceased and the case is closed as of the last day the child's guardian lives in the state.



Don't forget....along with a variety of resources, you can find contact information for the Office of Children's Services staff as well as local CSA Coordinators, CPMT Chairs, Fiscal Agents, Report Prepares, and DSU/RAs on the OCS website.

Just visit <https://csa.virginia.gov>, click on the "Contacts" tab in the upper right-hand corner. You can also submit question to the OCS Help Desk and request On-site Technical Assistance from that tab as well.