

**AGENDA**  
**State Executive Council for Children's Services**  
**March 12, 2026**  
**9:30 AM**

1604 Santa Rosa Road, 2<sup>nd</sup> Floor  
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>

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**9:30 Call to Order / Opening Remarks** – Honorable Toni Blue  
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

**9:50 Member Introductions**

**10:10 Public Comment** (Five-minute limit per speaker)

**10:20 Excellence in CSA Recognition**

**10:30 Action Item:** Approval of December 2025 Minutes

**10:35 SEC Policy Review** – SEC Policy 4.1.1 – Eligible Populations CHINS

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

**10:50 SEC Policy Review** – SEC Policy 3.5 (Records Management)

**Action Item:** Final Approval of Policy 3.5

**11:10 State and Local Advisory Team (SLAT) Report** – Mills Jones, SLAT Chair

**11:40 OCS Executive Director's Report** – Scott Reiner

**12:00 Member Remarks / Updates**

**Closing Remarks and Adjourn** – Honorable Toni Blue

**2026 Meetings**

June 11  
September 10  
December 10

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

**Thursday, December 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*)  
John Budesky, County Administrator, Hanover County  
Shameera Carr for Karen Shelton, MD, Commissioner, Virginia Department of Health  
The Honorable Kevin Carroll, Member, Chesterfield County Board of Supervisors  
Catherine Harrison for Kathryn Hayfield, Commissioner, Department for Aging  
and Rehabilitative Services  
The Honorable Jacob Holmes, Vice Mayor, City of Bristol (*virtually*)  
Mills Jones, Chair, State and Local Advisory Team (SLAT)  
Sandra Karison for Karl Hade, Executive Secretary of the Supreme Court of Virginia  
(*arrived at 1:13 P.M.*)  
The Honorable Chad Logan, Judge, 26<sup>th</sup> Judicial District, Juvenile and Domestic Relations  
District Court  
Jeff Lunardi, Chief Deputy Director, Department of Medical Assistance Services  
(*arrived at 1:45 P.M.*)  
Andrea McMahan for Amy Floriano, Director, Department of Juvenile Justice  
Anahita Renner, Parent Representative  
Nancy Robbins, Parent Representative (*arrived at 1:24 P.M.*)  
The Honorable Amelia Ross-Hammond, Member, Virginia Beach City Council  
Melvin Roy, Founder and CEO of Foster-U, Service Recipient Representative  
Ron Spears, CEO, Elk Hill, Private Provider Representative  
Carl Street, Jr., Vice President for Behavioral Health Services, Youth for Tomorrow

**Other Staff Present:**

Stephanie Bacote, Audit Manager, OCS  
Mary Bell, Program Consultant, OCS  
Gezelle Glasgow, Administrative Manager, OCS  
Annette Larkin, Program Auditor, OCS  
Marsha Mucha, Administrative Staff Assistant, OCS  
Scott Reiner, Executive Director, OCS  
Kristi Schabo, Senior Policy and Planning Specialist, OCS  
Susan Whyte, Assistant Attorney General

**Members Absent:**

Carl Ayers for Kevin Erskine, Acting Commissioner, Virginia Department of Social Services  
The Honorable Carrie Coyner, Member, Virginia House of Delegates  
Nicole Gore for Nelson Smith, Commissioner, Virginia Department of Behavioral Health  
and Developmental Services

Samantha Hollins, Ph.D., for Emily Anne Gullickson, Superintendent of Public Instruction,  
Virginia Department of Education  
The Honorable Barbara Null, Member, James City County Board of Supervisors  
The Honorable Amelia Ross-Hammond, Member, Virginia Beach City Council  
The Honorable Schuyler VanValkenburg, Member, Senate of Virginia

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

Scott Reiner, OCS Executive Director, called the meeting to order at 1:10 p.m. He reported that Deputy Secretary Leah Mills was delayed due to traffic and was en route. A quorum was present.

Pursuant to SEC Policy 2.1.3 and § 2.2-3708.3 of the *Code of Virginia*, The Honorable Jacob Holmes' request to participate virtually was approved on a motion by John Budesky, seconded by Anahita Renner.

Mr. Reiner informed the Council that the agenda action item titled "Final Approval of Policy 4.1.1" would be amended to allow for discussion and action regarding an additional 60-day public comment period. The amended meeting agenda was approved on a motion by Ron Spears, seconded by Sandra Karison.

### **Public Comment**

There was no public comment.

### **Excellence in CSA Recognition**

As part of the SEC's Strategic Plan, the SEC has developed a process to recognize 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 December 2025 Excellence in CSA Award to the Winchester County CSA program on behalf of the SEC. Representing Winchester County CSA was Rachel Schulhof.

### **Approval of Minutes**

The September 11, 2025, meeting minutes were approved on a motion by Carl Street, Jr., seconded by Melvin Roy.

### **SEC Policy Review**

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

Kristi Schabo, OCS Senior Policy and Planning Specialist, reported that at the SEC's September 11, 2025, meeting, the Council approved draft Policy 4.1.1 for a 60-day public comment period. No public comments were received. Ms. Schabo requested that the SEC approve an additional 60-day public comment period to address requested revisions to Appendix A for clarity and consistency. The proposed public comment period would run from December 15, 2025, through February 13, 2026.

After discussion, on a motion by Nancy Robbins, seconded by Ron Spears, the SEC approved draft Policy 4.1.1 for an additional 60-day public comment period.

Policy 3.5 – Records Management

Ms. Schabo reported that at the SEC’s September 11, 2025, meeting, the SEC approved the proposed revised policy 3.5 for a 45-day public comment period. No comments were received. If approved by the SEC today, the draft policy would be disseminated for a final, 60-day public comment period.

On a motion by Carl Street, Jr., seconded by Melvin Roy, the SEC approved draft Policy 3.5 – Records Management for a 60-day public comment period.

Policy 5.1 – Data Set & Policy 4.5.6 – Local Match Rates

Ms. Schabo requested that consideration of these two policies be deferred and that Policy 5.1 will remain in effect.

After discussion, the SEC voted to table the matter until the next meeting on a motion by the Honorable Kevin Carroll, seconded by Ron Spears.

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

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

- SLAT last met on November 6, 2025.
- SLAT received an informative update and held a discussion on the Sponsored Residential Work Group, highlighting its purpose and ongoing efforts, and explained that the work group was convened to bring together a diverse range of stakeholders to examine all facets of sponsored residential services, including funding structures and the match rate. Mr. Jones noted that the group has been engaged in thoughtful discussions and data review to ensure equitable and sustainable practices. Mr. Jones further shared that the work group is currently developing a comprehensive rate determination tool designed to promote consistency, transparency, and informed decision-making across the system.
- SLAT received an update on the DMAS Behavioral Health Redesign; the project is scheduled for implementation on July 1, 2026.

**Annual Reports to the General Assembly**

Mr. Reiner reported that the following reports in the agenda packets were submitted to the General Assembly:

- Utilization of Residential Care Under the CSA
- Funding for Special Education Day Treatment and Residential Services
- Impact of Tiered Match Rates for CSA
- Regional and Statewide Training Regarding CSA
- Therapeutic Foster Care Services Under the CSA

The Children’s Services Act - FY2025 Data Summary was provided in the meeting packets.

Mr. Reiner also noted that the Biennial Progress Report on the Children’s Services Act would be submitted to the General Assembly on December 15, 2025.

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

Mr. Reiner reported on the following items:

- The Annual CSA Conference was held in Roanoke, October 15-16, 2025. SEC member Melvin Roy was the keynote speaker. Over 525 participants attended, with more than 40 breakout sessions. The 2026 CSA Annual Conference will be held October 13-15, 2026, at the Hotel Roanoke and Conference Center.
- Annual Statement of Economic Interest filings for certain SEC members are due to the Ethics Council by February 1, 2026.
- 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.
- Two localities (Wise County and City of Hopewell) were 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.
- Marsha Mucha's planned retirement at the end of 2025, following 38 years of service to the Commonwealth of Virginia, the majority of which was with the Office of Children's Services.
- Gezelle Glasgow was introduced as the new Administrative Manager for OCS.

Mr. Reiner thanked Deputy Secretary Mills for her leadership of the SEC and for her guidance in improving the system of care for children and families.

## **Member Remarks/Updates**

Deputy Secretary Mills thanked all members of the SEC for their hard work and dedication in assisting children and families.

Members reported on upcoming trainings, projects, new programs, and other ongoing activities for their agencies and organizations. 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 3:20 p.m. on a motion by Ron Spears, seconded by The Honorable Kevin Carroll, and approved by the SEC. The next meeting is scheduled for March 12, 2026.

## 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:** TBD

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*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.*

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**Revised:** TBD

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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.

**Appendix A**  
**Documentation of Eligibility Form**  
**Child in Need of Services (CHINS)**  
**Funded through the Children’s Services Act (CSA)**  
**Effective TBD**

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:	
<p><b>The child meets the statutory definition of a Child in Need of Services (<a href="#">Code of Virginia, §16.1-228</a>):</b>          "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.</p>	
<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 meets the statutory definition of a CHINS in accordance with <a href="#">§2.2-5211</a> and <a href="#">§2.2-5212</a> .	
<input type="checkbox"/> The FAPT has determined that the child does not meet the statutory definition of a CHINS in accordance with <a href="#">§2.2-5211</a> and <a href="#">§2.2-5212</a> , and the parent/guardian has been advised of their right to petition the Juvenile and Domestic Relations Court for a CHINS determination.	
<p>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):</p> <p>Click or tap here to enter text.</p>	

<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.

<b>FAPT Member Signatures</b>		
<b>Name</b>	<b>Role</b>	<b>Date</b>

DRAFT

**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.

_____	select date
<b>PARENT/LEGAL GUARDIAN</b>	<b>DATE</b>
_____	select date
<b>PARENT/LEGAL GUARDIAN</b>	<b>DATE</b>
_____	select date
<b>REPRESENTATIVE OF THE AGENCY DESIGNATED 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 December 15, 2025 – February 13, 2026**

#	Commenter	Public Comments	OCS Response
	<p>Janet Bessmer on behalf of the Fairfax-Falls Church Community Policy and Management Team (CPMT)</p>	<p>Fairfax-Falls Church CPMT opposes the modified language on Appendix A for the following reasons:</p> <ul style="list-style-type: none"> <li>• Referring the family to the courts to file a CHINS petition is not a family friendly practice as it is burdensome and time intensive.</li> <li>• Anticipated administrative burden imposed upon the courts.</li> <li>• The standard used by the courts to determine a child as a CHINS is significantly higher than that utilized by FAPT.</li> <li>• Referring a family to court draws children and families deeper into the system in order to access services.</li> <li>• Potential risk of multiple denials for youth and families.</li> </ul> <p>Fairfax-Falls Church suggests that the SEC:</p> <ul style="list-style-type: none"> <li>• Reconsider whether the CPMT is the appropriate entity to review FAPT decisions including eligibility.</li> <li>• Propose additional language to the Code of Virginia allowing CPMTs to hear appeals regarding eligibility.</li> <li>• Adopt the language originally presented in Appendix A at the December 11, 2025, SEC meeting.</li> </ul>	<p>The Office of Children’s Services would like to offer the following information relative to the public comment submitted by the Fairfax-Falls Church CPMT:</p> <ul style="list-style-type: none"> <li>• Referrals to the court for appeal the FAPT’s determination that the child does not meet the CHINS definition would be done on a voluntary basis by the family if they do not agree with the FAPT’s determination.</li> <li>• Although a youth may not meet the eligibility criteria as a CHINS, localities could still serve the youth through the use of protected funds. If the youth does not display eligibility for the use of protected funds, it can be argued that they are not meeting the basic CSA eligibility criteria set forth in the Code.</li> <li>• The original language to Appendix A is not appropriate due to statutory limitations on who can declare a child a CHINS (Juvenile and Domestic Relations Courts and FAPT).</li> <li>• Currently the Code dictates that a Court and FAPT team may determine that a child meets the statutory definition of a CHINS, and it is outside of the purview of this body to suggest modifications to code outside of Chapter 52.</li> </ul>

## 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*

*Adopted: March 25, 2010*

*Effective: April 1, 2010*

*Revised: Month Day, 2026*

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*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
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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> 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 (IAACT) 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 December 15, 2025 – February 13, 2026**

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