

AGENDA
State Executive Council for Children's Services
December 12, 2024
9:30 AM

1604 Santa Rosa Road
Henrico, VA 23229
Richmond/Henrico Rooms

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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Access Code: 707-361-437

United States: [+1 \(872\) 240-3412](tel:+18722403412)

- 9:30 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)
- 9:40 Member Introductions and Introduction on Newly Appointed Members**
- 9:45 Public Comment** (Five-minute limit per speaker)
- 10:00 Action Item:** Approval of September 2024 Minutes
- 10:05 SEC Policy Review** – SEC Policy 4.3 – “Carve-Out” of Allocation for Development of New/Expanded Services
- Action Item:** Final approval of revised Policy 4.3 (rescind)
- 10:20 SEC Policy Review** – SEC Policy 4.5.3 – Administrative Funds
- Action Item:** Approve revised Policy 4.5.3 for the final 60-day public comment period
- 10:35 SEC Policy Review** – SEC Policy 4.4.2 – Medicaid Funded Services
- Action Item:** Approval of revised Policy 4.4.2 for the final 60-day public comment period
- 10:50 SEC Policy Review** – SEC Policy 2.1.3 – Individual Participation in State Executive Council Meetings by Electronic Means
- Action Item:** Approval of revised Policy 2.1.3 for the initial 45-day public comment period
- 11:10 State and Local Advisory Team (SLAT) Report** – Mills Jones, SLAT Chair

11:25 Presentation: New CANS Reports – Carrie Thompson, OCS

11:50 OCS Executive Director's Report – Scott Reiner

12:20 Member Remarks / Updates

Closing Remarks and Adjourn – Honorable Leah Mills

2025 Meetings

March 13
June 12
September 11
December 11

DRAFT

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

Thursday, September 12, 2024

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 James Williams, 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
Natalie Handy, VP of Government Affairs & Advocacy, Health Connect America, Private
Provider Representative
Kathryn Hayfield, Commissioner, Department for Aging and Rehabilitative Services
Samantha Hollins, Ph.D. for Lisa Coons, 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, 26th Judicial District, Juvenile and Domestic Relations
District Court
Jeff Lunardi for Cheryl Roberts, Director, Department of Medical Assistance Services
Andrea McMahon for Amy Floriano, Director, Department of Juvenile Justice
The Honorable Dalia Palchik, Member, Fairfax County Board of Supervisors (*virtually*)
Anahita Renner, Parent Representative
Nancy Robbins, Parent Representative
Ron Spears, CEO, Elk Hill, Private Provider Representative

Other Staff Present:

Stephanie Bacote, Program Audit Manager, OCS
Morgan Barry, Associate Attorney General
Mary Bell, Program Consultant, OCS
Rachel Friedman, Program Auditor, OCS
Marsha Mucha, Administrative Staff Assistant, OCS
Scott Reiner, Executive Director, OCS
Kristi Schabo, Senior Policy and Planning Specialist, OCS

Members Absent:

Susan Fischer Davis, MD for Karen Shelton, MD, Commissioner, Virginia Department of Health
The Honorable Christopher Faraldi, Member, Lynchburg City Council
The Honorable Margaret Angela Franklin, Prince William County Board of Supervisors
Michelle Johnson, County Administrator, Charles City County
Melvin Roy, Founder and CEO of Foster-U, Service Recipient Representative

Call to Order/Opening Remarks

Leah Mills, Deputy Secretary of Health and Human Resources, called the meeting to order at 9:40 a.m. and welcomed everyone. Introductions were made.

On a motion by Delegate Coyner, seconded by Anahita Renner, the SEC approved a request by Supervisor Palchik pursuant to §2.2.-3708.2 and SEC Policy 2.1.3 to participate virtually due to a personal medical need.

Mrs. Mills provided several updates from the Secretary's Office. Janet Kelly has been appointed Secretary of Health and Human Resources, and former Secretary John Littel has been appointed Governor Youngkin's Chief of Staff. James Williams, who served as Chief Deputy in the Secretary's Office, has been appointed Commissioner of the Virginia Department of Social Services (VDSS).

Mrs. Mills also reported that the Secretary of the Commonwealth's Office is working on SEC appointments. Persons interested in serving on the SEC can apply through the Secretary of the Commonwealth's Office.

Public Comment

There were no public comments.

Approval of Minutes

On a motion by Carl Ayers, seconded by Ron Spears, the SEC approved the June 13, 2024 meeting minutes.

SEC Policy Review

Policy 4.5.2 –Time Frames Regarding CSA Pool Fund Reimbursement

Kristi Schabo reported that, at the SEC's June 13, 2024 meeting, the SEC approved draft policy 4.5.2 for a 60-day public comment period which ended August 16, 2024. One public comment was received. The Attorney General's Office reviewed the draft policy and confirmed that the SEC has statutory authority for the proposed policy-making action. The Virginia Association of Counties (VACo) and the Virginia Municipal League (VML) commented that the proposed policy should have no fiscal impact on local governments.

After further discussion, on a motion by Kathryn Hayfield, seconded by Jeff Lunardi, the SEC approved Policy 4.5.2 with an effective date of October 1, 2024.

Repeal of Policy 4.3 – “Carve-out” of Allocation for Development of New/Expanded Services (Adopted April 30, 2013)

Ms. Schabo reported that, at its June 13, 2024 meeting, the SEC approved a Notice of Intent to Develop/Revise Policy 4.3 for dissemination during a 45-day public comment period. No comments were received during the period.

Ms. Schabo further reported that if the SEC approves today, the next steps would be to disseminate policy 4.3 for a 60-day public comment period, intending to take final action on the policy at the SEC's December 12, 2024 meeting.

After further discussion, on a motion by Carl Ayers, seconded by Delegate Coyner, the SEC approved Policy 4.3 for a 60-day public comment period.

Policy 4.5.3 – Administrative Funds

Ms. Schabo presented a Notice of Intent to Develop/Revise Policy for Policy 4.5.3 and a copy of the revised draft policy. Ms. Schabo reviewed the draft changes and reported that the proposed changes to the existing policy align the policy with a new administrative funding process utilized by OCS that is more streamlined and accessible by localities.

After further discussion, on a motion by Anahita Renner, seconded by Mills Jones, the SEC approved the Notice of Intent to Develop/Revise Policy and revised draft policy 4.5.3 for a 45-day public comment period.

Repeal of Policy 4.4.2 – Medicaid Funded Services

Ms. Schabo presented a Notice of Intent to Develop/Revise Policy for policy 4.4.2 along with a copy of the policy. Ms. Schabo noted that policy 4.4.2 is a verbatim restatement of language that has been included in the Appropriation Act since 2009.

After further discussion on a motion by Natalie Handy, seconded by Nancy Robins, the SEC approved the Notice of Intent to Develop/Revise Policy and Policy 4.4.2 for a 45-day public comment period.

State and Local Advisory Team (SLAT) Report

Mills Jones, SLAT Chair, provided the report. SLAT last met on August 1, 2024. At that meeting, two discussion topics were initiated by the local DSS representative to SLAT. Those topics were raining on the Child and Adolescent Needs and Strength (CANS) assessment and the issue of shared accountability for funding services.

- Mr. Jones further reported that the discussion at the SLAT meeting focused on the need for additional CANS training and support at the local level and also the need for CANS Super User Training. The LDSS representative reported that localities are not fully utilizing CANS for service planning.

During the discussion, Mr. Reiner noted that OCS staff members Carol Wilson and Anna Antell provide training on CANS and service planning upon request. Localities should contact OCS if they would like training in their locality.

- SLAT also discussed shared fiscal responsibility, especially between local dollars, Title IV-E reimbursements, and the CSA pool fund. Localities may have to fund services that local budgets are not prepared to absorb when Title IV-E and CSA are unable to pay (i.e., when a childcare facility is provisionally licensed).

During the discussion, Mr. Reiner reported that a Title IV-E Shared Fiscal Accountability and Management Plan was developed between VDSS, local DSS departments, and OCS. Other discussions focused on the backlog in DOE childcare licensing and provisionally licensed childcare, which is not reimbursable under Title IV-E and/or CSA. VDSS is working with DOE to address the backlog.

After further discussion, Mr. Jones asked Amy Swift, a SLAT member and the local DSS representative to SLAT, to provide clarification and/or additional comments on these issues as discussed at SLAT. Ms. Swift noted that localities need robust and ongoing training in CANS. Also, localities may have to fund services that local budgets are not prepared to absorb when Title IV-E and CSA are unable to pay (i.e., when a childcare facility is provisionally licensed).

- Mr. Jones and Kristi Schabo have begun a review of the SLAT bylaws.
- SLAT has formed two workgroups to focus on areas of the SEC's Strategic Plan. A SLAT workgroup will develop a model strategic plan template for localities to build their strategic plans. SLAT will also convene a workgroup to create a model CSA intake form.

SEC Strategic Plan – Progress Report

Mr. Reiner provided a status report on the SEC's 2024 – 2025 Strategic Plan. He highlighted completed and ongoing activities toward meeting metrics in policy and oversight, leadership and collective action, and empowering families and communities.

During the presentation, Mr. Reiner asked SEC members to consider how the SEC might acknowledge areas of local excellence and best practices as one of the metrics under Item 1.3 of Policy and Oversight.

OCS Executive Director's Report

Mr. Reiner reported on the following items:

- OCS Staffing – OCS is fully staffed. Rachel Friedman has joined OCS as a Program Auditor.
- CSA FY2024 Closing - Localities are reminded that all 2024 pool fund reimbursement requests must be submitted by the end of the day, September 30, 2024.
- CSA FY2024 Expenditures – CSA expenditures are expected to be up 13 percent from FY2023 to \$59M. During FY2024, CSA has seen an increase of 2.5 percent in the number of children and families served. The largest area of growth in CSA expenditures has been in private day special education and foster care - congregate care and group homes.

Mr. Reiner will have final numbers and legislative reports available at the SEC's December 12, 2024 meeting.

- Annual CSA Conference – Final preparations are underway for the 13th Annual CSA Conference, October 16 – 17, 2024, at the Hotel Roanoke and Conference Center. Beth Macy, author of *Dopesick*, will be the keynote speaker.
- Update on Policy 4.1.1 Eligibility as a Child in Need of Services (CHINS) – As discussed at the SEC's June 13, 2024 meeting, the SEC agreed that a legislative change would be necessary to add CHINS to CSA eligibility. The change is needed because changes made to the VDSS definition of foster care placement only pertains to foster care cases under the VDSS's purview. Because of this

change, the CSA's ability to serve CHINS through community-based services to prevent foster care placements no longer exists. Mr. Reiner further reported that a legislative proposal has been drafted and is under review in the Governor's Office.

Also discussed, the revised draft policy does not include language concerning discharge planning from residential treatment facilities. Mr. Reiner shared with the membership language from §2.2-5208 of the Code of Virginia, which addresses this issue.

Member Remarks/Updates

Members reported for their agencies and organizations on their projects, new programs, other ongoing activities and workforce issues. 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.

- September is Kinship Care Awareness Month.
- The Commission on Youth Advisory Group on the Review of Virginia's Special Education Dispute Resolution System will meet on September 18, 2024, and the Advisory Group on the Use and Impact of Relief of Custody on Care and Support of Youth will meet on October 8, 2024.
- The Central Virginia Partnership on Youth will host a training and resource day in Chesterfield on September 20, 2024.
- The VCOPPA Symposium will be held in Richmond on November 12 and 13, 2024.

Closing Remarks and Adjournment

There being no further business, the meeting adjourned at 1:00 p.m. on a motion by Anahita Renner, seconded by Mills Jones, and approved by the SEC. The next meeting is scheduled for December 12, 2024, at 1604 Santa Rosa Road in Richmond.

~~4.3 “CARVE-OUT” OF ALLOCATION FOR DEVELOPMENT OF NEW/EXPANDED SERVICES (ADOPTED APRIL 30, 2013)~~

~~In any 12 month period two or more localities may submit a proposal to allocate (‘carve out’) a portion of their state and local pool fund allocations to defray one time program start up costs for new or expanded CSA services which are designed to meet the needs of children and families and to maintain children in their home community. The allocation shall not exceed, per jurisdiction, \$100,000 or 5% of their allocation in the fiscal year of application, whichever is smaller. Not more than \$2,000,000 in state general funds may be used for this purpose.~~

~~Programs for which these funds may be applied must be designed to:~~

- ~~(a) provide CSA services for which a demonstrated need exists in the locality, based on assessment using the Service Gap Survey distributed by the OCS and align with the goals of the Commonwealth; and~~
- ~~(b) become financially self sustaining beyond the start up phase. Services designed to be supported through “fee for service” arrangements may be considered financially self-sustaining.~~

~~The proposal for use of funds shall be submitted to and approved by the OCS and will include, but not be limited to:~~

- ~~(a) description of the service,~~
- ~~(b) support for the need,~~
- ~~(c) cost assessment,~~
- ~~(d) evaluation of public/private collaborations,~~
- ~~(e) information related to financial sustainability of the program, and~~
- ~~(f) expected outcomes and mechanism for providing program evaluation.~~

~~All fiscal accountability requirements of CSA shall be applicable to use of funds.~~

~~**Fiscal Impact:** Implementation of this policy has the potential fiscal impact of \$2,000,000. Implementation of the policy shall therefore be dependent upon appropriation of necessary funds.~~

**Public Comments and Responses – Proposed Revisions to State Executive Council for Children’s Services
Policy 4.3 “Carve-Out” of Allocation for Development of New/Expanded Services**

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

POLICY 4.5.3

ADMINISTRATIVE FUNDS (~~ADOPTED 1994~~)

4.5.3.1 Purpose

To provide guidance to local Children's Services Act (CSA) programs about accessing administrative funds, as detailed in the Appropriation Act, from the Office of Children's Services (OCS).

4.5.3.2 Authority

- A. Section [2.2-2648.D.3](#) of the Code of Virginia requires the State Executive Council 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.9](#) of the Code of Virginia requires the State Executive Council to "provide administrative support and fiscal incentives for the establishment and operation of local comprehensive service systems."
- C. [Item 268, Paragraph C.2 of the Appropriation Act](#) states "All localities are required to appropriate a local match for the base year funding consisting of the actual aggregate local match rate based on actual total 1997 program expenditures for the Children's Services Act. This local match rate shall also apply to all reimbursements from the state pool of funds in this Item and carryforward expenditures submitted prior to September 30 each year for the preceding fiscal year, including administrative reimbursements under paragraph C.4. in this Item."
- D. [Item 268, Paragraph C.4 of the Appropriation Act](#) states "...Out of this appropriation, an amount equal to two percent of the fiscal year 1997 pool fund allocations, not to exceed \$2,560,000 the first year and \$2,560,000 the second year from the general fund, shall be allocated among all localities for administrative costs. Every locality shall be required to appropriate a local match based on the local match contribution in paragraph C.2. of this Item. Inclusive of the state allocation and local matching funds, every locality shall receive the larger of \$12,500 or an amount equal to two percent of the total pool allocation."¹

¹ With the allocation of an additional \$500,000 per year for administrative funds in the FY2017-2018 Appropriation Act, the minimum amount for localities increased to \$13,405 (state share) the maximum to \$53,623.

4.5.3.3 Definitions

“Administrative budget plan” means the annual request for administrative funds submitted through the CSA local government reporting system (LED RS)

“Administrative funds” mean funds appropriated by the General Assembly to support a locality’s non-direct services cost of implementing the Children’s Services Act (CSA). The Appropriation Act specifies the administrative funds available from the state general fund, defines the minimum and maximum amounts received by localities, and requires local matching funds.

“Fiscal Agent” means the individual designated by the locality as responsible for the final approval and submission of CSA financial documents to the Office of Children’s Services.

“Local Expenditure and Data Reimbursement System (LED RS)” means the electronic system for integrated, required reporting for state CSA reimbursement and data collection by local governments.

4.5.3.4 Administrative Funds

To receive administrative funds, each locality ~~is required to~~ must appropriate a local match based on the match rate used in the pool formula. *Each locality shall receive a minimum of \$13,405 in state allocation. every locality shall receive the larger of \$12,500 or an amount equal to two percent of the fiscal year 1994 pool allocations. No locality shall receive more than \$50,000 inclusive of the state allocation and local match.*²

4.5.3.5 Administrative Budget Plan Funding Process

~~Each year, the Community Policy and Management Team must submit to the State Fiscal Agent budget plans for using administrative funds (state and local combined).~~

~~Upon receipt of the Administrative Funds Budget Plan,~~ After August 1st of each fiscal year, the State Fiscal Agent will process a single payment to the fiscal agent of the Community Policy and Management Team for the state’s share of the administrative allocation. The local government should *use the following process* to submit the administrative plan to the state fiscal agent ~~by no later than June 15th of the fiscal year to ensure payment.~~

1. *On or about August 1, the Office of Children’s Services will send the local CSA Fiscal Agent an electronic communication stating that their annual Administrative Funds are now available for the fiscal year.*

²

2. *Upon receipt of this email, the fiscal agent will:*
 - a. *Log into the Local Government Reporting portal on the CSA website (www.csa.virginia.gov).*
 - b. *Click on the “Fiscal Agent Module” button.*
 - c. *Click the “Approve & Submit” button under the OCS admin plan section.*
 - d. *Review the information and click the “Acknowledgment” check box. The Acknowledgement indicates that the Fiscal Agent certifies that these funds will be utilized for allowable personnel, non-personnel, and equipment costs for the operation of the local CSA program and that the locality will provide matching funds,*
 - e. *Click the “Approve & Submit” button.*
3. *Once these steps are complete, the administrative funds will be processed for payment via electronic fund transfer by the CSA Fiscal Agent, the Virginia Department of Education.*
4. *Payments for the current fiscal year will be initiated in October.*

~~If, during the course of the year, the Community Policy and Management Team elects to use its administrative funds in a manner other than proposed in the Budget Plan, it may do so without amending the plan, provided the funds are expended for administrative and coordinating expenses or direct services to eligible youth and families. The decision on specific use of administrative funds rests with the Community Policy and Management Team.~~

~~The local fiscal agent must account for CSA administrative expenditures such that they are clearly identifiable as CSA administrative expenditures.~~

4.5.3.6 *Policy Review*

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

**Public Comments and Responses – Proposed Revisions to State Executive Council for Children’s Services
Policy 4.5.3 Administrative Funds**

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

4.4.2 Medicaid Funded Services

~~“Community Policy and Management Teams shall use Medicaid-funded services whenever they are available for the appropriate treatment of children and youth receiving services under the Children’s Services Act. Effective July 1, 2009, pool funds shall not be spent for any service that can be funded through Medicaid for Medicaid-eligible children and youth except when Medicaid-funded services are unavailable or inappropriate for meeting the needs of a child.”~~

~~Statutory Authority: 2011 Appropriation Act, Chapter 890, Item 274 E.~~

**Public Comments and Responses – Proposed Revisions to State Executive Council for Children’s Services
Policy 4.4.2 Medicaid Funded Services**

#	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 12, 2024

Public Comment Period Ends: 5:00 PM, January 31, 2025

Number and Name of Proposed/Revised Policy:

Policy 2.1.3 – Individual Participation in State Executive Council Meetings by Electronic Means

Basis and Purpose of the Proposed/Revised Policy:

Section [2.2-3708.2](#) of the Code of Virginia provides that “Any public body, or any joint meetings thereof, may meet by electronic communication means without a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency in accordance with [§44-146.17](#) or the locality in which the public body is located has declared a local state of emergency pursuant to [§44-146.21](#), provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to provide for the continuity of operations of the public body or the discharge of its lawful purposes, duties, and responsibilities.”

Additionally, Section [2.2-3708.3.B](#) of the Code of Virginia provides that “Individual members of a public body may use remote participation instead of attending a public meeting in person if, in advance of the public meeting, the public body has adopted a policy as described in subsection D...”

The proposed changes modify existing content to include the mandatory requirements for remote participation, the process to request remote participation, the process to confirm approval or disapproval of remote participation, guidelines for recording remote participation in the meeting minutes, guidelines for closed session remote participation, and a statement of the policy's strict and uniform application. The proposed changes bring the

current policy into compliance with the guidelines set forth in [§2.2-3708.2](#) and [§2.2-3708.3](#), as amended, effective July 1, 2024.

The proposed changes to the existing policy 2.1.3 also align the policy with the standard policy format adopted by the State Executive Council in September 2022 by adding sections 2.1.3.1 (Purpose), 2.1.3.3 (Definitions), 2.1.3.4 (Remote Participation of Members), and 2.1.3.5 (Policy Review), as well as adding page numbers to the footer.

Summary of the Proposed Policy:

Policy 2.1.3 provides guidance to the State Executive Council for Children's Services (SEC) regarding the parameters of electronic participation in SEC meetings or any committees established by the SEC.

Preliminary Fiscal Impact Analysis:

There is no anticipated fiscal impact of the revisions to this policy on either the Commonwealth or local governments.

POLICY 2.1

STATE EXECUTIVE COUNCIL FOR CHILDREN'S SERVICES

2.1.3 *Individual Participation in State Executive Council Meetings by Electronic Means*

2.1.3.1 *Scope Purpose*

- ~~A. This policy shall apply to any individual member of the State Executive Council for Children's Services (SEC) without regard to the identity of the member requesting remote (electronic) participation or the matters that will be considered or voted on at the meeting.~~
- ~~B. This policy shall apply to any public meeting of the SEC or any committees established by the SEC.~~

To set the parameters of electronic participation in meetings of the State Executive Council for Children's Services (SEC) or any committees established by the SEC.

2.1.3.2 *Authority*

~~§ 2.2-3708.2 of the Code of Virginia.~~

- A. Section [2.2-3708.2](#) of the Code of Virginia provides that "Any public body, or any joint meetings thereof, may meet by electronic communication means without a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency in accordance with § [44-146.17](#) or the locality in which the public body is located has declared a local state of emergency pursuant to § [44-146.21](#), provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to provide for the continuity of operations of the public body or the discharge of its lawful purposes, duties, and responsibilities."
- B. Section [2.2-3708.3.B](#) of the Code of Virginia provides that "Individual members of a public body may use remote participation instead of attending a public meeting in person if, in advance of the public meeting, the public body has adopted a policy as described in subsection D..."

2.1.3.3 *Applicability Definitions*

~~An individual member may participate in a meeting of the SEC or a public meeting of any committee established by the SEC through electronic communication from a remote location for the following reasons:~~

- ~~A. A temporary or permanent disability or other medical condition prevents the member from attending the meeting in person or;~~
- ~~B. A personal matter prevents the member from attending the meeting in person.~~

~~“All virtual public meeting” means a public meeting conducted by the State Executive Council using electronic communication means during which all members of the SEC who participate do so remotely rather than being assembled in one physical location and to which public access is provided through electronic communication means as defined by [§2.2-3701](#) of the Code of Virginia.~~

~~“Caregiver” means any adult who provides care for a person with a disability as defined in [§51.5-40.1](#) of the Code of Virginia. A caregiver shall either be related by blood, marriage, or adoption to or the legally appointed guardian of the person with a disability for whom they are caring.~~

~~“Meeting” means a meeting as defined by [§2.2-3701](#) of the Code of Virginia.~~

~~“Member” means any member of the State Executive Council or any committees established by the SEC.~~

~~“Notify” or “notifies” for the purpose of this policy means written notice, including, but not limited to, email or letter, but does not include text messages or messages exchanged on social media.~~

~~“Remote participation” means participation by any individual member of the SEC by electronic communication means in a public meeting where a quorum of the SEC is physically assembled, as defined by [§2.2-3701](#) of the Code of Virginia.~~

2.1.3.4 ~~Procedures~~

- ~~A. Notification: The member requesting to participate through electronic communication from a remote location must notify the SEC chair or committee chair on or before the day of the meeting.~~
- ~~B. Quorum: In order for any member to be approved to participate in a meeting of the SEC or a public meeting of any committees established by the SEC through electronic communication, a quorum of the SEC or a simple majority of the committee must be physically assembled at the primary or central meeting location identified in the public notice required for the meeting.~~

- ~~C. *Technological requirement:* Arrangements shall be made for the voice of the remote participant to be heard by all persons at the primary or central meeting location.~~
- ~~D. *Documentation:* The reason the member is unable to attend the meeting and the remote location from which the member participates shall be recorded in the meeting minutes. The nature of the personal matter as provided in Section 2.1.3.3 shall also be included in the minutes.~~
- ~~E. *Limitation:* Members may only participate through electronic communication due to personal matters pursuant to subsection B. of 2.1.3.2. above for no more than two meetings of the SEC or the committee each calendar year.~~
- ~~F. *Approval Process:* Individual participation from a remote location shall be approved by the other members of the SEC or committee unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act (FOIA). If a member's participation from a remote location is challenged, then the other members of the SEC or committee shall vote whether to allow such participation. If the other members of the SEC or committee votes to disapprove of the member's participation because such participation would violate this policy, such disapproval will be recorded in the minutes with specificity.~~

2.1.3.4 *Remote Participation of Members*

2.1.3.4.1 *Mandatory requirements*

Regardless of the reasons why the member is participating in a meeting from a remote location by electronic communication means the following conditions must be met for the member to participate remotely:

- A. *A quorum of the SEC must be physically assembled at the primary or central meeting location. To determine whether a quorum is physically assembled, an individual member of the SEC who is a person with a disability as defined in [§ 51.5-40.1](#) and uses remote participation counts toward the quorum as if the individual was physically present. Further, an individual member of the SEC who is a caregiver for a person with a disability and uses remote participation counts toward the quorum as if the individual was physically present.*
- B. *Arrangements have been made for the voice of the remotely participating member to be heard by all persons at the primary or central meeting location. If, at any point during the meeting, the voice of the remotely participating member is no longer able to be heard by all persons at the meeting location, the remotely participating member shall no longer be permitted to participate remotely and will be considered absent from the meeting (for the purposes of a quorum).*

- C. *This policy shall not prohibit or restrict any individual member of the SEC who is using remote participation from voting on matters before the SEC.*

2.1.3.4.2 *Process to request remote participation*

- A. *On or before the day of the meeting, and at any point before the meeting begins, the requesting member must notify the SEC Chairperson or the OCS Executive Director that they are unable to physically attend a meeting due to (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance or the member is a caregiver who must provide care for a person with a disability at the time the public meeting is held, thereby preventing the member's physical attendance, (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance, (iii) their principal residence location more than 60 miles from the meeting location, or (iv) a personal matter and identifies with specificity the nature of the personal matter.*
- B. *If the requesting member is unable to physically attend the meeting due to a personal matter, the requesting member must state the nature of the personal matter with specificity. There is no limit to the number of times that a member may participate remotely for the other authorized purposes listed in A (i)-(iii) above. Remote participation due to a personal matter (A (iv), above) is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.*
- C. *The requesting member is not obligated to provide independent verification regarding the reason for their nonattendance, including the temporary or permanent disability, other medical condition, or the family member's medical condition that prevents their physical attendance at the meeting.*
- D. *The Chair (or OCS Executive Director if the requesting member is the Chair) shall promptly notify the requesting member whether their request is in conformance with this policy and, therefore, approved or disapproved.*

2.1.2.4.3 *Process to confirm approval or disapproval of participation from a remote location*

When a quorum of the SEC has assembled for the meeting, the SEC shall vote to determine whether:

- A. *The Chair's decision to approve or disapprove the requesting member's request to participate from a remote location was in conformance with this policy, and*
- B. *All persons at the primary or central meeting location can hear the voice of the remotely participating member.*

2.1.2.4.4 *Recording in the minutes*

- A. *If the member is allowed to participate remotely due to a temporary or permanent disability or other medical condition, a family member's medical condition that requires the member to provide care to the family member, or because their principal residence is located more than 60 miles from the meeting location the SEC shall record in its minutes (1) the SEC's approval of the member's remote participation; and (2) a general description of the remote location from which the member participated.*
- B. *If the member is allowed to participate remotely due to a personal matter, such matter shall be cited in the minutes with specificity, as well as how many times the member has attended remotely due to a personal matter and a general description of the remote location from which the member participated.*
- C. *If a member's request to participate remotely is disapproved, the disapproval, including the grounds upon which the requested participation violates this policy or the Virginia Freedom of Information Act, shall be recorded in the minutes with specificity.*

2.1.2.4.5 *Dealing with Objections to Electronic Member Participation*

It shall be assumed that a member can participate under the permissions listed above unless another member objects once the Chair states it at the beginning of the meeting. At such time, if any other member objects, the Chair shall call for a vote on the matter. If a member disapproves of electronic participation due to a violation of the SEC's electronic participation and meeting policy, then it will be recorded with specificity. If the vote is such that the member will not be permitted to participate electronically, the member should be advised that they may only monitor/witness the meeting, and the member is not permitted to participate (e.g., vote, discuss). The outcome of any vote on the member's electronic participation shall be documented in the minutes accordingly.

2.1.2.4.6 *Closed session*

If the SEC goes into closed session, the member participating remotely shall ensure that no third party can hear or otherwise observe the closed meeting.

2.1.2.4.7 *Strict and uniform application of this policy*

This Policy shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting. The Chair shall maintain the member's written request to participate remotely and the written response for one year or other such time required by records retention laws, regulations, and policies.

2.1.3.5 Council Subcommittees

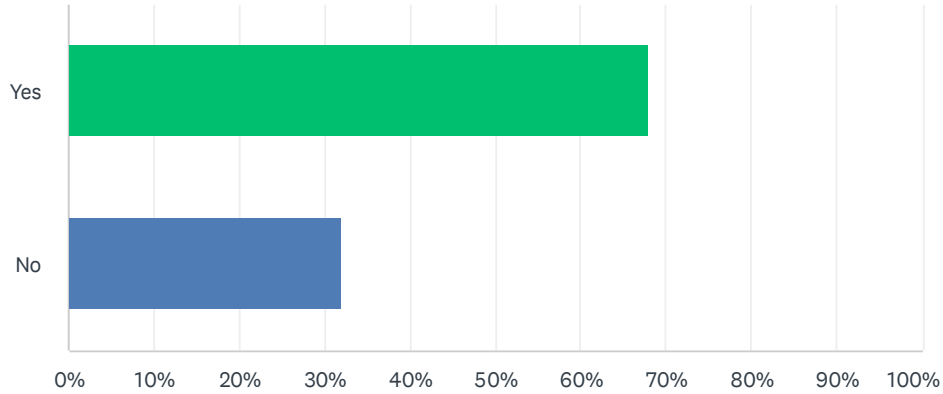
Any committee, subcommittee, or other entity designated by the SEC to perform delegated functions of the SEC or to advise the SEC shall comply with this policy regarding electronic member participation.

2.1.3.6 Policy Review

The State Executive Council for Children's Services shall review and readopt this policy annually as required by [§2.2-3708.3.D](#).

Q1 Does your CSA program capture youth and family input/feedback on the local FAPT/CSA process?

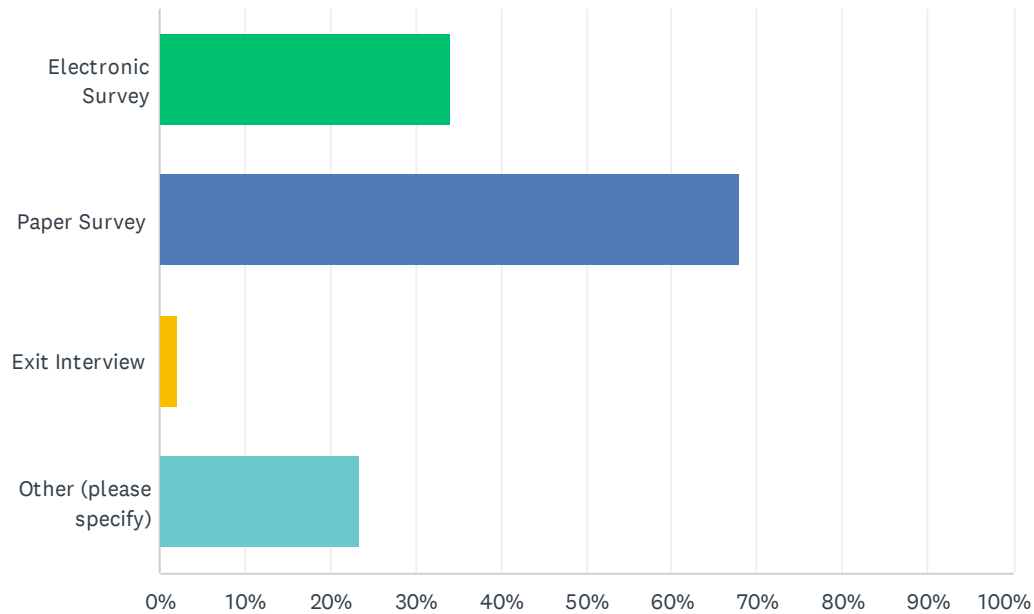
Answered: 78 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	67.95%	53
No	32.05%	25
TOTAL		78

Q2 How do you capture this information?

Answered: 47 Skipped: 31



ANSWER CHOICES	RESPONSES	
Electronic Survey	34.04%	16
Paper Survey	68.09%	32
Exit Interview	2.13%	1
Other (please specify)	23.40%	11
Total Respondents: 47		

#	OTHER (PLEASE SPECIFY)	DATE
1	Family input is always documented in IFSP's at FAPT as well when reviewing and updated case information.	6/27/2024 1:02 PM
2	Verbally during regular monthly FAPT updates with the family/youth. Requests are noted in the minutes as well as accomodations. .	6/26/2024 3:42 PM
3	During FAPT	6/26/2024 3:17 PM
4	We ask families how they felt about the process occasionally.	6/26/2024 2:17 PM
5	Participation and Input valued in FAPT meetings	6/26/2024 1:25 PM
6	FAPT & CPMT Parent representatives	5/24/2024 11:55 AM
7	paper survey's have been used in the past. This ended with COVID and is being re-implemented for the upcoming FY25. Currently information is captured in FAPT documents	5/21/2024 6:20 PM
8	Vendor complaint process (as appropriate). Real-time feedback in FAPT.	5/21/2024 3:26 PM
9	Family participation in FAPT. Clarke intends to begin surveys soon after FAPT as well.	5/21/2024 3:01 PM
10	During FAPT Meetings	5/21/2024 2:11 PM

CSA Family Input Survey

11	not a formal exit interview, just information gathered by the service coordinator and information gathered by the FAPT during FAPT meetings	5/21/2024 12:30 PM
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Q3 How have you used this information? (please specify)

Answered: 47 Skipped: 31

#	RESPONSES	DATE
1	To update/improve service delivery; crafting guidance.	7/10/2024 1:46 PM
2	Reporting results to FAPT and CPMT.	7/8/2024 3:19 PM
3	We have utilized this information to help us identify service providers that have the best results in service delivery. It also helps our locality identify how we can be more supportive for our families when it comes to case management and how we can improve our FAPT experience with the families and kids we serve.	6/27/2024 1:02 PM
4	We have a very low response rate. Any survey results shared have been positive. We have been unable to use the information in a meaningful way due to low responses. We continue to encourage responses.	6/27/2024 11:04 AM
5	Used to address concerns with vendors/services	6/27/2024 9:50 AM
6	n/a	6/27/2024 8:00 AM
7	obtain feedback as to how families view the providers we partner with; Inform CPMT as to feedback given	6/26/2024 5:50 PM
8	As tools to review processes within our CPMT/FAPT protocols and to make changes if necessary.	6/26/2024 4:15 PM
9	We have been able to include more family via utilizing telephone or virtual mode for participation. We also have been able to schedule after hours or another day of in person information gathering or signatures.	6/26/2024 3:42 PM
10	To ensure any issues are addressed and to gage customer satisfaction.	6/26/2024 3:17 PM
11	To get feedback and respond accordingly.	6/26/2024 2:56 PM
12	With that information we work on making any changes that might have been shared. Or any other issues we might need to collaborate with other agencies to address concerns as well.	6/26/2024 2:17 PM
13	customer service and better engage families in the process services for our clients	6/26/2024 1:48 PM
14	The FAPT and CPMT are given copies of surveys that are filled out. If the survey is about a provider, we give a copy to the provider as well. We pass both positive and negative input to all the above.	6/26/2024 1:45 PM
15	To assist with training needs. To develop improved goals for parental participation. To assist with development of appropriate ways to communicate with parents	6/26/2024 1:31 PM
16	To assist with the service plan.	6/26/2024 1:26 PM
17	Service planning, moving forward with target dates, and closing case.	6/26/2024 1:25 PM
18	Results disseminated to FAPT and CPMT	6/26/2024 1:16 PM
19	To Review services and how we can improve. The surveys are discussed at CPMT.	6/12/2024 8:42 PM
20	Work in process: Reviewing family input and using information to strengthen program processes	6/12/2024 3:00 PM
21	Our FAPT and CPMT review survey responses as needed and ensure that our policies and practices are inclusive of those families being served.	5/30/2024 11:58 AM
22	new process just started; unsure of any feedback	5/29/2024 12:50 PM
23	We discuss issues as they come up however, we are not very successful in getting the surveys returned so, it has been difficult to use effectively.	5/29/2024 6:49 AM

CSA Family Input Survey

24	FAPT parent representatives assist the family with any questions they have during the FAPT process. They are also able to provide a more rational explanation of what services are being explored for their child. CPMT parent representatives look at a broader scope of the cases and provide input and questions when services are being reviewed during closed session.	5/24/2024 11:55 AM
25	Survey responses are reviewed by a workgroup of CPMT & FAPT members. Used to inform practices and procedures as well as evaluate quality of vendors/services.	5/24/2024 8:49 AM
26	We use this information to better structure the FAPT process. Past surveys have been used to allow in-person or virtual attendance, improve our communication with parents, allow for Q/A for parents. Moving forward we will offer paper and electronic surveys.	5/23/2024 11:07 AM
27	Yes, the survey is provided to CPMT.	5/22/2024 4:20 PM
28	We use the information to see if there are ways to improve our services/experience.	5/22/2024 1:28 PM
29	We try to use this information to better the FAPT process and look for better community-based services for our clients	5/22/2024 10:33 AM
30	just for general info to im	5/22/2024 10:11 AM
31	We have only received one back over several years. The results were reviewed. It was positive, so no changes were incorporated into the plan.	5/22/2024 9:52 AM
32	Information is used at FAPT for service planning	5/22/2024 8:09 AM
33	It is reviewed by CSA Coordinator and CPMT to see if there needs to be changes made to the CSA processes.	5/22/2024 6:18 AM
34	Survey results are shared with FAPT and CPMT to determine if improvements/changes are needed to the FAPT process.	5/21/2024 6:56 PM
35	This information is used to review team and service provider performance.	5/21/2024 6:20 PM
36	To inform conversations with vendors around complaints and action steps needed to address them. Ask specific Interpreters to come back to participate in the family's FAPT (was a great Interpreter) or submit a complaint to our interpretation contract about the lack of quality in interpretations. Long-term want to use parent/family feedback to inform vendor score cards and rate increases.	5/21/2024 3:26 PM
37	Collecting and present to CPMT in January.	5/21/2024 3:19 PM
38	We use this to direct service planning	5/21/2024 3:01 PM
39	TBD - we just added in for FY24 to our results-based performance measures.	5/21/2024 2:22 PM
40	Surveys - we use to gauge where our teams are working and areas of need. During FAPT meetings, we use to work on case plan and services for family and/or youth.	5/21/2024 2:11 PM
41	This information is compiled each year and analyzed by the CPMT and FAPT.	5/21/2024 1:12 PM
42	To improve how services are provided and the flow of communication to families	5/21/2024 1:09 PM
43	review surveys at each CPMT	5/21/2024 12:57 PM
44	We present this information quarterly in charts to our CPMT.	5/21/2024 12:54 PM
45	Reports to CPMT quarterly, reports to FAPT. Offer meeting with CPMT Chair to parents who listed concerns and provided their names.	5/21/2024 12:40 PM
46	the information has not been used systematically, just more case by case	5/21/2024 12:30 PM
47	I share the data with CPMT and FAPT and look at how we can better engage our families and see if there is anything that we are missing.	5/21/2024 12:18 PM

OFFICE OF CHILDREN'S SERVICES

"EMPOWERING COMMUNITIES TO SERVE YOUTH"

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

The Children's Services Act

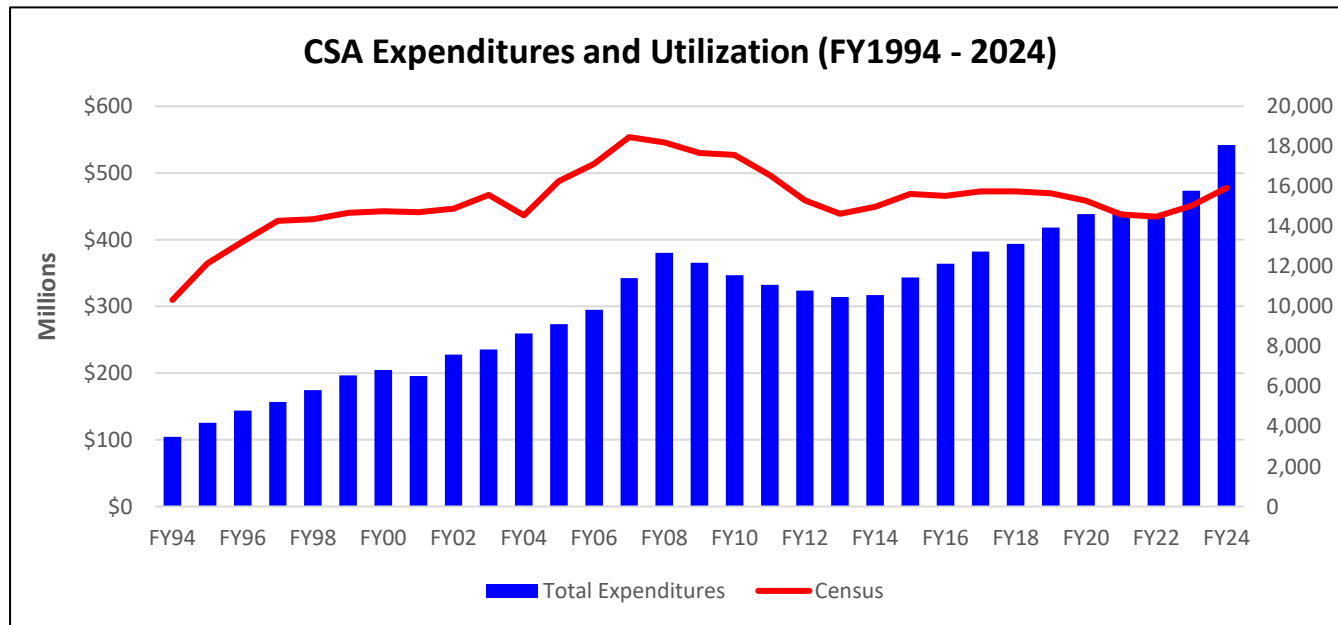
The Children's Services Act (CSA) (§2.2-2648 et seq) was enacted in 1993 to create a collaborative system of services and funding for youth and families with significant challenges. Local Community Policy and Management Teams (CPMT) manage state and matching local funds and are responsible for implementing 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.

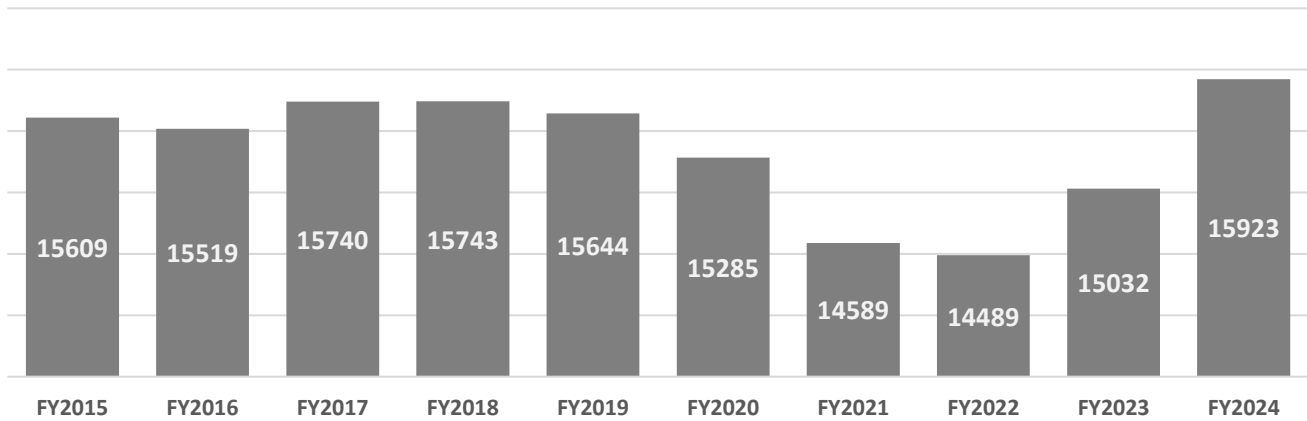
The Office of Children's Services (OCS) is the Commonwealth's administrative entity responsible for ensuring effective and efficient implementation of the CSA across the state. The guiding principles for the Office of Children's Services include:

- 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 15,923 children and families in the 133 cities and counties in the Commonwealth. With a combined state and local budget of over \$540 million, CSA is a significant contributor to supporting the system of care for children and families in Virginia.

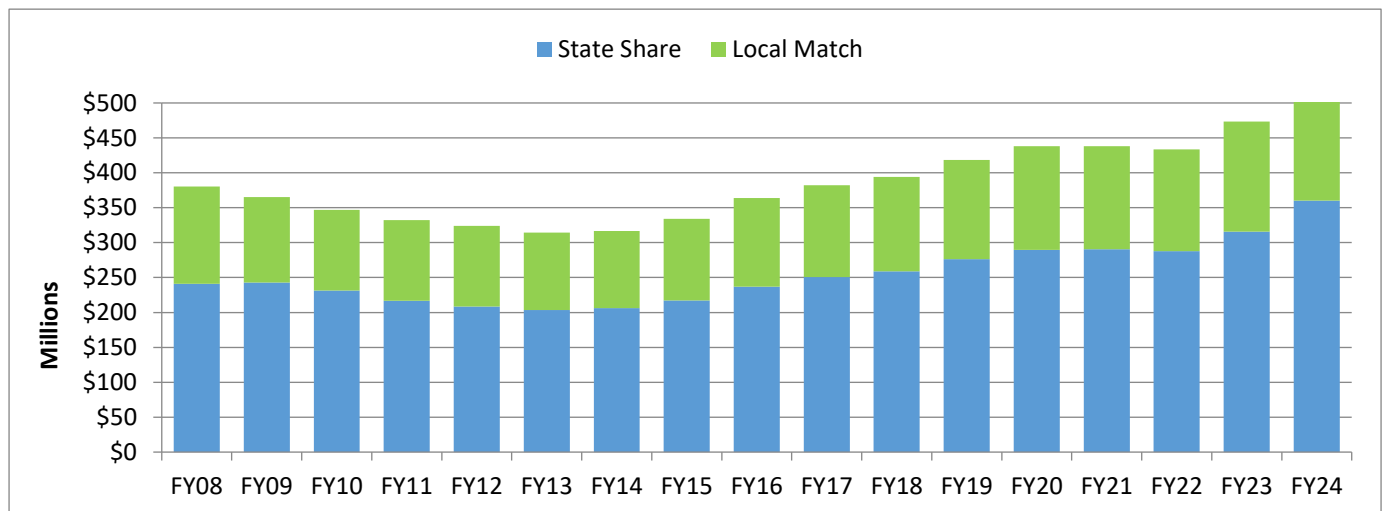


CSA Census (FY2015 - 2024) Unduplicated Child Count



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

Total Net Expenditures for the Children's Services Act



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 and the associated percentage of expenditures.

Service Category	Service Examples	% of Expenditures
Residential Treatment	Psychiatric Residential Treatment/Group Home	15%
Foster Care	Treatment Foster Care/Family Foster Care	26%
Community-Based Services	Intensive In-Home/Mentoring/Behavioral Therapies/Parent Coaching/Assessments	12%
Special Education	Private Day Special Education Schools	45%

