

HANOVER COUNTY
COMPREHENSIVE SERVICES ACT
COMMUNITY POLICY AND MANAGEMENT TEAM
November 13, 2014
MINUTES FINAL

Present: Karlyne Snead, Sheila Crossen-Powell, Jim Taylor, Ivy Sager, Nancy Davis, Sandy Brudvig, Jackie Manzer, Kara Brooks

1. The meeting was called to order by Jim Taylor, Chair, on November 13, 2014 at 12:33 p.m. in the meeting room of the Hanover Department of Community Resources Building.
2. The minutes from the October 23, 2014 meeting were approved, with recommended changes, including a spelling correction and removal of Lisa Beitz as a voting member at the 10/23/2014 meeting.
3. Fiscal Report: Jackie Manzer read a summary of the current fiscal report, indicating that CSA has encumbered expenditures about \$300,000 higher than this time last year, in the categories of Private Day, Wrap services residential settings and community based services.
4. Administrative items:
 - A. CPMT reviewed and discussed an addendum to policy, establishing a comparison of provider service rates for similar services to ensure consistency with market rates, at least annually. Sheila Crossen-Powell made a motion to vote on the policy change, Nancy Davis seconded and all members voted to approve the policy change.
 - B. CSA Coordinator presented an addendum to Hanover County CSA Policy, per approval of the case closure form and discharge CANS, discussed at CPMT on October 23, 2014. The policy change reflects the requirement to complete a Case Closing form and closing CANS assessment by LACM or UR. Sheila Crossen-Powell made a motion to vote on the policy change, Nancy Davis seconded and all members voted to approve the policy change.
 - C. The CSA Coordinator reviewed the following processes and policies:
 - a. Reviewed the process for the Purchase of Services format for Residential services for CSA and Medicaid funding. Medicaid family of one will start on the 1st day of the month, after 30 days of eligibility. Finance indicated that they would adjust the encumbrances to reflect this process, to prevent inflated encumbrances.
 - b. Administrative Memo #14-09: Licensure of Intensive Care Coordination by the DBHS was distributed and discussed, with no questions.
 - c. The Standardized Services Names were distributed to CPMT members, with the

expected implementation date of July 1, 2015. The CSA Coordinator indicated that the Service Summaries and POSO's will begin to reflect the language in the OCS Standardized Service Names list.

- d. CSA also shared information obtained from the Regional CSA Coordinators meeting reflecting a possible change in policy or statute regarding a Certificate of Need for all RTC Level C, including children not currently CSA funded. This could potentially increase the number of cases presented at FAPT for funding.

D. The CSA Coordinator inquired about a possible policy change regarding the establishment of a contract prior to receiving services with new providers. A policy change was suggested and the change will be presented and voted on at the next CPMT meeting.

E. CPMT followed up on the discussion of payment for Private Providers to attend FAPT and/or IEP meetings. The discussion ended with the decision that no payment will be offered to providers for attending meetings, per the contract's clear indicated that providers will not be paid by CSA for attendance at FAPT meetings.

- 5. Upon a motion by Sandy Brudvig, seconded by Shelia Crossen-Powell, the CPMT went into Closed Session in accordance with Section 2.2-3711 (A)(4) of the Code of Virginia for the protection of the privacy of individuals in personal matters not related to public business for the consideration of funding requests on behalf of services for particular children and/or families.
- 6. Upon a motion by Shelia Crossen-Powell and seconded by Nancy Davis, the meeting was reconvened.
- 7. Nancy Davis moved to certify during the Closed Session, only public business matters lawfully exempted from the open meeting requirements of the Freedom of Information Act and only such public business matters as were identified in the motion for Closed Session were discussed. Shelia Crossen-Powell seconded the motion, with unanimous agreement by all CPMT members.
- 8. Nancy Davis made a motion to approve all cases before the CPMT (see below), Shelia Crossen-Powell seconded the motion. The CPMT voted on the Requested Funds \$300,924.70.

Sheila Crossen-Powell	Aye
Jim Taylor	Aye
Ivy Sager	Aye
Nancy Davis	Aye
Sandy Brudvig	Aye, except case #2427 per § 2.2-5205

Cases Presented and Approved:

<u>Mandated</u>	<u>FAPT #</u>	<u>Requested</u>
KA	2470	540.00
KA	2471	450.00
LB	2427	47,407.82
KC	2439	672.00
TH	2444	1,950.00
RM	2467	23,294.50
DP	2474	19,432.67
CS	2147	22,917.45
AT	2472	11,134.00
CU	2347	6,500.00
SU	2104	23,482.30
CW	2470	25,620.00
<u>Mandated Consent</u>	<u>FAPT #</u>	<u>Requested</u>
EB	2300	100.00
RM	2467	4,328.50
DP	2474	1,471.86
CW	2470	950.00
EB	2300	100.00
<u>Non Mandated</u>		
DH	2457	1,785.00
<u>Non Mandated On Consent</u>		
DH	2457	1,350.00
	Total Mandated Request:	197,150.70
	Total Mandated Consent Request:	8,200.36
	Total Non-Mandated Request:	1785.00
	Total Non-Mandated Consent Request:	1350.00
	Education only mandated	93,789.00
	TOTAL CSA FUNDS REQUESTED:	300,924.70
	TOTAL CSA FUNDS APPROVED:	\$300,924.70

9. During closed session, delinquent Parental Payments were discussed, with the recommendation by Finance to pursue the Collections process. Karlyne Snead offered to call each parent again and review the payment status. CPMT agreed to table the vote until the next meeting.
10. CPMT adjourned at 1:31 PM until December 18, 2014 at 12:30 p.m. in the Hanover Department of Community Resources Meeting Room. This meeting will include the fiscal report, a review of cases, co-payment report in closed session, and administrative items.