



## UPDATED CSA MANUAL AND FORMS

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Hello, Fall! We here at CSA hope each of you had a summer full of sunshine and relaxation. We prepped for Fall and the new school year by updating the CSA Policy and Procedures Manual and a few forms. At the end of August we released [Policy Transmittal 2018-02](#) that outlined the following changes:

- [CSA Policy & Procedures Manual](#) – the manual has been updated to reflect policies changes communicated via previous Policy Transmittals and the format has been revised for ease of use.
- [Consent to Exchange Information\\*](#) – this document includes language from 42 CFR allowing for clients to provide permission for release of substance abuse-related diagnoses and treatment records. Instructions for completion are on the second page of the document. *Note: Only page 1 should be submitted to CSA.*
- [Right of Appeal\\*](#) – this document clarifies the language in the appeal process for parents/guardians whose service plans were developed through team-based planning processes. Case managers are to provide families with the notice of their Right to Appeal when service plans are developed.
- [Parental Contribution \(Co-payment\) Agreement\\*](#) – the agreement and waiver/reduction form now include language adding the Commonwealth of Virginia as a party to the agreement for purposes of collection of unpaid/overdue copayments. Parents/Guardians are also asked to initial that they understand CSA is funder of last resort and that they understand the parental contribution is not refundable via private insurance.
- [Parental Contribution Reduction or Waiver Request Agreement\\*](#) – this form now includes language adding the Commonwealth of Virginia as a party to the agreement for purposes of collection of unpaid/overdue copayments.

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- [Case Status Change Form](#) – this form has been simplified, questions have been added under the “Change or End Service Provider” and “Close Case” sections to help guide those processes.
- Case Manager Report – this document will now have two versions: one for [community-based services](#) and one for [residential services](#). The information required differs by requested services and case managers are asked to complete the appropriate version.
- [Eligibility Determination](#) – the language in this document has been simplified, Falls Church City Public Schools (FCCPS) has been added to the signature line for Eligibility B section.
- [Intensive Care Coordination Referral form\\*](#) – this form has been updated to reflect the updated referral process (see Transmittal 2018-3).
- [IFSP-EZ](#) – removed community-based Intensive Care Coordination from “Requested Services” section. Clarified that only Leland House ICC can be requested via the IFSP-EZ form.

If you have questions or comments about the updated forms, please feel free to email Patricia Arriaza at [patricia.arriaza@fairfaxcounty.gov](mailto:patricia.arriaza@fairfaxcounty.gov).

\*Spanish versions of forms will be posted as soon as translations are completed.

## CANS Certification

The Child Adolescent Needs and Strengths Assessment (CANS) is a mandatory uniform assessment required for children and youth served through the Children’s Services Act. New CANS users and those who need to recertify can do so at

<https://www.Schoox.com/login.php>.

Users must pass the CANS exam with a score of .70 or more. Please send a copy of your certificate to CSA via fax at 703.653.1369.

For info on how to create an account on the CANS training website, please download the “How To” Guide at <https://praedfoundation.org/wp-content/uploads/2018/08/Schoox-How-To-08072018.pdf>.

## Upcoming Trainings & Public Meetings

Register for trainings at EmployeeU, <https://ffclearning.fairfaxcounty.gov>

### CSA New Staff Trainings

#### Part 1: Introduction to System of Care

Tuesday, October 23  
8:45 am to 12 pm  
Pennino, Room 206

#### Part II: Facilitating Family Resource Meetings

Monday, October 29  
8:45 am to 12pm  
Pennino Room 1034

### Part III: Accessing CSA Services

Monday, October 29  
1:15 pm to 4 pm  
Pennino, Room 1034

### Public Meetings

**CPMT**  
Friday, September 28, 2018  
1 pm to 3 pm  
Government Center

Have ideas about possible training topics? We’d love to hear from you! Please contact Patricia Arriaza at [patricia.arriaza@fairfaxcounty.gov](mailto:patricia.arriaza@fairfaxcounty.gov) with your thoughts.



## CHANGES TO THE INTENSIVE CARE COORDINATION (ICC) REFERRAL AND AUTHORIZATION PROCESS

Case managers are now required to request ICC services in the same manner as all other CSA funded services. CSA Program staff will no longer manage referrals or ICC waitlist.

To request authorization for ICC services for a youth:

- Submit service authorization packet to CSA, which should include:
  - Case Manager Request for Community-Based Services Request form;
  - Meeting Action Plan (MAP);
  - Child and Adolescent Needs and Strengths (CANS) assessment (dated within 30 days of the request);
  - Valid Consent;
  - Parental Contribution Agreement (if there isn't one already on file); and
  - Any relevant treatment reports.
- The packet will be reviewed by the FAPT Coordinator and once the required elements are verified, the packet will be forwarded to UR for review.
- Once the case manager has the service authorization from UR, the ICC Referral Form can be submitted to either Wraparound Fairfax or UMFS (contact info for providers can be found on the [ICC Referral Form](#)).

- The ICC provider(s) will inform the case manager when the referral can be accepted or the status of the ICC waitlist.
- If a family is placed on both waitlists, case managers must update both providers on any changes in status that would affect the ICC referral.
- If the ICC service start and end dates are different than the original ICC authorization dates, the case manager will need to submit a fix memo to CSA.
- Case managers are required to submit encumbrances to finance for initial authorizations, reauthorizations, and any community based services funded through ICC.
- Case managers are responsible for submitting ICC reauthorization packets to CSA.

Please contact Suzette Reynolds at (703) 324-7752 or [suzette.reynolds@fairfaxcounty.gov](mailto:suzette.reynolds@fairfaxcounty.gov) through Friday, September 28, 2018 if you have any questions about the new process and/or an unusual circumstance. Beginning Monday, October 1, 2018, please feel free to contact any UR analyst.



For questions regarding Intensive Care Coordination or Family Support Partner services, please contact the program supervisors for those service areas— contact information is below.

PROVIDER CONTACT INFORMATION			
Provider	Supervisor	Phone #	Email
Wraparound Fairfax	Doug Healey	703-207-7825	doug.healey@fairfaxcounty.gov
UMFS-ICC	Jessica Grimes	703-217-3913	jgrimes@umfs.org
NAMI-FSP	Kishawna Scarborough	571-458-7310	kscarborough@nami-nova.org
UMFS-FSP	Laura Giunta	703-941-9008	lgiunta@umfs.org

## NEW WRAPAROUND FAIRFAX STAFF



Pictured: Doug Healey, Jamila Mysorewala and Amanda Isaac

From time to time we like to introduce you to new ICC facilitators staff so you'll have a sense with whom you'll be working as you make referrals to ICC.

### **Doug Healey**

Doug moved to Northern Virginia in 2004 from Orlando, Florida. He has been with the CSB since 2007, working with the outpatient, resource, and day treatment programs. He graduated with an MA in counseling from Rollins College in 2002, and has been licensed in Virginia since 2009. Doug started his career in Mental Health in 1997 with adult day treatment in Orlando, but has since focused his energies in the youth and family realm. He joined the Wraparound Fairfax team in April 2018 as supervisor, and is excited about the opportunity to continue working with families and agencies in the county.

### **Jamila Mysorewala**

Jamie is originally from Miami but has been living in the D.C. area for about three years. She received her BA in psychology from University of Miami and her MS in counseling from Nova Southeastern University. For the last few years, Jamie was working in the field of applied

behavior analysis as a behavior consultant. She has experience working with both children and adults in a variety of settings including schools, residential, community, outpatient, clinics, and homebased. Jamie is looking forward to assisting youth and their families in this new role.

### **Amanda Isaac**

Amanda Isaac relocated from New York to Northern Virginia area in 2006. She graduated from George Mason University with a Masters in Social Work in 2008. After graduating, Amanda worked for the City of Alexandria Department of Community and Human Services providing intensive case management to families at risk of homelessness. She also served as the Director of ALIVE! House, a transitional housing program in the City of Alexandria for mothers with children experiencing homelessness and participated extensively in the Partnership to Prevent and End Homelessness in the City of Alexandria. Amanda is excited for her position in Fairfax County and working with families in the community.



## 2018 TRAINING INSTITUTES, WASHINGTON, D.C.



This year's Training Institutes addressed data-driven policy, system design and implementation, and evidence-informed approaches relevant to Medicaid, mental health, substance use, child welfare, juvenile justice, early intervention, and prevention stakeholders and practitioners.

We were fortunate that this convening of leaders in systems of care for children, youth, and young adults with behavioral health challenges and their families was held in D.C. as this allowed us to send an engaged and enthusiastic Fairfax team. Several FAPT members (along with CSA staff) attended a 2 day "Building Bridges Initiative" session where they received the latest information about best practices in residential and community services that result in sustained positive outcomes post-discharge for youth and families receiving residential interventions. Additionally, members of Healthy Minds Fairfax workgroups attended sessions that will continue to enhance and improve upon the systems of care work being done in our community. The attendees will continue to meet to discuss how they can put what they learned into practice. We thank each person who took time away from the office to participate in these valuable learning experiences.



Pictured, top row: Ashley Gault, Hilda Calvo Perez, Suzette Reynolds, Ignacio Villas, Cheryl Weitz, Kristina Kallini Bottom row: Kim Jensen, Siobhan deCourcy



National  
Wraparound  
Implementation  
Center

Pictured: Lisa Morton, Doug Healey, Sarah Young, Suzette Reynolds, Ashley Gault, Kim Jensen

### Children's Services Act Office

Question, Concerns or Compliments ...  
Please don't hesitate to let us know!

[DFSCSA@fairfaxcounty.gov](mailto:DFSCSA@fairfaxcounty.gov)

703.324.7938



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