

**AGENDA**  
**State Executive Council for Children's Services**  
**June 13, 2024**  
**9:30 AM – 1:00 PM**

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

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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 my meeting from your computer, tablet or smartphone.**

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

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

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
- 9:40      Member Introductions**
- Action Item:** Approval of Remote Participation per SEC Policy 2.1.3 and §2.2-3708.2, COV (if necessary)
- 9:45      Public Comment** (Five-minute limit per speaker)
- 10:00     Action Item:** Approval of March 2024 Minutes
- 10:05     SEC Policy Review** – Public comments on Policy 4.5.2
- Action Item:** Approve revised Policy 4.5.2 for the final 60-day public comment period
- 10:45     SEC Policy Review** – SEC Policy 4.1.1 – Eligibility as a Child in Need of Services
- Action Item:** Approve revised Policy 4.1.1 for the initial 45-day public comment period
- 11:15     SEC Policy Review** – SEC Policy 4.3 – “Carve-Out” of Allocation for Development of New/Expanded Services
- Action Item:** Approve revised Policy 4.3 for the initial 45-day public comment period
- 11:30     Presentation on Youth Mental Health and Safe and Sound** – Dr. Alexis Aplasca and Mira Signer
- 11:50     Request from the Commission on Youth (CSA Confidentiality)**
- 12:05     State and Local Advisory Team (SLAT) Report** – Mills Jones, SLAT Chair
- Action Item:** Approval of New and Returning SLAT Officers and Members for FY2025

- 12:15**      **FY2025 OCS Training Plan** – Scott Reiner
- Action Item:** Approval of Training Plan for FY2025
- 12:30**      **OCS Executive Director's Report – Scott Reiner**
- 12:45**      **Member Remarks / Updates**
- 1:00**      **Closing Remarks and Adjourn** – Honorable Leah Mills

**Remaining 2024 Meetings**

September 12, December 12

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**STATE EXECUTIVE COUNCIL (SEC)  
FOR CHILDREN'S SERVICES  
5600 Cox Road  
James River/York River Rooms  
Glen Allen, VA 23060**

**Thursday, March 14, 2024**

**SEC Members Present:**

Leah Mills, Deputy Secretary of Health and Human Resources for The Honorable John Littel,  
Secretary of Health and Human Resources (*SEC Chair*)  
Carl Ayers for Danny Avula, M.D., Commissioner, Virginia Department of Social Services  
Beth Coyne for Karl Hade, Executive Secretary of the Supreme Court of Virginia  
The Honorable Carrie Coyner, Member, Virginia House of Delegates  
The Honorable Christopher Faraldi, Member, Lynchburg City Council  
The Honorable Margaret Angela Franklin, Prince William County Board of Supervisors (*virtually*)  
Nicole Gore for Nelson Smith, Commissioner, Virginia Department of Behavioral Health and  
Developmental Services  
The Honorable Willie Greene, Mayor, City of Galax  
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  
Michelle Johnson, County Administrator, Charles City County  
Mills Jones, Acting Chair, State and Local Advisory Team (SLAT)  
The Honorable Chad Logan, Judge, 26<sup>th</sup> 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  
Melvin Roy, Founder and CEO of Foster-U, Service Recipient Representative  
Ron Spears, CEO, Elk Hill, Private Provider Representative

**Other Staff Present:**

Mary Bell, Program Consultant, 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:**

Bob Hicks for Karen Shelton, MD, Commissioner, Virginia Department of Health

### **Call to Order/Opening Remarks and Member Introductions**

Leah Mills, Deputy Secretary of Health and Human Resources, called the meeting to order at 9:35 a.m. She welcomed everyone on behalf of Secretary Littel. Introductions were made. Mrs. Mills noted that the Virginia General Assembly had just completed its 60-day session. The reconvened session is scheduled for April 17, 2024. Of particular importance to the Health and Human Resources Secretariat was the passage of kinship care legislation.

On a motion by Michelle Johnson, seconded by Natalie Handy, 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 family medical need.

On a motion by Jeff Lunardi, seconded by Kathryn Hayfield, the SEC approved a request by Supervisor Franklin pursuant to §2.2-3708.2 and SEC Policy 2.1.3 to participate virtually due to a work event.

### **Public Comment**

The following individual made public comment:

- Anna Gibson, Social Work interim at Piedmont Regional Education Program (*virtually*)

### **Approval of Minutes**

On a motion by Beth Coyne, seconded by Jeff Lunardi, the SEC approved the December 14, 2023 meeting minutes.

### **SEC Policy Review**

Kristi Schabo, OCS Senior Policy and Planning Specialist provided an update. Ms. Schabo reported that, at the SEC's December 14, 2023 meeting, the SEC approved the following three (3) revised draft policies for a 60-day public comment period:

- Policy 2.4 – Public Participation in Policy-Making Actions
- Policy 3.4 – Dispute Resolution Process
- Policy 4.2 – Payment for Services and Change of Legal Residence

The public comment period for all three revised draft policies ended on February 16, 2024 with no comments received on any of the revised draft policies. The revised draft policies were also reviewed by the Office of the Attorney General for legal authority and by the Virginia Association of Counties (VACO) and the Virginia Municipal League (VML) for input on fiscal impact to localities. No fiscal impact was noted on any of the three policies.

After further discussion, the revised draft policies were approved for adoption by the SEC as follows:

- Policy 2.4 – Public Participation in Policy-Making Actions, on a motion by Christopher Faraldi and seconded by Natalie Handy.
- Policy 3.4 – Dispute Resolution Process, on a motion by Christopher Faraldi and seconded by Melvin Roy.
- Policy 4.2 – Payment for Services and Change of Legal Residence, on a motion by Christopher Faraldi and seconded by Anahita Renner. Implementation of the revised policy will be delayed until July 1, 2024. A guidance document will be developed to accompany the policy and all stakeholders will be notified in advance of the implementation date.

Ms. Schabo also presented a Notice of Intent to Develop/Revise Policy for Policy 4.5.2 –Time Frames Regarding CSA Pool Fund Reimbursement. She provided background on the issue raised by the locality funding reimbursement appeals/waiver requests brought before the SEC at their December 14, 2023 meeting. Under current policy, the OCS Executive Director does not have the authority to make decisions in these instances.

The revised draft policy includes modifications to existing content that designate timeframes for final claims for reimbursement, the process for requesting final reimbursement submission waivers, and would allow the OCS Executive Director to grant or decline waiver requests.

The revised draft policy would also require localities to develop procedures related to regular reconciliation of local expenditures and pool fund distribution and the temporary unavailability of report preparers and/or fiscal agents.

Members discussed the revised draft policy, with a particular focus on D and E of 4.5.2.4. On a motion by Delegate Coyner, seconded by Nancy Robbins, the SEC approved the Notice of Intent to Develop/Revise Policy for Policy 4.5.2 for a 45-day public comment period. Christopher Faraldi voted no.

#### **Request from the Commission on Youth (FAPT Confidentiality)**

Mrs. Mills reported that the SEC received a request from the Commission on Youth (COY) to provide clarification on policies related to the limits of confidentiality during FAPT and CPMT meetings. Mr. Reiner provided background information on HB 2018 (Adams) from the 2023 General Assembly Session that would have allowed FAPTs and CPMTs to share information with local law enforcement or threat assessment teams established by local school boards if a FAPT or CPMT obtained information from which the team determined that a child posed a threat of violence or fiscal harm to himself or others. The legislation did not pass.

In the fall of 2023, Delegate Adams requested that the COY provide input on the bill and the underlying issues. The COY is requesting that the SEC provide clarification on policies related to the limits of confidentiality during FAPT and CPMT meetings and, in particular, clarification to determine specifically what is meant by “except as permitted by law” and what can be shared with local law enforcement or threat assessment teams as noted above.

Members discussed how to best respond to COY’s request. The SEC decided that more information is needed. Members would like to review current FAPT and CPMT confidentiality policies and additional information, such as statutes and other relevant policies. The SEC will review the additional information collected at its June 13, 2024 meeting.

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

Mills Jones, Acting SLAT Chair, provided the report. SLAT last met on February 1, 2024 and discussed the SEC’s Strategic Plan and how SLAT might assist the SEC in meeting the goals and metrics in the Plan.

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At that meeting, a suggestion was made to add a young adult representative to SLAT to mirror the SEC's representative, perhaps exploring a collaboration with Virginia's Youth Advisory Council (VDH).

If SEC members have feedback and suggestions as to how SLAT might assist the SEC with implementing the SEC's Strategic Plan, please send that information to Mr. Jones or Mr. Reiner. The next SLAT meeting is May 2, 2024.

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

Mr. Reiner reported on the following items:

- General Assembly Session – There were no statutory changes for CSA. The Governor's biennial budget for 2024-2026 included an increase in CSA funding of \$36 million in FY2024 and an additional \$12 million in FY2025.
- CHINS/CSA Parental Agreement Workgroup – The workgroup has met three times with a wide representation of stakeholders participating. One more meeting is scheduled. The workgroup had developed a draft revision of policy 4.1.1. A new CHINS document will replace the current CHINS checklist. The workgroup has also drafted a revised model parental agreement and draft practice guidelines. The meetings are open to the public. The revised draft policy and other documents will be available for SEC review at the June SEC meeting.
- CSA Data and Outcomes (COI) Dashboard – Members received a document noting several changes to the Dashboard. Total average length of stay data, as well as additional information, have been added, as has an updated display for CANS outcomes.
- Time-to-Service Study – Members received a copy of the Time-to-Service Study. The study was conducted as a result of recommendations from the 2020 Report on CSA by the Joint Legislative Audit and Review Commission (JLARC). Individual CSA offices received a survey and data collection tool in order to determine the length of time from referral to CSA to service delivery (71 of 131 localities participated). Data was collected over a two-month period.

### **Member Remarks/Updates**

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

- Several members reported on their attendance at the CSA Conference in Roanoke. Members reported on how much they enjoyed the breakout sessions, how much they learned, and that the overall conference was excellent. They encouraged all members to make plans to attend this year's conference.
- Judge Logan and Mr. Reiner will be presenting at the upcoming Juvenile and Domestic Relations District Court Judges Conference, April 30 – May 1, 2024 in Newport News.
- VAISEF will hold their 2024 Spring Conference in Virginia Beach April 24, - April 26, 2024.

### **Closing Remarks and Adjournment**

There being no further business, the meeting adjourned at 12:35 p.m. The next meeting is scheduled for June 13, 2024, at 1604 Santa Rosa Rd.

**Public Comments and Responses – Proposed Revisions to State Executive Council for Children’s Services  
Policy 4.5.2 Time Frames Regarding CSA Pool Fund Reimbursement**

#	Commenter	Summary of Comments	OCS Response
1	Janet Bessmer (Fairfax/Falls Church CSA)	1. Requested the addition of “but is not limited to” into the definition of good cause so it reads: “Good cause may include but is not limited to.”	1. Adding this language to the policy creates an overly broad landscape for the interpretation of good cause by the Executive Director of OCS. More specific language within this policy will allow for more consistent and precise application of the policy. Instances beyond those outlined in the policy are best heard by the State Executive Council for final determination.
2	Dean Lynch (Virginia Association of Counties)	<p>1. Requested the inclusion of a local declaration of emergency in addition to a state of emergency declared by the Governor or the President in the “good cause” examples.</p> <p>2. Requested deletion of the second sub-bullet of the “good cause” examples, which read, “Such failures occurring before September 30 must be communicated to the Office of Children’s Services at the time of their occurrence.”</p> <p>3. Requested adding an additional example of “good cause” to include “Circumstances beyond a locality’s control, to include an inability to receive invoices from service providers despite a good-faith effort to pursue and obtain such invoices.”</p>	<p>1. The wording of the first example of “good cause” was changed to read “A state of emergency declared by the President, Governor, or appropriate local authority that results in the closure of local government offices on September 30 or that otherwise limits a locality’s ability to submit reimbursement requests before the September 30 deadline.”</p> <p>2. The wording of the second example of “good cause” was changed to read “A documented failure of local information technology systems that prevents submission of reimbursement requests. Such failures occurring before September 30 should be communicated to the Office of Children’s Services as soon as practicable upon discovery.”</p> <p>3. A fourth bullet was added to the examples of “good cause” that reads, “Instances where provider invoices to localities are delayed pending resolution of appeals of Medicaid denials of payment.” This change was specific so as not to allow all instances of tardy invoices, which should be dealt with through the locality’s contract with the provider.</p>

**Public Comments and Responses – Proposed Revisions to State Executive Council for Children’s Services  
Policy 4.5.2 Time Frames Regarding CSA Pool Fund Reimbursement**

#	Commenter	Summary of Comments	OCS Response
		<p>4. Suggested allowing localities to identify an alternate fiscal agent in the OCS IT system.</p>	<p>4. Added Footnote 1: “The OCS information technology systems allow only a single individual to serve as the fiscal agent at any given time. Localities should contact OCS if the currently designated local CSA fiscal agent cannot complete approval of reimbursement requests. OCS will assist the locality in establishing an alternate fiscal agent.”</p>
3	Janet Areson (Virginia Municipal League)	<p>1. Requested the inclusion of a local declaration of emergency in addition to a state of emergency declared by the Governor or the President in the “good cause” examples.</p> <p>2. Requested deletion of the second sub-bullet of the “good cause” examples, which read, “Such failures occurring before September 30 must be communicated to the Office of Children’s Services at the time of their occurrence.”</p> <p>3. Requested the amendment of the final bullet of the “good cause does not include” subsection to clarify that OCS will consider the inability of a locality to obtain invoices despite documented good faith efforts before the September 30 deadline due to Medicaid and other insurance appeals.</p>	<p>1. The wording of the first example of “good cause” was changed to read “A state of emergency declared by the President, Governor, or appropriate local authority that results in the closure of local government offices on September 30 or that otherwise limits a locality’s ability to submit reimbursement requests before the September 30 deadline.”</p> <p>2. The wording of the second example of “good cause” was changed to read “A documented failure of local information technology systems that prevents submission of reimbursement requests. Such failures occurring before September 30 should be communicated to the Office of Children’s Services as soon as practicable upon discovery.”</p> <p>3. A fourth bullet was added to the examples of “good cause” that reads, “Instances where provider invoices to localities are delayed pending resolution of appeals of Medicaid denials of payment.” This change was specific so as not to allow all instances of tardy invoices, which should be dealt with through the locality’s contract with the provider.</p>

**Public Comments and Responses – Proposed Revisions to State Executive Council for Children’s Services  
Policy 4.5.2 Time Frames Regarding CSA Pool Fund Reimbursement**

#	Commenter	Summary of Comments	OCS Response
		<p>4. Suggested the addition of language to clarify that local government can, and should, contact OCS if its local report preparer/fiscal agent is temporarily unable to perform their functional duties related to these roles.</p>	<p>4. Added Footnote 1: “The OCS information technology systems allow only a single individual to serve as the fiscal agent at any given time. Localities should contact OCS if the currently designated local CSA fiscal agent cannot complete approval of reimbursement requests. OCS will assist the locality in establishing an alternate fiscal agent.”</p> <p>Added Footnote 2: “Localities should contact OCS if the currently designated local CSA report preparer(s) is/are unable to prepare reimbursement requests. OCS will assist the locality in establishing additional report preparers.”.</p>

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

## Notice of Intent to Develop/Revise Policy

**Approved for Public Comment by the SEC:** March 14, 2024

**Public Comment Period Ends:** 5:00 PM, April 29, 2024

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

Policy 4.5.2 – Time Frames Regarding CSA Pool Fund Reimbursement

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

Section 2.2-2648.D.3 of the *Code of Virginia* requires the 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."

Additionally, Section 2.2-2648.D.19 of the Code of Virginia requires the State Executive Council for Children's Services (SEC) to "Establish and oversee the operation of an informal review and negotiation process with the Director of the Office of Children's Services and a formal dispute resolution procedure before the State Executive Council, which include formal notice and an appeals process, should the Director or Council find, upon a formal written finding, that a CPMT failed to comply with any provision of this Act. 'Formal notice' means the Director or Council provides a letter of notification, which communicates the Director's or the Council's finding, explains the effect of the finding, and describes the appeal process to the chief administrative officer of the local government with a copy to the chair of the CPMT. The dispute resolution procedure shall also include provisions for remediation by the CPMT that shall include a plan of correction recommended by the Council and submitted to the CPMT. If the Council denies reimbursement from the state pool of funds, the Council and the locality shall develop a plan of repayment."

The proposed changes to the existing policy 4.5.2 align the policy with the standard policy format adopted by the State Executive Council in September 2022 by adding sections 4.5.2.1 (Purpose), 4.5.2.2 (Authority), 4.5.2.3 (Definitions),

4.5.2.4(Pool Fund Reimbursements), and 4.5.2.5 (Policy Review), as well as footers to denote dates of Adoption, Effect, Revision, and page numbers.

The proposed changes include modifications to existing content that designate timeframes for final claims for reimbursement, the process for requesting final reimbursement submission waivers, and allow the OCS Executive Director to grant or decline waiver requests. The revised policy also requires localities to develop procedures related to regular reconciliation of local expenditures and pool fund distribution and the temporary unavailability of report preparers and/or fiscal agents.

#### **Summary of the Proposed Policy:**

Policy 4.5.2 provides guidance to local Children's Services Act (CSA) programs regarding the fiscal process related to pool fund reimbursement.

#### **Preliminary Fiscal Impact Analysis:**

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

## POLICY 4.5

### FISCAL PROCEDURES

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#### 4.5.2 *Times Frames Regarding CSA Pool Fund Reimbursement*

##### 4.5.2.1 *Purpose*

*To provide guidance to local Children's Services Act (CSA) programs regarding the fiscal process related to pool fund reimbursement.*

##### 4.5.2.2 *Authority*

- A. [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.19](#) of the Code of Virginia requires the State Executive Council for Children's Services (SEC) to "Establish and oversee the operation of an informal review and negotiation process with the Director of the Office of Children's Services and a formal dispute resolution procedure before the State Executive Council, which include formal notice and an appeals process, should the Director or Council find, upon a formal written finding, that a CPMT failed to comply with any provision of this Act. 'Formal notice' means the Director or Council provides a letter of notification, which communicates the Director's or the Council's finding, explains the effect of the finding, and describes the appeal process to the chief administrative officer of the local government with a copy to the chair of the CPMT. The dispute resolution procedure shall also include provisions for remediation by the CPMT, which shall include a plan of correction recommended by the Council and submitted to the CPMT. If the Council denies reimbursement from the state pool of funds, the Council and the locality shall develop a plan of repayment."

**Adopted:** June 30, 1995

**Effective:** June 30, 1995

**Revised:** 1996, 1997, 1998, 1999, 2000, 2009, 2012, 2024

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### 4.5.2.3 Definitions

*"Final Year-End Report" means the last request for reimbursement submitted by a locality to the OCS for the previous fiscal year.*

*"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.<sup>1</sup>*

*"Fiscal Year" means the period that begins on the first day of July through the last day of June of the succeeding year.*

*"Good Cause" means a substantial reason or legal justification for failing to appear, act, or respond to an action. The burden of establishing good cause rests on the locality requesting a waiver from the September 30 final year-end report.*

- *Good cause may include:*
  - *A state of emergency declared by the President, Governor, or appropriate local authority that results in the closure of local government offices on September 30 or that otherwise limits a locality's ability to submit reimbursement requests before the September 30 deadline.*
  - *A documented failure of local information technology systems that prevents submission of reimbursement requests. Such failures occurring before September 30 should be communicated to the Office of Children's Services as soon as practicable upon discovery.*
  - *A failure of the OCS system of record for submitting reimbursement requests.*
  - *Instances where provider invoices to localities are delayed pending resolution of appeals of Medicaid denials of payment.*
- *Good cause does not include:*
  - *Failure to adopt, implement, and carry out local procedures to reconcile actual CSA reimbursements against expected reimbursements using local general ledgers, Pool Fund Distribution History, and the Pool Transaction History reports on the CSA website ([www.csa.virginia.gov](http://www.csa.virginia.gov)).*
  - *Failure of the local fiscal agent to approve reimbursements submitted by the local report preparer.*
  - *Failure to obtain and/or process invoices received from service providers for services provided through June 30 of the previous fiscal year. Fiscal years are divided into four quarters (July 1 - September 30; October 1 – December 31; January 1 – March 30; and April 1 – June 30).*

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<sup>1</sup> The OCS information technology systems allow only a single individual to serve as the fiscal agent at any given time. Localities should contact OCS if the currently designated local CSA fiscal agent cannot complete approval of reimbursement requests. OCS will assist the locality in establishing an alternate fiscal agent.

*"Report Preparer" means the individual designated by the locality to process local CSA expenditures such that they may be submitted to the Fiscal Agent for approval and submission to the Office of Children's Services.<sup>2</sup>*

*"Waiver" means an extension of the time frame in which a locality may submit the final year-end report.*

#### **4.5.2.4 Pool Fund Reimbursements**

- ~~a) Final claims for reimbursements for prior year payments will not be accepted after the first quarter of the next fiscal year. (Adopted June 30, 1995)~~
- ~~b) With the exception of the final year-end report referenced above, request for reimbursement of local pool expenditures must be submitted no later than thirty (30) days after the close of the quarter in which the expenditure was paid. Localities may continue to report as often as monthly, but must report at least every quarter. A report should be submitted at the end of the quarter even if it indicates no expenditures were made during that quarter. The state fiscal agent will be monitoring local compliance with this requirement and will advise local administrative officials if there is non-compliance. (Adopted June 30, 1995)~~
- ~~c) Effective for the quarter ending September 30, 1995, localities that have not submitted their Quarterly Services Utilization report will have their pool reimbursements held in abeyance until the quarterly report is submitted. A notice will be mailed to the local fiscal agent advising that the reimbursement request is considered incomplete until the past due statistical data is received. The quarterly report will be mailed to the same address as the fiscal reports beginning with the September 30 report due on or before October 15. The CSA Evaluation staff will be sending each locality a revised minimal report format including a submission timetable and at that time will again remind localities of the fiscal impact of not submitting the statistical data. (Adopted June 30, 1995)~~
- ~~d) Effective April 30, 1999 a locality may request a waiver to the September 30 final year-end report requirement, either by written request for an extension to the OCS prior to the September 30 cutoff date, or post September 30, only if local governments demonstrate mitigating circumstance beyond their control. (Adopted April 30, 1999)~~
- ~~e) Expenditures and Refunds are reported according to the following expenditure reporting categories:
  - Foster Care — IV-E children in Licensed Residential Congregate Care ; pool expenditures for costs not covered by IV-E (i.e., non-room and board)
  - Foster Care — all others in Licensed Residential Congregate Care
  - Residential Congregate Care — CSA Parental Agreements ; DSS Noncustodial Agreements
  - Non-Mandated Services/Residential/Congregate
  - Educational Services — Congregate Care~~

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<sup>2</sup> Localities should contact OCS if the currently designated local CSA report preparer(s) is/are unable to prepare reimbursement requests. OCS will assist the locality in establishing additional report preparers.

- ~~Treatment Foster Care — IV-E~~
- ~~Treatment Foster Care~~
- ~~Treatment Foster Care — CSA Parental Agreements ; DSS Noncustodial Agreements~~
- ~~Specialized Foster Care — IV-E ; Community Based Services~~
- ~~Specialized Foster Care~~
- ~~Family Foster Care — IV-E ; Community Based Services~~
- ~~Family Foster Care Maintenance only~~
- ~~Family Foster Care — Children receiving maintenance and basic activities payments; independent living Stipend/Arrangements~~
- ~~Community Based Services~~
- ~~Community Transition Services — Direct Family Services to Transition from Residential to Community~~
- ~~Special Education Private Day Placement~~
- ~~Wraparound services for students with disabilities~~
- ~~Psychiatric Hospitals/Crisis Stabilization Units~~
- ~~Non-Mandated Services/Community Based~~

*(Adopted 1994, Revised 1995, 1996, 1997, 1998, 1999, 2000, 2009, 2012)*

**Adopted:** June 30, 1995

**Effective:** June 30, 1995

**Revised:** 1996, 1997, 1998, 1999, 2000, 2009, 2012, 2024

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~~f) Each Pool Fund Reimbursement Request requires certification of compliance with CSA requirements per the following: "The expenditures and refunds reported herein were incurred in accordance with provisions of the CSA, and have not been reported on a previous claim. Documentation is maintained to support the expenditure and refund amounts reported, and to demonstrate that each expenditure and refund was made on behalf of a specific child (or list of specific children) and complies with the CSA Manual, COV and Appropriation Act requirements including utilization management and FAPT criteria." (Adopted 1995, Revised 1999)~~

- A. *The Office of Children's Services will not accept final claims for reimbursements for prior year payments after September 30 of the next fiscal year.*
- B. *Localities may submit requests for reimbursement to the Office of Children's Services monthly but must report at least every quarter. A reimbursement report shall be generated and submitted for each calendar month, even if it indicates no expenditures were made during that month.*
- C. *A locality may request a waiver to the September 30 final year-end report requirement specified in 4.5.2.4.A. by:*
  - 1. *Submitting a written request to the OCS Executive Director before or after the September 30 cutoff date.*
  - 2. *The OCS Executive Director will grant or decline a waiver based on their determination that "good cause" exists.*
  - 3. *If a locality does not agree with the OCS Executive Director's determination of "good cause," they may request an appeal of the decision through the State Executive Council's dispute resolution policy (Policy 3.4).*
- D. *Localities shall adopt and implement procedures to reconcile actual CSA reimbursements against expected reimbursements using local general ledgers and the Pool Fund Distribution History, the Pool Transaction History, and other available reports on the CSA website ([www.csa.virginia.gov](http://www.csa.virginia.gov)).*
- E. *Localities shall adopt procedures to address position vacancies, including temporary unavailability, in the roles of Report Preparer and/or Fiscal Agent that impact the timely submission of the CSA reimbursement requests.*

#### **4.5.2.5      Policy Review**

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

**Adopted:** June 30, 1995

**Effective:** June 30, 1995

**Revised:** 1996, 1997, 1998, 1999, 2000, 2009, 2012, 2024

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

## Notice of Intent to Develop/Revise Policy

**Approved for Public Comment by the SEC:** June 13, 2024

**Public Comment Period Ends:** 5:00 PM, July 15, 2024

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

Policy 4.1.1 – Children in Need of Services (CHINS)

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

Section 2.2-2648.D.3 of the *Code of Virginia* requires the 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."

Section 2.2-2648.D.13 of the Code of Virginia requires the SEC to "Oversee the development and implementation of uniform guidelines for documentation for CSA-funded services."

Section 2.2-2648.D.21.b of the Code of Virginia requires the SEC to "Incorporate information and recommendations from local comprehensive service systems with responsibility for planning and delivering services to children, youth, and families."

The proposed changes to the existing policy 4.1.1 align the policy with the standard policy format adopted by the State Executive Council in September 2022 by adding sections 4.1.1.2 (Purpose), 4.1.1.3 (Authority), 4.1.1.4 (Definitions), 4.1.1.5 (Eligibility as a Child in Need of Services), 4.1.1.6 (Policy Review), Appendix A (Documentation of Eligibility Form-Child in Need of Services (CHINS) Funded through the Children's Services Act (CSA)), and Appendix B (Model CSA Parental Agreement), as well as footers to denote dates of Adoption, Effect, Revision, and page numbers.

The proposed changes include modifications to existing content that currently require completion of the CHINS Checklist, which is based on the interagency guidelines on foster care services for specific children in need of services funded through the Comprehensive Services Act (CSA). The revised policy replaces the current CHINS checklist with Appendix A (Documentation of Eligibility Form-Child in Need of Services (CHINS) Funded through the Children's Services Act (CSA)). It includes an updated Model CSA Parental Agreement template (Appendix B).

**Summary of the Proposed Policy:**

Policy 4.1.1 establishes a pathway to CSA eligibility for youth who meet the Child in Need of Services (CHINS) criteria defined in §16.1-228 of the Code of Virginia and guides local Children's Services Act (CSA) programs regarding CHINS eligibility.

**Preliminary Fiscal Impact Analysis:**

There is no anticipated fiscal impact of the revisions to this policy on either the Commonwealth or local governments, as this population is already served under the CSA.

## 4 State Pool Funds

### 4.1 Eligible Populations

#### 4.1.1 Children in Need of Services (CHINS) (Adopted December 3, 2007; Revised July 1, 2008)

State law mandates the provision of foster care services through the CSA state pool of funds (COV § 2.2-5211C subdivision B3). Two types of children and their families are eligible to receive foster care services (COV § 63.2-905):

- Children who are “abused or neglected” as defined in COV § 63.2-100; and
- “Children in need of services” as defined in COV § 16.1-228.

The FAPT or approved alternative MDT, in accordance with the policies of the CPMT, shall determine that a child is eligible for CSA funding as a “child in need of services” when the FAPT or MDT determines and documents that there are sufficient facts that ***a child meets all four of the following criteria***:

#### ***1) The child meets the statutory definition of a “child in need of services” (COV § 16.1-228).***

Specifically, “the child’s behavior, conduct, or condition presents or results in a serious threat to the well-being and physical safety of the child, or the well-being and physical safety of another person if the child is under the age of 14.”

This determination of facts shall be made in one of two ways:

- a. The FAPT and/or approved MDT shall determine that the child’s behavior, conduct, or condition meets this specific statutory definition and is of sufficient duration, severity, disabling and/or self-destructive nature that the child requires services.
- b. A court finds that a child falls within these provisions, based on “(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)

#### ***2) The child has emotional and/or behavior problems where either:***

- a. the child’s problems:
  - i. have persisted over a significant period of time or, though only in evidence for a short period of time, are of such a critical nature that intervention is warranted;  
and

- ii. are significantly disabling and are present in several community settings, such as at home, in school or with peers; and
- iii. require services or resources that are unavailable or inaccessible, or that are beyond the normal agency services or routine collaborative processes across agencies, or require coordinated interventions by at least two agencies.

or

- b. the child: is currently in, or at imminent risk of entering, purchased residential care; and
  - i. requires services or resources that are beyond normal agency services or routine collaborative processes across agencies; and
  - ii. requires coordinated services by at least two agencies.

**3) *The child requires services:***

- a. to address and resolve the immediate crises that seriously threaten the well-being and physical safety of the child or another person; and
  - b. to preserve and/or strengthen the family while ensuring the safety of the child and other persons; and
  - c. the child has been identified by the Team as needing:
    - i. services to prevent or eliminate the need for foster care placement. Absent these prevention services, foster care is the planned arrangement for the child.
- or
- ii. placement outside of the home through an agreement between the public agency designated by the CPMT and the parents or legal guardians who retain legal custody. A discharge plan for the child to return home shall be included.

**4) *The goal of the family is to maintain the child at home*** (for foster care prevention services) or return the child home as soon as appropriate (for parental agreements).

**4.1.2 Process for Determining Eligibility** (*Adopted December 3, 2007*)

The FAPT, or approved alternative multidisciplinary team, will determine eligibility relying on the expertise that each member brings to the team. The team is responsible for gathering, reviewing, and considering all relevant assessments. These assessments may include:

- Child and family sharing their assessment of their strengths, needs, and potential natural and community resources available;
- Community Services Board (CSB) assessing serious threat and emotional and/or behavior problems through a standard screening tool;

# 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.3](#) of the Code of Virginia requires the state pool to consist of funds that serve the following target population: "Children and youth for whom foster care services, as defined by [§ 63.2-905](#), are being provided."
- D. Section [2.2-5212.A.4](#) of the Code of Virginia identifies "The child or youth requires foster care services as defined in [§ 63.2-905](#)" 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 or (ii) 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.

However, to find that a child falls within these provisions, (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."

- F. Section [63.2-905](#) of the Code of Virginia identifies foster care services as "the provision of a full range of casework, treatment, and community services, including but not limited to independent living services, for a planned period of time to a child who is abused or neglected as defined in [§ 63.2-100](#) or in need of services as defined in [§ 16.1-228](#) and his family when the child ... (i) has been identified as needing services to prevent or eliminate the need for foster care placement, (ii) has been placed through an agreement between the local board or the public agency designated by the community policy and management team and the parents or guardians where legal custody remains with the parents or guardians, ..."
- G. Section 63.2-100 of the Code of Virginia defines foster care placement as placement of a child through (i) an agreement between the parents or guardians and the local board where legal custody remains with the parents or guardians or (ii) an entrustment or commitment of the child to the local board or licensed child-placing agency.
- H. Opinion 05-095 by the Attorney General of the Commonwealth of Virginia (issued 12/6/2006) states that [§ 63.2-905](#) of the Code of Virginia mandates the provision of such foster care services by the state and locality to prevent foster care placements when the child receiving the services is . . . (2) deemed a child in need of services as defined in [§ 16.1-228](#) and that such services must be provided through the CSA without their parents having to relinquish custody to local social services agencies.

#### **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 or (ii) 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 that develops, implements, and monitors the CSA local program through policy development, quality assurance, and oversight of functions.

*"Family Assessment and Planning Team (FAPT)"* implements the CSA by recommending services for children and 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.

*"Foster Care Placement"* means the placement of a child through (i) an agreement between the parents or guardians and the local board where legal custody remains with the parents or guardians or (ii) an entrustment or commitment of the child to the local board or licensed child-placing agency."

*"Foster Care Services"* are the provision of a full range of casework, treatment, and community services, including but not limited to independent living services, for a planned period of time to a child who is abused or neglected as defined in § 63.2-100 or in need of services as defined in § 16.1-228 and his family when the child (i) has been identified as needing services to prevent or eliminate the need for foster care placement, (ii) has been placed through an agreement between the local board or the public agency designated by the community policy and management team and the parents or guardians where legal custody remains with the parents or guardians, (iii) has been committed or entrusted to a local board or licensed child placing agency, or (iv) is living with a relative participating in the Federal-Funded Kinship Guardianship Assistance program set forth in § 63.2-1305 and developed consistent with 42 USC § 673 or the State-Funded Kinship Guardianship Assistance Program set forth in § 63.2-1306. Foster care services also include the provision and restoration of independent living services to a person who is over the age of 18 years but who has not yet reached the age of 21 years, in accordance with § 63.2-905.1.

*"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 foster care services through the CSA state pool of funds (COV § 2.2-5212.4) and that such services are to be sum-sufficiently funded under § 2.2-5211.B.3.
- B. A "Child in Need of Services" is eligible to receive foster care services if they have ...  
"been placed through an agreement between the local board or the public agency designated by the community policy and management team and the parents or

guardians where legal custody remains with the parents or guardians..." (COV § 63.2-905.ii).

C. This determination of facts shall be made in one of two ways:

1. The FAPT and/or approved MDT shall determine that the child's behavior, conduct or condition presents or results in a serious threat to the well-being and physical safety of the child or if the child is under the age of 14 their behavior, conduct or condition presents or results in a serious threat to the well-being and physical safety of another person.
2. A 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)

D. The FAPT shall document their determination using the CHINS Eligibility Determination Form (see Appendix A.)

#### **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 2024

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 agencies and communities. Localities shall use this form to document that the decision regarding the eligibility of the child was made in accordance with the *Code of Virginia* and State Executive Council for Children's Services Policy 4.1.1 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>Name of Child:</b>	enter child's name
The team, in accordance with SEC Policy 4.1.1 and the policies of the CPMT, determines and documents that there are sufficient facts that the following criteria are met:	
<b>The child does/does not meet the statutory definition of a Child in Need of Services (Code of Virginia, §16.1-228):</b> (The child's behavior, conduct, or condition presents or results in a serious threat to the well-being and physical safety of the child, or the well-being and physical safety of another person if the child is under the age of 14)	
<input type="checkbox"/> A court has found that the child is in "need of services" in accordance with §16.1-228; <b>Date of court finding:</b> select a date. <b>Name of Judge:</b> enter judge's name.	
<input type="checkbox"/> The FAPT or approved multidisciplinary team has determined that the child's behavior, conduct, or condition meets the statutory definition above.	
<input type="checkbox"/> The child <b>does not</b> meet the statutory definition of a Child in Need of Services	
If the determination was made by the FAPT/MDT, briefly describe in <b>specific terms</b> the facts and time frames on which the Team based its conclusion that the child's behavior, conduct, or condition presents or results in a serious threat to the well-being and physical safety of the child, or another person if the child is under the age of 14: Click or tap here to enter text.	

## Appendix B

# MODEL CSA PARENTAL AGREEMENT<sup>1</sup>

### Effective 2024

This Parental Agreement (from now on referred to as the “Agreement”) is entered into on this 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, where treatment progress and FAPT recommendations will be reviewed to determine the continued need for placement and extension/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 agree that the goal is for my/our child to return home as soon as it is deemed appropriate.

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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.

3. 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 the time that this agreement is in effect.
  - b. Attend and participate in all FAPT meetings for the purpose of planning, reviewing, and monitoring 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 Agency for services and placement of my/our child.
4. Complete all Medicaid eligibility or referral paperwork for my child upon admission to the facility (if applicable).
5. I/we agree to inform the CPMT of any plan to relocate my/our physical residence outside of this jurisdiction.

#### **AGENCY**

1. Work with me/us and my/our child to develop and provide case management services and to implement the IFSP.
2. Provide case-specific information to me/us in accordance with established local CPMT policies and procedures and relevant law.
3. Provide utilization review/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
- Insurance benefits
- Child support (Division of Child Support Enforcement)
- Federal and/or state resources
- CSA Pool Funds

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

The parent(s)/legal guardian(s) will apply for Medicaid, FAMIS, 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)/legal guardian(s) agree to pay the parental co-pay or child support determined in accordance with CPMT policies and procedures.

In addition, the parent(s)/legal guardian(s) will retain certain 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 obligation to continue funding the placement, and the parent(s)/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 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, or the child is not making adequate progress in the placement; or that I/we fail to comply with the conditions and terms of this agreement.

### APPEAL PROCESS

I/we understand that if I/we disagree with the decision of the Agency to terminate this agreement, I/we have the right to appeal this decision by submitting a written request following the local CPMT policies and procedures on 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 of the parties enters into this agreement under the conditions set forth.

_____ <b>PARENT/LEGAL GUARDIAN</b>	_____ select date <b>DATE</b>
_____ <b>PARENT/LEGAL GUARDIAN</b>	_____ select date <b>DATE</b>
_____ <b>REPRESENTATIVE OF THE AGENCY DESIGNATED BY THE CPMT</b>	_____ Select date <b>DATE</b>

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

## Notice of Intent to Develop/Revise Policy

**Approved for Public Comment by the SEC:** June 13, 2024

**Public Comment Period Ends:** 5:00 PM, August 1, 2024

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

Policy 4.3 "Carve Out" of Allocation for Development of New/Expanded Services  
(Adopted April 30, 2013)

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

The authority for the SEC to develop a policy for public participation falls is provided for in §2.2-2648.D.9. of the *Code of Virginia* which states that the State Executive Council for Children's Services shall: *"Provide administrative support and fiscal incentives for the establishment and operation of local comprehensive service systems."*

**The proposed repeal** of Policy 4.3 removes a policy that has never been utilized, as the required funds have not been appropriated to allow for the activities addressed in this policy. The policy as it currently stands has no applicability. Additionally, [Executive Order 19](#) calls for a 25% reduction in regulatory requirements. In examining policies that are discretionary and not currently relevant, the SEC is fulfilling the requirements of the Executive Order and acting in the spirit of the guidance set forth by the Office of Regulatory Management.

### Summary of the Proposed/Revised Policy:

Policy 4.3 outlines a process where localities can utilize 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. Because there is a potential fiscal impact of \$2,000,000, the utilization of these funds is dependent upon the appropriation of the necessary funds. To date, there has not been any appropriation of these funds; therefore, the policy should be considered for repeal.

**Preliminary Fiscal Impact Analysis:**

Repeal of this policy has no fiscal impact as no funding has been appropriated for its implementation.

### **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.

**State and Local Advisory Committee (SLAT)**  
**New Member Nominations and Members Requiring Reappointment**  
**Presented by Mills Jones to the**  
**State Executive Council for Children's Services (SEC)**  
**June 13, 2024**

**New Member Nominations**

<b>Name/Title</b>	<b>Representing Agency</b>
<b>Amy Swift</b> , Director Spotsylvania County Department of Social Services	Local Social Services Agencies
<b>Kristina Williams-Pugh</b> , Special Education Elementary Specialist Hanover County Public Schools	Local Education Authority

**Member Reappointments**

<b>Name/Title</b>	<b>Representing Agency</b>
<b>William Stanley</b> , Director 12 <sup>th</sup> District Court Services Unit	Court Services Unit
<b>Lesley Abashian</b> , Director of Human Services City of Fairfax	Local Government
<b>Mills Jones</b> , Director of Human Services Goochland County	Local CSA Coordinator
<b>Shannon Updike</b> , Chief Compliance Officer HopeTree Family Services	Virginia Coalition of Private Provider Associations



## **TRAINING PLAN**

### **Fiscal Year 2025**

*Developed in accordance with Chapter 1 (Appropriation Act), Item 284, Section B.6*  
*Approved by the State Executive Council for Children's Services – June 13, 2024*

The Children's Services Act (CSA) vision statement is: "A collaborative, child-centered, family-focused, community-based system of care that effectively meets the needs of youth and their families in the Commonwealth." Developing and implementing a robust training plan is critical for achieving this vision. Following the provisions of the Appropriation Act, the Office of Children's Services prepares an annual training plan for approval by the State Executive Council for Children's Services (SEC). This document outlines the OCS FY2025 Training Plan (July 1, 2024 - June 30, 2025). The description of potential training topics is intentionally broad, inclusive, and consistent with goals and strategic directions to promote alignment, lead by example, and collaborate on a shared vision and key outcomes. Specific training activities are planned and implemented in response to stakeholder requests and needs, important system-wide initiatives, and the extent of available resources.

#### **I. GOALS**

**To increase the knowledge, skills, and competencies of individuals holding CSA-specific roles and responsibilities to ensure effective implementation of the CSA.**

##### **Objectives:**

- To enhance effectiveness and positive outcomes for youth and families by ensuring that the core requirements of CSA and the principles of a system of care are known to individuals who serve vital roles within the structures of CSA
- To support essential competencies in CSA practice as applied to local operations
- To enhance the level of knowledge and skills of core members of local CSA teams (Family Assessment and Planning Teams (FAPT), Community Policy and Management Teams (CPMT))
- To support, encourage, and motivate key CSA participants to realize the mission and vision of the CSA and the system of care through collaboration and excellence in practice

##### **Target Audiences:**

- CSA Coordinators; CPMT members; FAPT members; CSA Fiscal Agents; other local CSA staff (e.g., Utilization Review Specialists, FAPT Coordinators)

**Possible Topics/Activities:**

- Core leadership and operational competencies
- Strategic planning for CMPTs
- CSA mission and vision/CSA as a system of care
- Building effective multi-disciplinary teams/collaboration
- Local CSA Coordinator responsibilities (§2.2-2649)
- Provision of effective and efficient services (§2.2-2649)
  - Use of data and data analytics to assess service patterns and improve outcomes / Continuous Quality Improvement (Utilization Management) (*Appropriation Act*)
  - High Fidelity Wraparound and Intensive Care Coordination
  - Utilization Review (*Appropriation Act*)
- FAPT determination of CHINS eligibility and CSA parental agreements
- Child and Adolescent Needs and Strengths (CANS) assessments and service planning
- Information technology security for CSA automated system users
- Engaging families, empowering youth/family voice and choice
- The CSA local audit program: Compliance monitoring and program improvement; self-assessment process
- Navigating cross-jurisdictional issues: transfers across jurisdictions and out-of-state placements
- Administrative and fiscal issues: Local statutory responsibilities (*Appropriation Act*)
- Financial and data reporting requirements of CSA (supplemental funding requests; pool fund reimbursements; Local Expenditure and Data Reimbursement System (LEDRS); understanding service categories and match rates)
- Implementation of the *Right Help, Right Now* plan
- The *Safe and Sound* initiative to address children in foster care with acute placement challenges
- Continued implementation of the *Families First Prevention Services Act* and the VDSS In-Home Services framework
- Collaboration in the implementation of the DMAS Behavioral Health Redesign and DBHDS STEP-VA models
- Controlling costs and utilizing alternative funding streams and revenues (*Appropriation Act*)
  - Blending & braiding funds - Developing a fiscal plan
  - Accessing the full array of Medicaid services (*Appropriation Act, with DMAS*)
  - Utilization of DSS Adoption Assistance and Title IV-E prevention (FFPSA) funds
- Use of state pool funds: eligibility and decision points; use of Protected Funds for non-sufficient populations (*SLAT and JLARC reports*); use of Special Education Wraparound funds
- Requirements regarding IDEA and the use of CSA funds for special education services (*Appropriation Act, with DOE*)
- Building community services/public-private partnerships (*Appropriation Act*)

**Primary implementation methods:**

- Annual New CSA Coordinator Academy
- Annual CSA Conference
- Regional and local training events (virtual and in-person)
- Virtual/online e-learning courses and webinars
- Information disseminated through the CSA website
- Technical assistance in response to specific inquiries

**B. To increase child-serving partners' knowledge, skills, and competencies to maximize the use of CSA processes and funding to serve youth and families effectively.**

**Objectives:**

- To ensure that the key partners in the children's services system(s) gain specific and targeted knowledge and competencies to incorporate the CSA into their primary areas of professional responsibility

**Target Audiences:**

- Executives, managers, supervisors, and direct service staff in local departments of social services, court service units, community services boards, and school divisions; state-level managers in child-serving agencies; juvenile and domestic relations court judges; guardians ad litem; LDSS attorneys; elected and appointed local government officials; private service providers

**Possible Topics:**

- Vision and mission of CSA
- Accessing CSA-funded services
- CANS certification training
- CANS assessment and service planning
- CSA's role in the implementation of the *Families First Prevention Services Act* and the newly enacted *Parental Child Safety Placement Program*
- CSA eligibility for public school transitional services for students with disabilities
- Foster care services and the CSA (including continued implementation of *Fostering Futures*) (*Appropriation Act, with DSS*)
- Requirements regarding IDEA and the use of CSA funds for special education services (*Appropriation Act, with DOE*)

**Primary Implementation Methods:**

- Presentation at stakeholder venues/conferences/leadership meetings
- Locality-specific training events (virtual and in-person)
- Virtual/online e-learning courses and Webinars
- Development and dissemination of various tools to increase family awareness of CSA (*SEC Strategic Plan*)

**Supporting Activities:**

- Coordinate with local CSA programs and stakeholder organizations to plan and deliver topical CSA content within agency-specific conferences and training sessions.
- Work with the State and Local Advisory Team (SLAT), the State Executive Council (SEC), partner agencies, and other affiliated organizations (e.g., VML/VACO, VCOPPA, VLSSE, VCASE, VDSS, DJJ, Court Improvement Program, Supreme Court of Virginia Court Improvement Program, VDOE) to identify CSA-related training to be incorporated into agency/organizational training activities.

**C. To enhance outcomes for youth, families, and communities by adopting effective, evidence-based, and outcome-driven practices.**

**Objectives:**

- To provide opportunities for CSA stakeholders to learn about and develop competencies in effective, evidence-based models applicable to the service needs of the CSA population

**Target Audiences:**

- All CSA stakeholders

**Topics:**

- Local implementation and support of evidence-based and outcomes-driven practices in children's services (*SEC Strategic Plan*)
- Continuous Quality Improvement within the CSA
- Best practices and evidence-based practices related to the CSA (*Appropriation Act*)
  - Introduction to Systems of Care
  - High Fidelity Wraparound (HFW) training
  - Trauma-informed services within an overall system of care (in collaboration with DSS, DJJ, DMAS, and DBHDS)
- Use of the CANS as a service planning and outcomes management tool
- Family engagement – families and youth as partners, promoting effective family representation on FAPT/CPMT

**Primary implementation methods:**

- Local, regional, or statewide training events in collaboration with partner agencies
- Virtual/online e-learning courses and webinars
- Information developed and disseminated through the CSA website

## **II. TRAINING AND TECHNICAL ASSISTANCE METHODOLOGIES**

### **A. Provide OCS Sponsored Training Opportunities**

#### **Activities:**

- Annual CSA Conference
- Annual New CSA Coordinator Academy
- Local/regional training events (live and virtual, including e-learning) on selected topics
- Development and dissemination of informational materials

### **B. Incorporate CSA-related training within stakeholder venues/conferences**

#### **Potential Opportunities:**

- In collaboration with sponsoring entities, conduct training in a variety of venues. Examples include, but are not limited to:
  - Virginia League of Social Service Executives training events
  - Virginia Association of Counties/Virginia Municipal League meetings
  - Virginia Association of School Superintendents
  - Virginia Coalition of Private Provider Organizations Critical Issues Symposium
  - Virginia Council of Administrators of Special Education semi-annual meetings
  - Virginia Association of Independent Special Education Facilities: Annual Conference
  - Virginia Family Network Family and Youth Leadership Summit
  - Virginia Parent Leader Network
  - Department of Education: Aspiring Leaders of Special Education Academy
  - Office of Executive Secretary of the Supreme Court: Court Improvement Program training events
  - Office of Executive Secretary of the Supreme Court: J&DR Judges Conferences and New J&DR Judges Pre-Bench events
- Identify and schedule training opportunities through collaboration with stakeholder agencies, organizations, and the State and Local Advisory Team (SLAT)

### **C. Deliver targeted, high-quality technical assistance**

#### **D. Objective:**

- To respond to stakeholder-identified needs for information that will enhance the effectiveness of CSA activities, minimize and/or respond to audit findings, and support overall system of care implementation

#### **Activities:**

- Maintain the "OCS Help Desk" on the CSA website to facilitate prompt, accurate, and consistent responses to requests for specific guidance on policy and practice

- Provide targeted on-site and/or virtual training and technical assistance to meet needs identified by OCS, localities, and/or regions
- Provide targeted technical assistance to facilitate CPMT program enhancement activities
- Provide on-site and remote technical assistance on frequently asked questions / common issues
- Provide and update information through the resource library of the CSA website (FAQs, Fact Sheets, Guidance Documents)

#### **E. Develop, promote, and implement virtual learning opportunities**

##### **Objectives:**

- Maximize participation in and accessibility of CSA-related training through an array of delivery platforms

##### **Activities:**

- Maintain the statewide training site for CANS certification/recertification
- Administer the CSA domain of the Virginia Learning Center (VLC) to include user account management for local, non-state agency users
- Plan and deliver webinars on "hot topics" (e.g., new policy guidelines, new fiscal reporting systems/requirements, best practices, common issues, and assistance requests made by CSA stakeholders)
- Develop and implement online learning resources to include:
  - Educational opportunities through the VLC
  - OCS-sponsored webinars
  - Ongoing availability of archived training materials from the annual conferences, webinars, and other sources
  - Use of the CSA website to make available materials from national and other sources of best practice information
- Maintain the online training calendar, which provides information about upcoming training events
- OCS will utilize various communication mechanisms to inform stakeholders of relevant upcoming training events and new online courses

## **F. Evaluation**

### **Objective:**

- To provide accountability and continuous quality improvement for OCS training activities

### **Activities:**

- Design content, materials, methods of instruction, and evaluation criteria for CSA training activities that reflect principles of adult learning and best practices in instructional design
- Collect and report information regarding participants (e.g., number, primary professional affiliation) at major CSA training events (i.e., the annual CSA Conference)
- Utilize feedback from training activities to refine and improve those activities
- Complete and submit an annual report to the General Assembly regarding OCS training activities (*Appropriation Act*)



# COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.  
Executive Director

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

**TO:** State Executive Council on Children's Services (SEC)

**Cc:** Scott Reiner, Executive Director, Office of Children's Services

**FROM:** Courtney Sexton, Program Consultant

**RE:** Report on the Enhanced Technical Assistance (ETA) Program

**DATE:** June 13, 2024

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This report summarizes OCS Enhanced Technical Assistance Activities provided under §2.2-2649.19 and initiated in FY2022. The 2024-2025 CSA Strategic Plan, adopted in December 2023 by the State Executive Council, calls for regular updates on technical assistance activities.

**Localities Currently Engaged:** 13

**Consortiums:** 2 (*4 localities*)

**Nature of Engagement:**

**Identified by OCS:** 3

**Self-Referred:** 10

**Localities with Completed Engagements:** 2

**Localities Currently Participating:**

**Localities Completed:**

1. Sussex County
2. City of Hopewell
3. Shenandoah County
4. Rockingham County
5. City of Harrisonburg
6. Page County
7. Floyd County
8. Smyth County
9. Wise County
10. Tazewell County
11. Washington County
12. City of Bristol
13. Lee County

1. Lunenburg County
2. Franklin County

## **Common Themes Identified:**

### **A. Policy**

1. Local CSA programs lack onboarding policies/procedures and continued training opportunities for case managers, CPMT, and FAPT members.
2. Policy manuals are often out-of-date and/or inconsistent with current programmatic operations.
3. Long-range planning is absent or is non-actionable.

### **B. Process/Program**

1. Family Engagement practices are insufficient to meet the intent of the CSA. Family participation in FAPT meetings is not prioritized.
2. Service planning by FAPT is minimal and is not family or child-specific. Service planning is regularly impeded by substandard assessment and documentation available to the FAPT, lack of engagement by FAPT members, and approaches to service planning that are not holistic and/or do not incorporate information from the CANS Assessment. Family Assessment and Planning Teams commonly do not set specific goals for services.
3. Utilization Review practices are insufficient to provide appropriate monitoring of services.
4. Evidence-based services are often unavailable and/or are underutilized when service planning.
5. Local team members often lack an understanding of CSA policy and procedure.
6. The CSA Coordinator position experiences high turnover rates in many localities.

## **OCS Response to Identified Needs**

- a) An initial report from the Program Consultant enumerates observations and recommendations.
- b) Support in the development and implementation of a Program Enhancement Plan.
- c) Quarterly observations of FAPT and CPMT meetings.
- d) Quarterly updates of the Program Enhancement Plan.
- e) One-on-one consultation for new CSA Coordinators.
- f) The opportunity for all ETA-engaged CSA Coordinators to attend the New Coordinator Academy.
- g) Development of the *Characteristics of a High-Functioning FAPT* document.
- h) Development and distribution of a simplified Utilization Review (UR) Form.
- i) Provision of training by OCS staff to local stakeholders. Training includes *CPMT and FAPT Roles and Responsibilities, CANS and Service Planning, Continuous Quality Improvement and Strategic Planning*.
- j) Development and availability of a new Family Engagement Training.

Respectfully submitted,

Courtney N. Sexton  
Program Consultant

## Program Audit Activity Update June 13, 2024

The Office of Children's Services (OCS) Program Audit function provides independent, objective assurance and consulting services designed to add value and improve the operations of locally administered Children's Services Act (CSA) programs. These services support CSA in accomplishing its objectives by taking a systematic, disciplined approach to evaluating and improving the effectiveness of risk management, control, and governance processes. This report summarizes those activities from October 1, 2023, through June 14, 2024.

### AUDIT PLAN:

Fiscal Year 2024 Audit Plan Status. Audit engagements kicked off on September 1, 2023. Anticipate all engagements to be substantially complete by August 31, 2024. Staff vacancy for much of the audit plan year contributed to the delays in accomplishing the audit plan. Resources were redirected to prioritize the completion of onsite engagements. Click the link to review the completed audit reports:

<https://csa.virginia.gov/LocalGovernment/Index/1>

Status	Onsite	Self-Assessment Validations (SAV)
Planned	19	21
Completed	8	1
In-Progress	10	2
Not Started	1	18

*Highlight: There were no reportable audit observations for three completed engagements.*

### AUDIT OBSERVATIONS SUMMARY – FY 2024

Systemic Observations	Non-Compliance Level <sup>Note2</sup> (SEC Policy 4.7 Response to Audit Findings)	# of Local Programs <sup>Note1</sup>
CSA funds were improperly expended for ineligible transactions, including duplicate payments or overpayment of established rates. <b>COV § 2.2-5206 and CSA Policy 4.5</b>	Level 3	5
CSA funds were improperly expended for services eligible for an alternate funding source (Title IV-E, Medicaid, Local Agency, etc.). <b>COV § 2.2-5206, § 2.2-5211, and CSA Policy 4.5</b>	Level 3	4
Services that were not documented in an approved service plan were funded by CSA. <b>COV § 2.2-5208 and CSA Policy 3.5</b>	Level 3	3
Financial reports included data irregularities such as mandate type, service name description, expenditure category, and refunds that may affect the application of the match rate. <b>COV § 2.2-5206 and CSA Policy 4.5</b>	Level 2	6
Key elements of service planning were not sufficiently captured within the approved service plan. Omitted data elements included measurable goals/objectives, parental participation/signed consent, discharge planning, duration of services, and FAPT signatures. <b>COV § 2.2-5208 and CSA Policy 3.5</b>	Level 2	5
Utilization review activities (client level) performed by FAPT were not evidenced. <b>COV § 2.2-5208</b>	Level 2	4

**Program Audit Activity Update**  
**June 13, 2024**

<b>AUDIT OBSERVATIONS SUMMARY – FY 2024</b>		
<b>Systemic Observations</b>	<b>Non-Compliance Level <sup>Note2</sup></b> (SEC Policy 4.7 Response to Audit Findings)	<b># of Local Programs <sup>Note1</sup></b>
Sufficient documentation was not maintained to validate compliance with statutory requirements and policy, whether specific to CSA or those promulgated by the participating agencies. (Virginia Enhanced Maintenance Assessment Tool [VEMAT], appropriateness determination for community-based behavioral health services, copay assessments, Child in Need of Services [CHINS] determinations, Title IV-E eligibility determinations, treatment plans, progress reports, invoices, purchases orders, CSA parental agreements, IVE Determination, or IEPs related to SPED Wrap funding). <b>CSA Policy 3.5 and 4.6</b>	Level 2	4
Annual Child and Adolescent Needs and Strengths (CANS) assessments were not timely. <b>CSA Policy 3.6.5</b>	Level 2	3
Consent to exchange information forms were not obtained. <b>Code of Virginia (COV) § 2.2-5210</b>	Level 2	2
Continuous Quality Improvement/Utilization Management activities performed by CPMT were not evidenced. <b>COV § 2.2-5206</b>	Level 1	5
Coordinated long-range plans had not been documented, outdated, or monitored for progress toward achievement. <b>COV § 2.2-5206</b>	Level 1	5
Statement of Economic Interest Forms were not completed and filed by applicable Community Policy and Management (CPMT) or Family Assessment and Planning Team (FAPT) members. <b>COV § 2.2-5205 and § 2.2-5207</b>	Level 1	5
CPMT/FAPT membership did not include parent or private provider representatives. <b>COV § 2.2-5205 and § 2.2-5207</b>	Level 1	2

**Note 1: Includes completed and in-progress engagements.**

**Note 2: Explanations of non-compliance levels**

- **Level Three Noncompliance Finding**

General Parameters: Audit findings in this category are case-specific and occur when CSA state pool funds have been reimbursed when the expenditure is not authorized by statute, regulation, or policy.

- **Level Two Noncompliance Finding**

General Parameters: Findings in this category are case-specific and involve a violation of an applicable statute, regulation, or policy, but had the requirements been followed, they would have been eligible for reimbursement through state pool funds. Findings may be mitigated by corrective action already implemented on a case-specific basis (e.g., FAPT or CPMT action was not made in a timely manner but was taken in a reasonable time thereafter).

- **Level One Noncompliance Finding**

General Parameters: Audit findings in this category are not case-specific but represent a failure to meet administrative and operational standards required by statutory, regulatory, or policy requirements.

**Office of Children's Services  
FY 2024 Training Progress Report**

Topic (Presenter)	Organization/Group/Audience	Date	# of Participants
FAPT and CPMT Roles and Responsibilities (Mary Bell and Courtney Sexton)	Lunenburg County FAPT and CPMT	7/6/2023	12
Overview of Virginia's CSA (Scott Reiner)	Pitt County, NC Community Stakeholders	7/11/2023	25
HFW Wraparound Refresher Training (Anna Antell)	Experienced High Fidelity Wraparound practitioners	7/19; 7/27; 8/1; 8/9/2023	135
CSA and the System of Care (Mary Bell and Courtney Sexton)	Portsmouth CSA Stakeholders	8/14/2023	20
High Fidelity Wraparound: Introduction (Virtual) (Anna Antell)	ICC Providers	8/15; 8/17; 8/22; 8/24; 8/29; 8/31/23	41
Webinar: Using the Pentana Automated Audit Quality Improvement Plan Tracker (Stephanie Bacote)	All Interested Local CSA Stakeholders	8/17; 8/24/2023	88
Using Data to Drive Improvement (Scott Reiner)	CMMS Cross Model Summit	9/7/2023	170
CSA Eligible Services (Carol Wilson)	Albemarle	9/7/2023	23
CSA Funded Special Education Transition Services (Kristi Schabo)	Virginia Association of Local Human Services Officials	9/26/2023	62
Navigating CSA Datas for CQI (Carrie Thompson)	Newport News CSA Teams	9/29/2023	20
Systems of Care (Anna Antell)	Winchester Community Stakeholders	10/13/2023	176
CSA Preconference: Family Engagement	CSA Coordinators	10/16/2023	625
CSA Preconference: Using the CSA Data Dashboard (Carrie Thompson)	CPMT Members	10/16/2023	
CSA Preconference: CANS and Service Planning (Anna Antell and Carol Wilson)	FAPT Members	10/16/2023	
12th Annual CSA Conference	All CSA Stakeholders	10/17 - 10/18/2023	
CANS and Service Planning (Anna Antell and Carol Wilson)	Dinwiddie County CSA Teams	10/25/2023	16
FAPT and CPMT Roles and Responsibilities (Mary Bell and Courtney Sexton)	Alleghany/Covington County FAPT and CPMT	10/26/2023	16
CANS (Carol Wilson)	New River Valley CSA Programs	11/6/2023	15
HFW Family Support Partner Training (Anna Antell)	HFW Family Support Partners	11/6; 11/8; 11/13; 11/15/2023	34
Strategic Planning (Anna Antell and Carrie Thompson)	Franklin City CSA Stakeholders	11/14/2023	7
CANVaS Administrative Training (Carol Wilson)	CANVaS Super Users	11/17/2023	84
Overview of Virginia's CSA (Scott Reiner)	Virginia CLE Guardian ad Litem Qualifying Course	11/28/2023	43
CANS and Service Planning (Anna Antell and Carol Wilson)	Arlington County CSA Teams	12/7/2023	67
CQI and Strategic Planning (Anna Antell and Carrie Thompson)	Franklin County CSA Stakeholders	12/8/2023	9
CANS and Service Planning (Anna Antell and Carol Wilson)	Sussex County CSA Teams	1/11/2024	20
FAPT and CMPT Roles and Responsibilities (Mary Bell and Courtney Sexton)	Halifax County CSA Stakeholders	1/23/2024	13
Using CSA Data (Carrie Thompson)	Spotsylvania County CSA Stakeholders	1/25/2024	10
Using CSA Data (Carrie Thompson)	Prince George County CSA Stakeholders	2/7/2024	10
FAPT and CMPT Roles and Responsibilities (Mary Bell and Courtney Sexton)	Craig County CSA Stakeholders	2/13/2024	15
Using CSA Data (Carrie Thompson)	Henrico County CSA Stakeholders	2/29/2024	15
Using CSA Data (Carrie Thompson)	Shenandoah County CSA Stakeholders	3/6/2024	10
FAPT and CMPT Roles and Responsibilities (Mary Bell and Courtney Sexton)	Shenandoah County CSA Stakeholders	3/12/2024	14
Using CSA Data (Carrie Thompson)	Henry/Martinsville CSA Teams	3/20/2024	30
High Fidelity Wraparound Supervisor Training (Anna Antell)	ICC Supervisors	3/20 - 3/21/2024	17
CANS and Service Planning (Anna Antell and Carol Wilson)	Chesterfield County CSA Teams	4/10/2024	37
Overview of High Fidelity Wraparound (Anna Antell)	Staff of the Middle Peninsula-Northern Neck CSB	4/16/2024	22
Using CSA Data (Carrie Thompson)	Floyd County CSA Teams	4/24/2024	10
Family Engagement (Mary Bell and Anna Antell)	Sussex County CSA Teams	4/26/2024	15
Effective Court - CSA Relationships (Scott Reiner and Judge Logan)	Juvenile and Domestic Relations Court Judges	4/30/2024	120
New CSA Coordinator Academy	Newly Hired CSA Coordinators	5/7 - 5/9/2024	22
CSA and CHINS (Kristi Scabo)	Shepherd Youth Law and Education Conference (U of R)	5/10/2024	443
FAPT Roles and Responsibilities (Mary Bell and Courtney Sexton)	Suffolk/Isle of Wight CSA Teams	5/16/2024	16
New J & DR Judge Pre-Bench (Scott Reiner)	Newly Elected J & DR Judges	6/25/2024	
HFW Refresher Training - Norfolk (Anna Antell)	Experienced HFW Facilitators	6/25/2024	
HFW Refresher Training - Richmond (Anna Antell)	Experienced HFW Facilitators	6/26/2024	
			<b>2527</b>

On-Line Courses			Through 3/31/2024
CSA for New LDSS Staff - Module 1	New LDSS Staff and Other Interested Parties	ongoing	355
CSA for New LDSS Staff - Module 2	New LDSS Staff and Other Interested Parties	ongoing	510
CSA for New LDSS Staff - Module 3	New LDSS Staff and Other Interested Parties	ongoing	324
CSA for New LDSS Staff - Module 4	New LDSS Staff and Other Interested Parties	ongoing	314
CSA for New LDSS Staff - Module 5	New LDSS Staff and Other Interested Parties	ongoing	294
CSA for Non-DSS Case Managers	New Case Managers from non-DSS Agencies	ongoing	18
CSA for FAPT Members	Local FAPT Members	ongoing	72
Special Education Wraparound Funding Under the CSA	All CSA Stakeholders	ongoing	53
CSA Continuous Quality Improvement	All CSA Stakeholders	ongoing	80
Can CSA Pay? (Standalone Course)	All CSA Stakeholders	ongoing	68
CPMT Training - Module 1 (The Big Picture)	CPMT Members and Other Interested Parties	ongoing	96
CPMT Training - Module 2 (CPMT/FAPT Roles and Responsibilities)	CPMT Members and Other Interested Parties	ongoing	108
CPMT Training - Module 3 (Funding and Eligibility)	CPMT Members and Other Interested Parties	ongoing	80
CPMT Training - Module 4 (Can CSA Pay?)	CPMT Members and Other Interested Parties	ongoing	77
CPMT Training - Module 5 (Utilization Review)	CPMT Members and Other Interested Parties	ongoing	75
CPMT Training - Module 6 (Audit)	CPMT Members and Other Interested Parties	ongoing	55
CSA Fiscal Overview	CSA Finance Staff and Other Interested Parties	ongoing	73
CSA for FAPT/CPMT Parental Representatives	All CSA Stakeholders	ongoing	40
CSA IT Security Training	All CSA Stakeholders	ongoing	135
CSA Parental Agreements	All CSA Stakeholders	ongoing	57
CANS Certification/Recertification Training	All Local CSA Case Managers	ongoing	3153
			6037