



# COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.  
Executive Director

OFFICE OF CHILDREN'S SERVICES  
*Administering the Children's Services Act*

August 31 2016

Ms. Sara Snead, CPMT Chair  
Chesterfield/Colonial Heights CSA Program  
POB 40  
Chesterfield, VA 23832

RE: Chesterfield-Colonial Heights Children's Services Act (CSA) Program  
Audit Self-Assessment Validation, File No. 33-2014

Dear Ms. Snead,

In accordance with the Office of Children's Service's (OCS) Audit Plan for Fiscal Years 2013-2015, the Chesterfield-Colonial Heights Community Policy and Management Team (CPMT) has completed and submitted the results of the self-assessment audit of your local CSA Program by the established due date of January 31, 2014. An on-site visit was scheduled and conducted by OCS Program Auditors on April 15, 2016 to perform the independent validation phase of the process.

Based on the review and examination of the self-assessment workbook and supporting documentation provided by the Chesterfield-Colonial Heights CSA program, our independent validation:

Concurs

Partially Concurs

Does Not Concur

with the conclusion reported by the Chesterfield-Colonial Heights CPMT. We agree that no significant internal control weaknesses were found in the design or operation of the processes or services conducted on behalf of Chesterfield/Colonial Heights CSA. However, we do not agree with the Chesterfield/Colonial Heights CPMT conclusion that there were no significant non-compliance observations. The explanations for our assessment results are as follows:

***Validation procedures of the locally prepared CSA Self-Assessment Workbook noted deficiencies that resulted in non-compliance with the Children's Service Act by the local CSA program. Non-compliance with the statutory requirements of the Children's Services Act is deemed significant because the local program is not fully operating in accordance with the laws of the Commonwealth of Virginia. Specifics pertaining to the Chesterfield-Colonial Heights CSA Program are detailed on the following pages.***


<b>SIGNIFICANT NON-COMPLIANCE OBSERVATIONS</b>	
	<ul style="list-style-type: none"> <li>Statements of Economic Interest Forms were not completed by the parent and private provider representatives of the Community Policy and Management Team (CPMT) and the Family Assessment and Planning Team (FAPT). The Code of Virginia (COV) Children’s Services Act requires an annual disclosure of the economic interests of non-public members of the CPMT and FAPT to safeguard against conflicts of interest pertaining to the referral of services and authorization of CSA Pool Funds on behalf of eligible youth and families.  <i>Criteria:</i> COV <a href="#">§ 2.2-5205</a> and COV <a href="#">§ 2.2-5207</a></li> </ul>
	<ul style="list-style-type: none"> <li>Child and Adolescent Needs Strengths (CANS) assessments were not always completed in accordance with CSA policies. A discharge CANS assessment was not completed for the three (3) applicable cases out of the five (5) cases selected for validation. A comprehensive CANS assessment is required initially, annually, and upon discharge of CSA funded services. The data collected is used to evaluate outcomes and to inform decision making at the state and local level, which is dependent upon complete, accurate, and reliable information.  <i>Criteria:</i> <a href="#">CANS Frequency of Administration - Updated 2013</a></li> </ul>
<b>RECOMMENDATIONS</b>	<ul style="list-style-type: none"> <li>The Chesterfield/Colonial Heights CPMT should take appropriate action to ensure that Statements of Economic Interest Forms are obtained immediately and establish a process to ensure continued compliance.</li> <li>The Chesterfield/Colonial Heights FAPT should ensure that a discharge CANS is completed once services have ended. A quality assurance process should be developed to include periodic reviews of client case files to ensure required information has been collected and retained.</li> </ul>

The Office of Children’s Services respectfully requests that you submit a quality improvement plan to address the significant observations outlined on this page no later than 30 days from receipt of this report. The Chesterfield-Colonial Heights CPMT previously submitted a complete and satisfactory quality improvement plan addressing all non-significant observations that were identified by the CPMT, which included tasks, responsible parties, and target completion dates. OCS Program Auditors conducted a follow-up of the quality improvement plan previously submitted and determined that tasks identified have been implemented and/or are currently in progress. We respectfully request that you periodically update our office once all quality improvement tasks have been fully completed.

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We would like to thank the Chesterfield-Colonial Heights CPMT and related CSA staff for their contributions in completing the CSA Self-Assessment Workbook. We also would like to acknowledge the excellent assistance and cooperation that was provided by Karen Reilly-Jones, CSA Coordinator during our on-site visit. Ms. Reilly-Jones' efforts enabled the audit staff to quickly resolve any questions/concerns that we observed during the validation process. Please feel free to contact us should you have any questions.

Sincerely,

  
Stephanie S. Bacote, CIGA  
Program Audit Manager

cc: Scott Reiner, Interim Executive Director  
Dr. Joseph P. Casey, Chesterfield County Administrator  
Thomas L. Mattis, Colonial Heights City Manager  
Patsy J. Brown, CPMT Fiscal Agent  
Karen M. Reilly-Jones, CSA Coordinator