MEMO TO THE CPMT January 19, 2018

**Information Item I-1:** Requirements for Submission of the Statement of Economic Interest by CPMT members and FAPT Parent Representatives

**ISSUE:** That requirements for City representatives and citizen members (i.e., non-county employees) need to be clarified regarding submission of the Statement of Economic Interest form so that the CSA program is in compliance with the VA Code.

#### **BACKGROUND**:

CSA program staff obtained email clarification from Scott Reiner, Executive Director of OCS, about the requirements for CPMT members to submit the Statement of Economic Interest form. He has obtained clarification from the Virginia Conflict of Interest of Ethics Advisory Council. On January 10, 2018, Lee Ann Pender facilitated a meeting with the Clerk of the Board, Cathy Chianese, and Janet Bessmer, CSA Manager to clarify the county's requirements and develop a procedure that is consistent with all of the state and local requirements.

#### **<u>RECOMMENDATION</u>**:

That the following procedures are adopted to clarify the code and policy requirements for our board members:

The Clerk of the Board shall notify any county employees who serve as CPMT members who are required by county policy to complete the statement and when submitted, will receive, retain and destroy these records as per the requirements specified by the Library of Virginia.

The CSA Manager will provide non-public agency employees (e.g., private providers and parent representatives) with information about the requirement and a link to the statement when they begin their appointment to the CPMT. Non- public agency employees are required to submit the statement at the beginning of their appointment one time only. The long-form of the statement shall be provided to the Clerk of the Board who will receive, retain and then destroy the form as per the requirements of the Library of Virginia.

CPMT members representing the Cities of Falls Church and Fairfax shall submit their statements as per the requirements of their jurisdiction. Their statements, if required by their jurisdiction, shall be submitted to the appropriate City entity who is required to follow the same record retention and destruction procedures defined by the Library of Virginia.

The CSA program manager will not receive any member's statements; however, each member will be asked to self-certify the status of their submission on an annual form provided and maintained for audit purposes by the CSA program.

**ATTACHMENT:** OCS Administrative Memo #18-02

**<u>STAFF</u>:** Lee Ann Pender, DAHS Cathy Chianese, Clerk of the Board Janet Bessmer, CSA



# COMMONWEALTH of VIRGINIA

Scott Reiner, M.S. Executive Director OFFICE OF CHILDREN'S SERVICES

Administering the Children's Services Act

#### Administrative Memo #18-02

To: CPMT Chairs CSA Coordinators

From: Scott Reiner, Executive Director

CC: Stephanie Bacote, Audit Manager

**Date:** January 16, 2018

Subject: Statement of Economic Interest Filings for FAPT and CPMT Members

OCS has recently received guidance from the Virginia Conflict of Interest and Ethics Advisory Council (the Council) regarding the required filing of the Statement of Economic Interest forms for members of the CPMT and FAPT within the local CSA programs. This memo is intended to clarify those requirements.

#### Non-salaried citizen members (i.e., parent and private provider representatives):

These members must file the "long-form" Statement of Economic Interests disclosure upon appointment to their positions as required by §2.2-5205 (CPMT) and §2.2-5207 (FAPT). This disclosure form, as specified in §2.2-3117 of the Code of Virginia, shall be made available by the clerk of the local governing body and the filing is made with the clerk, who is responsible for maintaining these filings as public records for five years. Citizen members of CPMT and FAPT are required to file <u>only</u> upon appointment and not annually as has been previously indicated in guidance from this Office. This is likely a change from current practice for many jurisdictions

#### Salaried employees of local governmental agencies:

If a local government employee who serves on the CPMT or FAPT is required to file by the local governing body, these members will generally file the Statement of Economic Interests disclosure, although there may be some exceptions for certain positions. The appropriate disclosure form shall be made available by the clerk of the governing body and the filing is made with the clerk, who is responsible for maintaining these filings as public records for five years. Local government employees required to file must do so annually, on or before February 1, in accordance with §2.2-3115.

1604 Santa Rosa Road, Suite 137 • Richmond, Virginia 23229-5008 • PHONE: 804-662-9815 • FAX: 804-662-9831 • WEB: www.csa.virginia.gov

OCS Administrative Memo #18-02 January 16, 2018 Page 2

Appropriate updates to the CSA User Guide will be made and distributed in the near future. Additional guidance on these requirements should be directed to the local attorney for your jurisdiction or to the Council at: <u>http://ethics.dls.virginia.gov/index.asp</u>.

Thank you for your attention to this matter.

#### MEMO TO THE CPMT

January 19, 2018

Information Item I- 2: Update on CSA Self-Assessment Audit Process

**ISSUE:** That our local CSA program will submit our Audit Self-Assessment by February 28<sup>th</sup> which will be followed by a validation visit from state auditors

**BACKGROUND:** The CPMT approved a process for completion and submission of the selfassessment. The CPMT's Governance workgroup has met twice and other workgroups have completed sections of the assessment. The Fraud Questionnaire was sent out as a survey monkey to staff and stakeholders. These results are currently under review by a workgroup as well. The Governance workgroup will summarize the results after reviewing all the information and provide a report to the CPMT at the February meeting.

#### ATTACHMENT: None

STAFF: Janet Bessmer, CSA Manager

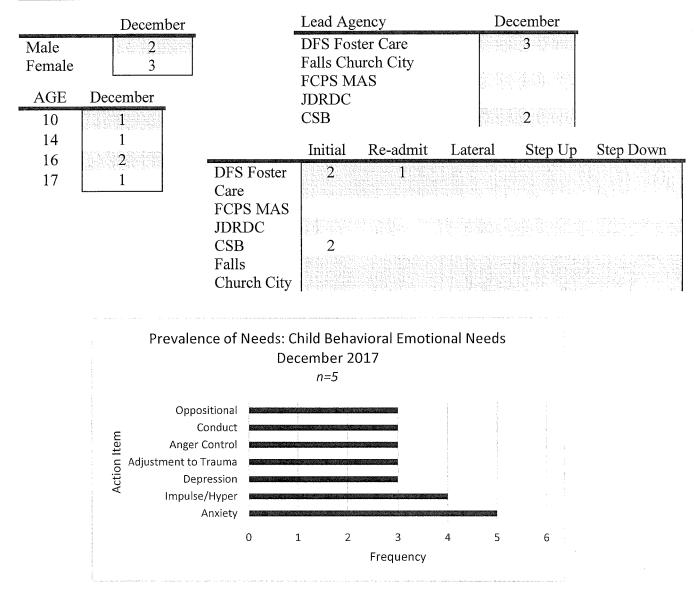
#### Memo to the CPMT January 19, 2018

## **INFORMATION ITEM I- 4:** December Residential Entry and FAPT Report

#### Issue:

Local CSA policy requires that the FAPT shall report the placement of children across jurisdictional lines and the rationale for the placement decisions to the CSA Program Manager who shall inform the CPMT at its next scheduled meeting.

**<u>Residential Entry Report</u>**: Five youth entered long-term residential settings in December.



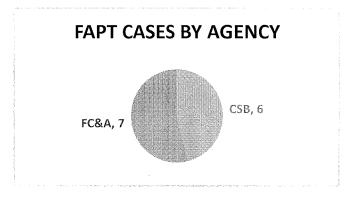
#### **UR Summary**:

- Anxiety and Impulse/Hyper were the most frequently cited actionable CANS scores
- There were no youth with actionable scores in Substance Use
- There were no youth identified as victims of sex trafficking; however, one youth was noted to be at high-risk for being trafficked and for gang abduction due to her previous gang activity
- This was a 3<sup>rd</sup> residential placement for one 10-year-old
- One youth entered RTC after his 3<sup>rd</sup> suicide attempt; he will age out of CSA services in March when he turns 18 suggesting a need for comprehensive transition services to ensure his safety after 18

#### FAPT Report:

In December of 2017, **13** youth/family meetings were held with the two standing FAPT teams. Of those **13** meetings:

- > 7 referrals were from FC&A and 6 referrals were from CSB.
  - 8 were requests for *initial placements*, 6 of which had plans developed for a Residential Treatment Center, and 2 for short term Diagnostic/Stabilization placement
  - 5 were requests for *continuation of existing placements*, of which all had plans developed for a short-term (varying from 1-3 months) extension of the current placement; community-based services including ICC, home-based and outpatient services were also included to assist with discharge in these cases
- Of the 8 initial placement requests, 5 were actively receiving community based services in some form at the time of the FAPT
- 5 youth were in placement prior to coming to FAPT, 2 having been placed by their parents and 3 by FC&A



#### Of Note:

• There is a general lack of preparation being provided by case managers to both parents/caregivers and youth prior to FAPT meetings. There is often no clear understanding of what the meeting is about, or frequently a distinct misunderstanding ("this is where you go to get money for residential"). More education and training is needed for case managers on the importance of successful family and youth engagement in general and preparation for FAPT/MDT meetings specifically.

#### IACCT (Independent Assessment, Certification and Coordination Team) Report:

- In December, **10** IACCT Inquiry Forms were received:
  - 7 have been submitted to Magellan
    - Of the 3 not submitted:
      - 1 did not have legal status
      - o 2 do not have active Medicaid yet
    - 0 of the 7 submitted (0%) have been certified/approved for Medicaid reimbursement as of this report

#### Of Note:

• Lack of communication with Magellan regarding completed IACCT assessments continues to be a major impediment, particularly with those youth who have active Medicaid and cannot be placed prior to completion of the IACCT process. Previously Fairfax CSA had been told we would be directly informed after every completed assessment as to the outcome; this has yet to happen. The FAPT coordinator followed up with the senior manager for clinical services at Magellan again in January and was informed that Fairfax will be notified in writing of every IACCT inquiry outcome for our Fairfax youth

#### STAFF:

Kim Jensen, Utilization Review Manager Sarah Young, FAPT Coordinator **RBA** 

### Results-Based Accountability Performance Plan FY 2018, Quarter 2 Report to CPMT

	SUMMARY							
Name of Work	Children's Services Act (CSA) for At-Risk Youth – Systems of Care							
Agency	Human Services within the Department of Family Services (DFS)							
<u>Contact</u> (Name, Phone, Email)	Patricia E. Arriaza, Management Analyst III, 703-324-8241, patricia.arriaza@fairfaxcounty.gov							
	Connected Individuals							
Human Services Results	Healthy People							
	Sustainable Housing Successful Children and Youth							
<u>Purpose</u>	The Children's Services Act (CSA) for At-Risk Youth and Families is a law enacted in 1993 that establishes a single state pool of funds to purchase services for at- risk youth and their families. The state funds, combined with local community funds, are managed by local interagency teams who plan and oversee services to youth. The mission of the CSA is to create a collaborative system of services and funding that is child-centered, family-focused and community-based when addressing the strengths and needs of troubled and at-risk youth and their families in the Commonwealth.							
Customers	At-risk youth between the ages of 0 to 21 and their families as defined by VA § 2.2-5212							
Total Customers	Youth served: 1, 428 (FY17) ; 1,494 (FY16); 1,343 (FY15); 1,200 (FY14); 1,199 (FY13); 1,251 (FY12)							
<u>Total Staff Year</u> Equivalents (SYE)	10 in FY 2017; 10 in FY 2016; 10 in FY 2015; 10 in FY 2014; 10 in FY 2013; 9 in FY 2012							
<u>Total Budget</u>	FY 2017: \$40.8 million for CSA pooled funding; \$903,305 for program administration FY 2016: \$41.9 million for CSA pooled funding; \$988,075 for program administration FY 2015: \$39.8 million for CSA pooled funding; \$947,889 for program administration FY 2014: \$38.0 million for CSA pooled funding; \$909,356 for program administration FY 2013: \$39.8 million for CSA pooled funding; \$844,872 for program administration							

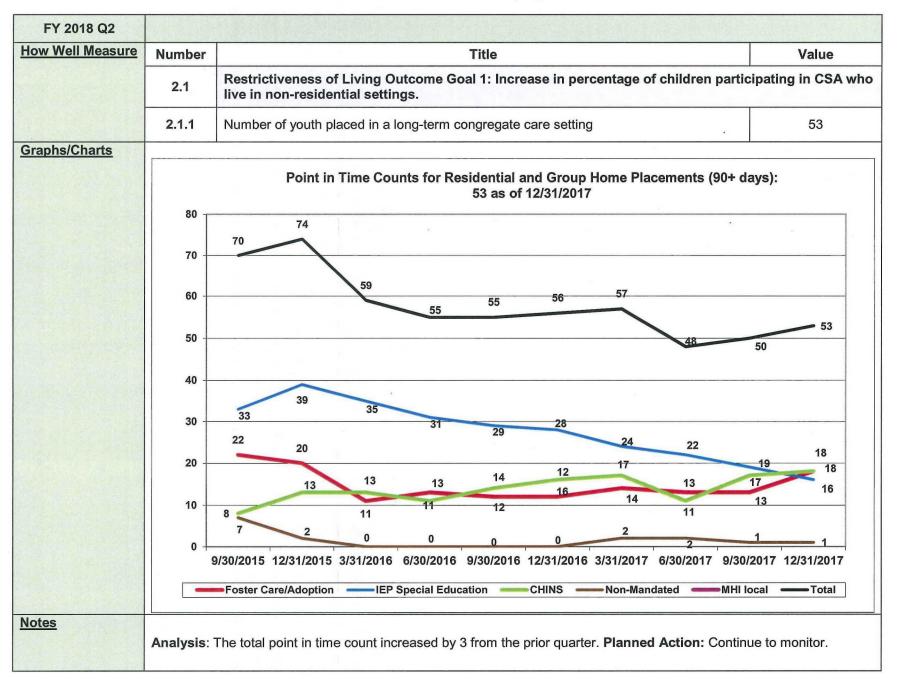
	Summary of Annual and Quarterly <sup>1</sup> Performance Measures								
	How Much Was Done?								
1.1	Total Youth Served Annually								
1.2.1	Annual CSA Pool-fund Expenditures								
1.2.2	Annual CSA Expenditures by Service Type								
	How Well Was It Done?								
2.1	Restrictiveness of Living Outcome Goal 1: Increase in percentage of youth participating in CSA who live in family settings.								
2.1.1	Number of youth in a long-term congregate care setting								
2.1.2	Percentage of youth participating in Intensive Care Coordination who are successfully prevented from entering residential or group home placement six months and twelve months after initiation of services								
2.2	Restrictiveness of Living Outcome Goal 2: Children participating in CSA living in congregate care are returned as quickly as possible to a family setting.								
2.2.1	Average number of days (length of stay) CSA participating children live in congregate care – measured in current setting and at post- discharge								
2.2.2	Number of youth entering long-term congregate care settings								
2.2.3	Number of youth exiting long-term congregate care settings								
2.2.4	Percentage of youth participating in Intensive Care Coordination who are successfully returned from residential or group home placement within three months of initiation of services								
2.3	Permanency Outcome Goal: Prevent entry into foster care for reasons other than maltreatment								
2.3.1	JDRDC and DFS data on Relief of Custody Petitions: # ROC petitions filed/# children entering foster care from ROC petitions								
2.3.2	Number of children entering foster care from CHINS petitions								
2.3.3	Number of children entering foster care from delinquency petitions								

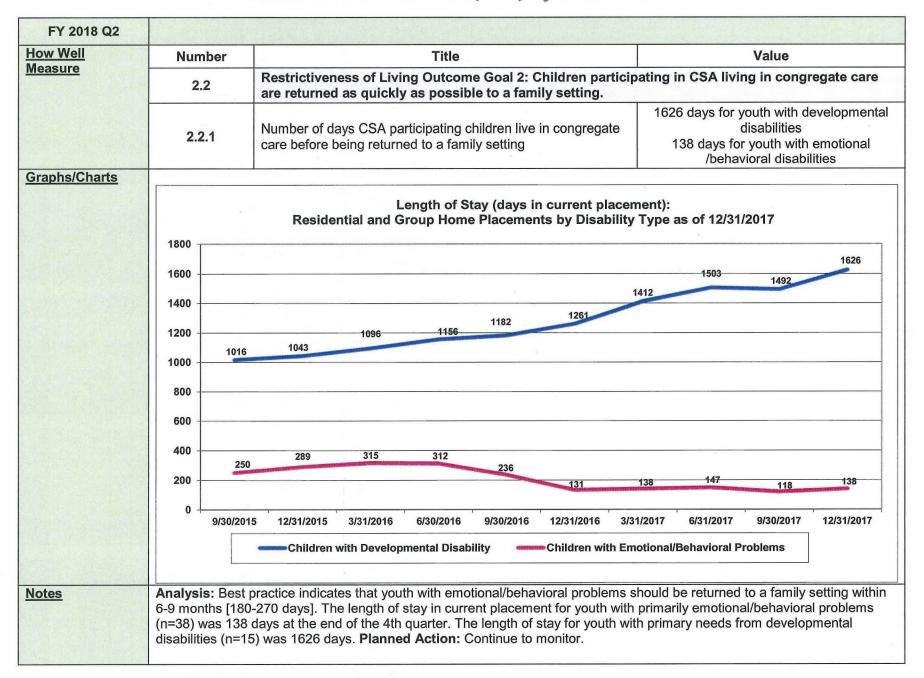
2.4	Fiscal Accountability Outcome Goal 1: Fairfax-Falls Church CSA leverages state and local fiscal resources to serve youth and families efficiently								
2.4.1	Per capita cost per youth receiving CSA services								
2.4.2	Per capita cost per youth receiving residential/ group home services								
2.4.3	Annual per-child unit cost of residential/group home services								
2.5	Fiscal Accountability Outcome Goal 2: Fairfax-Falls Church is making maximum use of Medicaid as an alternative to CSA or locality funding								
2.5.1	5.1 Percentage of placements in Medicaid-enrolled facilities								
2.5.2	Percentage of Medicaid placements receiving Medicaid reimbursement								
2.6	Parent Satisfaction Survey								
2.6.1	.1 Percent of parent survey respondents who are satisfied with CSA services								
	Is Anyone Better Off?	<u>Headline Measure</u> <u>(HM)</u>							
3.1	Restrictiveness of Living Outcome Goal 1: Increase in percentage of children participating in CSA who live in family settings.								
3.1.1	Percentage of CSA youth who received only community-based services								
3.2	Permanency Outcome Goal: Prevent entry into foster care for reasons other than maltreatment.								
3.2.1	Demonstrate of children receiving OCA funded convince through the factor care around the mandate who are								
	Percentage of children receiving CSA-funded services through the foster care prevention mandate who are successfully prevented from entering foster care								
3.2.2									
3.2.2 3.3	successfully prevented from entering foster care Percentage of children with families participating in CSA-funded family partnership meetings through the foster care								

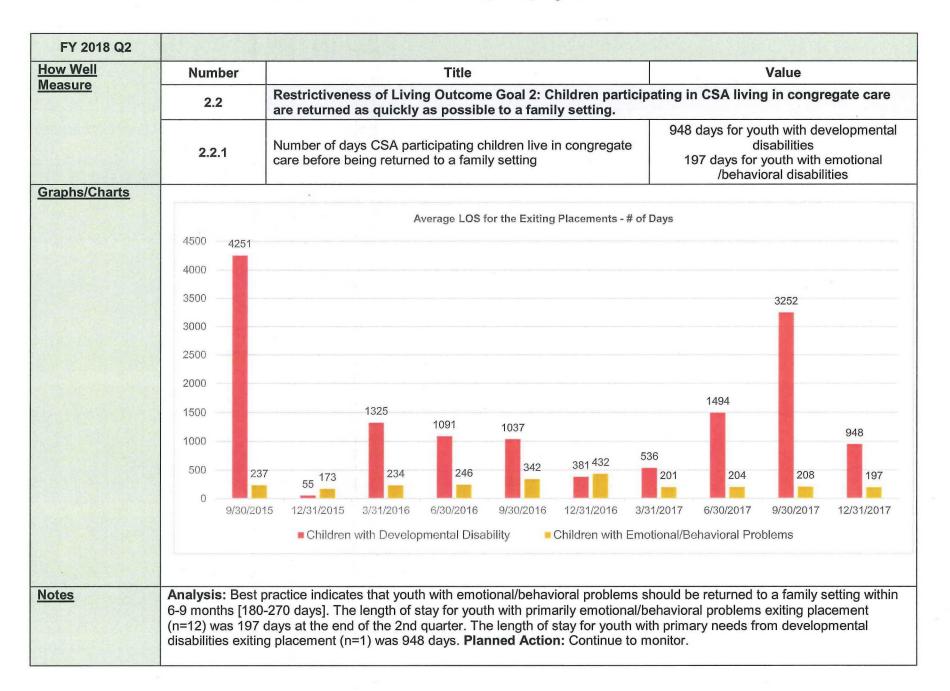
3.4	Functional Outcome Goal 1: Children participating in CSA-funded services will experience a decline in behaviors that place themselves or others at risk.	
3.4.1	Percent of positive change in Child Risk Behavior by actionable rating	
3.5	Functional Outcome Goal 2: Children participating in CSA-funded services will experience a decline in behavioral or emotional symptoms that cause severe/dangerous problems.	
3.5.1	Percent of positive change in Behavioral/Emotional Needs by actionable rating	
3.6	Functional Outcome Goal 3: Children participating in CSA-funded services will experience an increase in identified strengths that are useful in addressing their needs and developing resiliency.	
3.6.1	Percent of positive change in Strength Domain by actionable strength	
3.7	Functional Outcome Goal 4: Needs and issues of parents/caregivers of children participating in CSA-funded services that negatively impact their care-giving capacity will be reduced.	
3.7.1	Percent of positive change in Planned Permanency Caregiver functioning by actionable need	

# Results-Based Accountability Performance Plan

Children's Services Act (CSA) System of Care



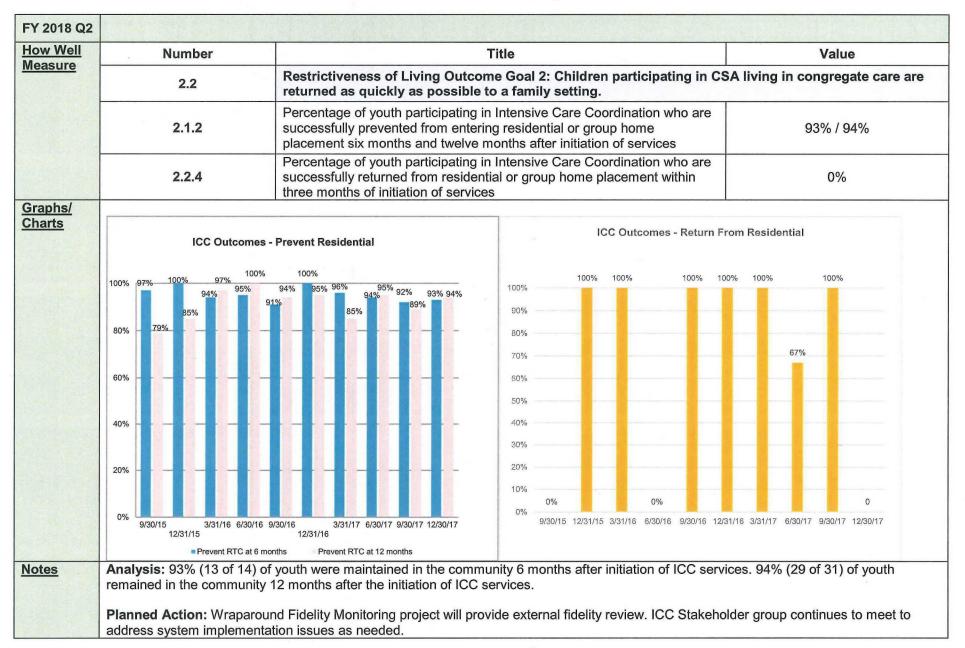


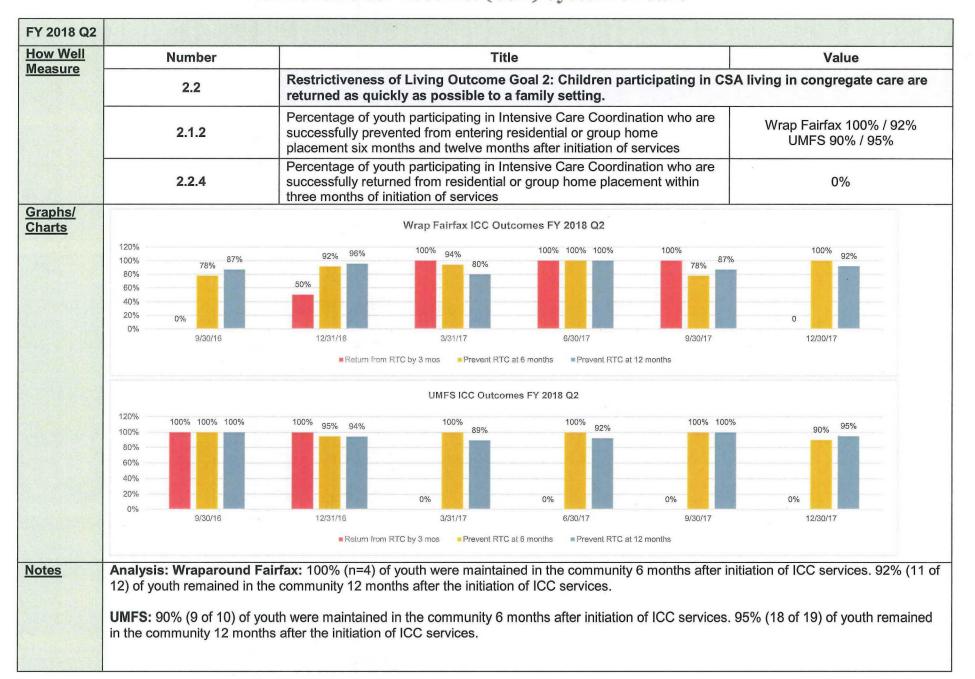


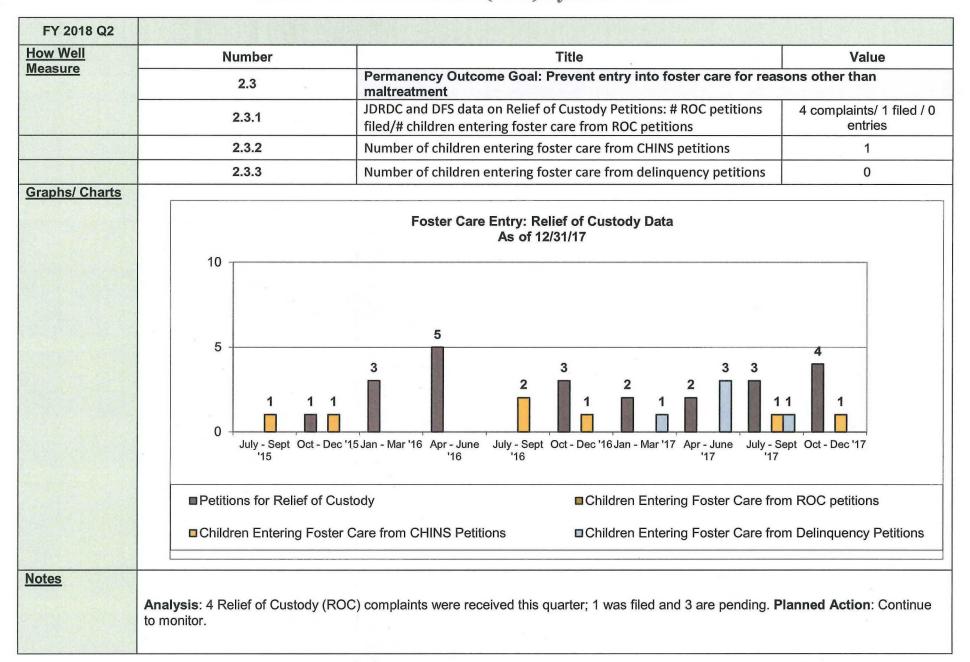
FY 2018 Q2												
low Well	Number	Title Value										
<u>Measure</u>	2.2	Restrictiveness of Living Outcome Goal 2: Children participating in CSA living in congregate care are returned as quickly as possible to a family setting.										
	2.2.2	Number of youth entering long-term congregate care settings     18										
	2.2.3	Number of youth exiting long-term congregate care settings 13										
Graphs/Charts												
	15 –	Entry and Exit into Long-term RTC and GH 53 placements as of 12/31/2017										
	2.2 2.2.2 2.2.3 15 10 10 5 0 0 <b>Analysis</b> successfi	12 11 11										
	5	8 8 8 8 7 7 7 7   6 6 6 6 5 5 5   3 3 3 2 2 4 3										
		Sept '16 Oct '16 Nov '16 Dec '16 Jan '17 Feb '17 Mar '17 Apr '17 May '17 June July '17 Aug '17 Sept '17 Oct '17 Nov '17 Dec '17 '17										
Same States in		Entries RTC/GH Exits RTC/GH										
<u>lotes</u>	successfu	There were 13 exits and 18 entries this quarter. <b>Planned Action:</b> Utilize ICC as a resource for youth to suppor I return to a community/family-based setting. Utilize Leland House and crisis stabilization services to meet yout sive needs in the community, even during a crisis.										

# Results-Based Accountability Performance Plan

Children's Services Act (CSA) System of Care







How Well	Num	nhor	Title													
Measure	Number		Title Value													
	2	.5		Fiscal Accountability Outcome Goal: Fairfax-Falls Church CSA leverages state and local fiscal resources to serve youth and families efficiently												
	2.	Pe	Percentage of placements in Medicaid-enrolled facilities													
	2.5.2		Percentage of Medicaid placements receiving Medicaid reimbursement											55%		
Braphs/Charts													-			
	Monthly Utilization and Reimbursement for Medicaid-enrolled RTC/GH Placements															
	100% 90% 85% 86% 91%															
		-	-			91%	-	86%	79%	83%	80%		80%	70%		
	80%			1	/		84%	80%	1978		-			79%		
				76%							70%	73%				
	70%	•		64%	-	64%			68%		10%	$\prec$		*****		
		68%	63%	0470	-		63%	64%		64%		69%				
	60%		-		64%									55%		
													49%			
	50%															
	40%															
	30% +	2/31/14	3/31/15	6/30/15	9/30/15	12/31/15	3/31/16	6/30/16	9/30/16	12/31/16	3/31/17	6/30/17	9/30/2017	12/31/17		
					Mo	dicaid Rei	nhursom	ont 🚽		id Placem	onte					
													x			
Notes	Analysis:															
	reimburse Legal stat															
	Action: C			. ,	, mongio				, on		ur (n-2),	i onung	(1-7).11			