

**AGENDA**  
**State Executive Council for Children's Services**  
**December 11, 2025**  
**1:00 PM**

1604 Santa Rosa Road  
Henrico, VA 23229

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

**Please join the meeting on your computer, tablet, or smartphone.**

<https://meet.goto.com/707361437>

**You can also dial in using your phone.**

Access Code: 707-361-437

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**Call to Order / Opening Remarks** – Honorable Leah Mills  
Deputy Secretary of Health and Human Resources

**Action Item:** Approval of Remote Participation per SEC Policy 2.1.3 and §2.2-3708.3, COV  
(if necessary)

**Action Item:** Approval of the Agenda and Certification of Quorum

**Member Introductions**

**Public Comment** (Five-minute limit per speaker)

**Excellence in CSA Recognition**

**Action Item:** Approval of September 2025 Minutes

**SEC Policy Review** – SEC Policy 4.1.1 – Eligible Populations CHINS

**Action Item:** Final Approval of Policy 4.1.1

**SEC Policy Review** – SEC Policy 3.5 (Records Management)

**Action Item:** Approval of Policy 3.5 for final (60-day) public comment period

**SEC Policy Review** – Policy 5.1 – Data Set (Rescind)  
Policy 4.5.6 – Local Match Rates

Status Update

**State and Local Advisory Team (SLAT) Report** – Mills Jones, SLAT Chair

**Annual Reports to the General Assembly** – Scott Reiner

**OCS Executive Director's Report** – Scott Reiner

**Member Remarks / Updates**

**Closing Remarks and Adjourn** – Honorable Leah Mills

**2026 Meetings (tentative)**

March 12  
June 11  
September 10  
December 10

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**STATE EXECUTIVE COUNCIL (SEC)  
FOR CHILDREN'S SERVICES  
1604 Santa Rosa Road  
Richmond/Henrico Rooms  
Richmond, VA 23229**

**Thursday, September 11, 2025**

**SEC Members Present:**

Leah Mills, Deputy Secretary of Health and Human Resources for The Honorable Janet Kelly,  
Secretary of Health and Human Resources (*SEC Chair*)  
Carl Ayers for Kevin Erskine, Acting Commissioner, Virginia Department of Social Services  
Shameera Carr for Karen Shelton, MD, Commissioner, Virginia Department of Health  
The Honorable Kevin Carroll, Member, Chesterfield County Board of Supervisors  
The Honorable Carrie Coyner, Member, Virginia House of Delegates (*virtually*)  
Catherine Harrison for Kathryn Hayfield, Commissioner, Department for Aging  
and Rehabilitative Services  
Samantha Hollins, Ph.D. for Emily Anne Gullickson, Superintendent of Public Instruction,  
Virginia Department of Education  
Mills Jones, Chair, State and Local Advisory Team (SLAT)  
Sandra Karison for Karl Hade, Executive Secretary of the Supreme Court of Virginia  
The Honorable Chad Logan, Judge, 26<sup>th</sup> Judicial District, Juvenile and Domestic Relations  
District Court  
Andrea McMahon for Amy Floriano, Director, Department of Juvenile Justice  
The Honorable Barbara Null, Member, James City County Board of Supervisors  
Anahita Renner, Parent Representative  
Nancy Robbins, Parent Representative  
Holly Robinson for Cheryl Roberts, Director, Department of Medical Assistance Services  
Ron Spears, CEO, Elk Hill, Private Provider Representative  
Carl Street, Jr., Vice President for Behavioral Health Services, Youth for Tomorrow

**Other Staff Present:**

Anna Antell, Lead Program Consultant, OCS  
Stephanie Bacote, Audit Manager, OCS  
Mary Bell, Program Consultant, OCS  
Marsha Mucha, Administrative Staff Assistant, OCS  
Scott Reiner, Executive Director, OCS  
Susan Whyte, Assistant Attorney General

**Members Absent:**

John Budesky, County Administrator, Hanover County  
Nicole Gore for Nelson Smith, Commissioner, Virginia Department of Behavioral Health  
and Developmental Services  
The Honorable Jacob Holmes, Vice Mayor, City of Bristol  
The Honorable Amelia Ross-Hammond, Member, Virginia Beach City Council  
Melvin Roy, Founder and CEO of Foster-U, Service Recipient Representative

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The Honorable Schuyler VanValkenburg, Member, Senate of Virginia

### **Call to Order/Opening Remarks**

Scott Reiner, OCS Executive Director, called the meeting to order at 9:35 a.m. He noted that Deputy Secretary Leah Mills was on her way but was delayed by traffic. A quorum was present.

The meeting agenda was approved on a motion by Anahita Renner, seconded by Ron Spears.

### **Member Introduction**

Two new members were introduced. Shameera Carr, representing the Virginia Department of Health, and Carl Street, a new provider representative from Youth for Tomorrow. Introductions were made.

### **Public Comment**

Three public comments were made:

- Dave Pompilio, Oberle Academy/parent
- Kia Moore, Charterhouse School/UMFS/parent
- Jerry Baldwin, Virginia Association of Independent Specialized Education Facilities (VAISEF)

Deputy Secretary Leah Mills thanked everyone for their attendance and for making public comments.

### **Excellence in CSA Recognition**

As part of the SEC's Strategic Plan, the SEC has developed a process to acknowledge areas of local excellence and best practices. The Excellence in CSA Award, established in March 2025, recognizes a local CSA program's commitment to positively impacting the lives of children, youth, and families through collaboration, authentic engagement, and a system of care.

Deputy Secretary of Health and Human Resources Leah Mills presented the SEC's September 2025 Excellence in CSA Award to the Lunenburg County CSA program on behalf of the SEC. Representing Lunenburg County CSA were:

- County Administrator and CSA Fiscal Agent - Tracy Gee
- CSA Coordinator - Brande Crutchfield
- Social Services Director - Melinda Elliott
- Social Services Assistant Director - Lisa Nagorsky

### **Approval of Minutes**

One correction was noted for the June 12, 2025 SEC minutes. The Superintendent of Public Instruction should be changed to Emily Anne Gullickson. On a motion by Sam Hollins, seconded by Barbara Null, the SEC approved the corrected June 12, 2025 meeting minutes. Anahita Renner abstained.

## **SEC Policy Review**

### *Policy 4.1.1 – Children in Need of Services (CHINS)*

Mr. Reiner reported that at the SEC's June 12, 2025 meeting, the SEC approved draft policy 4.1.1 for a 45-day public comment period. No public comments were received. If approved by the SEC today, the draft policy would be disseminated for a final, 60-day public comment period.

After discussion, on a motion by Kevin Carroll, seconded by Carl Street, draft policy 4.1.1 was approved for a 60-day public comment period.

### *Policy 5.1 – Data Set*

Mr. Reiner reported that Policy 5.1 is no longer technically appropriate as the CSA Data Set ceased to exist with the implementation of the Local Expenditure and Data Reimbursement System (LEDRS). He asked that the SEC consider a 45-day public comment period to begin the process of rescinding Policy 5.1 and replacing it with Policy 4.5.6 – Local Match Rates.

After discussion, on a motion by Sandra Karison, seconded by Barbara Null, the SEC approved Policy 5.1 for a 45-day public comment period.

### *Policy 4.5.6 – Local Match Rates*

As noted above, Mr. Reiner explained that Policy 4.5.6 outlines specific local match rates for services as defined in Item 268 of the Appropriation Act. Policy 4.5.6 would replace Policy 5.1 – Data Set, which has just been approved for a 45-day public comment period to begin the process of rescinding that policy.

After discussion, on a motion by Carl Ayers, seconded by Ron Spears, the SEC approved draft policy 4.5.6 for a 45-day public comment period.

### *Policy 3.5 – Records Management*

Mr. Reiner reported that Policy 3.5 was being revised to provide updated uniform guidelines for documentation for CSA-funded services. The proposed policy includes a CSA document inventory tool that localities can utilize. He asked the SEC to consider a 45-day public comment period for the proposed revised policy.

On a motion by Carl Street, seconded by Barbara Null, the SEC approved draft Policy 3.5 – Records Management for a 45-day public comment period.

## **State and Local Advisory Team (SLAT) Report**

Mills Jones, SLAT Chair, reported on the following items:

- SLAT last met on August 7, 2025.
- SLAT received updates from OCS on SEC policy revisions and the new OCS website.
- SLAT received a presentation on the Anthem Foster Care Specialty Plan, DMAS Behavioral Health Redesign, and the Safe Kids/Strong Families initiative.
- SLAT further discussed the use of sponsored residential care. At the request of the Virginia League of Social Services Executives (VLSSE), SLAT formed a workgroup to address issues around foster care children who are placed in sponsored residential homes. The Workgroup

will be responsible for developing practical guidance for LDSS to utilize sponsored residential services offered through DBHDS licensing programs effectively.

### **Presentation**

Dr. Samantha Hollins, Deputy Superintendent for Special Education and Specialized Populations with the Virginia Department of Education (VDOE), updated the SEC on special education and the use of private day schools for special education services.

### **OCS Executive Director's Report**

Mr. Reiner reported on the following items:

- The OCS website has been updated for compliance with accessibility requirements. The new website is also compatible with mobile devices.
- Beginning in January 2026, OCS will offer a Virtual CSA Academy eight-session learning series designed to support CPMT members and those who supervise CSA Coordinators. Over 120 individuals registered during the first week that registration was open.
- Three localities have been invited to pilot a half-day virtual workshop on November 5, 2025. Strengthening Systems of Care: Connecting People, Purpose, and Practice will focus on supporting CPMT members to improve their capacity for collaboration, support, and adaptive leadership.
- The Annual CSA Conference will be held in Roanoke, October 15-16, 2025, with a pre-conference session to be held on October 14, 2025. SEC member Melvin Roy will be the keynote speaker.

### **Member Remarks/Updates**

Deputy Secretary, Mills reported on Governor Youngkin's Executive Directive Twelve (2025), Transforming Rural Health and Supporting Health Care Providers. This Executive Directive directs the Secretary of Health and Human Resources, in conjunction with the Secretary of Finance, to work with state and local government agencies and stakeholders from the health care industry to develop a Rural Health Transformation Plan. The Plan will be submitted as Virginia's application to the Administrator of the Center for Medicare and Medicaid Services (CMS) for grant funds from the Rural Health Transformation Program created by H.R. 1 to support quality access to health care in rural Virginia.

Members reported for their agencies and organizations on upcoming trainings, projects, new programs, and other ongoing activities. Members continue to work within their agencies and advocate through their associations for improvements to services and service delivery for Virginia's children, youth, and families.

### **Closing Remarks and Adjournment**

There being no further business, the meeting adjourned at 1:10 p.m. on a motion by Ron Spears, seconded by Barbara Null, and approved by the SEC. The next meeting is scheduled for December 11, 2025.

## POLICY 4.1

### ELIGIBLE POPULATIONS

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#### 4.1.1 *Children in Need of Services (CHINS)*

##### 4.1.1.2 *Purpose*

*To provide guidance to local Children's Services Act (CSA) programs regarding eligibility as a Child in Need of Services (CHINS).*

##### 4.1.1.3 *Authority*

- A. Section [2.2-2648.D.3](#) of the Code of Virginia requires the State Executive Council for Children's Services (SEC) to "Provide for the establishment of interagency programmatic and fiscal policies developed by the Office of Children's Services, which support the purposes of the Children's Services Act (§ 2.2-5200 et seq.), through the promulgation of regulations by the participating state boards or by administrative action, as appropriate."
- B. Section [2.2-2648.D.13](#) of the Code of Virginia requires the State Executive Council for Children's Services (SEC) to "Oversee the development and implementation of uniform guidelines for documentation for CSA-funded services."
- C. Section [2.2-5211.B.4](#) of the Code of Virginia requires the CSAS state pool of funds to serve the following target population: "Children and youth who are determined, by either a juvenile and domestic relations district court or a family assessment and planning team, to be a Child In Need of Services as defined in [§16.1-228](#) and requiring (i) community-based services to prevent or eliminate the need for an out of home placement, or (ii) placement outside of the home through an agreement between the public agency designated by the community policy and management team and the parents or legal guardians who retain legal custody of the child."
- D. Section [2.2-5212.A.4](#) of the Code of Virginia identifies a child who "Has been determined by either a juvenile and domestic relations district court or a family assessment and planning team, to be a Child In Need of Services as defined [§16.1.228](#)" as an eligible population for funding through the CSA state pool of funds.
- E. Section [16.1-228](#) of the Code of Virginia identifies a child in need of services as "(i) a child whose behavior, conduct, or condition presents or results in a serious threat to the well-being and physical safety of the child; (ii) a child who remains away from or deserts or abandons his family or lawful custodian during one occasion and is demonstratively at

**Adopted:** December 3, 2007

**Effective:** December 3, 2007

**Revised:** December 11, 2025

*risk of coercion, exploitation, abuse, or manipulation or has been lured from his parent or lawful custodian by means of trickery or misrepresentation or under false pretenses; or (ii) a child who remains away from or deserts or abandons his family or lawful custodian during one occasion and is demonstratively at risk of coercion, exploitation, abuse, or manipulation or has been lured from his parent or lawful custodian by means of trickery or misrepresentation or under false pretenses or (iii) a child under the age of 14 whose behavior, conduct, or condition presents or results in a serious threat to the well-being and physical safety of another person; however, no child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall for that reason alone be considered to be a child in need of services, nor shall any child who habitually remains away from or habitually deserts or abandons his family as a result of what the court or the local child protective services unit determines to be incidents of physical, emotional, or sexual abuse in the home be considered a child in need of services for that reason alone.*

#### **4.1.1.4 Definitions**

*"Child" means any person under the age of 18.*

*"Child in Need of Services (CHINS)" means (i) a child whose behavior, conduct, or condition presents or results in a serious threat to the well-being and physical safety of the child; (ii) a child who remains away from or deserts or abandons his family or lawful custodian during one occasion and is demonstratively at risk of coercion, exploitation, abuse, or manipulation or has been lured from his parent or lawful custodian by means of trickery or misrepresentation or under false pretenses; or (iii) a child under the age of 14 whose behavior, conduct, or condition presents or results in a serious threat to the well-being and physical safety of another person; however, no child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall for that reason alone be considered to be a child in need of services, nor shall any child who habitually remains away from or habitually deserts or abandons his family as a result of what the court or the local child protective services unit determines to be incidents of physical, emotional, or sexual abuse in the home be considered a child in need of services for that reason alone.*

*"Community Policy and Management Team (CPMT)" is the entity responsible for developing, implementing, and monitoring the CSA local program through policy development, quality assurance, and oversight of its functions.*

*"Family Assessment and Planning Team (FAPT)" implements the CSA by recommending services for children and their families. The team considers every child and family's strengths and challenges to address their specific needs as best they can. Families are included in all FAPT assessments, service planning, and decision-making.*

**Adopted:** December 3, 2007

**Effective:** December 3, 2007

**Revised:** December 11, 2025

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*"Multidisciplinary Team (MDT)" is an alternative to a "standard" FAPT that provides an option to local CSA programs to provide review and recommendations for an identified group or type of cases and can complete all the statutory duties of a standard FAPT, including a recommendation of services for authorization by the CPMT.*

#### **4.1.1.5 Eligibility as a Child in Need of Services**

- A. *State law mandates the provision of services through the CSA state pool of funds for CHINS-eligible youth (COV [§2.2-5212.4](#)) and requires that those services be considered sum-sufficiently funded under [§2.2-5211.B.4](#).*
- B. *The determination of CHINS eligibility shall be made in one of two ways:*
  - 1. *The FAPT or approved MDT shall determine whether the child meets the definition of a CHINS.*
  - 2. *A juvenile and domestic relations court finds that a child falls within the statutory definition, including that "(i) the conduct complained of must present a clear and substantial danger to the child's life or health or to the life or health of another person, (ii) the child or his family is in need of treatment, rehabilitation or services not presently being received, and (iii) the intervention of the court is essential to provide the treatment, rehabilitation or services needed by the child or his family." (COV [§16.1-228](#))*
- C. *The FAPT shall document its determination using the CHINS Eligibility Determination Form (see Appendix A).*
- D. *Once a court or FAPT determines that a child is a CHINS, there is no requirement to reestablish eligibility as a CHINS for the duration of the child's continuing involvement with the CSA program. However, once the circumstances related to a child being determined to be a CHINS have been resolved and/or services have been successfully completed, the child is no longer considered a CHINS. If a child ceases to be a CHINS, the child may qualify as a CHINS again if a court or FAPT makes a new determination.*
- E. *The local CSA program is responsible for service planning and monitoring of services provided in accordance with all provisions of the Children's Services Act (COV [§2.2-5200 et seq.](#)).*

#### **4.1.1.6 Policy Review**

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

**Adopted:** December 3, 2007

**Effective:** December 3, 2007

**Revised:** December 11, 2025

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# Appendix A

## Documentation of Eligibility Form

### Child in Need of Services (CHINS)

#### Funded through the Children's Services Act (CSA)

#### Effective January 1, 2026

Family Assessment and Planning Teams (FAPTs) or approved alternative Multidisciplinary Teams (MDTs), will use this standard eligibility documentation form to provide consistent application in determining CHINS eligibility across all local CSA programs. Localities shall use this form to document that the decision regarding the child's eligibility was made in accordance with the Code of Virginia and the State Executive Council for Children's Services Policy 4.1.1.<sup>1</sup>

|  |                         |
|--|-------------------------|
| <b>Name of Child:</b>  | Enter the child's name. |
| The FAPT (or approved MDT), in accordance with SEC Policy 4.1.1 and the policies of the CPMT, determines and documents that there are sufficient facts that the following criteria are met:  |                         |
| <b>The child meets the statutory definition of a Child in Need of Services (<a href="#">Code of Virginia, §16.1-228</a>):</b><br>"Child in need of services" means (i) a child whose behavior, conduct, or condition presents or results in a serious threat to the well-being and physical safety of the child; (ii) a child who remains away from or deserts or abandons his family or lawful custodian during one occasion and is demonstratively at risk of coercion, exploitation, abuse, or manipulation or has been lured from his parent or lawful custodian by means of trickery or misrepresentation or under false pretenses; or (iii) a child under the age of 14 whose behavior, conduct, or condition presents or results in a serious threat to the well-being and physical safety of another person. |                         |
| <input type="checkbox"/> A J&DR court has found that the child is in "need of services" in accordance with <a href="#">§16.1-228</a> and a copy of the court order is attached.  |                         |
| <input type="checkbox"/> The FAPT or approved multidisciplinary team has determined that the child's behavior, conduct, or condition meets the statutory definition above.   |                         |
| <input type="checkbox"/> The FAPT has not determined that the child meets the statutory definition above and the parent/guardian has been advised of their right to appeal the determination of the FAPT.  |                         |
| If the FAPT/MDT made the determination, briefly describe in <b>specific terms</b> the facts and time frames on which the team based its conclusion that the child does or does not meet the statutory definition of CHINS found in <a href="#">Code of Virginia, §16.1-228</a> (listed above):<br><br><div style="border: 1px solid black; height: 150px; margin-top: 10px;"></div>  |                         |

<sup>1</sup> This checklist does not apply to abused or neglected children as defined in §63.2-100, as they are otherwise eligible for foster care prevention services.

| FAPT Member Signatures |      |      |
|------------------------|------|------|
| Name                   | Role | Date |
|                        |      |      |
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**Appendix B**  
**MODEL CSA PARENTAL AGREEMENT<sup>1</sup>**  
**Effective 2026**

This Parental Agreement (from now on referred to as the “Agreement”) is entered into on the select day day of select month, select year in the City/County of enter locality name, Virginia, between enter parent name and enter parent name, the Parent(s)/ Legal Guardian(s) of enter child’s name (a child under the age of eighteen) born on select date and enter local agency name, a public agency designated by and acting as an agent of the enter locality name Community Policy and Management Team (from now on referred to as the “Agency”).

All signing parties agree that the placement of this child in a state-approved home or licensed facility is:

- a. In the child’s best interests at this time.
- b. The most appropriate and least restrictive setting to meet the child’s needs at this time.
- c. Agreed upon by the members of the child’s Family Assessment and Planning Team (FAPT) and the parent(s) or legal guardian(s).

**PLACEMENT AUTHORITY**

As the parent(s)/legal guardian(s) of enter child’s name, I/we have the legal authority to plan for him/her and voluntarily place him/her on the select day of placement day of select month, select year in a state-approved home or a licensed facility for a period not to exceed enter time frame. Review of this parental agreement will occur on or before enter review date, when treatment progress and the Family Assessment and Planning Team (FAPT) recommendations will be reviewed to determine the continued need for placement and the extension or re-issuance of the parental agreement.

**RIGHTS AND RESPONSIBILITIES**

**PARENT(S)/GUARDIANS**

1. I/we retain legal custody of my/our child.
2. I/we will, to the best of my/our ability:
  - a. Actively and consistently participate in all aspects of assessment, planning, and implementation of services throughout this agreement.

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<sup>1</sup> This is a model agreement provided for the use of local Children’s Services Act programs. Local CSA programs may modify this document in any way they see fit or create entirely new agreements for use in these cases.

- b. Attend and participate in all FAPT meetings to plan, review, and monitor the service plan concerning my/our child's and our family's needs.
  - c. Attend and participate in family therapy sessions, parent training, and/or other services for family members as described in the Individual Family Service Plan (IFSP).
  - d. Provide all necessary information and documentation to the FAPT and the placing Agency for services and placement of my/our child.
3. I/we agree to complete all Medicaid eligibility or referral paperwork for my child upon admission to the facility or after 30 days of placement (if applicable).
4. I/we agree to inform the CPMT of any plan to relocate my/our physical residence outside this jurisdiction.

#### **PLACING AGENCY AND CSA PROGRAM**

The placing Agency and FAPT shall:

1. Collaborate with the child's parent(s)/legal guardian(s) to develop and provide case management services and to implement the Individualized Family Service Plan (IFSP).
2. Provide case-specific information to the child's parent(s)/legal guardian(s) in accordance with established local CPMT policies and procedures, as well as relevant laws.
3. Provide utilization review and management in accordance with established CPMT policies and procedures.

#### **FISCAL AUTHORITY/PAYMENT TERMS**

Payments for services will be made and documented for all parties in accordance with the policies and procedures approved by the CPMT and may include:

- Parental co-pays
- Private insurance benefits
- Child support (Division of Child Support Enforcement)
- Medicaid
- CSA Pool Funds

Payment of service costs using CSA funding will be authorized only for services included in the IFSP that have been approved in accordance with the policies and procedures established by the CPMT and that comply with all relevant City/County procurement and fiscal policies.

The parent(s) or legal guardian(s) will apply for Medicaid and/or other public or private funding and resources, as applicable, to assist in paying for services provided in accordance with the IFSP.

The parent(s) or legal guardian(s) agree to pay the parental co-pay or child support as determined by CPMT policies and procedures.

In addition, the parent(s)/legal guardian(s) will retain specific financial responsibilities related to their child's care that are normal and customary parental responsibilities, including but not limited to clothing, toiletries, personal care items, and spending allowances, and the following special items: enter special items

The parent(s)/legal guardian(s) is/are aware that should they move outside of the City/County represented by this CPMT, there is no guarantee that the CPMT in the new Virginia locality or any other state's jurisdiction, will honor this agreement and the placement of their child may be disrupted. The parent(s)/legal guardian(s) further agree(s) that if they change residency to:

- Another Virginia locality.
  - The new locality has up to 30 calendar days to determine what appropriate services and agreements will apply according to its CPMT policies. The 30 calendar days begin upon the new CPMT's receipt of written notification of the residency change. This Parental Agreement will terminate when the new locality's CPMT implements services or when the 30 calendar days have elapsed, whichever occurs first.
- A locality outside of Virginia.
  - This Parental Agreement terminates immediately, meaning the CPMT has no further obligation to continue funding the placement, and the parent(s) or legal guardian(s) must assume responsibility for the placement and care of the child.

#### **CONDITIONS FOR TERMINATION OF AGREEMENT**

This is a voluntary agreement. I/we understand that as my/our child's parent(s)/legal guardian(s), I/we may revoke this agreement at any time.

I/we understand that the Agency may terminate this agreement by giving me/us enter number of days days written notice of the intended termination, including reasons and documentation supporting the reasons for termination. Reasons may include: the Agency determines that based upon a utilization review or other factors, the placement is no longer in the best interest of my/our child, is not the most appropriate or least restrictive setting to meet my/our child's needs, the child is not making adequate progress in the placement, or services have been successfully completed; or that I/we have failed to comply with the conditions and terms of this agreement.

## APPEAL PROCESS

I/we understand that if I/we disagree with the Agency's decision to terminate this agreement, I/we have the right to appeal this decision by submitting a written request in accordance with the local CPMT policies and procedures for appeals. By signing this agreement, I/we acknowledge receipt of the local CPMT policies and procedures on appeals.

## SIGNATURES

A copy of this agreement will be given to all signing parties, and the original will be placed in the child's file, which is located at [enter location of client file](#). By signing below, each party enters into this agreement under the conditions set forth.

|  |                    |
|--|--------------------|
| <hr/>  | <u>select date</u> |
| <b>PARENT/LEGAL GUARDIAN</b>                                   | <b>DATE</b>        |
| <br>   |                    |
| <hr/>  | <u>select date</u> |
| <b>PARENT/LEGAL GUARDIAN</b>                                   | <b>DATE</b>        |
| <br>   |                    |
| <hr/>  | <u>Select date</u> |
| <b>REPRESENTATIVE OF THE AGENCY DESIGNATED<br/>BY THE CPMT</b> | <b>DATE</b>        |

**Public Comments and Responses – Proposed Revisions to State Executive Council for Children’s Services**  
**Policy 4.1.1 “Children in Need of Services (CHINS)”**  
**Public Comment Period September 11, 2025 – November 14, 2025**

| # | Commenter | Public Comments  | OCS Response |
|---|-----------|--|--------------|
|   |           | No public comment was submitted regarding this policy. |              |



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

## Notice of Intent to Develop/Revise Policy

**Approved for Public Comment by the SEC:** December 15, 2025

**Public Comment Period Ends:** 5:00 PM, February 13, 2026

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

Policy 3.5.1 "Records Management"

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

Code of Virginia [§2.2-2648](#) enumerates specific areas in which the State Executive Council for Children's Services (SEC) shall be responsible for the development and implementation of guidelines and practices for the Children's Services Act (CSA).

Specifically, [§2.2-2648.D.13](#) of the Code of Virginia states that the SEC shall: "Oversee the development and implementation of uniform guidelines for documentation for CSA-funded services."

Section [2.2-2648.D.16](#) of the Code of Virginia states that the SEC shall: "Oversee the development and implementation of uniform data collection standards and the collection of data, utilizing a secure electronic client-specific database for CSA-funded services, which shall include, but not be limited to, the following client specific information: (i) children served, including those placed out of state; (ii) individual characteristics of youths and families being served; (iii) types of services provided; (iv) service utilization including length of stay; (v) service expenditures; (vi) provider identification number for specific facilities and programs identified by the state in which the child receives services; (vii) a data field indicating the circumstances under which the child ends each service; and (viii) a data field indicating the circumstances under which the child exits the Children's Services Act program. All client-specific information shall remain confidential and only non-identifying aggregate demographic, service, and expenditure information shall be made available to the public."

In addition, the Office of Children's Services (OCS) is established pursuant to [§2.2-2649.A](#) as the administrative entity of the SEC.

[§2.2-5206.12](#) of the Code of Virginia directs local Community Policy and Management Teams to “Collect and provide uniform data to the Council as requested by the Office of Children's Services in accordance with subdivision D 16 of [§2.2-2648](#).”

[§2.2-5210](#) of the Code of Virginia states that: “All public agencies that have served a family or treated a child referred to a family assessment and planning team shall cooperate with this team. The agency that refers a youth and family to the team shall be responsible for obtaining the consent required to share agency client information with the team. After obtaining the proper consent, all agencies shall promptly deliver, upon request and without charge, such records of services, treatment or education of the family or child as are necessary for a full and informed assessment by the team.

Proceedings held to consider the appropriate provision of services and funding for a particular child or family or both who have been referred to the family assessment and planning team and whose case is being assessed by this team or reviewed by the community policy and management team shall be confidential and not open to the public, unless the child and family who are the subjects of the proceeding request, in writing, that it be open. All information about specific children and families obtained by the team members in the discharge of their responsibilities to the team shall be confidential.

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](#).”

Additionally, [Executive Order 19](#) calls for a 25% reduction in regulatory requirements. By systematically examining policies, the SEC is fulfilling the requirements of the Executive Order and acting in the spirit of the guidance set forth by the Office of Regulatory Management.

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

Policy 3.5.1 provides guidance to local CSA programs by outlining minimum documentation requirements to demonstrate compliance with the CSA statutory requirements in [§2.2-2648.D.16](#) and [§2.2-5206.12](#). and the management of printed and electronic records.

**Preliminary Fiscal Impact Analysis:**

Passage of this policy has no fiscal impact.

## POLICY 3.5

### RECORDS MANAGEMENT (~~ADOPTED AUGUST 28, 1998~~)

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#### 3.5.1 Purpose

*To provide guidance to local Children's Services Act (CSA) programs regarding minimum documentation requirements and the management of printed and electronic records.*

#### 3.5.2 Authority

Code of Virginia [§2.2-2648](#) enumerates specific areas in which the State Executive Council for Children's Services (SEC) shall be responsible for the development and implementation of guidelines and practices for the Children's Services Act (CSA).

[Section 2.2-2648.D.13](#) of the Code of Virginia states that the SEC shall: "Oversee the development and implementation of uniform guidelines for documentation for CSA-funded services."

[Section 2.2-2648.D.16](#) of the Code of Virginia states that the SEC shall: "Oversee the development and implementation of uniform data collection standards and the collection of data, utilizing a secure electronic client-specific database for CSA-funded services, which shall include, but not be limited to, the following client specific information: (i) children served, including those placed out of state; (ii) individual characteristics of youths and families being served; (iii) types of services provided; (iv) service utilization including length of stay; (v) service expenditures; (vi) provider identification number for specific facilities and programs identified by the state in which the child receives services; (vii) a data field indicating the circumstances under which the child ends each service; and (viii) a data field indicating the circumstances under which the child exits the Children's Services Act program. All client-specific information shall remain confidential and only non-identifying aggregate demographic, service, and expenditure information shall be made available to the public."

In addition, the Office of Children's Services (OCS) is established pursuant to [§2.2-2649](#) A as the administrative entity of the SEC.

[§2.2-5206.12](#) of the Code of Virginia directs local Community Policy and Management Teams to "Collect and provide uniform data to the Council as requested by the Office of Children's Services in accordance with subdivision D 16 of [§ 2.2-2648](#)."

[§2.2-5210](#) of the Code of Virginia states that: "All public agencies that have served a family or treated a child referred to a family assessment and planning team shall cooperate with this

*team. The agency that refers a youth and family to the team shall be responsible for obtaining the consent required to share agency client information with the team. After obtaining the proper consent, all agencies shall promptly deliver, upon request and without charge, such records of services, treatment or education of the family or child as are necessary for a full and informed assessment by the team.*

*Proceedings held to consider the appropriate provision of services and funding for a particular child or family or both who have been referred to the family assessment and planning team and whose case is being assessed by this team or reviewed by the community policy and management team shall be confidential and not open to the public, unless the child and family who are the subjects of the proceeding request, in writing, that it be open. All information about specific children and families obtained by the team members in the discharge of their responsibilities to the team shall be confidential.*

*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](#)."*

### **3.5.3 Definitions**

*"Community Policy and Management Teams (CPMT)" is the entity that develops, implements, and monitors the CSA local program through policy development, quality assurance, and oversight functions.*

*"Family Assessment and Planning Team (FAPT)" implements the CSA by recommending services for children and families. When making a decision, the team will take into consideration every child and family's unique strengths and challenges when addressing their specific needs as best they can. Families are included in all FAPT assessment, service planning, and decision making.*

*"Individual Family Services Plan" is a plan developed during the Family Assessment and Planning Team (FAPT) process that incorporates the results of the mandatory uniform assessment, input of the youth and family, and other information to document goals, objectives, specific interventions/activities, and services recommended by the FAPT.*

*"Original record" means the first generation of the information and is the preferred version of a record. Archival records should to the maximum extent possible be original records. (§42.1-77, COV)*

### **3.5.4 Record Collection**

*The CPMT shall adopt written policies and establish procedures regarding the management of printed and electronic records for the following purposes:*

- *To protect confidential data regarding individual children and families.*
- *To create an internal structure for the management of documents.*
- *To assure that appropriate records to document the provision of child-specific services, including FAPT decision-making and CPMT funding authorizations, are maintained for future individualized service planning, analysis of aggregated data used to monitor and evaluate overall program effectiveness, and subject to audit; and*
- *To comply with federal and state requirements regarding confidentiality, records management, storage, and destruction.*

#### **3.5.4.1 Minimum Documentation Requirements**

Each CPMT shall ensure *the* collection of child-specific documentation to demonstrate compliance with the CSA statutory requirements ([§2.2-2648.D.16](#) and [§2.2-5206.12](#)). Such documentation shall include, at a minimum, the following:

- *Client referral forms*
- *Case manager designation*
- *Parent/guardian consent to release information*
- *Child and Adolescent Needs and Strengths (CANS) assessments*
- ~~Assessment data, including completed CANS~~
- ~~Parental co-payment assessed~~ *contribution assessments, notifications, and payment agreements*
- ~~Service Plan~~ *Individual Family Services Plans (IFSP), which include:*
  - *CSA eligibility determinations, including Child in Need of Services (CHINS) determinations/court orders*
  - *Identified strengths and needs of the child and family*
  - *Goals and objectives (desired outcomes and time frames)*
  - *Services recommended by FAPT/MDT*
  - *Plan for returning youth to family settings or the community (e.g., discharge plans)*
  - *Parent/Guardian participation and consent to the service plan*
- *Individualized Education Programs (IEP)-for CSA-funded special education services*
- *Foster Care Plans (if used in place of an IFSP)*
- *Virginia Enhanced Maintenance Assessment Tool (VEMAT)*
- *Title IV-E Foster Care Notice of Actions*

- *Independent Assessment Certification and Coordination Team (IACCT) decisions*
- *Medicaid denials*
- *Best Interest Determination Documentation (ESSA form B-17) (for CSA-funded school transportation for youth in foster care)*
- ~~Identification of services~~
- ~~FAPT or MDT recommendations~~
- *Utilization review data (if performed by FAPT, purchased, or otherwise directed by local practice/policy)*
- *Parental agreements*
- *CPMT funding requests/authorization(s)*
- *Signed vendor contract(s)*
- *Vendor purchase orders*
- *Vendor invoices and supporting documentation (e.g., receipts, contact logs, etc.)*
- *Vendor treatment plan(s)*
- *Vendor progress report(s)*
- ~~Updated Service Plan(s)~~

*See Appendix A for a copy of a CSA Document Inventory form.*

#### **3.5.4.2 Records Management and Retention**

*The retention and destruction of original records is based on the retention and destruction policy of the agency under whose purview the document originated. Duplicates or “copies of convenience” of original documents are not under the purview of the record retention schedule.*

#### **3.5.5 Policy Review**

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

## CSA Document Inventory

|                                 |                                   |              |             |
|---------------------------------|-----------------------------------|--------------|-------------|
| <b>Client Name/Case Number:</b> | enter client name and case number | <b>Date:</b> | select date |
|---------------------------------|-----------------------------------|--------------|-------------|

| Required Documentation   | Location                     | Date Received | Notes                     |
|--|------------------------------|---------------|---------------------------|
| <b>Referral Information</b>  |                              |               |                           |
| <b>Referral Form</b>   | enter location if applicable | select date   | enter notes if applicable |
| <b>Consent to Release Information</b>  | enter location if applicable | select date   | enter notes if applicable |
| <b>Family Assessment and Planning Team Documentation</b>   |                              |               |                           |
| <b>Case Manager Designation</b>  | enter location if applicable | select date   | enter notes if applicable |
| <b>Child and Adolescent Needs and Strengths Assessment <sup>1</sup> (initial, annual, discharge)</b> | enter location if applicable | select date   | enter notes if applicable |
| <b>Service Plan:</b><br>select plan type   | enter location if applicable | select date   | enter notes if applicable |
| <b>CSA Eligibility Determination</b>   | enter location if applicable | select date   | enter notes if applicable |
| <b>CHINS Determination</b>   | enter location if applicable | select date   | enter notes if applicable |
| <b>Court Orders</b>  | enter location if applicable | select date   | enter notes if applicable |
| <b>IEP (for CSA funded educational services)</b>   | enter location if applicable | select date   | enter notes if applicable |
| <b>Identified Strengths and Needs</b>  | enter location if applicable | select date   | enter notes if applicable |
| <b>Goals and Objectives</b>  | enter location if applicable | select date   | enter notes if applicable |
| <b>Services Recommended by FAPT/MDT</b>  | enter location if applicable | select date   | enter notes if applicable |
| <b>Discharge Plans</b>   | enter location if applicable | select date   | enter notes if applicable |

<sup>1</sup> Per Policy 3.6, "Mandatory Uniform Assessment Instrument", CANS assessments must be completed in the CANVaS 2.0 system.



|   |                              |             |                           |
|---|------------------------------|-------------|---------------------------|
| <b>Parent/Guardian Participation and Consent to the Services Plan</b>               | enter location if applicable | select date | enter notes if applicable |
| <b>Parental Agreements</b>  | enter location if applicable | select date | enter notes if applicable |
| <b>Financial Information</b>  |                              |             |                           |
| <b>CPMT Funding Requests/Authorizations</b>   | enter location if applicable | select date | enter notes if applicable |
| <b>Parental Contribution Assessments/Payment Agreements</b>                         | enter location if applicable | select date | enter notes if applicable |
| <b>Virginia Enhanced Maintenance Tool (VMAT)</b>                                    | enter location if applicable | select date | enter notes if applicable |
| <b>Title IV-E Notice of Actions</b>   | enter location if applicable | select date | enter notes if applicable |
| <b>Independent Assessment, Certification and Coordination Team (IACT) Decisions</b> | enter location if applicable | select date | enter notes if applicable |
| <b>Medicaid Denials</b>   | enter location if applicable | select date | enter notes if applicable |
| <b>Vendor Purchase Orders</b>   | enter location if applicable | select date | enter notes if applicable |
| <b>Vendor Invoices and Supporting Documentation</b>                                 | enter location if applicable | select date | enter notes if applicable |
| <b>Best Interest Determination Documentation (ESSA form B-17)</b>                   | enter location if applicable | select date | enter notes if applicable |
| <b>Signed Vendor Contract(s)</b>  | enter location if applicable | select date | enter notes if applicable |
| <b>Monitoring Information</b>   |                              |             |                           |
| <b>Utilization Review Data</b>  | enter location if applicable | select date | enter notes if applicable |
| <b>Vendor Treatment Plan(s)</b>   | enter location if applicable | select date | enter notes if applicable |
| <b>Vendor Progress Report(s)</b>  | enter location if applicable | select date | enter notes if applicable |
| <b>Miscellaneous Documentation</b>  |                              |             |                           |
| enter document name/type  | enter location if applicable | select date | enter notes if applicable |

**Public Comments and Responses – Proposed Revisions to State Executive Council for Children’s Services**  
**Policy 3.5 “Records Management”**  
**Public Comment Period September 11, 2025 – October 31, 2025**

| # | Commenter | Public Comments  | OCS Response |
|---|-----------|--|--------------|
|   |           | No public comment was submitted regarding this policy. |              |

## Significant Accomplishments 2024 – 2025

The following is a summary of significant accomplishments related to the Goals and Objectives for the 2024 – 2025 Strategic Plan approved by the State Executive Council for Children’s Services in December 2023.

### Policy and Oversight

- 1.1 With input from the State and Local Advisory Team (SLAT) and other stakeholders, the State Executive Council for Children’s Services (SEC) will complete a comprehensive review of the current CSA Policy Manual to allow for improved uniformity, flexibility, and alignment (internally and across partners).**
  - 1.1.1 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. (Policy Review/Update)
    - Ongoing
  - 1.1.2 The SEC will review current practices to ensure alignment with relevant policies. (Review Practice for Alignment)
    - Ongoing
- 1.2 The SEC will establish a process for soliciting/generating ideas for new/ revised CSA policies and practices to enhance program effectiveness and efficiency.**
  - 1.2.1 The SEC will work with stakeholders, including the SLAT, CSA Coordinator Network–Policy Committee, Virginia Association of Counties (VACO), and Virginia Municipal League (VML), to develop a process for promoting policy revisions to enhance local CSA programs. (Policy Revision Process)
    - Ongoing
- 1.3. 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).**
  - 1.3.1 The SEC will receive electronic notification of the publication of audits, review quarterly and annual audit summary reports prepared by the Office of Children’s Services and recommend actions as appropriate. (Audit Reporting)
    - Ongoing – 2<sup>nd</sup> Written Report – March 2025
  - 1.3.2. The SEC will receive quarterly updates on technical assistance activities. (ETA Reporting)
    - Ongoing – 2<sup>nd</sup> Written Report – March 2025
  - 1.3.3. The SEC will develop a process to acknowledge areas of local excellence and best practices. (Acknowledge Local Excellence)
    - Implemented March 2025

## **Leadership and Collective Action**

### **2.1 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.**

- 2.1.1. The SEC and SLAT will support enhanced community capacity by supporting outcome-driven practices in localities. (Support outcome-driven practice through OCS / SLAT)
  - Evidence-Based Program Bench Card – Completed
  - OCS is participating in the DMAS-led behavioral health redesign process to replace legacy services
- 2.1.2. With the SLAT and OCS, the SEC will develop resources/tools to assist localities in implementing outcome-driven practices and decision-making. (Resources to assist localities through OCS / SLAT)
  - Model Strategic Plan Template – Completed and Distributed – June 2025
- 2.1.3. The SEC will receive updates from lead agencies to determine the most appropriate supportive actions from the SEC, the SLAT, and OCS. (Agency updates)
  - Right Help, Right Now and Safe and Sound – June 2024
  - Department of Behavioral Health and Developmental Services (DBHDS) Youth Substance Use Strategic Planning – March 2025
  - Special Education Process (VDOE) – September 2025
  - Regular agency updates at SEC meetings – Ongoing
- 2.1.4. The SEC will receive annual updates on service needs assessments completed by participating agencies.  
(Service Needs updates)
  - DBHDS Substance Use Disorder Needs Assessment and Strategic Plan – March 2025
  - 2025 CSA Service Gap Survey – December 2025
- 2.1.5. The SEC and SLAT members should educate their respective agencies, highlighting policy issues and best practices. (Members educate their agencies/constituents)
  - Ongoing

## **Empowering Families and Communities**

### **3.1 The SEC will support family engagement and a child-centered, family-focused, trauma-informed, and community-based system of care through:**

- Training and coaching by OCS and SEC member agencies on youth and family engagement for local CSA teams and other system partners.
  - Continuing OCS's role as a key training partner for evidence-based and outcomes-driven practices.
- 3.1.1. 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.
    - Family Video – Completed and distributed, Spring 2024
    - Family Guide Brochure – Completed and distributed, June 2024
    - Model Intake Form – Completed and distributed to local CSA programs, November 2024

**3.2 In collaboration with the SLAT and other partners, the SEC will work to increase parent participation at the state and local levels.**

- 3.2.1. The SEC and SLAT will explore the barriers and challenges to elicit parent representation at the state and local levels and brainstorm ways to overcome these barriers. (Explore barriers)
  - TBD
- 3.2.2. In collaboration with the SLAT and OCS, the SEC will support parent representative empowerment by developing focused training opportunities for parent representatives on the Community Policy and Management Team (CPMT) and Family Assessment and Planning Team (FAPT).
  - Complementary registrations provided for the 2024 and 2025 Annual CSA Conference.
  - Four CSA Parent Representatives were invited to and completed Advanced Parent Leadership Training offered by the Virginia Family Network (VFN).
  - OCS is working with VFN to deliver virtual training for CSA Parent Representatives focusing on leadership, “sharing your story,” and advocacy – First delivery, April 2025
- 3.2.3. 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.
  - Local survey complete and findings presented to the SLAT and SEC – December 2024
- 3.2.4. 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 from local CSA programs.
  - Develop a model survey to include a version for youth input – Completed and distributed, June 2025
  - Recommend best practices for gathering input – TBD

## The 2026 – 2027 CSA Strategic Plan

In December 2023, the State Executive Council adopted a Strategic Plan for 2024 – 2025.

The progress in meeting the goals and objectives of that plan is described earlier in this report. With the impending changes in the Executive branch following the election, the development of the plan for 2026 – 2027 will be taken up following the designation of a new State Executive Council Chair (Secretary of Health and Human Resources or their designee) and executive branch agency leadership. The plan will be published on the OCS website upon completion.

### Children's Mental Health Initiative

The General Assembly established the Children's Mental Health Initiative (MHI) Fund in FY 2000 to create a dedicated source of funding for mental health and substance abuse services for children and adolescents with serious emotional disturbances (SED) who are not mandated for the Children's Services Act (CSA). Funds are provided to the Community Services Boards based on a funding methodology.

### Promoting Safe & Stable Families

The Virginia Department of Social Services administers the Promoting Safe and Stable Families Program (PSSF), which is designed to assist children and families in resolving crises, connecting with necessary and appropriate services, and remaining safely together in their own homes whenever possible. This program helps more than 15,000 children and families each year. Services are provided to meet the following objectives:

- Prevent or eliminate the need for out-of-home placements of children
- Promote family strength and stability
- Enhance parental functioning
- Protect children
- Assess and make changes in state and local service delivery systems

The federal government provides PSSF funding with a required state match. The VDSS allocates funds to individual localities upon submission of an approved plan. Additional information on the PSSF program can be found at:

<https://www.dss.virginia.gov/family/pssf.cgi>.

### Virginia Juvenile Community Crime Control Act

In 1995, the Virginia General Assembly passed the Virginia Juvenile Community Crime Control Act (VJCCCA) "to establish a community-based system of progressive intensive sanctions and services that correspond to the severity of offense and treatment needs." Administered by the Department of Juvenile Justice, all localities have access to a funding allocation to provide services to eligible youth involved in the juvenile court system. Services generally fall into the categories of public safety, post-dispositional/graduated sanctions, accountability, and competency development. Additional information on the VJCCCA program can be found at: <https://www.djj.virginia.gov/pages/ppi/vjccca.htm>.

### Title IV-E

Title IV-E is a federal program designed to provide funding to states to ensure proper care for eligible children in foster care and to provide ongoing assistance to eligible children with special needs receiving adoption subsidies. The program is administered under Title IV-E of the Social Security Act and is funded by federal and state/local matching funds. Title IV-E funds are administered by the Virginia Department of Social Services and the local departments of social services.

Additional information on Title IV-E can be found at: <https://www.dss.virginia.gov/family/iv-e.cgi>.

### Social Services Block Grant

The Social Services Block Grant (SSBG) is a federal funding source that partially supports various services delivered through local departments of social services. The Virginia Department of Social Services administers the SSBG. Additional information on the SSBG can be found at: [https://www.dss.virginia.gov/geninfo/reports/agency\\_wide/block\\_grants.cgi](https://www.dss.virginia.gov/geninfo/reports/agency_wide/block_grants.cgi).

### Medicaid

Medicaid is the federal program that assists states in providing health care (including behavioral health) to eligible children and adults. Medicaid funding is a shared federal and state responsibility. Medicaid funds support CSA for residential care (therapeutic group homes and psychiatric residential treatment facilities), treatment foster care case management, and various outpatient behavioral health services.

1. Policy and Oversight

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- 1.1.1 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. (Policy Review/Update)
- Ongoing
- 1.1.2 The SEC will review current practices to ensure alignment with relevant policies. (Review Practice for Alignment)
- Ongoing
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- 1.2.1 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. (Policy Revision Process)
- Ongoing
- 1.3. 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).
- 1.3.1 The SEC will receive electronic notification of the publication of audits, review quarterly and annual audit summary reports prepared by the Office of Children's Services and recommend actions as appropriate. (Audit Reporting)
- Ongoing – 2<sup>nd</sup> Written Report – March 2025
- 1.3.2. The SEC will receive quarterly updates on technical assistance activities. (ETA Reporting)
- Ongoing – 2<sup>nd</sup> Written Report – March 2025
- 1.3.3. The SEC will develop a process to acknowledge areas of local excellence and best practices. (Acknowledge Local Excellence)
- Implemented March 2025. Four localities recognized in 2025.

2. Leadership and Collective Action

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- 2.1.1. The SEC and SLAT will support enhanced community capacity by supporting outcome-driven practices in localities. (Support outcome-driven practice through OCS / SLAT)
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  - DBHDS Youth Substance Use Strategic Planning – March 2025
  - Special Education Process (VDOE) – September 2025
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- 2.1.4. The SEC will receive annual updates on service needs assessments completed by participating agencies. (Service Needs updates)
  - DBHDS Substance Use Disorder Needs Assessment and Strategic Plan – March 2025
  - 2025 CSA Service Gap Survey – March 2026
- 2.1.5. The SEC and SLAT members should educate their respective agencies, highlighting policy issues and best practices. (Members educate their agencies/constituents)
  - Ongoing

### 3. Empowering Families and Communities

3.1 The SEC will support family engagement and a child-centered, family-focused, trauma-informed, and community-based system of care through:

- Training and coaching by OCS and SEC member agencies on youth and family engagement for local CSA teams and other system partners.
- Continuing OCS's role as a key training partner for evidence-based and outcomes-driven practices.

3.1.1. 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.

- Family Video – Completed and distributed, Spring 2024
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3.2 In collaboration with the SLAT and other partners, the SEC will work to increase parent participation at the state and local levels.

3.2.1. The SEC and SLAT will explore the barriers and challenges to elicit parent representation at the state and local levels and brainstorm ways to overcome these barriers. (Explore barriers)

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- Four CSA Parent Representatives were invited to and completed Advanced Parent Leadership Training offered by the Virginia Family Network (VFN).
- OCS worked with VFN to deliver virtual training for CSA Parent Representatives focusing on leadership, "sharing your story," and advocacy – First delivery, April 2025

3.2.3. 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.

- Local survey complete and findings presented to the SLAT and SEC – December 2024

3.2.4. 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 from local CSA programs.

- Develop a model survey to include a version for youth input – Completed and distributed, June 2025
- Recommend best practices for gathering input

# OFFICE OF CHILDREN'S SERVICES

"EMPOWERING COMMUNITIES TO SERVE YOUTH"

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

## The Children's Services Act – FY 2025 Data Summary

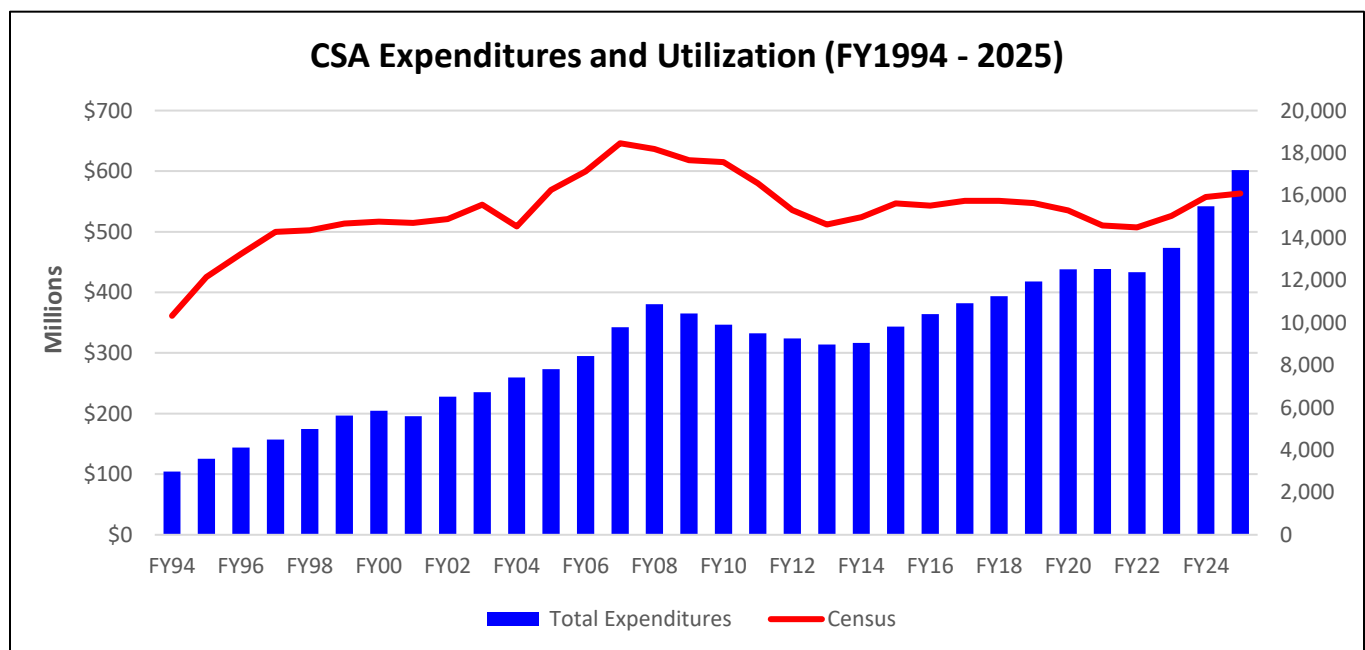
The Children's Services Act (CSA) (§2.2-2648 et seq.) was enacted in 1993 to establish a collaborative system of services and funding for youth and families facing significant challenges. Local Community Policy and Management Teams (CPMT) manage state and matching local funds and are responsible for implementing the CSA within their communities. The CSA establishes multidisciplinary Family Assessment and Planning Teams (FAPT) that work collaboratively with families to plan services according to each child and family's unique strengths and needs.

At the state level, the CSA is managed by the State Executive Council for Children's (SEC), whose purpose is to ensure collaborative programmatic and 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.

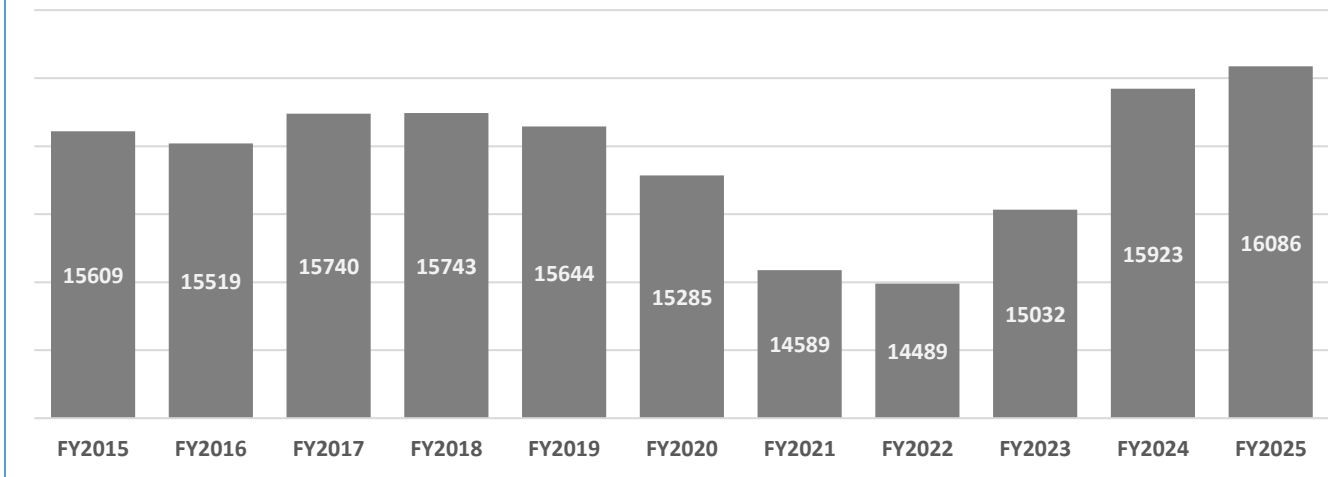
The Office of Children's Services (OCS) is the Commonwealth's administrative entity responsible for ensuring effective and efficient implementation of the CSA across the state. The guiding principles for the Office of Children's Services include:

- 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 FY2024, CSA served 16,086 unique children and families in the 133 cities and counties in the Commonwealth. With a combined state and local budget of over \$600 million, CSA is a significant contributor to supporting the system of care for children and families in Virginia.



### CSA Census (FY2015 - 2025) Unduplicated Child Count



The CSA is a partnership between state and local governments. Every CSA expenditure requires a local matching contribution, which averages approximately 34%. Different services have varying match rates, with residential placements having the highest match rates and community-based services having the lowest.

Over the past 17 years, the state's share of total CSA expenditures has remained relatively constant, ranging from 64 to 67 percent, while local matching amounts have fluctuated between 33 and 36 percent.

The CSA funds a wide array of services. While eligibility for CSA funding is explicitly defined in §§ 2.2-5211 and 2.2-5212 of the Code of Virginia, the Act provides significant flexibility for customized service provision based on the child and family's needs. The chart below highlights the broad categories of services supported through CSA funds, along with the associated percentage of expenditures.

| Service Category         | Service Examples   | % of Census* | % of Expenditures |
|--------------------------|--|--------------|-------------------|
| Residential Treatment    | Psychiatric Residential Treatment/Group Home                                 | 15%          | 18%               |
| Foster Care              | Treatment Foster Care/Family Foster Care                                     | 43%          | 24%               |
| Community-Based Services | Intensive In-Home/Mentoring/Behavioral Therapies/Parent Coaching/Assessments | 66%          | 14%               |
| Special Education        | Private Day Special Education Schools  | 27%          | 45%               |

\*Youth frequently receive services in more than one category, leading to a total % of census of over 100%.