

AGENDA
State Executive Council for Children's Services
September 14, 2023
9:30 AM – 2:00 PM

Richmond/Henrico Rooms (2nd Floor)
1604 Santa Rosa Road, Richmond, VA 23229

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

<https://meet.goto.com/411872149>

You can also dial in using your phone.
Access Code: 411-872-149 United States: [+1 \(872\) 240-3212](tel:+18722403212)

- 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)
- 9:50 Action Item: Approval of June 2023 Minutes**
- 9:55 Public Comment**
- 10:05 2023 CSA Service Gap Survey – Carrie Thompson**
- 10:25 State and Local Advisory Team Report – Rebecca Vinroot, SLAT Chair**
Action Item: Approve revised SLAT Bylaws
- 10:35 SEC Policy Manual – Proposed Actions**
Action Item: Approve policies 2.4; 3.4; and 4.2 for 45 days of public comment
- 11:05 SEC Bylaws – Proposed Revisions**
- 11:15 OCS Executive Director's Report – Scott Reiner**
- Status of rate setting for private day special education
 - FY2023 Final OCS training summary
- 11:40 Continued development of the 2024 – 2025 SEC Strategic Plan**
- 12:10 Lunch**
- 12:40 Continued development of the 2024 – 2025 SEC Strategic Plan**
- 1:50 Closing Remarks and Adjourn**

Remaining 2023 Meetings

December 14

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**STATE EXECUTIVE COUNCIL (SEC)
FOR CHILDREN'S SERVICES
1604 Santa Rosa Road
Richmond/Henrico Rooms
Richmond, VA
Thursday, June 8, 2023**

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
The Honorable Carrie Coyner, Member, Virginia House of Delegates
Adrienne Fegans for Cheryl Roberts, Director, Department of Medical Assistance Services
The Honorable Willie Greene, Mayor, City of Galax
Natalie Handy, VP of Government Affairs & Advocacy, Health Connect America
Samantha Hollins, Ph.D. for Lisa Coons, Superintendent of Public Instruction, Virginia Department of
Education
Jake Lambert, for Karl Hade, Executive Secretary of the Supreme Court of Virginia
The Honorable Chad Logan, Judge, 26th Judicial District, Juvenile and Domestic Relations
District Court
The Honorable T. Montgomery "Monty" Mason, Member, Senate of Virginia
Andrea McMahon, for Amy Floriano, Director, Department of Juvenile Justice
Anahita Renner, Parent Representative
Ron Spears, CEO, Elk Hill
Rebecca Vinroot, Chair, State and Local Advisory Team (SLAT)

Other Staff Present:

Stephanie Bacote, Program Audit Manager, OCS
Mary Bell, Program Consultant, OCS
Annette Larkin, Program Audit, OCS
Marsha Mucha, Administrative Staff Assistant, OCS
Nira Pillai, IT Business Analyst, OCS
Scott Reiner, Executive Director, OCS
Kristi Schabo, Senior Policy and Planning Specialist, OCS
Carrie Thompson, Research Associate Senior, OCS
Susan Whyte, Assistant Attorney General

Members Absent:

The Honorable Christopher Faraldi, Member, Lynchburg City Council
The Honorable Margaret Angela Franklin, Prince William County Board of Supervisors
Michelle Johnson, County Administrator, Charles City County
The Honorable Dalia Palchik, Member, Fairfax County Board of Supervisors

Call to Order/Opening Remarks

Leah Mills, Deputy Secretary of Health and Human Resources, called the meeting to order at 9:30 a.m. She welcomed everyone on behalf of Secretary Littel. Introductions were made.

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Approval of Minutes

The minutes of the March 9, 2023, meeting were approved on a motion by Monty Mason, seconded by Carl Ayers, and carried.

Public Comment

Michael Thomas, McGuire Woods Consulting made public comment on behalf of the Virginia Association of Independent Specialized Education Facilities (VAISEF)

Bill Elwood, Executive Director, Elwood Consulting made public comment on behalf of the Virginia Coalition of Private Provider Associations (VCOPPA).

Both Mr. Thomas and Mr. Elwood expressed concerns regarding implementation of private day rate setting effective July 1, 2023 and the continuing state budget impasse. They explained that existing budget language is silent on how implementation might occur if no budget is reached. Existing budget language does not say that the model rate structure developed by the consultants previously engaged by OCS must be used in implementation.

They requested an alternative solution be considered by the Administration and the General Assembly should a budget not be adopted by July 1, 2023.

A discussion followed the public comments concerning whether or not the rate structure developed by the consultants had to be utilized or if an alternative solution could be explored. Mrs. Whyte explained that there is no explicit requirement to use the tiered rate structure developed by the consultants; however, Mrs. Mills noted that a rate structure would need to be in place in the event the budget is not adopted by July 1, 2023. She further noted that the Administration is committed to working with the private provider community should a budget not be in place by July 1. Mr. Reiner noted that OCS would proceed at the direction of the Administration.

After additional discussion, a motion was made by Carrie Coyner, seconded by Monty Mason, and carried (*Mrs. Mills and Mr. Lambert abstained*) to send a letter from the SEC membership to the Administration requesting that contracting practices utilized by localities in 2022-2023 for private day special education rates serve to meet the implementation requirements (implementation of statewide rates) in the current budget language.

State and Local Advisory Team (SLAT) Report

Rebecca Vinroot, SLAT Chair, provided the update. She reported that SLAT last met on May 4, 2023.

- Mrs. Vinroot reported that SLAT continued a discussion of the three-tiered match rate system that had initially taken place at the February 2023 meeting. SLAT discussed whether localities are penalized (higher match rate for residential) if they don't utilize community-based services. At the May 2023 meeting, SLAT delved deeper into the match rates and, after additional analysis, SLAT decided not to make any recommendations to the SEC at this time.

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- SLAT is also awaiting results of the Time-to-Service Study being conducted by the Office of Children's Services. This was a recommendation from the JLARC report issued several years ago. A survey and data collection tool was disseminated to each of the individual CSA offices to determine the length of time from referral to CSA to initiation of service delivery.
- SLAT has begun a review of the SLAT bylaws.
- SLAT has nominated Rebecca Vinroot to serve as SLAT Chair and Mills Jones to serve as SLAT Vice-Chair for the 2024 fiscal year. The nominations from SLAT were approved by the SEC on a motion by Bob Hicks, seconded by Ellen Harrison, and carried.

OCS Training Plan for FY2024

Mr. Reiner presented a draft of the OCS Training Plan for FY2024 for the SEC's consideration and approval. Mr. Reiner highlighted several aspects of the training plan. At the end of his presentation and discussion, the FY2024 OCS Training Plan was approved on a motion by Ellen Harrison, seconded by Natalie Handy, and carried.

Mr. Reiner will have the annual training report summary available for the September 2023 SEC meeting.

SEC Policy Manual

Mr. Reiner provided an update on the SEC policy manual review process. Mr. Reiner noted that several policies (5) had previously been identified as meeting the criteria of being duplicative of the Code of Virginia. Those policies were rescinded by the SEC at the March 2023 meeting. Mr. Reiner further reported, that moving forward with the project to format, restructure or make minor technical revisions to existing policies, will require those policies to go through the public comment process.

Mr. Reiner further reported that §2.4.7 of the Policy Manual, *Public Participation in Policy-making Actions*, requires a petition for a policy-making action to be presented to the SEC's Executive Committee for review and presentation to the SEC for consideration. Currently the SEC does not have an Executive Committee to meet this requirement.

Mr. Reiner ask for volunteers to serve on a SEC Executive Committee for the purpose of moving the policy review forward. The following SEC members agreed to serve: Carl Ayers, Bob Hicks, and Natalie Handy. The committee will address three proposed policy updates, including revision of the policy that requires Executive Committee action.

OCS Executive Director's Report

Mr. Reiner reported on the following items:

- Minor changes are needed to the SEC bylaws which will be addressed in the fall.
- The locality whose CSA funds were suspended pending improvements to their CSA program is making progress toward meeting those goals. Once an additional review is completed by CSA audit showing continued improvement, the suspended funds will be released to the locality.
- Members received a copy of the City of Petersburg, DSS/CSA Fiscal Year 2022 Annual Report prepared by the Petersburg CPMT. Mr. Reiner commended Petersburg for their work.

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SEC Strategic Plan

Mr. Reiner reported that the Code of Virginia and the Appropriation Act require the SEC to biennially publish and disseminate a progress report on services for children, youth and families and a plan for such services for the ensuing biennium. Mr. Reiner further reported that a progress report will be due in December 2023 along with a strategic plan for the upcoming biennium.

At the March 2023 SEC meeting, members agreed to the three broad areas addressed in the current Strategic Plan:

- Policy and Oversight
- Leadership and Collective Action
- Empowering Families and Communities

Under the direction of OCS Senior Policy and Planning Specialist, Kristi Schabo, members were divided into three groups to brainstorm goals for each of these areas. (*Mrs. Mills was called away to attend another meeting. She asked Mr. Reiner to assume the Chair.*)

Once the small group activity was completed, the groups reported out. The ideas will be compiled and sent out to the membership for further thoughts/suggestions in advance of the September 2023 SEC meeting. SLAT should also receive the compilation before their August 2023 meeting.

Closing Remarks and Adjournment

There being no further business, the meeting adjourned at 2:30 p.m. The next meeting is scheduled for September 14, 2023 and will be an extended meeting.

BYLAWS

State and Local Advisory Team for the Children's Services Act

ARTICLE I – Name

The name of this entity shall be the "State and Local Advisory Team" hereinafter referred to as the "team SLAT".

ARTICLE II – Purpose and Powers

The team SLAT was created by the 1992 General Assembly of the Commonwealth of Virginia as the State Management Team as set forth in Chapter 46 Section 2.1-747 of the *Code of Virginia of 1950*. The 2000 General Assembly renamed the team State Management Team as the State and Local Advisory Team and modified its duties. Its activities shall be in all respects conducted in accordance with Virginia law and regulations.

In accordance with Section 2.2-5201 of the *Code of Virginia*, the team SLAT has developed bylaws to govern its operations which have been approved by the State Executive Council for Children's Services, hereinafter referred to as the "council SEC."

Specifically, the team SLAT was established to better serve the needs of troubled and at risk youths youth and their families by advising the council SEC on managing cooperative efforts at the state level and providing support to community efforts. Pursuant to Section 2.2-5202, COV the team SLAT may:

1. Advise the council SEC on state interagency program policies that promote and support cooperation and collaboration in the provision of services to troubled and at risk youths youth and their families at the state and local levels;
2. Advise the council SEC on state interagency fiscal policies that promote and support cooperation and collaboration in the provision of services to troubled and at risk youths youth and their families at the state and local levels;
3. Advise state agencies and localities on training and technical assistance necessary for the provision of efficient and effective services that are responsive to the strengths and needs of troubled and at risk youths youth and their families; and
4. Advise the council SEC on the effects of proposed policies, regulations, and guidelines.

ARTICLE III – Membership and Terms

The team SLAT shall be appointed by and be responsible to the council SEC as set forth in Section 2.2-5201, *Code of Virginia*. ~~The team The membership and terms of appointment shall include one representative from each of the following state agencies: the Department of Health, Department of Juvenile Justice, Department of Social Services, Department of Behavioral Health and Developmental Services, the Department of Medical Assistance Services and the Department of Education. The team shall also include a parent representative who is not an employee of any public or private program that serves children and families and who has a child who has received services that are within the purview of the CSA; a representative of a private organization or~~

~~association of providers for children's or family services; a local Children's Services Act coordinator or program manager; a juvenile and domestic relations district court judge; a representative who has previously received services through the Children's Services Act, to be appointed by the Governor with recommendations from entities including the Departments of Education and Social Services and the Virginia Chapter of the National Alliance on Mental Illness; and one member from each of five different geographical areas of the Commonwealth who is representative of one of the different participants of community policy and management teams. The non-state agency representatives shall be recommended by the statewide associations and/or organizations that represent families, private providers, CSA Coordinators, juvenile and domestic relations district court judges, and directors of the local child-serving agencies (social services, schools, court service units, community service boards, and health). as delineated in §2.2-5201. Each organization and/or association may recommend up to two alternates. The primary representative shall have primary responsibility for full participation. The non-state agency members shall serve staggered terms of not more than three years, such terms to be determined by the council.~~ Each alternate shall also be appointed by the ~~council~~SEC and shall serve the same term as the member.

Any person serving on the ~~team~~SLAT who does not represent a public agency shall file a statement of economic interests as set out in Section 2.2-3117, Code of the Virginia (State and Local Government Conflict of Interests Act ~~(Section 2.2-3100 et seq.)~~). Persons representing public agencies shall file such statements if required to do so pursuant to the State and Local Government Conflict of Interests Act.

ARTICLE IV – Duties of Membership

The state agencies represented on the ~~team~~SLAT shall ~~provide administrative support for the team in the development and implementation of the~~ collaborative system of services and funding ~~authorized by Chapter 52 of the Code of Virginia.~~ This support shall include, but not be limited to, the provision of timely fiscal information, ~~aggregate data for client on youth, families, and service trackingservices,~~ and assistance in training local agency personnel on the system of services and funding ~~established in the aforementioned chapter.~~

Official positions regarding ~~team~~SLAT policy and procedure shall be established and approved by a majority vote ~~of the team.~~ Team. SLAT members should be cognizant of these positions and reflect on them when appropriate while representing the ~~team~~SLAT at public meetings and functions.

ARTICLE V – Officers

The ~~team~~SLAT shall annually elect a chair from among the local government representatives, including the members who are representatives of one of the different participants of community policy and management teams and the local ~~children's services act~~Children's Services Act coordinator or program manager. The chair shall be responsible for convening the ~~team~~SLAT and presiding over all ~~team~~ meetings, setting the agenda, making assignments, and serving as a voting member of the ~~council~~SEC. The ~~team~~SLAT shall also annually elect a vice-chair. In the absence of the chair, the vice-chair will assume the role of the chair with all powers and responsibilities. ~~The Executive Director of the Office of Children's Services (OCS) is responsible to arrange for recording and producing minutes from each meeting, preparing correspondence when required, and serving as the official record keeper for the team.~~

ARTICLE VI – Election of Officers

A nominating committee for the selection of officers for the next fiscal year shall be appointed by the chair no later than the penultimate meeting ~~of the team~~ in any given fiscal year. It shall be the duty of the nominating committee to nominate candidates for the offices of chair and vice-chair and to report these nominations no later than the final meeting of ~~the team in~~ any fiscal year. ~~Election~~The election of officers shall occur at the final meeting held in the fiscal year. Prior to the election, additional nominations from the floor shall be permitted for all offices (provided the nominee consents). Officers shall assume office on July 1. In the event that appointments ~~to the team~~ are delayed, the ~~team~~SLAT may modify this schedule and may appoint an interim chair.

The term of office shall be for one year. Officers shall serve until such time as their term expires or a successor is elected, whichever last occurs. No officer may serve more than ~~two~~three consecutive terms in the same office. The election shall be by ballot if there is more than one nominee for the same office. A quorum must be present and voting ~~in order~~ to constitute an election.

In the event a vacancy occurs in one of the elected offices, the vacancy shall be filled by a special election for the unexpired term by a majority vote of all ~~team~~SLAT members present at the first meeting following the announcement of the vacancy or as soon thereafter as possible.

ARTICLE VII – Meetings

A meeting of the ~~team~~SLAT occurs when a majority of the ~~team~~ membership sits as a body or as an informal assemblage, wherever held. Minutes shall be taken of all meetings.

All meetings shall be conducted in an orderly manner subject to Robert's Rules of Order and any applicable state law (e.g., the ~~rules~~Freedom of the ~~presiding officer~~Information Act).

An annual meeting schedule for the coming year shall be set ~~at the final meeting of any fiscal year~~.

Regular meetings of the ~~team~~SLAT and executive committee shall be held as described or published on the Commonwealth Calendar, and at a time and location convenient to members.

RegularAll meetings of the ~~team~~SLAT and executive committee are open to the public and all interested parties.

Special meetings shall be convened at the discretion of the chair as the need arises, and at the written request of at least two members of the ~~team~~SLAT.

The presence of a majority of the ~~team~~SLAT membership shall constitute a quorum. When less than a quorum is present, meetings may be held for purposes of information sharing, determining ~~team~~SLAT business, etc., but in no instance may any voting take place with less than a quorum present.

All decisions regarding the establishment and implementation of ~~team~~SLAT policy and procedure, including all motions presented and acted upon, will be accomplished by a majority vote of the membership as so signified by the chair, and recorded by the ~~Executive Director~~Office of ~~OC~~Children's Services.

Members or designated alternates must be present (in person or through approved virtual participation) to record their ~~vote~~votes. Each state agency member and non-state agency member shall have one vote by the primary member or designated alternate. All questions of parliamentary procedure and voting on all motions

and amendments shall be governed by the guidelines as set forth in ~~the latest edition of~~ Robert's Rules of Order.

Individual members will endeavor to attend all officially called or scheduled meetings of the ~~team~~SLAT, and when unable to be present shall be represented by their designated alternate, who shall act with all the authority of the appointed member, including the right to vote on all matters coming before the ~~team~~SLAT.

All ~~notice~~ notices of meetings and minutes will be distributed to the membership prior to the convening of the following or subsequent meeting.

The Office of Children's Services (OCS) is responsible for recording and producing minutes from each meeting, preparing correspondence when required, and serving as the official record keeper for the SLAT.

ARTICLE VIII – Executive Committee, Purpose, Function, and Membership

The executive committee shall be composed of the chair and vice-chair. The Executive Director, ~~of OCS, or~~ their designee, shall serve in an ex-officio capacity. The immediate past chair may serve ~~as in an~~ an ex-officio capacity, by action of the ~~team~~SLAT.

The meetings of the executive committee will be open to the public and published as appropriate. ~~Team~~ SLAT members are invited to attend executive committee meetings.

The purpose of the ~~committee~~ Executive Committee shall be to enhance the efficiency and effectiveness of the work of the ~~team~~SLAT by:

1. Establishing the agenda, scheduling ~~the meetings of the team,~~ and managing the flow ~~of the team~~ and distribution of work;
2. Monitoring the progress of ~~team~~SLAT committees on assigned tasks and integrating the work of various ~~team~~ committees through coordination with ~~team~~ committee chairs;
3. Serving as a facilitator by reviewing and making recommendations on options to resolve a lack of consensus on issues under consideration ~~by the team;~~
4. Assuring representation of the ~~team~~SLAT at all meetings of the ~~council~~SEC; and
5. Representing the ~~team~~SLAT in matters that cannot be addressed at ~~its~~ regular meetings ~~of the team~~. This responsibility shall not extend beyond existing policies, procedures, or decisions previously made or established by the ~~team~~SLAT.

ARTICLE IX – Committees

Committees may be formed by the chair as required, after appropriate consultation with the ~~team~~ membership. ~~The team shall appoint a~~ committee chair and an acceptable number of committee members; shall be appointed. Each committee may be dissolved at the discretion of the ~~team~~SLAT-chair once its appointed task is completed.

ARTICLE X – Notice and Waiver of Notice

Any notice required to be given by these Bylaws may be given by electronic mail, mailing, or delivering the same to the person entitled thereto at his or her address recorded with the ~~Executive Director of~~ OCS and such notice shall be deemed to have been given at the time of such mailing or delivery. Any notice required by these Bylaws to be given may be waived by the person entitled to such notice.

ARTICLE XI – Amendments

These Bylaws may be amended at any regular meeting of the ~~team~~SLAT by an affirmative vote of a majority of the ~~team~~ members, provided that the membership is notified in writing of any proposed amendment to said Bylaws prior to the convening of the meeting when such amendment is discussed and acted upon. The Bylaws shall be revised by the ~~team~~SLAT, or an appointed subcommittee ~~of the team~~ as required but no less than once every ~~two~~three years from the date of their adoption, ~~and~~ provided that all amendments to these Bylaws must be approved by the ~~council~~SEC.

ARTICLE XII – Severability

It is hereby declared to be the intention of the ~~team~~SLAT that the articles, paragraphs, sentences, clauses, and phrases of these Bylaws are severable; and if any phrase, clause, sentence, paragraph, or article of these Bylaws shall be determined by an administrative agency or court of competent jurisdiction to be in violation of the laws of the Commonwealth of Virginia or the United States of America, of no effect, but the remaining phrases, clauses, sentences, paragraphs, and articles shall remain in full effect.

The foregoing Bylaws of the State and Local Advisory Team for the Children's Services Act were duly adopted by the State and Local Advisory Team on August ~~4, 2016~~3, 2023 and approved by the State Executive Council on September ~~15, 2016~~14, 2023.

Chair, _____ Chair
State Executive Council _____ Chair, for Children's Services State and Local Advisory Team

Date: _____ Date: _____

State Executive Council (SEC) for Children's Services

Notice of Intent to Develop/Revise Policy

Approved for Public Comment by the SEC: September 14, 2023

Public Comment Period Ends: 5:00 PM, October 30, 2023

Number and Name of Proposed/Revised Policy:

Policy 2.4 - Public Participation in Policy-Making Actions

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.4. of the *Code of Virginia* which states that the State Executive Council for Children's Services shall: *"Provide for a public participation process for programmatic and fiscal guidelines and dispute resolution procedures developed for administrative actions that support the purposes of the Children's Services Act (§2.2-5200 et seq.). The public participation process shall include, at a minimum, 60 days of public comment and the distribution of these guidelines and procedures to all interested parties."*

The proposed changes to the existing policy 2.4 remove the requirement for policy-making actions to be initiated at the Executive Committee of the State Executive Council, allowing for direct presentations of petitions to the full State Executive Council. The Executive Committee exists nowhere in the *Code* or bylaws of the SEC and this requirement adds an unnecessary step to the policy-making process.

Changes are also proposed to align policy 2.4 with the standard policy format adopted by the State Executive Council in September 2022. Particular to this policy, section 2.8.6 was added to indicate a periodic review schedule.

Summary of the Proposed/Revised Policy:

Policy 2.4 outlines a process and requirements for public participation in all policy development by the SEC. This process includes clear definitions of activities, a multi-phase process providing for public input at several points in time, and

specific time frames for each phase and activity in the proposed process. It also outlines the technical mechanism by which public input will be solicited, collected, and made available.

Preliminary Fiscal Impact Analysis:

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

POLICY 2.4

PUBLIC PARTICIPATION IN POLICY-MAKING ACTIONS

2.4.1 Purpose

The purpose of this policy is to promote public involvement in the development, amendment, or repeal of policies of the State Executive Council for Children's Services (SEC).

2.4.2 Authority

Section 2.2-2648 D 4 of the *Code of Virginia* states that the SEC shall:

"Provide for a public participation process for programmatic and fiscal guidelines and dispute resolution procedures developed for administrative actions that support the purposes of the Children's Services Act (§ 2.2-5200 et seq.). The public participation process shall include, at a minimum, 60 days of public comment and the distribution of these guidelines and procedures to all interested parties."

§ 2.2-2648 D 5 specifies that the SEC shall:

"... consult with the Virginia Municipal League and the Virginia Association of Counties about state policies governing the use, distribution, and monitoring of monies in the state pool of funds and the state trust fund."

In addition, § 2.2-2648 enumerates specific areas in which the SEC shall be responsible for the development and implementation of guidelines and practices for the Children's Services Act (CSA).

The Office of Children's Services (OCS) is established pursuant to § 2.2-2649 A as the administrative entity of the SEC.

2.4.3 Definitions

"*Basic law*" means provisions in the *Code of Virginia* that delineate the basic authority and responsibilities of an agency and/or governing body.

"*Commonwealth Calendar*" means the electronic calendar for official government meetings open to the public as required by § 2.2-3707 C of the Virginia Freedom of Information Act.

"*Fiscal impact analysis*" means a systematic review of the potential fiscal impact of a proposed policy which includes an analysis of the impact on CSA state pool funds and other state funding sources, CSA local matching funds requirements, local government administration of CSA, and any potential federal funding sources.

"*Legal review*" means a review of a proposed policy by the Office of the Attorney General to ensure that the proposed policy is in compliance with all relevant state and federal laws and regulations.

Adopted: June 23, 2016

Effective: June 23, 2016

Revised: pending

Page 1 of 8

"Notice Stage" means the first stage of an SEC policy development where the SEC indicates the intent to initiate a policy-making action.

"Notification list" means a list of persons, maintained by OCS, to be notified of SEC policy-making actions.

"Open meeting" means any scheduled meeting of a unit of state government empowered by an agency's basic law to establish policies or decide cases related to a policy-making action.

"Person" means any individual, corporation, partnership, association, cooperative, limited liability company, trust, joint venture, government, political subdivision, or any other legal public or private entity and any successor, representative, agent, agency, or instrumentality thereof.

"Policy" means any requirement adopted by the SEC that governs the implementation of the CSA.

"Policy-making action" means the development, amendment, or repeal of a policy by the SEC.

"Proposed Stage" means the second stage of an SEC policy-making action where the SEC has drafted the proposed requirements for the operation of the CSA, OCS, or the SEC that is within the legal authority of the SEC under [§ 2.2-2648](#) of the *Code of Virginia* or which the SEC is directed to adopt by the General Assembly of Virginia.

"Public comment" means the mechanisms by which the SEC receives input from interested parties concerning policy-making actions.

"Public hearing" means a scheduled time at which SEC members meet to receive public comment on a policy-making action.

"Public notice" means informing the public of the policy-making activities of the SEC.

2.4.4 Notification List and Public Notice

A. Notification List

- 1. The OCS shall maintain a list of persons who have requested to be notified of policy-making actions being considered by the SEC.**
- 2. Any person may request to be placed on the notification list by making a request to OCS via e-mail at csa.office@csa.virginia.gov or 804-662-9815. Notification of persons on the notification list shall be made by electronic means unless the person specifically indicates a preference for notification via First Class mail.**
- 3. When electronic mail is returned as undeliverable on two occasions, at least 24 hours apart, that person will be deleted from the notification list. A single undeliverable message shall be insufficient cause to delete a person from the notification list.**

Adopted: June 23, 2016

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Page 2 of 8

4. When mail delivered by First Class mail is returned as undeliverable on two occasions, that person will be deleted from the list.
5. The OCS may periodically request those persons on the notification list to indicate the desire to remain on or be deleted from the list and their preferred method of notification.
6. All members of the SEC and the State and Local Advisory Team (SLAT) ([§2.2-5201](#)), all persons registered via the CSA website rosters as chairpersons of CSA Community Policy and Management Teams (CPMT, [§2.2-5205](#)) and CSA Coordinators shall be placed on the notification list without the necessity of a specific request.

B. Additional Public Notice

1. In addition to the use of the notification list, OCS shall use the following mechanisms for informing the public of proposed policy-making actions of the SEC:
 - a. Prominent display of current information about policy-making activities of the SEC on its website at www.csa.virginia.gov. The information shall indicate the stage of the action and when the SEC is scheduled to meet to consider the policy-making action.
 - b. Include notice of policy-making activities on the published agendas of public meetings of the SEC and any related committee, work group, or task force meeting.

2.4.5 Information to be Sent to Persons on the Notification List

- A. OCS shall send to persons on the notification list, and publish on its website, the following information:
 1. A notice of intent to develop policy (Initiation of the Notice Stage),
 2. A notice of the public comment period on a proposed policy-making action, including the specific proposed policy documents and/or information on how to electronically obtain a copy of the specific proposed policy documents, and information on how to submit public comments.
- B. The failure of any person to receive any notice of any documents shall not affect the validity of any policy if approved by the SEC.

2.4.6 Public Comment

- A. In considering any policy-making action not exempted in Section 2.4.8, the SEC shall afford interested persons an opportunity to submit data, views, and arguments, either orally or in writing. Such opportunity to comment shall include an on-line public comment forum maintained on the CSA website.

1. The SEC shall provide a copy of the Notice Stage document to all persons on the Notification List as described in Section 2.4.4 A.
 2. Nothing herein shall prevent the SEC from developing and drafting policy-making actions prior to or during any opportunity it provides to the public to submit comments.
- B. The SEC shall accept public comments in writing after the issuance of public notice of a policy-making action in accordance with Section 2.4.4. Public comment in writing shall be accepted as follows:
1. For a minimum of thirty (30) calendar days following the issuance of the Notice Stage (see Section 2.4.7 B).
 2. For a minimum of sixty (60) calendar days following the preliminary approval of the proposed policy (see Section 2.4.7 C).
 3. For a minimum of sixty (60) calendar days following the approval of a re-proposed policy (see Section 2.4.7 E (1) (c)).
- C. The SEC may extend any of the comment periods listed in Section 2.4.6 B.
- D. Oral public comment on any policy-making action shall be accepted at all public meetings of the SEC and of any committee, work group, or task force established to consider the policy-making action. Notice of any open meeting shall be posted on the Commonwealth Calendar at least five (5) working days prior to the date of the meeting. The exception to this requirement is any meeting held in accordance with [§2.2-3707 D](#) of the *Code of Virginia* allowing for contemporaneous notice to be provided to participants and the public.
- E. Response to Public Comment

The OCS shall compile a summary description of and prepare a response to all public comments on the policy-making action. Such summary description shall be sent to members of the SEC and all members of the Notification List described in Section 4A, and published on the CSA website, at least five (5) business days before the meeting of the SEC at which final approval of the proposed policy will be considered.

In this summary description, the OCS shall indicate for each comment or group of comments that are of a similar nature whether the comment has been incorporated into the proposed policy or, if not, a brief explanation of the rationale for the action taken.

2.4.7 SEC Policy-making Process

- A. Petition for a Policy-making Action
1. Any person may petition the SEC to initiate a policy-making action. The petition shall state:
 - a. The petitioner's name and contact information; and

Adopted: June 23, 2016

Effective: June 23, 2016

Revised: pending

Page 4 of 8

- b. The substance and purpose of the policy-making action that is requested, including reference to any applicable SEC policies and/or reference to the legal authority of the SEC to take the action requested. However, the failure of a petitioner to include the legal authority shall not preclude consideration of the petition.
 2. Petitioners shall submit a written petition to the Executive Director of the OCS. The petition shall be included in the documents provided in advance of the next scheduled meeting of the Executive Committee of the SEC. At this meeting, the Chair of the SEC, in consultation with the Executive Committee of the SEC and the Executive Director of the OCS, shall determine the disposition of the petition.
 3. Disposition of such petitions may include:
 - a. Acceptance of the petition and initiation of a policy-making action.
 - b. A request for the petitioner to present the request for consideration to the full SEC.
 - c. Denial of the petition.
 4. Within ten (10) days of disposition, OCS shall notify the petitioner in writing of the disposition including the rationale for the decision if the request is denied.
 - ~~5. The disposition of all petitions for policy making will be made known to the State Executive Council at its next scheduled meeting.~~
 65. Nothing in this policy shall prohibit the OCS or the SEC from receiving information or from proceeding on its own motion for initiation of a policy-making action.
- B. Notice Stage**
1. ~~A determination to begin a policy-making action will be made by the Executive Director of the OCS, in consultation with the Chair and the Executive Committee of the SEC.¹~~
 2. At a minimum, the Notice Stage shall include (i) a summary of the intended policy-making action, a statement of the basis, purpose, and substance thereof; (ii) issues to be addressed therein; and (iii) a preliminary estimate of the fiscal impact of the policy-making action on both state and local governments.
 3. Should the SEC approve the Notice Stage, it shall be issued via public notice and open for public comment as provided for in Section 2.4.6 B. The Executive Director of the OCS or designee shall be responsible for compiling, organizing, and presenting to the SEC public comments received.

¹ §2.2-2649 B 1 of the *Code of Virginia* provides that the Director of OCS shall "Develop and recommend to the state executive council programs and fiscal policies that promote and support cooperation and collaboration in the provision of services to troubled and at-risk youths and their families at the state and local levels." Section B 2 further requires to OCS to "Develop and recommend to the Council state interagency policies governing the use, distribution and monitoring of moneys in the state pool of funds and the state trust fund."

C. Initiation of the Proposed Stage

1. The SEC shall consider the draft of the proposed policy-making action a maximum of six (6) months after the close of the public comment period of the Notice Stage.
2. The draft shall be made available via public notice no less than five (5) days prior to the scheduled meeting of the SEC at which the draft of the proposed policy-making action will be considered. When distributing the draft, the OCS shall also provide a summary of public comments with the agency's response as provided for in Section 2.4.6 E.

D. Approval of Proposed Stage for Public Comment

1. The SEC shall consider the issuance of the proposed policy for public comment. At this time, the SEC may take one of three actions:
 - a. Approve *the* issuance of public notice of the proposed policy for a period of public comment not less than sixty (60) days.
 - b. Reject the proposed policy-making action.
 - c. Take other action to gather further information prior to proceeding on the proposed policy under 1 or 2 above. Such actions may include the appointment of an ad hoc work group, consultations with groups and/or individuals with interest in the proposed policy, or other steps the SEC may deem appropriate.

E. Proposed Stage: Fiscal Impact Analysis and Legal Review

If the SEC approves the Proposed Stage, (i) the OCS shall complete a fiscal impact analysis and (ii) a legal review shall be conducted for consideration by the SEC.

1. Fiscal Impact Analysis

- a. Before taking further action on a proposed policy-making action the SEC shall consider the potential fiscal impact of the policy. The OCS, in conjunction with local government representatives, shall provide a thorough analysis of the fiscal impact of the proposed policy-making action based on the best available information.
- b. In completing the fiscal impact analysis, OCS, with the input of the SEC shall:
 - i. Convene a group of potentially impacted parties to define the parameters, sources of data, and analytic process to be utilized in completing the fiscal impact analysis. In accordance with §2.2-2648.5 of the Code of Virginia, input shall be solicited from the Virginia Municipal League (VML) and the Virginia Association of Counties (VACO). VML and VACO shall be provided a minimum of thirty (30) business days in which to provide comments. The fiscal impact analysis shall include whether there is an estimated impact on the Commonwealth, localities or other potentially impacted entities, such as private service providers and/or recipients of services and identify any parties particularly affected by the proposed policy. If no parties are particularly affected by the proposed policy, the analysis shall so state.

Adopted: June 23, 2016

Effective: June 23, 2016

Revised: pending

Page 6 of 8

- ii. The fiscal impact analysis shall be made available via public notice no less than five (5) business days prior to the scheduled meeting of the SEC at which the proposed policy-making action will next be considered.

2. Legal Review

- a. When the proposed policy-making action is posted for public comment, the OCS shall submit the proposed policy to the Office of the Attorney General to ensure statutory authority for the proposed policy-making action.
- b. Should the legal review of the proposed policy reveal non-compliance with relevant statutes and/or regulations, the SEC shall be so informed by legal counsel and shall make such revisions in the proposed policy as are necessary.

F. Final Approval

1. No less than five (5) business days prior to the scheduled meeting of the SEC for consideration of approval of the policy-making action, the following shall be sent via public notice:
 - a. A draft of the proposed final policy with any deletions indicated with strike-through notations and any new language underlined;
 - b. A summary of all changes and the rationale for the change;
 - c. A summary of all comments received and the agency's response as provided in Section 2.4.6 E; and
 - d. The fiscal impact analysis.
2. The SEC may take one of the following actions:
 - a. Approve the proposed policy and establish an implementation or effective date;
 - b. Reject the proposed policy;
 - c. Revise the proposed policy and initiate an additional period of public comment (re-proposed policy); or
 - d. Defer final action on the proposed policy in order to gather other specific information prior to taking additional action at a future meeting.

2.4.8 Exemptions

- A. The provisions of this SEC Policy 2.4 shall not apply to policy-making actions that:
1. Consist only of changes in style or form or are corrections of technical errors in existing SEC policies;
 2. Are necessary to conform to changes in Virginia statutory law or the appropriation act where no agency discretion is involved. However, notice of such policies shall be disseminated via public notice within ninety (90) days of the law's effective date;
 3. Are required by order of any state or federal court of competent jurisdiction where no agency discretion is involved; or
 4. Are necessary to meet the requirements of federal law or regulations, provided such policies do not differ materially from those required by federal law or regulation, and the Office of the Attorney General has so determined in writing. Notice of such policies shall be disseminated via public notice not less than thirty (30) days prior to the effective date of the policy.

2.4.9 Policy Review

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

State Executive Council (SEC) for Children's Services

Notice of Intent to Develop/Revise Policy

Approved for Public Comment by the SEC: September 14, 2023

Public Comment Period Ends: 5:00 PM, October 30, 2023

Number and Name of Proposed/Revised Policy:

Policy 3.4 – Dispute Resolution Process

Basis and Purpose of the Proposed/Revised Policy:

Section 2.2-2648.D.4 of the *Code of Virginia* requires the SEC to: "Provide for a public participation process for programmatic and fiscal guidelines and dispute resolution procedures developed for administrative actions that support the purposes of the Children's Services Act (§ 2.2-5200 et seq.). The public participation process shall include, at a minimum, 60 days of public comment and the distribution of these guidelines and procedures to all interested parties."

Section 2.2-2648.D.19 of the *Code* requires the 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."

Section 2.2-2648.D.20 of the *Code* requires the SEC to: "Deny state funding to a locality, in accordance with subdivision 19, where the CPMT fails to provide services that comply with the Children's Services Act (§ 2.2-5200 et seq.), any

other state law or policy, or any federal law pertaining to the provision of any service funded in accordance with § 2.2-5211.”

The proposed changes to the existing policy 3.4 align the policy with the standard policy format adopted by the SEC in September 2022 by adding sections 3.4.1 (Purpose), 3.4.2 (Authority), 3.4.3 (Definitions), and 3.4.6 (Policy Review), as well as footers to denote dates of Adoption, Effect, Revision, and page numbers.

The proposed changes also add consistency in referring to the State Executive Council for Children’s Services as the SEC (as opposed to “Council) and add language (in Section 3.4.4) so the policy is consistent with the Freedom of Information Act (COV §2.2-3700 et seq).

Summary of the Proposed Policy:

Policy 3.4 provides guidance to local Children’s Services Act (CSA) programs regarding the processes related to the dispute resolution process for appealing administrative actions.

Preliminary Fiscal Impact Analysis:

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

POLICY 3.4

DISPUTE RESOLUTION PROCESS

3.4.1 Purpose

To provide guidance to local Children's Services Act (CSA) programs regarding the processes related to the dispute resolution process for appealing administrative actions.

3.4.2 Authority

- A. Section [2.2-2648.D.4](#) of the Code of Virginia requires the State Executive Council for Children's Services (SEC) to: "Provide for a public participation process for programmatic and fiscal guidelines and dispute resolution procedures developed for administrative actions that support the purposes of the Children's Services Act (§ 2.2-5200 et seq.). The public participation process shall include, at a minimum, 60 days of public comment and the distribution of these guidelines and procedures to all interested parties."
- B. Section [2.2-2648.D.19](#) of the Code of Virginia requires the 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, including 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."
- C. Section [2.2-2648.D.20](#) of the Code of Virginia requires the SEC to: "Deny state funding to a locality, in accordance with subdivision 19, where the CPMT fails to provide services that comply with the Children's Services Act (§ 2.2-5200 et seq.), any other state law or policy, or any federal law pertaining to the provision of any service funded in accordance with § 2.2-5211."

Adopted: December 19, 2013

Effective: December 19, 2013

Revised: pending

Page 1 of 6

3.4.3 Definitions

"Administrative Actions" actions made by the Office of Children's Services (OCS) on behalf of the SEC related to the failure of a Community Policy and Management Team (CPMT) to comply with the provisions of § 2.2-5200 et seq.

"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.

"Formal Notice" is the provision of a letter of notification from the OCS Director or SEC that communicates the Director's or the SEC'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.

"Office of Children's Services (OCS)" is the administrative entity of the SEC responsible for ensuring that the SEC's decisions and policies are implemented per the powers and duties granted by section [2.2-2649](#) of the Code of Virginia.

"State Executive Council for Children's Services (SEC)" is the supervisory council responsible for agency operations, including approval of requests for appropriations with the powers and duties outlined in section [2.2-2648](#) of the Code of Virginia.

3.4.4 Appealable Actions; Parties; Venue; Written Decisions

- A. Administrative actions that may be appealed through the dispute resolution process are:
 - 1. Denial, in whole or in part, by the OCS of financial reimbursement for expenditures incurred by a CPMT to [COV § 2.2-2648\(D\)\(20\)](#); and
 - 2. Request by the OCS for the recoupment of prior reimbursement provided to a CPMT, pursuant to [COV § 2.2-2648\(D\)\(20\)](#).
- B. Only a CPMT can file an appeal. Appeals are not available to clients of CSA services or to any subgroup of the CPMT, including any member agency or individual member.
- C. All hearings and meetings related to appeals shall be held in the Richmond, Virginia area. Informal hearings may be held at an alternate location as agreed to by all parties.
- D. The terms of any final case decision by the OCS or the SEC Council, as signed by it, rendered at the informal or formal stages of the Appeal Process shall be served upon the CPMT by mail unless service otherwise made is duly acknowledged by them in writing. The signed originals shall remain in the custody of the OCS as public records;

Adopted: December 19, 2013

Effective: December 19, 2013

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Page 2 of 6

and they, or facsimiles thereof, together with the full record or file in every case, shall be made available for public inspection or copying except *as provided in the Virginia Freedom of Information Act COV § 2.2-3700 et seq unless otherwise provided by state or federal law.* ~~(i) so far as the OCS may withhold the same in whole or part for the purpose of protecting individuals mentioned from personal embarrassment, obloquy, or disclosures of a private nature including statements respecting the physical, mental, moral, or financial condition of such individuals or (ii) for trade secrets or, so far as protected by other laws, other commercial or industrial information imparted in confidence.~~

- E. The CPMT shall be entitled to be represented by counsel at all hearings and meetings related to appeals.

3.4.5 Appeal Process

- A. Written finding. Upon receipt by the CPMT of a formal written notice from the Executive Director of OCS which communicates a finding by the Executive Director requiring action pursuant to subsection 3.4.1(a), and the basis for such finding, a local CPMT shall have the right to appeal such finding and action.
- B. Request for Reconsideration. Within 45 calendar days of issuance of the formal written notice from the Executive Director, a CPMT appealing such finding and action may file a written Request for Reconsideration with the Executive Director stating its intention to appeal the finding and action and the reasons why the CPMT claims the finding and action are not appropriate. If the formal written notice from the Executive Director is delivered to the CPMT by regular mail, 3 calendar days shall be added to the time in which the CPMT must respond. The Request for Reconsideration shall also include a request for the informal conference pursuant to subsection 3.4.2(c). The CPMT may waive its right to the informal conference and submit a Notice of Appeal requesting a formal hearing before the SEC Council pursuant to subsection 3.4.2(d). The Notice of Appeal shall include a statement of the finding and/or action by the Executive Director being appealed and a brief statement of the reasons why the CPMT claims the finding and/or action are not appropriate.
- C. Informal conference.
 1. The informal conference shall be held within 15 business days of the Executive Director's receipt of the Request for Reconsideration unless both parties agree in writing to hold the informal conference at a later date.

Adopted: December 19, 2013

Effective: December 19, 2013

Revised: pending

Page 3 of 6

2. The purpose of the informal conference is to allow the CPMT to present, and the Executive Director to consider, any additional facts and reasons providing the basis for the CPMT's appeal of the written findings and action by the Executive Director.
3. The CPMT shall have the right to (i) receive reasonable notice thereof, (ii) appear in person and to be represented by counsel, (iii) have other witnesses appear for the informal presentation of factual data, argument, or proof related to the matter, (iv) have notice of any contrary fact basis of information in the possession of the OCS that can be relied upon in making an adverse decision, and (v) be informed, briefly and generally in writing, of the factual or procedural basis for a decision in any case prior to the commencement of the informal conference.
4. The OCS may, in its decision, rely upon public data, documents, or information only when OCS has provided all parties with advance notice of its intent to consider such public data, documents, or information. This requirement shall not apply to OCS's reliance on administrative precedent.
5. The Executive Director shall have the right to counsel for the informal conference.
6. The CPMT shall have the right and option to submit any documentation to support its case prior to, during, and/or at any time subsequent to the informal conference and prior to the rendering of the Executive Director's written determination.
7. Within 30 business days following the conclusion of the informal conference, or the receipt by the Executive Director of all relevant documents or exhibits, whichever is later, the Executive Director shall render a final decision. The parties may agree in writing to extend this period of time.
8. In the event the Executive Director who issued the written notice of finding and action is unable to conduct the informal conference or issue a written determination following the informal conference due to sickness, disability, or termination of their official capacity with the OCS, the timeframe provisions herein shall commence from the date that either alternate OCS personnel are assigned to the matter or a new proceeding is conducted, if necessary, whichever is later. The OCS shall provide notice within five calendar days to the CPMT of any such inability or incapacity of the Executive Director that necessitates a replacement or a new proceeding.
9. The CPMT may contest the final decision of the Executive Director by submitting to the OCS a written Notice of Appeal requesting a formal hearing before the

Adopted: December 19, 2013

Effective: December 19, 2013

Revised: pending

Page 4 of 6

SEC Council within 30 calendar days of the issuance of the Executive Director's final decision. If the Executive Director's final decision is delivered to the CPMT by regular mail, 3 calendar days shall be added to *the* time in which the CPMT must respond. If the OCS does not receive such a Notice of Appeal within this time period, the CPMT shall be deemed to accept the final decision of the Executive Director and shall immediately comply therewith. The Notice of Appeal shall include a statement of the finding and/or action by the Executive Director being appealed and a brief statement of the reasons why the CPMT claims the finding and/or action are not appropriate.

D. Formal hearing.

1. Within 5 business days of receipt by the Executive Director of the Notice of Appeal submitted by a CPMT, the Executive Director shall contact the CPMT chair to schedule a mutually agreeable date for the formal hearing and to establish guidelines for the receipt of documentation supporting the Notice of Appeal.
2. In all such formal proceedings all parties shall be entitled to be accompanied by and represented by counsel, to submit oral and documentary evidence and rebuttal proofs, to conduct such cross-examination as may elicit a full and fair disclosure of the facts, and to have the proceedings completed and a decision made. The burden of proof shall be upon the CPMT. The presiding officer at the proceedings may (i) administer oaths and affirmations, (ii) receive probative evidence, exclude irrelevant, immaterial, insubstantial, privileged, or repetitive proofs, rebuttal, or cross-examination, rule upon offers of proof, and oversee a verbatim recording of the evidence, (iii) hold conferences for the settlement or simplification of issues by consent, (iv) dispose of procedural requests, and (v) regulate and expedite the course of the hearing.
3. The **SEC Council** shall conduct the formal hearings and the Chair of the **SEC Council** shall serve as presiding officer. The decision of the **SEC Council** shall be final and shall be made in writing in the form of a Final Order of Disposition. The Final Order of Disposition shall include:
 - a. written findings of fact;
 - b. conclusions of law or policy;
 - c. rationale for its conclusion, including the identification of any documents or policies upon which the conclusion was made; and
 - d. the corrective action plan and/or any repayment plan.
4. Timetable for decision:

Adopted: December 19, 2013

Effective: December 19, 2013

Revised: pending

Page 5 of 6

- a. The decision of the ~~SEC Council~~ shall be rendered within 30 calendar days of the formal hearing. If the ~~SEC Council~~ fails to render a decision within 30 calendar days of the date of the formal hearing, the decision is deemed to be in favor of the CPMT.
- b. The provisions of subsection 4(a) notwithstanding, if a quorum of the ~~SEC Council~~ is unable to be met at the time the ~~SEC Council~~ makes its decision due to a member's sickness, disability, or termination of their official capacity with the ~~SEC Council~~, then the timeframe provisions of subsection 4(a) shall be reset and commence from the date that either new board members are assigned to the matter or a new proceeding is conducted if needed, whichever is later. The OCS shall provide notice within five business days to the CPMT of any incapacity of the ~~SEC Council~~ members that necessitates a replacement or a new proceeding.

3.4.6 Policy Review

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

State Executive Council (SEC) for Children's Services

Notice of Intent to Develop/Revise Policy

Approved for Public Comment by the SEC: September 14, 2023

Public Comment Period Ends: 5:00 PM, October 30, 2023

Number and Name of Proposed/Revised Policy:

Policy 4.2 – Payment for Services and Change of Legal Residence

Basis and Purpose of the Proposed/Revised Policy:

Section 2.2-2648.D.9 of the *Code of Virginia* requires the SEC to: “provide administrative support and fiscal incentives for the establishment and operation of local comprehensive service systems.”

The proposed changes to the existing policy 4.2 align the policy with the standard policy format adopted by the State Executive Council in September 2022 by adding sections 4.2.1 (Purpose), 4.2.2 (Authority), 4.2.3 (Definitions), 4.2.4 (Payment for Services), 4.2.5 (Change of Legal Residence), and 4.2.6 (Policy Review), as well as footers to denote dates of Adoption, Effect, Revision, and page numbers.

The proposed changes also include formatting modifications of existing content to assist clarity and implementation.

Summary of the Proposed Policy:

Policy 4.2 provides guidance to local Children's Services Act (CSA) programs regarding the processes related to the transfer of CSA cases upon the notification of a family's change of legal residence.

Preliminary Fiscal Impact Analysis:

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

POLICY 4.2

PAYMENT FOR SERVICES AND CHANGE OF LEGAL RESIDENCE

4.2.1 Purpose

To provide guidance to local Children's Services Act (CSA) programs regarding the processes related to the transfer of CSA cases upon the notification of a family's change of legal residence.

4.2.2 Authority

- A. *Section 2.2-2648.D.9 of the Code of Virginia requires the State Executive Council to "provide administrative support and fiscal incentives for the establishment and operation of local comprehensive service systems."*

4.2.3 Definitions

"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.

"Former CPMT" is, for the purpose of this policy, the CPMT from the locality where a family resides prior to a change of address.

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

"New/Receiving CPMT" is, for the purposes of this policy, the CPMT from the locality where a family resides following a change of address.

4.2.4 Payment for Services

The CPMT jurisdiction where the child legally resides shall be responsible for payment for the services identified in the child/family's Individual Family Service Plan for 30 calendar days after the new CPMT receives written notification of the child/family's residence in the new CPMT locality.

4.2.5 Change of Legal Residence

A. Issues of legal residence should be addressed by the legal services assigned to the CPMT. In the event that the child/family's legal residence changes, the following shall govern payment for services:

1. The former CPMT jurisdiction is responsible for:
 - a. Providing written notification to the new CPMT jurisdiction of the fact that the child/family's residence has changed; ~~and~~
 - b. Forwarding child's/family's Individual Family Service Plan and other FAPT or MDT documents to the new CPMT jurisdiction; ~~and~~
 - c. Informing service providers of changes in the child/family's residence; ~~and~~
 - d. ~~The former CPMT jurisdiction pays~~ *Paying for services for 30 calendar days after the new CPMT receives written notification of the child/family's residence in the new CPMT locality.*
2. ~~When the residence of the child/family transfers to a new CPMT jurisdiction, The receiving CPMT must review~~ *is responsible for reviewing the current IFSP and adopting or revising and implementing the IFSP within 30 calendar days of written receipt of the notification of the child/family's residence in their locality.*
3. CPMT jurisdictions are encouraged to:
 - a. Keep track of the child/family's residence status;
 - b. Notify receiving Community Policy and Management Teams as soon as they know of the child/family's pending move, to facilitate planning; and
 - c. To Work cooperatively to resolve issues related to legal residence.

4.2.5 Policy Review

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

CHILDREN'S SERVICES ACT (CSA)
STATE EXECUTIVE COUNCIL FOR CHILDREN'S SERVICES
BYLAWS

ARTICLE I: NAME

As authorized in § 2.2-2648.B of the *Code of Virginia*, the name of this body shall be the State Executive Council for Children's Services, hereafter referred to as the Council.

ARTICLE II: PURPOSE

The purpose and objectives of the Council shall be to assure collaborative programmatic policy development, fiscal policy development, and administrative oversight for the efficient and effective provision of child-centered, family-focused, and community-based services to eligible ~~emotionally and behaviorally troubled~~ children/youth and their families in the least restrictive, appropriate environment. Further, the Council strives to ensure that assures the Governor and appropriate Cabinet Secretaries are well-informed in matters related to the aforementioned areas.

ARTICLE III: MEMBERSHIP

Section 1

~~The members of the Council shall be as set forth in § 2.2-2648.B of the Code of Virginia. As set forth in § 2.2-2648.B of the Code of Virginia, the members of the state executive council shall consist of one member of the House of Delegates to be appointed by the Speaker of the House and one member of the Senate to be appointed by the Senate Committee on Rules; the Commissioners of Health, of Behavioral Health and Developmental Services, and of Social Services; the Superintendent of Public Instruction; the Executive Secretary of the Virginia Supreme Court; the Director of the Department of Juvenile Justice; the Director of the Department of Medical Assistance Services; a juvenile and domestic relations district court judge, to be appointed by the Governor and serve as an ex officio nonvoting member; the chairman of the state and local advisory team established in § 2.2-5201; five local government representatives chosen from members of a county board of supervisors or a city council and a county administrator or city manager, to be appointed by the Governor; two private provider representatives from facilities that maintain membership in an association of providers for children's or family services and receives funding as authorized by the Children's Services Act (§ 2.2-5200 et seq.); to be appointed by the Governor, who may appoint from nominees recommended by the Virginia Coalition of Private Provider Associations; a representative who has previously received services through the Children's Services Act, to be appointed by the Governor with recommendations from entities including the Departments of Education~~

~~and Social Services and the Virginia Chapter of the National Alliance on Mental Illness; and two parent representatives.~~

Section 2

The juvenile and domestic relations district court judge, local officials, private providers, ~~and parent, and service recipient~~ representatives shall be appointed by the Governor. The member from the House of Delegates shall be appointed by the Speaker of the House and the member from the Senate by the Senate Committee on Rules. All Governor's appointments shall be for a term not to exceed three years and limited to no more than two consecutive terms, ~~beginning with appointments after July 1, 2009. The parent representatives shall not be employees of any public or private program which serves children and families.~~

Section 3

State agency heads may designate their chief deputies, ~~or other senior agency staff,~~ as alternates, hereafter referred to as delegates, with full authority to speak on behalf of the agency head and to commit agency resources. Such delegation shall be accomplished in written format and provided to the Council Chair. Delegates shall not be members of the State and Local Advisory Team.

ARTICLE IV: ATTENDANCE

Section 1

Members/delegates are expected to attend all regularly scheduled meetings of the Council.

Section 2

In the event neither an agency head nor their ~~delegate chief deputy~~ can attend the meeting, an alternate representative vested with the same decision-making authority, including the commitment of agency-wide resources, may be designated to represent the member for that meeting. The alternate may vote only with a written designation of the member/-delegate. Alternates may not be members of the State and Local Advisory Team. The use of alternates is expected to be minimal.

ARTICLE V: MEETINGS

Section 1

Pursuant to § 2.2-2648 of the *Code of Virginia*, the ~~council~~ Council shall meet, at a minimum, quarterly.

Section 2

The Chair may convene special meetings with appropriate notification to all members.

Section 3

A quorum, consisting of 50 percent plus one of the current voting members or their designated delegates/alternates ~~ten of the nineteen voting members or their designated delegates/alternates~~ shall be present to conduct any official business. Vacancies shall not count against a quorum. Roberts Rules of Order shall guide the transaction of business. The members representing the House of Delegates and the Senate shall not be included for the purposes of constituting a quorum. In the event of a tie vote, the Chair shall serve as ~~tie-breaker~~ tiebreaker.

Section 4

1. The agenda for each meeting shall be finalized by the Chair in consultation with the Director of the Office of Children's Services.
2. All items requiring action shall be identified by the Chair for inclusion on the formal, written agenda.
3. At each meeting, members shall be afforded the opportunity to request items for inclusion on the next meeting's agenda, as well as time for comments and announcements.
4. Additionally, each meeting shall include a public comment period with each public comment limited to five (5) minutes and the total comment period limited to 30 minutes. On a motion of the Council, the period may be expanded.
5. No action shall be taken as a result of comments during the above-referenced announcement and public comment period, but rather action shall be deferred until the following meeting. On a motion of the Council, this restriction may be waived.

~~7.6.~~ Secretarial services will be provided by the Office of Children's Services.

ARTICLE VI: OFFICERS

Section 1

1. Pursuant to § 2.2-2648.C, of the *Code of Virginia*, the Secretary of Health and Human Resources, or a designated deputy, shall serve as chair and will convene the Council.

~~2. Secretarial responsibilities shall be assumed by an administrative assistant from the Office of Children's Services.~~

ARTICLE VII: DUTIES OF THE OFFICERS

Section 1

The powers and duties of the Chair shall be to:

1. Serve as the leader of the organization.
 2. Advise the Governor and the appropriate Cabinet Secretaries on behalf of the Council.
 3. Respond to legislative requests and address legislative committees on behalf of the Council.
 4. Call and preside at meetings.
 5. Prepare an agenda, in collaboration with the Executive Director, Office of Children's Service for each meeting.
- ~~1. Serve as the leader of the organization.~~
- ~~2. Advise the Governor and the appropriate Cabinet Secretaries on behalf of the Council.~~
- ~~2. Respond to legislative requests and address legislative committees on behalf of _____ Council.~~
- ~~2. Call and preside at meetings.~~
- ~~2. Prepare an agenda, in collaboration with the Office of Children's Service Director, for each meeting.~~

Section 2

In the absence of the Secretary of Health and Human Resources or a designated Deputy Secretary, the Director of the Office of Children's Services shall serve as convener of the Council.

ARTICLE VIII: ORGANIZATION

Section 1

- ~~1. The duties and responsibilities of the Council, as defined in § 2.2-2648. D of the Code of Virginia and as stated in the CSA Items 284 and 284 of the Appropriation~~

~~Act~~ relate to the approval of policy and administrative oversight for the Children's Services Act (CSA) and include:

- ~~2.~~
- ~~3. Hiring and supervising a director of the Office of Children's Services (OCS).~~
- ~~4.~~
- ~~5. Appointing members of the State and Local Advisory Team.~~
- ~~6.~~
- ~~7. Providing for the establishment of interagency programmatic and fiscal policies developed by the OCS.~~
- ~~8.~~
- ~~9. Overseeing the administration of state policies governing state pool and trust funds.~~
- ~~10.~~
- ~~11. Providing for the administration of necessary functions to support the work of the OCS.~~
- ~~12.~~
- ~~13. Reviewing and taking appropriate action on issues brought before it by the OCS.~~
- ~~14.~~
- ~~15. Overseeing coordination of early intervention programs to promote comprehensive coordinated service delivery.~~
- ~~16.~~
- ~~17. Advising the Governor and appropriate Cabinet Secretaries on behalf of Council.~~
- ~~18.~~
- ~~19. Biennially publishing and disseminating a state progress report.~~

Additionally, the Council is solely responsible for the appointment of work groups, assignment of tasks, assigned and general timeframes in which the requested product will be bought before the Council for consideration.

Section 2

- ~~1. The Office of Children's Services (OCS) is established having the following powers and duties:erves as the administrative entity of the state executive council ensuring that the decisions of the council are implemented §2.2 2649.~~
- ~~2. The The director of the Office of Children's Services is authorized to:~~

~~Develop and recommend to the Council programs and fiscal policies that promote and support cooperation and collaboration in the provision of services to troubled and at risk youths and their families at the state and local levels;~~

~~Develop and recommend to the Council state interagency policies governing the use, distribution and monitoring of moneys in the state pool of funds and the state trust fund;~~

~~Develop and provide for the consistent oversight for program administration and compliance with state policies and procedures;~~

~~Provide for training and technical assistance to localities in the provision of efficient and effective services that are responsive to the strengths and needs of troubled and at-risk youths and their families;~~

~~Serve as liaison to the participating state agencies that administratively support the Office and that provide other necessary services; and~~

~~Hire appropriate staff as approved by the state executive council.~~

~~Implement in collaboration with participating state agencies, policies, guidelines and procedures adopted by Council.~~

~~Consult regularly with the Virginia Municipal League and the Virginia Association of Counties on the implementation and operation of CSA.~~

~~Perform other duties and responsibilities as defined in Code of Virginia § 2.2-2649.~~

Section 3

~~1. The State and Local Advisory Team is appointed by and responsible to the State Executive Council. As set forth in § 2.2-5202 of the Code of Virginia, duties and responsibilities include:~~

- ~~— Advising the state executive council on state interagency program and fiscal policies which promote and support cooperation and collaboration in the provision of services to troubled and at-risk youths and their families at the state and local levels;~~
- ~~— Advising state agencies and localities on training and technical assistance necessary for the provision of efficient and effective services that are responsive to the strengths and needs of troubled and at-risk youths and their families;~~
- ~~— Advising the state executive council on the effects of proposed policies, regulations and guidelines.~~

~~2. The State and Local Advisory Team shall develop bylaws to be formally approved by Council.~~

~~Furthermore, the State and Local Advisory Team shall develop an annual work plan to be submitted to Council for review and action. Support for accomplishing the work plan shall be provided by the state agencies represented on the State and Local Advisory Team with approval of their respective Council members.~~

ARTICLE IX: AMENDMENTS

Any proposed amendment to these bylaws, other than those related to General Assembly action, shall be submitted to the membership of the Council not less than fourteen calendar days prior to the meeting at which action is to be considered. Any amendment shall become a part of these bylaws by a majority vote of those present at a regularly scheduled Council meeting.

ADOPTED-OCTOBER 30, 1998

REVISED 5/00 Based On House Bill 1510 (2000 Session)

REVISED 7/03 Based on House Bill 1955 and related (2003 Session)

REVISED 07/09 Based on Senate Bill 1179 (2009 Session)

REVISED 07/10 Based on Senate Bill 286 (2010 Session)

REVISED 2/13 Based on Senate Bill 396 and related (2012 Session)

REVISED 7/15 Based on Senate Bill 850 (2015 Session)

REVISED 9/16 Based on House Bill 369 (2016 Session)

REVISED xx/xx

DRAFT

Office of Children's Services
 FY 2023 Training Progress Report - FINAL

Topic/Presenter	Organization/Group/Audience	Dates	Staff Representing
High Fidelity Wraparound Refresher Training (Anna Antell)	HFV Practitioners	7/12, 7/28; 8/10; 8/18/2022	152
CSA Overview (Scott Reiner)	DMAS MCOs	7/28/2022	794
CSA Supplement Training (Kristy Wharton)	All CSA Financial Stakeholders	9/1/2022	72
Strategic Planning (Anna Antell)	Shenandoah County CSA Stakeholders	9/7/2022	10
Office Hours for HFV Referral Sources (Anna Antell)	HFV Referral Sources	9/15/2022	20
Serving High-Acuity Youth: The Safe and Sound Task Force (Scott Reiner)	Suffolk/isle of Wight CSA Stakeholders	9/18/2022	25
CANS and Service Planning (Anna Antell and Carol Wilson)	Southampton County CSA Stakeholders	9/19/2022	28
CPMT Roles and Responsibilities (Mary Bell and Courtney Sexton)	Spotsylvania County CPMT	9/28/2022	9
HFV Family Support Partner Training (Anna Antell)	HFV Family Support Partners	10/12, 10/14, 10/18, 10/20/2022	15
CSA Preconference: Adaptive Leadership (Erica Mann)	CSA Coordinators	10/31/2022	65
CSA Preconference: Strategic Planning for CPMTs (Carlson & Boyleite)	CPMT Members	10/31/2022	59
11th Annual CSA Conference	All CSA Stakeholders	11/1 - 11/2/2022	559
Strategic Planning (Anna Antell)	Prince George County CSA Stakeholders	11/9/2022	10
Utilization Review (Courtney Sexton)	Hopewell FAPT Members	12/14/2022	5
High Fidelity Wraparound: Introduction (Virtual) (Anna Antell)	ICC Providers	1/25, 1/26, 2/2, 2/2, 2/6; 2/9/2023	29
COI and Strategic Planning (Anna Antell and Carrie Thompson)	Lunenburg CPMT	2/13/2023	7
CSA CQI Dashboard (Carrie Thompson)	Virginia Beach CSA	3/8/2023	3
CANS and Service Planning (Anna Antell and Carol Wilson)	Prince George CSA	3/9/2023	21
CANS and Service Planning (Anna Antell and Carol Wilson)	Hopewell CSA	3/27/2023	11
HFV Supervisor Training (Anna Antell)	HFV Supervisors	3/29 - 3/30/2023	28
FAPT and CPMT Roles and Responsibilities (Mary Bell and Courtney Sexton)	Franklin County CSA	4/7/2023	21
FAPT and CPMT Roles and Responsibilities (Mary Bell and Courtney Sexton)	Sussex County CSA	4/17/2023	10
High Fidelity Wraparound Coaching Cohort (Anna Antell)	HFV Practitioners	4/17 - 4/18/23	10
CANS and Service Planning (Anna Antell and Carol Wilson)	Loudoun County CSA	4/20/2023	65
CANS and Service Planning (Anna Antell and Carol Wilson)	Henry/Martinsville CSA	4/28/2023	36
New CSA Coordinator Academy	Newly Hired Local CSA Coordinators	5/18/2023	21
FAPT and CPMT Roles and Responsibilities (Mary Bell and Courtney Sexton)	Hopewell CSA	5/18/2023	17
CSA Update (Mary Bell)	VCOPPA Annual Critical Issues Symposium	5/23/2023	45
CPMT Roles and Responsibilities (Anna Antell)	Pulaski County CSA	5/23/2023	9
CSA and DSS Kinship Placements (Carol Wilson)	Sidwell County CSA	5/23/2023	9
New J & DR Judge Pre-Bench (Scott Reiner)	Sidwell County CSA	6/8/2023	62
CQI and Strategic Planning (Anna Antell and Carrie Thompson)	Newly Elected J & DR Judges	6/13/2023	9
	Suffolk CSA Stakeholders	6/21/2023	14
			2240
On-Line Courses			
CSA for New LDSS Staff - Module 1	New LDSS Staff and Other Interested Parties	ongoing	399
CSA for New LDSS Staff - Module 2	New LDSS Staff and Other Interested Parties	ongoing	395
CSA for New LDSS Staff - Module 3	New LDSS Staff and Other Interested Parties	ongoing	378
CSA for New LDSS Staff - Module 4	New LDSS Staff and Other Interested Parties	ongoing	361
CSA for New LDSS Staff - Module 5	New LDSS Staff and Other Interested Parties	ongoing	355
CSA for Non-DSS Case Managers	New Case Managers from non-DSS Agencies	ongoing	28
CSA for FAPT Members	Local FAPT Members	ongoing	80
Special Education Wraparound Funding Under the CSA	All CSA Stakeholders	ongoing	39
CSA Continuous Quality Improvement	All CSA Stakeholders	ongoing	44
Can CSA Pay? (Standalone Course)	All CSA Stakeholders	ongoing	65
CPMT Training - Module 1 (The Big Picture)	CPMT Members and Other Interested Parties	ongoing	88
CPMT Training - Module 2 (CPMT/FAPT Roles and Responsibilities)	CPMT Members and Other Interested Parties	ongoing	88
CPMT Training - Module 3 (Funding and Eligibility)	CPMT Members and Other Interested Parties	ongoing	63
CPMT Training - Module 4 (Can CSA Pay?)	CPMT Members and Other Interested Parties	ongoing	73
CPMT Training - Module 5 (Utilization Review)	CPMT Members and Other Interested Parties	ongoing	98
CPMT Training - Module 6 (Audit)	CPMT Members and Other Interested Parties	ongoing	46
CSA Fiscal Overview	CSA Finance Staff and Other Interested Parties	ongoing	54
CSA for FAPT/CPMT Parent Representatives	All CSA Stakeholders	ongoing	31
CSA IT Security Training	All CSA Stakeholders	ongoing	181
CSA Parental Agreements	All CSA Stakeholders	ongoing	37
CANS Certification/Recertification Training	All Local CSA Case Managers	ongoing	4172
			7053

SEC Strategic Plan Development

Phase 2

(following the SEC June brainstorming session and input from the State and Local Advisory Team)

Area 1: Policy and Oversight

Goals/Metrics for 2024 - 2025:

- **Goal:** The SEC, with input from the SLAT and other stakeholders, will complete a comprehensive review of the current CSA Policy Manual to allow for improved uniformity, flexibility, and alignment (internally and across partners).
 - **Two-Year Metric:** The SEC will systematically review the existing policy manual to ensure policies are uniform in format and aligned internally and with the policies and practices of CSA agency partners.

- **Goal:** The SEC will establish a process for soliciting/generating ideas for new/revised CSA policies to enhance program effectiveness and efficiency.
 - **Two-Year Metric:** The SEC will work with stakeholders, including the SLAT, CSA Coordinator Network-Policy Committee, VACO, and VML, to develop a process for promoting policy revisions to enhance local CSA programs.

- **Goal:** The SEC will provide oversight of local CSA programs through the receipt of regular reports on local CSA program audits and technical assistance activities, highlighting both problematic (specific localities and activities) and positive aspects (areas of excellence and innovation).
 - **Two-Year Metric:** The SEC will receive electronic notification of the publication of audits and review quarterly and annual audit summary reports prepared by the Office of Children's Services.
 - **Two-Year Metric:** The SEC will receive quarterly updates on technical assistance activities.
 - **Two-Year Metric:** The SEC will develop a process to acknowledge areas of local excellence and best practices.

SEC Strategic Plan Development

Phase 2

(following the SEC June brainstorming session and input from the State and Local Advisory Team)

Area 2: Leadership and Collective Action

Goals/Metrics for 2024 - 2025:

- **Goal:** The SEC and SLAT will enhance services for youth and families by supporting and championing statewide, cross-agency initiatives (e.g., Safe and Sound Task Force; Right Help, Right Now; Kinship Navigator).
 - **Two-Year Metric:** The SEC and SLAT will build community capacity by supporting outcome-driven practices in localities.
 - **Two-Year Metric:** In conjunction with SLAT and OCS, the SEC will develop resources/tools to assist localities in implementing outcome-driven practices and decision-making.

- **Goal:** The SEC and member entities will support initiatives to improve access to services, including early intervention, such as the VDSS kinship plan, Family First Prevention Services Act, and school-based mental health.
 - **Two-Year Metric:** The SEC will receive updates from lead agencies to determine the most appropriate supportive actions from the SEC and OCS.
 - **Two-Year Metric:** The SEC will receive annual updates on service needs assessments (e.g., sharing CSA service gap survey results and DBHDS/DSS needs assessments).
 - **Two-Year Metric:** The SEC and SLAT members should educate their respective agencies, highlighting system needs and challenges.

SEC Strategic Plan Development

Phase 2

(following the SEC June brainstorming session and input from the State and Local Advisory Team)

Area 3: Empowering Families and Communities

- **Goal:** The SEC will support family engagement and a child-centered, family-focused, and community-based system of care through:
 - a. Training and coaching by OCS and SEC member agencies on family engagement for local CSA teams and other system partners.
 - b. Continuing OCS' role as a key training partner for High-Fidelity Wraparound and compiling annual training statistics (HFW facilitators, HFW Family Support Partners, HFW Supervisors, coaching sessions, and annual refresher training events).
 - **Two-Year Metric:** The SEC, in collaboration with the SLAT, OCS, and other stakeholders, will develop tools for youth and families such as a family guide brochure, model intake form, and family experience video, to build understanding about access to needed services.

- **Goal:** In collaboration with the SLAT and other partners, the SEC will work to increase parent participation at the state and local levels.
 - **Two-Year Metric:** The SEC and SLAT will explore the barriers and challenges to eliciting parent representation at the state and local levels and brainstorm ways to overcome these barriers.
 - **Two-Year Metric:** In collaboration with the SLAT and OCS, the SEC will support parent representative empowerment by developing focused training opportunities for parent representatives on the CPMT and FAPT.