

**Albemarle CPMT  
Charlottesville CPMT  
Joint Committee Meeting Minutes  
Wednesday, December 19, 2018  
County Office Building  
401 McIntire Road  
Second Floor, Room 241**

**Present:** Kaki Dimock, Mary Stebbins, Katie Ralston, Diane Kuknyo, Erin Callas, Hope Robinson, Katrina Lee, Phyllis Savides, Lori Allshouse, Misty Graves, Martha Carroll, Suzanne Fladd, Jennifer Wells, Sarah Robinson

**Absent:**

**Quorum:** Albemarle: Yes  
Charlottesville: Yes

Phyllis Savides called the meeting to order at 3:35. Introductions were made for Sarah Robinson, who was the Region Ten designee.

**Agenda Item: Review & Approval of the Agenda/ Acceptance of Consent Agenda**

**Presenter:** Chair

**Discussion/Summary:** Phyllis asked the Charlottesville CPMT to make a motion to approve the consent agenda. Phyllis asked Albemarle to make a motion to approve the consent agenda.

**Documents/Resources:** December 2018 Agenda, October 2018 Minutes, October/November 2018 Financial Reports sent by email.

**Next Steps/Action(s) Taken:** Lori made a motion to approve the December Consent Agenda for Albemarle CPMT, which was seconded by Hope. Martha made a motion to approve the December Consent Agenda for Charlottesville CPMT, which was seconded by Erin. Both motions passed unanimously.

**Agenda Item: Action:** CSA Provider Agreement Revisions for December

**Presenter:** CSA Coordinators

**Discussion/Summary.** Charlottesville has one Provider Agreement Revision for the International Rescue Committee (IRC). At this time, the IRC is only contracting with Charlottesville. There was one change concerning indemnification, which was approved by the city attorney.

**Documents/Resources:** Katie handed out the revision request at the meeting.

**Next Steps/Action(s) Taken:** Kaki made a motion to approve, which Diane seconded. Motion approved.

**Agenda Item: Presentation:** Charlottesville Self-Assessment Audit Draft

**Presenter:** Katie Ralston

**Discussion/Summary:** Katie reviewed a summary document, highlighting the findings of the self-assessment audit. The final finding of the workbook will need to be decided by the CPMT. Copies of the Summary of Findings document were handed out. Although it is not required, this seemed to be a helpful document for the auditors last time so Katie provided it again. Katie said 10% of all CSA cases from FY18 were pulled for 48 cases. Areas identified as being in Partial Compliance included CPMT membership. Charlottesville CPMT does not have a Private Provider Representative or a Parent Representative. A flyer is currently being developed to try to recruit a Parent Rep for CPMT. The FAPT team does have full membership. In June, the private provider rep will need to be replaced on FAPT, which is an opportunity to recruit for the private provider rep on CPMT. Kaki asked if a Parent Rep could be paid to attend. Phyllis mentioned the county would need to flow the money through DSS and the budget has already been submitted. Phyllis mentioned the County has explored recruitment at VIA administration. The second item identified was data management. We have individualized progress reports and IFSPs; however, we need to a more broad review of provider outcomes. The data workgroup/quality control workgroup has looked at this item. Other localities require providers to submit an annual report, which was discussed in the cost containment workgroup. Diane questioned if OCS does any type of provider surveys. Katie is not aware of any besides the Private Day, which is focused on cost containment. Phyllis mentioned the use of CANS as a possible method. There is also a need to look at feedback from families. We currently utilize a caretaker survey regarding FAPT meetings but perhaps this feedback needs to be broadened. Program could possibly address this. The next item is Vendor Progress reports. Although in overall compliance, there were some instances in which vendor reports missing. Some cases had electronic copies but not in the file. There is discussion in the cost containment/quality control workgroup about having the reports attached to invoices/purchase orders. This would help workers not have to track down providers to get the reports. The workgroup learned that many other localities do this as their practice. Refresher training may be helpful. The next item was completion of the CANS. Overall CANS are being completed. During the case reviews, it was found that sometimes reviews were not timely (8 months instead of 6 months) or the wrong version was used. The SEC just approved a revision in the CANS policy clarifying the state requirement and this revision should help us to be in full compliance with CANS. Kaki asked how the information on the audit results goes back to case managers. Katie's plan is to share with agencies. The last item is expenditure eligibility. Katie reviewed the current process for paying for services. Through the audit process, questions were raised about how expenditures are entered into Harmony. An example is FAPT may approve on a certain date, but the expenditure is entered in Harmony with a different date (service date, payment date, etc.). A meeting was convened with those involved in this process to clarify how expenditures should be entered to avoid confusion. There would be a payment made and Katie could not find a FAPT approval; however, the problem was that a different funding stream should have been used, but the case manager listed it incorrectly. The other payment error was for a payment made when the parent had not signed the IFSP consent form. In order to avoid this error in the future, the consent form will be required before the case goes to FAPT. These items will be reimbursed to CSA. Martha had a correction to take her off of the Louisa team. Charlottesville CPMT had no questions and Katie asked CPMT to help decide on which conclusion should be selected

because of the audit. CPMT supported choosing the second box. CPMT recognized the hard work put in by Katie to complete the workbook.

**Documents/Resources:** Self-Assessment Workbook sent by email. Summary of Findings document provided at the meeting.

**Next Steps/Action(s) Taken:** Martha made a motion to approve the final self-assessment audit findings, certification by the CPMT chair, and submission to OCS, which was seconded by Kaki. The motion passed unanimously. Katie will submit the completed self-assessment and required documentation to OCS.

**Agenda Item: FAPT Update**

**Presenter:** CSA Coordinators

**Discussion/Summary:** Joint training was conducted with partner agencies on CANS and the progress section for goals on the IFSP.

**Documents/Resources:** None

**Next Steps/Action(s) Taken:** informational

**Agenda Item: Review of Routine Foster Care Expenses and FAPT Approved Expenses**

**Presenter:** CSA Coordinators

**Discussion/Summary:** Phyllis asked if there were any questions about the routine foster care expense forms or the FAPT approved expenses for the City or County. Diane noted that it is hard to review the documents without the context. Phyllis noted that a Child Specific Team has reviewed before it goes to FAPT, which not all localities have. Martha noted how difficult it is for CPMT to review the way other localities do, particularly the smaller agencies. Diane asked how other larger localities are doing this. Martha will ask the Chesterfield person how they handle it.

**Documents/Resources:** Albemarle/Charlottesville documents sent by email

**Next Steps/Action(s) Taken:** Martha will follow up with Chesterfield to see how they handle their approvals.

**Agenda Item: CSA Coordinator Update**

**Presenter:** CSA Coordinators

**Discussion/Summary:** Katie and Cheryl attended a meeting put on by OCS and PCG regarding the SPED private day studies. There are going to be two different reports one with regarding rates and one regarding outcomes. Essentially, they are not requiring private providers to participate but are asking them to provide cost info to determine if a standard rate should be set. The information provided was very general. OCS has said that for next contracting year private day schools can only raise rates by 2%.

**Documents/Resources:** None

**Next Steps/Action(s) Taken:** Informational

**Agenda Item: OCS Communications**

**Presenter:** CSA Coordinators

**Discussion/Summary:**

**Documents/Resources:** Administrative Memos 18-10, 18-11 sent by email  
**Next Steps/Action(s) taken:** Reviewed memos with no questions.

**Agenda Item: Program Committee Update**

**Presenter:** Mary Stebbins, Program Chair

**Discussion/Summary:** Suzanne handed out a recommendation from Kevin on what the changes should be to the Community Practice Model document. Suzanne asked CPMT to review the changes and discuss next month, trying to recognize that providers need room and acknowledgement that they may not be able to meet the expectations. Phyllis asked Mary to take this back to Program for feedback.

**Next Steps/Action(s) Taken:** CPMT to review document and discuss in January.

**Agenda Item: Data Committee Report**

**Presenter:** Kaki Dimock

**Discussion/Summary:**

**Documents/Resources:** none

**Next Steps/Action(s) taken:**

**Agenda Item: Cost Containment/Quality Control Workgroup**

**Presenter:** Phyllis Savides

**Discussion/Summary:**

**Documents/Resources:** none

**Next Steps/Action(s) taken:** informational

**Agenda Item: Other Business from CPMT**

**Presenter:** Kaki Dimmock

**Discussion/Summary:** Kaki asked CPMT to revisit case presentations. Is it a practice that we want to continue or alter? What is the value of the presentation? Kaki suggested it did not add value to the CPMT's ability to review the system. There are other ways for CPMT to get that info. Phyllis asked for the history. A suggestion was for CPMT attend a FAPT instead of bringing the case presentation. This would be a way to get in touch with the FAPT process and not just a specific case. Phyllis recommended a pilot where the case presentation is suspended and CPMT members attend a FAPT. Can try it out for the next 6 months and then review in July. The original intent is to help the CPMT to stay connected to what happens on the ground level. If that were our goal, the feedback would be whether that is a good way to do it or not versus the case presentation with systems focus.

**Documents/Resources:** None

**Next Steps/Action(s) taken:** CPMT members will attend a FAPT and provide feedback to CPMT members afterwards to its usefulness.

## **Presentation Schedule**

January: Quarter 2 Financial  
February: Charlottesville City Schools  
March: Case Presentation

Phyllis adjourned the meeting at 4:36

**Next scheduled meeting: January 16, 2019**

Respectfully Submitted:  
Jennifer Wells