ORANGE COUNTY, VIRGINIA
OFFICE ON YOUTH

ALISHA L. I. VINES
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To: Orange County Board of Supervisors

From: Alisha Vines, Office on Youth Director AV | RD

Through: Bryan David, County Administrator

Date: July 11, 2014

Subject: CSA Monthly Report – July 2014

Please find attached the CSA report for expenses and projections through the end of May which still shows us slightly under our budgeted amount for FY14. Since we have entered the new fiscal year, we will still be receiving bills for services provided during May and June; however, they are included in the projections Letitia has provided. As a reminder, Letitia operates out of two fiscal years between the months of July – mid-October due to the nature of the program and when the CSA financial year closes.

I have also included a copy of the Audit Correction Plan as promised. The plan was due by July 3rd and was submitted June 26th. I have not heard from our auditor to see if the plan was accepted. I will provide that feedback as soon as I receive it.

Please read over the attached reports and let myself or Letitia know if you have any questions and as always, thank you for your continued support.

Cc: Letitia Douthit
File

07/11/14

COMPREHENSIVE SERVICES FOR AT-RISK YOUTH AND FAMILIES
ORANGE COUNTY COMMUNITY POLICY & MANAGEMENT TEAM
ORANGE COUNTY FAMILY ASSESSMENT & PLANNING TEAM
146 Madison Road, Suite 205
Orange, Virginia 22960
PH: 540-661-5459
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Comprehensive Services Act Program Update Report – July 2014

FY 14 County budget: $2,302,987.00

Current YTD Expenses as of 06/30/14 (which are July – May. Exp.) for the Fiscal year:

		Expenses	Projections	Total Projected	FY14 Budget
43270	Residential Congregate Care	359,095.07	$17,843.79	$376,938.86	647,659
43275	FC/CC ED Serv/Sp ED priv day	538,600.27	$157.195.18	$695,795.45	915,331
43280	Community Based Serv	563,649.49	$183,585.20	$747,234.69	686,603
43285	Sp ED Wrap - CBS	14,275.75	$10,854.00	$25,129.75	25,267
43290	Non-Mandated - CBS	5,484.00	$20,816.00	$26,300.00	28,127
		1,481,104.58	$390,294.17	$1,871,398.75	2,302,987

Thank-you for your continued support! As we are approaching the closed of this Fiscal year, our expenses to date and projections are currently under budget. We will continue to monitor it closely. We will do our best to stay with our budget while providing the much needed services to the At Risk families and Youth of Orange County. Total Foster Care placements are still slightly up from this time last year and in June our Residential placements decreased to 2 due to several of our youth moving to Group Home placements. Also, in June our Group Home placements increased to 8. Special Education (IEP) Private Day school placements are also increased to 6.

As of June 30, 2014, we have provided services to 104 At Risk Youth/Families up by 24 compared to 80 Youth/Families at this same time in 2013.

Service Provided in FY14 compared to FY13:	June 2014	June 2013
Total Foster Care funded by CSA	35	31
• Residential FC Placements	2	8
• Group Home FC Placements	8	5
• Treatment FC Placements	1	3
• Independent Living Stipend	1	0
Special Education (IEP) Residential Placement	0	1
Parental Agreement Residential Placement	1	3
Community Based Services	54	33
Special Education Private Day placement (IEP)	6	3
Special Education Community Wrap Services	4	2
Non Mandated	5	4
FAPT only – non-funded	4	6

Concerns for FY14:

- The Cap on funding Special Ed Wrap Services
- SEC Denial of Funding Policy

Costs of Services (average):

- Foster Care VEMAT (Additional daily supervision) payment: $320 - $2,880
- Intensive Care Coordination: $750/m
- Parent Mentor Services: $36/hr
- Mentoring: $45/hr
- KEYS Program (Counseling Interventions): $52/hr
- Home Based counseling: $62/hr
- Therapeutic Day treatment in schools/community: $108/d
- Therapeutic Behavioral Aide schools/community $38/hr
- Substance Abuse Treatment (The Hope Program – RRCSB): $260/13 sessions
- Community based Sex Offender Treatment: $103/hr

Thank-you

Respectfully Submitted,

Letitia Douthit

Orange County CSA Coordinator

Office of Comprehensive Services
Empowering communities to serve youth

Effective Date 12/12/13

CSA Program Audit
Quality Improvement Plan

Audit Client Name:	Orange County CSA Program
Audit/File Number	05-2014
Audit Report Date:	May 19, 2014
Quality Improvement Plan Date:	6/27/2014

Instructions: A separate form must be completed for each audit observation included in the final report.

QUALITY IMPROVEMENT PLAN DETAILS

Observation No.	Task Description	Responsible Party	Target Date	Self Reporting Status Click here to enter a date.	
				In Progress	Completed
CPMT Governance (1)	The Orange County CPMT has begun the initial discussions/research regarding the long-range plan. We will begin holding regular meetings in July to begin piecing together what we feel is necessary to include in our long-range plan. This will also include guidelines for risk assessment procedures and measurable criteria for annual program evaluation. **We will also be reaching out to other localities for suggestions and guidance on this process.	Orange County CPMT and CSA stakeholders	12/31/2014	☒	☐

☐ Please check if attachments are included.

If tasked described is not complete, please explain:
The strategic plan will be a longer process than most of our other tasks as recommended by the audit findings. We intend to reach out to other localities that may already have one in place to use as models for our own.

PLAN APPROVAL

SIGNATURE: Alisha L Vines	**Title: CPMT Chair** **Office on Youth Director**	**Date:** **06/27/14**
PRINTED NAME: Alisha Vines		

For OCS Program Auditor Use Only

☐ Check if action plan is acceptable	Date received: Click here to enter a date.	Reviewed by: Date: Click here to enter a date.
Action implemented: ☐ Satisfactory ☐ Not Satisfactory	Date verified: Click here to enter a date.	Verified by: Click here to enter text.

Office of Comprehensive Services
Empowering communities to serve youth

Effective Date 12/12/13

CSA Program Audit
Quality Improvement Plan

Audit Client Name:	Orange County CSA Program
Audit/File Number	05-2014
Audit Report Date:	May 19, 2014
Quality Improvement Plan Date:	6/27/2014

Instructions: A separate form must be completed for each audit observation included in the final report.

QUALITY IMPROVEMENT PLAN DETAILS

Observation No.	Task Description	Responsible Party	Target Date	Self Reporting Status Click here to enter a date.	
				In Progress	Completed
CPMT Governance (2)	The Orange County CPMT will begin developing a formal orientation process for new members to FAPT and CPMT. This program will include all required components to ensure the member is aware of their role and responsibility.	Orange County CPMT and OOY staff.	12/1/2014	☒	☐
	Documentation of the monthly CPMT minutes has been redesigned and includes the suggested information from the audit report. The Office on Youth is also in the process of overhauling our CSA related website page to include more information for the public. This will include a separate page for FAPT and CPMT to provide information about each team, policies and procedures, CPMT minutes, and CSA related links.	OOY Director/CPMT Chair		☐	☒

☒ Please check if attachments are included. ***I have included the March, April, and May minutes for 2014 for review.***

If tasked described is not complete, please explain:
The initial dates for the remainder of 2014 have been set for training and 2015 will be set by December 1, 2014.

PLAN APPROVAL

SIGNATURE: Alisha L Vines	**Title: CPMT Chair** **Office on Youth Director**	**Date:** **06/27/14**
PRINTED NAME: Alisha Vines		

For OCS Program Auditor Use Only

☐ Check if action plan is acceptable	Date received: Click here to enter a date.	Reviewed by: Date: Click here to enter a date.
Action implemented: ☐ Satisfactory ☐ Not Satisfactory	Date verified: Click here to enter a date.	Verified by: Click here to enter text.

ORANGE COUNTY CPMT MINUTES **MARCH 27, 2014**

At a regular meeting of the Orange County Community Policy and Management Team (CPMT) held on Tuesday, March 27, 2014, beginning at 12:00 p.m., in the Meeting Room of the Sedwick Building, 146 Madison Road, Orange, Virginia. Present: Barbara Ferrier, Letitia Douthit, Robert Lingo, Alisha Vines, Vickie Baker, Joseph Nagel, and Nora Coleman. Also present: N/A

RE: NEW BUSINESS

RE: CLOSED SESSION

Mrs. Ferrier moved that we enter closed session pursuant to Virginia Code Section 2.1-344, seconded by Mrs. Vines. At this time, cases in regards to the youth on the case agenda were reviewed and discussed.

Mrs. Ferrier then moved to exit closed session, all were in favor.

Mrs. Baker made a motion to approve all funding for the cases that were discussed and approved during closed session, seconded by Mr. Lingo, all were in favor.

RE: READING AND APPROVAL OF PREVIOUS MINUTES

All minutes will be up-to-date for the April meeting for approval.

RE: PUBLIC APPEARANCES

None at this time

RE: REPORT OF AGENCIES

Mrs. Baker brought up issues being seen in the public schools. They are seeing a rise in autism related diagnosis. In addition, they are seeing a rise in physically violent children at a younger age.

Mrs. Vines provided an update on upcoming programs to be offered by the Office on Youth. Focus will be placed on parent education classes. Some dates and times have been solidified and a flyer will be sent to everyone shortly.

RE: UNFINISHED BUSINESS

A discussion was held regarding the potential time change of the monthly CPMT meetings. All members present stated they were fine with the schedule as it currently stands. No changes will be made at this time.

RE: COMMITTEES

FINANCE – The membership was presented with the previous month's Board of Supervisors report that provides current projections and expenditures. A discussion was held on the state of the budget as well as the cases we are serving.

RE: INFORMATION ITEMS

None at this time

RE: ADJOURNMENT

There being no further business to discuss, Mrs. Douthit moved, seconded by Mrs. Vines and carried, to adjourn the meeting at 1:30 PM. All were in favor.

Respectfully Submitted
Alisha Vines – CPMT Chairman
04/11/2014

ORANGE COUNTY, VIRGINIA
OFFICE ON YOUTH

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MEMORANDUM

TO: Orange County Board of Supervisors

FROM: Alisha Vines, Office on Youth Director AV

THROUGH: R. Bryan David, Interim County Administrator

DATE: February 3, 2014

SUBJECT: CSA Monthly Report - February 2014

Attached, please find the CSA Monthly Report for expenses incurred through November, 2013. Currently, we show our expenses paid-to-date and projections based on open cases to be under our budgeted amount. Our team continues to work hard to ensure our children and families receive the necessary services as well as remaining within our budget. As always, we will keep you updated on major changes that may affect the budget as the year progresses.

I would like to take this time to provide you an update on the CSA Audit that is in progress. We have received the preliminary draft report (attached) from our auditor, Stephanie Bacote. We are currently working with our partners to provide information that is needed as well as developing policies that were recommended by Ms. Bacote. Once we have completed all of our work, Ms. Bacote will return to Orange for an official final report. We will let the Board members know the date and time of that meeting in the event you would like to attend.

Please read over the attached report and let myself or Letitia know if you have any questions and as always, thank you for your continued support.

Attachments as noted.

cc: Letitia Douthit
File

01/31/14

COMPREHENSIVE SERVICES FOR AT-RISK YOUTH AND FAMILIES
ORANGE COUNTY COMMUNITY POLICY & MANAGEMENT TEAM
ORANGE COUNTY FAMILY ASSESSMENT & PLANNING TEAM
146 Madison Road, Suite 205
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Comprehensive Services Act Program Update Report – January and February 2014

FY 14 County budget: $2,302,987.00

Current YTD Expenses as of 01/31/14 (which are July – Dec. Exp.) for the Fiscal year:

		Expenses	Projections	Total Projected	FY14 Budget
43270	Residential Congregate Care	163,600.32	213,338.54	376,938.86	647,659
43275	FC/CC ED Serv/Sp ED priv day	218,194.16	357,601.29	575,795.45	915,331
43280	Community Based Serv	288,064.98	359,169.71	647,234.69	682,138
43285	Sp ED Wrap - CBS	8,077.00	8,052.75	16,129.75	29,732
43290	Non-Mandated - CBS	5,304.00	8,996.00	14,300.00	28,127
		683,240.46	947,158.29	1,630,398.75	2,302,987

Thank-you for your continued support, as of 01/31/14, the projections are currently under budget. We will continue to monitor it closely. We will do our best to stay with our budget while providing the much needed services to the At Risk families and Youth of Orange County. Currently, we have closed 20 cases so far this fiscal year, most with a successful outcome. However, we opened 5 new cases in December and 11 new cases in January.

As of January 31, 2014, we have provided services to 79 Youth/Families.

Total Foster Care funded by CSA: 28

- Residential FC Placements: 7
- Group Home FC Placements: 6
- Treatment FC Placements: 2

Special Education (IEP) Residential Placement: 1

Parental Agreement Residential Placement: 1

Foster Care Prevention: 38

Special Education Private Day placement (IEP): 2

Special Education Community Wrap Services: 3

Non Mandated: 4

FAPT only – non-funded: 0

Concerns for FY14:

- The Cap on funding Special Ed Wrap Services
- SEC Denial of Funding Policy

Costs of Services (average):

- Foster Care VEMAT (Additional daily supervision) payment: $320 - $2,880
- Intensive Care Coordination: $750/m
- Parent Mentor Services: $30/hr
- Mentoring: $42/hr
- KEYS Program (Counseling Interventions): $52/hr
- In Home counseling: $62/hr
- Therapeutic Day treatment in schools/community: $108/d
- Therapeutic Behavioral Aide schools/community $38/hr
- Substance Abuse Treatment (The Hope Program – RRCSB): $260/13 sessions

Thank-you

Respectfully Submitted,

Letitia Douthit

Orange County CSA Coordinator

Office of Comprehensive Services
Empowering communities to serve youth

CSA Program Audits
Audit Name: Orange County CSA Program
Audit No: 05-2014; Period: 10/01/2012 – 09/30/2013

MANAGEMENT DISCUSSION POINTS (PRELIMINARY DRAFT)

Prepared By: Stephanie S. Bacote **Date Prepared: 1/22/2014**

Discussion Point #:	**1-1**	**Final Disposition:** ☐ Verbal ☒ Report ☐ Dropped	
Cross References: Section D1 Summary		Explanation for verbal/dropped:	
Condition/ Control Weakness	Adequate measures have not been established and/or implemented by the Orange County CPMT to evaluate and ensure accountability and effectiveness of the locally managed CSA program. Opportunities for improvement were noted based on instances of non-compliance with CSA statutory requirements and internal control weaknesses identified as follows: • The Orange County CPMT has not coordinated and documented a formal long-range plan that includes an assessment of the current risks, strengths, and needs of the existing program. The CPMT has not explicitly defined goals, objectives, and strategies to promote and facilitate the direction of the local CSA program. • The CPMT has not established measurable performance criteria based upon assessments of child/family outcomes and provider performance necessary for evaluating accountability and effectiveness of the local CSA program. • Formal, written reports describing program utilization outcomes and financial position are not presented to the CPMT. The CPMT does receive a verbal account of financial position of the CSA program, which is not reflected in the minutes of the monthly meetings. Instead, formal reports are presented to Orange County Board of Supervisors (BOS. At the time of this review, the CPMT has not established its own similar criteria or entered into the formal records (meeting minutes) a review of the reports presented to the BOS. It should be noted that the information communicated to the BOS is publicly accessible with the minutes of the BOS meetings. The ability and likelihood of the CPMT to adequately monitor and provide oversight of the local CSA program is an essential component of organizational governance. The absence of formal planning, coordination, and program evaluation to ensure that the goals and objectives of the program are met may affect the integrity of the CPMT's governance activities, maximizing the use of state and community resources, and ultimately local efforts to better serve the needs of youth and families in the community.		
Authority/ Criteria	• COV Section § 2.2-5206, Item 4; CSA Manual 3.1.5 Duties and Responsibilities; Toolkit Coordinated Long Range Planning • § 2.2-5206 Items 6, 9, and 13; DOA ARMICS, Control Environment and Control Activities • COV DOA Agency Risk Management and Internal Control Standards, Control Environment, Risk Assessment, and Control Activities.		
Recommendation	• The CPMT should coordinate with CSA stakeholder, develop, document, and implement a long-range plan to guide the locally administered CSA program. The process should include development of a formal risk assessment, goals, objectives, and strategies to direct the programs operations. The CPMT could initiate the discussion using information collected in the development the Annual Gap Survey. • The CPMT should develop measurable criteria to be used for evaluations of program accountability and effectiveness. • The CPMT should implement a process for ensuring that reports on utilization and fiscal position are formally presented periodically. The reports should become a formal part of the meeting records. The CPMT should also ensure that they establish the criteria for reporting elements to be presented.		
	CLIENT RESPONSE		
CSA Coordinator	☐ Concur ☐ Do not concur ☐ No opinion at this time	Signature: Date:	
CPMT Chairperson	☐ Concur ☐ Do not concur ☐ No opinion at this time	Signature: Date:	
COMMENTS: (Attach additional sheets if necessary)			

Reviewed By: Click here to enter text. **Date:** Click here to enter a date.

Office of Comprehensive Services
Empowering communities to serve youth

CSA Program Audits
Audit Name: Orange County CSA Program
Audit No: 05-2014; Period: 10/01/2012 – 09/30/2013

MANAGEMENT DISCUSSION POINTS (PRELIMINARY DRAFT)

Prepared By: Stephanie S. Bacote **Date Prepared: 1/22/2014**

Discussion Point #:	1-2	**Final Disposition:** ☐ Verbal ☒ Report ☐ Dropped	
Cross References: Section D1 Summary		Explanations for verbal/dropped:	
Condition/ Control Weakness	Opportunities exist to improve communication of the philosophy, ethics, goals, objectives, policies, procedures adopted and performance outcomes achieved by the Orange County CSA Program. There was little indication of how this information is communicated beyond the CPMT. Exceptions were noted with regard to the effectiveness of dissemination of information regarding program activities as follows: • There is no formal education program to orient new and existing local CSA stakeholders (government agencies, families, providers, community) and ensure that they are afforded awareness of the responsibilities of CPMT, State requirements, local CSA policies and procedures, and performance outcomes of the program. Further, participation by CPMT and FAPT in continuing education specifically relating to CSA has been limited. * Documentation of the minutes of the monthly CPMT meetings was not prepared and approved timely. March '13 – August '13 meeting minutes were not documented until Oct. 9, 2013. For the months of February '13 and July '13, there were no minutes to review. Lastly, the minutes/agenda do not document CPMT efforts in monitoring, budgeting, and evaluation of operational and financial effectiveness. The broader dissemination of information to all CSA stakeholders promotes consistency in awareness and understanding regarding accessibility to services, and also demonstrates high standards for sound fiscal accountability and responsible use of taxpayer funds.		
Authority/ Criteria	COV § 2.2-5200 Intent and purpose; definitions, Items A.4 through A.6 § 2.2-5206. Community policy and management teams; powers and duties. Department of Accounts (DOA) Agency Risk Management and Internal Control Standards (ARMICS), Control Environment, Workforce Competence and Human Resources Development DOA ARMICS, Control Environment (Oversight by the Agency's Governing Board) and Control Activities		
Recommendation	The CPMT should implement a process to enhance communications with partner agencies, youth, families, and community stakeholders to promote the local CSA program and share information regarding the program's policies, procedures, philosophy, ethics, goals, performance, budgeting, etc. Suggested actions to be considered may include, but not limited to, the following: • Utilize the existing website for ongoing distribution of information to the public and community stakeholders (population served, annual expenditures, or costs per child, successful financial/program outcomes). • Include reporting of performance outcomes as a standing agenda item for CPMT meetings. • Utilize surveys to solicit stakeholder feedback. • Publications (e.g. pamphlets, newsletter, articles, publish public meeting minutes) • Periodically assess the training needs of CPMT, FAPT, and community stakeholders. Based upon assessment results, develop and implement a formal training agenda. At least annually, report on continuing education acquired/provided by CPMT and FAPT members as well as participation by community stakeholders (i.e. parent representatives, private providers, etc.).		
	CLIENT RESPONSE		
CSA Coordinator	☐ Concur ☐ Do not concur ☐ No opinion at this time	Signature: Date:	
CPMT Chairperson	☐ Concur ☐ Do not concur ☐ No opinion at this time	Signature: Date:	
COMMENTS: (Attach additional sheets if necessary)			

Reviewed By: Click here to enter text. **Date:** Click here to enter a date.

Office of Comprehensive Services
Empowering communities to serve youth

CSA Program Audits

Audit Name: Orange County CSA Program

Audit No: 05-2014; Period: 10/01/2012 – 09/30/2013

MANAGEMENT DISCUSSION POINTS (PRELIMINARY DRAFT)

Prepared By: Stephanie S. Bacote **Date Prepared:** 1/23/2014

Discussion Point #:	2-1	**Final Disposition:** ☐ Verbal ☒ Report ☐ Dropped	
Cross References:	Section D2 Summary	Explanations for verbal/dropped:	
Condition/ Control Weakness	The policies and procedures governing the Orange County CSA program do not adequately address intensive care coordination (ICC) and collection of information pertaining to special education students. Specific instances observed were noted as follows: • Policies and procedures have not been developed to govern ICC services as required by the Comprehensive Services Act. An agreement with the CSB was drafted in Sept. 2009, was never signed, and has since expired effective Dec. 2009. • The CPMT has established a process for collecting and maintaining data on students receiving congregate or private day education services. However, the process has not been formally documented and adopted by the CPMT as the local procedure. As a result of these circumstances, compliance requirements of CSA are not being fully met. Further, there is increased risk that existing practices are not always consistently applied.		
Authority/ Criteria	• § 2.2-5206. Community policy and management teams; powers and duties. • CSA Policy Manual Section 8.1 Utilization Management • CSA Policy Manual Section 8.2 Intensive Care Coordination 2011 Appropriations Act, Chapter 890, Item 274 § C.3.d. • DOE/OCS Joint Memo, Reporting of Student Testing Identifier to CPMT for IEP Placements in Private Programs		
Recommendation	The Orange County CPMT should adopt written procedures governing ICC and the collection of information pertaining to SPED students. Further, the CPMT should implement a process for managing procedure reviews to ensure policies and procedures are developed and documented in accordance with CSA requirements. This process may include, but not limited to, documentation of the following: effective dates, evidence of periodic reviews, mandatory dates for updating procedures, and CPMT approval of adopted procedures.		
	CLIENT RESPONSE		
CSA Coordinator	☐ Concur ☐ Do not concur ☐ No opinion at this time	Signature: Date:	
CPMT Chairperson	☐ Concur ☐ Do not concur ☐ No opinion at this time	Signature: Date:	
COMMENTS: (Attach additional sheets if necessary)			

Reviewed By: Click here to enter text. **Date:** Click here to enter a date.

Office of Comprehensive Services
Empowering communities to serve youth

CSA Program Audits
Audit Name: Orange County CSA Program
Audit No: 05-2014; Period: 10/01/2012 – 09/30/2013

MANAGEMENT DISCUSSION POINTS (PRELIMINARY DRAFT)

Prepared By: Stephanie S. Bacote **Date Prepared: 1/22/2014**

Discussion Point #:	2-2	**Final Disposition:** ☐ Verbal ☒ Report ☐ Dropped	
Cross References: Section D2 Summary		**Explanations for verbal/dropped:**	

Condition/ Control Weakness	Documentation of service planning activities requires strengthening to ensure compliance with program requirements. Eight case files were examined to confirm that required documentation was maintained in support of and to validate FAPT and /or multi-disciplinary team (MDT) referral and CPMT funding decisions. The results of the examination, identified opportunities for improvements based on the following: Client case files did not always contain sufficient information demonstrating compliance with CSA requirements key to coordination and service planning by FAPT. Documents missing from case files reviewed included: (1) CANS assessment applicable to the period reviewed, (2) consent to exchange information, (3) IFSP data elements necessary for service planning were omitted, such as presenting problem, child/family history, child/family strengths, and clearly defined service dates (4) vendor contract/treatment plan/progress notes, and (5) parental co-pay assessment. Observed exceptions in 7 of 13 case files reviewed. Insufficient data collection and poor document management in service planning may lead to increased operational and fiscal inefficiency and ineffectiveness of the local program. Further, this condition fosters an environment that makes the program more susceptible to potential loss of accessibility to State funding in support of local programs as a result of non-compliance with CSA statutes regarding service planning and access to pool funds.
Authority/ Criteria	• § 2.2-5208. Family assessment and planning team; powers and duties. Item 5 • CSA Policy Manual Section 3.5 Records Management Tool Kit, CPMT Guidelines for Records Management and CSA Documentation Inventory • CSA Policy Manual Section 4.3.5 Provision of Services • COV DOA Agency Risk Management and Internal Control Standards, Control Environment and Control Activities.
Recommendation	Prior to service planning, the CSA Coordinator and the FAPT should verify and obtain copies of completed CANS assessments and current consent to exchange information. The CSA Coordinator should also ensure that sufficient data is collected and documented to evidence the requirements of service planning activities are met, and that correspondence is maintained in the client case file in order to substantiate services recommended to CPMT for funding authorization. Lastly, periodic case file reviews should be performed by someone other than the CSA Coordinator to establish quality control of client records and to ensure compliance with CSA statutory requirements.

CLIENT RESPONSE

CSA Coordinator	☐ Concur ☐ Do not concur ☐ No opinion at this time	Signature: Date:
CPMT Chairperson	☐ Concur ☐ Do not concur ☐ No opinion at this time	Signature: Date:

COMMENTS: (Attach additional sheets if necessary)

Reviewed By: Click here to enter text. **Date:** Click here to enter a date.

Office of Comprehensive Services
Empowering communities to serve youth

CSA Program Audits

Audit Name: Orange County CSA Program

Audit No: 05-2014; Period: 10/01/2012 – 09/30/2013

MANAGEMENT DISCUSSION POINTS (PRELIMINARY DRAFT)

Prepared By: Stephanie S. Bacote **Date Prepared: 1/22/2014**

Discussion Point #:	**2-3**	**Final Disposition:** ☐ Verbal ☒ Report ☐ Dropped	
Cross References: Section D1 Summary and Section D2 Summary		**Explanations for verbal/dropped:**	
Condition/ Control Weakness	Client specific utilization reviews are performed in coordination with FAPT service planning activities. However, a formal process documenting utilization management activity has not been implemented, particularly around monitoring the utilization and performance of residential placements. Utilization management reviews are pertinent to informed decision making responsibilities of the CPMT, which includes: • develop and implement strategies for returning children placed outside of the Commonwealth, • preventing placements, and • reducing lengths of stay in residential programs for children who can appropriately and effectively be served in their home, relative's homes, family-like setting, or their community.		
Authority/ Criteria	• § 2.2-5206. Community policy and management teams; powers and duties. • CSA Policy Manual Section 8.1 Utilization Management • COV DOA Agency Risk Management and Internal Control Standards, Control Environment and Control Activities.		
Recommendation	The CPMT should develop and monitor implementation of the UM/UR plan once established. The CPMT should initiate a process that requires periodic reports on the status of UM/UR activities to be presented at the CPMT meetings. To ensure information provided is useful in CPMT decision making, the CPMT should identify required reporting elements. The CPMT could expedite this process should they consider adopting the State Sponsored UM CSA Checklist to meet the requirements, which may be modified to meet the specific needs to the local program.		
CLIENT RESPONSE			
CSA Coordinator	☐ Concur ☐ Do not concur ☐ No opinion at this time	Signature: Date:	
CPMT Chairperson	☐ Concur ☐ Do not concur ☐ No opinion at this time	Signature: Date:	
COMMENTS: (Attach additional sheets if necessary)			

Reviewed By: Click here to enter text. **Date:** Click here to enter a date.

Office of Comprehensive Services
Empowering communities to serve youth

CSA Program Audits

Audit Name: Orange County CSA Program

Audit No: 05-2014; Period: 10/01/2012 – 09/30/2013

MANAGEMENT DISCUSSION POINTS (PRELIMINARY DRAFT)

Prepared By: Stephanie S. Bacote **Date Prepared: 1/23/2014**

Discussion Point #:	**3-1**	**Final Disposition:** ☐ Verbal ☒ Report ☐ Dropped	
Cross References: Section D3 Summary		**Explanations for verbal/dropped:**	

Condition/ Control Weakness

Orange County CSA Program expended $41,140 and was reimbursed the state share$25,139 in Fiscal Years 2012-2013 to cover the cost of services provided to youth and families where service planning activities were not in accordance with CSA requirements. Affected transactions included payments where a mandatory and valid Child Adolescent Needs and Strengths (CANS) assessments or an Individualized Education Plan (IEP) could not be verified as completed. This condition was observed for 4 (30%) of the 13 client cases examined. Based upon the conditions cited, the potential that CSA pool funds could be mismanaged is significantly increased.

SUMMARY OF QUESTIONED COSTS

Client	Unverified Source	Total Expended	State Share (Note)
A	CANS	$3,900	$3,104
B	IEP	$2,970	$1,757
C	CANS	$5,450	$3,225
D	IEP	$28,820	$17,053

Note: Calculations based on state share match rate of 0.5917 for SPED Private Day Services and 0.7958 for community based services, where applicable.

Authority/ Criteria

- 2011 Appropriations Act, Chapter 890, Item 274, § B.1.e.
- CSA Policy Manual Section 4.5.8 Fund Audit and Toolkit
- CSA Policy Manual Section 4.6.2 Mandatory Uniform Assessment Instrument
- COV DOA Agency Risk Management and Internal Control Standards, Control Activities.

Recommendation

Prior to processing invoices for payment and submittal of pool fund reimbursement requests, the CSA Coordinator should verify that a valid CANS and/or IEP has been completed for applicable clients. The CPMT should submit a corrective action plan, for review by the OCS Finance Office, to address whether the funds will be restored. Upon review and recommendations presented by OCS Finance staff, the CPMT will be notified of the final determination made by the Executive Director of whether the identified actions are acceptable or any additional actions that may be required.

CLIENT RESPONSE

CSA Coordinator	☐ Concur ☐ Do not concur ☐ No opinion at this time	Signature: Date:
CPMT Chairperson	☐ Concur ☐ Do not concur ☐ No opinion at this time	Signature: Date:

COMMENTS: (Attach additional sheets if necessary)

Reviewed By: Click here to enter text. **Date:** Click here to enter a date.

Office of Comprehensive Services
Empowering communities to serve youth

CSA Program Audits

Audit Name: Orange County CSA Program

Audit No: 05-2014; Period: 10/01/2012 – 09/30/2013

MANAGEMENT DISCUSSION POINTS (PRELIMINARY DRAFT)

Prepared By: Stephanie S. Bacote **Date Prepared:** 1/22/2014

Discussion Point #:	3-2	**Final Disposition:** ☐ Verbal ☒ Report ☐ Dropped	
Cross References: Section D3 Summary		**Explanations for verbal/dropped:**	
Condition/ Control Weakness	A formal process has not been established for documenting, monitoring, and collecting past due parental contributions assessed by the CPMT. As a result, sufficient measures have not been taken to facilitate timely notification of past due accounts and initiate collection procedures in order to ensure effective and efficient use of financial resources that could be used to offset the costs incurred for CSA pool funded services. Under current conditions, the opportunity lost for collection of additional funds could materially impact the local program's ability to increase funding availability for services required to meet the needs of the community.		
Authority/ Criteria	• COV § 2.2-5206 (3) • 2011 Appropriations Act, Chapter 890, Item 274 § F. • COV DOA Agency Risk Management and Internal Control Standards, Control Environment and Control Activities		
Recommendation	The CPMT should review the current co-pay policy and consider incorporating procedures for monitoring and collecting past due accounts. The CPMT should also determine the current status of parental contribution delinquencies, and initiate efforts to collect past due amounts.		
CLIENT RESPONSE			
CSA Coordinator	☐ Concur ☐ Do not concur ☐ No opinion at this time	Signature: Date:	
CPMT Chairperson	☐ Concur ☐ Do not concur ☐ No opinion at this time	Signature: Date:	
COMMENTS: (Attach additional sheets if necessary)			

Reviewed By: Click here to enter text. **Date:** Click here to enter a date.

Office of Comprehensive Services
Empowering communities to serve youth

CSA Program Audits

Audit Name: Orange County CSA Program

Audit No: 05-2014; Period: 10/01/2012 – 09/30/2013

MANAGEMENT DISCUSSION POINTS (PRELIMINARY DRAFT)

Prepared By: Stephanie S. Bacote **Date Prepared: 1/22/2014**

Discussion Point #:	3-3	**Final Disposition:** ☐ Verbal ☒ Report ☐ Dropped	
Cross References: Section D3 Summary		**Explanations for verbal/dropped:**	
Condition/ Control Weakness	A formal process has not been established to document the reconciliation of CSA reported fund balances and the locality's reported general ledger account fund balances. A reconciliation of fund allocations/supplements, expenditures, reimbursements, Medicaid adjustments, and cash balances was not encompassed in the existing practice. Standard industry best practices dictate that fund balances are formally reconciled at least annually at the close of the year end business cycle. Complete fund balance reconciliation further enhances the reliability of information pertaining to the availability of pool funds and the financial position of the CSA program that is used for management decision making.		
Authority/ Criteria	• CSA Policy Manual Section 4.5.8 Fund Audit and Toolkit • COV DOA Agency Risk Management and Internal Control Standards, Control Activities.		
Recommendation	The CPMT should also ensure that a process is established for fully reconciling the CSA fund balances, to include pool fund allocations/supplements, expenditures, reimbursements, Medicaid adjustmensts, and cash (where applicable) with local government general ledger accounts.		
	CLIENT RESPONSE		
CSA Coordinator	☐ Concur ☐ Do not concur ☐ No opinion at this time	Signature: Date:	
CPMT Chairperson	☐ Concur ☐ Do not concur ☐ No opinion at this time	Signature: Date:	
COMMENTS: (Attach additional sheets if necessary)			

Reviewed By: Click here to enter text. **Date:** Click here to enter a date.

Office of Comprehensive Services
Empowering communities to serve youth

CSA Program Audits
Audit Name: Orange County CSA Program
Audit No: 04-2014; Period: 10/01/2012 – 09/30/2013

MANAGEMENT DISCUSSION POINTS (PRELIMINARY DRAFT)

Prepared By: Stephenie S. Bacote **Date Prepared: 1/22/2014**

Discussion Point #:	4	**Final Disposition:** ☒ Verbal ☐ Report ☐ Dropped
Cross References: Section D1 Summary, Section D2, and Section D3 Summary		Explanations for verbal/dropped: Conditions are not material and do not warrant inclusion in the written report and/or management has initiated corrective action prior to or immediately upon notification of exposure.
Condition/ Control Weakness	• FAPT membership does not comply with CSA code section § 2.2-5205. The current organizational representation did not include a parent representative for past six months. It was noted program is actively recruiting for a replacement • Statements of Economic Interest forms were not completed timely by all non-government employed members of the CPMT and FAPT. Disclosure forms required to be completed annually by January 15th were not completed until October 2013. Other noted observations with the submissions were: o The form submitted by the private provider representative on CPMT was not signed. This condition was immediately resolved once brought to the attention of the CSA Coordinator and CPMT Chair. o One of two private provider representatives on FAPT had not submitted the form. This condition was immediately resolved once brought to the attention of the CSA Coordinator and CPMT Chair • Timely notification of changes to the list of registered CANS users applicable to the local program was not provided. Notification to remove a former user that no longer requires access had not been provided as of the time of this review. The user account had been deleted from CANVaS. However, the list maintained and published on the CSA website had not been updated. • Language in existing local fiscal policies governing the purchase of services allows for verbal agreements as an accepted practice. • Local fiscal policies address the approval required for invoices. However, the policy does not address the designation of a CPMT representative authorized to approve contracts and/or purchase orders. • One vendor was involved in the purchase of services for a single client that represents a conflict of interest for the vendor. Mentoring services were purchased on behalf of client. However, that the same vendor received payment distributions from CSA pools funds on behalf of the client served for rent on a property that was leased to the client by the same vendor that provided the mentoring services. The rent payments exceeded the amount payable for parent mentoring services. Therefore, there was the potential incentive for the vendor to delay reporting positive progress in order to continue to receive both payments. The CPMT recognized conflict and discussed that such situations would not occur in the future. No other instances were observed.	
Authority/ Criteria	• § 2.2-5205. Community policy and management teams; membership; immunity from liability. • § 2.2-5207. Family assessment and planning team; membership; immunity from liability. • Orange County FAPT Policy and Procedures No. F2.A.5, Composition and Terms of Appointment • COV Sections § 2.2-3100; § 2.2-3101; § 2.2-3117; • DOA ARMICS, Control Environment and Control Activities • § 2.2-5206, CSA Manual Section 3.1.5 Duties of the CPMT Toolkit - Responsibility for Signing Contracts and Agreements	
Recommendation	• The CPMT should continue its efforts to actively recruit a parent representative and consider maintaining a pool of potential replacements to minimize impact of potential vacancies. • The CPMT should ensure that Statement of Economic Interest Forms are signed and submitted no later than January 15th annually by applicable CPMT and FAPT members. • The CPMT should consider revising existing policy language to remove verbal agreements as an accepted practice governing the purchase of services. • The CPMT should consider revising existing fiscal policy to formally designate the CPMT representative authorized to approve contracts and/or purchase orders. • Periodically review contact information provided to OCS and published on the CSA website to ensure information is accurate and current. Immediately notify OCS of any required changes.	
CLIENT RESPONSE		
CSA Coordinator	☐ Concur ☐ Do not concur ☐ No opinion at this time	Signature: Date:
CPMT Chairperson	☐ Concur ☐ Do not concur ☐ No opinion at this time	Signature: Date:
COMMENTS: (Attach additional sheets if necessary)		

Reviewed By: Click here to enter text. **Date:** Click here to enter a date.

ORANGE COUNTY CPMT MINUTES **APRIL 22, 2014**

At a regular meeting of the Orange County Community Policy and Management Team (CPMT) held on Tuesday, April 27, 2014, beginning at 12:00 p.m., in the Meeting Room of the Sedwick Building, 146 Madison Road, Orange, Virginia. Present: Barbara Ferrier, Letitia Douthit, Robert Lingo, Alisha Vines, Marilyn Dunphy, Vickie Baker, and Joseph Nagel. Also present: N/A

RE: READING AND APPROVAL OF PREVIOUS MINUTES

The minutes from the January 28, February 25, and March 27 were reviewed by the membership. A motion to approve as written was made by Mr. Lingo, second by Mrs. Baker, all were in favor.

RE: PUBLIC APPEARANCES

None at this time

RE: REPORT OF AGENCIES

Nothing at this time

RE: COMMITTEES

FINANCE – The membership was presented with the previous month's Board of Supervisors report that provides current projections and expenditures. (see attachment) A discussion was held on the state of the budget as well as the cases we are serving. Mrs. Douthit stated she would be addressing FAPT regarding the budget as it is getting tighter as the year comes to a close.

In addition, Mr. Lingo brought to everyone's attention that the state legislature still does not have a budget in place. A brief discussion was held on how this will impact agencies and programs such as CSA. This information will be passed along to FAPT at their next meeting.

RE: UNFINISHED BUSINESS

A discussion was held regarding the upcoming audit exit meeting. It will be held May 6th in the upstairs conference room in the Sedwick building starting at 10:30 a.m. All members are encouraged to attend.

RE: NEW BUSINESS

RE: CLOSED SESSION

Mrs. Dunphy moved that we enter closed session pursuant to Virginia Code Section 2.1-344, seconded by Mrs. Vines. At this time, cases in regards to the youth on the case agenda were reviewed and discussed.

Mrs. Dunphy then moved to exit closed session, all were in favor.

Mrs. Ferrier made a motion to approve all funding for the cases that were discussed and approved during closed session, seconded by Mr. Lingo, all were in favor.

RE: INFORMATION ITEMS

Mrs. Vines brought to the group's attention the upcoming parenting classes offered by the Office on Youth. More information can be obtained by contact either Ashley Jacobs or Alisha Vines via phone or email.

RE: ADJOURNMENT

There being no further business to discuss, Mrs. Douthit moved, seconded by Mrs. Vines and carried, to adjourn the meeting at 1:20 PM. All were in favor.

Respectfully Submitted
Alisha Vines – CPMT Chairman
05/15/2014

ORANGE COUNTY, VIRGINIA
OFFICE ON YOUTH

ALISHA L. I. VINES
DIRECTOR

avines@orangecountyva.gov
PHONE: (540) 672-5484
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ADDRESS:
146 MADISON ROAD
SUITE 205
ORANGE, VA 22960

MEMORANDUM

TO: Orange County Board of Supervisors

FROM: Alisha Vines, Office on Youth Director

THROUGH: R. Bryan David, Interim County Administrator

DATE: March 14, 2014

SUBJECT: CSA Monthly Report - March 2014

Attached, please find the CSA Monthly Report for expenses incurred through January 2014. We continue to show our expenses paid-to-date and projections based on open cases to be under our budgeted amount. Our team continues to work hard to ensure our children and families receive the necessary services as well as remaining within our budget. As always, we will keep you updated on major changes that may affect the budget as the year progresses.

I would like to take this time to provide you an update on the CSA audit that is in progress. We continue to gather the information requested in the preliminary report by Ms. Bacote, our CSA auditor. We hope to have the audit officially closed before, or immediately after, Letitia and I attend the CSA Conference on March 23-25, 2014. As previously stated, we will let the Board members know the date and time of the final audit meeting in the event any would like to attend.

Please read over the attached report and let myself or Letitia know if you have any questions and as always, thank you for your continued support.

Attachment as noted.

cc: Letitia Douthit
File

03/13/14

COMPREHENSIVE SERVICES FOR AT-RISK YOUTH AND FAMILIES
ORANGE COUNTY COMMUNITY POLICY & MANAGEMENT TEAM
ORANGE COUNTY FAMILY ASSESSMENT & PLANNING TEAM
146 Madison Road, Suite 205
Orange, Virginia 22960
PH: 540-661-5459
FAX: 540-672-2311
E-Mail: ldouthit@orangecountyva.gov

Comprehensive Services Act Program Update Report – March 2014

FY 14 County budget: $2,302,987.00

Current YTD Expenses as of 02/28/14 (which are July – Jan. Exp.) for the Fiscal year:

		Expenses	Projections	Total Projected	FY14 Budget
43270	Residential Congregate Care	219,928.48	157,010.38	376,938.86	647,659
43275	FC/CC ED Serv/Sp ED priv day	298,017.64	377,777.81	375,795.45	915,331
43280	Community Based Serv	348,151.65	374,083.04	722,234.69	682,138
43285	Sp ED Wrap - CBS	9,190.50	8,939.25	18,129.75	29,732
43290	Non-Mandated - CBS	5,304.00	13,996.00	19,300.00	28,127
		880,592.27	931,806.48	1,812,398.75	2,302,987

Thank-you for your continued support, as of 02/28/14, the projections are currently under budget. We will continue to monitor it closely. We will do our best to stay with our budget while providing the much needed services to the At Risk families and Youth of Orange County. In the Month of February, we opened 4 new cases. At this time, total Foster Care placements are up slightly from this time last year with our Residential placements deceasing to 3 and we are holding steady at 6 Group Home placements. Special Education (IEP) Private Day school placements are also on the rise. Also on a very good note, our child who was an IEP Residential Placement has returned to the community and home with continued supports. As of February 28, 2014, we have provided services to 83 At Risk Youth/Families up by 17 compared to 66 Youth/Families at this same time in 2013.

Total Foster Care funded by CSA: 29

- Residential FC Placements: 3
- Group Home FC Placements: 6
- Treatment FC Placements: 1
- Independent Living Stipend : 1

Special Education (IEP) Residential Placement: 0

Parental Agreement Residential Placement: 1

Community Based Services: 41

Special Education Private Day placement (IEP): 3

Special Education Community Wrap Services: 3

Non Mandated: 4

FAPT only – non-funded: 2

Concerns for FY14:

- The Cap on funding Special Ed Wrap Services
- SEC Denial of Funding Policy

Costs of Services (average):

- Foster Care VEMAT (Additional daily supervision) payment: $320 - $2,880
- Intensive Care Coordination: $750/m
- Parent Mentor Services: $30/hr
- Mentoring: $45/hr
- KEYS Program (Counseling Interventions): $52/hr
- Home Based counseling: $62/hr
- Therapeutic Day treatment in schools/community: $108/d
- Therapeutic Behavioral Aide schools/community $38/hr
- Substance Abuse Treatment (The Hope Program – RRCSB): $260/13 sessions
- Community based Sex Offender Treatment: $103/hr

Thank-you

Respectfully Submitted,

Letitia Douthit

Orange County CSA Coordinator

ORANGE COUNTY CPMT MINUTES **MAY 27, 2014**

At a regular meeting of the Orange County Community Policy and Management Team (CPMT) held on Tuesday, May 27, 2014, beginning at 12:00 p.m., in the Meeting Room of the Sedwick Building, 146 Madison Road, Orange, Virginia. Present: Rebecca Sitnik, Letitia Douthit, Robert Lingo, Alisha Vines, Marilyn Dunphy, Vickie Baker (joined late), Joseph Nagel, and Nora Coleman. Also present: N/A

RE: READING AND APPROVAL OF PREVIOUS MINUTES

The minutes from the April 22, 2014 were reviewed by the membership. A motion to approve as written was made by Mr. Lingo, second by Mrs. Coleman, all were in favor.

RE: PUBLIC APPEARANCES

None at this time

RE: REPORT OF AGENCIES

RE: GOVERNMENT REPRESENTATIVE

Mrs. Vines reported that the 2015-2016 Virginia Juvenile Community Crime Control Act plan was accepted as written by the state. The Office on Youth currently has a Thinking for a Change & Positive Action Parenting group in session and it seems to be going well. The Office on Youth will be working with the 4-H Extension office to provide a family camp in August focused on life skills. Mrs. Vines also reported the Youth Commissions concerns around the growing need for a gang prevention program as well as information for parents about the sex trafficking of minors.

RE: DEPARTMENT OF SOCIAL SERVICES

Mr. Lingo reported that the County Administrator had released a contingency plan for Orange County in the event the state does not pass their budget by July 1st. A discussion followed.

RE: COMMUNITY SERVICES BOARD

Mrs. Sitnik reported that the phone system at their office has been having issues and wanted everyone to be aware of the problem. Mrs. Sitnik also reported that the VICAP representative is no longer at the CSB. An email will be sent out with information on how to obtain this service at this time. Lastly, Ryan Banks will be starting July 1st, replacing John Waldeck as he has retired.

No other report of agencies at this time.

RE: COMMITTEES

FINANCE – The membership was presented with the previous month's Board of Supervisors report that provides current projections and expenditures. (see attachment) A discussion was held on the state of the budget as well as the number of cases we are currently serving.

RE: UNFINISHED BUSINESS

Mrs. Vines informed the membership that she would be presenting the audit findings to the Board of Supervisors that evening, Tuesday, May 27th.

RE: NEW BUSINESS

RE: CLOSED SESSION

Mrs. Dunphy moved that we enter closed session pursuant to Virginia Code Section 2.1-344. At this time, cases in regards to the youth on the case agenda were reviewed and discussed.

Mrs. Dunphy then moved to exit closed session, all were in favor.

Mrs. Sitnik made a motion to approve all funding for the cases that were discussed and approved during closed session, seconded by Mrs. Dunphy, all were in favor.

RE: INFORMATION ITEMS

None at this time

RE: ADJOURNMENT

There being no further business to discuss, the meting was adjourned at 1:23 PM.

Respectfully Submitted
Alisha Vines – CPMT Chairman
05/29/2014

ORANGE COUNTY, VIRGINIA
OFFICE ON YOUTH

ALISHA L. I. VINES
DIRECTOR

avines@orangecountyva.gov
PHONE: (540) 672-5484
FAX: (540) 672-2311

ADDRESS:
146 MADISON ROAD
SUITE 205
ORANGE, VA 22960

MEMORANDUM

TO: Orange County Board of Supervisors

FROM: Alisha Vines, Office on Youth Director

THROUGH: R. Bryan David, Interim County Administrator

DATE: April 11, 2014

SUBJECT: CSA Monthly Report - April 2014

Attached, please find the CSA Monthly Report for expenses incurred through February 2014. We continue to show our expenses paid-to-date and projections based on open cases to be under our budgeted amount. Our team continues to work hard to ensure our children and families receive the necessary services as well as remaining within our budget. As always, we will keep you updated on major changes that may affect the budget as the year progresses.

I would like to take this time to provide you an update on the CSA audit that is in progress. We have completed the information gathering for our CSA auditor and our formal exit interview will be held May 6, 2014. We will be meeting in the upstairs conference room of the Sedwick Building beginning at 10:30 a.m. I encourage you to attend this meeting, along with our CPMT and FAPT members, to hear the final recommendations.

Please read over the attached report and let myself or Letitia know if you have any questions and as always, thank you for your continued support.

Attachment as noted.

cc: Letitia Douthit
File

04/11/14

COMPREHENSIVE SERVICES FOR AT-RISK YOUTH AND FAMILIES
ORANGE COUNTY COMMUNITY POLICY & MANAGEMENT TEAM
ORANGE COUNTY FAMILY ASSESSMENT & PLANNING TEAM
146 Madison Road, Suite 205
Orange, Virginia 22960
PH: 540-661-5459
FAX: 540-672-2311
E-Mail: ldouthit@orangecountyva.gov

Comprehensive Services Act Program Update Report – April 2014

FY 14 County budget: $2,302,987.00

Current YTD Expenses as of 03/31/14 (which are July – Feb. Exp.) for the Fiscal year:

		Expenses	Projections	Total Projected	FY14 Budget
43270	Residential Congregate Care	271,232.72	$105,706.14	$376,938.86	647,659
43275	FC/CC ED Serv/Sp ED priv day	368,615.57	$307,179.88	$675,795.45	915,331
43280	Community Based Serv	396,578.53	$325,656.16	$722,234.69	686,603
43285	Sp ED Wrap - CBS	10,970.50	$14,159.25	$25,129.75	25,267
43290	Non-Mandated - CBS	5,304.00	$20,996.00	$26,300.00	28,127
		1,052,701.32	$759,697.43	$1,826,398.75	2,302,987

Thank-you for your continued support, as of 03/31/14, the projections are currently under budget. We will continue to monitor it closely. We will do our best to stay with our budget while providing the much needed services to the At Risk families and Youth of Orange County. In March, we opened 4 new cases. Total Foster Care placements are still slightly up from this time last year and our Residential placements are holding at 3 plus our Parental Agreement RTC placement. Group Home placements are holding at 6. Special Education (IEP) Private Day school placements have increased to 4.

As of March 31, 2014, we have provided services to 87 At Risk Youth/Families still up by 16 compared to 71 Youth/Families at this same time in 2013.

Total Foster Care funded by CSA: 29

- Residential FC Placements: 3
- Group Home FC Placements: 6
- Treatment FC Placements: 1
- Independent Living Stipend : 1

Special Education (IEP) Residential Placement: 0

Parental Agreement Residential Placement: 1

Community Based Services: 42

Special Education Private Day placement (IEP): 4

Special Education Community Wrap Services: 3

Non Mandated: 5

FAPT only – non-funded: 3

Concerns for FY14:

- The Cap on funding Special Ed Wrap Services
- SEC Denial of Funding Policy

Costs of Services (average):

- Foster Care VEMAT (Additional daily supervision) payment: $320 - $2,880
- Intensive Care Coordination: $750/m
- Parent Mentor Services: $36/hr
- Mentoring: $45/hr
- KEYS Program (Counseling Interventions): $52/hr
- Home Based counseling: $62/hr
- Therapeutic Day treatment in schools/community: $108/d
- Therapeutic Behavioral Aide schools/community $38/hr
- Substance Abuse Treatment (The Hope Program – RRCSB): $260/13 sessions
- Community based Sex Offender Treatment: $103/hr

Thank-you

Respectfully Submitted,

Letitia Douthit

Orange County CSA Coordinator

Office of Comprehensive Services
Empowering communities to serve youth

Effective Date 12/12/13

CSA Program Audit
Quality Improvement Plan

Audit Client Name:	Orange County CSA Program
Audit/File Number	05-2014
Audit Report Date:	May 19, 2014
Quality Improvement Plan Date:	6/27/2014

Instructions: A separate form must be completed for each audit observation included in the final report.

QUALITY IMPROVEMENT PLAN DETAILS

Observation No.	Task Description	Responsible Party	Target Date	Self Reporting Status Click here to enter a date.	
				In Progress	Completed
CPMT Governance (2) Cont'd.	The CSA Coordinator and the OOY Director have begun working on addressing the training needs of both teams and will be establishing a regular training schedule. Initially, we intend to have training the 5th Wednesday of any month at a minimum which allows for 4-5 official trainings per year.	Orange County CPMT and CSA stakeholders	12/1/2014	☒	☐
	The CSA Coordinator and OOY Director will work to develop surveys that can be used to assess the effectiveness of our CSA Program to be used by clients, vendors, team members, and stakeholders	CSA Coordinator, OOY Director, and CPMT	09/15/2014	☒	☐

☐ Please check if attachments are included.

If tasked described is not complete, please explain:
We have scheduled training for July 30th for our two teams and are reviewing various surveys to determine what will work best for our program participants.

PLAN APPROVAL

SIGNATURE: Alisha R Vines	**Title: CPMT Chair** Office on Youth Director	**Date:** 06/27/14
PRINTED NAME: Alisha Vines		

For OCS Program Auditor Use Only

☐ Check if action plan is acceptable	Date received: Click here to enter a date.	Reviewed by:	Date: Click here to enter a date.
Action Implemented: ☐ Satisfactory ☐ Not Satisfactory	Date verified: Click here to enter a date.	Verified by: Click here to enter text.	

Office of Comprehensive Services
empowering communities to serve youth

Effective Date 12/12/13

CSA Program Audit
Quality Improvement Plan

Audit Client Name:	Orange County CSA Program
Audit/File Number	05-2014
Audit Report Date:	May 19, 2014
Quality Improvement Plan Date:	6/27/2014

Instructions: A separate form must be completed for each audit observation included in the final report.

QUALITY IMPROVEMENT PLAN DETAILS

Observation No.	Task Description	Responsible Party	Target Date	Self Reporting Status Click here to enter a date.	
				In Progress	Completed
CPMT Governance (3)	The CSA Coordinator has begun working with the CPMT Community Services Board representative to accurately document our ICC policy and procedure.	CSA Coordinator and CPMT Community Services Board representative	8/29/2014	☒	☐
	The CSA Coordinator has begun working with the Public School CPMT member in order to have a formal written policy on documenting required information on our special education clients.	CSA Coordinator and CPMT Public School representative	09/29/2014	☒	☐

☐ Please check if attachments are included.

If tasked described is not complete, please explain:
The respective participants began working on this during the audit and will be finishing both tasks before school starts in the fall.

PLAN APPROVAL

SIGNATURE: Alisha L Vines	**Title: CPMT Chair** **Office on Youth Director**	**Date:** **06/27/14**
PRINTED NAME: Alisha Vines		

For OCS Program Auditor Use Only

☐ Check if action plan is acceptable	Date received: Click here to enter a date.	Reviewed by: Date: Click here to enter a date.
Action implemented: ☐ Satisfactory ☐ Not Satisfactory	Date verified: Click here to enter a date.	Verified by: Click here to enter text.

Office of Comprehensive Services

Effective Date 12/12/13

CSA Program Audit
Quality Improvement Plan

Audit Client Name:	Orange County CSA Program
Audit/File Number	05-2014
Audit Report Date:	May 19, 2014
Quality Improvement Plan Date:	6/27/2014

Instructions: A separate form must be completed for each audit observation included in the final report.

QUALITY IMPROVEMENT PLAN DETAILS

Observation No.	Task Description	Responsible Party	Target Date	Self Reporting Status Click here to enter a date.	
				In Progress	Completed
Program Activities (4)	The Orange County CPMT will develop a formal utilization management program for the CSA Program in order to meet the needs of our particular locality.	Orange County CPMT	11/25/2014	☒	☐

☐ Please check if attachments are included.

If tasked described is not complete, please explain:
The CPMT membership will be reaching out to other localities and reviewing the suggestions provided by our auditor to develop our program. Our target completion date is our November CPMT meeting date as listed above.

PLAN APPROVAL

SIGNATURE: Alisha L Vines	**Title: CPMT Chair**	**Date:**
PRINTED NAME: Alisha Vines	**Office on Youth Director**	**06/27/14**

For OCS Program Auditor Use Only

☐ Check if action plan is acceptable	Date received: Click here to enter a date.	Reviewed by: Date: Click here to enter a date.
Action Implemented: ☐ Satisfactory ☐ Not Satisfactory	Date verified: Click here to enter a date.	Verified by: Click here to enter text.

Office of Comprehensive Services
empowering communities to serve youth

Effective Date 12/12/13

CSA Program Audit
Quality Improvement Plan

Audit Client Name:	Orange County CSA Program
Audit/File Number	05-2014
Audit Report Date:	May 19, 2014
Quality Improvement Plan Date:	6/27/2014

Instructions: A separate form must be completed for each audit observation included in the final report.

QUALITY IMPROVEMENT PLAN DETAILS

Observation No.	Task Description	Responsible Party	Target Date	Self Reporting Status Click here to enter a date.	
				In Progress	Completed
CPMT Program Activities (5)	The importance of the including all relative client information on the IFSP has been discussed with the FAPT team and will be formally addressed at the July 30th training. The training will cover the need to update information in a timely manner.	CSA Coordinator and CPMT Chair	12/1/2014	☒	☐
	The CSA Coordinator and OOY Director/CPMT Chair will be reviewing the IFSP in use and determine a way to designate which fields will be required to updated for each reporting/review period.	CSA Coordinator and OOY Director/CPMT Chair	10/03/2014	☒	☐

☐ Please check if attachments are included.

If tasked described is not complete, please explain:
The July 30th training agenda is being developed at this time and will include providing up-to-date information at all times. The July 30th training will also be used to gain insight on what types of future trainings both teams would like to see related to CSA.

PLAN APPROVAL

SIGNATURE: Alisha R Vines	**Title: CPMT Chair** **Office on Youth Director**	**Date: 06/27/14**
PRINTED NAME: Alisha Vines		

For OCS Program Auditor Use Only

☐ Check if action plan is acceptable	Date received: Click here to enter a date.	Reviewed by:	Date: Click here to enter a date.
Action implemented: ☐ Satisfactory ☐ Not Satisfactory	Date verified: Click here to enter a date.	Verified by: Click here to enter text.	

Office of Comprehensive Services

Effective Date 12/12/13

CSA Program Audit
Quality Improvement Plan

Audit Client Name:	Orange County CSA Program
Audit/File Number	05-2014
Audit Report Date:	May 19, 2014
Quality Improvement Plan Date:	6/27/2014

Instructions: A separate form must be completed for each audit observation included in the final report.

QUALITY IMPROVEMENT PLAN DETAILS

Observation No.	Task Description	Responsible Party	Target Date	Self Reporting Status Click here to enter a date.	
				In Progress	Completed
Program Activities (6)	The Office on Youth (department overseeing the Orange CSA Program) has reorganized the parental co-pay procedure and turned the collection process over to the OOY Accounting Clerk. This will ensure timely payments as well as parent participation in the program. We have the general procedure down and will address issues as they arise.	Orange County Office on Youth	6/18/2014	☐	☒

☒ Please check if attachments are included. ***Forms to be used by Accounting Clerk for accounts****

If tasked described is not complete, please explain:
Click here to enter text.

PLAN APPROVAL

SIGNATURE: Alisha Vines	**Title: CPMT Chair** **Office on Youth Director**	**Date:** **06/27/14**
PRINTED NAME: Alisha Vines		

For OCS Program Auditor Use Only

☐ Check if action plan is acceptable	Date received: Click here to enter a date.	Reviewed by: Date: Click here to enter a date.
Action implemented: ☐ Satisfactory ☐ Not Satisfactory	Date verified: Click here to enter a date.	Verified by: Click here to enter text.

Orange County Comprehensive Service Act
Parent Co-pay Procedure

Opening a Case:

1. Letitia receives parental agreement signed with co-pay amount and due date and then gives to Suzanne
2. Suzanne confirms the payment amount and sets up new account in Excel for the family and creates a file
3. Notification letter is sent to the family to confirm due date and amount by Suzanne
4. Regular collection process begins – all accounts due by the 5th of the month

Closing a Case:

1. Letitia provides Suzanne a copy of the "Case Closing" form
2. Suzanne ensures all payments are received
3. Letter sent by Suzanne regarding closing of the case and payments are no longer needed

Deposits:

1. Suzanne creates a deposit and submits to the Treasurer's Office as usual
2. Suzanne provides Letitia with a copy of the deposit sheet and copies of corresponding receipts

Collection Procedure:

1. In the event a payment is not received by the 5th of the month, a reminder is given by Suzanne that states the payment is due within 7 days or services will be suspended until payment received
2. In the event no payment is made, Suzanne begins the regular collection process

ORANGE COUNTY, VIRGINIA
OFFICE ON YOUTH

ALISHA L. I. VINES
DIRECTOR

avines@orangecountyva.gov
PHONE: (540) 672-5484
FAX: (540) 672-2311

ADDRESS:
146 MADISON ROAD
SUITE 205
ORANGE, VA 22960

Date

Name
Address
Address

Dear Parent/Guardian,

We have received your payment agreement for the Orange County CSA Program signed _____. Our office has reviewed the information and this letter will serve as confirmation of your monthly payment in the amount of $_____. The first payment will be due by _____ and by the 5th of each month thereafter until you are no longer receiving services through CSA. Our procedure for family co-pays requires payments monthly as stated in our payment agreement and must be made on time or future consideration for services may be affected. We will not send out monthly reminders as it is the responsibility of the parent/guardian to ensure the payments are made on time.

Payments can be mailed or hand delivered to the address below. In the event you will mail your payment, it must be postmarked by the 5th of each month to be considered on-time.

Orange County CSA
Attn: Suzanne Sullivan
146 Madison Road, Suite 205
Orange, VA 22960

If at any time you have questions or concerns regarding your co-pay, you may contact me Monday – Friday from 8:00 a.m. to 5:00 p.m. at (540) 672-5484 ext. 2.

Sincerely,

Suzanne Sullivan
Accounting Clerk

ORANGE COUNTY, VIRGINIA
OFFICE ON YOUTH

ALISHA L. I. VINES
DIRECTOR

avines@orangecountyva.gov
PHONE: (540) 672-5484
FAX: (540) 672-2311

ADDRESS:
146 MADISON ROAD
SUITE 205
ORANGE, VA 22960

Date

Name
Address
Address

Dear Parent/Guardian,

We have received notice that your case with the Orange County CSA Program will be closing as of _____. Your current balance is $_____ in addition to your last payment in the amount of $_____ for a total balance of $_____ that is due by _____. In the event we do not receive the balance due within seven days of the due date, your account will be turned over to the Orange County Treasurer's Office for collection. Payments can be mailed or hand delivered to the address below. In the event you will mail your payment, it must be postmarked by the 5th of each month to be considered on-time.

Orange County CSA
Attn: Suzanne Sullivan
146 Madison Road, Suite 205
Orange, VA 22960

If at any time you have questions or concerns regarding your co-pay, you may contact me Monday – Friday from 8:00 a.m. to 5:00 p.m. at (540) 672-5484 ext. 2.

I have also included a parent survey that we will be asking each family to complete when services are ending. Please take the time to fill this survey out completely and honestly in order for us to evaluate the providers, and their services, that we contract with. Please send to the address listed above.

Sincerely,

Suzanne Sullivan
Accounting Clerk

Office of Comprehensive Services
Empowering communities to serve youth

Effective Date 12/12/13

CSA Program Audit
Quality Improvement Plan

Audit Client Name:	Orange County CSA Program
Audit/File Number	05-2014
Audit Report Date:	May 19, 2014
Quality Improvement Plan Date:	6/27/2014

Instructions: A separate form must be completed for each audit observation included in the final report.

QUALITY IMPROVEMENT PLAN DETAILS

Observation No.	Task Description	Responsible Party	Target Date	Self Reporting Status Click here to enter a date.	
				In Progress	Completed
Program Activities (7)	The Office on Youth director and Accounting Clerk have had an initial meeting with the Orange County Finance Director regarding developing a reconciliation process that is CSA specific. The initial meeting raised questions about what information needed to be included. We decided to ask for guidance from our county auditing company as well as review information provided by our CSA auditor and other localities. It was decided that the OOY Accounting clerk would complete this process monthly in order to maintain accurate records.	OOY Director, OOY Accounting Clerk, Orange County Finance Director and/or staff	9/5/2014	☒	☐

☐ Please check if attachments are included.

If tasked described is not complete, please explain:
Information is being requested and researched at this time to develop this process for our CSA program.

PLAN APPROVAL

SIGNATURE: Alisha R Vines	**Title: CPMT Chair**	**Date:**
PRINTED NAME: Alisha Vines	**Office on Youth Director**	**06/27/14**

For OCS Program Auditor Use Only

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