



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
June 21st, 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 May 17 th , 2023 Meeting	Brian Maceyak
3:40 PM	Expenditure/Budget Review <ul style="list-style-type: none"> • Budget – FY 23 YTD • Action Item: Case Action Approvals – Consent Agenda 05/11/23 – 06/14/23 – (Closed Session when necessary) 	LaTanya Buckhalter
3:45 PM	CSA Division Report <ul style="list-style-type: none"> • FY 24 Risk Assessment Survey • House Bill #349 • CSA Today 	Meaghan Turner
4:00 PM	CLOSURE – Next meeting July 19 th , 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
June 21, 2023, Meeting Minutes

Members present: LaTanya Buckhalter, Lorri Jackson, Jermaine Johnson, Kimberly Keller, Nicole Kirven, Brian Maceyak, Tanya Odell, Councilmember Ralph Smith, and Linda Woods

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

Meeting called to order at 3:34 p.m. by Chair, Brian Maceyak.
Quorum present

Welcome and introductions: Welcome and introductions.

ACTION ITEM

- **Minutes** from May 17, 2023, reviewed and motion to approve the minutes as presented by K. Keller, second, T. Odell. Motion passed without opposition.

Expenditure/Budget Review

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

After the remaining supplemental request funds were requested and received, the state allocation for FY23 was increased to \$1,780,118.88. This includes the requested SPED wrap funds in the amount of \$15,000. As of 6/14/23, expenditures were \$1,497,859.60 leaving a fund balance of \$282,259.28 for the state and -\$35,359.60 for the City. Obligated funds are \$500,949.41 leaving a fund balance of -\$199,135.17 for the state and -\$516,754.05 for the city. 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. This was largely due to a lot of vacancies in DSS, but those vacancies are being filled now and that will not be a resource in the coming year. 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. All indicators from the state are indicating that the allocation for FY24 will be the same as FY23 at a little over \$1 million. This amount has already been exceeded just with the encumbrances for school IEP placements.

- Local Pool Fund Match Rate reflected in the second section.
- Mid-section reflects the number of youths being served by agency, expenditures through 6/14/2023 and obligated funds for FY23.
- Final section normally would reflect the CSA Medicaid Target for FY23 as of 6/2023.

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 June 21, 2023, as presented by L Buckhalter, second J. Johnson. Motion passed without opposition. Brian Maceyak, Chair, signed, signifying final approval of funded services.

CSA Division Report:

- **Budget:** As stated the CSA budget is at \$1.4 million in encumbrances for IEP Day placements. All the DSS cases are being worked on and will be coming up before FAPT for the new year. It is anticipated that the total encumbrances will be approximately \$800,000. As previously indicated,

COMMUNITY POLICY AND MANAGEMENT TEAM

Children's Services Act

Meeting Minutes

June 21, 2023

Page 2 of 3

the funding allocation is expected to be the same as FY23. Last year the allocation was \$1,078,966. Another item to factor in is the increase in service costs. For example, one vendor increased their daily rate by 10%, which doesn't sound like a lot but when the rate is \$120 and it increases to \$132 per day, it can really add up.

Taking into consideration if the allocation is the same, and that encumbrances have exceeded the allocation at this point, inquiry was made to CPMT as their thoughts to start out the year by putting non-mandated services on a waitlist?

Discussion

Reminder to team members, CSA is to be the avenue of last resort. Some cases are being brought to FAPT when there are other resources that could be tapped. Please try to seek other funding streams before coming to CSA.

This item will be placed on agenda for next meeting and further discussion.

- FY24 Risk Assessment Survey (provided to members at meeting, attach b) The survey collects information pertaining to local CSA programs that is necessary to complete the risk assessment and seek input from local stakeholders. Please take a moment to complete the survey and return it to M. Turner by July 14, 2023. Ms. Turner will combine the responses and submit them to OCS by the deadline.
- House Bill #349- Went into effect January 27, 2022. The funding for this would come out of CSA under the mandated category. The independent living stipend is \$800 per month.

Foster care; housing support for persons between ages 18 and 21. Directs local departments of social services (local department) to provide housing support to any person who (i) is 18 years of age or older but less than 21 years of age, (ii) was in foster care under the custody of a local department on or after July 1, 2022, (iii) was in foster care under the custody of a local department (a) upon turning 18 years of age or (b) immediately prior to commitment to the Department of Juvenile Justice and is transitioning from such commitment to self-sufficiency, and (iv) declines to participate in the Fostering Futures program. The bill requires that such housing support shall be equal to the room and board portion of the maintenance payment that such person would otherwise receive for housing support through participation in the Fostering Futures program. Foster care; housing support for persons between ages 18 and 21. Directs local departments of social services (local department) to provide housing support to any person who (i) is 18 years of age or older but less than 21 years of age.

- CSA Today
 - 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.
- Nominations for an outstanding CSA Coordinator are being accepted.
 - CSA mentoring program- Experienced CSA Coordinators take new CSA Coordinators under their wing and assist with navigating the CSA world. The program has been very successful.
 - CANS- Individuals were having issues with the Okta verification process initially and the problems appear to have been smoothed out.

COMMUNITY POLICY AND MANAGEMENT TEAM

Children's Services Act

Meeting Minutes

June 21, 2023

Page 3 of 3

Miscellaneous

Motion to adjourn @4:05 pm by L. Buckhalter, second by L. Jackson, Motion passed without opposition.

CLOSURE -The next scheduled meeting of the CPMT is on July 19, 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

COMMUNITY POLICY AND MANAGEMENT TEAM

FISCAL YEAR 2023	STATE	CITY
CSA ALLOCATION	\$1,780,118.88	\$1,462,500.00
Expenditure thru 06/14/2023	\$1,497,859.60	\$1,497,859.60
Balance	\$282,259.28	-\$35,359.60
Parental Co-Payments/Refunds	\$19,554.96	\$19,554.96
Fund Balance	\$301,814.24	-\$15,804.64
Obligated Funds	\$500,949.41	\$500,949.41
Fund Balance	-\$199,135.17	-\$516,754.05

Local Pool Fund Match Rate	58.32%	41.68%
FY23 Total Base Allocation		\$1,780,118.88
FY23 State Base Allocation	\$873,551.72	\$996,233.35
FY23 Local Base Allocation		\$637,045.70
		\$624,307.88

	Fiscal Year 2023		
	# of Children Served	Expenditures thru 06/14/23	Obligated Funds thru 06/14/23
CITY OF MANASSAS PUBLIC SCHOOLS	14	\$652,497.82	\$264,309.60
DEPARTMENT OF SOCIAL SERVICES	19	\$624,125.88	\$119,548.81
COURT SERVICES UNIT	1	\$12,533.00	\$906.00
COMMUNITY SERVICE BOARD	5	\$208,702.90	\$116,185.00
TOTALS	39	\$1,497,859.60	\$500,949.41

Medicaid Adjustments Fiscal Year 2023				
	TFC	Regular	TFC-EXT & FAMIS	Totals
Medicaid Payments to Providers thru 06/2023	\$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

Approved 6/21/23

Fiscal Year 2024 CSA Local Agency - Annual Risk Assessment Survey

The Program Audit Activity of the Office of Children's Services (OCS) is responsible for evaluating the adequacy and effectiveness of governance, risk management, internal control, and compliance activities of local CSA programs, governed by requirements established in the Code of Virginia, Children's Services Act (§ 2.2-5200) and policies adopted by the State Executive Council (SEC). The basis for audit selections include risk assessment, management and stakeholder input, and the established audit cycle (every three years). The purpose of this survey is to collect information pertaining to local CSA programs that is necessary to complete the risk assessment, and to solicit input from local agency stakeholders that is specific to each of the individual programs. As you complete the survey, please keep in mind that a high risk rating does not guarantee that your program will be subject to an immediate audit. Further, a low risk score does not mean that your program will not be audited in the near future.

Instructions: Survey questions may be discussed with the full Community Policy and Management Team (CPMT). However, the CPMT Chair or designee should complete and submit only one survey per locality. Responses are due by 5:00pm on Friday, July 14, 2023.

Your prompt and thoughtful responses to this risk evaluation are greatly appreciated. If you have any questions about this survey, please contact Stephanie Bacote, Program Audit Manager at (804) 662-7441.

* Required

Respondent's Contact Information

(In case follow-up is necessary)

1. Locality Name *

ATTACH B

2. Respondent's Name *

3. Respondent's Title *

4. Respondent's Phone Number *

Inherent Risk Evaluation

The following risk factors may hinder achievement of objectives, if mitigating actions are not taken. Please rate the degree in which your local CSA program has experienced or have been affected by the situations described below.

(Note: A "high" rating is indicative that the risk exposure described exists and has significantly affected the local program. A "low" rating is indicative that the risk exposure is not present ,or where it exist that there has been little or no affect to the local program.)

5. CHANGES IN OPERATIONS: Extent to which changes in funding, staffing, operating practices/procedures over the past 24 months have affected your local program as the changes are absorbed. *

- Low
- Slightly Moderate
- Moderate
- Slightly High
- High

6. PRESSURE TO MEET OBJECTIVES: Extent to which the local program has been vulnerable to reductions in the quality of service provided, increased operating cost, or lessening of controls/ procedures to achieve federal, state, and local objectives. *

- Low
- Slightly Moderate
- Moderate
- Slightly High
- High

7. ADVERSE PUBLICITY: Extent to which unfavorable exposures (industry and/or public media) over the past 24 months have affected your local program's ability to secure and maintain public trust and confidence. *

- Low
- Slightly Moderate
- Moderate
- Slightly High
- High

8. SERVICE DELAYS: Over the past 24 months, the extent to which failure to meet stated service levels has seriously affected relations with stakeholders, created serious internal problems, and/or affected the program's reputation. *

- Low
- Slightly moderate
- Moderate
- Slightly High
- High

9. CONFIDENTIALITY OF DATA: Extent of loss or embarrassment over the past 24 months that was due to unauthorized or premature disclosure of protected information. *

- Low
- Slightly Moderate
- Moderate
- Slightly High
- High

10. INACCURATE DATA: Extent that incorrect data generated over the past 24 months has affected the integrity and reliability of data reported by the local program, and consequently shared by other state and local stakeholders. *

- Low
- Slightly Moderate
- Moderate
- Slightly High
- High

11. PROCESSING SOPHISTICATION: Extent to which the reliability of manual and/or automated technology processes used in the local program's process flow over the past 24 months has impacted performance of daily operating activities. *

- Low
- Slightly Moderate
- Moderate
- Slightly High
- High

12. HISTORY OF FRAUD: Extent to which actual or alleged incidences fraud occurring with in the past 24 months has impacted the local program. *

Low

Slightly Moderate

Moderate

Slightly High

High

Control Risk Evaluation

The following factors that are established to mitigate risks could potentially lose their effectiveness over time, and thus no longer function as intended. Please rate the degree in which your local CSA program has experienced or has been affected by the situations described below.

(Note: A "low" rating is indicative that the risk control described exists and is functioning as intended. A "high" rating is indicative that the risk control described does not exist, or where it does exist that the control is not working as intended).

13. EXPERIENCE LEVEL OF THE MANAGEMENT TEAM: Collectively, the extent of management's understanding of state and local CSA operations and understanding of management principles (planning, directing, and monitoring). Consider length of CSA experience.

- Low
- Slightly Moderate
- Moderate
- Slightly High
- High

14. INFORMATION TECHNOLOGY SECURITY: Extent that appropriate actions have been taken to protect sensitive/confidential data from unauthorized access, such as the use of restricted areas, passwords, and encryption devices.

- Low
- Slightly Moderate
- Moderate
- Slightly High
- High

15. AUDIT COVERAGE: Extent that internal and/or external reviews are of a quality and frequency of which to provide comprehensive evaluations of the local program.

- Low
- Slightly Moderate
- Moderate
- Slightly High
- High

16. ABILITY TO OVERRIDE POLICY: Extent of the ease to which management takes actions that supersede the state and local policies/procedures adopted that govern the local program.

- Low
- Slightly Moderate
- Moderate
- Slightly High
- High

17. CONTINGENCY PLANNING: Existence of a documented plan to ensure continuation of services in the event of an emergency (e.g. natural disaster) or other short/long-term service disruptions (e.g. extended absence of CSA Coordinator).

- Low
- Slightly Moderate
- Moderate
- Slightly High
- High

18. ADEQUACY OF POLICIES AND PROCEDURES: Extent to which local program policies and procedures are written, comprehensive, clear, accessible, aligned w/federal and state laws and policies where applicable, periodically reviewed and updated.

- Low
- Slightly Moderate
- Moderate
- Slightly High
- High

19. MEASURABLE GOAL/OBJECTIVES/PERFORMANCE TARGETS: Extent to which the management team has established benchmarks to gauge achievement; that are documented, reviewed/updated periodically, and disseminated.

- Low
- Slightly Moderate
- Moderate
- Slightly High
- High

20. MANAGEMENT REVIEW/QUALITY ASSURANCE: Extent to which the management team regularly receives and effectively acts upon formal reports detailing major aspects of the local program to ensure compliance with state and local requirements.

- Low
- Slightly Moderate
- Moderate
- Slightly High
- High

21. TRAINING: Extent to which a conscious effort is made to regularly provide training to local program stakeholders; that there is evidence that training needs of key stakeholders are met.

- Low
- Slightly Moderate
- Moderate
- Slightly High
- High

22. SEGREGATION OF DUTIES: Extent to which duties in the local program's processing stream (i.e., service planning recommendations by FAPT and funding authorizations by CPMT) are optimally separate.

- Low
- Slightly Moderate
- Moderate
- Slightly High
- High

23. CONFLICTS OF INTEREST: Extent to which local representatives adhere to state and local disclosure requirements (i.e. timely notification; completed disclosure forms; abstain from voting where applicable).

- Low
- Slightly Moderate
- Moderate
- Slightly High
- High

Stakeholder Feedback

All local programs are scheduled to be audited during the current three year audit cycle (Fiscal Years 2024-2026). Audit selections are based on the evaluation of many factors, including but not limited to risk/severity concerns, availability of resources, and input from OCS management and other state/local CSA stakeholders. Please note that a response to the following questions would NOT automatically result in the local CSA program receiving a higher risk ranking in the scheduling of audit priorities.

24. Please list and briefly describe any best practices, major achievements, and/or concerns that you have regarding your local CSA program.

25. Are there any particular areas of your program that you would like a callback from an auditor to discuss considerations for a more focused review? If yes, please provide a brief description.

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.