

**AGENDA**  
**State Executive Council for Children's Services**  
**March 12, 2020**

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

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- 9:30**    **Introductions and Opening Remarks** – Dr. Daniel Carey, Chair  
    ➤ **Action Item** – Approval of December 2019 Minutes
- 9:40**    **Public Comment**
- 9:50**    **Executive Director's Report** – Scott Reiner
- Summary of CSA-related activity by the General Assembly
    - Private Day Special Education Cost Study
  - Exposure Draft – FY2021 CSA Training Plan
  - FY2020 Q2 OCS Training Summary
  - Upcoming Regional Evidence Based Practices Learning Collaboratives
- 10:05**    **Proposed Policy Making Action** – Local Alignment of the Family First Prevention Services Act with the Local CSA Program  
    ➤ **Action Item** – Approval of Notice Stage of Proposed Policy
- 10:20**    **State and Local Advisory Team Report** – Shannon Updike, SLAT Chair (Acting)
- 10:25**    **SEC Strategic Plan Implementation Strategy**
- 10:55**    **Family First Prevention Services Act (Implementation Update)** –  
    Kristin Zagar, VDSS
- 11:15**    **DMAS/DBHDS Behavioral Health Enhancement (Update)** – Karen Kimsey, DMAS  
    and Alison Land, DBHDS
- 11:35**    **Public Comment II**
- 11:40**    **Member Updates**
- 11:55**    **Closing Remarks** – Secretary Carey

**Adjourn**

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**STATE EXECUTIVE COUNCIL (SEC)  
FOR CHILDREN'S SERVICES  
Richmond/Henrico Rooms  
1604 Santa Rosa Road  
Richmond, VA  
Thursday, December 12, 2019**

**SEC Members Present:**

The Honorable Daniel Carey, M.D., Secretary of Health and Human Resources  
The Honorable Mary Biggs, Member, Montgomery County Board of Supervisors  
Sophia Booker, Service Recipient Representative  
Valerie Boykin, Director, Department of Juvenile Justice  
Eric Campbell, City Manager, City of Harrisonburg  
Courtney Gaskins, Ph.D., Director of Program Services, Youth for Tomorrow  
The Honorable Willie Greene, Vice Mayor, City of Galax  
Bob Hicks, for M. Norman Oliver, M.D., Commissioner, Virginia Department of Health  
Sam Hollins for James Lane, Ed.D, Superintendent of Public Instruction, Virginia Department of Education  
The Honorable Catherine Hudgins, Member, Fairfax County Board of Supervisors (*by telephone*)  
Sandra Karison for Karl Hade, Executive Secretary of the Supreme Court of Virginia  
Karen Kimsey, Director, Department of Medical Assistance Services  
The Honorable T. Montgomery "Monty" Mason, Member, Senate of Virginia  
Andelicia Neville, Parent Representative  
Karen Reilly-Jones, Chair, State and Local Advisory Team (SLAT)  
Mira Signer, Acting Commissioner, Virginia Department of Behavioral Health and Developmental Services  
The Honorable Frank Somerville, Presiding Judge, 16<sup>th</sup> Judicial District, Juvenile and Domestic Relations District Court  
Amanda Stanley, President and CEO, DePaul Community Resources  
Jessica Stern, Parent Representative  
Duke Storen, Commissioner, Virginia Department of Social Services

**SEC Members Absent:**

The Honorable Richard "Dickie" Bell, Member, Virginia House of Delegates  
R. Morgan Quicke, County Administrator, Richmond County

**Other Staff Present:**

Maris Adcock, Finance and Business Manager, OCS  
Stephanie Bacote, Program Audit Manager, OCS  
Rendell Briggs, Program Auditor, OCS  
Annette Larkin, Program Auditor, OCS  
Marsha Mucha, Administrative Staff Assistant, OCS  
Scott Reiner, Executive Director, OCS  
Zandra Relaford, Assistant Director, OCS  
Susan Whyte, Assistant Attorney General

### **Introductions and Approval of Minutes**

Secretary Carey called the meeting to order at 9:40 a.m. and welcomed everyone. He introduced Andelicia Neville, new parent representative to the SEC and the new Assistant Secretary of Health and Human Resources, Catie Finley.

Secretary Carey recognized Sophia Booker on the honor she received as the facilitator of the Youth Move Chapter of the Year presented by Youth Move National.

Secretary Carey also recognized departing SEC members Dickie Bell and Catherine Hudgins for their work on behalf of youth and families in the Commonwealth. Catherine Hudgins thanked Secretary Carey and members of the SEC for the wonderful experience she had as a member of the SEC.

The minutes of the September 19, 2019 meeting were approved on a motion by Valerie Boykin, seconded by Mary Biggs and carried.

### **Public Comment**

There was no public comment.

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

- *FY2019 CSA Budget and Utilization Summary* – Overall CSA census has been essentially flat over the past four years, while expenditures continue to grow. Foster care census and costs grew for the first time after three years of essentially no growth. Overall congregate care census and costs declined, continuing a four year downward trend.
- *Annual Report of the OCS Audit Program* – This report is submitted in accordance with SEC Policy 4.7 which states that the Executive Director shall annually report to the SEC a summary of the year's audits, audit findings, and any remedial actions taken.

Discussion focused on audit findings for non-compliance when a parent or private provider representative is lacking on a CPMT/FAPT. It was noted that many localities struggle in meeting this Code requirement and often have made a diligent effort to recruit for these membership positions.

- *Reports to the General Assembly* – OCS has filed five (5) annual reports to the General Assembly as required by the Appropriation Act. Members were provided copies in their meeting packets. Members were asked to let Mr. Reiner know if they had questions about any of the reports.
- *Private Day Special Education Cost Study* – A final report was issued this fall, recommending that additional study and more robust participation by providers in the cost study is needed in order to develop and make appropriate recommendations for a cost methodology. Data on approximately 100 licensed programs from 39 entities was collected. Only eleven (11) entities submitted the full set of data required.

Private day special education outcome measures have been adopted. Collection of outcome data will be fully implemented in the 2020-21 school year.

- *Spring 2020 Regional Learning Collaboratives* – A series of five (5) regional learning collaboratives will be held in April 2020 to assist localities in planning for implementation of evidence-based practices at the local level.

### **State and Local Advisory Team Report**

Karen Reilly-Jones, SLAT Chair reported that this would be her last meeting as SLAT Chair as she has taken another position within the local DSS office. Shannon Updike the SLAT Vice-Chair will be serving until a new chair is selected.

Mrs. Reilly-Jones provided background information on the SEC request (September 2018) that SLAT study the use of “non-mandated” funds and barriers to accessing those funds. She provided additional information on the process SLAT used to gather input and to develop the recommendations in the report presented today. Mrs. Reilly-Jones reviewed the short-term and long-term recommendations from the report. Because of time constraints, Secretary Carey asked that further discussion be postponed until the next SEC meeting.

Mrs. Reilly-Jones presented the following nominations for membership on SLAT for approval by the SEC:

- Local CSA Coordinators Network – Mills Jones, primary
- Local government/CPMT – Lesley Abashian, primary
- Juvenile and Domestic Relations Court Judges – The Honorable Richard Campbell, Alternate
- Parent representative – Cristy Corbin, primary

The recommendations from SLAT were seconded by Mary Biggs and carried.

At the end of her report, Secretary Carey, thanked Mrs. Reilly-Jones for her service on SLAT.

### **SEC Finance and Audit Committee Report**

Mary Biggs, Co-Chair of the Finance and Audit Committee reported on behalf of the Committee. The Committee last met on November 18, reviewed and made suggestions to the Audit report members received today. Other items discussed during the meeting included:

- New automated audit management system software that will assist team members in better tracking and following-up on the status of Quality Improvement Plans (QIPs) submitted by localities in response to audit findings.
- An update from Zandra Relaford on Continuous Quality Improvement (CQI) activities with development of an e-learning training module available by the end of the year.
- An overview of CSA expenditures and utilization provided by Maris Adcock, OCS Finance and Business Manager.
- Budget requests submitted for consideration of inclusion in the Governor’s budget include additional funding for training resources, IT resources (enhancement of the OCS data reporting system and an additional computer programmer) and to redo the Private Day Special Education Cost Study.

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### **Biennial SEC Progress Report and Strategic Plan**

Nancy Toscano Chief Operating Officer with UMFS, who facilitated the strategic planning process in September presented the draft strategic plan for the SEC's consideration. After discussion and a few suggested edits for clarity, the strategic plan was adopted on a motion by Mary Biggs, seconded by Amanda Stanley and carried.

The strategic plan will be incorporated into the Biennial SEC Progress Report and submitted for posting to the Legislative Information System. Secretary Carey and SEC members thanked Dr. Toscano for her work with the SEC and SLAT on development of the Strategic Plan.

### **Member Updates**

Sophia Booker reported that UMFS Project LIFE is sponsoring a toy drive for children receiving treatment at the Children's Hospital of Richmond at VCU. They will be accepting donations until December 17. Also, on December 18, Project LIFE will host a holiday party. She invited everyone to attend. Miss Booker will share information about the toy drive and party with the OCS office so details can be shared with the SEC membership.

### **Public Comment**

Bill Elwood, Executive Director, Virginia Coalition of Private Provider Associations (VCOPPA) thanked Mr. Reiner for attending and presenting at the fall VCOPPA symposium. He provided written comments on the VCOPPA advocacy issues for 2020 including high priority, supportive and on-going issues.

### **Adjournment**

There being no future business, the meeting adjourned at 11:50 a.m.



## **TRAINING PLAN Fiscal Year 2021**

*Developed in accordance with Chapter 854 (Appropriation Act), Item 282, Section B.6  
Presented for Approval by the State Executive Council – June 11, 2020*

The vision statement of the Children's Services Act (CSA) 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." One important mechanism for achieving this vision is through development and implementation of a robust training plan. In accordance with provisions of the Appropriation Act, the Office of Children's Services prepares an annual training plan for approval to the State Executive Council for Children's Services (SEC). This document outlines the OCS FY2021 Training Plan for the period of July 1, 2020 - June 30, 2021. The description of potential training topics is intended to be inclusive and consistent with SEC goals and strategic direction to "promote alignment, lead by example, and collaborate on a shared vision and key outcomes." Specific training activities will be planned and implemented in response to stakeholder requests and needs, important system-wide initiatives, and to the extent of available resources.

### **I. GOALS**

- A. To increase 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 key roles within the structures of CSA
- To assure that basic competencies in CSA practice are applied to local operations.
- To enhance the level of knowledge and skills of core members of local CSA team members (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; Fiscal Agents; other local CSA staff (e.g., Utilization Review Specialists, FAPT Coordinators)

**Possible Topics/Activities:**

- Evidence-based practices and assisting localities with selection, implementation, and sustainability (*SEC Strategic Plan*)
- Implementation of the Families First Prevention Services Act
- Collaboration for the implementation of Behavioral Health Enhancement (formerly referred to as Behavioral Health "Redesign") and STEP-VA
- Identify desired core leadership and operational competencies and assess current related training plans (*SEC Strategic Plan*)
- 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*)
  - Understanding High Fidelity Wraparound and Intensive Care Coordination
  - Utilization Review (*Appropriation Act*)
- 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*)
  - DSS Adoption Assistance funds
- Use of state pool funds: eligibility and decision points; use of Protected Funds for non-sufficient populations (*SLAT report*); use of Special Education Wraparound funds
- FAPT determination of CHINS: parental agreements and foster care prevention
- Understanding mission, purpose, and outcomes of child serving agencies of Foster care services and the CSA (*Appropriation Act, with DSS*)
- 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*)
- Uniform Child and Adolescent Needs and Strengths (CANS) assessments and service planning
- The local CSA audit program: Compliance monitoring and program improvement; self-assessment process
- Navigating cross-jurisdictional issues: Fostering Connections; transfers across jurisdictions; 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; LEDRS; understanding service categories and match rates)
- Engaging families, empowering client/family voice and choice

**Primary implementation methods:**

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

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

**Objectives:**

- To ensure that the key partners in the children's services system(s) gain specific and targeted knowledge and competencies to incorporate 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:**

- CSA's role in the implementation of the Families First Prevention Services Act
- Foster care services and the CSA (including continued implementation of Fostering Futures, the Kinship Guardian program) (*Appropriation Act, with DSS*)
- Requirements regarding IDEA and the use of CSA funds for special education services (*Appropriation Act, with DOE*)
- Vision and mission of CSA
- Accessing CSA funded services
- CANS certification and Super Users training
- CANS assessment and service planning

**Primary Implementation Methods:**

- Stakeholder venues/conferences
- Locality-specific training events
- Virtual/online e-learning courses and Webinars
- Development and dissemination of 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 training 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, VDOE) to identify CSA-related training to be incorporated into agency training activities.

**C. To enhance outcomes for youth, families, and communities by adoption of effective, evidence-based, and evidence-informed practices. (SEC Strategic Plan)**

**Objectives:**

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

**Target Audiences:**

- All CSA stakeholders

**Topics:**

- Local implementation and support of evidence-based practices/evidence-informed practices in children's services (EBP) (SEC Strategic Plan)
- Best practices and evidence-based practices related to the CSA (Appropriation Act)
  - Introduction to Systems of Care
  - Intensive Care Coordination (ICC) / High Fidelity Wraparound (HFW) Facilitator, Supervisor, and Family Support Partner training
  - Trauma-informed services within an overall System of Care (in collaboration with DSS, DMAS, and DBHDS)
- Use of the CANS as an outcomes management tool
- Family engagement – families and youth as partners, promoting effective family representation on FAPT/CPMT

**Primary implementation methods:**

- Regional 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
- New CSA Coordinator Academy
- Local / regional training events on selected topics

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

**Projected Activities:**

- In collaboration with sponsoring entities, conduct training in a variety of venues. Examples include, but are not limited to:
  - Department of Education: Aspiring Leaders of Special Education Academy
  - Virginia League of Social Service Executives training events
  - Virginia Association of Counties/Virginia Municipal League meetings
  - Virginia Association of School Boards
  - 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
  - Office of Executive Secretary of the Supreme Court: Court Improvement Program training events
  - Office of Executive Secretary of the Supreme Court: Mandatory J&DR Judges Conference and New J&DR Judges orientation events
- Through collaboration with stakeholder agencies, organizations and the State and Local Advisory Team (SLAT), identify and schedule training opportunities.

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

**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 training and technical assistance to meet needs identified by OCS, localities, and/or regions

- Provide targeted assistance to facilitate CPMT corrective action / program improvement activities
- Provide on-site and remote technical assistance on frequently asked questions / common issues
- Provide information through the Resource Library of the CSA website (FAQ's, Fact Sheets)

**D. Develop, promote, and implement virtual learning opportunities**

**Objectives:**

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

**Activities:**

- Maintain the statewide training site for CANS certification
- 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 programs 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 (CSA listserve, CSA website, email lists) to inform stakeholders of relevant upcoming training events and new on-line courses

## E. 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)
- Collect and summarize evaluations of OCS training activities and utilize feedback to refine and improve training activities
- Provide quarterly reports and updates to the State Executive Council, summarizing OCS training activities
- Complete and submit an annual report to the General Assembly regarding OCS training activities (*Appropriation Act*)

Office of Children's Services  
 FY 2020 Training Progress Report (Q2)

Topic (Presenter)	Organization/Group/Audience	Date	# of Participants
High Fidelity Wraparound Supervisor Training (Anna Antell)	ICC Supervisors	7/9/2019	31
High Fidelity Wraparound: Introduction (Days 1 - 2) - Richmond, VA (Anna Antell)	ICC Providers	7/22-7/23/2019	28
High Fidelity Wraparound Overview (Anna Antell)	Norfolk Children's Services Providers	7/29/2019	74
High Fidelity Wraparound Refresher Training - Norfolk (Anna Antell)	ICC Providers	7/30/2019	21
CSA Financial Procedures (Maris Adcock)	Lancaster County CPMT & Finance Staff	8/8/2019	8
CSA Continuous Quality Improvement (Zandra Relatford)	Prince William County CPMT	8/15/2019	15
High Fidelity Wraparound: Introduction (Days 3 - 4) - Richmond, VA (Anna Antell)	ICC Providers	8/15-8/16/2019	27
Overview of the CSA and Relationship to DSS (Scott Reiner)	DSS State Board	8/21/2019	11
HFW Wraparound Overview (Anna Antell)	Radford Child Serving Agencies	8/22/2019	30
High Fidelity Wraparound Refresher Training - Richmond (Anna Antell)	ICC Providers	8/27/2019	22
Court Improvement Program - Regional Family First Training (Scott Reiner)	Hampton-Newport News Legal Community	9/5/2019	67
Court Improvement Program - Regional Family First Training (Scott Reiner)	Wytheville Legal Community	9/11/2019	78
Court Improvement Program - Regional Family First Training (Scott Reiner)	Lynchburg Legal Community	9/12/2019	68
Court Improvement Program - Regional Family First Training (Scott Reiner)	Stafford Legal Community	9/17/2019	75
High Fidelity Wraparound Refresher Training - NOVA (Anna Antell)	ICC Providers	9/18/2019	28
High Fidelity Wraparound Refresher Training - NOVA (Anna Antell)	ICC Providers	9/19/2019	21
Court Improvement Program - Regional Family First Training (Scott Reiner)	Richmond Legal Community	9/20/2019	107
High Fidelity Wraparound Refresher Training - Staunton (Anna Antell)	ICC Providers	9/24/2019	18
CSA Continuous Quality Improvement (Zandra Relatford)	King William County CPMT	9/24/2019	13
Can CSA Pay? (Kristi Schabo)	Amelia County CPMT and FAPT	10/1/2019	16
CSA and Special Education (Kristi Schabo)	VA Council of Administrators of Special Education	10/4/2019	250
High Fidelity Wraparound: Introduction (Days 1 - 2) - Richmond, VA (Anna Antell)	ICC Providers	10/3-10/4/2019	21
High Fidelity Wraparound: Family Support Partners - Richmond (Anna Antell)	ICC Family Support Partners	10/16-10/18/2019	16
CSA Basics for Court Appointed Special Advocates (CASA) (Kristi Schabo)	Henrico and Chesterfield CASA	10/19/2019	13
CSA Continuous Quality Improvement (Zandra Relatford)	Dinwiddie County CPMT	10/23/2019	14
CSA Eligibility and Funding (Carol Wilson)	Richmond CSA Stakeholders	10/23/2019	15
High Fidelity Wraparound Refresher Training - Williamsburg (Anna Antell)	ICC Providers	10/29/2019	31
Franklin County CSA Summit (Scott Reiner)	Franklin County CSA Stakeholders	11/1/2019	30
CANS, Service Planning and Utilization Review (Anna Antell and Carol Wilson)	Gulpeper Area CSA Teams	11/7/2019	19
CSA Update (Scott Reiner)	VCOPPA Annual Critical Issues Symposium	11/7/2019	77
CSA Continuous Quality Improvement (Zandra Relatford)	York/James City/Poquoson/Wmmsburg CSA Teams	11/15/2019	12
High Fidelity Wraparound: Introduction (Days 3 - 4) - Richmond, VA (Anna Antell)	ICC Providers	11/19-11/20/2019	21
Application of High Fidelity Wraparound in the DSS Context (Anna Antell)	DSS Annual Adoption Conference	11/21/2019	18
Use if the CSA Model IFSP (Kristi Schabo)	Sussex FAPT and CPMT	12/12/2019	14
<b>On-Line Courses</b>			<b>1309</b>
CSA for New LDSS Staff - Module 1 (On-Line)	New LDSS Staff and Other Interested Parties	ongoing	76
CSA for New LDSS Staff - Module 2 (On-Line)	New LDSS Staff and Other Interested Parties	ongoing	58
CSA for New LDSS Staff - Module 3 (On-Line)	New LDSS Staff and Other Interested Parties	ongoing	63
CSA for New LDSS Staff - Module 4 (On-Line)	New LDSS Staff and Other Interested Parties	ongoing	58



All Sessions 9:00 AM - 4:00 PM (registration will open at 8:30 AM)  
Government Rate Rooms are available at all hotel sites (not Abingdon)

**Wednesday, April 15, 2020**

Marriott at Fair Oaks (Fairfax)  
11787 Lee Jackson Memorial Highway (in Fair Oaks Mall)  
Fairfax, VA 22033

**Thursday, April 16, 2020**

Hilton Richmond Hotel - Short Pump  
12042 West Broad Street  
Richmond, VA 23233

**Thursday, April 23, 2020**

Southwest Virginia Higher Education Center  
One Partnership Circle  
Abingdon, Virginia 24210

**Friday, April 24, 2020**

Hilton Garden Inn  
4025 Wards Road  
Lynchburg, Virginia 24502

**Thursday, April 30, 2020**

Marriott City Center at Oyster Point  
740 Town Center Drive  
Newport News, Virginia 23606

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

### **Notice of Intent to Develop Policy (SEC Policy 3.7)**

#### **Title of Proposed Policy:**

Alignment of the Family First Prevention Services Act (FFPSA) and the Local CSA Process  
(Proposed SEC Policy 3.7)

#### **Background and Summary:**

On July 1, 2020, the Commonwealth will implement the Family First Prevention Services Act (FFPSA) (Public Law 115-123) which was passed by Congress and signed by the President in 2018. The FFPSA establishes a new program and an associated funding source to deliver prevention services for children (and their families) who are at risk of entering foster care. The funding mechanism is Title IV-E of the Social Security Act and is 50% federal participation / 50% state matching funds. These federal reimbursements will flow through the state's Title IV-E agency, the Department of Social Services. Virginia unique Children's Services Act creates a collaborative, interagency system of funding to serve children and families, including those receiving foster care prevention services. Alignment of FFPSA implementation by local departments of social services and the local CSA teams is a necessary aspect of effectively addressing the needs of children and families.

The proposed SEC policy will require local Community Policy and Management Teams (CPMT) under the Children's Services Act to develop and implement a policy defining how the locality will align CSA activities with the new federal Family First Prevention Services Act (FFPSA).

**Intent of Proposed Policy:** The proposed policy will address the SEC's stated intention to facilitate alignment between all entities involved in the CSA system by having local CSA leadership thoughtfully address the issues of alignment as they apply to the FFPSA. The proposed policy is permissive – it does not specify how each locality will address this alignment, only that key areas of action be considered and addressed. The policies developed under this action will provide for clarity, elimination of duplicated efforts, and accountability.

The Office of Children's Services and the Virginia Department of Social Services will provide resources and support to local CSA teams and departments of social services in addressing the requirements of the proposed policy.

**Suggested Language:** Community Policy and Management Teams shall establish policies and procedures for the alignment of foster care prevention services funded through Title IV-E and the Family First Prevention Services Act (Public Law 115-123) with the local Children's Services Act program. Such policies and procedures shall address referrals of foster care prevention cases to the Family Assessment and Planning Teams (FAPT) and the roles and responsibilities of the FAPT and Community Policy and Management Team (CPMT).



**Date of SEC Action:** March 12, 2020

**Stage:** Notice

**Public Comment Period:** March 16 – May 1, 2020 (45 days)

**Date/Stage of Next SEC Action:** June 11, 2020 – Proposed Stage for a minimum of 60 days of public comment.

Public Comment will be accepted through the CSA website: [www.csa.virginia.gov](http://www.csa.virginia.gov)

Individuals wishing to be placed on the CSA Notification List should make such request via e-mail to [csa.office@csa.virginia.gov](mailto:csa.office@csa.virginia.gov)

FFPSA - CSA Alignment- DRAFT FOR DISCUSSION ONLY

No/Low Alignment

Moderate Alignment

High Alignment

Activity

<p><b>Eligibility</b></p>	<p>Children and families are eligible for FFPSA funded prevention services in accordance with the "imminent risk" criteria established by the VDSS/Three Branch. These children and families are also eligible for CSA (mandated) as they are receiving foster care prevention services in accordance with §63.2-905 (Foster Care Services).</p>	<p>Children and families are eligible for FFPSA funded prevention services in accordance with the "imminent risk" criteria established by the VDSS/Three Branch. These children and families are also eligible for CSA (mandated) as they are receiving foster care prevention services in accordance with §63.2-905 (Foster Care Services).</p>	<p>Children and families are eligible for FFPSA funded prevention services in accordance with the "imminent risk" criteria established by the VDSS/Three Branch. These children and families are also eligible for CSA (mandated) as they are receiving foster care prevention services in accordance with §63.2-905 (Foster Care Services).</p>
<p><b>Referral Process</b></p>	<p>No CSA consideration requested by LDSS. No referral to FAPT/DSS will handle independently (e.g., use of PSSF or DJJ funds).</p>	<p>Differential referral to CSA dependent on case characteristics (e.g., infant may not be referred while an older child with cross-agency needs may be referred). Case "type" and referral and may evolve over time as circumstances dictate. Specific referral requirements to be determined by VDSS guidelines and local CPMT policy.</p>	<p>All cases referred to FAPT. Specific referral requirements to be determined by VDSS guidelines and local CPMT policy.</p>
<p><b>CANS Requirements</b></p>	<p>Yes, VDSS plans to require CANS for FFPSA cases. OCS to modify CANVs to "flag" children referred for FFPSA service and not to CSA. CANS reassessments dependent on VDSS requirements and/or local CSA policy for cases in a high integration framework. CANS data can be used as component of an FFPSA evaluation model.</p>	<p>Yes, VDSS plans to require CANS for FFPSA cases. OCS to modify CANVs to "flag" children referred for FFPSA service and not to CSA. CANS reassessments dependent on VDSS requirements and/or local CSA policy for cases in a high integration framework. CANS data can be used as component of an FFPSA evaluation model.</p>	<p>Yes, VDSS plans to require CANS for FFPSA cases. OCS to modify CANVs to "flag" children referred for FFPSA service and not to CSA. CANS reassessments dependent on VDSS requirements and/or local CSA policy for cases in a high integration framework. CANS data can be used as component of an FFPSA evaluation model.</p>
<p><b>FAPT Role/Activities</b></p>	<p>N/A</p>	<p>For referred cases, existing CSA processes apply if CSA funding is requested/appropriate. If no CSA funding requested, FAPT's role is one of case consultation, coordination and service recommendation and periodic case review.</p>	<p>Existing CSA processes apply if CSA funding is requested/appropriate. If no CSA funding requested, FAPT's role is one of case consultation, coordination and service recommendation and periodic case review.</p>
<p><b>Time Frames for Action by FAPT</b></p>	<p>N/A</p>	<p>FAPT to hear case as soon as practicable. LDSS may initiate FFPSA services at their discretion. Cases requesting CSA funds are subject to existing CSA policies.</p>	<p>For FFPSA-only cases (no CSA funding requested), to be heard at FAPT within 30 days (align with FFPSA service plan requirements). LDSS has the authority to initiate services prior to FAPT as determined by local policy. Cases requesting CSA funds are subject to existing CSA policies.</p>
<p><b>Service Plan Requirements</b></p>	<p>Whatever DSS requires via Prevention Guidance.</p>	<p>CSA encouraged to accept VDSS Prevention Plan format for FFPSA services and not to require have two plans (Prevention Plan + IFSP). CSA and VDSS to work together to develop a Prevention Plan that will meet both requirements.</p>	<p>To be developed within 30 days if FFPSA only funds are being used (not asking for CSA funds). CSA encouraged to accept VDSS Prevention Plan format for FFPSA services and not to require have two plans (Prevention Plan + IFSP). CSA and VDSS to work together to develop a Prevention Plan that will meet both requirements.</p>
<p><b>CPMT Role/Activities</b></p>	<p>Current role for policy and practice oversight/coordination. Broad system oversight/CQI at the local level. Encourage review of data in light of new FFPSA (outcomes, use of CSA funds/referrals for FC prevention, etc.) Discuss how to integrate EBPs across all child-serving systems. No need for CPMT authorization of FFPSA expenditures.</p>	<p>Current role for policy and practice oversight/coordination. Broad system oversight/CQI at the local level. Encourage review of data in light of new FFPSA (outcomes, use of CSA funds/referrals for FC prevention, etc.) Discuss how to integrate EBPs across all child-serving systems. No need for CPMT authorization of FFPSA expenditures.</p>	<p>Current role for policy and practice oversight/coordination. Broad system oversight/CQI at the local level. Encourage review of data in light of new FFPSA (outcomes, use of CSA funds/referrals for FC prevention, etc.) Discuss how to integrate EBPs across all child-serving systems. No need for CPMT authorization of FFPSA expenditures.</p>
<p><b>Data Requirements</b></p>	<p>DSS only</p>	<p>What new data does CSA want to collect, if anything? Flag in LEDRS if child is getting CSA and FFPSA? VDSS needs to identify specific data elements for evaluation; how to align CSA and DSS data collection and systems?</p>	<p>What new data does CSA want to collect, if anything? Flag in LEDRS if child is getting CSA and FFPSA? VDSS needs to identify specific data elements for evaluation; how to align CSA and DSS data collection and systems?</p>
<p><b>Case Review Requirements (UR)</b></p>	<p>DSS requirements only</p>	<p>CSA Case Review may be driven by case type and local policy. Must meet minimum VDSS requirements.</p>	<p>Follow current practice for review of cases. Mirror guidance in new VDSS prevention policy (every 90 days). Local/DSS policy/ regarding period of FFPSA service authorization (every 90 days? full period of intended service?). Can FAPT review meet the VDSS review requirements?</p>
<p><b>Use of Alternate MDTs</b></p>	<p>N/A</p>	<p>Encouraged as appropriate - MDTs may have specialized perspectives.</p>	<p>Encouraged as appropriate - MDTs may have specialized perspectives.</p>

<b>Requirements for CSA AND FFPSA Cases</b>	Standard CSA procedures will apply. FFPSA services may begin before FAPT per local policy. Localities will need to determine how FFPSA service plans/CANS will substitute or align with existing FAPT requirements. Encourage reduction in potentially redundant and or unnecessary paperwork and practices.	Localities will need to determine how FFPSA service plans/CANS will substitute or align with existing FAPT requirements. Encourage reduction in potentially redundant and or unnecessary paperwork and practices.
<b>Service Contracting, Invoicing, Payment</b>	Undetermined at this point/payment through LDSS LASER. Many variables to consider. CSA currently does contracting, invoicing and payment (non Title IV-E) in many localities especially if separate from DSS. Concerns over possible duplication of contracting between FFPSA and CSA if the same services are to be used with different populations served. Allow local contracting with vendors as they already exist. Local contract requirements versus state contract requirements. How to handle services "turned down" for FFPSA funding (if already processed through CSA (high integration)/if not (low integration))	Allow local contracting with vendors as they already exist. Local contract requirements versus state contract requirements. How to handle services "turned down" for FFPSA funding (if already processed through CSA (high integration)/if not (low integration))
<b>Parental Co-Payment</b>	No co-payments for FFPSA services.	No co-payments for FFPSA services. Co-payments for CSA funded services per state and local CSA policy.
<b>Local Policy Development</b>	Will need to be thoughtfully discussed and developed. Remind people that they have to have policies requiring emergency services which allow immediate access to funds. Local CPMTs and LDSS should be reminded of and encouraged to utilize all available funding streams. The configuration of the FFPSA/CSA relationship should not be "compartmentalized," but rather be fluid and adaptable to the needs of the child and family and reflective of available local resources.	Remind people that they have to have policies requiring emergency services which allow immediate access to funds. Local CPMTs and LDSS should be reminded of and encouraged to utilize all available funding streams. The configuration of the FFPSA/CSA relationship should not be "compartmentalized," but rather be fluid and adaptable to the needs of the child and family and reflective of available local resources.

**Additional Discussion Points/Considerations**

<p><b>Potential Case Type Characteristics for Differential Levels of Integration (FFPSA/CSA)</b> (Especially for Moderate Integration Models)</p> <p>Include in CSA Children and families for whom there are no available/appropriate FFPSA services Delinquent youth who have family system issues/ could be open to DSS prevention if meeting criteria "Exclude" from CSA Infants, young children/not in school/not on probation/no identified MH issues. Children and families who only need FFPSA, not other agency involvement</p>	<p><b>Need for consistent messaging and properly timed messaging from both DSS and CSA</b> VDSS anticipates prevention guidance to be complete next April. Cannot complete CSA integration guidance until that is complete.</p> <p><b>Note to Localities:</b> While impact is not yet determined, CSA programs need to anticipate and prepare for increased workloads, especially as they adopt more integrated models. OCS will work with VDSS to try to determine how many of the current CSP Ongoing Cases are already being served by CSA, to get a ballpark estimate of how many new CSA cases might be possible in a high integration model.</p>
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**Note to OCS:**  
Provide clarity about the allowable range of documentation that will meet CSA audit requirements.

## **Suggested SEC Strategic Plan Implementation Strategy**

### **Two Year Metrics (2020 – 2022)**

#### **(For Discussion Purposes)**

#### **Policy and Oversight**

**Goal 1: SEC with input from SLAT and others will determine which CSA policies need greater uniformity, flexibility, and alignment**

#### **Implementation:**

SEC and SLAT will form a workgroup to systematically review SEC policies (relevant statutes and items in the CSA User Guide will be reviewed as needed). All policy review will be conducted with attention to equity considerations and a trauma-informed perspective.

- Appropriate membership representing SEC and SLAT will be determined.
- Additional participants will be determined and invited. This may include persons with policy expertise with equity and trauma-informed perspectives.
- Workgroup will be staffed by OCS.
- Workgroup will provide regular reports to the SEC and the SLAT.
- Workgroup may also identify new policies for consideration (e.g., Integration of CSA and Family First Prevention Services Act).
- At the direction of the SEC and with input from the workgroup, suggested revisions to existing policies will be prioritized for action (e.g., the “protected” funds policy as discussed at the December 2019 SEC meeting from the SLAT report).

**Goal 2: SEC will identify and capitalize on the practice enhancements occurring throughout the CSA participating systems.**

#### **Implementation:**

Brief status updates on each of the major practice enhancements will be on the SEC meeting agendas with discussion focused on interrelatedness across systems and ideas for maximizing impact and alignment.

- Input from various perspectives (e.g., state agency, local government, private provide, family) will be sought to ensure breadth of perspectives are considered.
- Appropriate actions emerging from these discussions will be considered.

## **Suggested SEC Strategic Plan Implementation Strategy**

### **Two Year Metrics (2020 – 2022)**

#### **(For Discussion Purposes)**

#### **Leadership and Collective Action**

**Goal 1: SEC and SLAT will define and support development of core leadership competencies for local CSA leaders, Community Policy and Management Teams and Family Assessment and Planning Teams.**

#### **Implementation:**

SEC will request SLAT to form a workgroup to define core knowledge, skills, and abilities for the various roles and develop relevant work products (e.g., model position descriptions, suggested training and experience for each role, etc.).

- Recommendations for implementation will be part of the charge of the group.
- Equity and trauma-informed perspectives will be a consideration in the work.
- OCS will provide resources as needed to facilitate the workgroup's activities.
- Workgroup will provide regular status reports to the SEC.

**Goal 2: SEC will implement and support outcome-driven practices.**

#### **Implementation:**

SEC will direct OCS to survey state, local, and private provider partners to generate a catalog of current outcome metrics to include the method of collection and reporting.

- Ask questions related to what is working and how did it work?
- Identify levers/drivers of successful implementation of outcome-driven practices.
- Solicit examples from SEC members and others.

## **Suggested SEC Strategic Plan Implementation Strategy**

### **Two Year Metrics (2020 – 2022)**

#### **(For Discussion Purposes)**

#### **Empowering Families and Communities**

**Goal 1: SEC, SLAT, and additional partners will develop a guide for youth and families to build understanding about access to needed services.**

#### **Implementation:**

SEC will request SLAT to form a workgroup to develop the guide.

- Focus will be on the desired end state of families being more aware of how to access to services. Final products may be wider than a traditional written guide.
- Significant representation on the workgroup will be from persons with lived experience with the CSA system.
- Workgroup will survey the field for existing examples of such guides (e.g., local CSA programs, family organizations).
- Workgroup will provide regular status reports to the SEC.

**Goal 2: The SEC through OCS will build community capacity by preparing and assisting localities to successfully implement and sustain evidence-based practices.**

#### **Implementation:**

- OCS will, in partnership with the established working group on facilitating local adoption, utilization, and sustainability of evidence-based practices, develop a formal workplan to continue the already initiated EBP local/regional learning collaboratives. (Note: initial events in this activity are scheduled for April 2020.)
- SEC and OCS will provide appropriate support for the potential Evidence-Based Practices Center Excellence (COE), should the COE come to fruition.