

Comprehensive Services Act Newsletter

Info for accessing resources across the public child serving agencies for at-risk youth and families
A Partnership of CSA, DAHS, DFS, CSB, JDRDC, FCPS, Families and the Private Provider Community

January 15, 2013

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Share Your Thoughts

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- ◆ Acknowledge a Colleague
- ◆ Recommend an Improvement

Contact Us

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Stay Tuned for Registration Information



Nothing About Me Without Me
ENGAGING YOUTH

SAVE THE DATE | 2013

Wednesday, March 13

for the

**12th Northern Virginia Regional
CSA Symposium & Vendor Expo**

8 a.m. to 4 p.m.

at the Ernst Cultural Center

Northern Virginia Community College
Annandale, Virginia

CSA | COMPREHENSIVE SERVICES ACT

This event is sponsored by CSA for the jurisdictions of Arlington County, City of Alexandria, City of Manassas, Fairfax-Falls Church, Loudoun County, Manassas Park, and Prince William County, as well as NOVACO, the northern region's coalition of private provider associations.

This is a prime event, so please mark your calendars and plan to attend.

Revised Forms

CSA forms have undergone a recent facelift. The before pictures were not so pretty but the new and improved look is sure to turn heads. Take a look on the CSA Infoweb and use the new forms.

As a rule of thumb, the copy on the CSA Infoweb not the copy saved to your computer is the current form and safest bet to use.

Age is But a Number

If only that were true in CSA! But depending on a youth's CSA eligibility status, age makes all the difference. Recent state policy clarifications have made it easier to determine when a youth or young adult "ages out" of CSA services.

- ◆ Young adults may remain in foster care between the ages of 18 to 21, and receive CSA-funded services, contingent on a voluntary agreement between the young adult and the Department of Family Services. Services must end by the 21st birthday.
- ◆ Young adults between the ages of 18 and 21 may be eligible for foster care prevention and CHINS-FC services, if they were initiated prior to the age of 18. Services must end by the 21st birthday.
- ◆ Non-mandated CSA services terminate at age 18, even if the youth remains eligible for services through the juvenile court.
- ◆ Students with IEPs that require education in a private day or residential school may be provided mandated services to address needs associated with their disability that extend beyond the school setting and threaten the student's ability to be maintained in the home, community, or school setting (FAPT approval required). Services may be funded until graduation from a secondary school, completion of a program approved by the Board of Education, or through the last day of the school year in which the student attains the 22nd birthday. If the 22nd birthday occurs between last day of the school spring semester and September 30th, services will terminate no later than September 30th.

When developing service plans through team-based planning processes such as Family Partnership Meetings and Family Resource meetings, keep a keen eye on the date when the youth and family will no longer be eligible for CSA, or other services. It can be helpful in reminding the team that "the clock is ticking" to "count down" the number of months until the youth turns 18, or 21.

Return to Sender

Just like the US Post Service, CSA occasionally has to return mail to the sender. Perhaps you or a colleague has received a memo from CSA with a list of changes or a request for clarification. Case managers can expect to receive a memo or phone call from CSA staff, if FAPT paperwork is missing required information. Unfortunately, FAPT meetings cannot be scheduled until the corrections are received.

Hopefully, without sounding like a broken record or your least favorite schoolmarm who droned on and on, please remember to include dates, signatures, and action plans that include descriptive needs in the families' words not just services requested.

If in doubt, don't hesitate to contact CSA staff to assist you with your questions. Job aids are available on the CSA Infoweb under the tab **How To's**. Use the Case Manager Checklist to find information on required documents.



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

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State CSA Audit is Around the Corner

Fairfax-Falls Church CSA will be audited by the state Office of Comprehensive Services (OCS) in Fiscal Year 2013-2014, as part of a state plan to audit all local CSA programs every three years. Over the next few months we will be reviewing local CSA policies, procedures and processes for compliance with state law and policy. Findings of non-compliance may include a range of sanctions, up to and including denial of state CSA funding.

The scope of OCS Program Audits encompasses evaluating the effectiveness of internal controls and organizational practices applicable to financial and operational activities of CSA by:

- ◆ Assessing the adequacy of CSA risk management, control, and governance processes.
- ◆ Reviewing operations to determine whether established goals and objectives of CSA are accomplished.
- ◆ Evaluating the extent of compliance with applicable CSA laws, statutes, regulations, policies, procedures, plans, etc.
- ◆ Appraising the adequacy of internal controls over the reliability and integrity of information.
- ◆ Ascertaining the adequacy of controls to safeguard assets and data.
- ◆ Evaluating whether assets are used effectively and efficiently; recommending operational improvements.
- ◆ Coordinating with localities to facilitate resolution to issues through discussion, networking, research, and/or referral to appropriate resources outside the Office of Comprehensive Services.
- ◆ Educating stakeholders of the importance of risk management and internal control processes in achieving organizational effectiveness.

The OCS Program Audit function has adopted the Institute of Internal Auditors (IIA) International Standards for the Professional Practice of Internal Auditing as the guiding principle of the audit function. The Program Audit staff will adhere to the IIA Code of Ethics, as well as all operating procedures described in standard operating procedures issued by the Office of Comprehensive Services and other related State agencies pertaining to the conduct of their duties.

Program Audit staff report to the Executive Director of the Office of Comprehensive Services. Audit activities shall remain free of influence by any element of the organization, including but not limited to, matters of audit planning and scheduling, audit procedures, and report content. Objectivity is essential to the program audit function in the fulfillment of its duties.

Authority is granted for full, free, and unrestricted access to CSA related financial and program records, as well as personnel relevant to any audit area of review. All employees representing CSA are asked to provide assistance to the Program Auditors in fulfilling their function. Documents provided to OCS Program Auditors during a review will be handled prudently and confidentially.

A written audit report shall be prepared and issued to the audit client following the conclusion of each audit, and distributed as appropriate. A copy of the audit report, client responses, and corrective action plans will be provided to the OCS Executive Director. Follow-up audits shall be performed on reported audit conditions and recommendations.

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CSA Program Manager

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CSA Website: <http://infoweb/hs/csa/>
State Website: www.csa.state.va.us

Welcome to CSA!

FRU's Newest Team member, Janelle Wilson!



Janelle Wilson has joined the Virginia Tech Federal Reimbursement Unit (FRU). Janelle's responsibilities with the FRU team include working with the CSA Parental Co-Payment Assessments, Waivers and related co-payment activities, and performing quality assurance activities on the CSA files.

Janelle has a "CAN DO" attitude and is very happy to assist parents and case managers with their CSA Co-Payments. Give her a call when you need assistance or have a CSA Co-Payment question, she's here to help!

Contact Info:

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CSA MINDBENDER

Complete the crossword puzzle by listing the first name of the CSA staff person who is the “Go-To” person for the item listed below.

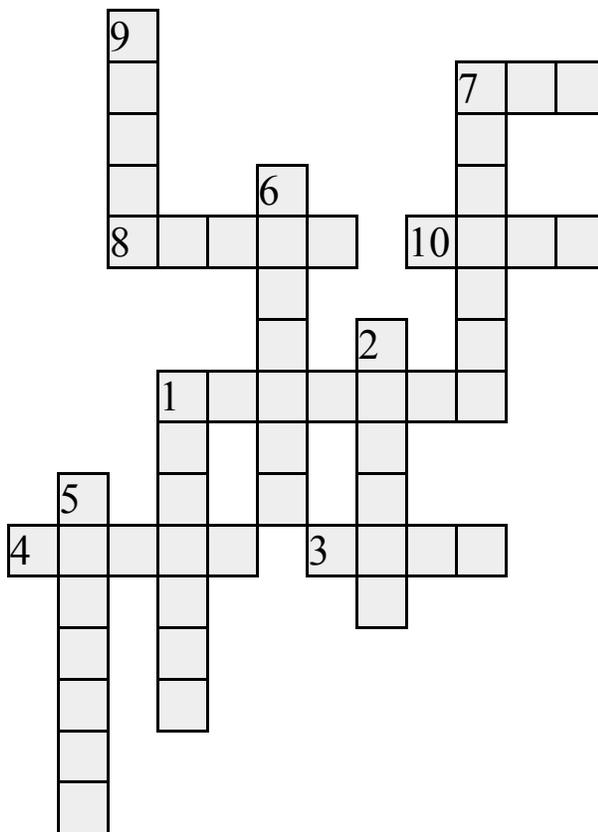
Who does What in CSA?

Horizontal:

1. Training
3. Team-Based Planning
4. Utilization Review
7. Policy and Procedures
8. Treatment Foster Care
10. FAPT

Vertical:

1. Intensive Care Coordination
2. CANS
5. Residential Care
6. FAPT Paperwork
7. Copayments
9. Harmony



Answers:

Horizontal: 1. Shandise, 3. Lisa, 4. Janet, 7. Jim, 8. Sarah, 10. Beth
 Vertical: 1. Suzette, 2. Vickie, 5. Maureen, 6. Mariann, 7. Janelle, 9. Chris