

**STATE AND LOCAL ADVISORY TEAM (SLAT)  
CHILDREN'S SERVICES ACT  
Richmond/Henrico Rooms  
1604 Santa Rosa Road  
Richmond, VA 23229**

**MINUTES  
May 2, 2024**

**Members Present:** Shannon Updike, VCOPPA; Laura Reed, DMAS; Grace Hughes, VDH; Sabrina Gross, DOE; Amy Swift, CPMT – DSS Representative; Kimberly Ayers, CPMT – DSS Representative; William Stanley, CPMT – CSU Representative; Kristina Williams-Pugh, CPMT – School Representative; Lesley Abashian, CPMT – Local Government Representative; Jessica McCauley, CSA Coordinators Network (*virtually*); Traci Jones, VDSS; Patti Hodge, DARS

**Members Absent:** Kari Savage, DBHDS; Cristy Corbin, Parent Representative; The Honorable Marilyn Goss, Juvenile and Domestic Relations District Court Representative; Linda McWilliams, DJJ

**CSA Staff Members Present:** Stephanie Bacote, Mary Bell, Marsha Mucha, Kristi Schabo

**Welcome/Opening**

Shannon Updike chaired the meeting for Mills Jones, Acting SLAT Chair, who was not available for today's meeting. She called the meeting to order at 9:30 a.m. and welcomed everyone. Introductions were made and new members were introduced.

**Public Comment Period**

There were no public comments.

**Approval of Minutes**

The minutes of the February 1, 2024 meeting were approved on a motion by William Stanley, seconded by Kristina Williams-Pugh, and carried. (*Patti Hodge, Lesley Abashian, and Amy Swift abstained.*)

**Workgroup Updates**

Kristi Schabo, OCS Senior Policy and Planning Specialist, updated members on the CHINS workgroup activities. The workgroup has developed a draft revision of policy 4.1.1, which includes two appendices: a Documentation of CHINS eligibility form and a revised model parental agreement. The workgroup also created a draft practice guidelines document. The revised draft policy and other documents will be available for review at the June State Executive Council (SEC) meeting. If approved by the SEC, A Notice of Intent to Develop Policy will be disseminated for a 45-day public comment period.

**Universal Referral Form for Residential Services**

Mira Signer, Special Advisor to the Office of the Secretary of Health and Human Resources, presented on the work of the Universal Referral Work Group of the Safe and Sound Task Force. The universal referral form is a document that can be submitted to private residential treatment facilities or children's residential facility providers in Virginia for localities seeking admission.

## Status Items

Kristi Schabo reported:

- Policy Update – At the SEC’s March 2024 meeting, the SEC approved the following revised policies:
  - Policy 2.4 – Public Participation in Policy-Making Actions
  - Policy 3.4 – Dispute Resolution Process
  - Policy 4.2 – Payment for Services and Change of Legal Residence - with a delayed implementation day of July 1, 2024.

A Notice of Intent to Develop/Revise Policy for Policy 4.5.2 –Time Frames Regarding CSA Pool Fund Reimbursement was approved for a 45-day public comment period by the SEC at their March 2024 meeting. That public comment period ends today (*May 2, 2024*).

The next policy under review will be policy 4.3, “Carve-Out” of Allocation for Development of New/Expanded Services.

- SEC Strategic Plan – At the direction of the SEC, SLAT will form two workgroups to focus on areas of the SEC’s Strategic Plan. A SLAT workgroup will develop a model strategic plan template for localities to use as a tool in developing their own strategic plans. SLAT will also convene a workgroup to develop a model CSA intake form. SLAT members were asked to let Ms. Updike know if they would like to work on one of these projects. More information will follow.

## SEC Report

Ms. Schabo reported on behalf of Mills Jones on the following items from the March 14, 2024 SEC meeting:

- As reported earlier, the SEC approved revised policies 2.4, 3.4 and 4.2.
- The SEC received and reviewed a request from the Commission on Youth (COY) to provide clarification on policies related to the limits of confidentiality during FAPT and CPMT meetings.
- The SEC provided guidance to SLAT on how they might assist the SEC with implementing the SEC’s Strategic Plan.

## OCS Updates

Ms. Schabo provided updates in the following areas:

- Enhancements have been made to the CQI dashboard. Total average length of stay data, as well as additional information, have been added, as has an updated display for CANS outcomes.
- The Governor’s biennial budget for 2024-2026 includes an increase in CSA funding of \$36 million in FY2024 and an additional \$12 million in FY2025. (*Budget items are pending action from the General Assembly and Governor.*)
- The Time-to-Service Study has been concluded and results shared with local programs. SLAT will also receive a copy of the Study.
- A family guide video has recently been completed. Once the video has been uploaded to YouTube, that information will be shared with SLAT members. A family guide brochure is also in the planning stages.
- The 13<sup>th</sup> Annual CSA Conference will be held in Roanoke on October 16 and 17, 2024. A pre-conference session will be held on October 15, 2024, for CSA Coordinators, members of CPMTs, and FAPTS.
- The New CSA Coordinator Academy will be held next week on May 7, 8, and 9, 2024.

- Data on the utilization of private day special education services has been collected by DOE and will soon be available on the CSA website.

### **New Business – Election of Officers**

Ms. Schabo reported that, at SLAT's February 1, 2024, meeting a Nominating Committee (Cristy Corbin, Laura Reed, and Shannon Updike) was formed to make recommendations for the SLAT Chair and Vice-Chair for the upcoming year beginning July 1, 2024. The Nominating Committee recommends Mills Jones to serve as SLAT Chair and Sabrina Gross to serve as SLAT Vice-Chair beginning July 1, 2024.

Mills Jones was elected SLAT Chair on a motion by Lesley Abashian, seconded by William Stanley and carried. Sabrina Gross was elected SLAT Vice-Chair on a motion by Lesley Abashian, seconded by Traci Jones and carried.

### **Member Updates**

Members reported for their agencies and organizations on their projects, new programs, other ongoing activities and workforce issues. Members continue to work within their agencies and advocate through their associations for improvements to services and service delivery for the children, youth, and families of Virginia.

### **Adjournment**

There being no other business, the meeting adjourned at 12:01 p.m. on a motion by William Stanley, seconded by Laura Reed and carried. The next meeting is scheduled for August 1, 2024.