



Children's Services Act For Youth & Families

Ellen Patterson, Chair
Family Assessment and
Planning Team

Brian Maceyak, Chair
Community Policy and
Management Team

9324 West Street, Manassas, VA 20110 | Phone (703) 361-8277 x 2335 | Fax (703) 361-9506

CPMT Agenda
May 17th, 2023

Manassas Regional Airport – Conference Room 1
10600 Harry J. Parrish Boulevard

3:30 PM	Welcome and Introductions	Brian Maceyak
3:35 PM	ACTION ITEM: Review minutes of April 19, 2023, Meeting	Brian Maceyak
3:40 PM	Expenditure/Budget Review <ul style="list-style-type: none">Budget – FY 23 YTDAction Item: Case Action Approvals – Consent Agenda 04/14/23 – 05/11/23 – (Closed Session when necessary)	LaTanya Buckhalter
3:45 PM	CSA Division Report <ul style="list-style-type: none">OKTA use for CANVaSCSA Academy	Meaghan Turner
4:00 PM	CLOSURE – Next meeting June 21, 2023	

DISTRIBUTION:

Buckhalter, LaTanya - Fiscal Agent
Kirven, Nicole - Social Services Director
Jackson, Lorri - Parent Representative
Johnson, Jermaine - Private Provider Representative
Keller, Kimberly - Court Services Unit
Ralph Smith - City Council Member
Maceyak, Brian - City Schools [Chair]
Odell, Tanya - Community Services
Woods, Linda - Health Department
Turner, Meaghan - CSA Coordinator
Brown, Anita - Secretary



COMMUNITY POLICY AND MANAGEMENT TEAM
Children's Services Act
May 17, 2023, Meeting Minutes

Members present: LaTanya Buckhalter, Lorri Jackson, Kimberly Keller, Nicole Kirven, Brian Maceyak, Tanya Odell, and Linda Woods

Others present: Anita Brown, CPMT Secretary, and Meaghan Turner, CSA Coordinator

Meeting called to order at 3:35 p.m. by Chair, Brian Maceyak.
Quorum present

Welcome and introductions: Welcome and introductions.

ACTION ITEM

- **Minutes** from April 19, 2023, reviewed and motion to approve the minutes as presented by T Odell, second, K. Keller. Motion passed without opposition.

Expenditure/Budget Review

- **BUDGET FY23** (attachment a pg. 1)

After a supplemental request was submitted, the state allocation for FY23 was increased by \$343,114.44 to \$1,422,004.44. A request for SPED wrap funding was requested and \$15,000 was received bringing the total state CSA allocation to 1,437,004.44. As of 5/10/23, expenditures were \$1,290,892.66 leaving a fund balance of \$146,111.78 for the state and \$171,607.34 for the City. Obligated funds are \$749,537.40 leaving a fund balance of -\$594,694.11 for the state and -\$569,198.55 for the city. The parental co-pays/refunds amount reflected is not current. As of 5/17/2023 the parental co-pay/refund amount increased by \$6,165 bringing that total to \$14,896.51. When the state funds are expended the second half of the supplemental will be requested. As previously stated, a review of the DSS budget was conducted to identify cost savings. In doing this, sufficient funds were identified to cover the additional funds needed from the city. As the fiscal year closes out, some obligated funds will be unencumbered, thereby releasing those funds back into the pooled funds. Non-mandated funds are still on a waitlist until the end of the fiscal year. It is not anticipated that additional funding from the city will be needed at this time.

- Local Pool Fund Match Rate reflected in the second section.
- Mid-section reflects the number of youths being served by agency, expenditures through 5/10/2023 and obligated funds for FY23.
- Final section normally would reflect the CSA Medicaid Target for FY23 as of 4/2023.

ACTION ITEM

- **Consent agenda**

CPMT members received the Consent Agenda(s) before today's meeting for their review and preparation for voting. Supporting documentation has been included with the Consent Agendas.

There were no items singled out for discussion and a closed session was not needed to discuss the Consent agenda items. Motion to approve the consent agenda dated May 17, 2023, as presented by L. Buckhalter, second K. Keller. Motion passed without opposition. Brian Maceyak, Chair, signed, signifying final approval of funded services.

CSA Division Report:

- OKTA use for CANVaS- Ms. Turner sent out to CPMT members a copy of the memo from the Office of Children's Services indicating the need to enhance the security of the CANVaS website. In the memo it was stated that all CANVaS users download and use OKTA for logins beginning May 22,

COMMUNITY POLICY AND MANAGEMENT TEAM

Children's Services Act

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2023. Ms. Turner also included directions for setting up the OKTA login credentials. (Attachment b pgs. 2 &3) If anyone needs assistance, please reach out to Ms. Turner or the contact indicated on the directions.

- Annual CSA Service Gap Survey-1 response has been received. Please send responses by May 26, 2023. Deadline for submission is 6/2/2023. The survey can be found on the CSA website at https://www.csa.virginia.gov/content/doc/Gap_Survey_2023_Print_AdminMemo-23-05.pdf
- CSA Academy -Ms. Turner attended the CSA academy during the week of May 8th. Great information was shared, and one particular subject highlighted was that of CPMT members taking the available CPMT trainings in the Learning Center. If any CPMT member does not have access, please contact Ms. Turner, and she will see that you get access. Even if a team member had taken the training some time ago, it would be worth while to take again as information changes over time.
- CPMT chair rotation – As the fiscal year ends, it is time for a new chair to take over beginning with the July meeting. Next in rotation is Community Services with the vice chair being the Health Department.
- Transfer of Administration funding for Special Education private programs to the Department of Education- The decision has been made not to move forward with this and the funds are to remain with CSA.
- CSA Conference-The CSA conference is scheduled for October 16 through October 18, 2023, in Roanoke, VA. The theme is *Celebrating the Past, Treasuring the Present, and Shaping the Future*. Any interested CPMT member is encouraged to secure their lodging early as the rooms go fast.

Miscellaneous

Motion to adjourn @3:45 pm by T. Odell, second by L. Buckhalter, Motion passed without opposition.

CLOSURE -The next scheduled meeting of the CPMT is on June 21, 2023 @ 3:30 p.m. Meetings will continue to be at the Manassas City Airport in the first-floor conference room.

Respectfully submitted,

A. R. Brown, Secretary



Children's Services Act for Youth and Families

9324 West Street, Manassas, VA 20110
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CPMT MEETING LOG

Date: May 17, 2023

Information discussed during this meeting is confidential and protected. By signing below you agree not to disclose any information obtained in this meeting to a third party without prior written consent and/or unless required to do so by law

<u>NAME</u>	<u>AGENCY/AFFILIATION</u>	<u>SIGNATURE</u>
<u>Buckhalter, L.</u>	<u>DSS (Fiscal Agent)</u>	<u><i>L. Buckhalter</i></u>
<u>Lorri Jackson</u>	<u>Parent Rep</u>	<u><i>Lorri Jackson</i></u>
<u>Jermaine Johnson</u>	<u>Priv Prov Rep</u>	<u><i>J. Johnson</i></u>
<u>Keller, K.</u>	<u>CSU</u>	<u><i>K. Keller</i></u>
<u>Kirven, N.</u>	<u>DSS</u>	<u><i>N. Kirven</i></u>
<u>Smith, R</u>	<u>City Council</u>	<u><i>R. Smith</i></u>
<u>Macevak, B.</u>	<u>MCPS</u>	<u><i>B. Macevak</i></u>
<u>Odell, T.</u>	<u>CSB</u>	<u><i>T. Odell</i></u>
<u>Woods, L.</u>	<u>VDH</u>	<u><i>L. Woods</i></u>
<u>Turner, Meaghan</u>	<u>CSA (Coordinator)</u>	<u><i>Meaghan Turner</i></u>
<u>Brown, A.</u>	<u>DSS (Secretary)</u>	<u><i>A. Brown</i></u>

COMMUNITY POLICY AND MANAGEMENT TEAM

FISCAL YEAR 2023	STATE		CITY
CSA ALLOCATION	\$1,437,004.44		\$1,462,500.00
Expenditure thru 05/10/2023	\$1,290,892.66		\$1,290,892.66
Balance	\$146,111.78		\$171,607.34
Parental Co-Payments/Refunds <i>14876.51</i>	\$8,731.51	<i>+5000.00 +1625</i>	\$8,731.51
Fund Balance	\$154,843.29		\$180,338.85
Obligated Funds	\$749,537.40		\$749,537.40
Fund Balance	-\$594,694.11		-\$569,198.55

Local Pool Fund Match Rate	58.32%		41.68%
FY23 Total Base Allocation	\$1,437,004.44	\$1,422,004.44	
FY23 State Base Allocation	\$752,848.60	\$996,233.35	
FY23 Local Base Allocation		\$637,045.70	\$538,044.06

	Fiscal Year 2023		
	# of Children Served	Expenditures thru 05/10/23	Obligated Funds thru 05/10/23
CITY OF MANASSAS PUBLIC SCHOOLS	13	\$556,801.94	\$358,352.36
DEPARTMENT OF SOCIAL SERVICES	18	\$531,071.17	\$249,217.69
COURT SERVICES UNIT	1	\$12,533.00	\$906.00
COMMUNITY SERVICE BOARD	6	\$190,486.55	\$141,061.35
TOTALS	38	\$1,290,892.66	\$749,537.40

Medicaid Adjustments Fiscal Year 2023				
	TFC	Regular	TFC-EXT & FAMIS	Totals
Medicaid Payments to Providers thru 04/2023	\$16,096.23	\$100,045.56	\$0.00	\$116,141.79
Federal Share	\$9,122.03	\$56,278.11	\$0.00	\$65,400.14
State Share	\$4,067.38	\$20,964.61	\$0.00	\$25,031.99
Locality Share	\$2,906.82	\$22,802.84	\$0.00	\$25,709.66

Attach A



COMMONWEALTH of VIRGINIA

OFFICE OF CHILDREN'S SERVICES

Administering the Children's Services Act

Scott Reiner, M.S.
Executive Director

TO: CPMT Chairpersons
CSA Coordinators
CANVaS Local Administrators (DSU/RAs)
CANVaS Users

FROM: Carol Wilson
Senior Program Consultant

DATE: May 2, 2023

SUBJECT: Transition of CANVaS to OKTA

To enhance the security of the CANVaS (Virginia CANS assessment) website, all CANVaS users must have OKTA logins to access the site beginning May 22, 2023. OKTA is a multi-factor identity authentication process designed to assist with the security of applications.

Many CANVaS users already have OKTA credentials through the state government (COV) or their local agency, which they will also use for CANVaS. For those who do not, they will need to establish their credentials (logins) through a one-time registration process, outlined in the attached instructions ("OKTA Login Process for CANVaS Users"). A great deal of preparation has been done to expedite this process. CANVaS users will not receive an "OKTA email" inviting them to register but will need to log into the OKTA site as indicated in the instructions to create their OKTA accounts.

The CANVaS application will not move to OKTA until the target date of **May 22, 2023**. Until then, CANVaS users will continue to use their current CANVaS logins even after creating their OKTA logins. They cannot access CANVaS using OKTA logins until the application moves. This delay allows users to create their OKTA credentials before needing them to access CANVaS.

Please ensure that all local staff that access CANVaS receive the attached instructions. Thank you for your assistance and patience with this upgrade.

Attach 6 pg!

Instructions OKTA Login Process for CANVaS Users

What is OKTA?

OKTA is a multi-factor identity authentication process designed to help keep applications secure.

When do I use my new OKTA credentials for CANVaS?

Even after you create your OKTA login credentials, you will continue using your current username and password to log into CANVaS 2.0 until the CANVaS application moves to OKTA. The CANVaS OKTA go-live date is Monday, **May 22, 2023**.

For COV Users with a State Agency Email Address

Users employed by agencies within the Commonwealth of Virginia (COV) network (typically identified by a virginia.gov email address) are managed through the VITA Active Directory domain and are considered COV agencies/users. You will use your existing COV credentials (usually the same as your email/windows/network password) to log into CANVaS once the CANVaS application has been moved.

For Non-COV Users also accessing CSA Account Management System (AMS)

Some of you have already established OKTA credentials through the Office of Children's Services (OCS) for the Account Management System (AMS). You will use your existing OKTA credentials to log into the CANVaS application once the CANVaS application has been moved on May 22, 2023.

For Non-COV Users or Others accessing OKTA for other systems

Other non-COV users may already have OKTA credentials established through your local City or County. If so, you will use those credentials to log into CANVaS once the application has been moved. If you are unsure if you have OKTA access through your local jurisdiction, ask your agency IT staff.

For Non-COV Users ONLY accessing CANVaS

If you do not have existing OKTA credentials, click the hyperlink (<https://virginia.okta.com/signin/forgot-password>) to set your OKTA password and multi-factor authenticator.

Registration is a multi-step process as follows:

1. <https://virginia.okta.com/signin/forgot-password>
2. Entered your registered email address in the CANVaS system
3. Click on **Reset via email** button



Reset Password
Your email address registered in CANVaS System

Email or Username

SMS or Voice Call can only be used if a mobile phone number has been configured.

[Reset via SMS](#)

[Reset via Voice Call](#)

[Reset via Email](#)

[Back to sign in](#)

You must complete this one-time registration process before the CANVaS application moves to OKTA. We will begin using OKTA credentials for CANVaS for the first time on May 22, 2023. If you do not do this by May 22, you will not be able to access CANVaS until you complete this step.

For All CANVaS Users

Always use your work email address when registering.

Who do I Contact for Assistance?

Please get in touch with the VCCC at 1-866-637-8482 if you have any issues. "Key phrase" **OCS CANVaS OKTA Access**. Please do not email protected information such as passwords or authentication.

Thank You! Your cooperation and patience are greatly appreciated while we endeavor to safeguard data.

5/2/2023

Office of Children's Services