

**CHESTERFIELD -COLONIAL HEIGHTS
CHILDREN'S SERVICES ACT
Community Policy and Management Team**

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| Meeting Minutes <i>July 20, 2022</i> <i>1:00- 2:30</i> |
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Mission:

To promote a comprehensive system of community-based care that strengthens families through facilitating collaborative efforts.

Vision:

To be champions for a system of care that drives community practices which promote healthy, productive families within our communities.

Members participating: Becca Lynch, Jessica Charters, Sherri Ball, John Salay, Karen Reilly-Jones, and William Stanley.

Members absent: Dr. James Worsley, Larissa Carpenter, Vicki Stamps, Danika Briggs, and Mary Peters

Staff: Kristi Schabo-Putney, Fred Hutter

I. Welcome and Introductions-

Becca Lynch called the meeting to order at 1:04pm. Kristi Schabo completed roll call and members present are listed above. Each member present gave a brief self intro as this was Jessica Charters first CPMT meeting. Entire session was OPEN.

II. Approval of Reports (prescreened documents via email)

- a. June CPMT minutes
- b. June authorized funding reports

Sherry Ball motioned for approval of the June minutes and motion seconded by William Stanley. All voted in favor, no votes in opposition, no discussion.

Karen Reilly-Jones motioned for the approval of the June funding reports as presented. Motion was seconded by John Salay. All voted in favor, no votes in opposition. Reports were approved.

III. Financial Status

- a. Budget report

The Team reviewed the reports and fiscal status which were provided in advance for June 2022.

Chesterfield's total budget for FY2022 is \$15,424,200 which includes \$468,200 for Non-mandated Services; and \$11,700 for SPED Wrap Services. Current total encumbrances for Chesterfield YTD are \$16,237,807 with actual expenditures at \$12,900,319. Non-mandated services encumbered at \$165,702 with actual expenditures of \$125,551. FY22 SPED Wrap Services are encumbered at \$0 with actual expenditures of \$36,762. Current case load is 312.

Colonial Heights total budget for FY2022 is \$1,731,500 with an encumbered amount of \$2,124,540 and actual expenditures of \$1,766,858. The non-mandated budget is \$15,300 with \$0 encumbered and \$3,625 expended. There are no SPED wrap budget funds this fiscal year. Current case load is 27.

IV. Services Report

a. New case report

Team reviewed report on new cases, current placements and service and utilization management efforts. There were 9 new cases to CSA since last meeting: 1 from DSS: no services recommended; 5 from the CSB: RTC/parent support/IIH; 1 new placement from D-19: RTC; none from CHPS; 1 from CHPS: PDP; and 1 from the CSU: RTC.

b. Placement counts

Presently, there are 19 residential treatment placements (relatively low compared to last years high of 40) with 1 admission -from D-19, and 3 discharge – 2 from the CSB to home and 1 to a DSS GH. There are 18 group home placements, with 1 DSS admission from an RTC and 1 discharge from DSS – removed from program; There are 23 therapeutic foster care placements- no new admissions and 1 discharge DSS to GH; SPED Day school- Chesterfield: 142 day placements, no new IEP placements and no discharges; Colonial Heights: 20 day placements- with 1 new IEP placement and no discharges. Additional educational services combined IEP placements- 143. Community based services: 50 placements, 6 new admissions for parent support, IIH, VR, and evaluation and no discharges.

c. Utilization management report

There are 37 total congregate care placements- 19 RTF placements and 18 in group homes, 27 placements have reached 200+ days out of the community (20 DSS placed, 7 placed by CSB). Of the 19 RTF placements, 68% (13) of these are youth are out of the community for 200+ days, 50% (10) placed by DSS and 50% (9) are CSB parent placements. Of the 18 placed in group homes, 94% (14) have reached 200+ days out of the community and 17 of these are youth are placed by DSS and 1 by the CSB. The current ALOS is 404 days and 63% of discharges to a family setting.

Currently there is one residential placement out of state.

11% of youth placed in RTC by the CSB are receiving parent support.

V. Programmatic Areas/Needs

a. FAPT waitlist update – 2 weeks

The current FAPT waitlist is at two weeks. Kristi Schabo reported to the team know that Karen Dolliver, FAPT manager, has resigned and the position will be vacant as of July 21, 2022. As a result, FAPT members may not be receiving calls/emails looking for missing information for upcoming FAPT meetings. Karen Reilly-Jones asked Kristi to send an email to CPMT letting them know that all the information that is required for the FAPT meeting to occur needs to be completed prior to the scheduled FAPT meeting. If all the required information is not received the meeting will be cancelled.

Kristi also shared that CSA's new Case Management System is going live on August 1st.

VI. State and/or Local Items

a. Local

1. OCS Audit Update

Kriti stated that the OCS audit is nearing completion and they are requesting a few back-up items. She sent the requested information in today. There are still a few items that will need to be addressed going forward such as some of the links in the Policy and Procedure Manual, CANS Policy updates, and we need to come into compliance with parent representatives for FAPT and CPMT. Overall, the audit went very well.

2. Parent Representative Recruitment Efforts

Kristi gave an update of her progress on trying to recruit parent representatives as we need to increase the number of parent representatives on FAPT. Parent reps cannot currently be receiving services but can be part of FAPT once services are terminated.

3. Local Policy Review

Nothing discussed at today's meeting. Kristi will provide a revised schedule.

4. Fall Retreat

Kristi reported that the CPMT retreat will be held sometime in the October timeframe. She hopes to have more new members appointed by then.

b. State updates

1. Administrative Memos 22-08 and 22-09

Copies of both memos were attached to the meeting invite. The State has increased the total state Administrative Budget reimbursement for both localities for FY2023. Kristi is going to complete to request on the OCS website.

2. 988 Launch

A copy of the memo was attached to the meeting invite - "Virginia to Launch New Mental Crisis Hotline July 16"

3. State CSA Conference - November 1-2, 2022; October 31, 2022 CPMT preconference (free) <https://www.cpe.vt.edu/ocs/>

Kristi noted the conference is being held back at the Hotel Roanoke this year.

VII. CPMT Member Roundtable

No discussion

VIII. Public Comment

No public comment.

IX. Other Items

Becca Lynch let the team know that on Friday from 9am - 1pm, in the Colonial Heights City Hall parking lot, they will be holding a fundraiser to raise funds for the Children's Hospital.

X. Adjourn

Becca Lynch adjourned the meeting at 2:25 pm.