

City of Radford Community Policy and Management Team Policy Manual Table of Contents

Table of Contents	Pages 1-2
Current List of CPMT Members	Pages 3
General Philosophy and Process	Pages 4-6
Identifying Children	Page 6-7
Eligibility for Services	Pages 7-8
FAPT Roles & Responsibilities	Pages 8-11
Family Involvement	Pages 11-12
Collaboration & Documentation	Pages 12-14
Case Management	Pages 14-16
CSA Coordinator	Pages 16-17
Securing Payment	Pages 18-20
Due Process for Appeals & Complaints	Pages 21-22
Development of Services	Page 22

Addendums

1. Intensive Care Coordination Policy
2. Transportation Policy
3. Family Partnership Meetings Policy
4. Communication Barriers Policy
5. Local Only Funding Policy
6. Parental Co-Pay Policy
7. FAPT Private Provider Representative Policy
8. Parent Provider Stipend Policy

Appendices

- A. Financial Disclosure Statement
Statement of Economic Interest
- B. CPMT Confidentiality Statement

- C. Agreement for Services (vendor contract)
- D. Utilization Management Plan
- E. CHINS Checklist
- F. Parental Agreement
- G. Authorization to Release Information
- H. Individual and Family Services Plan
- I. Summary of Planned Services
- J. Purchase of Services Order
- K. FAPT Individual Confidentiality Statement
- L. Parent Representative Stipend Request

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Appointments are all indefinite unless replaced by a new member. List would then be updated. CPMT Chair position is ongoing. Fiscal Agent is not a member of CPMT.

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The Children's Services Act In the City of Radford

Philosophy

The philosophy of the City of Radford's Children's Services Act (CSA) shall be to create a collaborative system of care and access to funding that is child-centered, family focused and community-based when addressing the strengths and needs of troubled and at-risk youth and their families. The City of Radford CSA follows policies that promote and support cooperation and collaboration in the provision of services to troubled and at-risk youths and their families at the local level.

Process

- Adhere to the policy and regulations set forth by the Office of Children's Services in providing appropriate services in the least restrictive environment.
- Emphasis will be placed on protecting the welfare of the children and maintaining the safety of the public.
- The City of Radford maintains two teams that vary in function in order to carry out the Children's Services Act as intended.
 - The Family Assessment and Planning Team (FAPT) works closely with families in order to identify needs, assess strengths and provide the most appropriate services possible in order to move families closer to their goals.
 - The Community Policy and Management Team (CPMT) receives recommendations from the FAPT regarding those services and makes decisions regarding funding and the development of services that are not available.
- Both the FAPT and CPMT have representation from New River Valley Community Services, Radford City Department of Social Services, the 27th District Juvenile Court Services Unit, New River Health District and Radford City Public Schools.
- When available, a community representative and parent representative may join the CPMT. However, they must complete a Financial Disclosure and Statement of Economic Interest (see Appendix A).

- The local manual is consistent with the policies of the Children's Services Act for At-Risk Youth and Families Policy Manual. Failure to comply with the requirements in the Manual could result in withholding of funds or a denial of reimbursement of expenditures.
- The CPMT is appointed by the Radford City Council. Each representative does have the right to appoint a designee. However, the designee must be able to act and serve with the full authority representing his or her respective agency.
- The CPMT appoints members of the FAPT and they are charged with adhering to the policy and procedures of the CPMT, the Office of Children's Services, as well as, state and local law.
- Both FAPT and CPMT are required to maintain confidentiality. The FAPT signs an individual confidentiality statement for each case (see Appendix K) while the CPMT signs a form annually (see Appendix B).
- Both FAPT and CPMT have the benefit of a CSA Coordinator who manages the process of both meetings, provides case specific and fiscal data and is the contact person for necessary documentation to access funding through the Children's Services Act.
- The CSA Coordinator is also a resource for available services locally, statewide and nationally with the goal of matching the child and family to the most effective service in the least restrictive environment.
- The CPMT will also provide coordination and partner with other agencies in a community-wide youth and family services needs assessment.
- The CPMT will establish interagency policies and procedures to govern the provision of services to children and families in its community.
- The CPMT will establish interagency fiscal policies governing access to the state pool of funds by eligible populations including immediate access to funds for emergency services and shelter care.

- The CPMT will establish policies to assess the ability of parents or legal guardians to contribute financially to the cost of services to be provided when not prohibited by federal or state law or regulation. (See Parental Co-Pay Policy, Addendum 6).
- The CPMT must enter into an Agreement for Services (see Appendix C) with each identified service provider. Exceptions may be made for services which are not related to child care or therapy, such as taxis, telecommunications and housing, etc.
- The CPMT will establish a Utilization Management Plan which is approved by the Office of Children's Services (see Appendix D).
- The CPMT will review policies, forms and strategic planning annually; utilization and finances will be reviewed annually.
- Persons who serve on the CPMT shall be immune from any civil liability for decisions made about the appropriate services for a family or the proper placement or treatment of a child who comes before the team, unless it is proven that such person acted with malicious intent (State CSA Policy, Section 3.1.3, page 12).
- The FAPT and CPMT are committed to ensuring that all children and families have access to services regardless of language. If needed, an interpreter would be made available for children and families that are non-English speaking or those with a hearing impairment that would limit the ability to participate in the meeting.

Identifying Children

Philosophy

It is the goal of the Children's Services Act to identify children prior to a family crisis to ensure the best likelihood of positive outcomes. CSA in the City of Radford is committed to providing family focused services at the earliest opportunity. The CPMT and FAPT believe that early intervention reduces the possibility of children being placed outside of their homes and the local public school system. Each member of the FAPT serves a critical role not only in representing their agency but in representing the community as a whole.

Process

- Any agency may make a referral to the Family Assessment and Planning Team.
- Each FAPT member serves as the point of contact and a screening mechanism for anyone in their agency or department who is interested in referring a child and family to FAPT.
- The FAPT member will coordinate with the family and referring party to determine if the child is eligible for services under the Children's Services Act.
- Each FAPT member is responsible for seeing that the appropriate paperwork is provided to the CSA Coordinator.
- The FAPT member must request that the CSA Coordinator schedule each appropriate case on the next available FAPT agenda for staffing.
- Parents may self-refer their children to FAPT. If the child or family is not currently receiving services through a designated agency, then the CSA Coordinator will act as the point of contact and the screening mechanism. If appropriate for CSA and the case is staffed then an alternate case manager may be selected at that time depending on the services identified for the child and family.

Eligibility for Services through the Children's Services Act

Philosophy

It is the philosophy of CSA in the City of Radford that families in need should have access to information that explains the CSA process in clear and understandable terms. FAPT members should be well versed in the criteria for CSA eligibility in order to prevent inappropriate referrals that may result in frustration for the child and family in need.

Criteria

- Children who qualify have exhibited behavioral and/or emotional needs which 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.
- The needs are significantly disabling and present in several community settings such as at home, in school or with peers.
- The needs require services that are unavailable, inaccessible or beyond normal agency services or routine collaborative processes across agencies or require coordinated services by at least two agencies.
- Children may be currently placed or are at-risk of being placed outside of their homes. These children should be assessed for Intensive Care Coordination (ICC) Service (see ICC policy *Addendum 1*).
- Parents of children who meet CHINS criteria (see Appendix E) may enter into a Parental Agreement (see Appendix F) with CPMT in order to receive services for their children.
- The Radford City Children's Services Act program does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation or military status. These activities include, but are not limited to, the families and children that we serve, selection of employees or vendors and the provision of services.

Family Assessment and Planning Team Roles and Responsibilities

Philosophy

The FAPT is a group of professionals and experts in their fields who meet together monthly to join with children and families in an accurate assessment of needs, initiating referrals for services to meet those needs and follow-up regarding outcomes. We believe that the families' experience with CSA should be one of dignity and respect and that FAPT members play an essential role in creating that experience. When families are

referred to FAPT through an agency, the FAPT member from that agency acts as a guide in helping the child, family and referring party move seamlessly through the process.

Process

- It is the expectation that all FAPT members attend all scheduled meetings and relevant training.
- It is the expectation that each member commit to a consensus-based decision making approach when possible.
- Treat all parties present at the meeting with respect, being sensitive to individual differences, and cultural and ethnic diversity.
- Use accurate and respectful language, both written and oral.
- Adhere to the confidentiality policy and use any information heard during the meeting for professional purposes only and only with those agencies identified on the Authorization to Release Information (See Appendix G).
- FAPT members may include agency interns or students in the meetings if the interns or student in the meetings have provided or will provide a service to the child and family being staffed at the meeting.
- If referring parties are not a member of the FAPT, then they are responsible for contacting their FAPT member in order to review the case and receive the referral packet in order to request a staffing.
- The referring party and FAPT member must communicate on a regular basis until the staffing to ensure completion of documentation, confirmation of guests or other parties attending the meeting, efforts to welcome the family to the FAPT meeting and completion of any additional screening tools required.
- FAPT representatives should make every attempt to get families involved in the FAPT process and ensure their attendance at the FAPT meeting.

- If the family identifies a barrier to attending the meeting, the FAPT representative shall work with the CSA Coordinator to remove that barrier.
- FAPT shall be receptive to such options as letting families participate by conference call, modifying the meeting schedule and providing transportation.
- If a FAPT member's agency is making the referral to FAPT, the FAPT member is the guide to the family and referring party to the process of FAPT.
- Case managers must explain the FAPT process (including who sits on the team, CANS, IFSP, CPMT, rights and Appeal Process) before the initial FAPT meeting.
- It is also the responsibility of the FAPT member to inform families that there may be an expectation of sharing the cost of services at a level consistent with ability to pay. Information regarding the family's financial situation will be collected in order to assess the ability to pay.
- The FAPT member is responsible for seeing that paperwork is completed and given to the CSA Coordinator prior to the meeting.
- Incomplete paperwork jeopardizes the quality of the staffing and may result in the case not being heard during its' scheduled time.
- Each member on the team is individually and jointly responsible for ensuring that services are provided in the most therapeutic and least restrictive setting possible.
- Appointments to the FAPT are made with the understanding that the representative will have the authority to access services within his/her respective agencies and shall be authorized to make policy and funding decisions for their agencies.
- The parent representative must not be an employee of any public or private program which provides services to children and families directly related to services provided under the Children's Services Act. (see Parent Provider Stipend, Addendum 8).
- Private providers may be appointed by RCCPMT to serve on FAPT on a rotation basis annually (see FAPT Private Provider Representative Policy, Addendum 7).

- Members of the FAPT shall select one member as the Chairperson of the team to facilitate meetings and, as the liaison to CPMT, present cases at the CPMT meetings.
- Persons who serve on the FAPT shall be immune from any civil liability for decisions made about the appropriate services for a family or the proper placement or treatment of a child who comes before the team, unless it is proven that such person acted with malicious intent (State CSA Policy, Section 3.2.3, page 16).

Family Involvement

Philosophy

The Children's Services Act in the City of Radford believes that families are the experts and every effort should be made to help each child and family navigate the system and fully participate in the process. The FAPT represents access to vital resources to help the family reach their goals.

Process

- It is important and necessary to include families in the FAPT process even when a placement has been made prior to the initial meeting.
- FAPT shall make every reasonable effort to include a parent/guardian at the meeting(s), with the exception of IEP placements where the parent was present at the IEP meeting and foster care cases where a parent chose not to attend or DSS chose not to invite due to safety concerns.
- All family members, to include natural parents, foster parents, adoptive or potential adoptive parents, grandparents, child, siblings, etc. (anyone they feel is part of their family) should be invited to FAPT.
- Every effort should be made by the team members to make the family feel at ease and included in the discussion.
- The family members are members of the team and should help shape the Individual Family Services Plan (see Appendix H).

- During the FAPT meeting, the child and family will be encouraged to share what they hope to achieve through their involvement with the Children's Services Act.
- First and foremost, any discussion should include the child and family's strengths and how these will contribute to the achievement of their goals.
- The FAPT meeting should also include identification of obstacles, as well as, strategies to reduce or eliminate those obstacles.
- Families should be provided a variety of ways to participate, including conference calls, alternative settings and alternative times.
- If every effort has been made to remove barriers to participation and the family elects not to participate, then documentation stating such shall be made in the FAPT record.
- If a parent participating creates a safety concern for the child or any of the team members then the FAPT may elect to not involve that parent. However, good cause for non-participation must be noted in the FAPT record.
- A Family Partnership Meeting (FPM), led by a facilitator, is available to families at critical points and may precede the FAPT meeting. The recommendations of the FPM may be incorporated into the FAPT Individual Service Plan (see FPM Addendum 3 and Appendix H).

Collaboration and Documentation

Philosophy

The philosophy of CSA in the City of Radford shall be that agencies coming together to serve children and families provides a much richer experience, maximizes opportunities for success, and builds trust for all involved. Accurate and detailed documentation provides FAPT members a more complete picture; therefore the FAPT can more accurately match the child and families with the best services available. The goal is always to help the child and family achieve positive outcomes as quickly as possible.

Process

- All cases requesting CSA funds must be staffed by FAPT and be presented to CPMT in order to access funding.
- Necessary documentation and data must be provided to the CSA Coordinator in order to satisfy the requirements of the Office of Children's Services and the CSA Dataset.
- CPMT meets on a monthly basis and FAPT meets on a bi-monthly basis. It is preferred that children and families be staffed by FAPT before services requiring CSA funds be provided.
- If it is necessary to begin a service prior to FAPT staffing the case, the case manager will complete and forward the CSA Emergency Approval Request (Appendix L) to the CPMT member representing their agency. The CPMT representative will approve (or deny) the Request and forward it to the CSA Coordinator within 5 days. If FAPT will be meeting within 14 days of the start of the service, the case manager will present the service to FAPT. If FAPT will not be meeting within 14 days, the case manager will send the Request to all FAPT members for an email approval (or disapproval) within 5 days of the start of the service. The Request Form, along with documentation of the email votes, will be sent to the CSA Coordinator within 5 additional days in order for a Purchase of Services Order to be created.
- Emergency placements that are not staffed by FAPT or at a Family Partnership Meeting within 14 days are not eligible for CSA funding and must be paid out of local monies only (State CSA Policy, Section 3.3.2 and COV § 2.2-5209).
- Even if the service has begun, all efforts must be made to have the family present during the FAPT meeting.
- Except for cases involving only the payment of foster care maintenance that shall be at the discretion of the local CPMT, cases for which service plans are developed outside of the FAPT process or approved collaborative, multidisciplinary team

process shall not be eligible for state pool funds. (State policy 4.3.5, COV § 2.2-5209).

- The CSA Coordinator will inform the FAPT and CPMT regarding the new service.
- After the FAPT meeting, the cases are referred to the CPMT meeting in order to be considered for funding.
- If there are questions or concerns, the CPMT may send cases back to FAPT for clarification or consideration of alternative services.
- Case files are retained for 5 years after closure. A list of all case names must be documented before proper disposal (shredding or secure company removal). Records to be destroyed will be covered by the Library of Virginia records retention and disposition schedule and the retention period for the records must have expired. The organization's designated records officer and approving official must authorize records destruction by signing each Certificate of Records Destruction.

Case Management

Philosophy

It is the philosophy of CSA in the City of Radford that in spite of efforts to assist the family through the FAPT process; the health and human services system can be very confusing. The role of the Case Manager should be to support the family but also ensure that proper procedures are followed throughout the family's involvement with the FAPT process. The Case Manager is not only responsible for getting the child and family before the FAPT, but also guiding all aspects of service provision.

Process

- Each case must be administered the Child and Adolescent Needs and Strengths (CANS) assessment (see CSA website for instructions). All CANS assessments shall be closed as soon as all information has been entered.

- An Individual Family Service Plan (IFSP) will be developed outlining recommendations for services based on the results of the CANS.
- The Case Manager is responsible for referring the child and family to any services or resources identified by the IFSP.
- Approved services are listed in the Service Fee Directory which is managed by the Office of Children's Services.
- The Case Manager must verify that the service recommended is located in the Service Fee Directory or inform vendors that they must apply to be part of the service fee directory.
- The Case Manager will verify the availability of the service, as well as, the willingness of the provider to serve the child and family.
- Rates and dates of services should be indicated on the Purchase of Services Order.
- Case Managers are responsible for locating services and negotiating the service provisions; however no services are authorized to be paid using CSA funds until approved by the CPMT.
- The CPMT must enter into an Agreement for Services with each identified service provider. Exceptions may be made for services which are not clinical in nature such as taxis, telecommunications and housing, etc.
- If the child has Medicaid funding, all efforts should be made to connect the family with the service that will accept Medicaid for payment, if available. If an appropriate Medicaid provider cannot be located reasons must be documented in the IFSP and/or case notes.
- The Case Manager should make on-site visits or have frequent contact with the service provider to ensure that the services are of high quality and are effective.
- Any case eligible for CSA funding will be followed on a regular basis by the FAPT through scheduled reviews.

- It is the responsibility of the Case Manager to be present and be prepared. Progress reports and evaluations of client status will be expected at the FAPT meeting.
- If the Case Manager is having difficulty obtaining information from the provider then the FAPT shall be made aware of the situation in order to seek a remedy as quickly as possible.
- The Case Manager should make all efforts to include the child and family in the FAPT reviews.
- The Case Manager is responsible for submitting required documentation to the CSA Coordinator in order for CSA funds to be used for payment.
- The Case Manager must also participate in the utilization management review process which may include updating screening tools and on-site visits.
- Information provided in the progress report should be linked to the goals on the IFSP.
- The Case Manager should also be mindful that services provided by CSA are time limited in nature. Discharge planning, as well as, stepping down to less intensive services is an essential part of any discussion with the child, family and provider.
- Any changes in the services or circumstances of the family should be reported to the CSA Coordinator by the Case Manager as soon as possible.

CSA Coordinator

Philosophy

The FAPT and CPMT utilize a CSA Coordinator to assist them in carrying out the vision and philosophy of the Children's Services Act in the City of Radford. The CSA Coordinator serves as a gatekeeper for information required by the Office of Children's Services and as a resource for identifying services inside and outside of the community. The CSA Coordinator is a valuable resource for those who are unfamiliar with the Children's Services Act and can help navigate the system.

Process

- The CSA Coordinator ensures that all appropriate paperwork is in place prior to any FAPT meeting.
- The CSA Coordinator is responsible for seeing that appropriate documentation is kept during the meeting and any necessary signatures are obtained.
- The CSA Coordinator also provides a safe and secure place for the documents in order to protect the confidentiality of the children and families.
- The CSA Coordinator works in partnership with the FAPT Chair to facilitate consensus-based decision making. If consensus cannot be reached then the process shall abide by Robert's Rules of Order.
- The CSA Coordinator works in partnership with the FAPT members and Case Managers to ensure that all documentation is in compliance with the CSA State Policy and any utilization management process.
- The CSA Coordinator provides fiscal and case related information to the CPMT on a monthly basis.
- The CSA Coordinator also works in the partnership with the FAPT Chair to facilitate the flow of information between the FAPT and CPMT.
- The CSA Coordinator is the liaison between both teams and the Office of Children's Services.
- The CSA Coordinator shares information regarding changes in legislation and regulation that impact the functioning of each team.
- The CSA Coordinator keeps up-to-date on potential services and resources for families and, when possible, conducts site visits to assess whether the quality of the services are in keeping with the high standards set by both teams.

- The CSA Coordinator maintains a list of CSA related training for all CSA staff.

Securing Payment

Philosophy

It is a priority that children and families are provided the opportunity to have the best service available in the least restrictive environment. Children's Services Act funds may be used to pay for services for children and families that meet the criteria established by code and regulation. The funds used to pay for services are a combination of state and local funds. It is important to verify that the services being funded are the services being received in regards to quality, duration and intensity.

Process

- The CSA process in the City of Radford utilizes Purchase of Services Order and invoice system.
- Requested services should be included in the Summary of Planned Services and Providers (See Appendix I) page of the IFSP which is to be emailed to the CSA Coordinator at least 3 days prior to the FAPT meeting.
- The CSA Coordinator will create a Purchase of Services Order (Appendix J) that will be signed by the FAPT Chair at the FAPT meeting.
- Purchase of Services Orders should be created in advance of services beginning and must be signed by the CPMT Chair.
- In the event that a service MUST begin prior to being staffed at FAPT, the case manager will complete and forward the CSA Emergency Approval Request (Appendix L) to the CPMT member representing their agency. The CPMT representative will approve (or deny) the Request and forward it to the CSA Coordinator within 5 day. The case manager will then send the Request to all FAPT members for an email approval (or disapproval) within 5 days of the start of the service. The Request Form, along with documentation of the email votes, will

be sent to the CSA Coordinator within 5 additional days in order for a Purchase of Services Order to be created.

- The Summary of Planned Services and Providers specifies the type of service being requested, as well as, the anticipated duration of the service.
- Services and expenditures must be approved by CPMT and be on the CSA Authorization Request for CPMT grid in order to payments to be made to vendors.
- The Purchase of Services Order is created by the CSA Coordinator based on the Summary of Planned Services and Providers and is submitted to the CPMT Chair at the time of the CPMT meeting.
- CPMT approves all services and expenditures via a formal motion and votes on the CSA Authorization Request for CPMT grid. Minutes and the grid will be maintained in a binder for 5 years.
- In the absence of a regularly scheduled Meeting, the CPMT may be polled via email or fax.
- If the services are approved at the CPMT meeting, then the CPMT Chair is authorized to sign the Purchase of Services Orders in order to access CSA funds.
- Following signed approval by the CPMT, the CSA Coordinator faxes the Purchase of Services Orders to the vendor within five business days.
- Vendors who are approved for services are required to sign an Agreement for Services (contract) outlining their responsibilities in the provision of services and documentation.
- Vendor invoices track the monthly activity of the services that were actually provided.
- Vendor invoices are sent to individual case managers. Each case manager should sign the invoice to indicate that monthly reports have been received. Invoices are then forwarded to the CSA office for processing.

- After being entered into the Thomas Brothers software system, invoices are uploaded to the City MUNIS program and will be paid on the Thursday after they are received in the Finance Department office.
- CPMT reviews all payments monthly and may deny payment for services that are not in compliance with local policy and the Agreement for Services (contract).
- The vendor invoice should be accompanied by a progress report detailing the service, as well as, the recipient's outcomes given the provision of the service.
- The CPMT Chair retains the right to deny payment of services if the vendor has not fulfilled the terms of the Agreement for Services, including the submission of monthly progress reports (see Appendix C, page 3).
- The FAPT member is responsible for providing the monthly progress report and CSA invoices to the CSA Coordinator.
- The FAPT member may also contact the family in order to verify that services were provided and their satisfaction with those services.
- The Radford City CPMT agrees to pay up to \$400 per foster child each year for incidental expenditures. Incidental expenditures may include personal need items such as bedding, out of the ordinary clothing, school registration, special event needs (such as prom attire), etc. These funds are to be used only when there are no other funds available to pay for the expenditure(s). Incidental funding should be requested by the case manager in writing and must be pre-approved in writing by the CPMT Chair and then reviewed by both FAPT and CPMT.
- Assistance requested by the family for transportation and lodging for visits are not considered incidental and must follow normal practices (staffed by FAPT and then approved by CPMT) or emergency approval procedures. These requests will only be considered if the family is not receiving any other support on behalf of the child (child support, SSI/SSA, etc.).
- All children in foster care receive a VDSS determined supplemental clothing allowance. CSA funding is used to pay for clothing for children not eligible for Title IVE. Payments for clothing are not required to be staffed by FAPT. The CSA Coordinator will make the payments, up to the amount determined by VDSS, as they are incurred.

- The CPMT has agreed to pay for transportation costs under special circumstances (See Transportation Policy Addendum 2).
- The CSA Coordinator will reconcile expenditures and refunds with the City Finance Department.

Due Process for Appeals and Complaints

Philosophy

It is the philosophy of the Children's Services Act in the City of Radford that children and families should be engaged in the entire process of FAPT involvement. If the family is a participant on the team, then incidences where families do not agree with the actions of the team should be minimal. However, there may be times when parents are not in agreement with the services recommended by the team. In those cases, it is the intention for the process to be fair and impartial.

Process

- Decisions can be appealed if they are not before a court or subject to appeal under applicable statutes.
- Families must be informed that they have a right to appeal.
- The request for appeal must be made by the child or family within 30 days of the decision by the FAPT.
- Upon request for appeal, the referring agency will meet with the child and family for an informal conference.
- If the agency concurs with the child and family, then another FAPT meeting will take place along with a request to reassess or amend the Individual Family Services Plan.
- If the agency affirms the original decision of the FAPT, then a request can be made within 10 working days of the agency decision, to have the IFSP reviewed by CPMT at the next meeting.

- The CPMT will provide their decision to the child, family and FAPT in writing.
- The CPMT Chair will document the decision within 10 business days of the CPMT meeting.
- This process does not supersede other appeal rights which may be governed by statute.
- The CPMT is the final step in the appeal process.

Development of Services

Philosophy

In keeping with the commitment to provide services in the least restrictive environment, both the FAPT and CPMT continue to look for creative ways in which to meet the needs of children and families. The CPMT looks to the FAPT members to provide information on gaps in services based on the families being served through the CSA process. It is recognized and acknowledged that the more efforts that are made to develop community-based services will result in a decrease of out of locality placements.

Process

- During the FAPT meeting, discussions should not be limited to services that are currently available but also include creative ideas that may more effectively meet the needs of the identified child and family.
- During the CPMT meeting, the FAPT report should include information regarding needs that are not currently being met or services that are not currently available.
- The FAPT and CPMT in partnership with the CSA Coordinator may begin the process of approaching agencies, providers and individuals regarding their interest in developing and supporting a new service.
- The CPMT will explore funding options within the Children's Services Act parameters, as well as, alternative sources for payment.

- When possible, each team will look for opportunities to partner with other agencies or develop public-private partnerships in the acquisition of new services.

Radford City Community Policy and Management Team Policy Addendum regarding Intensive Care Coordination

All youth placed, or at risk of placement, in out-of-home care shall be assessed for the Intensive Care Coordination Services.

Definition of Intensive Care Coordination

Intensive Care Coordination shall include facilitating necessary services provided to a youth and his/her family designed for the specific purpose of maintaining the youth in, or transitioning the youth 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.”

Population to be Served by Intensive Care Coordination

Youth shall be identified for Intensive Care Coordination by the Family Assessment and Planning team (FAPT). Eligible youth shall include:

1. Youth placed in out-of-home care¹
2. Youth at risk of placement in out-of-home care²

¹Out-of-home care is defined as one or more of the following:

- Level A or Level B group home
- Regular foster home, if currently residing with biological family and due to behavioral problems is at risk of placement into DSS custody
- Treatment foster care placement, if currently residing with biological family or a regular foster family and due to behavioral problems is at risk of removal to higher level of care
- Level C residential facility
- Emergency shelter (when placement is due to child’s MH/behavioral problems)
- Psychiatric hospitalization
- Juvenile justice/incarceration placement (detention, corrections)

² At-risk of placement in out-of home care is defined as one or more of the following:

- The youth currently has escalating behaviors that have put him or others at immediate risk of physical injury.
- Within the past 2-4 weeks the parent or legal guardian has been unable to manage the mental, behavioral or emotional problems of the youth in the home and is actively seeking out-of-home care.
 - One of more of the following services has been provided to the youth within the past 30 days and has not ameliorated the presenting issues:
 - o Crisis Intervention
 - o Crisis Stabilization
 - o Outpatient Psychotherapy
 - o Outpatient Substance Abuse Services
 - o Mental Health Support

NOTE: Intensive Care Coordination cannot be provided to individuals receiving other reimbursed case management including Treatment Foster Care-Case Management, Mental Health Case Management, Substance Abuse Case Management, or case management provided through Medicaid waivers.

Radford City Community Policy and Management Team Policy Addendum regarding Transportation

It is the expectation of the Radford City Community Policy and Management Team (CPMT) that when a child (or children) is in a foster care placement with a vendor, particular services are provided on behalf of the child in order to facilitate that child's return to the community.

Transportation is viewed by this entity as a customary service provided and that the reimbursement provided is sufficient to cover this expense. However, if the vendor believes that the circumstances associated with transporting the foster child are extraordinary and exceed routine transportation, the vendor may make a request to the Radford City Family Assessment and Planning Team for partial reimbursement of transportation costs at a rate of \$.50/mile.

However, the request will not be considered unless the foster child meets any of the special circumstances below and then each request will be considered on a case by case basis.

Special Circumstances:

- *The foster child is part of a large sibling group that requires routine transportation.*
- *The distance of required travel exceeds 30 miles each way.*
- *The length of the visit does not allow the transporter to engage in other activities while the visit is taking place.*
- *The frequency of the visits exceeds once a week.*

Radford City Community Policy and Management Team Policy Addendum regarding Family Partnership Meetings

Radford City CPMT supports the services of a Family Partnership Facilitator to conduct family partnership meetings for any child eligible for CSA funding and having an open CSA case. Meeting facilitator services may be purchased from a private or public agency.

Services may be provided without a recommendation from FAPT and without prior approval from CPMT; however the case must be reviewed at the next available FAPT and CPMT meetings. When this is necessary, the CPMT member of the agency requesting the FPM will sign an emergency authorization and forward it to the CSA Coordinator within 10 days.

Cases that were open to CSA at the time of the FPM are eligible for CSA funding if the referring agency does not have any funds designated for FPMs. Any FPM funding received after CSA paid for the FPM will be used to reimburse CSA.

All OCS documentation (IFSP, CANS, consent to release information) and CPMT documentation (authorization for services, progress report) is required in order for CSA can pay for FPM services.

Radford City Community Policy and Management Team Policy Addendum regarding Communication Barriers

Families and individuals will be accommodated when possible if a communication barrier exists. If a FAPT case manager identifies a barrier (including but not limited to language, hearing impaired, intellectual/communication disability) they are to notify the CSA Coordinator no less than 3 working days before the meeting in order for accommodations to be arranged. The CSA Coordinator, along with the case manager, will employ a translator, interpreter, communication assistant, etc. using incidental CSA funding. Efforts will be made to identify a provider within the City of Radford or agencies that currently serve on FAPT, as long as there is not a conflict of interest.

Adopted 8/11/16

Local Only Funding Policy

All members of FAPT and the CSA Coordinator are expected to follow CSA policies and practices; however CPMT realizes that human errors do occur (FAPT not staffing emergency approvals within 14 days, CONS not being signed by all parties upon placement, paperwork not being submitted to Magellan, etc.). When identified, the CSA Coordinator will notify the supervisor of the case worker making the error and explain the situation. The initial invoice affected by the error will be paid by local only funding and any future invoices affected will be reviewed by CPMT on a case by case basis to determine payment.

Adopted 11/3/16

The City of Radford Parental Financial Contributions for Comprehensive Services Act (CSA) Services

Mandate

The Radford Community Policy and Management Team has adopted the following policies and procedure which shall be used 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;” [COV § 2.2-5206 \(3\)](#)

Policies

1. Any parent/guardian of a child receiving CSA-funded services shall be assessed for parental contribution except those:
 - a. Receiving educational services contained on an Individualized Education Plan (IEP).
 - b. In Department of Social Services custody or in non-custodial foster care.
2. Income of parents/guardians of non-mandated, foster care prevention, and CHINS cases will be assessed using the Radford Parental Financial Contributions Worksheet, which includes a sliding fee scale. Guardian/parents may sign that they “agree” or do “not agree” to make a monthly payment.
3. For Guardians/Parents that agree to a co-payment, the CSA Coordinator will send an invoice requesting payment after the child has received the services, and CSA has paid the invoice(s).
4. If the guardian/parent does not agree to make a payment, or does not actually make the payment after agreeing to do so, no further action will be taken.
5. Parental co-payment(s) will have no impact on the provision of services.

Radford City Community Policy and Management Team

FAPT Private Provider Representative Policy

The FAPT shall include a representative of a private organization or association of providers for children's or family services if such organizations or associations are located within the locality COV § 2.2-5205. This private provider representative is appointed by the RCCPMT on a rotation basis annually. Providers that make application will be drawn by lottery to determine the rotation.

The private provider representative must complete a Financial Disclosure Statement.

FAPT membership appointments are made with the understanding that the representative will have the authority to access services within their respective agencies if/when FAPT chooses that agency as a vendor for determined services. If there are no other interested private providers at the end of a fiscal year, the current member may be reappointed to an unlimited number of consecutive terms in keeping with the perceived benefit in continuity of the Team, and as long as the member attends at least 75% of the meetings and contributes to the development of individual service plans, as determined by the presiding Chair.

Radford City Community Policy and Management Team

FAPT Representative Stipend Policy – adopted January 2019

The CPMT realizes that the Parent Representatives on both CPMT and FAPT are the only members that do not get compensated by their employer to attend meetings. Realizing it may be a hardship (travel, time away from employment, paying for child care) for some parents to attend, the CPMT will offer the parent representative on each team \$40 for each half day meeting and \$75 for each full day meeting (meetings that are before and after lunch, 4+ hours).

Parent representative may complete the Parent Representative Stipend Request (Appendix L) and submit to the CSA Coordinator within 10 days of the meeting attended. The Coordinator will then process the payment using Administrative Funding.