



COMMUNITY POLICY AND
MANAGEMENT TEAM

Local Policy Manual

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Common Acronyms and Definitions

4-E, IV-E, 216	Funding source for some Foster Care dependents on circumstances surrounding their removal from the home
CANS	Child and Adolescent Needs and Strengths Assessment
Case Manager	The employee handling cases involving child protection, children’s services, adoption, etc.
Child and Family Planning Team	Individuals important in the child’s life who are invited to participate by the child and family as determined by the objective established for the child and the needs of the family in providing for the child
Congregate Care	Where children are placed together for treatment services (group home, residential treatment program, psychiatric treatment program, or other residential treatment programs)
Consent Agenda	Items are approved as a group unless specifically called for individual discussion and action
CPMT	Community Policy and Management Team
CPS	Child Protective Services
CSA	Children’s Services Act
CSA Coordinator	Local Children’s Services Act Coordinator or Program Manager, or designee
CSB	Community Services Board
CQI	Continuous Quality Improvement
Family	Primary caregiving unit. A biological, adoptive, or self-created unit of people who share bonds, culture, practices, and significant relationships. Biological parents, siblings, and others with significant attachment to the individual living outside the home are included in the definition of a family.
FAMIS	Family Access to Medical Insurance Security (Virginia’s health insurance program for children under certain guidelines)
FAPT	Family Assessment and Planning Team
FC	Foster Care (mandated CSA service)
FCP	Foster Care Prevention (mandated CSA service)
GAL	Guardian Ad Litem (an attorney appointed by a judge to assist the court in determining the circumstances of a matter before the court)
HFWS	High Fidelity Wraparound Services
SCDSS or DSS	Shenandoah County Department of Social Services or Department of Social Services

IACCT	Independent Assessment Certification and Coordination Team
IDEA	Individuals with Disabilities Education Act
IEP	Individualized Educational Plan/Program (for special education students)
IFSP	Individualized Family Service Plan (currently FAPT paperwork)
JDRC	Juvenile and Domestic Relations Court
LD	Learning Disabilities (designated in the schools for reason to have an IEP)
LRE	Least Restrictive Environment
Non-Congregate Care	Foster care prevention, cases less than \$3000, therapeutic foster care, day education, and other non-residential treatment services such as mentoring, in-home services, or counseling
OCS	Office of Children's Services (state CSA office)
OHI	Other Health Impairment (designated in the schools for reason to have an IEP)
POSO or PO	Purchase of Services Order or Purchase Order
SOL	Standards of Learning (standardized tests in public schools)
SPED	Special Education
SSI	Supplemental Security Income
TBD	To Be Determined
TDO	Temporary Detention Order
TFC	Therapeutic Foster Care
TX	Treatment
UM	Utilization Management (mandate to ensure appropriateness and cost-effectiveness of each placement), Now called CQI.
UR	Utilization Review

1. Children’s Services Act Background and Philosophy

A. Background

The Children’s Services Act (CSA) was enacted by the Virginia General Assembly in 1993. This law established a child-centered, family-focused, and community-based system of care, combining a state pool of funds with local community funds to provide services to children and their families. Decisions about how this pool of funds is distributed were tasked to interagency teams throughout Virginia who collaborated on decisions to determine eligibility and oversee the provision of and payment for services.

The State Executive Council for Children’s Services (SEC) is responsible for establishing programmatic and fiscal policies for the CSA. The Office of Children’s Services (OCS) is the administrative entity at the state level responsible for the implementation of SEC decisions. The Community Policy and Management Team (CPMT) and the Family Assessment and Planning Team (FAPT) are interagency teams that make decisions at the local level regarding the day-to-day administration of the CSA and are typically formed per locality.

B. Shenandoah County CPMT Philosophy

Shenandoah County CPMT holds at its core that children and families who are “at-risk” should have access to a coordinated array of services to facilitate the best outcomes for the child and family. Following the Virginia Comprehensive System of Care, a child-centered, family-focused, and community-based system of care, the goal is to meet the individual needs of each child and family served using CSA Funding. Evidence-based, outcome-driven services shall be sought out and prioritized to best meet the unique goals of each youth and family served using Shenandoah County CSA funds.

2. Community Policy and Management Team (CPMT)

A. Role of CPMT:

The role of Shenandoah County CPMT is to conduct community planning, evaluate program performance, and develop local policies related to the overall management of the CSA process. The CPMT also develops and monitors the yearly budget and makes a report to the Shenandoah County Board of Supervisors on an annual basis. The CPMT is tasked with fiscal oversight and utilization of state pool and local funds, as well as to collect and report local data as requested and/or required. Additional information on the powers and duties of the CPMT are found in the OCS User Guide for CSA, the Code of Virginia, and the Appropriation Act.

CPMT is the entity that develops, implements, and monitors the CSA local program through policy development, quality assurance, and oversight functions.

The Family Assessment and Planning Team (FAPT) is a locality's Multidisciplinary Team (MDT) that recommends services for children and families. The team considers every child and family's strengths and challenges to address their specific needs. Families must be included in all FAPT assessments, service planning, and decision-making.

B. Guiding Principles:

Shenandoah County CPMT Believes:

- Parents occupy the most important seat at the table when conversations regarding their family are being held.
- Families should be involved in every aspect of service planning and delivery.
- Case Managers and service providers should always be transparent with families even when the conversations are difficult and uncomfortable. These conversations should always be communicated with clarity, empathy, and professionalism.
- Children should be served in their families and their communities when the child's safety is not in jeopardy. Concerns involving child safety must be referred to Social Services.
- Families should be served in a manner that promotes reliance on family and natural supports as opposed to creating a dependency on agencies and service providers.
- Case Managers must assist families in utilizing their insurance, natural and community supports before requesting CSA funding.
- Evidenced-based services should be utilized before requesting non-evidenced-based services.
- Case Managers and Service Providers should use a strength-based, solution-oriented approach to their work with children and families.
- Families will have the most success when they are supported and assisted in identifying and utilizing their own resources.

C. Membership:

The Membership of CPMT shall meet the requirements of the Code of Virginia (Section 2.2 - 5205) and be appointed by the Board of Supervisors for Shenandoah County. Membership of the Shenandoah County CPMT shall include, at a minimum, the heads of the following agencies or their designee:

- Northwestern Community Services Board
- 26th District Court Services Unit
- Lord Fairfax Health District
- Shenandoah County Social Services
- Shenandoah County Public Schools

Each of these agencies other than the Board of Supervisors shall have a primary and an alternate representative. The alternate representative shall have full authority to act in the place of the primary representative if such primary representative is absent, so as to facilitate representation from each agency at each meeting. Each agency is responsible for providing names of its recommended representatives to the Board of Supervisors.

In addition, the Shenandoah County Board of Supervisors shall appoint, as appropriate and available, other CPMT members including the following members:

- A representative of a private organization or association of providers for children's or family services if such organization or association provides services within the County
- A parent representative
- Other optional members (as deemed necessary and/or appropriate, including local government officials, law enforcement, and other public agencies)

CPMT members are expected to have the authority to commit funds and make program changes on behalf of their agency, even if such member is a designee or alternate. See Appendix B for a current list of CPMT members.

The CPMT shall establish a Chair and a Vice Chair, either one of whom shall have the authority to sign official CSA documents on behalf of the CPMT. The Chair and the Vice Chair will rotate amongst all members except for the parent representative and the agency serving as the fiscal agent. The CPMT Chair is appointed for a two-year term and will begin their term at the first meeting in January. After the two-year term, the Vice Chair will become the new Chair. The rotation is as follows, when possible:

Lord Fairfax Health District

Northwestern Community Services Board

26th District Court Services Unit

Shenandoah County Public Schools

Private Provider

Board of Supervisors

Optional members

The CPMT Chair or Vice Chair is responsible for signing contracts. The CSA Coordinator is designated to sign placement agreements.

Parent representatives and private provider's terms of service shall be limited to two years. Parent representatives may be reappointed with no limit on the number of consecutive terms. Private provider representatives should not be reappointed unless no other private provider representative is willing and eligible to be appointed.

Any Member of the CPMT who attends less than 75% of the regularly scheduled CPMT Meetings, within any calendar year, shall be reported to the Board of Supervisors and Chair of the Board of Supervisors, by the CPMT Chair or Vice Chair.

D. Duties and Responsibilities:

Shenandoah County CPMT has the authority to determine local policy and procedure regarding using CSA funds and operating procedures within the statutory framework of the Act. Specific requirements, authority, and duties of CPMT are listed in Virginia Code § 2.2-5206, as the same may be amended from time to time. CPMT will oversee programs to engage in outreach to marginalized youth and families.

E. Meetings:

Unless otherwise approved by CPMT, the Shenandoah County CPMT meets monthly, on the first Wednesday of every month at 10:00 am. In the event that a meeting on the first Wednesday of the month is impracticable due to holiday, inclement weather, or other reason, the meeting shall be the following Monday. These public meetings are held in person in a conference room of Shenandoah County Social Services. CPMT minutes are available on the Shenandoah County website and upon request to the CSA Coordinator. The terms of this paragraph are established as a default and may be changed/amended by the CPMT without amending this Policy Manual.

The purpose of CPMT meetings is to review the CSA overall budget, expenditures from the previous month, and to approve case budgets that were presented in FAPT meetings during the prior month, and to conduct any other business authorized by law. The CPMT also hears parental referrals, appeals of FAPT decisions, and discusses FAPT trends, issues, and concerns. The CSA office also provides regular updates on pending legislation related to the CSA and any OCS memos or pertinent training opportunities. CPMT members also share agency updates and news with the team and community during the meeting.

A quorum shall be a majority of the then-current membership of the CPMT.

F. Trainings:

During monthly CPMT meetings, the CSA Coordinator will keep the team up to date on any pending legislation regarding CSA, recent OCS memos, or other pending initiatives at the local, state, and federal level that may relate to CSA and its partner agencies. More in-depth training will be provided on these topics as needed during the meeting or provided by email.

Yearly the CPMT will receive refresher training on the role of the CPMT and may include other topics as the team and CSA office deem relate to the members' function as CPMT members and to ensure best practices. All CPMT documents (confidentiality agreement, financial disclosure, etc.) will be renewed/signed on a yearly basis as required by OCS and the Code of Virginia.

G. Code of Ethics:

The Shenandoah County CPMT Code of Ethics is intended to provide an ethical guideline for CPMT and FAPT members who must always be responsive to the public's need and preclude even the appearance of impropriety in the performance of their duties. The members of CPMT and FAPT must conduct themselves in a manner that upholds public trust and ensures the proper utilization of resources of Shenandoah County. To this end, members have a responsibility to the following:

1. Conflict of Interest: Members serving on CPMT and FAPT who are parent representatives or who represent a private organization shall abstain from decision-making involving individual cases or agencies in which they have a personal interest or a fiduciary interest.
2. Confidentiality and Privacy: Members serving on CPMT and FAPT will respect the privacy of all individuals and hold in confidence all information obtained in the course of professional services. Members shall follow all policies, laws, and regulations regarding confidentiality and privacy. Each member will sign a confidentiality agreement annually.
3. Informed Consent: Members serving on CPMT and FAPT shall ensure that all individuals will provide informed consent for any proposed treatment services. All communication with youth and family, whether oral or in writing, will be provided, as feasible, in the youth and family's language of choice, and be mindful of various dialects and literacy needs.
4. Appropriate Boundaries with Clients: Members serving on CPMT and FAPT shall not engage in activities that take advantage of his/her position of trust and shall always maintain appropriate professional boundaries.
5. Acceptance of Gifts, Favors, or proffers: Members serving on CPMT and FAPT will not accept any gifts, favors, donations, or things of value that may influence their duties. This also applies to organizations or entities that CPMT and FAPT members associate themselves with. Any proposed acceptance of gifts, favors, donations, services, or things of value that are deemed to be of benefit to the county or community shall be referred to the county

administrator for acceptance or rejection.

6. **Dual Relationships with Clients:** Members serving on CPMT and FAPT shall not engage in dual relationships with clients and vendors. Examples of dual relationships include but are not limited to the following: social, financial, familial, and personal relationships with clients or vendors.
7. **Maintaining Professional Standards:** Members serving on CPMT and FAPT are obligated to accurately inform and avoid misrepresentation of any applicable levels of education, training, and experience.
8. **Members serving on CPMT and FAPT should hold themselves to the highest standards of respect for and responsiveness to all aspects of diversity, including differences in race, economic status, culture, disability status, gender identity, and other areas when interacting with youth and family.**
9. **Reporting Ethical Violations and Dilemmas:** Members serving on CPMT and FAPT are obligated to report to the CPMT Chair any violations of these and other commonly accepted ethical conventions. CPMT and FAPT members are expected to consult with the CPMT Chair or seek legal or other professional advice whenever a situation poses the appearance or possibility of an ethical dilemma.
10. **Any member of CPMT or FAPT found in violation of the code of ethics policy must be reported to the CPMT chair and CPMT shall then review the circumstances in a closed session. This may result in a referral to the agency to which the member belongs as well as the Board of Supervisors, as well as a removal from the CPMT or FAPT, and other consequences in accordance with law.**

Statement regarding Discrimination

Shenandoah County CPMT, FAPT, CSA Office, and its contractors shall be free of discrimination based on race, color, religion, sex, sexual orientation, gender identity, marital status, pregnancy, childbirth or related medical conditions including lactation, age, military status, disability, or ethnic or national origin. Any contractor must comply with the provisions and requirements of Title VI of the Civil Rights Act of 1964 and its implementations and regulations. Any contractor must further comply with Section 504 of the Discrimination Act of 1973, as amended, and its implementing regulations, Title IX of the Education Amendments of 1972 and the Americans with Disabilities Act, as applicable.

H. CSA Utilization Management and Continuous Quality Improvement (CQI)

The CSA Coordinator oversees the utilization management process and funding on a quarterly basis.

I. Strategic Plan

CPMT strategic planning includes shorter-term goals which are discussed and set yearly to address growing trends and potential areas for growth. Long-range goals to shape community philosophy

regarding the provision of services for youth and families and to identify current community services' strengths and needs form the basis of the long-term strategic planning done by the CPMT. The long-term plan is created with strategic objectives to be addressed over a 5- and 10-year timeline but is also reviewed and reevaluated as needed.

J. Funding Requests

a. Emergency

In the event emergency funding is needed, The CPMT representative for the requesting agency shall forward the IFSP or Emergency Request form to the CPMT Chair for approval. This request can be approved via email.

b. Other special circumstances

In the event that funding is needed outside of the regular CPMT schedule and process and the IFSP was reviewed and approved by FAPT, the CSA Coordinator shall email the IFSP to all of the CPMT members for input. Without objection from the CPMT members the CPMT Chair will process the request.

c. CSA Shenandoah County CPMT policy allows for the following exceptions to the FAPT process:

- Cases referred by Shenandoah County Public Schools for a private day or residential education placement through an IEP.
- CSA funds may be used for placement or services for children placed in foster care if the youth is assessed by the FAPT within 14 calendar days of placement/service initiation.

K. Appeal Process for FAPT

Any youth, parent, legal guardian/custodian, or representative of the agency holding legal custody of the youth, who is dissatisfied with the recommendations of the FAPT may file a written request for an appeal to the Shenandoah County CSA office. In addition, any youth, parent, legal guardian/custodian, or representative of the agency holding legal custody of the youth who is dissatisfied with any decision of CPMT, included but not limited to denial of funding, decrease in service hours, alternative service recommendations, may file a written request for an appeal to the Shenandoah County CSA office. The appellant must submit to the Shenandoah County CSA Office a written request for the appeal review within fourteen (14) calendar days of the decision being appealed. The written appeal must include the answers to the following questions.

- The reason for the appeal and the service being appealed.
- Contact information for the appellant.

Co-Payment appeal documents required:

- All household income; this includes pay stubs for the previous three months for ALL employed household members.
- Verification of all household expenses
- One Month of Current bank statements
- Any information you consider relevant that should be considered in CPMT's Decision for the co-pay

Once the request for appeal is received by the CSA office, the CSA Coordinator or designee will reach out to the family and or the case manager to schedule the appeal, using the contact information listed in the appeal letter. Reasonable effort will be made to accommodate the schedule of the family. If the family does not respond to the scheduling request within 7 calendar days of contact by the CSA Coordinator, the appeal will be considered withdrawn.

The appeal will be heard by an appeals panel consisting of at least three members of the CPMT, which appeals panel shall include the CPMT Chair or Vice Chair. Once the appeal is heard, the appeals panel will convene in a special executive session. The appeal will be reviewed within twenty-one (21) calendar days after receiving the request, unless the family requests more time due to scheduling difficulties.

A decision in writing shall be rendered within seven (7) calendar days of the appeal hearing, to the person requesting the appeal, the case manager, and the FAPT Chair.

If the current authorization for services is due to expire within 30 days, the timelines set forth herein for appeal may be expedited.

If new information that may have impacted the FAPT decision becomes available from other sources before the appeal review, with the agreement of the appellant the case may return to the FAPT for re-review.

L. Appeal Procedures

Information available to the Appeal Panel, at a minimum, shall include:

- IFSP
- Any other information that was given in writing to the FAPT
- Any information the appellant requests

Required Attendance

- Person requesting the appeal
- Parent/legal custodian of youth under 18
- Parent of youth over 18, if the parent has legal guardian/ custodianship
- Youth under age 18, if requested by the parents/legal custodian
- Youth over age 18, if desired by the youth
- The case manager, or designee, with the case record available

- The person who assumed the leadership role at the FAPT meeting when the decision under appeal was made or another FAPT member who attended the meeting if the FAPT leader is unavailable.
- CSA Coordinator to take notes for the panel

Optional Attendance

- The appellant, parent/legal guardian/ custodian, or youth may invite others to provide support or information, recognizing that meeting time is limited to one hour. The appellant should provide in writing to the CPMT Chair the names of the individuals and the relevance of their attendance. This should be provided at a minimum of ten (10) business days before the appeal hearing in writing.

Required Notice

The CSA Coordinator will notify all required attendees of the time and date of the appeal hearing as soon as possible after the hearing is scheduled, but in no event later than 3 calendar days prior to the hearing.

Meeting format

- Appeal meetings are limited to one hour.
- The CPMT Chair or Vice Chair welcomes the family, explains the process of the review, and then goes into a closed session. The CPMT Chair or Vice Chair will read the appeal request.
- The FAPT or CPMT representative explains how the FAPT or CMPT arrived at their decision.
- The person requesting the appeal presents the reason for the appeal and any other information that will help the panel understand the youth's needs.
- Questions and discussion
- All attendees except the CPMT Panel will be excused from the meeting, to allow for the CPMT panel to discuss the appeal and render a disposition.
- The CSA Coordinator will confirm the decision in writing within seven (7) calendar days to parents, the case manager, and the FAPT leader.

M. Contracting for Services

Vendors must have a current contract with Shenandoah County CPMT and be in compliance with all requirements set forth in the contract in order to be reimbursed for services.

Clinical Services will only be delivered by a licensed clinician or a licensed eligible clinician as defined and regulated by the Virginia Department of Health Professions.

Non-clinical services must be recommended by a licensed clinician. The recommended service cannot be provided by the clinician making the recommendation or the agency the clinician works for unless the agency is a public or non-profit agency. Case Managers are responsible for exploring equivalent services through other funding streams prior to requesting CSA funding and throughout the life of the case.

N. CPMT and FAPT communication

FAPT members are encouraged to discuss any concerns regarding CSA with their CPMT representative. In addition, the CSA Coordinator will make a FAPT report to CPMT monthly.

CPMT will prepare a FAPT report each month with approvals/denials, reasons for denials and any other pertinent information CPMT needs to convey to FAPT.

O. CPMT and FAPT Communication with the Courts

For any child before the court who has an open FAPT case the CSA Coordinator will submit the IFSP and the minutes from the FAPT meeting to the Court within 3 business days of the IFSP funding being reviewed by FAPT.

CPMT will complete a report to the court for any child before the court in which CPMT approves or denies funding for a service or a service is delayed due to CPMT requesting additional information.

P. Implementation of Services

No service shall be approved for CSA funding or implemented until the case manager thoroughly explores services through the child and/or family's insurance. The service and providers explored must be indicated on the IFSP and updated with each IFSP review. After exploration of the child and/or family's insurance, the case manager must explore evidenced-based programs before requesting non-evidenced-based programs. The evidenced-based programs and providers explored must be indicated on the IFSP and updated with each IFSP review.

No service shall be implemented until the family completes and returns the Parental Co-Pay worksheet and required income documentation to the Shenandoah County CSA office. Exclusions to this are IEP services and Foster Care.

3. Family Assessment and Planning Team (FAPT)

General Information

A. Roles and Responsibilities

The Shenandoah County FAPT is the entity responsible for reviewing services identified in the IFSP and making recommendations to CPMT. FAPT members are responsible for conducting utilization reviews, providing information regarding community resources, and sharing best practices and evidence-based programs being utilized in other areas of the state. FAPT members are responsible for ensuring that all other funding sources and insurance are exhausted and utilized before recommending CSA funding to CPMT.

B. Members

The Shenandoah County FAPT shall include representatives from the following community agencies, who have authority to access services within their respective agencies.

- Northwestern Community Services Board
- 26th District Juvenile Court Services Unit
- Shenandoah County Department of Social Services
- Shenandoah County Public Schools

FAPT shall also include a parent representative and may include a representative from the Department of Health and a representative of a private organization. These positions shall be appointed by Shenandoah County CPMT.

*Private Provider and Parent Representative must submit a resume, statement of interest, ability to commit, and references. Background checks are required for the parent representative and the private provider. Private Providers and Parent Representatives shall be limited to three (3) years, after which, they must reapply if they want to be appointed to FAPT.

Current FAPT members and/or CSA staff may make recommendations or requests to the CPMT for appointment of other members, which requests may be considered by the CPMT, subject to the provisions of Virginia Code § 2.2-5207.

The CPMT shall appoint a rotation of the FAPT Chair and Vice Chair. They shall rotate as follows:

- 26TH District Court Services Unit
- Northwestern Community Services Board
- Shenandoah County Department of Social Services
- Shenandoah County Public Schools

The Chair and Vice Chair position shall rotate every two years and will change in January of odd years.

Each agency shall also designate an alternate representative, in the event the primary representative is unable to attend FAPT.

See appendix A for list of current FAPT members.

C. Meetings

Unless otherwise changed by the FAPT, FAPT meetings will take place as needed on Tuesdays. All FAPT paperwork must be submitted to the CSA office, no later than close of business the Thursday before the scheduled FAPT meeting. Failure to have the paperwork in by that time will result in the meeting being rescheduled to the next open FAPT date. Any exception to this will require CPMT Chair approval which must be obtained by the CPMT representative of the agency responsible for the case.

D. Frequency of FAPT Review

- Children in Residential Treatment Facilities are to be reviewed at least every 3 months. After nine (9) months, the review will occur monthly.
- Children in Residential for Assessment and Diagnostics will be reviewed at FAPT within 6 weeks of admission to the program.
- Children in Group Homes are to be reviewed a minimum of every 3 months.
- Children in Therapeutic Foster Care are to be reviewed a minimum of every 3 months.
- Children/Families receiving Prevention Services will be reviewed a minimum of every 3 months.
- Children in Regular Foster Care Homes receiving CSA-funded therapeutic services in addition to maintenance and daycare will be reviewed a minimum of every 6 months.
- Children in day placement based on their Individual Educational Plan (IEP) will be updated to FAPT and CPMT annually or when the IEP is changed/amended.
- Children receiving SPED wrap services will be reviewed a minimum of every 3 months.
- Children who are being stepped down to a less restrictive environment or moved to a new placement will be reviewed prior to the move, and 2 months after the move.
- Children who are moved on an emergency basis will be reviewed at the next available FAPT meeting.

The CSA Coordinator shall document in the individual CSA case file the FAPT recommendations and CPMT approvals for each case reviewed at FAPT. FAPT case managers are responsible for providing the IFSP to the families and vendors.

E. Training

Shenandoah County FAPT team members are required to participate in any trainings from OCS, that are in person or online. Appointed FAPT members must complete an initial online training for duties and responsibilities for FAPT Members and should also complete the training on an annual basis. The certificate of completion must be emailed to the CSA office after completion of the training. Any new or substitute member of the FAPT team, must complete the CSA FAPT training and email the certificate of completion to the CSA office, before attending the FAPT meeting.

F. Eligibility for CSA Funding

Special education status

Foster Care Status

Behavioral/ Emotional Needs/ Child in Need of Services (CHINS)

*CHINS Checklist must be approved by CPMT prior to FAPT reviewing the IFSP with the exception if the child is declared a child in need of services by the court.

G. Referral to FAPT

Referrals to FAPT may be made by a member agency; judges, parents, or youth through the most appropriate member; or other CPMTs. The referral must meet **all four** of the following criteria:

1. FAPT has determined that the child's behavior, conduct, or condition presents or results in a serious threat to the well-being and physical safety of the child or another person if the child is under the age of 14 and is of sufficient duration, severity, and disabling and/or self-destructive nature.

Or, a court determines that the child presents a clear and substantial danger to his/her own life or health and/or that of others, the child or family is in need of treatment/rehabilitation, and services are not presently being received.

2. The child has an emotional and/or behavior problem that:
 - a. Has persisted over a significant period of time, or if only in evidence for a short period of time are of such a critical nature that intervention is warranted; and
 - b. Is significantly disabling and present in multiple community settings such as home, in school, or with peers; and
 - c. Requires services or resources that are unavailable, inaccessible, or beyond normal resources.

Or the child is currently in or at imminent risk of entering purchased residential care and requires services beyond normal agency services or routine collaborative processes and requires coordinated services by at least two agencies.

3. The child requires services to:
 - a. Address/resolve the immediate crisis that seriously threatens the well-being and physical safety of the child or another person.
 - b. Preserve and/or strengthen the family while ensuring the safety of the child and other persons; or
 - c. Prevent or eliminate the need for foster care placement.

Or placement outside the home is through an agreement between the public agency designated by CPMT and the parent/guardian who retains legal custody. A discharge plan for the child to return home shall be included.

4. The goal of the family is to maintain the child at home or to return the child home as soon as appropriate.

H. Documentation- New Case Documents

Before coming to Shenandoah County FAPT, case managers will be required to submit the following documentation to the CSA office at least Five (5) business days prior to the youth's scheduled FAPT date:

- Consent to Exchange Information
- Comprehensive Initial CANS
- FAPT Referral Information
- Clinical Assessment of needs for Community Based Services
- Procedural Safeguards
- Parent Co-pay Policy and Screening
- Co-pay agreement, if applicable
- Foster Care Prevention Checklist (DSS Only)
- CHINS (All Non-DSS Agencies)
- Initial IFSP Budget
- Budget with unsigned signature page

Additional Documents that may be required include:

- Parental Agreement (for applicable residential placements only)
- Individualized Educational Plan (Residential, WRAP, or Day Placement only)
- CHINS Court orders

I. Parental Self- Referrals

Parents shall contact the CSA office to process the necessary documents for their referral to FAPT.

4. CPMT and FAPT Joint Rules and Responsibilities

A. Specifically Granted CPMT and FAPT Signing Powers

The current signing powers include the following:

- Parental Co-Pay Agreements (Parent, CSA Coordinator, FAPT case manager)
- Parental Agreements/CSA (Parent, CSA Coordinator)
- Financial Agreements for Placement, whether free-standing or embedded within other Placement. (CSA Coordinator)
- Reimbursement Rate Certification (CPMT Chair)
- Shenandoah County CSA Purchase of Service Agreements (CPMT Chair or CPMT Fiscal Agent)
- CSA Vendor Contracts (CPMT Chair, CSA Coordinator, and Legal Counsel)

B. CPMT and FAPT Communication

All Communication between FAPT and/or CPMT members that occur outside of a meeting and are related to the management and operations of either group, shall be maintained centrally by the CSA Coordinator. In this context, "communication" is defined as non-client-specific information that would not normally be incorporated into scheduled meeting minutes. Examples may include the results of appointed CPMT sub-groups, communications with state regulatory agencies, or meetings between FAPT and CPMT. All client-specific communications would be maintained with the appropriate individual client files.

C. CPMT and FAPT Member Conflict of Interest

Restrictions on Voting: Persons serving on the team who are parent representatives or who represent private organizations or associations of providers for children's or family services shall abstain from decision-making involving individual cases or agencies in which they have either a personal interest, as defined in Section 2.2-3101 of the State and Local Government Conflict of Interests act, or a fiduciary interest. The CSA Coordinator will maintain Conflict or statement of economic interest forms for applicable staff.

5. CSA Coordinator

The role of the CSA Coordinator is to facilitate high-quality, child-centered, family-focused, cost-effective, community-based services to at-risk youth and their families within the local government structure as organized under the CSA. The CSA Coordinator serves as the facilitator of the local system process to improve outcomes for children and families. The CSA Coordinator performs responsible professional and administrative work coordinating the community service program as documented within the CSA Coordinator Position Description.

6. Family Participation

A. Family Participation

Family partnership is a cornerstone of the CSA. To enhance the partnership with parents in Shenandoah County, the CPMT 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. The parents of the child or youth at risk will participate in the process with others included as appropriate. The youth at risk is also included in the aspects of planning and review of services as the youth's age and appropriateness of inclusion permit.

Planning meetings are anticipated to be conducted in a spirit of partnership and collaboration.

The CSA was designed to assist at-risk youth and their families to gain access to services from various human services agencies to meet their needs. State and local agencies, parents, and private service providers work together to plan and provide services. All parents of children served by the CSA have the right to:

- Understand the local CSA process and receive information on the timelines for receiving and reviewing referrals for services.
- Be notified before the child is assessed or offered services.
- Consent in writing before beginning any services that are part of the family service plan developed, except when ordered by the court, upheld by the appropriate appeals process, or authorized by law.
- Review and receive information regarding the child's CSA record and confidentiality (unless otherwise authorized by law or ordered by the court).
- Receive assistance from local human services professionals to be assessed to determine the services the child requires.
- Review, disagree with, and appeal any part of the child's assessment or service plan.
- Participate during the portion of the meeting at which a CSA Team discusses the child and family situation, except for a closed session as prescribed by law.

The FAPT review will be scheduled by the CSA Office and the case manager will provide the parent(s) or legal guardian with a copy of the IFSP. The parents will be provided with the scheduled time of the initial FAPT meeting. Their attendance is mandatory at the initial FAPT meeting. Virtual and telephonic attendance are acceptable. If in the event the time does not work for the parent or legal guardian, the Case Manager or Case Manager Supervisor must contact the CSA office to schedule a time that the parent or legal guardian can attend the FAPT meeting. It is encouraged that parents or legal guardians participate in subsequent FAPT meetings, either in-person, virtually, or telephonically.

If interpreter services are needed, these services will be arranged by the case manager for the FAPT meeting. Parents or legal guardians may elect to have their own designee act as their interpreters. The interpreter designee must be at least eighteen (18) years of age and be listed on the release of information.

Parent(s) and legal guardians are encouraged to attend all meetings. FAPT may decline to review the case in the absence of a parent and/or legal guardian. For biological parents, for which services are being requested, who are not present, FAPT may decline to put services in place for that parent until the parent participates in the FAPT meeting. Those in attendance at the FAPT meeting are encouraged to participate in the meeting process. No new services shall be started without a signature from a parent or legal guardian on the IFSP in which the new service has been proposed.

Foster parents are encouraged to participate in the assessment, planning, and implementation of services when a child has the program goal of permanent foster care or is in a long-term foster care placement. The case manager is responsible for notifying the foster parents of the time and date of the FAPT meetings relating to the children in their care. Foster parents may speak at the meeting or submit written testimony, if unable to attend. The opinion of the foster parents is to be considered during team deliberations.

Case Managers are expected to review the IFSP before the FAPT meeting with the parent or legal guardian. The child and/or parent/guardian must be advised that they have the right to appeal the service plan proposed by FAPT. Please see the FAPT Appeal process.

B. Parental Co-Pays

Virginia Code §2.2-5206(3) and §2.2-5208 require the CPMT to establish and the FAPT to implement policies to have parents/guardians of children receiving CSA-funded services contribute financially to the cost of such services, except when prohibited by law or regulation (e.g., for special education services per an IEP).

The Appropriation Act of 2024 (HB6002) specifies that the CPMT shall enter into formal agreements with parents or legal guardians and that the Office of Children's Services shall be a party to any such agreement.

The CSA Policy Manual discusses the criteria for referring to the Division of Child Support Enforcement for child support payments or assessing parental co-payments for children served in out-of-home placements (Policy 4.5.4). Concerning the question of determining parental contributions for children placed in out-of-home placements under a CSA Parental Agreement: no parental contribution may be assessed against any services funded by Medicaid or educational services required under an IEP.

The following policy establishes the level of parental fiscal responsibility:

- A. CSA co-payment for services will be assessed through the CSA office using the CSA Parental Contribution Assessment Worksheet, except for IEP services. Parents of children in foster care will be referred to the division of child support enforcement by social services. Alternate caregivers will not be assessed for Parental Co-pays; however, the parent/ legal guardian will be assessed by CSA.
- B. CSA-funded services will not begin if the parent(s) are uncooperative or unwilling to provide the necessary information to assess a copay.

Processes:

1. Prior to opening the case to CSA, parents will complete the Parental Co-Payment Screening Form and return it to the CSA office (If parents are separated or divorced and share joint custody of a child, both parents with legal rights will be assessed individually). In addition, the CSA office will request the following:
 - a) Current pay stub and other documentation of gross income
 - b) Previous year's tax returns
 - c) Other available financial resources
2. The Parental Co-Pay Financial form will be filled out to determine the amount that will be required by the parent(s) to pay, and the CSA/Parental Co-Pay fiscal Authority/Payment Terms Agreement will be given to the parent(s).
3. If assessed a co-pay, parents are responsible for making this payment to the CSA office by the 15th of every month, that the child is receiving services.
4. A late payment penalty will be charged at 10% on any amount due that is not paid on or before its due date. In addition, interest at the rate of 10% annually shall be calculated on the unpaid past-due amount.
5. Accounts greater than 90 days past due will be referred for collection and additional collection fees may be assessed. In addition, CSA funding for services may be ended for nonpayment of parental copays.

C. Parental Agreements

CSA Parental Agreements are, defined by OCS, agreements between an agency designated by the PCMO, other than the local Department of Social Services, and a parent or guardian who retains legal custody. (See CSA User Guide (2024 edition) 5.3.2.2.2.

The parental agreement shall meet the following criteria:

- Only out-of-home treatment placements are appropriate (residential, group home or Treatment Foster Care (TFC);

- The child is under the age of 18 at the time of placement;
- The agreement is voluntary;
- Either party may terminate the agreement with notice as stated in the agreement;
- It is not used in cases where abuse or neglect has occurred or is an issue;
- If CSA funds are used, all CSA requirements such as screening for Medicaid eligibility, FAPT review and administration of the uniform assessment instrument and utilization management/utilization review must be met;
- The parent retains legal custody;
- The parent(s) will be assessed for a co-payment;
- The parent is required to be involved in planning and treatment; and
- The plan is to return the child home as soon as appropriate.
- Parental Agreements will remain in effect for one (1) calendar year. If the Youth remains in out-of-home treatment, then the parental agreement will go through the renewal process.

In order to enter into this agreement, the case will:

- Be presented at FAPT to determine if the case meets eligibility criteria and if the parent and FAPT agree that an out-of-home placement is necessary to meet the child's needs,
- If the youth has been determined to be CHINS, FAPT does not need to re-determine the youth's eligibility for CSA funding.
- If the youth does not have a case worker at this meeting, an agency other than DSS will be appointed to serve as the case manager.
- The case worker will follow the IACCT process when making a placement to a residential facility.

Once FAPT has approved services, the CSA Manager will schedule a time to meet with the case worker and parent to complete the following forms:

- Parental Agreement
- Co-Pay Screening Form
- DCSE Absent Parent Information Form (if the child is placed in a residential facility)
- Co-Payment Agreement
- The original agreement will be maintained in the case worker's file and a copy will be given to the parent and CSA Manager. Agreements will be valid for one year at which time the agreement can be renewed if services are still necessary. Although the agreement is between an agency designated by the CPMT and the parent, the CPMT must also approve and sign the agreement as the CSA is the funding source. A local public agency **may not** enter into a CSA Parental Agreement without the approval of the local CPMT.
- If residential treatment is needed and agreed upon by FAPT, the caseworker will pursue admission to a facility in the following order:
 - In-state Medicaid facility
 - Out-of-state Medicaid facility
 - In-state non-Medicaid facility
 - Out-of-state non-Medicaid facility.

Denials from Medicaid-funded placement must be submitted to the CSA office before seeking approval for a non-Medicaid placement.

- After a child is placed at a Medicaid facility for thirty (30) days, the parent (s) must apply for Medicaid on the Thirty-first (31st) day for the child. Failure to do so may result in CSA funding being withheld.
- If a child is placed in a non-Medicaid facility or the parents do not seek Medicaid funding after their child is in placement for 30 days, CPMT may assess the parental co-pay at 9% as opposed to the current 3% rate.

7. Policies of Other Community CSA Stakeholders

Community stakeholders in the administration of the administration of the Children's Services Act (e.g. Shenandoah County Public Schools and Shenandoah County Social Services) may draft their own policies concerning CSA administration. Such policies shall be in accordance with applicable law. In the event of conflict between this local CPMT Policy Manual and policies adopted by community stakeholders, the terms of this Policy shall prevail, pursuant to CPMT's authority to promulgate policy per Virginia Code § 2.2-5206.

Appendix A

Current FAPT members

- Department of Juvenile Justice
- Shenandoah County Public Schools
- Northwestern Community Service Board
- Shenandoah County Social Services
- Parent Representative
- Private Provider – Currently recruiting

Appendix B

Current CPMT members

- Health District
- Shenandoah County Social Services
- Department of Juvenile Justice
- Northwestern Community Service Board
- Shenandoah County Public Schools
- Board of Supervisors
- Board of Supervisors Special Appointee
- Parent Representative
- Private Provider