

**PRINCE WILLIAM COUNTY
COMMUNITY POLICY AND MANAGEMENT TEAM
POLICY MANUAL**

CHILDREN'S SERVICES ACT

The Children's Services Act for At-Risk Youth and Families (CSA) is a Virginia law enacted in 1993 that establishes a single state pool of funds to purchase services for at-risk youth and their families. The state funds, combined with local community funds, are managed by local interagency teams who plan and oversee services to youth. The intention of the law is to create a collaborative system of services and funding that is child centered, family focused, and community based.

The Local Management Structure for Prince William County consists of a Community Policy and Management Team (hereafter "CPMT"), Family Assessment and Planning Teams (hereafter "FAPT"), and CSA Office personnel.

INTENT

To create a collaborative system of services and funding that is child-centered, family-focused and community-based when addressing the strengths and needs of troubled [at-risk youth] and their families in Prince William County.

PURPOSE

1. Ensure that services and funding are consistent with the Commonwealth's policies of preserving families and providing appropriate services in the least restrictive environment, while protecting the welfare of children and maintaining the safety of the public;
2. Identify and intervene early with young children and their families who are at risk of developing emotional or behavioral problems, or both, due to environmental, physical or psychological stress;

3. Design and provide services that are responsive to the unique and diverse strengths and needs of at-risk youths and families;
4. Increase interagency collaboration and family involvement in service delivery and management;
5. Encourage a public and private partnership in the delivery of services to at-risk youths and their families; and
6. Provide for flexibility in the use of funds, to make decisions and be accountable for providing services in concert with these purposes.

LONG RANGE STRATEGIC PLANNING

The Prince William County CPMT will engage in strategic planning efforts at intervals of no less than every four years. These efforts may integrate long-range planning documents of the CPMT member agencies in order to coordinate the shared planning efforts of agencies that serve on the CPMT. The CPMT long-range plan may include, but is not limited to, the range of services available and being provided; prevention efforts; legislative initiatives; review of local practice and procedure; and assessing strengths and needs of the existing system of care. The plan shall include long-term and short-term goals with target dates, implementation strategies, and objectives.

PROTECTION FROM DISCRIMINATION AND HARASSMENT:

The CPMT, FAPTs and all County staff are committed to compliance with all Federal and State laws which prohibit discrimination and harassment on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age (at least 40 years of age), marital status, disability, sexual orientation, gender identity, genetic information or status as a veteran. These protections extend to all business practices, decisions and processes.

COMMUNITY POLICY AND MANAGEMENT TEAM

The CPMT is established by the Prince William County Board of County Supervisors (“Board”) to receive funds pursuant to the Children’s Services Act, at §2.2-5200 et. seq., VA Code Ann. The Board appoints CPMT members, who shall operate in accordance with the By-Laws adopted by the CPMT, pursuant to the authority granted by the General Assembly, and in accordance with the Children's Services Act, §2.2-5200, et. seq, VA Code Ann.

FAMILY ASSESSMENT AND PLANNING TEAM

The Prince William County FAPT operates in accordance with the Mission, Vision and Values adopted by the local CPMT. The FAPT is appointed by the CPMT and operates in accordance with [§ 2.2-5208](#), VA Code Ann.

MEMBERSHIP

Conditions and standards related to membership are determined by state law and by local government directive enacted in accordance with state law. The membership of the FAPT shall meet the requirements of the Section 2.2-5207, VA Code Ann. Each FAPT shall include representatives of the following community agencies who have authority to access services within their respective agencies:

- Community Services;
- Juvenile Court Service Unit;
- Department of Social Services; and
- Prince William County Public Schools.

It shall be the responsibility of the four public agencies listed above to ensure that the representative from that agency, or a designated alternate, is present for all regularly scheduled FAPT meetings in order to ensure a quorum for transaction of such Team’s business.

Each FAPT shall also include a parent representative appointed as a voting member. The parent representative shall:

1. Have knowledge of or experience with the eligible population;

2. Meet the locality requirements for parent representatives;
3. Not be employed by a public or private program which receives funds pursuant to the CSA from any locality's CSA Pool funds or which program is represented on a CPMT; and
4. Legally reside in Prince William County.

In the event there is a vacancy for a parent representative on FAPT, regular attempts will be made to fill the vacant position.

Each FAPT may also include a private provider representative appointed by the CPMT. Private providers will be reappointed annually. Appointment and re-appointment will be based on local CSA Office review of applications and CPMT endorsement of provider membership on FAPT. Annual re-appointments may also take into consideration agency attendance and value-added participation in FAPT for the existing term.

QUORUM

A quorum shall consist of four (4) members, at least three (3) of which must represent one of the public agencies. While a case may be considered in the absence of a quorum, no final action concerning the recommendation for expenditure of funds may be taken in the absence of a quorum.

MEETING FREQUENCY AND STRUCTURE

The CPMT shall appoint one or more FAPTs as the needs of the community require. Membership will be reviewed by the CPMT at least annually. Each FAPT will establish regular meeting times, places and procedures which will facilitate the participation of families to the maximum extent feasible. FAPT meetings may be held virtually on a secure platform in place of in person meetings at the discretion of the team. Additional meetings may be held on an emergency basis as determined by local procedures.

The local CSA Office personnel will provide information to the CPMT as needed regarding the number of referrals to the FAPTs and the ability of the FAPTs to maintain the established review and assessment timelines. The CPMT may adjust the number of meetings or the number of FAPTs, as needed, to ensure the maintenance of the process time lines.

DUTIES AND RESPONSIBILITIES OF THE FAPT

The FAPT, in accordance with [§ 2.2-5208](#), VA Code Ann., shall assess the strengths and needs of at-risk youth and families who are approved for referral to the team, and identify and determine the complement of services required to meet these unique needs. [§ 2.2-5208](#), VA Code Ann.

Every FAPT, in accordance with policies developed by the CPMT will:

1. Review referrals of youths and families to the team;
2. Provide for family participation in all aspects of assessment, planning and implementation of services;
3. Provide for the participation of foster parents in the assessment, planning and implementation of services when a child has a program goal of permanent foster care or is in a long-term foster care placement. The case manager shall notify the foster parents of an at-risk youth of the time and place of all assessment and planning meetings related to such youth. Such foster parents shall be given the opportunity to speak at the meeting or submit written testimony if the foster parents are unable to attend. The opinions of the foster parents shall be considered by the FAPT in its deliberations;
4. Develop an individual family services plan for youths and families reviewed by the team that provides for appropriate and cost-effective services;
5. Identify children who are at risk of entering, or are placed in, residential care through the CSA program who can be appropriately and effectively served in their homes, relatives' homes, family-like settings, and communities. For each child entering or in residential care, in accordance with the policies of the CPMT developed pursuant to subdivision 17 of [§ 2.2-5206](#), the FAPT or approved alternative multidisciplinary

- team, in collaboration with the family, shall (i) identify the strengths and needs of the child and his family through conducting or reviewing comprehensive assessments, including but not limited to information gathered through the mandatory uniform assessment instrument, (ii) identify specific services and supports necessary to meet the identified needs of the child and his family, building upon the identified strengths, (iii) implement a plan for returning the youth to his home, relative's home, family-like setting, or community at the earliest appropriate time that addresses his needs, including identification of public or private community-based services to support the youth and his family during transition to community-based care, and (iv) provide regular monitoring and utilization review of the services and residential placement for the child to determine whether the services and placement continue to provide the most appropriate and effective services for the child and his family;
6. Where parental or legal guardian financial contribution is not specifically prohibited by federal or state law or regulation, or has not been ordered by the court or by the Division of Child Support Enforcement, assess the ability of parents or legal guardians, utilizing a standard sliding fee scale, based upon ability to pay, to contribute financially to the cost of services to be provided and provide for appropriate financial contribution from parents or legal guardians in the individual family services plan;
 7. Refer the youth and family to community agencies and resources in accordance with the individual family services plan;
 8. Recommend to the CPMT expenditures from the local allocation of the state pool of funds; and
 9. Designate a person who is responsible for monitoring and reporting, as appropriate, on the progress being made in fulfilling the individual family services plan developed for each youth and family, such reports to be made to the team or the responsible local agencies.

Utilizing a secure electronic database, the CPMT and the FAPT shall provide the Office of Children's Services for At-Risk Youth and Families with client-specific information from the

mandatory uniform assessment and information in accordance with subdivision D 11 of § [2.2-2648](#).” [§ 2.2-5210](#), VA Code Ann.

LIABILITY

Persons who serve on a 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. §2.2-5207, VA Code Ann. Any person serving on such team who does not represent a public agency shall file a statement of economic interests as set out in § 2.2-3117, VA Code Ann., of the State and Local Government Conflict of Interests Act (§ 2.2-3100 et seq., VA Code Ann.). Persons representing public agencies shall file such statements if required to do so pursuant to the State and Local Government Conflict of Interests Act.

CONFLICT OF INTEREST

Persons serving on the team who are parent representatives or who represent private organizations or associations of providers for children’s or family services shall abstain from decision-making involving individual cases or agencies in which they have either a personal interest, as defined in § 2.2-3101 of the State and Local Government Conflict of Interests Act, or a fiduciary interest.

CSA OFFICE ADMINISTRATION

The CPMT hereby designates the Assistant Director of Social Services for CSA and other CSA Office personnel as the primary points of contact for information about and access to the local CSA program. Cases referred to the FAPT will be scheduled to be reviewed in accordance with the CPMT approved process timelines. The CSA Office shall work with the FAPT to ensure that all cases that are recommended for CSA funding meet the established eligibility criteria and shall maintain documentation of eligibility in the child’s CSA file.

Core functions of the CSA Office Administration include, but may not be limited to:

- Coordinating the day-to-day activities of managing and implementing the CSA program;

- Facilitating communication across CSA stakeholder groups;
- Providing technical support to CSA stakeholders regarding the CSA policy and procedures;
- Assisting CPMT with ensuring that the local program remains in compliance with State and local policies and procedures;
- Maintaining all required documentation for youth served through the local CSA program;
- Maintaining CSA database for State mandated demographic and fiscal reporting;
- Managing purchase of services orders and invoice payment for child-specific services; and
- Managing provider contracts for delivery of services.

ACCESS TO CSA POOL FUNDS

ELIGIBLE POPULATION

Youth and families are referred to the FAPT by one of the following public child-serving agencies who have authority to access services within their respective agencies:

- Community Services;
- Juvenile Court Service Unit;
- Department of Social Services;
- Prince William County Public Schools.

- A. Youth meeting one or more of the following criteria, and their families, are eligible for CSA pool funds and are appropriate for referral to the Family Assessment and Planning Team.
1. The child or youth has emotional or behavior problems which:
 - a. 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;
 - b. Are significantly disabling and are present in several community settings such as at home, in school or with peers; and

- c. Require services or resources that are unavailable or inaccessible or that are beyond normal agency services or routine collaborative processes across agencies or require coordinated interventions by at least two agencies.
2. The child or youth has emotional or behavior problems, or both, and currently is in, or is at imminent risk of entering, purchased residential care. In addition, the child or youth requires services or resources that are beyond normal agency services or routine collaborative processes across agencies and requires coordinated services by at least two agencies.
3. The child or youth requires placement for purposes of special education in approved private school educational programs.
4. The child or youth requires foster care services as defined in § [63.2-905](#).

TARGETED POPULATION

The state pool shall consist of funds that serve the target populations identified in subdivisions 1 through 5 of this subsection in the purchase of residential and nonresidential services for children. References to funding sources and current placement authority for the targeted populations of children are for the purpose of accounting for the funds in the pool. It is not intended that children be categorized by individual funding streams to access services. [§ 2.2-5211 \(B\), VA Code Ann.](#)

The target population shall be the following:

1. Children placed for purposes of special education in approved private school education programs, previously funded by the Department of Education through private tuition assistance;
2. Children with disabilities placed by local social services agencies or the Department of Juvenile Justice in private residential facilities or across jurisdictional lines in private, special education day schools, if the individualized education program indicates such school is the appropriate placement while living in foster homes or child-caring facilities, previously funded by the Department of Education through the Interagency Assistance Fund for Non-educational Placements of Handicapped Children;

3. Children for whom foster care services, as defined by [§ 63.2-905](#), VA Code Ann., are being provided;
4. Children placed by a juvenile and domestic relations district court, in accordance with the provisions of [§16.1-286](#), VA Code Ann., in a private or locally operated public facility or nonresidential program; or in a community or facility-based treatment program in accordance with the provisions of subsections B or C of [§ 16.1-284.1](#), VA Code Ann.;
5. Children committed to the Department of Juvenile Justice and placed by it in a private home or in a public or private facility in accordance [§ 66-14](#), VA Code Ann.; or
6. Effective July 1, 2021, Children and youth previously placed pursuant to subdivision 1 in approved private school educational programs for at least six months who will receive transitional services in a public school setting. State pool funds shall be allocated for no longer than 12 months for transitional services. Local agencies may contract with a private school education program provider to provide transition services in the public school.

For purposes of determining eligibility for the state pool of funds, “child” or “youth” means (i) a person less than eighteen years of age and (ii) any individual through twenty-one years of age who is otherwise eligible for mandated services of the participating state agencies including special education and foster care services.

MANDATED AND PROTECTED FUNDING

Mandated funding for services is identified for children and families meeting both eligibility criteria and the target population definition. Protected funding, also referred to as non-mandated funding, for services may be identified for children and families meeting the CSA eligibility criteria, but not the target population definition. Mandated funding is sum-sufficient, and supplemental pool fund allocations may be requested if needed for eligible mandated services. The CSA office may be the first point of contact to assess CSA eligibility. While the CSA office may conduct an initial review for CSA eligibility, the FAPT ultimately has the responsibility of assessing the CSA eligibility for access to CSA pool funds. The criteria used for determining

eligibility will be documented in the child's CSA file. The CPMT will be responsible for certifying that a child meets CSA eligibility criteria, and that funding is approved in accordance with the appropriate mandate type.

ADDITIONAL ELIGIBILITY CONSIDERATIONS

All youth and families who meet eligibility requirements based on age, legal residence, and the above-listed risk conditions are eligible for services purchased through the Funds Pool to the extent that such services are:

1. Recommended by FAPT through a Case Action Form;
2. Consistent with the priorities established in the Community Allocation Plan;
3. For the protected fund population, subject to availability of funding from the Pool; and
4. Provided in accordance with requirements set forth by the Code of Virginia and State Executive Council policy.

USE OF ALTERNATE FUNDING RESOURCES

It is the locality's responsibility to consider all funding resources prior to the use of CSA Pool Funds. These resources include, but are not limited to Medicaid, agency-specific funding as available and appropriate, community grant-funded programs, and other resources as available.

“Community Policy and Management Teams shall use Medicaid-funded services whenever they are available for the appropriate treatment of children and youth receiving services under the Comprehensive Services Act for At-Risk Children and Youth. Effective July 1, 2009, pool funds shall not be spent for any service that can be funded through Medicaid for Medicaid-eligible children and youth except when Medicaid-funded services are unavailable or inappropriate for meeting the needs of a child.” [2010 Appropriations Act, Chapter 874, Item 274 § E.](#)

In the event CSA Pool Funds are recommended for a service that may traditionally have an alternate funding source, documentation must be maintained in the CSA file to justify expenditures of CSA Pool Funds.

REFERRALS, REVIEW AND ASSESSMENT TIMELINES

All cases referred to CSA must have a Case Manager who is a designee of one of the core public child-serving agencies. Case management shall be assigned to the agency or its representative that has the most familiarity with the family. If there is a question of which agency is most appropriate, case management may be assigned by the FAPT. Generally, the individual who makes the referral to CSA will serve as the ongoing CSA case manager. However, if there is any concern about who should serve in this capacity, the FAPT has the ultimate authority to designate the case manager.

There may also be circumstances in which a parent or person who has primary physical custody of a child may refer children in their care to the FAPT. “Parent referrals” are inclusive of any custodian/guardian referral (oral or written) directly to the CSA office. In such cases, the CSA administration will work the family to connect them to a public child-serving agency as appropriate. The CSA administration may additionally provide information to the parent/guardian regarding potential community supports that may address identified needs. If the child is not assigned to a public child serving agency, but the parent still requests a FAPT meeting, the CSA administration may represent the family at the FAPT for discussion purposes. The CSA Administration will keep a record of all parent referrals by disposition.

Pursuant to § 2.2-5209, VA Code Ann., all youth and families for which CSA-funded services are requested are to be assessed by the FAPT.

FAPT referrals are made by scheduling a FAPT review through the local case management system, or through the CSA office. A completed consent to exchange information form must be presented by the case manager to the CSA office prior to the FAPT review. The initial FAPT review should occur within thirty (30) calendar days of the case manager seeking the appointment. The FAPT may be scheduled beyond 30 calendar days if the case manager or family is not available within the 30-day period. The CSA office and FAPT will review meeting frequency and scheduling capacity on a regular basis to ensure appointments are available in the 30-day time frame.

At a FAPT review, the Team, in conjunction with the family and case manager, shall develop a Case Action Form to serve as the Individual Family Service Plan, which may or may not result in a recommendation for CSA funded services. All services recommended in the Case Action Form shall be appropriately matched to the assessed needs of the child and family. Any services that result in a recommendation for use of CSA pool funds must be approved by a CPMT Designee for funding approval prior to the service beginning, except for emergency placements, IEP services, and foster care maintenance services. Funding for services recommended by FAPT should be presented by the CSA office to CPMT on a case action approval spreadsheet at the next available CPMT meeting. The CPMT Designee may be the Assistant Director of Social Services for CSA, or one of the CSA Human Services Managers. The CPMT Designee reviewing expenditures may not participate in the development of the Case Action Form at FAPT.

CSA referrals for youth receiving only services funded based on the services written into an Individual Education Plan (IEP) will not be required to be referred to the FAPT for a full FAPT review. Cases which require CSA pool funds for IEP-only services require case manager to submit, within 30 days of the IEP meeting, the consent to exchange information, a request for funding, a copy of the IEP, and the uniform assessment instrument to the CSA office, as well as a Case Action Form for CPMT approval of services.

CSA referrals for family foster care maintenance-only cases are also exempt from the FAPT process, to include the following services:

- Basic Maintenance;
- Enhanced Maintenance, as determined by the Virginia Enhanced Maintenance Assessment Tool (VEMAT);
- Maintenance childcare services as defined by the Virginia Department of Social Services (VDSS);
- Annual clothing allowance; and
- Maintenance transportation, as defined by VDSS.

Kinship Subsidy maintenance-only cases are also exempt from the FAPT process for the service of Basic Maintenance.

Although these cases are exempt from FAPT, the mandatory uniform assessment instrument must still be completed in accordance with state requirements and CPMT must still authorize the funds no less than annually. In the event a service request is not in compliance with local policy and is not reimbursable by state CSA pool funds, it will be the responsibility of the referring agency to coordinate with the service provider regarding payment for services rendered.

Administrative requests for changes to funding may occur via a Case Action Revision Form being submitted to the CSA Office for review by one of the Human Services Managers or the Assistant Director of Social Services for CSA. A Case Action Revision Form may be used in the following situations:

- To identify a provider when FAPT has recommended a service(s) but no provider was identified on the Case Action Form;
- Add or change units to a service that is consistent with the service plan and original case action form;
- Request an extended end date when no additional funding is needed; or
- Change providers for a recommended service.

If a service being requested for funding is denied by the CPMT or CPMT Designee, the CPMT or CPMT Designee must provide a justification as why the service or funding recommendation of the FAPT was unreasonable or inappropriate for the particular needs of the child being considered. The CPMT or CPMT Designee may recommend additional services which are consistent with the child's overall plan. In addition, the CPMT or CPMT Designee may request that the FAPT review the Case Action Form for further review or action.

FAMILY FIRST PREVENTION SERVICES ACT (FFPSA)

Any youth identified by the Local Department of Social Services (LDSS) as being a "candidate for foster care" and is being referred to a Virginia Department of Social Services (VDSS)-

approved Evidence Based Practice (EBP) will be referred to the FAPT for a consultative review. The consultative review of the EBP must occur within 30 days of the service start date. The consultative FAPT may endorse the EBP, but may also identify additional needs of the youth and family. If the consultative FAPT identifies the need for other supports and services not funded by Title IV-E funds under the FFPSA, a recommendation will be made to refer the case for a comprehensive FAPT review. The LDSS will be responsible for any utilization reviews of services as required by VDSS.

PARENTAL COPAYMENT POLICY

Parental contribution in the form of a parental copayment is required to be assessed for all cases that receive services through the Children's Services Act ([§ 2.2-5206](#), VA Code Ann.)

Exemptions include:

- Youth in foster care whose parents have been referred to the Division of Child Support Enforcement (DCSE);
- Youth receiving special education services determined by their IEP; and
- Youth placed in kinship care (relative or friend of family, etc.).

MANAGEMENT OF THE CPMT BUDGET

The CPMT budget shall consist of all funds allocated to Prince William County through the State Pool Funds and other related funding mechanisms, either public or private. The CPMT budget shall be administered by the CPMT's fiscal agent.

State Pool Funds Management

The CPMT fiscal agent shall maintain such records as are necessary to document that each expenditure from State Pool Funds has been made on behalf of a specific child (or list of specific children). It is not necessary to maintain a child's actual name in the office of the fiscal agent so long as an identifier is used that can be traced under an audit of that child.

The CSA Office shall process payments for the purchase of services and the fiscal agent will submit a request for reimbursement of the state-share of expenses from the State Fiscal Agent on

the appropriate forms at least monthly. Such requests shall be filed in accordance with State requirements.

On a monthly basis, the fiscal agent shall generate a year-to-date compilation of expenditures and a statement of current budget obligations which shall be presented regularly to the CPMT.

Payment of CPMT authorized services

Except as otherwise allowed by policy, only the Prince William County CPMT shall allocate and authorize expenditures of funds from the Funds Pool. Such allocations shall be child-specific and should support services identified in the Case Action Form. The appropriate documentation shall be prepared in advance of CPMT action by the child's case manager. This documentation shall include a child/family identifier and a summary of demographic information required for reporting purposes as well as a description of the service(s) to be purchased, the duration and frequency of delivery of the services, the cost of services by unit and by total to be expended, and the provider of the service(s).

The Prince William County CSA Office is responsible for the distribution of the Purchase of Services Order for each authorized service. The service provider shall submit billings for services directly to the child's CSA Office or designated individual from the case manager's agency. The CSA Office is responsible for ensuring that all billings are complete and accurate and shall process invoices for payment in accordance with local procedure.

Payment for Emergency Services

The local Department of Social Services is authorized to sign placement agreements for foster care placement services for regular or treatment foster care and a FAPT must be held within 14 calendar days of placement, with the exception of maintenance-only services which are exempt from FAPT. Each of the public child-serving agencies may approve an emergency residential placement prior to FAPT review but must be approved by the agency director and a FAPT must be held within 14 calendar days. Cases that qualify for emergency funding must be at imminent risk for an immediate out of home placement and should only be used when there is a significant

safety concern that is outside of the scope of acute services. The CPMT will authorize pool funds to cover an emergency placement and other maintenance costs insofar as the FAPT reviews the placement within 14 calendar days of the placement. § 2.2-5209, VA Code Ann.

Restrictions on use of Funds Pool

The State Funds Pool shall be used exclusively for the direct purchase of services for children and their families deemed eligible for such services by the Prince William County CPMT policies. Pool Funds shall not be used for the provision of administrative services, or the provision of coordination or support staff. Pool Funds shall also not be used to supplant existing programs supported in any way by federal or state funds.

VENDOR CONTRACTS

Under the Virginia Public Procurement Act ([§2.2-4345.A.140](#)), public bodies entering into contracts for purchasing services under the Children’s Services Act “for goods or personal services for direct use by the recipients of such programs if the procurement is made for an individual recipient” may be considered as exempt from the requirements for competitive sealed bidding or competitive negotiation.

The CPMT shall enter agency-specific contracts with each vendor wishing to provide services paid for by CSA pool funds. The vendor agreement used will be a contract approved to form by PWC Procurement for a designated period determined by the CPMT. The CSA Office will maintain records of all contracts sent to and received back from vendors, and verify applicable contractual requirements such as licensure, proof of insurance, and a service rate sheet. In the event a vendor requests a variance from any part of the standard contract, Procurement and/or PWC legal counsel for CPMT will be consulted. All contracts will be reviewed and signed by the DSS Assistant Director for CSA in order for it to be executed.

REFERRALS TO AND FROM OTHER LOCALITIES

A. Referrals to other localities:

Anyone becoming aware of a family residing in Prince William County who is being

served with CSA pool funds and is changing its legal residence, shall notify the Prince William County CSA Office as soon as being made aware of the change in residence. Upon confirmation of the family's intent to relocate, or an already confirmed relocation, the case manager is responsible for obtaining from the family their new address and phone number, and the date of their change of legal residence.

The CSA Office will notify the receiving locality's CSA office of any services currently funded by CSA and continue to remain fiscally responsible for any non-special education CSA funded services for 30 calendar days from the date of transfer. Transfer documents sent to the receiving locality should include official notice and all information required by state regulations, including the consent to exchange information and the uniform assessment instrument. The service provider(s) and case manager should be copied on the official notice correspondence sent to the receiving locality.

For case transfers involving special education services as determined by a student's IEP, the CSA Office will provide the receiving locality with official notice to the receiving CPMT of the change in residence and include any information required by state regulations, including the consent to exchange information and the uniform assessment instrument. The transfer will take effect immediately when the student is no longer a resident of Prince William County.

B. Referrals from other localities:

Anyone receiving notice of a child/family currently receiving services funded through the State Pool in another CPMT jurisdiction, which is establishing new legal residence in Prince William County will advise the CSA Office. The formal referral should come directly from the referring locality's CSA office or CPMT representative for confirmation of services funded by CSA.

In order for a referral to be accepted by Prince William County CSA, a complete referral shall be provided by the referring locality. The following information in would constitute a complete referral from the prior CSA locality:

1. Name(s) of youth and guardian;
2. Current address and phone number;
3. The planned and/or actual date of change in legal residence;
4. The current Individual Family Service Plan and any supplemental documents pertinent to the services currently being funded;
5. Name and telephone number of referral source;
6. Properly completed and signed Consent to Exchange Information Form; and
7. Most current Mandatory Uniform Assessment Instrument.

If a referral from another CPMT is incomplete, the Prince William County CSA Office shall request, in writing, the information needed to complete the referral. The referral acceptance date will begin on the date that all the referral information is received.

The Prince William County CPMT shall assume responsibility for the provision of State Pool funded non-special education services to the youth/family on the thirty-first day after their legal residence has been established in Prince William County, or the referral from the sending locality is complete, whichever is later. For case transfers that are for special education services as determined by a student's IEP, Prince William County CPMT will be responsible for the provision of those services effective the date the youth is legally a resident of Prince William County. Documentation in the case transfer should verify the legal residence change.

Any instances that result in a question about legal residence shall be referred to the Prince William County CPMT's legal counsel for residency determination. In the event residency is unable to be verified in Prince William County, the CPMT will not accept the transfer and will notify the sending locality of the denial of acceptance. Upon confirmation of a complete referral in accordance with state CSA regulations, the CSA Office will assign the case to the appropriate child-serving agency and ensure the case is reviewed by a FAPT within 30 calendar days.

CONFIDENTIALITY AND CONSENT TO EXCHANGE INFORMATION

All agencies participating on the Prince William County FAPT shall use the “Consent to Exchange Information” form. The agency that refers a youth and family to the team shall be responsible for obtaining the consent required to share agency client information with the team. After obtaining the proper consent, all agencies shall promptly deliver, upon request and without charge, such records of services, treatment or education of the family or child as are necessary for a full and informed assessment by the team.

Both FAPT meetings and the closed session of CPMT meetings, wherein matters related to the appropriate provision of services and funding for a particular child or family or both who have been referred to the FAPT and whose case is being assessed by this team or reviewed by the CPMT, are not public meetings, are exempt from the Virginia Freedom of Information Act and shall be confidential and not open to the public, unless the child and family who are the subjects of the proceeding request, in writing, that it be open. All information about specific children and families obtained by the team members in the discharge of their responsibilities to the team shall be confidential.

RECORDS MAINTENANCE AND RETENTION

The local CSA office oversees uniform documentation guidelines to address the minimum child-specific documentation required by the Children's Services Act. All CSA files are confidential and are physically maintained in the CSA Office, with additional records maintained in a secure online website and electronic database. Only individuals or agencies with documented authority, by means of the consent to exchange information form, will have access to any electronic records with child-specific information.

The CSA Office shall follow the Library of Virginia's guidelines for the retention and destruction of CSA records and original purchasing records. All financial records of CSA expenditures are maintained by the Prince William County DSS Finance Department and shall be retained and destroyed in accordance with the Library of Virginia's financial record requirements.

FAMILY PARTICIPATION AND FAMILY ENGAGEMENT

Consistent with the spirit of the Children's Services Act, families shall be as fully involved in the planning for their children as possible. To assure that families are full participants in the assessment and planning process, the case manager or responsible agency will prepare the family for the assessment and planning process in the following ways:

1. Meet with the family to explain the FAPT process and to obtain their consent for release of information by involved agencies and individuals;
2. Provide family with appropriate notice of meetings and actions related to them;
3. Invite the parents/guardian and, when appropriate the child, to participate in the assessment and planning meeting in person, by phone or virtually;
4. Schedule meetings at a time that is most accommodating for the family;
5. Assist the family in preparing to present the child/family strengths, needs and goals to the FAPT;
6. Provide information in the child's/family's native language or mode of communication, as necessary; and
7. Inform the family of their rights and expectations under the Children's Services Act.

These responsibilities shall be assumed by the referring agency or assigned case manager.

Documentation of efforts to involve parents will be included in the record of the meeting. The FAPT will not hear a case without the participation of the parent or legal guardian in person, by phone, or virtually. The service plan shall not be implemented without the documented consent of the custodial parent and/or agency or individual legally serving in place of the parent, unless otherwise ordered by the court, upheld by the appropriate appeals process, or authorized by law.

DISPUTE RESOLUTION PROCESS

If a parent/guardian is denied access to the FAPT or if they do not agree with the recommendation (to include all aspects of assessment, planning or implementation of services) of the FAPT or a decision of the CPMT, they may request a review by the CPMT.

To request a review, the parent/guardian will send a written request to the CPMT Chair to include the child's name, requestor's relationship to the child, contact information and summary of the reason for the request. The CPMT will respond, in writing, to the parent or guardian's request, and schedule a time for a review within 30 days of the request. After the review, the decision of the CPMT is final. This review process does not take the place of any other review process pursuant to existing state or federal law.

AUDIO/VIDEO TAPING OF FAPT AND CPMT MEETINGS

As discussed above, FAPT meetings and closed session of CPMT meetings where specific cases are discussed are not public meetings and are confidential except where otherwise required by law. The following are the guidelines to be followed on recording and video-taping at FAPT meetings and CPMT meetings:

1. No audio or video taping shall be made by a parent, child, legal guardian, attorney, advocate or any member of the public to record any meeting of the Family Assessment and Planning Team or any closed session meeting of the Community Policy and Management Team.
2. No concealed recording devices are allowed in any FAPT or CPMT meeting. Disclosure of any recording devices shall result in the device being confiscated and returned to the owner at the end of the meeting with the tape erased.
3. The Assistant Director of DSS for CSA shall provide a copy of this policy to anyone requesting that the meeting be recorded.

UTILIZATION MANAGEMENT

To provide quality assurance and accountability, all services to be purchased for children and their families from the State Funds Pool shall be implemented and reviewed in accordance with the local CSA utilization review procedures.

SERVICE STANDARDS

In accordance with policies adopted by the State Executive Council for Children's services, certain services may be subject to standards as set forth by policy and guidance from the state.

Such services include, but may not be limited to, Intensive Care Coordination, Treatment Foster Care and Community Based Behavioral Health Services. The Prince William County CPMT will maintain compliance with state requirements and maintain documentation of local procedures for each of these services.

PROHIBITION ON SOLICITATION OR ACCEPTANCE OF GIFTS

In accordance with § 2.2-4371(A), VA Code Ann., no public employee having official responsibility for a procurement transaction shall solicit, demand, accept, or agree to accept from a bidder, offeror, contractor or subcontractor any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal or minimal value, present or promised, unless consideration of substantially equal or greater value is exchanged. The public body may recover the value of anything conveyed in violation of this subsection.

RISK MANAGEMENT

The CPMT shall conduct regular activities to assess and manage risk within the CSA program, which may include, but are not limited to:

- Annual financial audits by way of an internal audit process through Prince William County;
- Completion of an identified risk assessment inventory every two years; and
- Maintain internal control procedures related to the use and management of CSA pool funds.

CPMT POLICIES AND REVISIONS

The CPMT shall maintain local policies/procedures and mandates required by the Code of Virginia and as issued by the State Executive Council. CPMT policies shall be reviewed at least annually. Should new policies need to be implemented in between comprehensive policy review, the CPMT may take action on such policy during the course of routine CPMT business meetings, and shall document any such action in CPMT minutes. Any policies implemented in this manner shall be incorporated into the policy document either through appendices or in the body of the policy manual at the next review.