

CPMT AGENDA

April 20, 2023

- Approval of previous minutes
- Strategic Planning
- GAP Survey
- Parental Co-payments

Closure

Prince Edward County
Community Policy and Management Team (CPMT)
April 20, 2023

Members Present: Kim Allen, DSS Representative, CPMT Chairperson
Erica Hazelwood, School Representative
Cyntina Bagley, Crossroads Services Board Representative
Doug Stanley, BOS Representative
Kara Comer, Court Service Unit Representative

Members Absent: Karen Townsend, Health Department Representative
Taylor Allen, Private Provider Representative

Non-Voting Members: Cheryl Stimpson, CSA Coordinator/FAPT Chairperson

The CPMT Meeting for April 20, 2023, began at 9:50 am. Erica Hazelwood, with a second from Cyntina Bagley recommended approval of the minutes of the March 2023 minutes. All other members approved the minutes as well.

Standing Agenda Items:

- a. Funding Information: No discussion
- b. Collection of Parental Contributions: No discussion
- c. Utilization Management: No discussion
- d. Long Range Planning/Measurable Performance: Long Range Planning was discussed during old business.

Old Business:

Strategic Planning: The Strategic Plan for FY2023-2026 was discussed and Due Dates and Responsible persons were assigned. The CPMT and will review the Strategic Plan document in May.

New Business:

GAP Survey: The CPMT reviewed the GAP survey requirements and completed the survey. Cheryl will input the information provided by the CPMT in the actual survey link provided by OCS.

Parental Co-Payment Policy Changes: The CPMT discussed the issue of parental co-payment forms not being returned and payments not being made. The discussion led to the decision to change the Parental Co-payment form and Policy to ask the parents if they receive public assistance benefits. If they receive benefits, then they will be exempt from making payments, as the team felt that anyone receiving benefits does not have enough income to pay for the services provided. The CPMT also suggested that any parent that does not receive public

assistance benefits, and is subject to paying the parental co-payment, would be sent a breakdown of the invoice for the services paid on the youth's behalf, so they may understand the difference between what they pay and what was paid by OCS and the County.

There being no further business, the meeting adjourned at 11:20 am. The next CPMT meeting is scheduled for May 22, 2023, at 10:00 am in the 3rd Floor Conference Room.



PRINCE EDWARD COUNTY CPMT – FAPT

Strategic Plan FY2023-2026

A Plan for Change

Prince Edward County's Community Policy and Management Team (CPMT) met on April 20th, 2023, to collectively participate in updating its Strategic Plan.

Participants:

- Douglas P. Stanley, County Administrator
- Kimberly Allen, Prince Edward County DSS
- Karen Townsend, VDH, Piedmont District
- Kara Comer, 10th District Court Service Unit (DJJ)
- Erica Hazelwood, Prince Edward County Schools
- Cyntina Bagley, Crossroads Community Services Board
- Taylor Allen, Provider Representative
- Cheryl Stimpson, CSA Coordinator

Vision

Prince Edward County strives for CSA to be a leader in improving outcomes for children and their families; facilitating the highest quality collaboration between community organizations; maintaining high standards for sound fiscal accountability and responsible use of taxpayer funds; and partnering with family and all CSA stakeholders to implement best practices to continually improve the health of children, families, and the whole community.

Strategic Directions (updated April 20th)

The following Strategic Directions were developed:

1. Keep county government and community well informed.
2. Define meaningful outcomes data and a means to measure them for youth, families and/or the community.
3. Promote and leverage community connections of the team to address the needs of youth and their families.

Strategic Goals

From each Strategic Direction came specific Strategic Goals. Under each Strategic Goal are a series of activities that are operationally stated, and when completed indicate achievement of the goal.

Strategic Direction #1**Keep County Government and Community well informed.**

Goal # 1.1	Develop an ongoing relationship with community leaders, including, but not limited to the Board of Supervisors and citizens			
	Activity	Due Date	Responsible Person	Status
1.1.1	Ensure BOS receives adequate background information to support any CPMT financial requests			
1.1.2	Introduce CPMT members to the BOS and community through BOS meetings and CSA Website			

Goal # 1.2	Use tools to engage citizens of Prince Edward County by providing more information regarding the CSA program, and better service for our youth within the community			
	Activity	Due Date	Responsible Person	Status
1.2.1	Utilize CSA web page to provide information to families regarding services provided			
1.2.2	Develop questionnaires to address family needs and address areas of concern for the CSA program and providers			
1.2.3	Evaluate customer service procedures, including family questionnaire regarding provider services and CSA program offerings to families			

Goal # 1.3	Use data and performance measures to inform the Board of Supervisors and citizens regarding the outcome of the CSA program			
	Activity	Due Date	Responsible Person	Status
1.3.1	Utilize data obtained from Strategic Direction 2 to help tell the county CSA story.			
1.3.2	Provide annual report to the BOS and citizens regarding outcomes of the CSA program			

Strategic Direction #2

Define meaningful outcomes data and means to measure them for youth, families, and/or the community.

Goal # 2.1	Assess long-term outcomes for all services provided by CSA.			
	Activity	Due Date	Responsible Person	Status
2.1.1	Utilize the criteria established by OCS to measure the function of CSA programs			
2.1.2	Select the outcome variables			
2.1.3	Establish methods of measurement			
2.1.4	Record and analyze results			

Goal # 2.2	Measure cost effectiveness of Community Based Services.			
	Activity	Due Date	Responsible Person	Status
2.2.1	Develop utilization rate data for CPMT members			
2.2.2	Compare current provider rates with Medicaid established rates			
2.2.3	Analyze length of service provisions			

Goal # 2.3	Assess effectiveness of preparing families of children discharged from services.			
	Activity	Due Date	Responsible Person	Status
2.3.1	Establish criteria of effectiveness of preparing families of children discharged from services			
2.3.2	Develop measurements and outcome variables			
2.3.3	Train all core agency case managers on expectations			
2.3.4	Analyze outcome data			

Strategic Direction #3

Promote and leverage community connections of the team to address the needs of the youth and their families.

Goal # 3.1	Create or support a centralized data base.			
	Activity	Due Date	Responsible Person	Status
3.1.1	Establish a resource guide for all core agency case workers.			
3.1.2	Inform all stakeholders with agency updates			
3.1.3	Monitor the resource guide to ensure updates are completed as necessary			

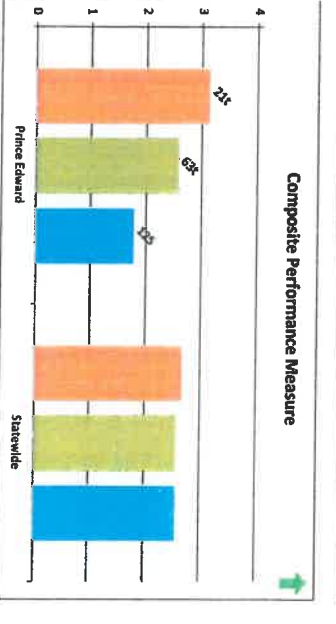
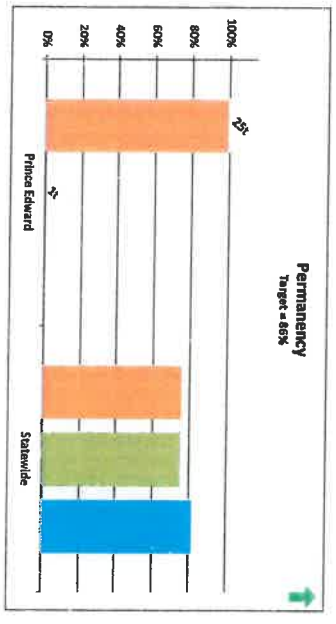
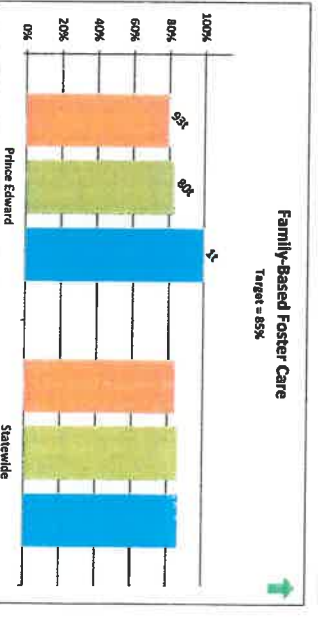
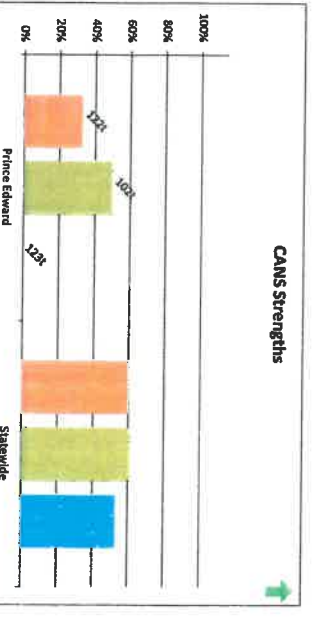
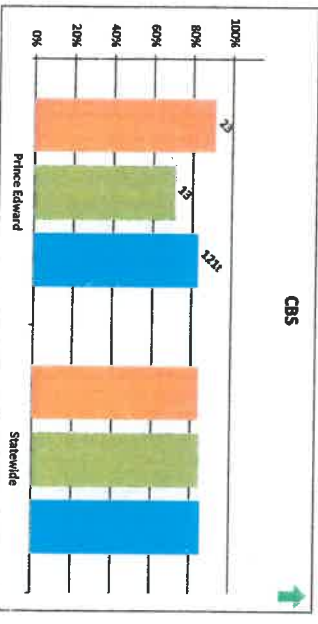
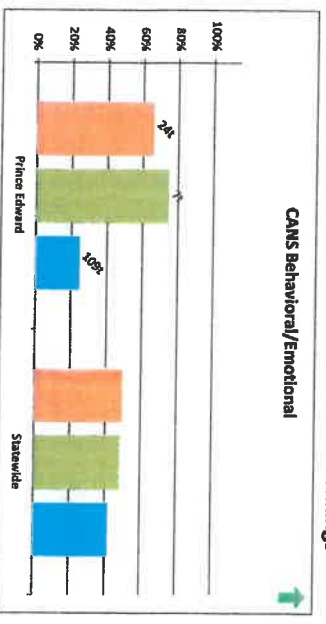
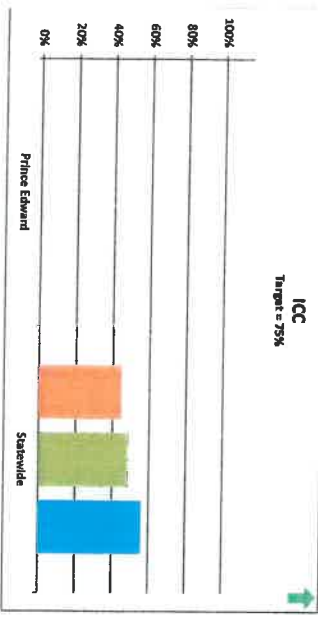
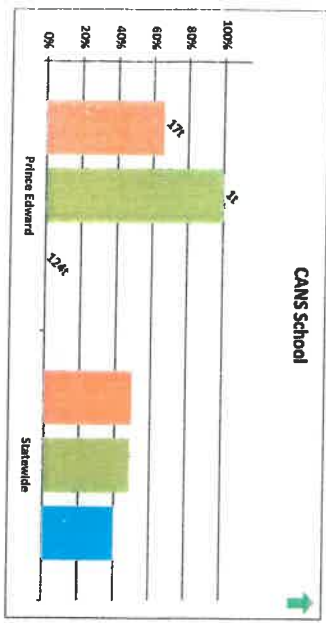
Goal # 3.2	Promote inner agency communication.			
	Activity	Due Date	Responsible Person	Status
3.2.1	Promote consistent communication between core agencies by providing quarterly updates			
3.2.2	Evaluate FAPT/CPMT participation			
3.2.3	Develop a plan based on evaluation of all activities related to this goal			

Goal # 3.3	Develop a communication plan for broader advocacy in the community.			
	Activity	Due Date	Responsible Person	Status
3.3.1	Complete a service gap analysis			
3.3.2	Establish advocacy priorities			
3.3.3	Determine who stakeholders for advocacy plan are			
3.3.4	Develop and implement a communication plan			

CSA Performance Measures - FY2019-2021

Locality	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021
Prince Edward	66.7%	100.0%	81.0%	66.7%	75.0%	75.0%	92.0%	71.4%	84.3%	80.0%	83.3%	100.0%	76.3%	75.5%	77.0%	3.17	2.60	1.80
Statewide	49.9%	48.7%	47.6%	45.5%	48.9%	48.7%	84.5%	84.8%	85.0%	85.1%	86.3%	87.0%	85.1%	86.3%	87.0%	2.70	2.59	2.44

Locality Performance Measures with Rankings



Increases in CANS scores are generally indicative of improved functioning. CANS performance measures are updated periodically with the youth's latest scores. Scores are expected to decrease as time passes and new services are provided. The average number of days between the youth's initial and latest score is 520 days for FY 2019, 585 days for FY 2020 and 583 days for FY 2021. As such, CANS scores are not directly comparable across fiscal years.

For the percent of youth receiving ICC, the average is taken for non-zero values only.

For each of the seven outcome measures, localities are assigned a score relative to their proximity to either the statewide average or target set by the Commonwealth. The composite outcome measure score is calculated using the average of the seven outcome measure scores, with 4 being the highest possible score.

Prince Edward County FY 2019 Goals

1. Taking into account the number of referrals presented to FAPT and cases actually provided CSA services, Prince Edward County will reduce FY 19 expenditures in all CSA categories by 5% when compared to FY 18 expenditures, while maintaining effective and appropriate child and family oriented programs. Progress will be determined by expenditure reports and progress reports from vendors.
2. Prince Edward County CSA will reduce residential placements of youth during FY 19 by 20%. We will deploy more community based services and other funding resources to meet youth's needs as much as possible. Progress will be determined by expenditure reports.
3. Establish a committee of community members to investigate a feasible means of transportation for community members in need of services, but unable to receive said services due to transportation issues. This committee will be established by July 1, 2018.
4. Schools will continue to meet with vendors who may be willing to either start a day placement program for youth unable to attend public schools. In conjunction, the schools will explore the opportunity to create their own program utilizing current resources and additional trained staff to return students back to public schools in an environment that protects students and staff and meets the needs of the students.
5. Pursue a vendor in the local area to meet the needs of youth in the community in the area of Applied Behavior Analysis by the beginning of the FY 19 school year.



FAPT/CPMT Three Year Strategic Plan FY2021-2023

Goal 1: Improve transparency and accountability

Target Completion: December 30, 2021

Key Tasks/Activities	OPR	Target Dates
Develop a platform/website for citizens to access a directory of community resources as well as FAPT referral information	Doug/Cheryl/Web Designer	Dec 2021
Identify information to be included on platform/website	Doug/Cheryl/CPMT	Sep 2021
Input identified information onto platform website	Web Designer	Dec 2021
Add information/link to Prince Edward County website	Web Designer	Dec 2021
Platform/website training	Web Designer	Nov 2021
Roll out live version of platform/website	Web Designer	Jan 2022
Ongoing education for FAPT/CPMT members, as well as community providers and general public, on platform/website	Doug/Cheryl	ongoing

Goal 2: Prince Edward CSA System Improvement

Target Completion: June 30, 2022

Key Tasks/Activities	OPR	Target Dates
Seek feedback from other localities regarding CSA Coordinator position and their role/responsibility/job duties	Doug/Cheryl	Dec 2021
Evaluate feedback from other localities and compare/contrast with Prince Edward County's needs	CPMT	ongoing
Evaluate budget for part-time or full-time dedicated CSA Coordinator	Doug/Finance Director	June 2021
Secure funding for dedicated CSA Coordinator	Doug/Finance Director	July 2022
Develop job description and advertise for position	Cheryl	May 2022
Hiring and training dedicated CSA Coordinator	Doug/CPMT	June 2022

Goal 3: Sustained System Improvement

Target Completion: Ongoing

Key Tasks/Activities	OPR	Target Dates
Identify stakeholders in the local system of care, including mental health, education, juvenile justice, social services, and community partners	FAPT/CPMT	ongoing
Allow opportunities for educations/training on new policies and procedures from each entity serving FAPT/CPMT	Doug/CSA Coordinator	ongoing
Create shared protocols for referrals and follow-up reporting amongst FAPT/CPMT members and Coordinator	FAPT/CPMT/ CSA Coordinator	Oct 2021
Begin making referrals to partner agencies using shared protocols	FAPT/CPMT/ CSA Coordinator	Nov 2021

Goal 4: Continued quality improvement

Target Completion: Ongoing

Key Tasks/Activities	OPR	Target Dates
Conduct periodic needs assessments to determine service gap areas and satisfactions with current services	FAPT/CPMT/Parents/ Providers	ongoing
Create protocol for a pre/post services survey or interview with FAPT/CPMT recipients	CPMT	need to review CPMT policy manual
Conduct pre/post survey/interviews with FAPT clients	CPMT	Need to review CPMT policy manual
Review data from surveys to determine the impact of services	CPMT	ongoing




COMMONWEALTH of VIRGINIA

OFFICE OF CHILDREN'S SERVICES *Administering the Children's Services Act*

Scott Reiner, M.S.
Executive Director

Administrative Memorandum #23-05

To: CPMT Chairs
CSA Coordinators

From: Scott Reiner, Executive Director 

Date: March 31, 2023

Subject: Annual CSA Service Gap Survey

Section 2.2-5211.1.2 of the Code of Virginia requires that: "The community policy and management team shall report annually to the Office of Children's Services on the gaps in services needed to keep children in the local community and any barriers to the development of those services." This requirement led to the implementation of the annual CSA Service Gap Survey, which has been in place since 2007. The Survey can also serve as a resource to local CSA programs in meeting the language of §2.2-5206.4 that each CPMT shall: "Coordinate long-range, community-wide planning that ensures the development of resources and services needed by children and families in its community ..."

The Office of Children's Services is via this Administrative Memorandum, issuing the 2023 CSA Service Gap Survey and requests your careful attention.

The survey is to be completed in Survey Monkey via the internet to simplify and expedite data collection, analysis, and reporting. A paper copy is attached to this memo for use within your locality in gathering input. The paper version of the survey may be used for internal use and collaboration purposes only. When your locality has completed the process of collecting input, please submit only one electronic version of the survey. Only one submission from each locality is permitted. The link to complete and submit your locality's Service Gap Survey is: <https://www.surveymonkey.com/r/2023GapSurvey>.

Please designate an individual to be responsible for the coordination of the Survey and for submitting it to OCS via Survey Monkey. The survey is due no later than June 2, 2023.

Thank you for your cooperation. We plan to have the results analyzed and published as soon as possible after all localities have completed the Survey.

Please direct any technical questions about the Service Gap Survey to Carrie Thompson, CSA Senior Research Associate at carrie.thompson@csa.virginia.gov.

cc: Carrie Thompson

Attachment: Gap_Survey_2023_Print.pdf

One of the primary responsibilities of the Community Policy and Management Team (CPMT) is to coordinate long range, community-wide planning to develop resources and services needed by children and families in their community (§2.2-5206).

In 2006, the Virginia General Assembly amended the Code of Virginia to further specify this requirement. This amendment included language that requires CPMTs to annually report to the Office of Children's Services (OCS) on gaps and barriers in services needed to keep children in their local community (§2.2-5211.1.2). CPMTs will satisfy this requirement by completing this survey.

Thank you!

LOCALITY & CONTACT PERSON INFORMATION

Locality?

LOCALITY & CONTACT PERSON INFORMATION

Name?

LOCALITY & CONTACT PERSON INFORMATION

Title?

LOCALITY & CONTACT PERSON INFORMATION

Telephone Number Including Area Code (XXX-XXX-XXXX)?

LOCALITY & CONTACT PERSON INFORMATION

E-mail Address?

Critical Service Gaps

We are interested in learning more about the most critical service gaps that are impacting your community's ability to serve children in their home, school and/or community. From the following list, please identify three (3) to five (5) services which are most important to further develop in your community. Consider services that do not exist in your community, as well as those that exist but do not adequately meet your locality's needs due to constraints such as insufficient capacity, poor quality, or prohibitive costs.

Residential Services

- Short-term Diagnostic
- Group Home
- Residential Treatment

Community-Based Behavioral Health Services

- Assessment
- Group Therapy
- Family Therapy
- Intensive In-Home
- Therapeutic Day Treatment
- Case Management
- Medication Management
- Applied Behavior Analysis
- Trauma Focused/Informed Services

Evidence-based Behavioral Health Services

- Multi-systemic Therapy
- Functional Family Therapy
- Parent Child Interaction Therapy
- Cognitive Behavioral Therapy
- Motivational Interviewing

Foster Care Services

- Family Foster Care Homes
- Therapeutic Foster Care Homes
- Independent Living Services

Family Support Services

- Family Partnership Facilitation
- Respite
- Intensive Care Coordination (ICC)
- Family Support Partner
- Child Mentoring
- Parent Coaching

Educational Services

- Private Day School
- Residential School
- School-based Mental Health Services

Crisis Services

- Crisis Intervention and/or Crisis Stabilization
- Acute Psychiatric Hospitalization

Other Services

Other:

Other:

Other:

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Short-term Diagnostic services in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Short-term Diagnostic services?
(Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Group Home services in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Group Home services? (Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Residential Treatment services in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Residential Treatment services?
(Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Assessment services in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Assessment services? (Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Group Therapy services in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Group Therapy services? (Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Family Therapy services in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Family Therapy services? (Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Intensive In-Home services in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Intensive In-Home services?
(Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Therapeutic Day Treatment services in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Therapeutic Day Treatment services? (Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Case Management services in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Case Management services?
(Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Medication Management services in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Medication Management services?
(Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Applied Behavior Analysis services in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Applied Behavior Analysis services? (Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Trauma Focused/Informed Services in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Trauma Focused/Informed Services? (Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Multi-systemic Therapy in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Multi-systemic Therapy? (Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Functional Family Therapy in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Functional Family Therapy?
(Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Parent Child Interaction Therapy in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

**Are there any specific age groups where there are gaps in Parent Child Interaction Therapy?
(Please choose all that apply)**

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Cognitive Behavioral Therapy in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Cognitive Behavioral Therapy?
(Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Motivational Interviewing in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Motivational Interviewing? (Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Family Foster Care Homes services in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Family Foster Care Homes services? (Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Therapeutic Foster Care Homes services in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Therapeutic Foster Care Homes services? (Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Independent Living services in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Independent Living services?
(Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Family Partnership Facilitation services in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Family Partnership Facilitation services? (Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Respite services in your locality?
(Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Respite services? (Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Intensive Care Coordination services in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Intensive Care Coordination services? (Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Family Support Partner services in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Family Support Partner services?
(Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Child Mentoring services in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Child Mentoring services? (Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Parent Coaching services in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

FY2023 CSA Service Gap Survey

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Parent Coaching services? (Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Private Day School services in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Private Day School services?
(Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Residential School services in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Residential School services?
(Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in School-based Mental Health services in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in School-based Mental Health services? (Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

FY2023 CSA Service Gap Survey

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Crisis Intervention and/or Stabilization services in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Crisis Intervention and/or Stabilization services? (Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Acute Psychiatric Hospitalization services in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Acute Psychiatric Hospitalization services? (Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Q13.R1 services in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Q13.R1 services? (Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in Q13.R2 services in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Q13.R2 services? (Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

Critical Service Gaps - Populations

Are there any specific populations where there are gaps in [[O13.R3]] services in your locality? (Please choose all that apply)

- Autism
- Intellectual Disability/Developmental Disability
- Potentially Disrupting or Disrupted Foster Care Placements
- Potentially Disrupting or Disrupted Adoptions
- Sex Offending/Sexually Reactive Behaviors
- Youth with Multiple Mental Health Diagnoses
- Youth Involved with the Juvenile Justice System
- Substance Abuse
- No, there are not any specific populations
- Other (please specify)

Critical Service Gaps - Age Groups

Are there any specific age groups where there are gaps in Q13.R3 services? (Please choose all that apply)

- Pre-School Age (0-5)
- Elementary School Age (6-10)
- Middle School Age (11-13)
- High School Age (14-18)
- Transition Age (19-21)
- No, there are not any specific age groups

FY2023 CSA Service Gap Survey

Barriers

On a 5-point scale, with 1 being 'Not At All' and 5 being 'A Great Deal', please indicate the level of impact the following barriers have had on your community's ability to develop the services the you have identified. Also, please add specific comments under each barrier, as needed. Barriers related to COVID-19 (i.e. lack of Internet service, lack of in-person meetings, etc.) can be described in the comments and/or the "Other barrier" response category.

	1	2	3	4	5
Need for greater collaboration and consensus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

	1	2	3	4	5
Lack of funding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

	1	2	3	4	5
Lack of Transportation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

	1	2	3	4	5
Provider availability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

	1	2	3	4	5
Need more information and data	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

	1	2	3	4	5
Other Barrier (Please document in the comment box below)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

	1	2	3	4	5
Other Barrier (Please document in the comment box below)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

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Changes to Community-Based Services Availability

Has your locality initiated actions over the past year to address the perceived services barriers?

Yes

No

Changes to Community-Based Services Availability

What are those actions?

§2.2-5211D.

Consistent with a student's eligibility for special education services under IDEA, if the special education student with mandated services enters the school year at 21 years of age, that child may remain under the mandated, special education category of CSA funding until completion of the IEP academic year. Eligibility would terminate upon the student's completion of that IEP academic year. See Appendix B Department of Education CSA Manual.

Prince Edward County CSA funded Prince Edward County Schools IEP services provided outside the public school settings shall be staffed by FAPT. (Amended May 26, 2016) According to Federal Law, Virginia State Law, and guidance from the Office of Children's Services, and Virginia Department of Education, IEP identified services are determined by the local IEP team, neither FAPT nor CPMT are permitted to make changes to the IEP. IEP identified services provided outside of the public school setting shall be funded by the CSA state pool fund. The Prince Edward County Schools' FAPT member shall provide the CSA office with the IEP, CANS, and Consent to Exchange Information, by the first Friday of the month. Once said documents are received by the CSA office, the CSA Coordinator shall verify the accuracy of the information provided, create the necessary purchase of service orders, and create the CPMT funding approval sheet.

Non-Mandated Funds

Individuals 18 years and over who are not otherwise eligible for mandated services may NOT access CSA funds.

Child in Need of Services (CHINS) – CSA Parental Placement Agreement:

Eligibility Determination/CHINS Checklist: FAPT must complete the required CHINS eligibility checklist to determine all CSA eligibility criteria have been met prior to authorization of funding by CPMT, unless a court has found the Child in Need of Services through a court order and the court order is provided to the CSA Office.

Parental Co-Payments

PE-CPMT will apply any and all private insurance, Medicaid, Federal IV-E Foster Care funds, child support payments, Social Security or Veteran's Benefits, Social Security Disability insurance (SSDI) payments, or other income to/for the youth, whenever possible and deemed appropriate by the CPMT and not prohibited by law or regulation, toward the cost of all placements and services for both mandated and non-mandated cases, to reduce the financial obligation from Children's Services Act Pool funds. Parental co-payments shall be reassessed annually. (Amended May 26, 2016)

In addition, parents (natural and adoptive) or other legal custodian and/or guardian of a youth served through Children's Services Act funds shall be expected to provide financial support for services through a parental co-payment as allowable under law. This policy shall apply to all services except:

- (a) services included in an Individual Education Plan;
- (b) services provided to families receiving TANF payments;
- (c) services provided to families funded by Medicaid; and
- (d) services provided to children in the custody of DSS

Whenever federal or state law, or a court order (including child support orders), conflicts with the provisions of this policy, the applicable law or court order shall take precedence.

The Department of Social Services shall seek child support by petitioning the appropriate court or through the Division of Child Support Enforcement, for all children in the custody of the Department of Social Services. Case managers should pursue court ordered support in other appropriate circumstances.

All agencies should arrange for Social Security benefits, Social Security Disability payments, Veteran's Benefits, etc to/for children who are in out-of-home placements to be redirected to the CSA Pool fund for the appropriate jurisdiction. Agency personnel will assist parents in making arrangements with the appropriate source of funding to have all benefit checks redirected to the appropriate jurisdiction to offset the child specific cost to CSA Pool funds. Benefit Checks should be made payable to Prince Edward County for a specific child (give the child's legal name) as appropriate.

Any income or financial benefits for children placed in out-of-home placements who are in the custody of the Department of Social Services, should be directed to the appropriate Department of Social Services to be recorded as recouped funds. All funds reported monthly as recouped funds by DSS shall be reported to the PE-CPMT Office in specific categories appropriate to each fund's source as part of each agency's monthly financial report and expenditures.

Income or financial benefits for children placed in out-of-home placements who are not in the custody of DSS should be redirected to the PE-CPMT Office in Prince Edward County to be applied toward the cost of placement.

Agency personnel will assist parents in making arrangements with the appropriate source of funding to have the benefit checks re-directed to the appropriate jurisdiction to offset the child specific cost to CSA Pool funds. Benefit checks should be made payable to Prince Edward County for the specific child.

Responsible agencies will be required to financially assess all families and attempt to collect parental co-payments on all services, including out-of-home residential, non-residential, and in-home services, unless exempted as specified. The parental co-payment determined appropriate shall represent a debt owed to Prince Edward County, as determined by the child's

parent's or guardian's legal residence.

The amount of parental financial support required will be .01% of gross income. A minimum of \$5.00 is charged if the gross income is under \$1,160.00 per month.

Family income is to be assessed based on gross income, to include benefit and compensation from private, state, or federal sources, in addition to employment. Social Security Income (SSI) will be excluded from income calculations when assessing income for co-payments. Information regarding family assets and their values must also be included with documentation of income from all sources. Proof of family income and expenses may be required including check stubs, tax forms, medical bills, etc.

No parental co-payment shall exceed the cost of services approved by PE-CPMT.

The Individual Family Service Plan will include the monthly parental co-payment and shall state that the amount may be revised as appropriate reflecting changes in the cost of services.

PROCEDURE:

- A. The agency case manager shall give early notice to the parents that they will be expected to provide financial support toward any services provided by the PE-CPMT to their child or family, not exempted.
- B. The CSA Coordinator will send a follow-up letter to parents informing them of the financial support requirements.
- C. The agency responsible for the care, education, or supervision of the youth, will conduct the financial assessment of the family by assisting the family in completing the Parental Co-Payment Income Statement and will forward the financial assessment information to the CPMT Office with the initial referral form and the Consent to Exchange Information form. Financial assessment must be conducted before a case can be scheduled for FAPT review.
- D. The agency may recommend an adjustment to the scale or a waiver of this requirement, if warranted. However, any such recommendation must be accompanied by supporting data and must be presented to the FAPT and to the CPMT.
- E. Upon receiving the financial assessment, the CSA Coordinator will review the amount owed by the parent/guardian, and will inform the parent, with copies to the agency, of the amount owed, the cost of the service(s), where to mail payment, and the date upon which payment is due.

The parent/guardian will be required to pay each month for services rendering during the previous month. All parental co-payments will be due on the first of each month (or as agreed upon).

- The letter will also inform the parent/guardian that any payments delinquent beyond 60 days will be referred to the Prince Edward County Attorney's office for resolution. In cases requiring legal resolution of delinquent co-payments, parents will be required to pay all court costs.
- F. The parent/legal guardian will receive a Request for Fee Reduction in Payment Responsibility Form and instructions on how to fill out the request. The parent will return the form to the CSA office. The CSA Coordinator will present the request to the CPMT. The decision to waive or reduce the fee will be the decision of CPMT.
 - G. Parents/guardians shall be required to sign an agreement to make parental co-payments at the determined level for all services not exempted by CSA policy. The Agency Case Manager will be responsible for having this agreement signed or for documenting refusal to sign.
 - H. Parental co-payments may also become part of a Court Order in cases which go before the Juvenile and Domestic Court.
 - I. The CSA Coordinator will issue a delinquent notice to parents when payments are not received by the 10th of each month. Copies of the notice will be sent to the agency FAPT representative and to the child's case manager. Failure to respond to the notice within 45 (Amended May 26, 2016) days will result in a referral to the Prince Edward County Attorney for resolution of debt in court, through attachment of tax refunds or assets, etc.
 - J. The Prince Edward County Attorney's office will be responsible for pursuing resolution of all delinquent parent accounts originating for services funded through the Children's Services Act.
 - K. Should the Prince Edward County Attorney fail to successfully resolve the delinquent parent account within 60 days, the PE-CPMT will request the Office of Children's Services pursue a claim against the parent or legal guardian for delinquent payment.

Appropriations Act Chapter 890

Pursuant to subdivision 3 of §2.2-52-06, Code of Virginia, Community Policy and Management Teams shall enter into agreements with the parents or legal guardians of children receiving services under the Children's Services Act for At-Risk Children and Youth. The Office of Children's Services shall be a party to any such agreement. If the parent or legal guardian fails or refuses to pay the agreed upon sum on a timely basis and a collection action cannot be referred to the Division of Child Support Enforcement of the Department of Social Services, upon the request of the Community Policy and Management Team, the Office of Children's Services shall make a claim against the parent or legal guardian for

such payment through the Department of Law's Division of Debt Collection in the Office of the Attorney General.

Appeal Process:

If the parent(s) and/or guardian entering into a CSA parental placement agreement disagree with the decision of the Agency to terminate a CSA parental placement agreement, the parent has a right to appeal this decision by submitting a written request to the CPMT through the following process:

1. The written request must be submitted to the referring agency and/or the CSA Coordinator within 10 days of the referring agency's written notice of the planned termination of the agreement;
2. A FAPT will be scheduled within 14 days to review the requested appeal;
3. If the parent(s) disagree with the decision of the FAPT, the parent(s) have the right to request a further review by the CPMT at the conclusion of the FAPT meeting;
4. The CPMT will hold its review within 45 days of the FAPT decision. The CPMT may uphold or alter the FAPT decision, and will provide a response in writing within 10 days of its review. The CSA parental agreement will not be terminated prior to the final decision of the CPMT.

Payment for Services and Change of Legal Residence

The Community Policy and Management Team jurisdiction where the child legally resides shall be responsible for payment for services identified in the child/family's Individual Family Service Plan. Issues of legal residence should be addressed by the legal services assigned to the CPMT.

In the event the child/family's legal residence changes, the following policy 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 documents to the new CPMT jurisdiction; and (c) informing service providers of changes in the child/family's residence.
2. The former CPMT jurisdiction pays for services until 30 calendar days after the new CPMT receives written notification of the child/family's residence in the new CPMT locality.
3. When the residence of the child/family transfers to a new CPMT jurisdiction must review the current IFSP and adopt or revise and implement within 30 calendar days.