



**King George County
Children's Services Act (CSA)
Policy and Procedures**

4/20/2023 Revision

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These, in addition to the By-Laws of the Community Policy and Management Team (CPMT) represent the governing operations of the King George County Children's Services Act (CSA) program. At no time shall any policy contained herein be seen as to conflict with any Local, State, or Federal laws.

Members of the CPMT shall annually review and revise policies and procedures to ensure alignment with current CSA statutes and policies adopted by the State Executive Council for Children's Services. This annual review shall include a research of any new children and family service providers in the County who could potentially be utilized as a Private Provider Rep for the CPMT team. Policy or procedure may be amended at any regular meeting of the CPMT by a majority vote of those present.

1. CSA Vision and Philosophy

The overall vision of the King George CSA is to be able to reduce out of school placements, reduce the number of children coming into Foster Care, and to ensure youth with mental or social challenges a system of support which will allow them to be maintained in their respective homes and improve the quality if their lives.

The King George CSA shares in the beliefs that:

- a. All families have strengths;
- b. Families are the experts on themselves;
- c. Families deserve to be treated with dignity and respect;
- d. Families can make well-informed decisions about themselves and their children;
- e. Family voice and choice is a trauma-informed approach to service engagement;
- f. Families are shaped by their rich and unique histories and cultural backgrounds. This includes the entirety of those elements that shape individual members' identities and the family as a whole. Such elements include but are not limited to race, ethnicity, culture, religion, language, sexual orientation, gender identity, disability status, and history of personal and collective trauma;
- g. Outcomes improve when families are involved in decision-making; and
- h. A team that genuinely includes youth and family is often more capable of creative and high-quality decision-making than individuals or groups of professionals alone.

2. CPMT Purpose and Duties

The CPMT manages the local CSA program by coordinating agencies efforts, managing the available funds, and establishing CSA program policies.

Specific duties of the CPMT are:

- A. To exercise all powers and duties set forth in [COY § 2.2-5206](#)

B. Family Engagement:

Per [COV § 2.2-5208](#) the CPMT shares in the philosophy that being child-centered, family-focused, and strength-based is at the core of both the CSA and the system of care approach. King George CSA will create a culture of respect, inclusion and equity to promote family engagement and to provide for family participation in all aspects of assessment, planning, and implementation of services.

Periodic surveys of families served by CSA will be conducted annually to help assess and measure the quality of family engagement protocols and processes, and to help identify areas for improvement.

C. Parental Contributions:

The [COV § 2.2-5206](#) authorizes the CPMT 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. Interagency Service Provision & Policies:

As set forth in [COV § 2.2-5206](#) the CPMT shall develop interagency policies and procedures to govern the provision of services to children and families in its community, and develop interagency fiscal policies governing access to the state pool of funds by the eligible populations including immediate access to funds for emergency services.

The CPMT shall increase interagency collaboration and family involvement in service delivery and management.

Emergency placements for Foster Care cases are authorized but MUST be brought before FAPT within 14 days of placement or funding will be denied. Emergency Placement is defined as the initial placement, and/or movement to a more restrictive/less restrictive placement between normally scheduled FAPT meetings.

The CPMT shall allow emergency FAPT meetings in crisis situations when the child is at risk of removal from their home and the monthly FAPT meeting has already been held. This risk for removal from the home could be due to abuse, neglect, or behavior or conduct of the child that presents a serious threat to the wellbeing or physical safety of the child, or the well-being or physical safety of another person if the child is under the age of 14.

Out of state placements will only be considered when all in-state options have been exhausted.

The CPMT requires member agencies to inform the CSA Coordinator as soon as they become aware that a family receiving CSA services has moved out of King George County. A new address

should be provided to the CSA Coordinator and the family should be advised of the option of receiving CSA services from the new jurisdiction. The CSA Coordinator will immediately notify the new CSA jurisdiction and service vendor(s) in writing of the case transfer. King George CSA will remain responsible for payment of services for thirty (30) days from the date the receiving locality receives notification. Copies of the signed parental consent form, most recent IFSP, CANS, and IEP will also be provided to the new CSA jurisdiction.

E. Fiscal Administration & Management:

The expenditures of CSA funds will be planned, authorized, and monitored by CPMT to ensure appropriate and effective use of resources. Expenditures will be documented on a monthly financial report to be reviewed each month at CPMT. Budget projections will be reviewed during the last quarter of the fiscal year, with supplemental funds requested from OCS as needed.

Whenever possible, alternate funding sources such as Medicaid, IV-E, or private insurance, will be used to pay for services in lieu of CSA funds.

Purchase orders will be issued for all CPMT approved expenditures and will serve as authorization for the expenditure of CSA funds.

Pool reports will be submitted and approved by the Fiscal Agent on a monthly basis to ensure timely reimbursement from the State for CSA expenditures.

Following the end of the fiscal year on June 30, the CSA Coordinator will ensure that all invoices have been received and paid by September 30 to avoid having these expenditures become a 100% local expense.

Administrative Funds will be requested from OCS by the established deadline each fiscal year.

CSA balances from Thomas Brothers will be reconciled with County general ledger accounts each month after the County has loaded the new fiscal year budget.

F. Administration of Funds:

The King George CPMT shall administer funds pursuant to [COV § 16.1-309.3](#).

G. Review of Data:

The CPMT shall review and analyze data in management reports provided by the Office of Children's Services for At-Risk Youth and Families in accordance with [COV § 2.2-2648 D18](#) to help evaluate child and family outcomes and public and private provider performance in the provision of services to children and families through the Children's Services Act program. The

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. These data reports shall be reviewed twice annually at regularly scheduled CPMT meetings.

Additionally, the CPMT team 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.

H. Collect and Provide Uniform Data:

In accordance with [COV § 2.2-2648 D16](#) the CPMT shall collect and provide uniform data to the Council as requested by the Office of Children's Services for At-Risk Youth and Families.

Monthly Pool Fund reports will be generated through the Thomas Brothers system and uploaded to OCS the first week of each month.

The CPMT will complete an annual Risk Assessment and GAP Survey provided by the OCS to determine any potential risks to the King George CSA program and service gap needs in our locality.

The CPMT will review and approve an Administrative Funds request to OCS to help offset the non-services cost of implementing King George CSA. These funds may go toward administration/coordination of services (e.g., the salary of the CSA Coordinator).

The CPMT shall approve any Supplemental Funds request from OCS for the State share of costs that exceed the current fiscal year allocation.

The CPMT shall ensure Private Day rates are submitted to OCS by established deadlines for each fiscal year.

I. Intensive Care Coordination:

[COV § 2.2-2648 D22](#)- Requires the State Executive Council to "oversee the development and implementation of mandatory uniform guidelines for Intensive Care Coordination services for children who are at risk of entering, or are placed in, residential care through the Children's Services Act program". The Community Policy and Management Team (CPMT) is responsible for establishing policies for providing Intensive Care Coordination services. These policies must outline the local process for identifying those children who are appropriate for Intensive Care Coordination.

The CPMT supports the use of Intensive Care Coordination (ICC) services for children who are at risk of entering, or are placed in, an out-of-home placement. the specific purpose of maintaining the child in, or transitioning the child to, a family-based or community-based setting. Intensive

Care Coordination Services are characterized by activities that extend beyond regular case management services that are within the normal scope of responsibilities of the public child serving systems and that are beyond the scope of services defined by the Department of Medical Assistance Services as "Mental Health Case Management."

The need for ICC services for eligible children will be identified by the FAPT team and purchased by appropriate providers.

J. Utilization Management and Review:

Utilization Management is a set of steps taken by, or on behalf of, purchasers of health and human services to manage the provision and cost of services purchased. The first step is the initial case assessment, and is followed by a determination of desired outcomes, identifying required services and level of need, recognition of any mitigating circumstances, development of a service plan, finding an appropriate vendor, implementing the plan, a review of the service results, and an adjustment of goals and services as needed.

Utilization Review is a formal assessment of the necessity, efficiency, effectiveness, and appropriateness of services and treatment for an individual. It measures the progress of the child and family toward the goals and objectives outlined in the Individual Family Service Plan (IFSP). It is the process by which the IFSP and services are reviewed and recommendations provided. It is a collaborative approach to service planning that looks at the child and family progress objectively to improve outcomes.

The King George County FAPT will review all DSS, CSB, and CSU cases quarterly. The CSA Coordinator will complete a Utilization Review form prior to the FAPT meeting. The FAPT team will certify Utilization Review elements were met by signing the Utilization Review form at monthly FAPT meetings. This review form will become part of the child's official CSA file.

The IEP/IEP Review shall serve as a Utilization Review for School cases and will be completed by the IEP team with goals outlined in the IEP. A copy of the IEP/IEP review shall be provided to FAPT in order to meet Utilization Review requirements.

3. FAPT Purpose and Duties

The Family Assessment and Planning Team (FAPT) is a group of community partners that looks at the strengths and needs of the individual youth and families, decides what services to provide, and prepares a service plan with input from the families.

The goal of the FAPT is to review a child's needs on a case by case basis and make recommendations to the CPMT for funding for the correct services needed for that child so that the child can remain in the community. It is envisioned that these services will help reduce out-of-home placements and maintain the integrity of the family unit.

The FAPT team shall provide for family engagement in all aspects of assessment, planning, and implementation of services. (COV 2.2-5208) Parents and guardians should be present for the initial planning and subsequent reviews for services for their child. The FAPT shall provide for the participation of foster parents in the assessment, planning, and implementation of services when a

child has a program goal of permanent foster care or is in a long-term foster care placement. The opinions of the foster parents shall be considered by the FAPT in its deliberations. Exceptions are for IEP placements where the parent or guardian was present at the IEP meeting.

The CSA Coordinator will notify the parent or guardian of the meeting date, time, and place whenever a parent request for a FAPT meeting is requested. The FAPT case manager will notify the parent or guardian of existing cases assigned to them. Families will be provided with "A Family's Guide to the Children's Services Act" brochure which provides information regarding the CSA process, explains their role and rights during the process, and explains how decisions are made regarding service delivery. Arrangements will be made to use audio or a secure virtual platform when families are unable to attend FAPT meetings. Should translation services be required, arrangements will be made prior to the scheduled FAPT meeting. As feasible, written communication may be provided in the child and family's language of choice.

The FAPT team should ensure that the family feel at ease and are included in the discussion and planning of services. Families should be encouraged to share what they hope to achieve through CSA. Child and family strengths should be included in service planning discussions, as well as any obstacles identified during the service planning discussion.

Family participation in the FAPT service planning process shall be documented by obtaining the signatures of the parent or guardian on the IFSP.

4. Referrals and Eligibility

Children and families may be referred to FAPT either by a Case Manager or representative of one of the participating agencies or by the parent or guardian. The local CSA office shall be contacted to provide information and/or FAPT forms, and to schedule a FAPT meeting. King George FAPT will hear all cases referred regardless of the eligibility to access funding through the CSA Pool Funds. Both CSA funded and non-CSA funded services will be explored at every FAPT meeting.

Referrals will be made to the FAPT for all individuals, residing in King George, who meet the definitions established in the Children's Services Act (Section 4.1.1) and the Code of Virginia (Section 2.2-5212 subsections 63.2-905, 63.2-100, 16.1-228, and 63.2-905.1). The FAPT shall assess the strengths and the needs of troubled youths and families referred to them utilizing the scores reflected on the CANS as well as review the requested services to ensure that the child's best interests are met and that the services requested comport with the actual needs of the child and that all resources comply with established procurement practices.

The FAPT will accept referrals from youth and/or families who reside in King George County, or from other CPMT and FAPT referrals where relocation has occurred. All cases shall be referred using the Standard Referral form.

The CSA Coordinator will receive all referrals prior to the FAPT meeting. The CSA Coordinator will review all documentation for accuracy and completeness and ensure that the case meets established criteria. Referral forms with inadequate/incomplete information will be returned to the referring agency without action. All referrals that do not meet established eligibility criteria will be returned with a notification on the appeal process. The CSA Coordinator will ensure that FAPT

members are provided an agenda and case referral information for their review 5 working days prior to a FAPT staffing.

When a youth has been served through CSA pool funds and the case manager receives notice that the family has changed their legal residence to another locality, the case manager will inform the CSA Coordinator of the change within two working days of notification of a change of address. The family should be advised of the option of receiving CSA services from the new jurisdiction. The CSA Coordinator will immediately notify the new CSA jurisdiction and service vendor(s) in writing of the case transfer. King George CSA will remain responsible for payment of services for thirty (30) days from the date the receiving locality receives notification. Copies of the signed parental consent form, most recent IFSP, CANS, and IEP will also be provided to the new CSA jurisdiction.

Within 30 days of receipt of a written referral from another CPMT the IFSP and, where documentation exists establishing residency in King George County, the FAPT will assess the existing IFSP, complete a new CANS, and adopt/review and implement a new service plan submitting copies of all documents to the CPMT for funding approval/ denial. FAPT is not bound by the previous IFSP and may develop a new IFSP to reflect this community's consensus.

When immediate/emergency access to CSA funding is needed, the request for funding must be submitted to the Fiscal Agent prior to initiating the services for temporary emergency funding authorization (emergency placement is for foster care only). The FAPT must meet and staff the request with the team within 14 days of submission for temporary emergency funding. This applies to Foster Care Placements only. All change of placements must be brought before the FAPT within 14 days of placement if there is a change in costs or a more restrictive environment is requested. Any date beyond the 14 day rule for FAPT review eliminates access to CSA funding and will be at the expense of the placing agency.

The CANS will be completed by the Case Manager in keeping with State policy when requesting funds from this source and redone by the Case Manager in accordance with the CANS policy. Copies of the CANS will accompany all requests for funding from this source. Youth shall mean a person less than 18 years of age, and any individual through the age of 21 who is otherwise eligible for mandated services of the participating agencies including Special Education and/or State and Local Foster Care Services. The CANS has been adopted as Uniform Assessment Instruments (UAI) by the King George CPMT. The FAPT team will identify and determine the complement of services required to meet the unique needs of each referral and will forward completed CANS to the CPMT on each individual requesting funds from this funding source IAW the CANS policy. The CANS will become an integral part of the case file and will be maintained by the CSA Coordinator.

5. Targeted Service Populations

King George County CSA will hear all referrals received included those funded by non-CSA sources, but only funds targeted populations as defined in [COY § 2.2-5211](#):

- Children placed for purposes of special education in approved private school education programs, previously funded by the Department of Education through private tuition assistance;

- 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;
- Children who have been 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](#);
- Children who are abused or neglected as defined in [§ 63.2-100](#), for whom foster care services (e.g. full range of casework, treatment and community services, including but not limited to independent living services) are being provided to prevent foster care placements;
- Children meeting the eligibility criteria for foster care prevention services as assessed by the respective DSS agency;
- Children in need of services as defined in [§ 16.1-228](#) who have been identified as needing services to prevent or eliminate the need for foster care placements;
- Children in need of services as defined in [§16.1-228](#) who have been placed through an agreement between the parents or legal guardians and the local department of social services or the public agency designated by the CPMT where legal custody remains with the parents or guardians (Note: current local policy and process is under development);
- Children placed by a juvenile and domestic relations district court, in accordance with the provisions of [§16.1-286](#), 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](#); and
- 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](#) "

6. Eligibility for State Pool Funds

There is established a state pool of funds to be allocated to Community Policy and Management Teams in accordance with the appropriation act and appropriate state regulations. These funds, as made available by the General Assembly, shall be expended for public or private nonresidential or residential services for troubled youths and families. [COV § 2.2-5211](#)

Funds for private special education services shall only be expended on private educational programs that are licensed by the Virginia Board of Education or an equivalent out-of-state licensing agency. [COV § 2.2-5211](#)

State Pool Fund reimbursements may be utilized for children and youth previously placed pursuant to subdivision 1 in approved private school educational programs for at least six months who will

receive transitional services in a public school setting. State pool Funds shall be allocated for no longer than 12 months for transitional services. Local agencies may contract with a private school education program provider to provide transition services in the public school. [COY § 2.2-5211](#)

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 and shall be determined through the use of a uniform assessment instrument and process and by policies of the community policy and management team to have access to these funds. [COY § 2.2-5212](#)

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 requires foster care services as defined in § [63.2-905](#).

"For purposes of determining eligibility for the state pool of funds, "child" or "youth" means (i) a person less than eighteen years of age and (ii) any individual through twenty-one years of age who is otherwise eligible for mandated services of the participating state agencies including special education and foster care services."

Per Code of Virginia Section 2.2-5211 State Pool Fund Reimbursements shall only be expended on private educational programs that are licensed by the Virginia Board of Education or an equivalent out-of-state licensing agency.

Per Code of Virginia Section 2.2-5211 State Pool Fund Reimbursements may be utilized for certain transitional services for students returning from a private special education program to a public school setting.

Once a child has been determined to be eligible to this funding source (Code of Virginia Section 2.2-5212) and in need of services, a completed recommendation package will be sent to the CPMT for approval.

Each referral package will include, but will not be limited to:

- a. Completed IEP Outcomes with measurable goals
- b. CANS evaluation/determination
- c. Utilization Review form where applicable
- d. A copy of Court Orders
- e. Parental Contribution Agreement where applicable
- f. Verification of Medicaid/Copy of Medicaid Card
- J. List of vendors that were reviewed IAW County Procurement Policy.
 1. Final vendor recommendation with justification
- J. Signed Consent to Exchange Information
- k. A copy of the signed IEP

If there are any missing documents, the package will not be submitted to CPMT for funding.

Copies of the aforementioned documents will be kept in the case manager's file and the FAPT official file maintained by the CSA Coordinator. The CSA Coordinator will conduct a comprehensive review of each submission prior to incorporating the request in the CPMT agenda for compliance. The CPMT Vice-Chair will conduct random audits of case files after each CPMT meeting attended to ensure quality control of said document submissions and to verify that all rules governing CANS, and other such tools have been complied with. Results will be reported to the CSA Coordinator who will follow up with the Case Managers. After a third oversight by a Case Manager a Quality Improvement Plan will be developed.

A case manager or a representative from the FAPT will make a brief presentation to the CPMT on cases when requested by the CPMT.

Emergency Access to Funding:

The CPMT requires the FAPT, in accordance with the Code of Virginia Section 2.1-752, to request emergency access to funding, not to exceed costs from the date of the assessment to the next scheduled CPMT meeting on foster care cases eHly and authorizes the requestor to enter into interim agreements with service providers for the same time frame as emergency funding is authorized by the CPMT Chair or Fiscal Agent. When emergency funding is accessed, the FAPT will meet within 14 calendar days and will forward through the CSA Coordinator to the CPMT Chair all documentation demonstrating: Cost negotiations, assurances of the least restrictive environment, parental co-pay evaluations/agreements (where applicable), CANS determination, and any commitments made by the FAPT with the vendor (i.e. contracts both verbal and written). The FAPT is bound by all fiscal policies and procedures established for the CPMT. Should the CPMT, at its next scheduled meeting, deny funding, the case manager's agency will be responsible for absorbing the costs associated with that case or will file with the county for funding.

For CSB/CSU cases: An emergency FAPT staffing may be requested if the child is at risk of removal from their home and the monthly FAPT meeting has already been held. This risk for

removal from the home could be due to abuse, neglect, or behavior or conduct of the child that presents a serious threat to the well-being or physical safety of the child, or the well-being or physical safety of another person if the child is under the age of 14. The child would need to be determined to be a CHINS either through the Court System or by the FAPT team using the OCS Eligibility determination Checklist. However, FAPT approved services cannot begin until after CPMT approval of funding.

7. Case Manager Duties and Responsibilities

Case Managers shall:

1. Be directly associated with the Lead Agency.
2. Ensure applicants are eligible to access funding
3. Ensure the IFSP Outcomes is accurate
4. An IFSP Outcomes **must** be completed for existing cases for non-CSA funded services (Medicaid, IV-E, Private Insurance funded services). Measurable goals will be established and the case will be monitored to ensure milestones/goals are being met, and progress is being made with the non-CSA funded services.
5. Establish measurable goals for each child and each service supported by this funding source.
6. Ensure a Family Partnership Meeting is held and recorded when there is a possibility or recommendation for foster care.
7. Ensure that all appropriate forms/reports are completed for staffing and are to be provided to the CSA Coordinator prior to the next regularly scheduled meeting.
8. Obtain parent(s)/guardian's signature on the Consent to Exchange Information.
9. Notify the parents/guardians of their right to be involved in every aspect of the process and to encourage their active participation.
10. Provide families/guardians with the appropriate notice of meetings and actions relating to their case.
11. Complete a CANS evaluation on all children accessing CSA funds and comply with the CANS Policy for submission of updated CANS. The CANS policy can be accessed on the CSA website. CANS must be kept current or funding will be denied.
12. Obtain a completed Parental Contribution Agreement from the parent(s)/guardian(s). A new agreement must be signed each time a service request is brought to FAPT. Updated paystubs and IRS form 1040 must be provided each calendar year or if the household income has changed since the last signed agreement.
13. Complete an IFSP Outcomes Form. Using the Procurement Practices outlined in the Appendices, a list of vendors considered for services **must** be listed on the IFSP. Current vendor rate sheets need to be provided for the case file at the time of the initial service request. An explanation for the vendor selected for each new service **must** also be listed on the IFSP.
14. Monitor the case ensuring milestones/goals are met, the contractor is meeting all obligations, progress reports are submitted on time, and progress is being made with the client.
15. Conduct site visits quarterly or more frequently in Foster Care Cases to measure the progress a child is making toward achieving the goals and verifying that the quality and quantity of services are being met.
16. Maintain a current copy of the facilities certification sheet (keep all of them do not discard) provided. Follow the visitation schedules in DSS policy for all Foster Care cases.
17. Submit all known records for audits upon request of the CPMT Chair or CSA Coordinator.

Case Managers shall not:

1. Submit a request for funding or present to FAPT unless a CANS has been completed and included in the requesting package.
2. Submit a request for any service without a fully developed goal for each service with measurable goals outlined for FAPT to review and use as a tool on the appropriateness of the service.
3. Sit on the FAPT in a voting capacity on a case that they manage.
4. Start any services prior to a FAPT meeting for service approval and a CPMT meeting for funding approval (except emergency Foster Care Placements)

8. Family Engagement

1. Philosophy

Per [COV § 2.2-5208](#) the CPMT shares in the philosophy that being child-centered, family-focused, and strength-based is at the core of both the CSA and the system of care approach. King George CSA will create a culture of respect, inclusion and equity to promote family engagement and to provide for family participation in all aspects of assessment, planning, and implementation of services.

2. Procedures

The FAPT team shall provide for family engagement in all aspects of assessment, planning, and implementation of services. (COV 2.2-5208) Parents and guardians should be present for the initial planning and subsequent reviews for services for their child. The FAPT shall provide for the participation of foster parents in the assessment, planning, and implementation of services when a child has a program goal of permanent foster care or is in a long-term foster care placement. The opinions of the foster parents shall be considered by the FAPT in its deliberations. Exceptions are for IEP placements where the parent or guardian was present at the IEP meeting.

The CSA Coordinator will notify the parent or guardian of the meeting date, time, and place whenever a parent request for a FAPT meeting is requested. The FAPT case manager will notify the parent or guardian of existing cases assigned to them. Families will be provided with "A Family's Guide to the Children's Services Act" brochure which provides information regarding the CSA process, explains their role and rights during the process, and explains how decisions are made regarding service delivery. Arrangements will be made to use audio or a secure virtual platform when families are unable to attend FAPT meetings. Should translation services be required, arrangements will be made prior to the scheduled FAPT meeting. As feasible, written communication may be provided in the child and family's language of choice.

The FAPT team should ensure that the family feel at ease and are included in the discussion and planning of services. Families should be encouraged to share what they hope to achieve through CSA. Child and family strengths should be included in service planning discussions, as well as any obstacles identified during the service planning discussion.

Family participation in the FAPT service planning process shall be documented by obtaining the signatures of the parent or guardian on the IFSP.

King George CSA shares in the beliefs:

1. All families have strengths;
2. Families are the experts on themselves;
3. Families deserve to be treated with dignity and respect;
4. Families can make well-informed decisions about themselves and their children;
5. Family voice and choice is a trauma-informed approach to service engagement;
6. Families are shaped by their rich and unique histories and cultural backgrounds. This includes the entirety of those elements that shape individual members' identities and the family as a whole. Such elements include but are not limited to race, ethnicity, culture, religion, language, sexual orientation, gender identity, disability status, and history of personal and collective trauma;
7. Outcomes improve when families are involved in decision-making; and
8. A team that genuinely includes youth and family is often more capable of creative and high-quality decision-making than individuals or groups of professionals alone.

9. Parental Contributions

A guiding principle of the King George County CSA is that parents will be actively involved in the planning and delivery of services for their children. This involvement includes participating financially where appropriate. Parents of children receiving educational services contained on an Individualized Education Plan (IEP) are exempt from parental contribution requirements for those IEP services according to the Individuals with Disabilities Education Act (IDEA), 20 USC 1400 et seq. Parents of children in Department of Social Services (DSS) custody, or in non-custodial foster care, are to be referred for assessment and collection to the state's Division of Child Support Enforcement (DCSE) pursuant to Department of Social Services procedures and [COV § 63.2.1910](#). Delinquent parental copays are subject to interruption of CSA funded services or a referral for collection efforts.

It is the responsibility of the case manager to inform parents of the policy regarding a financial contribution and to obtain all required forms. DSS is responsible for completing the referral application to DCSE for children in custodial foster care and non-custodial foster care pursuant to state Foster Care policy.

The verifiable inability to provide parental financial contributions will not prevent the delivery of services to any child. Parental unwillingness to accept co-responsibility for the provision of services may be viewed as being detrimental to the effectiveness of services and may disqualify the family from receiving CSA-funded services.

10. Foster Care

Youths in the custody of the King George Department of Social Services, placed in Foster Care shall only be referred and reviewed by the FAPT if they are to access funding from CSA sources. General maintenance and Clothing Allowances will be brought before the FAPT for review and action only on children accessing this funding source. Copies of FC plans, CANS and VEMAT

documents are to accompany the request and become part of the official record. Emergency placements are authorized but MUST be brought before FAPT within 14 days of placement or funding will be denied. Emergency Placement is defined as

1) the initial placement, and/or

2) the movement to a more restrictive/less restrictive placement between normally scheduled FAPT meetings.

Clothing allowances are not considered emergency issues and must be presented to FAPT prior to purchase. Emergency placements do not preclude the need for an FPM to be conducted within 14 days of the child entering into foster care.

11. Foster Care Prevention

Foster Care prevention services are provided to children and families when intervention is needed when the child is at risk of removal from their home. This risk could be due to abuse, neglect, or behavior or conduct of the child that presents a serious threat to the well-being or physical safety of the child, or the well-being or physical safety of another person if the child is under the age of 14. The focus of services provided requires a community-based, family-focused, and child-centered approach. The philosophy should be on maintaining and strengthening the family unit while ensuring the safety of individual family members. In order to access CSA funds the child would need to be determined to be a CHINS either through the Court System or by the FAPT team using the OCS Eligibility determination Checklist.

12. Family First Prevention Services

The Family First Prevention Services Act (FFPSA) is a federal legislation intended to support evidence-based prevention services to families whose children are otherwise likely to be placed in foster care. It allows for the use of title IV-E funds to support evidence-based services to prevent foster care placement by using the In-Home model. These services apply only to children and families of the local Department of Social Services (LDSS) or for court cases when the court has ordered LDSS to provide foster care prevention services. Children and families are determined to be eligible for foster care prevention services by completing the title IV-E Candidacy Form, which documents the decision that the child is a "Candidate for Foster Care".

The current evidence-based services eligible through FFPSA include Multi-Systemic Therapy (MST), Family Functional Therapy (FFT), and Parent-Child Interaction Therapy (PCIT).

The King George CPMT has selected the Consultative FAPT model for review of all In-Home service cases wishing to access IV-E funded evidence-based services. The purpose of this team review is to provide consultation, coordination, service recommendations, and provide periodic case reviews. During the review the FAPT may determine that additional services are needed for the child and/or family that would require CSA funding. At that point the case would be treated like any other case coming before FAPT where an appropriate agency will be assigned to manage the case.

Evidence-based services will need to be requested using a modified FAPT process. The LDSS case worker will provide the following documents to FAPT:

- Reasonable Candidacy Documentation Form
- Family Service Agreement
- In-Horne Services Case Review Form
- CANS (to be renewed every 90 days)

Prevention services to children and families through the In-Horne model is not limited to identified evidence-based services funded by title IV-E through FFPSA. These include but are not limited to: mental health interventions, substance use disorder treatment, concrete supports, or other community-based services. These services are funded through Medicaid, CSA, Community Services Board Mental Health Initiative, DSS Promoting Safe and Stable Families, and other designated DSS funding.

13. IEP Driven Requests

Youths with a valid IEP from the King George County School System shall only be referred and reviewed by the FAPT if they are to access funding from CSA sources. A copy of the current **IEP** and any documents wherein negotiations were made for placement will accompany the request for funding. Educational/residential placements for educational/behavior reasons are not considered an emergency and must be brought before FAPT prior to accessing the services/placement to be funded via CSA. Those services outside of the IEP will require a parental co-pay form at the time of the FAPT meeting. These rules apply only to services expected to be funded via CSA. Wherein a child is placed in a residential setting, the child should be assessed as a household of one within 30 days of placement for Medicaid purposes. Supporting documentation must be submitted to the CSA Coordinator for inclusion in the file.

Private special educational program vendors considered for CSA funding must hold a valid license issued by the Virginia Board of Education or an equivalent out-of-state licensing agency. Requested service dates may not exceed the end date of the valid license or the IEP end date, whichever comes first.

Students returning from a private special educational program to a public school setting may be eligible for certain transitional services as outlined in Code of Virginia section 2.2-5211

14. Intensive Care Coordination

The King George County CPMT supports the use of Intensive Care Coordination (ICC) services for children who are at risk of entering, or are placed in, an out-of-home placement. the specific purpose of maintaining the child in, or transitioning the child to, a family-based or community-based setting. ICC Services are characterized by activities that extend beyond regular case management services that are within the normal scope of responsibilities of the public child serving systems and that are beyond the scope of services defined by the Department of Medical Assistance Services as "Mental Health Case Management."

The need for ICC services for eligible children will be identified by the FAPT team and purchased by appropriate providers as outlined in the Intensive Care Coordination Policy found in Appendix.

15. Utilization Management and Review

Utilization Management is a set of steps taken by, or on behalf of, purchasers of health and human services to manage the provision and cost of services purchased. The first step is the initial case assessment, and is followed by a determination of desired outcomes, identifying required services and level of need, recognition of any mitigating circumstances, development of a service plan, finding an appropriate vendor, implementing the plan, a review of the service results, and an adjustment of goals and services as needed.

Utilization Review is a formal assessment of the necessity, efficiency, effectiveness, and appropriateness of services and treatment for an individual. It measures the progress of the child and family toward the goals and objectives outlined in the Individual Family Service Plan (IFSP). It is the process by which the IFSP and services are reviewed and recommendations provided. It is a collaborative approach to service planning that looks at the child and family progress objectively to improve outcomes.

The King George County FAPT will review all DSS, CSB, and CSU cases quarterly. The CSA Coordinator will complete a Utilization Review form prior to the FAPT meeting. The FAPT team will certify Utilization Review elements were met by signing the Utilization Review form at monthly FAPT meetings. This review form will become part of the child's official CSA file.

The IEP/IEP Review shall serve as a Utilization Review for School cases and will be completed by the IEP team with goals outlined in the IEP. A copy of the IEP/IEP review shall be provided to FAPT in order to meet Utilization Review requirements.

16. CSA Coordinator

The CSA Coordinator is the primary program administrative support for CSA functions in the County and performs work under the general supervision of the CPMT. Duties will include performing responsible, professional, and administrative work coordinating the CSA program. The CSA Coordinator will prepare and maintain files and records, submit financial reports, and handle sensitive, confidential information. They will serve as a liaison between CSA and various other local and state agencies.

Duties shall be:

1. Develop the FAPT and CPMT meeting agendas, maintain a system of records for all supporting documents, and produce the minutes from the prior meetings.
2. Will produce monthly reports on finances.
3. Maintain the CSA files in accordance with the Library of Virginia's Record of Retention Policy.
4. Will maintain the following on a Secured Shared Drive that shall be readily accessible to the CSA Coordinator Backup in the event that the CSA Coordinator is unavailable and the CSA Coordinator Backup needs to step in to perform the CSA Coordinator's duties:
 - a) Instructions for preparing for the FAPT or CPMT meetings to include samples of all forms used for the meetings
 - b) Instructions for preparing and maintaining FAPT and CPMT minutes records
 - c) Instructions for the appeals process to include samples of all forms used
 - d) Instructions for CSA records retention in accordance with the Library of Virginia's Record and Retention Policy.

5. Submit monthly Pool Reports to OCS to ensure timely reimbursement from the State for CSA expenditures
6. Submit Supplemental Allocations to OCS when additional State funds are needed to cover CSA expenditures. A hard copy signed by the County Administrator, CPMT Chair, and Fiscal Agent will be kept in the CSA binder at the local CSA office.
7. Submit annual Administrative Plan request to OCS
8. Forward requests for funding to the CPMT at the regularly scheduled CPMT meeting include all supporting documentation.
9. Coordinate a meeting between the FAPT and CPMT once annually or more frequently should situations arise that require a meeting or training.
10. Coordinate an annual training for all FAPT members and where appropriate should issues arise, this is to be done in coordination with the CPMT approval.
11. Will ensure all cases referred to the CPMT have met the 14 day rule for placement/services and review as well as ensure that all CANS are in the file and comply with CANS policy.
12. Will maintain an automated system of records on each child and will record the projected dates for a CANS and the coordinated completion date of CANS for each case ensuring that a CANS is done at the beginning of a case, at 6 month intervals and at case closure.
13. Will close cases once reported by the Case Manager that services have been completed or are no longer needed. Cases will be closed after final payment has been made by the Finance Department. The CSA Coordinator will monitor the funding report and use it as the final document for case closure.
14. Will maintain the closed cases for three (3) years from the last date of service.
15. Will maintain the IFSP Outcomes for all non-CSA funded cases presented to FAPT for three (3) years.
16. Will reopen a case and attach the closed case to the file if the new case opening occurs prior to the (3) year destruction date. If a case opens (either new or a re-opening) after the (3) year destruction case a new file will be opened. In both instances, even if the case has only been closed a week) all information will be taken as if it were a new case.
17. Will analyze the aggregate data collection report created by the CSA Automated System and provide it to the CPMT for their meeting quarterly.
18. Will ensure that no conflict of interest arises wherein a case manager is representing a case and requesting funding from this account. Where no funds are being requested, it is not considered a conflict. Should there be the appearance of a conflict; the FAPT Chair is responsible for having the alternate at the panel for a vote.
19. Will ensure that a Statement of Economic Interests is submitted and signed to the CPMT for all non-agency FAPT Members upon their appointment.
20. Will participate as a non-voting member on both the King George FAPT and CPMT.
21. Will record attendance and team findings on cases and record discussions outside of the executive session in the form of minutes.
22. Will take and type all minutes of each meeting, retaining the minutes permanent in agency to comport with Library of Virginia Schedule GS-19, Administrative Records, along with the supporting documentation supporting requested services.
23. Will document recommendations and actions taken by the FAPT.
24. Will ensure all forms (to include Consent to Exchange Information, Confidentiality Agreement, and IFSP Outcomes) are signed by FAPT members/Parents and then are collected and placed in the Official file.
25. Will maintain a separate and formal system of records that reflect the initial

application, all forms, reports and recommendations to include, but not limited to the IFSP, IEP, FCP, associated court orders, CANS, Vendor Evaluations, Income Assessment/Parental Contribution Agreement, FAPT Checklist, Service Planning chart, Proof of Parental involvement, narrative on progress/regression of clients, Vendor Cost Evaluations, any copies of request for funding sent to the CPMT, Confidentiality forms, IEP documents and FC Plans/Orders and all relative documents not listed here that will support decisions made on services.

26. Will make presentations to the CPMT on cases upon request of the CPMT.
27. Will receive referrals to the FAPT and share with the FAPT Chair.
28. Will ensure files are complete and ready for an audit.
29. Will notify the case managers of meeting times/locations.
30. Will compile IFSP packages for review by the CPMT.
31. Will ensure that invoices received for CSA services are matched to an approved purchase order prior to making payment.
32. Will send monthly invoices and statements to all parents/guardians who have been assessed a parental co-pay for CSA services. Funds collected will be processed in a timely manner and will be recorded on monthly financial reports provided to the CPMT team.

17. Contracting of Service

A signed Contract for Services and all required contract documents will need to be on file in the CSA Coordinator's office for all service providers utilizing CSA funds. King George CPMT also adheres to the practice of issuing purchase orders for all services that have been approved by FAPT and funding has been approved by CPMT. All purchase orders issued will be signed by the Case Manager, Case Supervisor, and Fiscal Agent prior to being sent to individual vendors for approval.

The Fiscal Agent has the authority to sign all other financial obligation documents that outline terms, parameters, guidelines, and expectations for CSA services where funding has been approved by CPMT.

18. Payment for Services

Philosophy:

King George County shares in the philosophy that it is a priority that children and families are provided the best service available in the least restrictive environment. Children's Services Act (CSA) funds may be used to pay for services for children and families that meet the criteria established by code and regulation. Funds used to pay for these services are a combination of state and local funds. It is important to verify that the services funded are the services being received in regards to quality, duration, and intensity.

Process:

King George County CSA requires a vendor contract from all service providers and utilizes the purchase order and invoice system. A CPMT approved vendor contract and purchase order must

be on file for all CSA funded services.

Any payment made outside of this process for CSA services will be made from local only funds.

Supporting Documents:

In addition to an approved purchase order, treatment plans and expectations are formulated and approved by parent(s)/guardian(s), case manager, and the selected vendor once a child/family begins receiving CSA funded services. These treatment plans shall be included with FAPT paperwork when the case is brought back for review or approval of additional services and will become part of the CSA case file.

Foster Care case managers will also obtain Single Case Agreements from the selected vendor that outlines CPMT approved services. This agreement will be approved by the Fiscal Agent and a copy of this agreement shall become part of the CSA case file.

Individualized service needs and goals are outlined in student IEP's and are approved by the parent(s)/guardian(s) and CSA case manager. A signed copy of the current IEP must be provided to the CSA Coordinator as part of the CSA case file.

19. Appeals

Service Plan Appeal:

The King George 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 family will have the right to appeal the FAPT service plan to the CPMT. An appeal must be submitted in writing no later than 10 work days after the receipt of the FAPT decision. All letters of appeal should be submitted to:

King George CSA Coordinator
P.O. Box 130
King George, Virginia 22485

The CPMT will convene an Appeals Board which will consist of the FAPT Chair, CPMT Chair, and the CSA Coordinator to hear the appeal. After hearing the appeal the Appeal Board will render a final decision in writing within 10 business days.

CPMT Denial Appeal:

The King George CPMT will ensure that due process for complaints and appeals are followed. The family will have the right to appeal a denial by the CPMT. An appeal must be submitted in writing no later than 10 working days after the receipt of the CPMT decision. Letters of appeal should be submitted to:

King George CSA Coordinator
PO Box 130
King George, VA 22485

The CPMT will convene an Appeals Board which will consist of the FAPT Case Manager, CPMT Vice-Chair and the CSA Coordinator to hear the appeal. After hearing the appeal the Appeal Board will render a final decision in writing within 10 business days. Families have the right to appeal the final decision of the Appeals Board to the Office of the Children's Services.

20. Fraud, Waste and Abuse Risk in the CSA Program

King George County is deeply committed to conducting CSA business in an ethical and legal manner. Principles, practices, and policies required to be followed by the CPMT, FAPT, CSA Staff, and individual agency representatives seeking funding through CSA are identified in the CPMT Code of Ethics. All CSA parties have a duty to report any concerns they have or to report any information provided to them about possible fraudulent, corrupt, or unethical activity.

Risk Concerns:

- Fraud: an intentional act or omission designed to deceive others
- Waste: Mismanagement or inadequate oversight of CSA resources or funds, including incurring unnecessary costs
- Abuse: excessive or improper use of a resource for personal gain
- Illegal Acts: violations of laws or regulations
- Bribery: the offering, giving, receiving, or soliciting of any item of value to influence others
- Collusion: an agreement between two or more people to participate in inappropriate or illegal activity for profit or gain
- Corruption: the abuse of a person's power or position to acquire personal benefit
- Embezzlement: to steal or misappropriate funds

Risk Examples:

- False representation of facts relating to CSA cases or reports
- Making false or misleading statements related to CSA matters
- Concealing facts that should have been disclosed
- Careless expenditure or mismanagement of CSA funds
- Unauthorized expenditures of CSA funds
- Reports are intentionally prepared with omissions or misstatements
- Failure to submit reports or reimbursements in a timely manner
- Accessing information without a legitimate business need
- Internal controls are intentionally overridden for an illegitimate purpose

Preventive Measures:

- The FAPT ensures that a child/family is eligible for CSA funding prior to forwarding a funding request to CPMT
- The FAPT explores the use of non-CSA funded services when applicable
- CSA Coordinator reviews all CSA funding requests prior to CPMT meetings to ensure there is no duplication of funding requests
- CSA Coordinator reviews all CSA funding requests prior to CPMT meetings to ensure that services requested by the Schools are outlined in the child's current IEP
- CPMT Vice Chairperson randomly audits CSA case files after each CPMT meeting attended to ensure quality control and compliance

- CSA files and records are reviewed annually by an outside audit firm
- New CSA vendor W-9's are forwarded to the County Finance Department to be set up in the AS400 system as a new vendor
- CSA Purchase Order process is strictly adhered to for all CSA expenditures
- CSA Pool reimbursements are submitted monthly and by the end of the fiscal year deadline established by OCS

Risk concerns should immediately be reported to your Agency Supervisor who will report the concern to the CPMT Chairperson if warranted. Depending on the circumstances, the CPMT reserves the right to terminate an individual's participation as a CSA case manager, or as a FAPT or CPMT representative. For any discovery of a reasonable possibility that an illegal activity has occurred, the CPMT Chairperson will report this information to the King George County Administrator.

21. Contingency Plans

In the event that the CSA Coordinator be unavailable for an extended period of time, the CSA Coordinator Backup will assume all duties as outlined in Section 17.

In the event the Fiscal Agent is unavailable to sign financial documents for our CSA cases, the CPMT Chair has the authority to sign any document where CPMT has approved the funding for the service.

In the event that the CPMT Chair, CPMT Vice-Chair, or the CPMT Fiscal Agent are no longer able to perform their duties as outlined in Section 5, the CPMT will vote for a replacement Officer immediately and will not wait until the bi-annual elections. Changes in Officers will be immediately reported to OCS.

In the event of a natural disaster the King George CSA office will follow the emergency guidelines as outlined in the King George County Emergency Operations Plan. The King George CSA Office will follow the succession of authority for the Department of Social Services as outlined in the King George Emergency Operations Plan.