

DIRECTOR
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Department of Social Services

County of Prince George

BOARD OF SOCIAL SERVICES
Jeffrey D. Stoke – County Administrator



Community Policy & Management Team (CPMT) Meeting Minutes
9:00 AM – Wednesday, March 1, 2023

MEMBERS PRESENT:

Bertha Judge, CPMT Chair / PG DSS Director
Timothy Beard, PG County Court Services
Diana Barnes, CSB D19
Donald Hunter, PG Board of Supervisors
Lori Robertson, PG County Finance
Donald Edwards, Private Provider

MEMBERS NOT PRESENT:

Jason Koren, Parent Representative
Allison Dillow, Parent Representative
Kae Partin, PG County Schools

I. CALL TO ORDER AND ROLL CALL

- B. Judge called the meeting to order at 9:05 am

II. INTRODUCTIONS

III. APPROVAL OF MINUTES

- Minutes from the January 4, 2023 meeting
- Motion to approve 1st D. Hunter 2nd T. Beard

IV. ANNOUNCEMENTS

V. OLD BUSINESS

- Annual Strategic Planning was tabled from our January meeting

VI. NEW BUSINESS

- CSA Coordinator received copies of Annual Strategic Plan for several localities to for comparison purposes. These were reviewed with the CPMT Chair B. Judge along with recent gap survey results. The PG Annual Strategic Plan was reviewed and updated but still follow-up data is still needed from PG Court Services, PG Schools and D19 to finalize.
- Discussed issues with past due invoices from PG Schools because there are some SPED cases with no payments this fiscal year. There was a planned meeting scheduled for March 3rd, 2023. It was decided that every quarter CPMT would review any outstanding past due invoices going forward. We need to clarify the reason for the delay in payments whether this is a vendor issue or worker issue. The

delay in processing invoice payments makes it hard to determine and project spending for budget purposes.

- Reviewed the Local CSA Resource Survey results. The survey was sent to CSA Coordinators in mid-November 2022 to complete. The survey was to conduct annual staffing and administrative budget data from each local CSA office.
- Discussed the Time to Service study that was sent to local CSA offices on 2/3/2023. This study was to track new referrals only for a two-month period. We currently have no new cases to report.
- FAPT Annual Training was held on March 9, 2023. Carol Wilson and Anna Antell from Office of Children's Service completed CANS & Service Planning Training. This training was designed for anyone who participates in the CSA service planning process. 12 people registered and attended: Alicyne King Washington (PG Schools), Sherica Johnson (PG Schools), Jacqueline Dybuvarang (PG Schools), Danielle Robertson (CSU), Keon Chapman (FAPT Private Provider), Allison Dillow (CPMT Parent Rep), Brooke Payne (D19), Robert Jones (DSS), Amanda Binford (DSS), Charnele McRae (DSS), Brittany Robinson (DSS) and Danielle Jones-Batts (DSS).
- 2022 CSA Conference materials have been posted on the OCS website.

VII. EXECUTIVE SESSION

Motion to convene in Executive Session pursuant to 2.2-3711 (A) (4) and (15), and in accordance with the provisions of 2.2 – 5210 of the Code of Virginia for proceedings to consider the appropriate provision of services and funding for a particular child or family or both who have been referred to the family assessment and planning team and whose case is being reviewed by the community policy and management team.

- 1st D. Hunter 2nd Timothy Beard

VIII. MOTION TO RETURN TO OPEN SESSION

- 1st L. Robertson 2nd D. Edwards

IX. CERTIFY COMPLIANCE BY ROLL CALL (10:15 am)

Move that the members of the Prince George County CPMT certify that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements, and (2) only such public business matters were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting.

X. MOTION FOR CASE APPROVAL

- Motion to approve cases discussed for Fiscal Year 2023
- 6 cases reviewed & 3 cases requesting funding– totaling \$47,950.00
- 1st T. Beard 2nd L. Robertson

XI. ADJOURNMENT

- Motion to adjourn being no further business to discuss. CPMT adjourned at 10:34 a.m.

NEXT MEETING:

CPMT will be Wednesday April 5, 2023, 9:00 a.m. at Prince George County Social Services Training Room.

Office of Children's Services Data Collection Event - time to service study

Thompson, Carrie (CSA) <Carrie.Thompson@csa.virginia.gov>

Fri 2/3/2023 7:32 AM

To: Tinsley, Lakeshia (VDSS) <Lakeshia1.Tinsley@dss.virginia.gov>

Cc: Judge, Bertha (VDSS) <Bertha.Judge@dss.virginia.gov>

📎 2 attachments (35 KB)

PrinceGeorge_149.xlsx; Survey-Time to Service 2023.docx;

Good morning and happy Friday! I hope this email finds you and yours well.

What is the ask?

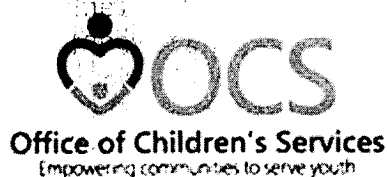
- The Time to Service study is a data collection activity, lasting no more than two months from the date of your first referral logged for the period. The spreadsheet attached to this message is the data collection tool to be used to document information about the time between the receipt of a referral for services and the CSA's approval to fund those services. Information collected will include dates of key points in the process and types of services requested.
- The survey is meant to collect context for the study, via open-ended responses that allow your program the space to describe the caveats of your locality's administration of CSA. To be completed during the two months of data collection, but can be sent in ahead of the spreadsheet.
- The number of cases assigned to your locality was based on a percentage of your FY2022 case count, distributed over the proportion of mandate types in your program's service mix over the last three years, or a minimum of one case per group. Please reference the Instructions tab in the spreadsheet for full detail.

Why?

- Joint Legislative Audit and Review Commission (JLARC) recommended that the Office of Children's Services (OCS) should require local CSA programs to measure, collect and report timeliness data to OCS at least annually.
- Recommended that OCS use this data to identify local CSA programs with relatively long start times for services, provide assistance to these programs, and notify Community Policy and Management Teams of their low performance relative to other CSA programs.

Appreciation to Shari Lyons, Pam Wimmer, Robin Turner, Kelie Smith, Julie Dubee, Rachel Lewis, Rachel Schulhof, and Tesa BrodyWrye for your help in developing these tools!

Please send me an email if you have any issues or questions. Thank you for your participation.



Carrie Thompson

Research Associate Senior

Office of Children's Services

1604 Santa Rosa Rd., Suite 137, Richmond, VA 23229

804-663-5546

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Fw: Time to Service data collection: questions asked so far, answered

Thompson, Carrie (CSA) <Carrie.Thompson@csa.virginia.gov>

Fri 2/3/2023 1:33 PM

To: Thompson, Carrie (CSA) <Carrie.Thompson@csa.virginia.gov>

Updated answer below (first question, new third bullet):

Hello all! Thank you for your patience as I sent out each locality's information individually. Everyone should have their survey and spreadsheet data collection tool now.

Below are some questions that have been received from Coordinators, and OCS's answers. Hopefully you will find this helpful. Keep them coming, and I will continue to share out to the group.

Are we only tracking new referrals?

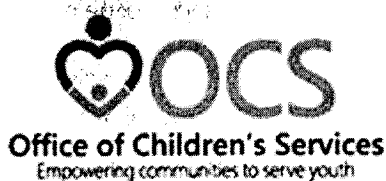
- This event is only collecting new referrals, not referrals for youth that are already receiving CSA-funded services. For new Foster Care cases, track time from the referral to the first FAPT.
- If there are multiple services being requested, track the primary service being requested (your call) - there is space in the spreadsheet to provide detail on the type of service requested.
- If a case is re-opened to CSA (it was closed and there was a period of time where the child was not receiving CSA-funded services), you may count the incoming referral as a new referral.

What about MDT requests that are not requesting services funded through FAPT?

- Please track this process within your sample for Foster Care Prevention (second PMT grouping tab in spreadsheet). If you have additional questions about this, just let me know.

If the collection period is for only two months, how long do we wait to collect data on referrals received towards the end of the collection period?

- If your locality is at the end of the two month collection period and is waiting for cases to complete this process to finish your tracking, please contact me. I believe that there can be some flexibility around the end date, and I would prefer complete data over partial data. But let's have a conversation on a case-by-case basis as your collection period is wrapping up.



Carrie Thompson

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Local CSA Resource Survey – FY2022

Introduction

The Office of Children's Services' (OCS) oversight responsibilities include the effective monitoring and implementation of the Children's Services Act (CSA). Beginning in FY2021, the Virginia General Assembly directed the OCS to collect annually staffing and administrative budget data from each local CSA.

Using Survey Monkey, the following questions were sent in mid-November 2022 to CSA Coordinators via email. CPMT Chairs were notified of the distribution:

1. Over the course of FY2022, in whole numbers, how many full-time employees are the financial responsibility of the [Locality] CSA?
2. In whole numbers, how many part-time employees?
3. Among the part-time employees, how many were working about:
 - a. 25% of the time?
 - b. 50% of the time?
 - c. 75% of the time?
4. For [Locality], the total CSA administrative allocation for FY2022 was [custom amount for Locality], with the state share of [custom amount for Locality] and the required local matching share of [custom amount for Locality].

What additional local funds beyond the required [custom amount for Locality] were needed to fund:

- a. Personnel expenses (full and part-time employees)?
- b. Non-personnel expenses (eq. office space, supplies, postage, vehicle usage, training)?

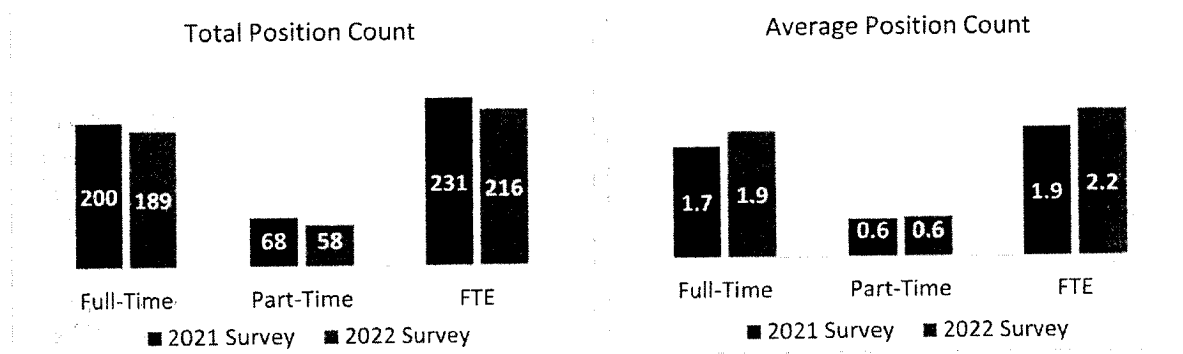
Responses were collected between November and December 2022, and the results summarized below.

The response rate for the 2022 survey was 76 percent (97 responses received out of 128 possible surveys (Accomack/Northampton and Harrisonburg/Rockingham each submitted combined responses).

Employee position counts for FY2022 were similar to FY2021 survey totals. The average additional funds needed in FY2022, beyond local share matching allocations, were higher for personnel expenses and lower for non-personnel expenses compared to survey responses in FY2021.

Results

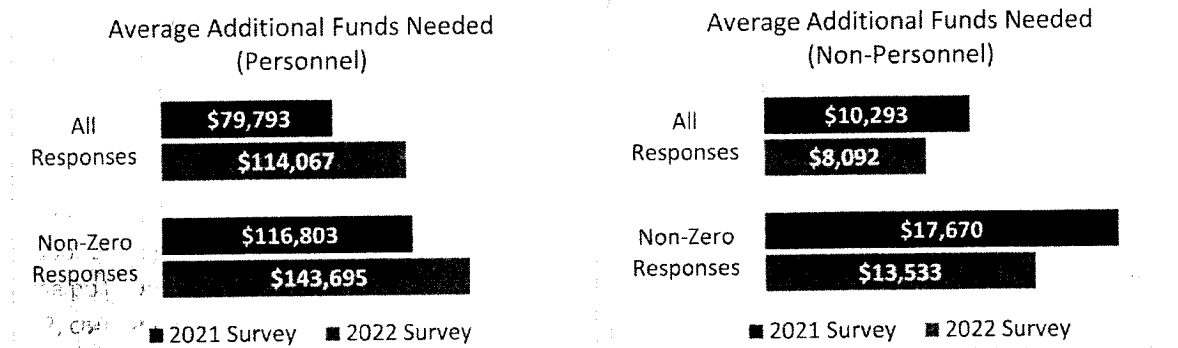
Employee Positions



For 2022, reported employee position counts decreased slightly from 2021 levels. There were 11 fewer full-time positions, 10 fewer part-time positions, and 15 fewer full-time equivalent (FTE) totals.

Fewer localities with no full-time employees were reported in 2022 (15 localities or 15.5% of the 97 respondents) versus 24 localities in 2021 (20% of respondents). This influences the higher average full-time position count for 2022 (1.9, compared to 1.7 in 2021), and the higher average FTE count for 2022 (2.2, compared to 1.9 in 2021).

Additional Spending over Required Local Matching Share



Average additional funds needed for personnel, beyond the required local matching share, was higher in FY2022 than in FY2021. The average for all localities was \$114,067 in FY2022 and \$79,793 in FY2021. The average for localities that demonstrated a need for additional funds (localities that answered \$0 extra spending on personnel beyond their allocation excluded) was \$143,695 in FY2022 and \$116,803 in FY2021. Seventy-seven localities indicated need (non-zero spending response) for FY2022, or 80% of respondents. Seventy-five localities (64% of respondents) indicated need in FY2021.

Average additional non-personnel costs decreased in FY2022. The average additional amount spent (including answers of \$0) in 2021 was \$10,293 and \$8,092 in 2022. The average non-personnel expense, excluding responses of no extra spending, was \$17,670 in 2021 compared to \$13,533 in 2022. Sixty-one localities (52% of responses) indicated a need of additional funds for non-personnel expenses in 2021. In 2022, 58 localities (60% of responses) indicated this need.

Local CSA Resource Survey Responses (FY2022)

Locality	State Share	Local Share	Total Additional Local Spending	# Full-Time	# Part-Time
Accomack/Northampton	\$21,574	\$5,930	\$0	1	0
Albemarle	\$21,785	\$17,637	\$196,366	1	4
Alexandria	\$43,149	\$48,835	\$315,000	3	0
Alleghany	\$21,909	\$5,220	\$2,059	1	0
Amelia	\$10,787	\$5,237	\$0	0	1
Amherst	\$10,787	\$4,034	\$137,687	2	0
Appomattox	\$10,787	\$3,867	\$46,399	1	0
Arlington	\$43,149	\$36,779	\$350,000	5	0
Bath	\$10,787	\$8,064	\$891	0	1
Bedford	\$31,606	\$15,993	\$169,585	3	0
Bland	\$10,787	\$2,883	\$0	0	1
Botetourt	\$10,787	\$6,074	\$11,828	0	1
Bristol	\$10,787	\$3,686	\$64,207	2	0
Buckingham	\$10,787	\$2,736	\$10,787	1	1
Campbell	\$10,787	\$4,863	\$103,438	2	0
Caroline	\$10,787	\$5,332	\$66,718	0	0
Carroll	\$10,787	\$4,427	\$0	1	0
Charles City	\$10,787	\$4,916	\$51,105	0	2
Charlotte	\$10,787	\$3,050	\$18,743	1	0
Charlottesville	\$20,631	\$9,132	\$45,750	1	0
Chesapeake	\$43,149	\$25,509	\$328,499	5	0
Chesterfield	\$43,149	\$27,048	\$354,418	4	1
Clarke	\$10,787	\$9,946	\$0	1	1
Colonial Heights	\$10,787	\$7,272	\$88,605	1	0
Covington	\$10,787	\$3,588	\$776	1	0
Craig	\$10,787	\$4,409	\$10,250	0	1
Cumberland	\$10,787	\$4,712	\$49,861	1	0
Danville	\$15,723	\$4,493	\$0	2	0
Dickenson	\$10,787	\$4,715	\$26,500	1	0
Dinwiddie	\$10,787	\$5,453	\$170,127	2	0
Essex	\$10,787	\$6,762	\$4,300	1	0
Fairfax/Falls Church	\$43,149	\$36,926	\$3,226,273	22	11
Fauquier	\$14,419	\$12,202	\$89,469	2	0
Floyd	\$10,787	\$3,266	\$52,940	0	1
Fluvanna	\$10,787	\$6,643	\$113,375	1	1
Franklin City	\$10,787	\$6,364	\$84,225	1	0
Franklin County	\$10,787	\$4,257	\$112,000	2	0
Frederick	\$16,130	\$12,411	\$266,277	2	0

Locality	State Share	Local Share	Total Additional Local Spending	# Full-Time	# Part-Time
Galax	\$10,787	\$4,951	\$0	1	0
Giles	\$10,787	\$4,401	\$66,526	1	0
Gloucester	\$10,787	\$6,300	\$77,919	1	0
Goochland	\$10,787	\$10,243	\$97,180	1	0
Greene	\$10,787	\$5,735	\$0	1	0
Greensville/Emporia	\$10,787	\$3,160	\$0	1	0
Halifax	\$10,787	\$3,287	\$86,928	1	2
Hampton	\$43,149	\$20,518	\$190,000	6	1
Hanover	\$19,931	\$15,941	\$224,100	2	2
Harrisonburg/Rockingham	\$27,477	\$15,408	\$152,211	5	1
Henry	\$10,787	\$4,165	\$85,128	2	1
Hopewell	\$10,787	\$3,924	\$0	1	0
Isle of Wight	\$10,787	\$6,103	\$0	2	1
James City	\$10,787	\$8,767	\$6,488	1	1
King George	\$10,787	\$6,139	\$27,216	1	0
King William	\$10,787	\$6,761	\$6,661	1	0
Loudoun	\$42,695	\$38,839	\$890,202	8	0
Madison	\$10,787	\$5,445	\$0	1	0
Manassas City	\$14,244	\$10,178	\$0	1	0
Manassas Park	\$10,787	\$8,050	\$90,000	0	0
Martinsville	\$10,787	\$5,364	\$85,128	2	1
Montgomery	\$14,777	\$5,844	\$75,928	1	0
Nelson	\$10,787	\$4,919	\$0	0	1
New Kent	\$10,787	\$8,234	\$92,362	1	0
Newport News	\$43,149	\$16,557	\$15,500	6	1
Norfolk	\$43,149	\$14,039	\$70,000	7	1
Northumberland	\$10,787	\$5,323	\$10,765	0	1
Norton	\$10,787	\$5,203	\$5,000	1	1
Orange	\$10,787	\$7,445	\$86,000	1	2
Petersburg	\$43,149	\$23,593	\$14,851	2	0
Pittsylvania	\$10,787	\$3,324	\$176,573	3	0
Portsmouth	\$43,149	\$15,200	\$0	3	0
Powhatan	\$10,787	\$8,277	\$87,356	4	0
Prince Edward	\$10,787	\$3,099	\$7,500	1	0
Prince George	\$10,787	\$6,379	\$15,000	1	1
Prince William	\$43,149	\$22,366	\$189,485	6	0
Pulaski	\$10,787	\$4,455	\$14,723	2	0
Radford	\$10,787	\$2,755	\$35,500	1	0
Rappahannock	\$10,787	\$7,808	\$72,832	1	0
Richmond City	\$43,149	\$25,241	\$504,717	6	0

Locality	State Share	Local Share	Total Additional Local Spending	# Full-Time	# Part-Time
Richmond County	\$10,787	\$5,140	\$25,000	0	4
Roanoke City	\$43,149	\$19,136	\$360,549	5	0
Russell	\$10,787	\$2,520	\$94,840	1	0
Scott	\$10,787	\$4,970	\$10,000	0	1
Smyth	\$10,787	\$3,290	\$0	2	0
Southampton	\$10,787	\$5,148	\$61,658	1	0
Spotsylvania	\$15,983	\$13,547	\$191,842	2	1
Stafford	\$14,550	\$11,616	\$240,000	2	1
Suffolk	\$13,457	\$4,325	\$4,416	2	1
Surry	\$10,787	\$7,129	\$40,000	1	0
Sussex	\$10,787	\$3,383	\$37,817	0	2
Tazewell	\$10,787	\$3,511	\$0	1	0
Virginia Beach	\$43,149	\$23,945	\$460,828	4	0
Warren	\$11,782	\$7,385	\$0	1	1
Washington	\$10,787	\$4,112	\$64,207	2	0
Westmoreland	\$10,787	\$4,679	\$111,401	1	1
Winchester	\$13,786	\$11,684	\$18,671	1	0
Wise	\$10,787	\$4,102	\$0	2	0
York	\$10,787	\$6,863	\$0	0	1

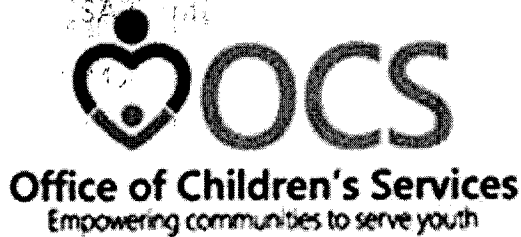
2022 CSA Conference Materials--Announcement

Mucha, Marsha (CSA) <marsha.mucha@csa.virginia.gov>

Thu 2/9/2023 3:03 PM

To: Mucha, Marsha (CSA) <marsha.mucha@csa.virginia.gov>

The 2022 CSA Conference materials are now available on the CSA website at this link: <https://csa.virginia.gov/Resources/TrainingMaterial/1>. Please contact Mary Bell (mary.bell@csa.virginia.gov) if you have any questions. Thank you.



Mary Bell, MAFP

Program Consultant

Office of Children's Services

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