

PATRICK COUNTY  
COMMUNITY POLICY AND MANAGEMENT TEAM

Wednesday, March 26, 2025

1:00 PM

Patrick County School Board  
Large Conference Room

MEETING AGENDA

I. Call to Order

II. Roll Call

**21<sup>st</sup> District Court Service Unit:**

- Mr. Rob Hiatt, CSU Director- CPMT Chair
- Ms. Holly Johnson, CSU Alternate

**Piedmont Community Services:**

- Ms. Dana DeHart, PCS Clinical Director – CPMT Vice-Chair
- Ms. Rhonda Brown, PCS Alternate

**Patrick County Dept. of Social Services:**

- Ms. Carol Craig, PCDSS Director
- Ms. Tammy Martin, PCDSS Alternate

**Patrick County Schools:**

- Mr. Andy Bowlin, PC Schools
- Ms. Kim Kendrick, PC Schools Alternate

**Patrick County Health Department:**

- Ms. Pam Rorrer, Health Dept.

**Patrick County Board of Supervisors:**

- Mr. Steve Marshall, Patrick County Board of Supervisors

**Patrick County Administration Office:**

- Ms. Lori Jones, Patrick County Administration
- Ms. Ruth Russell, Alternate County Administration

**Private Provider:**

- Ms. Crystal Peterson-Barker, Private Provider Rep.

**Parent Representative:**

- Ms. Tamika Reynolds, Parent Rep.

**Others attending the meeting:**

- Ms. Michelle Corns, CSA Coordinator / FAPT Chair
- NONE

III. Recognition of Guests and Public Comment

IV. Approval of the Agenda

V. Approval of the February 19, 2025 Minutes

VI. FAPT Updates from CSA Coordinator – Michelle Corns

- VII. Old Business
  - a. Expenditures/CSA Pool Reimbursement Report – PC DSS
  - b. CSA Monthly Pool Reimbursement Report (FY25 February)
- VIII. New Business
  - a. Remove Ms. D. Scott as second FAPT Representative for Patrick County Schools, and add Ms. D. Scott as FAPT Alternate Representative for Patrick County Schools – No action needed due to electronic vote.
  - b. Remove Ms. Tambrey Owens as FAPT Alternate Representative for CSU, add Ms. Tanika Woods as Patrick County FAPT Alternate Representative for the CSU – Action Needed.
  - c. Remove Ms. Missy Valley as PC FAPT Representative for PCDSS, add Ms. Karen Southerland as PC FAPT Representative for PCDSS – Action Needed.
  - d. SEC Policy Revisions open for public comment through 05/20/25 – Informational.
  - e. OCS Resource Connection – Spring Edition – Informational.
  - f. March Monthly Broadcast of Provisional License – Informational.
- IX. Closed Session pursuant per Code of Virginia §2.2-3711(A)(15) for discussion of cases
  - a. FAPT Cases
  - b. FAPT Utilization Management report
  - c. New Foster Care cases/ 866 funding/ IEP
  - d. Amendments and Revisions to Prior Approved Funding Requests
- X. Return to Open Session
- XI. Certification of Closed Session Discussion and Roll Call.
- XII. Approve funding per FAPT recommendation.
- XIII. Approve funding for new Foster Care Maintenance/IEP cases.
- XIV. Patrick County CPMT Program Enhancement Plan – Joint Meeting with FAPT at 2:15PM. –  
Michelle Corns
- XV. Next meeting: Wednesday, April 16, 2025, at 2:00 PM.
- XVI. Adjournment

Note: CPMT Board Members; if you are unable to attend, please give this information to your CPMT alternate.



## CSA FY 25 - POOL REIMBURSEMENT REQUEST REPORT—PART 1

DATE: March 03, 2025	FOR PERIOD ENDING: February 28, 2025 Report ID: 43303 File Name: csa_141_M_2025_2_1.txt
LOCALITY: Patrick -FIPS 141	Contact Person: Darlene Martin Phone Number: 276-693-5980

### PART 1 - EXPENDITURE DESCRIPTION

EXPENDITURE DESCRIPTION		LOCAL MATCH RATE (a)	GROSS TOTAL EXPENDITURES THIS PERIOD (b)	EXPENDITURE REFUNDS THIS PERIOD (c)	NET TOTAL EXPENDITURES (b minus c) (d)	LOCAL MATCH (a x d) (e)	STATE MATCH (d-e) (f)
<b>1. CONGREGATE CARE / MANDATED AND NON-MANDATED RESIDENTIAL SERVICES</b>							
1a.	Foster Care - IV-E children in Licensed Residential Congregate Care; pool expenditures for costs not covered by IV-E (i.e., non room-and-board)	\$0.3174	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1b.	Foster Care - all others in Licensed Residential Congregate Care	\$0.3174	\$9,360.50	\$0.00	\$9,360.50	\$2,971.02	\$6,389.48
1c.	Residential Congregate Care- CSA Parental Agreements ; DSS Noncustodial Agreements	\$0.3174	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1d.	Non-Mandated Services/Residential/Congregate	\$0.3174	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1e.	Educational Services - Congregate Care	\$0.2539	\$17,141.39	\$0.00	\$17,141.39	\$4,352.20	\$12,789.19
<b>2. OTHER MANDATED SERVICES</b>							
2a.	Treatment Foster Care - IV-E	\$0.2539	\$29,265.29	\$0.00	\$29,265.29	\$7,430.46	\$21,834.83
2a.1	Treatment Foster Care	\$0.2539	\$69,664.05	\$0.00	\$69,664.05	\$17,687.70	\$51,976.35
2a.2	Treatment Foster Care - CSA Parental Agreements ; DSS Noncustodial Agreements	\$0.2539	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

2b.	Specialized Foster Care - IV-E ; Community Based Services	\$0.2539	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2b.1	Specialized Foster Care	\$0.2539	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2c.	Family Foster Care - IV-E ; Community Based Services	\$0.1270	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2d.	Family Foster Care Maintenance only	\$0.2539	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2e.	Family Foster Care - Children receiving maintenance and basic activities payments; independent living stipend/arrangements	\$0.2539	\$11,881.40	\$0.00	\$11,881.40	\$3,016.69	\$8,864.71
2e.1	State Kinship Guardianship	\$0.2539	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2e.2	Federal Kinship Guardianship	\$0.2539	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2f.	Community - Based Services	\$0.1270	\$17,541.93	\$0.00	\$17,541.93	\$2,227.83	\$15,314.10
2f.1	Community Transition Services - Direct Family Services to Transition from Residential to Community	\$0.1270	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2g.	Special Education Private Day Placement	\$0.2539	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2h.	Wrap-Around Services for Students With Disabilities	\$0.2539	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2i.	Psychiatric Hospitals/Crisis Stabilization Units	\$0.2539	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3.	Non-Mandated Services/Community-Based	\$0.1270	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4.	GRAND TOTALS: (Sum of categories 1 through 3)		\$154,854.56	\$0.00	\$154,854.56	\$37,685.90	\$117,168.66

## CSA FY 25 - POOL REIMBURSEMENT REQUEST REPORT—PART 2

### PART 2 - EXPENDITURE REFUND DESCRIPTION

Information regarding total expenditure refunds reported in Part 1, Line 4(c).

EXPENDITURE REFUND DESCRIPTION	CODE	AMOUNT
Vendor Refunds and Payment Cancellations	010	\$0.00
Parental Co-Payments	020	\$0.00
Payments made on behalf of the child (ex: SSA, SSI, VA benefits, &#133;)	030	\$0.00

Child Support Collections through DCSE	040	\$0.00
Pool prior-reported expenditures re-claimed under IV-E	050	\$0.00
Other: #getforminfo.COMMENTS#	090	\$0.00
TOTAL REFUNDS : Note: This total must agree with the GRAND TOTAL of all expenditure refunds Part 1, Line 4, Col (c).		\$0.00

The expenditures and refunds reported herein were incurred in accordance with provisions of the Comprehensive Services Act, and have not been reported on a previous claim. Documentation is maintained to support the expenditure and refund amounts reported, and to demonstrate that each expenditure and refund was made on behalf of a specific child (or list of specific children) and complies with the CSA Manual, COV and Appropriation Act requirements including utilization management and FAPT criteria.

# **POLICY 2.1**

## **STATE EXECUTIVE COUNCIL FOR CHILDREN'S SERVICES**

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### **2.1.3      *Individual Participation in State Executive Council Meetings by Electronic Means***

#### **2.1.3.1    *Scope Purpose***

- A. ~~This policy shall apply to any individual member of the State Executive Council for Children's Services (SEC) without regard to the identity of the member requesting remote (electronic) participation or the matters that will be considered or voted on at the meeting.~~
- B. ~~This policy shall apply to any public meeting of the SEC or any committees established by the SEC.~~

*To set the parameters of electronic participation in meetings of the State Executive Council for Children's Services (SEC) or any committees established by the SEC.*

#### **2.1.3.2    *Authority***

~~§ 2.2-3708.2 of the Code of Virginia.~~

- A. Section [2.2-3708.2](#) of the Code of Virginia provides that "Any public body, or any joint meetings thereof, may meet by electronic communication means without a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency in accordance with § [44-146.17](#) or the locality in which the public body is located has declared a local state of emergency pursuant to § [44-146.21](#), provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to provide for the continuity of operations of the public body or the discharge of its lawful purposes, duties, and responsibilities."
- B. Section [2.2-3708.3.B](#) of the Code of Virginia provides that "Individual members of a public body may use remote participation instead of attending a public meeting in person if, in advance of the public meeting, the public body has adopted a policy as described in subsection D..."

*Adopted:* March 17, 2016  
*Effective:* March 17, 2016

*Revised:* September 20, 2018

December 12, 2024

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### **2.1.3.3 *Applicability Definitions***

~~An individual member may participate in a meeting of the SEC or a public meeting of any committee established by the SEC through electronic communication from a remote location for the following reasons:~~

- ~~A temporary or permanent disability or other medical condition prevents the member from attending the meeting in person or;~~
- ~~B. A personal matter prevents the member from attending the meeting in person.~~

~~"All virtual public meeting" means a public meeting conducted by the State Executive Council using electronic communication means during which all members of the SEC who participate do so remotely rather than being assembled in one physical location and to which public access is provided through electronic communication means as defined by [§2.2-3701](#) of the Code of Virginia.~~

*"Caregiver"* means any adult who provides care for a person with a disability as defined in [§51.5-40.1](#) of the Code of Virginia. A caregiver shall either be related by blood, marriage, or adoption to or the legally appointed guardian of the person with a disability for whom they are caring.

*"Meeting"* means a meeting as defined by [§2.2-3701](#) of the Code of Virginia.

*"Member"* means any member of the State Executive Council or any committees established by the SEC.

*"Notify" or "notifies"* for the purpose of this policy means written notice, including, but not limited to, email or letter, but does not include text messages or messages exchanged on social media.

*"Remote participation"* means participation by any individual member of the SEC by electronic communication means in a public meeting where a quorum of the SEC is physically assembled, as defined by [§2.2-3701](#) of the Code of Virginia.

### **2.1.3.4 *Procedures***

- ~~A. *Notification:* The member requesting to participate through electronic communication from a remote location must notify the SEC chair or committee chair on or before the day of the meeting.~~
- ~~B. *Quorum:* In order for any member to be approved to participate in a meeting of the SEC or a public meeting of any committees established by the SEC through electronic communication, a quorum of the SEC or a simple majority of the committee must be physically assembled at the primary or central meeting location identified in the public notice required for the meeting.~~

*Adopted:* March 17, 2016

*Effective:* March 17, 2016

*Revised:* September 20, 2018

December 12, 2024

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- ~~C. *Technological requirement:* Arrangements shall be made for the voice of the remote participant to be heard by all persons at the primary or central meeting location.~~
- ~~D. *Documentation:* The reason the member is unable to attend the meeting and the remote location from which the member participates shall be recorded in the meeting minutes. The nature of the personal matter as provided in Section 2.1.3.3 shall also be included in the minutes.~~
- ~~E. *Limitation:* Members may only participate through electronic communication due to personal matters pursuant to subsection B. of 2.1.3.2. above for no more than two meetings of the SEC or the committee each calendar year.~~
- ~~F. *Approval Process:* Individual participation from a remote location shall be approved by the other members of the SEC or committee unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act (FOIA). If a member's participation from a remote location is challenged, then the other members of the SEC or committee shall vote whether to allow such participation. If the other members of the SEC or committee votes to disapprove of the member's participation because such participation would violate this policy, such disapproval will be recorded in the minutes with specificity.~~

### **2.1.3.4      *Remote Participation of Members***

#### **2.1.3.4.1      *Mandatory requirements***

*Regardless of the reasons why the member is participating in a meeting from a remote location by electronic communication means the following conditions must be met for the member to participate remotely:*

- A. A quorum of the SEC must be physically assembled at the primary or central meeting location. To determine whether a quorum is physically assembled, an individual member of the SEC who is a person with a disability as defined in [§ 51.5-40.1](#) and uses remote participation counts toward the quorum as if the individual was physically present. Further, an individual member of the SEC who is a caregiver for a person with a disability and uses remote participation counts toward the quorum as if the member was physically present.*
- B. Arrangements have been made for the voice of the remotely participating member to be heard by all persons at the primary or central meeting location. If, at any point during the meeting, the voice of the remotely participating member is no longer able to be heard by all persons at the meeting location, the remotely participating member shall no longer be permitted to participate remotely and will be considered absent from the meeting (for the purposes of a quorum).*

*Adopted:* March 17, 2016  
*Effective:* March 17, 2016

*Revised:* September 20, 2018

December 12, 2024

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C. *This policy shall not prohibit or restrict any individual member of the SEC who is using remote participation from voting on matters before the SEC.*

**2.1.3.4.2      *Process to request remote participation***

- A. *On or before the day of the meeting, and at any point before the meeting begins, the requesting member must notify the SEC Chair or the Office of Children's Services (OCS) Executive Director that they are unable to physically attend a meeting due to (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance or the member is a caregiver who must provide care for a person with a disability at the time the public meeting is held, thereby preventing the member's physical attendance, (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance, (iii) their principal residence location more than 60 miles from the meeting location, or (iv) a personal matter and identifies with specificity the nature of the personal matter.*
- B. *If the requesting member is unable to physically attend the meeting due to a personal matter, the requesting member must state the nature of the personal matter with specificity. There is no limit to the number of times that a member may participate remotely for the other authorized purposes listed in A (i)-(iii) above. Remote participation due to a personal matter (A (iv), above) is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.*
- C. *The requesting member is not obligated to provide independent verification regarding the reason for their nonattendance, including the temporary or permanent disability, other medical condition, or the family member's medical condition that prevents their physical attendance at the meeting.*
- D. *The Chair (or OCS Executive Director if the requesting member is the Chair) shall promptly notify the requesting member whether their request is in conformance with this policy and, therefore, approved or disapproved.*

**2.1.2.4.3      *Process to confirm approval or disapproval of participation from a remote location***

*When a quorum of the SEC has assembled for the meeting, the SEC shall vote to determine whether:*

- A. *The Chair's decision to approve or disapprove the requesting member's request to participate from a remote location was in conformance with this policy, and*
- B. *All persons at the primary or central meeting location can hear the voice of the remotely participating member.*

*Adopted: March 17, 2016  
Effective: March 17, 2016*

*Revised: September 20, 2018*

*December 12, 2024*

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#### **2.1.2.4.4 Recording in the minutes**

- A. *If the member is allowed to participate remotely due to a temporary or permanent disability or other medical condition, a family member's medical condition that requires the member to provide care to the family member, or because their principal residence is located more than 60 miles from the meeting location the SEC shall record in its minutes (1) the SEC's approval of the member's remote participation; and (2) a general description of the remote location from which the member participated.*
- B. *If the member is allowed to participate remotely due to a personal matter, such matter shall be cited in the minutes with specificity, as well as how many times the member has attended remotely due to a personal matter and a general description of the remote location from which the member participated.*
- C. *If a member's request to participate remotely is disapproved, the disapproval, including the grounds upon which the requested participation violates this policy or the Virginia Freedom of Information Act, shall be recorded in the minutes with specificity.*

#### **2.1.2.4.5 Dealing with Objections to Electronic Member Participation**

*It shall be assumed that a member can participate under the permissions listed above unless another member objects once the Chair states it at the beginning of the meeting. At such time, if any other member objects, the Chair shall call for a vote on the matter. If a member disapproves of electronic participation due to a violation of the SEC's electronic participation and meeting policy, then it will be recorded with specificity. If the vote is such that the member will not be permitted to participate electronically, the member should be advised that they may only monitor/witness the meeting, and the member is not permitted to participate (e.g., vote, discuss). The outcome of any vote on the member's electronic participation shall be documented in the minutes accordingly.*

#### **2.1.2.4.6 Closed session**

*If the SEC goes into closed session, the member participating remotely shall ensure that no third party can hear or otherwise observe the closed meeting.*

#### **2.1.2.4.7 Strict and uniform application of this policy**

*This Policy shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting. The Chair shall maintain the member's written request to participate remotely and the written response for one year or other such time required by records retention laws, regulations, and policies.*

*Adopted: March 17, 2016  
Effective: March 17, 2016*

*Revised: September 20, 2018*

*December 12, 2024*

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### **2.1.3.5      *Council Subcommittees***

*Any committee, subcommittee, or other entity designated by the SEC to perform delegated functions of the SEC or to advise the SEC shall comply with this policy regarding electronic member participation.*

### **2.1.3.6      *Policy Review***

*The State Executive Council for Children's Services shall review and readopt this policy annually as required by [§2.2-3708.3.D.](#)*

*Adopted: March 17, 2016  
Effective: March 17, 2016*

*Revised: September 20, 2018*

*December 12, 2024*

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# THE RESOURCE CONNECTION

*A bulletin of the Office of Children's Services*



## INSIDE THIS ISSUE

- Generations United Conference
- CWLA Connect
- 14th Annual CSA Conference
- CSA Onsite Training
- FREDLA Parent Peer Support Institute
- VACSB Training & Development Conference

generations united  
Because we're stronger together

23rd Global  
Intergenerational  
Conference

Registration Now Open

June 25-27, 2025 | Louisville, KY

guconf.org

### Generations United's 23rd Global Intergenerational Conference

This impactful conference unites dedicated professionals and caregivers in the kinship care community. This event offers a unique opportunity to learn, connect, and exchange innovative practices and programs that address the pressing issues faced by kinship families and grandfamilies. Don't miss the chance to be part of this transformative experience!

Click the infographic to register for this special event.



### CWLA Connect: *Inspiring Change, Igniting Progress*

CWLA Connect invites you to its annual conference, a unique opportunity to engage with colleagues in practice and policy from across the nation. This event is designed to foster connections across various systems, sectors, and state lines.

Join some of the brightest minds in child welfare and related fields to share innovative and sustainable solutions that enhance outcomes for children and families. [Registration](#) is still open!



## ELEVATING YOUTH VOICES: STEPPING INTO THE FUTURE

The Hotel Roanoke & Conference Center  
October 15-16, 2025  
Pre-Conference: October 14, 2025  
(Registration Required)

## 14TH ANNUAL COMMONWEALTH OF VIRGINIA CSA CONFERENCE

Mark Your Calendars!  
Registration and lodging will open  
May 15, 2025!



## Case Support Coding

[CSA Administrative Memo #25-01](#) offers important guidance on coding Case Support services for youth in residential or congregate care. To accurately reflect these services, please use a Service Placement Type (SPT) of 1 (Community Service) and an Expenditure Category (EXP) of 2f (Community-Based Services) while the youth are receiving care.

If you have any questions or need further clarification regarding this guidance, please feel free to reach out to Kristi Schabo at [kristi.schabo@csa.virginia.gov](mailto:kristi.schabo@csa.virginia.gov).

## **CSA TRAINING**

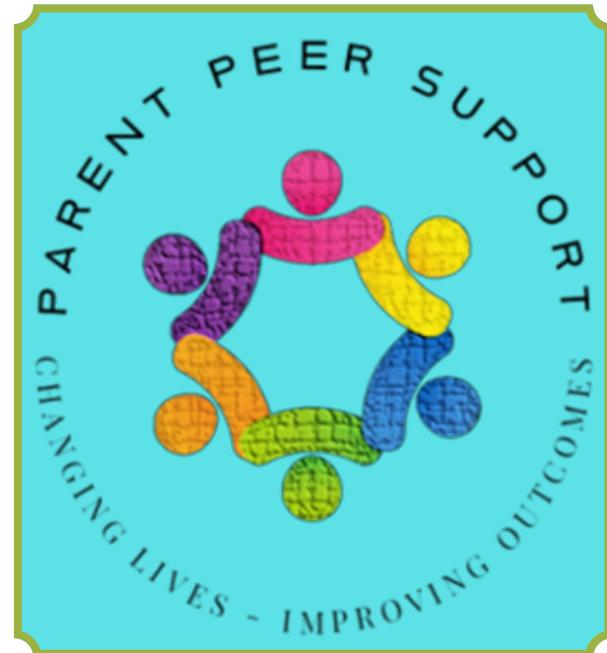
OCS offers on-site training to local CSA programs and community partners. The following training is available upon request:

***CANS & Service Planning***  
***FAPT & CPMT Roles and Responsibilities***  
***CQI & Strategic Planning***  
***Family Engagement***

Send your training request to the  
[OCS Help Desk](#).

# 2025 Parent Peer Support Institute

The Family-Run Executive Director Leadership Association (FREDLA) is hosting three half-day sessions of professional development tailored for Parent Peer Support providers, supervisors, policymakers, and funders. These sessions will feature national experts who will provide tools, best practices, and strategies to inspire and support this vital and growing workforce. [Register](#) now!



**Virginia Association Of  
Community Services Boards, Inc.**

*Making a Difference Together*

**Training & Development Conference**

**Norfolk, VA**

**May 7-8, 2025**



Got an idea for the next edition?

Send it to  
[mary.bell@csa.virginia.gov](mailto:mary.bell@csa.virginia.gov)

*See you next edition!*

## Current Initial CRF Applications in Process

Child Welfare Unit Contact Number: (804) 726-7143

FACILITY NAME	ADDRESS
NONE	

## CRF Licenses Expiring in the Month of March 2025

FACILITY NAME	LICENSE EXPIRATION DATE
Alpha House I	3/7/2025

VDSS, Division of Licensing Programs  
Child Welfare Licensing Unit  
5600 Cox Road  
Glen Allen, VA 23060  
(804) 726-7143

3/2025

REPORT OF ISSUANCE OF A PROVISIONAL LICENSE OR DENIAL OF LICENSE  
FOR CHILDREN'S RESIDENTIAL FACILITIES BY THE DEPARTMENT OF SOCIAL SERVICES

Provisional Licenses Issued:

FACILITY NAME	FACILITY LOCATION	EFFECTIVE DATE	EXPIRATION DATE	INSPECTOR NAME AND PHONE NUMBER
NONE				

Denial of Licensure:

FACILITY NAME	FACILITY LOCATION	DATE	INSPECTOR NAME AND PHONE NUMBER
NONE			

VDSS, Division of Licensing Programs  
Child Welfare Licensing Unit  
5600 Cox Road  
Glen Allen, VA 23060  
(804) 726-7143

## **BROADCAST**

DATE: March 4, 2025

TO: All State and Local Staff  
All Staff of the Office of Children's Services

FROM: Tara Davis Ragland, Director  
Division of Licensing Programs

SUBJECT: Notification Report of Children's Residential Facilities (CRF) Issued a Provisional License Due to Multiple Health and Safety Violations.

CONTACT(S): Dawn Caldwell at [dawn.caldwell@dss.virginia.gov](mailto:dawn.caldwell@dss.virginia.gov)

This broadcast serves to alert relevant local governments and placing and funding agencies, including the Office of Children's Services, about the status of initial and renewal applications, licenses that have been denied, and facilities that were issued a provisional license due to health and safety violations.

The mass distribution e-mail will contain information about the status of initial and renewal applications, licenses that have been denied, and facilities that were issued a provisional license due to health and safety violations. As of the date of broadcast, no CRF has been issued a provisional license and no CRF has been denied a license.

All state and local department staff can find the license information mentioned above on FUSION at <https://fusion.dss.virginia.gov/lp/LP-Home/CHILD-WELFARE-UNIT>

Additional information about children's residential facilities can also be accessed on the department's public website at <http://www.dss.virginia.gov/facility/crf.cgi>.

**Patrick County**  
**Community Policy and Management Team**  
**Program Enhancement Plan**

*Plan dates*

**Recommendation Area: Policy**

**Recommendation 1:**

It is recommended the Patrick County CPMT engage in a review of local policy and procedure to ensure alignment with the Code of Virginia, SEC Policy and the policy of member agencies. Policy should be revised as needed

Strategy	Target Date for Completion	Responsible Party	Benchmarks	Comments
<b>Strategy 1:</b> (Enter Text Here)				
<b>Strategy 2:</b> (Enter Text Here)				

**Recommendation 2:**

Once this initial policy revision has been completed, it is recommended that Patrick County CPMT engage in an annual review of the local policy manual. To promote continuity, it is recommended the CPMT establish an annual review date of the local policy manual.

Strategy	Target Date for Completion	Responsible Party	Benchmarks	Comments
<b>Strategy 1:</b> (Enter Text Here)				
<b>Strategy 2:</b> (Enter Text Here)				

**Recommendation 3:**

It is recommended that Patrick County CPMT review local forms to ensure they are conducive to appropriate documentation practices.

Further, it is recommended that CPMT, FAPT, and the CSA Office work with case managers to ensure documentation is completed appropriately and submitted to the CSA Office in compliance with local policy. This should be monitored on an ongoing basis by the FAPT and reported to the CPMT as necessary. Barriers to compliance with local policy should be addressed in a timely manner.

Strategy	Target Date for Completion	Responsible Party	Benchmarks	Comments
<b>Strategy 1:</b> (Enter Text Here)				
<b>Strategy 2:</b> (Enter Text Here)				

**Recommendation 4:**

It is recommended that CPMT work with the FAPT to develop and implement family engagement practices. To ensure continuity, these practices should be captured in the local procedure manual.

Strategy	Target Date for Completion	Responsible Party	Benchmarks	Comments
<b>Strategy 1:</b> (Enter Text Here)				
<b>Strategy 2:</b> (Enter Text Here)				

**Recommendation 5:**

It is recommended CPMT and FAPT work together to develop policy/practice that supports robust service planning. This may include the establishment of a family-centered meeting flow, the incorporation of the CANS Assessment into service planning, discharge planning and thorough Utilization Review. To ensure continuity, these practices/procedures should be captured in the local policy/procedure manual.

Strategy	Target Date for Completion	Responsible Party	Benchmarks	Comments
<b>Strategy 1:</b> (Enter Text Here)				
<b>Strategy 2:</b> (Enter Text Here)				

**Recommendation 6:**

It is recommended Patrick County CPMT and FAPT work to align local Utilization Review policy/practices with SEC Policy.

Strategy	Target Date for Completion	Responsible Party	Benchmarks	Comments
<b>Strategy 1:</b> (Enter Text Here)				
<b>Strategy 2:</b> (Enter Text Here)				

**Recommendation 7:**

It is recommended Patrick County CPMT examine local vendor contracts for the inclusion of requirements for provider attendance at FAPT meetings. Dependent upon local policy, providers may elect to attend meetings virtually, in person or by telephone. If current contracts do not include these provisions, it is recommended that Patrick County CPMT, in consultation with their legal counsel, consider the inclusion and enforcement of these provisions in future contract cycles.

Strategy	Target Date for Completion	Responsible Party	Benchmarks	Comments
<b>Strategy 1:</b> (Enter Text Here)				
<b>Strategy 2:</b> (Enter Text Here)				

**Recommendation 8:**

To ensure newly appointed team members and their alternates are prepared for meaningful engagement, it is recommended Patrick County establish onboarding policy/procedure for new FAPT and CPMT members/alternates as they are appointed.

***Note:***

Special consideration should be given to the Parent Representative position, as potential responsibilities of this position may vary from those of other members. It is recommended, when establishing the role of these members, CPMT consult guidance documents available on the OCS website. These documents include Best Practices for Elevating Parent Voice and Core Competencies for Local CSA Leaders, CPMTs, and FAPTs.

Strategy	Responsible Party	Target Date for Completion	Benchmarks	Comments
<b>Strategy 1:</b> (Enter Text Here)				
<b>Strategy 2:</b> (Enter Text Here)				
<b><u>Recommendation 9:</u></b>				
To ensure case managers are prepared to present cases to the FAPT, it is recommended CPMT establish an onboarding policy /procedure for case managers.				
Strategy	Responsible Party	Target Date for Completion	Benchmarks	Comments
<b>Strategy 1:</b> (Enter Text Here)				
<b>Strategy 2:</b> (Enter Text Here)				
<b><u>Recommendation 10:</u></b>				
It is recommended that CPMT establish policy addressing the development, implementation, and regular review of a strategic/ long-range plan.				
Strategy	Responsible Party	Target Date for Completion	Benchmarks	Comments

<b>Strategy 1:</b> (Enter Text Here)				
<b>Strategy 2:</b> (Enter Text Here)				

## Recommendation Area: Training

### Recommendation 1:

CPMT members, FAPT members, and their alternates should complete all available training modules for their respective teams on the ***Commonwealth of Virginia Learning Center (COVLC)*** and provide certificates of completion to the CSA Office. Certificates of completion for these modules should be maintained in the locality.

Strategy	Target Date for Completion	Responsible Party	Benchmarks	Comments
<b>Strategy 1:</b>  (Enter Text Here)				
<b>Strategy 2:</b>  (Enter Text Here)				

### Recommendation 2:

It is recommended FAPT members, CPMT members, team alternates and CSA staff engage in ***FAPT and CPMT Roles and Responsibilities Training*** provided by the Office of Children's Services. Following this training, it is recommended that CPMT and FAPT hold a joint meeting to discuss and plan for how information from this training will be integrated into local practice.

Strategy	Target Date for Completion	Responsible Party	Benchmarks	Comments

<b>Strategy 1:</b> (Enter Text Here)				
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<b>Strategy 2:</b> (Enter Text Here)				
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<b><u>Recommendation 3:</u></b>	It is recommended FAPT members, CPMT members, team alternates, CSA staff, and local case managers participate in <b><i>Family Engagement Training</i></b> through the Office of Children's Services. Once this training has been completed, it is recommended CPMT and FAPT meet within one month to discuss and plan for how information from this training can be integrated in local policy/practice.			
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Strategy	Target Date for Completion	Responsible Party	Benchmarks	Comments
<b>Strategy 1:</b>				
<b>Strategy 2:</b>				

<b><u>Recommendation 4:</u></b>	In an effort to assist the local FAPT in conducting more robust service planning, discharge planning, and Utilization Review, it is recommended FAPT members, CPMT members, team alternates, local case managers, and CSA staff participate in the <b><i>CANS and Service Planning training</i></b> provided by the Office of Children's Services. Once this training has been completed, it is recommended CPMT and FAPT meet to discuss and plan for how information from this training will be incorporated into local policy and practice.			
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<b>Strategy 1:</b> (Enter Text Here)				
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<b>Strategy 2:</b> (Enter Text Here)				
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<b>Recommendation 5:</b> To assist the CPMT in developing a strategic/long-range plan, it is recommended the Patrick County CPMT engage in CQI and Strategic Planning training provided by the Office of Children's Services.
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<b>Strategy</b>	<b>Responsible Party</b>	<b>Target Date for Completion</b>	<b>Benchmarks</b>	<b>Comments</b>
<b>Strategy 1:</b> (Enter Text Here)				
<b>Strategy 2:</b> (Enter Text Here)				

## Recommendation Area: Process

### **Recommendation 1:**

It is recommended CPMT and FAPT work together to develop and implement practices for inviting providers to FAPT meetings. This should be monitored by the FAPT and/or the CSA Office on an ongoing basis and reported to the CPMT.

Strategy	Target Date for Completion	Responsible Party	Benchmarks	Comments
<b>Strategy 1:</b> (Enter Text Here)				
<b>Strategy 2:</b> (Enter Text Here)				

### **Recommendation 2:**

It is recommended CPMT and FAPT engage in a self-evaluation of local family engagement practices. Participation in the Family Engagement Training will provide additional information that can be utilized during this process. Once opportunities for improvement are identified, it is recommended improvement strategies are developed and implemented.

Strategy	Target Date for Completion	Responsible Party	Benchmarks	Comments
<b>Strategy 1:</b> (Enter Text Here)				

<b>Strategy 2:</b> (Enter Text Here)				

**Recommendation 3:**

It is recommended FAPT engage in active efforts to ensure FAPT meetings are family friendly.

***Note:***

FAPT may consider the following opportunities: where family members sit, the provision of supplies for the family (a copy of the plan, pens, tissues, etc.) completing introductions/name tents, ensuring families understand the purpose of the FAPT and their own role on the team and encouraging families to share information, ask questions, or seek clarification in every meeting. FAPT may utilize the Best Practices for Elevating Parent Voice guidance document, available on the OCS Website to assist in strengthening these practices.

Strategy	Target Date for Completion	Responsible Party	Benchmarks	Comments
<b>Strategy 1:</b> (Enter Text Here)				
<b>Strategy 2:</b> (Enter Text Here)				

**Recommendation 4:**

To address inconsistencies in engagement of the FAPT members, it is recommended that CPMT work with these members to determine barriers to full participation in meetings.

***Note:***

CPMT may consider the following strategies: sending members to sit in on FAPT meetings for observation and support, holding periodic joint meetings with the FAPT where barriers are discussed, and individual meetings between CPMT and FAPT members from corresponding member agencies. If utilizing the former strategy, it is important that CPMT provide equitable support for FAPT members who are not employed through a member agency (Parent Representative, Private Provider etc.). When identified, barriers should be addressed appropriately.

Strategy	Target Date for Completion	Responsible Party	Benchmarks	Comments
<b>Strategy 1:</b> (Enter Text Here)				
<b>Strategy 2:</b> (Enter Text Here)				
<b>Recommendation 5:</b>  It is recommended CPMT and FAPT work with case managers to address instances in which the case manager does not have needed information for service planning. FAPT should have established procedures for proceeding with case reviews when a case manager cannot provide adequate information for the team to engage in holistic discharge planning.				
Strategy	Target Date for Completion	Responsible Party	Benchmarks	Comments
<b>Strategy 1:</b> (Enter Text Here)				
<b>Strategy 2:</b> (Enter Text Here)				
<b>Recommendation 6:</b>  It is recommended the CPMT and FAPT work together to determine whether the locality's frequent use of Therapeutic Mentoring services best meet the needs of children and families.				
Strategy	Responsible Party	Target Date for Completion	Benchmarks	Comments
<b>Strategy 1:</b>				

(Enter Text Here)				
<b>Strategy 2:</b> (Enter Text Here)				

**Recommendation 7:**

In an effort to bring new providers and services to the locality, it is recommended the CPMT and CSA Office work with providers to communicate interest in expanding services. Regionalization with other local CSA Offices or existing regional groups may be beneficial in encouraging providers to serve the area.

***Note:***

For assistance in securing local access to evidence-based services, the local program may contact the Virginia Center for Evidence-Based Partnerships at Virginia Commonwealth University (<https://www.cep-va.org/>).

Strategy	Responsible Party	Target Date for Completion	Benchmarks	Comments
<b>Strategy 1:</b> (Enter Text Here)				
<b>Strategy 2:</b> (Enter Text Here)				

**Recommendation 8:**

It is recommended that FAPT members are knowledgeable about various services and providers available in the locality. A concerted effort should be made by FAPT to recommend services which most closely align with the needs of individual children and families.

Strategy	Responsible Party	Target Date for Completion	Benchmarks	Comments
<b>Strategy 1:</b>				

(Enter Text Here)				
<b>Strategy 2:</b> (Enter Text Here)				

**Recommendation 9:**

It is recommended the CPMT work with the local CSA Office to develop and implement policies and practices that diminish the need for local-only expenditures due to program error.

Strategy	Responsible Party	Target Date for Completion	Benchmarks	Comments
<b>Strategy 1:</b> (Enter Text Here)				
<b>Strategy 2:</b> (Enter Text Here)				

**Recommendation 10:**

It is recommended CPMT work with the LDSS to ensure a request is submitted for Promoting Safe and Stable Families (PSSF) grant funding and this funding is utilized when appropriate.

Further, FAPT members should become knowledgeable of available funding streams and make a concentrated effort to access the appropriate funding stream for each service recommendation.

***Note:***

The document, Funding Sources for Child Specific Services, is available on the OCS Website to assist in this process.

Strategy	Responsible Party	Target Date for Completion	Benchmarks	Comments
<b>Strategy 1:</b>				

(Enter Text Here)				
<b>Strategy 2:</b> (Enter Text Here)				
<b><u>Recommendation 11:</u></b>				
It is recommended that CPMT work with the CSA Office to ensure administrative processes are defined and actionable in accordance with the Code of Virginia and SEC Policy.				
Strategy	Responsible Party	Target Date for Completion	Benchmarks	Comments
<b>Strategy 1:</b> (Enter Text Here)				
<b>Strategy 2:</b> (Enter Text Here)				
<b><u>Recommendation 12:</u></b>				
It is recommended that the CPMT and FAPT continue to recruit for the vacant Parent Representative position on the FAPT.				
<b>Note:</b> Guidance documents available on the OCS Website include Recruiting and Retaining Parent Members on Interagency Teams and Core Leadership Competencies for Local CSA Leaders, CPMTs, and FAPTs.				
Strategy	Responsible Party	Target Date for Completion	Benchmarks	Comments
<b>Strategy 1:</b> (Enter Text Here)				

<b>Strategy 2:</b> (Enter Text Here)				
<b><u>Recommendation 13:</u></b>				
It is recommended that CPMT develop and implement a long-range or strategic plan. This plan should be reviewed regularly to assess progress.				
Strategy	Responsible Party	Target Date for Completion	Benchmarks	Comments
<b>Strategy 1:</b> (Enter Text Here)				
<b>Strategy 2:</b> (Enter Text Here)				

## PLAN APPROVAL

The Community Policy and Management Team of Patrick County approves of this Program Enhancement Plan.

The Patrick CPMT agrees to follow the above plan as recommended by the Office of Children's Services and to meet at least quarterly with the OCS Program Consultant for Program Enhancement Plan Review and Update.

SIGNATURE:	PRINTED NAME:	TITLE:	DATE:

**PATRICK COUNTY  
COMMUNITY POLICY AND MANAGEMENT TEAM**  
Wednesday, February 26, 2025  
2:00 PM  
Patrick County School Board  
Large Conference Room

**MEETING MINUTES**

I. Mr. Rob Hiatt, CPMT Chair called the meeting to order at 2:03 pm.

II. Roll Call

**21<sup>st</sup> District Court Service Unit:**

- Mr. Rob Hiatt, CSU Director- CPMT Chair
- Ms. Holly Johnson, CSU Alternate

**Piedmont Community Services:**

- Ms. Dana DeHart, PCS Clinical Director – CPMT Vice-Chair
- Ms. Rhonda Brown, PCS Alternate

**Patrick County Dept. of Social Services:**

- Ms. Carol Craig, PCDSS Director
- Ms. Tammy Martin, PCDSS Alternate

**Patrick County Schools:**

- Mr. Andy Bowling, Director of Special Education PC Schools
- Ms. Kim Kendrick – PC Schools Alternate

**Patrick County Health Department:**

- Pam Rorrer, Health Dept.

**Patrick County Board of Supervisors:**

- Steve Marshall, member of the Patrick County Board of Supervisors/voted in by Board of Supervisors.

**Patrick County Administration Office:**

- Ms. Lori Jones, Patrick County Administration
- Ms. Ruth Russell, Alternate County Administration

**Private Provider:**

- Ms. Crystal Peterson-Barker, Private Provider Rep.

**Parent Representative:**

- Ms. Tamika Reynolds, Parent Rep.

**Others attending the meeting:**

- CSA Coordinator –Michelle Corns

III. **Recognition of Guests and Public Comment-** No special Guests and/or Public Comment - No public comment.

IV. **Approval of the 2/26/25 PCCPMT Agenda-** Lori Jones made the motion to approve the 2/26/25 PCCPMT agenda; seconded by Steve Marshall understanding that the date is updated for today since cancelled for inclement weather and New Business letter "a" of Vendor contract; Unanimous approval; The motion carried.

V. **Approval of the January 22, 2025 PCCPMT Minutes-** Steve Marshall made a motion to approve the Minutes for the January 22, 2025 PC CPMT meeting, copies having been distributed prior to/during the meeting. Tamika Reynolds seconded the motion. Unanimous approval.

VI. **FAPT Updates from CSA Coordinator**

- a. Michelle Corns –Noted having to reschedule next week FAPT due to missing 2 FAPT members for quorum. Noted Court Services Unit and School, and Rob Hiatt shared he will speak with Ms. Owens about filling in next week, as there is a mandatory training next week for Court Services Unit. This should allow for quorum next week for FAPT.
- b. Steve Marshall inquired about getting dates/times from Michelle Corns so that he can attend some FAPT meetings (to observe).

VII. **Old Business**

- a. Expenditures/CSA Pool Reimbursement Report – PC DSS-Michelle Corns:
  - i. Balance of 1,803,552.07
- b. CSA Monthly Pool Reimbursement Report (FY25 December)
  - i. Rob Hiatt-provided to team in emailed packet.
- c. Enhanced Technical Assistance report from CSA-Rob Hiatt and team- Discussion around the feedback provided by Courtney Sexton. Carol Craig noted that this is something she and Michelle Corns discuss regularly and are working on the many needs/ongoing improvement. Lori Jones noted Mrs. Sexton in pg. 9 of report needing input within 30 days. Michelle shared she will reach out formally to Courtney Sexton just to check in/verify/ interpretation if we have comments/follow up, to respond in 30 days. Discussion around the best way to approach updating the policy (using other templates). Michelle shared having an opportunity to talk to Courtney Sexton about committees/logistics (i.e. also utilizing alternates). Rob Hiatt noted others recommendations based upon step one, and asked group about yes/no to keep Courtney Sexton, and the PCCPMT agreed that we continue to utilize Courtney Sexton's assistance. Michelle Corns noted example that Courtney is who she directly speaks to, as opposed to going through Help Desk. Michelle shared that Courtney has also been helpful about issues that arise in which PCCPMT does not have policy.

VIII. **New Business**

- a. Vendor Contract- Michelle Corns- Happy Feet Child Center – PCCPMT received a request from TFC company, as daycare provider fell through, and we have a couple of kids that will need the services of Happy Feet Child Center. Michelle Corns noted February 1, 2025 to January 2027 is contract time frame and Happy Feet Child Care has signed. Lori Jones made a motion to approve the contract for Happy Feet Child Center; Tameka seconded the motion. Unanimous approval.

**IX. Closed Session per Code of Virginia § 2.2-37711 (A)(15):**

- a. **Tamika Reynolds** moved that the Board go into a closed meeting at 2:34 PM seconded by **Dana DeHart**; unanimous approval; The motion carried to discuss cases as allowed under Code of Virginia § 2.2-37711 (A)(15) of the Virginia Freedom of information Act.
  - i. FAPT Cases
  - ii. FAPT Utilization Management report
  - iii. New Foster Care cases/ 866 funding/ IEP
  - iv. Amendments and Revisions to Prior Approved Funding Requests

**X. Return to Open Session:**

- a. The Board returned to an open meeting at 2:39 pm on a motion by **Lori Jones**, seconded by **Pam Rorrer**, and unanimous approval; The motion carried.

**IX. Certification of Closed Session**-Mr. Rob Hiatt read the certification of the closed meeting and Dana DeHart took a roll call vote. Those voting in the affirmative were:

21<sup>st</sup> District Court Service Unit:

Mr. Rob Hiatt, CSU Director – CPMT Chair  
 Ms. Holly Johnson, CSU Alternate

Piedmont Community Services:

Ms. Dana DeHart, PCS Clinical Director  
 Ms. Rhonda Brown, PCS Alternate

Patrick County Dept. of Social Services:

Ms. Carol Craig, PCDSS Director  
 Ms. Tammy Martin, PCDSS Alternate

Patrick County Schools:

Mr. Andy Bowling, Director of Special Education PC Schools  
 Ms. Kim Kendrick – PC Schools Alternate

Patrick County Health Department:

Pam Rorrer, Health Dept.

Patrick County Board of Supervisors:

Steve Marshall, member of the Patrick County Board of Supervisors/voted in by Board of Supervisors.

Patrick County Administration Office:

Ms. Lori Jones, Patrick County Administration  
 Ms. Ruth Russell, Alternate

Private Provider:

Ms. Crystal Peterson Barker, Private Provider Rep.

Parent Representative:

Ms. Tamika Reynolds, Parent Rep.

Others attending the meeting: NON-VOTING

CSA Coordinator –Michelle Corns

- X. Approve funding per FAPT recommendation and Foster Care Maintenance/IEP cases-  
**Tamika Reynolds** made the motion to approve the funding; seconded by **Lori Jones**. The motion carried. All in favor.
  
- XI. Next meeting: Wednesday, March 26, 2025, at 2:00 PM. Rob Hiatt shared how the original date was March 19, 2025 if the team wanted to continue with that date, but the PCCPMT shared this is spring break for Patrick County, and 3/26/25 worked.  
  
Mr. Hiatt requested a motion to adjourn at 2:43 pm. **Lori Jones** made a motion, seconded by **Steve Marshall**, and unanimous approval; The motion carried.

Note: CPMT Board Members; if you are unable to attend, please give this information to your CPMT alternate.