

**Community Policy and Management Team  
Policy and Procedures**

**Purpose & Duties**

Policy No.: C1

Effective: 08/28/2012  
Reviewed: 01/26/2021

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The purpose of the Orange County Community Policy and Management Team (“CPMT”) is to exercise all those powers and duties set forth the Virginia Comprehensive Youth Services Act for At-Risk Youth and Families (the “CSA”) (§ 2.2-5200 *et seq.* VA Code Ann.), including:

- A. Develop interagency policies and procedures to govern the provision of services to children and families in its community;
- B. Develop interagency fiscal policies governing access to the State pool of funds by the eligible populations including immediate access to funds for emergency services and shelter care;
- C. Establish policies to assess the ability of parents or legal guardians to contribute financially to the cost of services to be provided and, when not specifically prohibited by federal or State law or regulation, provide for appropriate parental or legal guardian financial contribution, utilizing a standard sliding fee scale based upon ability to pay;
- D. Coordinate long-range, community-wide planning that ensures the development of resources and services needed by children and families in its community including consultation on the development of a community-based system of services established under § 16.1-309.3 VA Code Ann.;
- E. Establish policies governing referrals and reviews of children and families to the family assessment and planning teams or a collaborative, multidisciplinary team process approved by the State Executive Council for Comprehensive Services for At-Risk Youth and Families (the “Council”) and a process to review the teams' recommendations and requests for funding;
- F. Establish quality assurance and accountability procedures for program utilization and funds management;
- G. Establish procedures for obtaining bids on the development of new services;

- H. Manage funds in the interagency budget allocated to the community from the state pool of funds, the trust fund, and any other source;
- I. Authorize and monitor the expenditure of funds by each family assessment and planning team or a collaborative, multidisciplinary team process approved by the Council;
- J. Submit grant proposals that benefit its community to the State trust fund and enter into contracts for the provision or operation of services upon approval of the participating governing bodies;
- K. Serve as its community's liaison to the Office of Comprehensive Services for At-Risk Youth and Families, reporting on its programmatic and fiscal operations and on its recommendations for improving the service system, including consideration of realignment of geographical boundaries for providing human services;
- L. Collect and provide uniform data to the Council as requested by the Office of Comprehensive Services for At-Risk Youth and Families in accordance with § 2.2-2648(D)(16) VA Code Ann.;
- M. Review and analyze data in management reports provided by the Office of Comprehensive Services for At-Risk Youth and Families in accordance with § 2.2-2648(D)(18) VA Code Ann. to help evaluate child and family outcomes and public and private provider performance in the provision of services to children and families through the Comprehensive Services Act program. Every team shall also review local and statewide data provided in the management reports on the number of children served, children placed out of state, demographics, types of services provided, duration of services, service expenditures, child and family outcomes, and performance measures. Additionally, teams shall track the utilization and performance of residential placements using data and management reports to 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;
- N. Administer funds pursuant to § 16.1-309.3 VA Code Ann.;
- O. Have authority, upon approval of the participating governing bodies, to enter into a contract with another community policy and management team to purchase coordination services provided that funds described as the State pool of funds under § 2.2-5211 VA Code Ann. are not used;

- P. Submit to the Department of Behavioral Health and Developmental Services information on children under the age of 14 and adolescents ages 14 through 17 for whom an admission to an acute care psychiatric or residential treatment facility licensed pursuant to § 37.2-403 *et seq.* VA Code Ann., exclusive of group homes, was sought but was unable to be obtained by the reporting entities. Such information shall be gathered from the family assessment and planning team or participating community agencies authorized in § 2.2-5207 VA Code Ann. Information to be submitted shall include:
- a. The child or adolescent's date of birth;
  - b. Date admission was attempted; and
  - c. Reason the patient could not be admitted into the hospital or facility;
- Q. Establish policies for providing intensive care coordination services for children who are at risk of entering, or are placed in, residential care through the Comprehensive Services Act program, consistent with guidelines developed pursuant to § 2.2-2648(D)(22) VA Code Ann.; and
- R. To the extent permitted by the CSA, the CPMT may delegate responsibility for the above functions.

**Community Policy and Management Team  
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**CPMT's Philosophy & Code of Ethics**

Policy No.: C2

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A. Philosophy

The Orange County CPMT believes that all children and communities deserve to be safe. We believe in family, child, and youth-driven practices. We believe that children do best when raised in families. We believe that all children and youth need and deserve a permanent family. We believe in partnering with others to support child and family success in a system that is family focused, child-centered, and community-based. (See also Appendix C2 *Virginia Children Services Practice Model*)

B. Code of Ethics

***Ethic** - rules of behavior based on ideas about what is morally good and bad*  
(Merriam-Webster online dictionary, retrieved January 9, 2014)

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| <b><u>Excellence:</u></b>            | Orange County CPMT is committed to the highest standard of services and makes every effort to ensure the most effective use of our resources on behalf of the children and families we serve. |
| <b><u>Integrity:</u></b>             | Orange County CPMT brings honesty, professionalism and ethics to our work environment.  |
| <b><u>Accountability:</u></b>        | Orange County CPMT is committed to shared responsibility for our actions and for achieving community outcomes.  |
| <b><u>Collaboration:</u></b>         | Orange County CPMT values teamwork and strive to reach our goals by building partnerships with core agencies, families, and private vendors.  |
| <b><u>Fiscal Responsibility:</u></b> | Orange County CPMT is committed to the efficient use of our fiscal and community resources to achieve better outcomes for the children and families of Orange County.                         |

**Transparency:** Orange County CPMT promotes open access to information, participation and decision making amongst CPMT members.

**Diversity:** Orange County CPMT embraces diversity and treats all people with fairness and compassion.

\*\*FAPT and CPMT members will be asked to review the Code of Ethics each year and sign a form to affirm they have read and understand what is expected of Orange County CSA team members. It is the intention of CPMT to have this completed in January when the annual Policy and Procedure review is done.

### C. Risk Assessments

It is the intention of the Orange County CSA Program to perform regular risk assessments. The assessment tool will be decided upon by the CPMT members and distributed to members of both FAPT and CPMT and other stakeholders to assess the program during August. The assessment will be due back to CPMT by the regularly scheduled September CPMT meeting. Data will then be compiled, and a report provided to all team members and stakeholders by the end of the calendar year.

**Community Policy and Management Team  
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**Membership**

Policy No.: C3

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**(A) Composition and Terms of Appointment**

The members of the CPMT are appointed by the Orange County Board of Supervisors in accordance with § 2.2-5205 VA Code Ann. Agency heads appointed to the CPMT shall serve as long as they hold their offices. The terms for the other members of the CPMT shall extend for a period of one year. Terms may be held consecutively with no limit on terms served.

**(B) Powers and Responsibilities**

Pursuant to § 2.2-5200 *et seq.* VA Code Ann., members of the CPMT are authorized to make policy and funding decisions for the CPMT. All members of the CPMT shall be considered full voting members.

**(C) Immunity**

Pursuant to § 2.2-5205 VA Code Ann., members of the CPMT are immune from any civil liability for decisions made about appropriate services for a family or the proper placement or treatment of a child or youth who comes before the CPMT, unless it is proven that such person acted with malicious intent.

**(D) Meetings, Rules and Officers**

The CPMT shall elect from its membership a Chair and a Co-Chair who shall serve annual terms. The CPMT shall have authority to establish its own rules of procedure and by-laws. Regular meetings shall be held at least monthly, at a date, time, and place determined by the CPMT.

**(E) Quorum**

Provided that at least one member of the Executive Committee is present, 50% of the CPMT's members shall constitute a quorum for all CPMT meetings.

**(F) Attendance**

Attendance is expected at all CPMT meetings. CPMT members ***are required*** to personally attend at least 75% of the regularly scheduled meetings held within a calendar

year. Attendance reports will be provided to the Orange County Board of Supervisors at least quarterly during the Office on Youth Director's quarterly reports.

**(G) Vacancies**

Vacancies on the CPMT shall be filled by appointment by the Orange County Board of Supervisors.

**Community Policy and Management Team  
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**Eligible Population**

Policy No.: C4

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A. Eligible Population

Pursuant to § 2.2-5212(A) VA Code Ann., in order to be eligible for funding for services through the State pool of funds, a youth, or family with a child, shall meet one or more of the criteria specified in subdivisions 1 through 4 of this subsection, and shall be determined through the use of a uniform assessment instrument and process and by policies of the CPMT to have access to these funds.

1. The child or youth has emotional or behavior problems that:
  - a. Have persisted over a significant period of time or, though only in evidence for a short period of time, are of such a critical nature that intervention is warranted;
  - b. Are significantly disabling and are present in several community settings such as at home, in school or with peers; and
  - c. Require services or resources that are unavailable or inaccessible or that are beyond normal agency services or routine collaborative processes across agencies or require coordinated interventions by at least two agencies.
2. The child or youth has emotional or behavior problems, or both, and currently is in, or is at imminent risk of entering, purchased residential care. In addition, the child or youth requires services or resources that are beyond normal agency services or routine collaborative processes across agencies, and requires coordinated services by at least two agencies.
3. The child or youth requires placement for purposes of special education in approved private school educational programs.
4. The child or youth has been placed in foster care through a parental agreement between a local social services agency or public agency designated by the CPMT team and his parents or guardians, entrusted to a local social services agency by his parents or guardian or has been committed to the agency by a court of competent jurisdiction for the purposes of placement as authorized by § 63.2-900 VA Code Ann.

Pursuant to § 2.2-5212(B) VA Code Ann., for purposes of determining eligibility for the State pool of funds, “child” or “youth” means (i) a person less than 18 years of age and (ii) any individual through 21 years of age who is otherwise eligible for mandated services of the participating State agencies including special education and foster care services.



## B. Mandatory Population

Pursuant to § 2.2-5211(B), the State pool shall consist of funds that serve the target populations identified in subdivisions 1 through 5 of this subsection in the purchase of residential and nonresidential services for children. References to funding sources and current placement authority for the targeted populations of children are for the purpose of accounting for the funds in the pool. It is not intended that children be categorized by individual funding streams in order to access services. The target population shall be the following:

1. Children placed for purposes of special education in approved private school education programs, previously funded by the Department of Education through private tuition assistance;
2. Children with disabilities placed by local social services agencies or the Department of Juvenile Justice in private residential facilities or across jurisdictional lines in private, special education day schools, if the individualized education program indicates such school is the appropriate placement while living in foster homes or child-caring facilities, previously funded by the Department of Education through the Interagency Assistance Fund for Non-educational Placements of Handicapped Children;
3. Children for whom foster care services, as defined by § 63.2-905 VA Code Ann., are being provided to prevent foster care placements, and children placed through parental agreements, entrusted to local social service agencies by their parents or guardians or committed to the agencies by any court of competent jurisdiction for purposes of placement in suitable family homes, child-caring institutions, residential facilities or independent living arrangements, as authorized by § 63.2-900 VA Code Ann.; *(Please also see Appendix C4 - Final Interagency Guidelines on Foster Care Services for Specific "Children in Need of Services" Funded through the Comprehensive Services Act (CSA))*
4. Children placed by a juvenile and domestic relations district court, in accordance with the provisions of § 16.1-286 VA Code Ann., in a private or locally operated public facility or nonresidential program; or in a community or facility-based treatment program in accordance with the provisions of subsections B or C of § 16.1-284.1 VA Code Ann.;
5. Children committed to the Department of Juvenile Justice and placed by it in a private home or in a public or private facility in accordance § 66-14 VA Code Ann.

## C. Non-Mandatory Population

In addition to the mandated target population described in Section B, the non-mandated target population includes, but may not be limited to, children meeting both the criteria set out in Section A and any of the following:

1. School Truancy;
2. Mental health services transition plans for incarcerated juvenile; and
3. Child in need of Supervision.

**Community Policy and Management Team  
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**Purchase of Service**

Policy No.: C5

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**A. General Principles**

1. All at-risk youth and families must go through the Family Assessment and Planning Team (FAPT) process for referral and assessment.
2. Any services to be purchased under the CSA shall be recommended by the FAPT and approved by the CPMT.
3. Services purchased by the CPMT will use one or more of the following:
  - a. Contract;
  - b. Purchase of Service (POS) module;
  - c. Individual Family Service Plan (IFSP);
  - d. A written agreement (Letter of Intent for Funding) process.

**B. Procedures**

1. Case Manager submits a request to the FAPT Coordinator for review of case. (Form C5) Case Manager develops a services assessment, Child and Adolescent Needs and Strengths (CANS) assessment and a proposed service plan for FAPT consideration.
2. The FAPT reviews case materials and meets with the Case Manager and family to jointly develop an IFSP which identifies the goals and various services to be provided to the family as well as the available vendors, costs and hours of service.
3. The FAPT IFSP recommendations are forwarded by the CSA Coordinator to the CPMT for approval.

**C. Foster Care – Maintenance Only**

Notwithstanding the above provisions, youth in the custody of the Department of Social Services and placed in family foster care who require payments only for maintenance services including childcare shall not be referred to the FAPT, but are required to complete a CANS assessment annually. These youths will access pool funds directly.

**Community Policy and Management Team  
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**Emergency Services**

Policy No.: C6

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“Emergencies” are defined as those crisis situations in which the Case Manager and his/her supervisor, in consultation with the family when possible, are in agreement that the child or youth is in need of immediate placement or the family is in need of immediate services in order to prevent an out-of-home placement of the child, or youth, or in the event of a Family Partnership Meeting. Emergencies shall be addressed in accordance with the following procedures:

1. When an emergency occurs, the Case Manager shall complete the Emergency Funding Request Form (Form C6) and submit it to the FAPT and CSA Coordinator and the CSA Coordinator, or their designee, will initiate the emergency funding request process.
  - i. The Case Manager shall be responsible for submitting all regular FAPT paperwork (Ex: IFSP, CANS, etc.) within two business days of the Emergency funding request.
  - b. The CSA Coordinator will forward the request to CPMT via email with the subject line “Emergency Request – TIME SENSITIVE”. CPMT members are then expected to review the request and reply their approval or disapproval back to the CSA Coordinator within a reasonable amount of time. Once a majority of CPMT approvals has been received via email, the CSA Coordinator will notify the Case Manager and complete any other paperwork to initiate services. The CSA Coordinator shall also alert the FAPT Coordinator of the CPMT’s decision via email to ensure the case is placed on the next FAPT meeting agenda for review and send the completed Emergency Funding Request for the FAPT case file.
  - e. All emergency approved cases will be placed on the next available FAPT and CPMT meeting schedule for a complete review, except that if no FAPT meeting is scheduled within 14 days of the onset of emergency services, a special meeting shall be called within 14 days to ensure that a timely FAPT review may be completed.

2. The CSA Coordinator shall have the authority to approve some services up to \$1,000 per week. The Case Manager shall submit the Emergency Funding Request Form (Form C6) to the FAPT and CSA Coordinator for informational purposes and documentation in the case file. The types of emergency placements that can be approved by the CSA Coordinator for up to 14 days include, but are not limited to:
  - a. Community-based services when the service is therapeutic in nature and specifically required to prevent the immediate possibility of an out of home placement.
  - b. Residential Treatment Facility placements that are Medicaid funded that require an immediate removal from their current placement and their behaviors warrant that level of restrictive care.
  - c. New cases requiring a placement in a shelter until an appropriate placement can be determined.
  - d. Link services as provided by the Rappahannock-Rapidan Community Services Board.
3. An official FAPT review must occur within 14 days following the onset of services in an emergency.
4. If the child/family does not have a Case Manager, the agency taking the emergency action assumes the role of lead agency and assigns a Case Manager until there is a FAPT review.

If the child/family has a Case Manager within another agency/department, the agency taking the emergency action shall notify that Case Manager of the emergency authorization as soon as possible.

**Community Policy and Management Team  
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**Invoice Processing Procedures**

Policy No.: C7

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All invoices for payment shall be processed according to the following procedures:

- A. The CSA Coordinator shall review and approve all invoices for payment. Invoice amounts exceeding monthly planned IFSP amounts will not be paid without prior approval of CSA Coordinator and at least one (1) member- of the Executive Committee. Approved overages shall be reported at the following CPMT meeting to allow for discussion of CPMT members.
- B. The CSA Coordinator shall process invoices and un-encumber any funds that may have been encumbered and not expended for that month.
- C. Problems with billing shall be resolved by the CSA Coordinator and the Case Manager.
- D. Monthly reconciliations shall be completed by the Office on Youth Administrative Assistant for the Orange CSA accounts for both revenue and expenses.

**Community Policy and Management Team  
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**Fee Assessment**

Policy No.: C8

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To meet the requirements of the § 2.2-5206(3) VA Code Ann. and § 16.1-286 VA Code Ann., and to enhance the partnership with parents, the CPMT has approved procedures for the active involvement of parents and/or other legally responsible parties in the planning, delivery, and financing of services for their children. This legislation calls for parental participation in both the treatment aspects of services and financial responsibility for payment for certain services.

All families accessing **CSA POOL FUNDS** shall be assessed fees for services in accordance with the policies and procedures set forth in the Orange County CSA Parental Co-Pay Policy (Form C8).

When a child or youth is receiving services to be funded, in whole or in part, by CSA Pool Funds, the Case Manager assigned to the child or youth shall determine whether such services are eligible for coverage by private insurance, or by Medicaid. If a child or youth may be eligible for Medicaid, the Case Manager shall ensure that a screening process is conducted. The Case Manager shall subsequently ensure that any eligible child or youth has been enrolled into Medicaid.

**(A) Co-Pay Collection Guidelines:**

The following guidelines for the Orange CSA parental co-pays shall be followed:

1. Parental co-pay packet will be completed by the parent(s) of the children participating in the Orange County CSA program. The Case Manager assigned to the child or youth will be responsible for the accurate completion of the required financial forms (Form C8).
2. The CSA Coordinator will be responsible for ensuring the forms are turned in prior to or during the child or youth's initial FAPT meeting. Once the completed forms are received, the CSA Coordinator will provide a copy of the forms to the Office on Youth (OOY) Administrative Assistant by the end of the week of the initial FAPT meeting for billing and collection purposes.

3. Upon receipt of the completed forms (Form C8), the Administrative Assistant will send a preliminary letter to the parents of the child(ren) explaining the process for payment of monthly co-pays or meet with them after their initial FAPT meeting. The Administrative Assistant will open a collection file for each family and will retain a copy of all written correspondence with the families in their respective files.
4. Monthly summary reports will be provided to the CSA Coordinator by the Administrative Assistant as documentation of payment on each account.
5. In the event a family is not current on their payment plan, the OOY Administrative Assistant will contact the person responsible for the account and advise them that the co-pay is due immediately and that continued late payments could jeopardize funding for future services. The CSA Coordinator and Case Manager shall be informed of this correspondence via email.
6. In the event an account remains delinquent (30 or more days past due), the Administrative Assistant may begin the collection process through the Orange County Treasurer's Office. Delinquent amounts may be referred to the Individual Set-Off Debt Collection Program administered by the Virginia Department of Taxation (which could result in Virginia Individual Income Tax refunds being used to satisfy the debt to the CPMT), and the CPMT may also pursue other legal remedies available for collection of delinquent amounts.

**(B) Request for Requesting Financial Relief:**

In the event a parent or legal guardian believes the monthly co-payment is unjust or inappropriate, he/she may file a Request of Financial Relief form (Form C8-R). The following guidelines will be followed for requesting financial relief:

1. The Request for Financial Relief form shall be provided to the CSA Coordinator within five (5) business days of the initial FAPT with all documentation attached.
2. Within seven (7) business days of the receipt of the Financial Relief Request, the CSA Coordinator will review the request along with accompanying documents. The CSA Coordinator will be authorized by the CPMT to enter into negotiations with the parent/guardian(s) for the purpose of resolving the request in a mutually satisfactory manner.
3. Once an agreement is made between the parent and CSA Coordinator, the request will be forwarded to the CPMT for consideration.
  - a. In the event the request is approved, the amount will become due by the 5<sup>th</sup> of the succeeding month and each month thereafter until the child(ren) and family are no longer receiving services.

- b. In the event the request is denied, the CSA Coordinator will contact the parent/guardian within five (5) business days of the CPMT meeting. At this time, additional documentation may be requested, or a new co-pay amount will be negotiated and resubmitted to the CPMT for consideration.
4. Initial negotiated requests must be discussed in a regular business meeting of the CPMT for each form received. Any subsequent requests may be voted upon and approved through e-mail in order to help resolve the issue in a timely manner.
5. Each family shall be required to pay the minimum payment allowed based on the number of children receiving services. This amount will be based on the lowest co-pay listed under the "Adjusted Annual Income Level" portion of the Parental Co-pay Policy (Form C8, page 05). This amount will be due on the 5<sup>th</sup> of each month until a regular monthly amount can be established and approved by the CPMT.
6. A Request for Relief form (Form C8-R) will not be reviewed in the event of a change in family income or family composition. Parent/Guardian(s) must complete a new co-pay packet (Form C8) and submit to the CSA Coordinator. Any changes will take effect in the succeeding month of receipt of the new co-pay packet.
7. The decisions of the CPMT will be final and will be presented to the parent/guardian(s) in writing.



**Community Policy and Management Team  
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**Closed Meeting Procedures**

Policy No.: C9

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- A. In any motion to enter closed meeting, a member must:
1. Specify the purpose(s) for the closed meeting;
  2. Reasonably identify the substance of the matters to be discussed, and; and
  3. Specify the Code section for the exemption. (Meeting minutes must include the statute permitting the closed meeting.)
- B. No closed meeting shall begin until the CPMT votes in open session to approve the motion.
- C. The CPMT may permit non-members to attend the closed meeting if such persons are deemed “necessary” or if their presence will “reasonably aid” the CPMT in its consideration of the subject matter of the closed session.
- D. Immediately following the closed meeting, the chairperson must call for a certification from all members that, to the best of their knowledge, the CPMT discussed only matters lawfully exempted from statutory open session requirements; and only public business matters identified in the motion to convene the closed meeting.
- E. If any member of the CPMT believes that there was a departure from the standards of this statement during the closed meeting that member must so state before the roll call vote, and must indicate the substance of the departure which that member believes has occurred.
- F. A vote shall be taken in open session to approve the funding amount for cases discussed in closed session.

**Community Policy and Management Team  
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**Complaint and Appeals**

Policy No.: C10

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The CPMT will ensure that due process for complaints and appeals are followed. In cases not before a court or subject to appeal under applicable statutes, the youth and family will have the right to appeal the decision of the FAPT to the CPMT. Appeals shall be made in writing to the Chairperson of the CPMT within 30 calendar days of the FAPT decision. The appellant shall include in the written appeal to the Chairperson all information and concerns which he or she requests that the CPMT to consider in the review of the FAPT decision, and the appellant shall not be present for such review. The CPMT shall review the FAPT decision and render a decision within 45 calendar days of receipt of the notice of appeal.

**Community Policy and Management Team  
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**Non-Discrimination**

Policy No.: C11

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The CPMT and the FAPT shall not discriminate on the basis of race, ethnicity, sex, age, and religion, socioeconomic status, handicapping conditions or national origin.

**Community Policy and Management Team  
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**Confidentiality**

Policy No.: C12

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- A. All federal, State and local laws relating to confidentiality shall be observed, including, but not limited to, § 2.2-5210 VA Code Ann.
- B. The CPMT, FAPT and other staff from agencies involved in team deliberations shall strictly abide by all applicable confidentiality requirements and shall be required to sign a confidentiality form annually. All information about specific youth and families obtained by CPMT and FAPT members in the discharge of their responsibilities shall be confidential under all applicable laws, mandates, and licensing requirements.
- C. Appropriate releases of information shall be completed and shall be the responsibility of the Case Manager.
- D. Pursuant to § 2.2-5210 VA Code Ann., proceedings held to consider the appropriate provision of services and funding for a particular child, or youth, or family or both who have been referred to the FAPT and whose case is being assessed by this team or reviewed by the CPMT shall be confidential and not open to the public, unless the child, or youth, and family who are the subjects of the proceeding request, in writing, that it be open. All information about specific children, youths and families obtained by the team members in the discharge of their responsibilities to the team shall be confidential.

**Community Policy and Management Team  
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**Freedom of Information Act (FOIA)**

Policy No.: C13

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CPMT meetings are held in accordance with the Virginia Freedom of Information Act (FOIA), § 2.2-3700 et seq. VA Code Ann, subject to the confidentiality provisions of § 2.2-5210 VA Code Ann. Generally, records generated by the CPMT are subject to the provisions of FOIA, however, certain records may not be subject to disclosure due to applicable FOIA exemptions. Exempted records include, but are not limited to, medical records exempted from FOIA requirements pursuant to § 2.2-3705.5 VA Code Ann.

**Community Policy and Management Team  
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**Amendments**

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The terms and provisions of these policies and procedures of the CPMT may be amended at any regular meeting of the CPMT by approval of 2/3 of those present and voting; provided that notice of the proposed amendment is given at the regularly scheduled meeting of the CPMT immediately preceding the regular meeting at which the vote on the proposed amendment will take place.

Orange County CSA Policy and Procedure manuals shall be reviewed once per year by the membership. The goal of the team is to review related documents so that they may be approved at the January meeting. In the event changes are suggested from this yearly review, the proposed change(s) shall lay on the table and be voted upon at the regularly scheduled February meeting.

**Community Policy and Management Team  
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**Utilization Management and Review**

Policy No.: C15

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The Orange County CSA Utilization Management and Review system is an integrated, multi-agency attempt to provide quality child-centered, family-focused, cost-effective services to at-risk youth and their families in the least restrictive environment.

The system addresses:

- Accountability
- Assessment of appropriate resources
- Utilization of community-based resources prior to CSA funded services
- Service to clients in the least restrictive environment
- Service to clients in the community, as appropriate
- Provision of service coordination and/or case management for all cases
- Development of case rates for appropriate, specialized services
- Development and monitoring appropriate outcome indicators for all cases

The desired outcomes of the Orange CSA system are:

- Improvement in child and family functioning
- Improvement in school performance
- Improve parental self-sufficiency
- Reduction in abuse and neglect
- Reduction in costs
- Reduction in out-of-home placements
- Reduction of out-of-community placements
- Reduction of recidivism

Orange County CSA strives to meet the individual needs of families served through our program. This means utilizing traditional and non-traditional programming as not all children and families respond to the same treatments in the same way. It is important to the teams that each family is involved in service planning and views the services to be both helpful and supportive.

The wrap list and descriptions that follow offers an incomplete guide to facilitate wrap planning. Individualizing services should creatively combine all types of resources for children and families, formal and in-formal, traditional and non-traditional.

## **Wrap Service List**

(The list below is taken from the CSA Utilization Management Guidelines – revised June 2009, Section 8.1)

### **THERAPEUTIC**

Early interventions  
Counseling and Therapy Services  
Home Based Services  
Day Treatment  
Therapeutic Nursery Program  
Non-residential Emergency Services

### **INSTRUCTIONAL**

Regular Classroom  
Resource Room  
Self-Contained Classroom  
Special and Alternative School  
Homebound  
Related Services  
Life Skills Training  
Social Skills Training

### **HEALTH CARE**

Health Promotion  
Primary Care and Screening  
Acute Medical Care  
Chronic Medical Care  
Dental Care

### **VOCATIONAL**

Career Education  
Vocational Assessment  
Job Survival Skills Training  
Vocational Skills Training  
Work Experiences  
Job Finding, Placement and Retention Services  
Supported Employment  
Sheltered Workshops

### **SUSTENANCE SERVICES**

Housing  
Food  
Clothing Financial Services [e.g., food stamps, AFDC, Medicaid, fuel assistance, WIC, SSI]

### **RECREATIONAL/SOCIAL**

Neighborhood Programs  
After School Programs  
Summer Camps  
Special Recreational projects  
Self-help and Support Groups  
Community Service  
Individual Skills Training

### **FAMILY**

Respite Care  
Parent Education and Family Support  
Mediation  
Family and Parent Counseling  
Home Aid Services  
Relatives, Friends, Spiritual Affiliations  
Shelter  
Therapeutic Camp

### **SUPERVISORY/PROTECTIVE**

Diversion  
Probation  
Intensive Supervision Services  
Outreach Detention  
Post-dispositional Detention  
Child Protective Services  
Individual Supervisory/Support Staff  
Maundering

### **OPERATIONAL**

Assessment  
Service Planning  
Case Management  
Advocacy  
Transportation  
Legal Services



**Community Policy and Management Team  
Policy and Procedures**

**Utilization Management and Review Process**

Policy No.: C16

Effective: 11/01/2013  
Reviewed: 01/26/2021

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I. Utilization Management (UM) is a set of steps taken by purchasers of health and human services to manage the provision and cost of services purchased. It begins with the initial case assessment, and includes determining desired outcomes, identification of services required and level of need, recognizing mitigating circumstances, developing a service plan, finding a vendor, plan implementation, review of results and finally adjusting goals and services to address case changes. These steps are summarized as follows:

A. Collect Assessment Data

Assessment material may consist of completed IFSP or Foster Care Plan, an agency social history or comprehensive intake assessment and always includes the CANS. Whatever the instrument, the child's multiple life domains (behavior, school, family, peers, service history, etc.) are assessed.

*Responsibility:* Case Manager

B. Identify Desired Outcomes

An outcome is a measurable result within a set time frame that is specific, observable and child and family oriented. Both long and short-term outcomes need to be established and should follow logically from assessment data in Step 1.

*Responsibility:* Case Manager, Child, Family, FAPT

C. Identify Services Needed for Child and Family

Service needs are established by determining what types of activities can be used to achieve the outcomes identified in Step 2.

*Responsibility:* Case Manager, Child, Family, FAPT

#### D. Consider Mitigating Circumstances

Determine whether or not any unique and challenging circumstances exist which would justify selecting particular services or placements.

*Responsibility:* Case Manager, Child, Family, FAPT

#### E. Finalize the Service Plan

Use all of the collected data and make service placement decisions. An effective CSA service plan:

1. Is child-centered, family-focused, and community based;
2. Is aimed at the least restrictive, most appropriate environment;
3. Is what the family wants; and
4. Is necessary to achieve outcomes – begins step-down/transition planning.

The service plan (IFSP) is written by the FAPT.

*Responsibility:* Case Manager, Child, Family, FAPT

#### F. Negotiate Collaboratively with Vendor

Clarify with the vendor the services, needs, and expectations. Consider the situation as a partnership between purchaser, child/family and the vendor. Know what the vendor can offer and purchase the services necessary to meet the desired outcomes.

*Responsibility:* Case Manager, CSA Coordinator, CPMT

#### G. Implement Service Plan

Reach final agreement on a comprehensive treatment plan with the vendor.

*Responsibility:* Case Manager, FAPT Coordinator, CSA Coordinator

Pursuant to § 2.2-5208(5) VA Code Ann., oversight of the utilization management process is provided by the FAPT, subject to review by CPMT pursuant to § 2.2-5206(13) VA Code Ann.

H. Utilization Review (UR) is a formal assessment of the necessity, efficiency, and appropriateness of the services and treatment for an individual. It is used to determine how well a program is achieving the outcomes established for the case it serves.

The elements required in the Utilization Review process and frequencies are determined by the child's current placement in accordance with the state endorsed model. (Appendix F5)

Elements for children are:

1. Verification of date services initiated.
2. Verification of delivery of service(s).
3. Verification of quality of service(s).
4. Progress in meeting identified, specific short-term outcomes and goals in Individual Family Services Plan (IFSP) or the IEP as appropriate.
5. Progress in working toward identified, specific long-range outcomes.
6. Current medication status, as applicable.
7. Educational process.
8. Verification of school attendance.
9. Written materials outlining all modifications vendor has made to IFSP.
10. Current CANS and any other case related documents. (Ex. court orders, foster care plan, IEP, etc.)
11. Participation of family/legal guardian in client interventions and in other services included in the IFSP or the IEP, as appropriate.
12. Strategies to engage families if they are not currently participating.
13. Steps to be taken if progress toward meeting outcomes is not being made. (May include changing services and/or vendors or reconsidering outcomes.)
14. Steps to be taken if outcomes are being met.
  - a. Continue services necessary to meet outcomes and goals.
  - b. Develop plan and time line to transition the child to less restrictive setting.
15. Date for next utilization review.

\*The review must be a combination of site visits, telephone calls, and paper reviews.

\*The review worksheet (Form C16-A) will help case managers document the completion of their reviews and insure that all required elements are present and receive the required review. This worksheet must be completed quarterly.

\*FAPT and CSA Coordinator will maintain a documentation inventory for all necessary paperwork in order to maintain compliance. (Form C16-B)

*Responsibility:* Case Manager, FAPT Coordinator, CSA Coordinator

## I. Update Service Goals

Utilization review should provide information upon which to base adjustments relative to the service plan.

Adjustments may include:

1. Continue to follow the current plan;
2. Change length of time for current service(s) and objective(s);
3. Change service objective(s);
4. Change aspects of the environment;
5. Change placement or provider;
6. Change treatment modality at same level of need.

*Responsibility:* Case Manager, Parents, FAPT, FAPT Coordinator, and CSA Coordinator

## J. CPMT Review of Cases

The Orange County CPMT will review each case on their agenda during their monthly meetings and a review sheet (Form C16-C) will be completed. In the event CPMT has suggestions or questions, a copy of the review form will be returned to the case manager for them to address the comments.

*Responsibility:* CPMT and CSA Coordinator

**Community Policy and Management Team  
Policy and Procedures**

**Procedure for Collecting Student State Testing Identifiers**

Policy No.: C17

Effective: 01/24/2017

Reviewed: 01/26/2021

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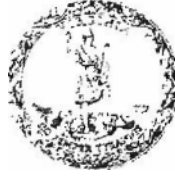
In a joint memo dated October 29, 2010, the Virginia Department of Education and the Office of Comprehensive services addressed the recording and reporting of students receiving state funded educational services by CSA. Generally, the students educational costs are reported the school division who then reports it to the Virginia Department of Education. The funds associated with the youth receiving the specific services, as listed in the memo (Form C17) and below, are then deducted from the March 31 Average Daily Membership (ADM). The documenting and reporting between agencies prevents double funding of students.

- A. The Orange County CSA Coordinator and CPMT shall follow the general procedures as outlined below:
1. Orange County Public School Referred Youth:  
When the Case Manager of a student refers them to CSA, the Case Manager shall ensure that the Student Testing Identifier (STI) number is included on the “Request for FAPT Case Staffing” form.
  2. Other Agency Referred Youth:  
In the event a student is referred by an agency other than the Orange County Public School system, the school representative appointed to the CPMT shall provide the students STI upon request from the CSA Coordinator.
  3. Responsibility of the Orange CSA Coordinator:  
CPMT authorizes the CSA Coordinator to make available a quarterly report to the school division CPMT representative in order to aid the school division in accurately reporting their CSA funded students and to reconcile their data with the local CSA office.
  4. Coordination of Reporting:  
The CSA Coordinator and the school representative on CPMT shall discuss the expenditures related to the students receiving the specific services addressed in the joint memo and below. This shall be done when the school division is ready to reconcile their Spring Student Record Collection (SRC) in order to assure accuracy of reporting information and to address any discrepancies that may be recorded by either agency.

**B. Required Information & Services to be Recorded:**

The CSA Coordinator shall collect and maintain a secure, confidential record of the information below in the CSA reporting software used for the Orange County CSA Program.

1. State Student Testing Identification number (STI)
2. Student Name
3. Service Placement Type (SPT)
  - a. SPT 6 for Special Education Private Day, or
  - b. SPT 17 for Congregate (Private Residential) Education Services for Medicaid funded placements, or
  - c. SPT 18 for Congregate (Private Residential) Education Services for Non-Medicaid funded placements



## COMMONWEALTH *of* VIRGINIA

Patricia I. Wright, Ed.D.

DEPARTMENT OF EDUCATION

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DATE: October 29, 2010

TO: Division Superintendents  
Comprehensive Services Act  
Coordinators Community Policy  
and Management Team Chairs  
Family Assessment and Planning  
Team Chairs

FROM: "Patricia I. Wright  
(Superintendent of Public Instruction

ms. Charlotte McNulty  
Executive Director, Office of Comprehensive Services

SUBJECT: Joint Memorandum Regarding the March 31 Student Record  
Collection and  
Reporting Students Funded through the Comprehensive  
Services Act

Beginning in fiscal year 2006, the Department of Education (DOE) began identifying students funded through the Comprehensive Services Act (CSA) on the March 31 Average Daily Membership (ADM) data collection. Students for whom the state share of tuition to a private special education program was funded by CSA were deducted from the funded March 31 ADM total to avoid double funding of these students. Beginning with the March 31, 2010, Spring Student Record Collection (Spring SRC), DOE began receiving division-level data from the Office of Comprehensive Services (OCS) to compare to student data reported by school divisions on the Spring SRC. To do this, DOE received data from OCS indicating the number of students for whom private educational services (i.e., private residential or private day services) were funded by CSA in each locality through the end of the second quarter of fiscal year 2010. While this information did not provide complete data for a full school year, it did provide

good proxy data to compare with data reported on the Spring SRC in order to monitor possible double funding of students.

Based on a DOE review of the CSA data and the data reported by school divisions, a determination was made that some CSA funded students were not being reported and deducted from March 31 ADM. To reconcile the data for fiscal year 2010, DOE e-mailed the data provided by OCS and the CSA funded student data as reported by school divisions on the Spring SRC to each school division, and requested that divisions review the information and either provide explanations to DOE on the variance or resubmit their Spring SRC with corrections. Each division did provide an explanation of the remaining variances; however, school divisions and local CSA offices reported difficulty accessing the data necessary to reconcile their differences.

### **Department of Education and School Division Responsibilities:**

In order to help school divisions accurately report their CSA funded students and to reconcile their data with local CSA offices, divisions will be required to provide additional data to OCS. Beginning with the 2010-2011 school year, the school division representative to the Community Policy and Management Team (CPMT) will be responsible for providing the student State Testing Identifier (STI) to the CPMT, which will then be responsible for maintaining a database of these STIs along with the services the student received at the time of authorization for funding of services. Also beginning with the 2010-2011 school year, DOE will add an additional page to the Spring SRC Finance verification report detailing the number of CSA private school tuition funded students reported by the school division and the number reported by CSA. School divisions will be asked to review this data and provide a written explanation for any significant variances between the two data sets.

At the point divisions are ready to reconcile their Spring SRC and CSA data, please contact your local CSA office and compare the data variances (using the STIs) between the two data sets. DOE will sponsor a webinar on this process closer to the opening of the Spring SRC. Until then, please provide the STIs as requested by your local CPMT.

Additional information is provided below from the Office of Comprehensive Services to the local CSA offices for maintaining the STIs and assisting school divisions in reconciling the requested data.

### **Comprehensive Services Act and Community Policy and Management Team Responsibilities:**

As stated above, DOE has requested that the Student State Testing Identifier (STI) number be collected for CSA funded students receiving congregate care education services, either Medicaid or Non-Medicaid, and/or any student receiving private day education services.

Since the STI is assigned by the school system, it will be the responsibility for the school division representative to the Community Policy and Management Team (CPMT) to provide this



identification for any student whose state share of tuition is paid by CSA. The STI is to be collected for any student receiving CSA funded private day or congregate care education services for each school year, beginning with the FY 2011 program year (services beginning July 1, 2010, and ending June 30, 2011). Each individual CPMT should develop a specific procedure locally for the collection and maintenance of this information. The information is to be maintained by the CPMT and made available to the school divisions as requested.

The listing should contain the following information:

1. State Student Testing Identification number
2. Student Name
3. Service Placement Type (SPT)
  - a. SPT 6 for Special Education Private Day, or
  - b. SPT 17 for Congregate (Private Residential) Education Services for Medicaid funded placements, or
  - c. SPT 18 for Congregate (Private Residential) Education Services for Non-Medicaid funded placements

The information listed above in items one through three should be securely maintained as a confidential student record. Please note, the STI number will not be collected by OCS in the CSA data set.

Questions regarding the student record collection data elements should be directed to the DOE Education Information Management Office at (804) 225-2099 or [ResultsHelp@doe.virginia.gov](mailto:ResultsHelp@doe.virginia.gov). Any questions regarding CSA responsibilities should be directed to Charles Savage at the Office of Comprehensive Services at (804) 662-9818, or [Charles.SavaRecii,dss.virginia.gov](mailto:Charles.SavaRecii,dss.virginia.gov).

PIW/CM/ce

**Community Policy and Management Team  
Policy and Procedures**

**Intensive Care Coordination**

Policy No.: C18

Effective: 04/25/2017  
Reviewed: 01/26/2021

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It is the policy of the Orange County CSA that the need for ICC services will be identified by the Family Assessment and Planning Team.

Eligible youth include:

1. Youth placed in out-of-home care as defined in the CSA Policy Manual 6.1(b);
2. Youth at risk of placement in out-of-home care as defined in the CSA Policy Manual 6.1(b)

ICC services will be purchased from the appropriate Providers as required in the CSA Policy Manual 6.1 (c) & (d).