

At a regular meeting of the Orange County Community Policy and Management Team (CPMT) held on Tuesday, March 28, 2017 beginning at 12:00 p.m., in the Meeting Room of the Sedwick Building, 146 Madison Road, Orange, Virginia. Present: Marc Moore, Letitia Douthit, Elizabeth Middleton, Alisha Vines, Vickie Baker, Joseph Nagle, and Adam Colson. Also present: Johanna Colson

Mrs. Vines called the meeting to order at 12:13 p.m.

RE: NEW BUSINESS

RE: 2017 SELF-AUDIT FINDINGS

Mrs. Vines presented to the membership the final Quality Improvement Plan (QIP) document. A discussion was held on the findings along with the timelines for completing items listed in the QIP. Mrs. Vines presented three policy changes and/or additions to the Policy and Procedure Manual as well as a change in the CPMT By-Laws to lay on the table to be voted upon at the April meeting. (see attached) In addition, other items discussed include the following:

1. Establishing a repository for all reports issued by auditors that relate to the CSA program – this will be discussed with the County IT department;
2. To receive regular parent feedback, the FAPT Parent Representative will provide the parent survey after each FAPT meeting to assess progress;
3. The Code of Ethics will be reviewed at the January meeting each year and signed off upon by each team member that they have read and agreed to the terms;
4. An individual case voting sheet will be implemented at both FAPT and CPMT for members to vote on each individual case to ensure votes are recorded accurately;
5. Training for the team members – it was decided to hold two (2) half-day trainings per year that both teams will be required to attend and the importance of maintaining accurate training documentation for all members of the teams;
6. Discussion about the importance of members attending meetings and sending a replacement if they cannot attend to ensure a quorum as well as meeting requirements;
7. Conflict of Interest forms and their due dates were discussed;
8. The current Parental Co-pay process is not working as we hoped and so the Office on Youth Director and Administrative Assistant will be reviewing and revamping the process;
9. The Office on Youth has started the process of having our most critical forms translated into Spanish for our families who need them. A discussion was held on other languages and the team decided to address them when they arise;
10. A discussion was held on IFSP documentation and the importance of updating the documents. This will be included in the next team training.

RE: CLOSED SESSION

Mrs. Baker moved at 12:44 p.m. that we enter closed session pursuant to Virginia Code Section 2.1-44. The cases in regards to the youth on the case agenda were reviewed, discussed, and voted upon.

Mrs. Baker then moved to exit closed session at 1:36 p.m., all were in favor.

RE: FUNDING FOR AGENDA CASES

Mrs. Baker made a motion to approve all funding for the cases that were discussed and approved during closed session at 1:36 p.m., seconded by Mr. Moore, all were in favor.

RE: ELECTION OF OFFICERS FOR REMAINDER OF FY2017

After a brief discussion, Ms. Middleton nominated herself for the position of Chairman with a second from Mr. Moore, all were in favor. Ms. Middleton then nominated Mrs. Baker for Vice-Chairman with a second from Mr. Colson, all were in favor. These terms will expire when the regular elections take place in July.

RE: READING AND APPROVAL OF PREVIOUS MINUTES

The minutes from the January 24, 2017 and February 28, 2017 meetings were approved after a motion from Ms. Middleton without changes, and a second by Mrs. Baker, with five (5) yeas and one abstention from Mr. Colson.

RE: PUBLIC APPEARANCES
No appearances at this time

RE: REPORT OF AGENCIES

RE: CSA COORDINATOR

Mrs. Douthit provided an update on her schedule to be able to address family matters that will be upcoming.

RE: GOVERNMENT REPRESENTATIVE

Mrs. Vines informed the membership that it looks as if the requested part-time position for CSA will be approved when the Board of Supervisors votes on the FY2018 budget on April 11, 2017. Information was also discussed about upcoming parent education classes including the upcoming Grandparents Raising Grandkids series.

RE: DEPARTMENT OF SOCIAL SERVICES

Ms. Middleton reported that there are two new positions that have been requested during the FY2018 budget process. CPS has been very busy and they have been down a worker due to an automobile accident. She also reports that there have been a lot of audits recently and she anticipates more as other issues are addressed in other localities. Lastly, there are three pieces of legislation that will be effective in July that effect DSS.

RE: HEALTH DEPARTMENT

No representative at this time

RE: DEPARTMENT OF JUVENILE JUSTICE

Mr. Moore stated there is nothing new to report in the Court Services Unit at this time.

RE: COMMUNITY SERVICES BOARD

Absent

RE: ORANGE COUNTY PUBLIC SCHOOLS

Mrs. Baker reports that they are having Johanna Colson work with staff on behaviors and supports for the students. Mrs. Colson is a guest at this CPMT meeting to gain knowledge on the process. Mrs. Baker also reports that the schools would like to have staff trained as Registered Behavior Technicians (RBT) and the budget request for FY2018 is in process and does not look good for the schools and she encourages people to come speak in support of the schools request.

RE: PRIVATE PROVIDER

Mr. Nagel stated that he had nothing new to report at this time.

RE: PARENT REPRESENTATIVE

Mr. Colson reports that they are maxed out at the clinic in the Locust Grove area. They have also been working with Mr. Nagle. Another program they offer is an interpreting program with five individuals who are available to loan to the schools for Parent Teacher Conferences as well as work at the clinic.

RE: COMMITTEES

FINANCE – There was not a budget report to the Board of Supervisors in March. A brief discussion was held on the budget and the need to request a supplemental appropriation from both the state and the County this year. The Board of Supervisors was made aware of this need at their February 28th meeting.

RE: UNFINISHED BUSINESS

A discussion was held on the possibility of having a joint training for FAPT and CPMT. It was decided it would be held Monday, August 14th from 9:00 a.m. to 12:00 p.m. and a survey will be sent to all members on the topics for the training.

RE: INFORMATION ITEMS

Mrs. Vines distributed the QIP to the membership.

RE: ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:05 p.m.

Respectfully Submitted

Alisha Vines – CPMT Vice-Chairman

04/24/17

**SECTION VI: QUALITY IMPROVEMENT PLAN
QUALITY IMPROVEMENT PLAN WORKSHEET SUPPLEMENT**

Instructions: A separate worksheet should be completed for each deficiency identified in the assessment process.

QUALITY IMPROVEMENT PLAN DETAILS						
Condition No.	Quality Improvement Task	Responsible Party	Target Date	Self-Reporting Status		
				In Progress	Completed	Date
Governance: Organizational Structure	Add "Fiscal Agent" to either the By-Laws or Policy & Procedure Manual	CPMT	3/28/2017	☒	☐	Click here to enter a date.
<input type="checkbox"/> Please check if attachments are included.						
If quality improvement task is not complete, please explain: The CPMT will decide at their March 28, 2017 meeting which document is most appropriate for this information and what roles and responsibilities we wish to list for this position.						

QUALITY IMPROVEMENT PLAN APPROVAL		
Signature:	Title:	Date: 03/13/17
Print Name: Alisha Vines	Office on Youth Director	

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Condition No.	Quality Improvement Task	Responsible Party	Target Date	Self-Reporting Status		
				In Progress	Completed	Date
Governance: Management Philosophy	Collect the Conflict of Interest Statements in a timely manner. This will be discussed with our main administration office to see how they collect them for other Boards and Commissions and implement the same procedure.	Office on Youth Director	03/31/17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.
	Currently minutes are taken at CPMT but not at FAPT. A conversation will be held with FAPT to discuss the importance of keeping minutes of the open session as well as when closed session is entered and exited.	Office on Youth Director, CSA Coordinator	03/15/15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Please check if attachments are included.						
If quality improvement task is not complete, please explain: A discussion will be held with the County Administration to decide a better way to ensure these are completed in a timely manner rather than having the responsibility fall completely on the CSA staff.						

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Condition No.	Quality Improvement Task	Responsible Party	Target Date	Self-Reporting Status		
				In Progress	Completed	Date
Governance: Monitoring	Work with our IT Department to develop a repository for all information that needs to be collected and accessible by CPMT members.	Office on Youth Director Orange County IT Dept.	06/30/17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.
<input type="checkbox"/> Please check if attachments are included.						
If quality improvement task is not complete, please explain: This will be an on-going discussion/research with our IT department to see what options we have available to us. The cost of adding anything will have an impact on what we can put in place.						

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Condition No.	Quality Improvement Task	Responsible Party	Target Date	Self-Reporting Status		
				In Progress	Completed	Date
Governance: Professional & Technical Competence	To address the quantity of work to staff ratio, we have requested a part-time staff member to assist in the administration of the Orange CSA Program.	Office on Youth Director, Orange County Administrator, Orange County Board of Supervisors	Approval 04/??/17; Employee Anticipated Start Date 07/01/17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.
	Work with Human Resources to reinstitute staff evaluations to identify staff yearly goals for improvement.	Office on Youth Director, Orange Human Resources Manager	Vary based on the hire date of staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Please check if attachments are included.						
If quality improvement task is not complete, please explain: This position was requested during the annual budget cycle and will tentatively be approved in April to fill the position to start July 1, 2017.						

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Condition No.	Quality Improvement Task	Responsible Party	Target Date	Self-Reporting Status		
				In Progress	Completed	Date Completed
Governance: Organizational Structure	Updating the structure of our current CSA Program by adding a new staff person to assist with program flow and operations.	Office on Youth Director, Orange County Administrator, Orange County Board of Supervisors	Approval 04/2017; Employee Anticipated Start Date 07/01/17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.
<input type="checkbox"/> Please check if attachments are included.						
If quality improvement task is not complete, please explain: This position was requested during the annual budget cycle and will tentatively be approved in April to fill the position to start July 1, 2017.						

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Condition No.	Quality Improvement Task	Responsible Party	Target Date	Self-Reporting Status		
				In Progress	Completed	Date
Governance: Assignment of Authority & Responsibility	It was discovered that the officers for the 2016-2017 year were not elected in July as they should have been. Elections will be held at the March 28 th meeting for the remainder of the year and elections for the new year will be held in July.	CPMT	03/28/17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.
	The responsibilities will need to be reviewed and updated once the new position comes on board in July to ensure even distribution of duties.	Office on Youth Director CSA Coordinator	07/01/17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Please check if attachments are included.						
<p>If quality improvement task is not complete, please explain: Officers will be elected for the remainder of the 2016-2017 year and then held in July for 2017-2018. The redistribution of duties is in progress and we plan to have that in place when the new staff is approved and able to start July 1, 2017.</p>						

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Condition No.	Quality Improvement Task	Responsible Party	Target Date	Self-Reporting Status		
				In Progress	Completed	Date
Governance: Control Activities for Fiscal Processes	Basic contingency plans are in place; however, the County has been developing a Continuity of Operations Plan to better prepare us for a situation of system interruption.	Office on Youth Director, CSA Coordinator, IT Dept., EMS Dept.	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.
<input type="checkbox"/> Please check if attachments are included.						
If quality improvement task is not complete, please explain: A follow-up meeting will be held to discuss the progress and what the Office on Youth needs to do to ensure plans are in place.						

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Condition No.	Quality Improvement Task	Responsible Party	Target Date	Self-Reporting Status		
				In Progress	Completed	Date
Governance: Information and Communication	While minimum reporting is occurring, we feel this area can be improved but not at the current staffing levels. We intend to evenly distribute CSA duties once the new staff person is hired to enhance our reporting and reviewing statistics.	Office on Youth Director, CSA Coordinator, CPMT	08/31/17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.
<input type="checkbox"/> Please check if attachments are included.						
If quality improvement task is not complete, please explain: The redistribution of duties is in progress and we plan to have that in place when the new staff is approved and able to start July 1, 2017.						

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Condition No.	Quality Improvement Task	Responsible Party	Target Date	Self-Reporting Status		
				In Progress	Completed	Date
Governance: Monitoring	While basic performance measures are discussed in meetings, CPMT has begun discussing new performance measures we wish to review. These will be documented. It is anticipated that an intern will be placed with our program during the summer of 2017 to help reach the goals established. These reviews will continue to be discussed and reviewed more frequently once the new position is in place and duties are redistributed.	CPMT	08/31/17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.
	A more formal process will be discussed regarding future QIP's along with a written procedure for notifying stakeholders regarding any noted deficiencies.	CPMT Office on Youth Director	06/30/17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Please check if attachments are included.						
If quality improvement task is not complete, please explain: Some of these issues were discussed during the last CPMT meeting and will take time to put in place. CPMT will work toward accomplishing these goals as soon as possible.						

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Condition No.	Quality Improvement Task	Responsible Party	Target Date	Self-Reporting Status		
				In Progress	Completed	Date
Risk Management And Internal Controls	Develop a written policy to address timing of regular risk assessments by both teams. In addition, the policy will address reporting of said results as well as regularly addressing our team Code of Ethics.	CPMT	04/30/17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.
<input type="checkbox"/> Please check if attachments are included.						
If quality improvement task is not complete, please explain: A discussion on making this into a policy will take place at the March 28 CPMT meeting to see what time frame will work for our team. A policy change must lay on the table for one month before a vote to accept can be made.						

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Condition No.	Quality Improvement Task	Responsible Party	Target Date	Self-Reporting Status		
				In Progress	Completed	Date
	Training plan established but not followed through with due to inadequate staffing and increasing caseload. Will address this with the new position being added to the program.	Office on Youth Director, CSA Coordinator	08/31/17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.
	Ensure proper documentation of training and seminar attendance for CSA staff as well as stakeholder education.	Office on Youth Director, CSA Coordinator	On-going	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Please check if attachments are included.						
If quality improvement task is not complete, please explain: We will be sure to keep a folder or notebook of meetings, trainings, seminars, etc. to document attendance. We will work with other entities to ensure this is possible such as the Courts Best Practices Meetings, etc.						

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Condition No.	Quality Improvement Task	Responsible Party	Target Date	Self-Reporting Status		
				In Progress	Completed	Date
Compliance: CPMT Management	To help facilitate conversations about long-term planning, review and update our Strategic Plan if needed. In addition, continue to participate in the annual GAP Survey and participate in the Regional CPMT meetings.	CPMT	Strategic Plan: 04/30/17 All other aspects: on-going	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.
And UM/UR	Due to minimum staffing and to ultimately enhance our review process and establish a better process, we will turn over our residential placements to OCS for UM/UR. This will allow us to work with OCS to develop a better process.	CSA Coordinator, CPMT	On-going	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	While we had an ICC guideline, we realized it was not incorporated into the policy manual and will work to establish it as a policy and not just a guideline.	CPMT	04/30/17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Please check if attachments are included.						
If quality improvement task is not complete, please explain: Originally, our Strategic Plan was for two years which should have been reviewed at the beginning of 2017. It, along with the ICC Guideline, will be distributed at the March 28 CPMT meeting and discussed for updates, changes, and approval at the April CPMT meeting.						

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Condition No.	Quality Improvement Task	Responsible Party	Target Date	Self-Reporting Status		
				In Progress	Completed	Date
Compliance: FAPT Management	Ensure Foster Parents are encouraged to participate in all aspects of treatment planning.	FAPT, CSA Coordinator	On-going	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click here to enter a date.
And Parental Contributions	Revamp the current parent financial responsibility process as upon review, it is not effective as paperwork is not being completed as needed.	Office on Youth Director and Office on Youth Administrative Assistant	06/30/17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Please check if attachments are included.						
If quality improvement task is not complete, please explain: On-going reminders about FULL family engagement will be given to Case Managers. The parental co-pay policy will need to be reviewed and discuss changes that need to be made and then the policy must be presented to CPMT for approval and lay on the table for a month before approval can be made.						

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Condition No.	Quality Improvement Task	Responsible Party	Target Date	Self-Reporting Status		
				In Progress	Completed	Date
Compliance: Family Engagement Planning	Ensuring family's needs are met based on their cultural needs. In the process of having key forms translated to Spanish due to the increase of this population in our locality.	Office on Youth Director, Vendor	On-going	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click here to enter a date.
<input type="checkbox"/> Please check if attachments are included.						
If quality improvement task is not complete, please explain: This process will be on-going as the teams decide which documents are most vital to have translated and which forms can wait a little longer.						

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Condition No.	Quality Improvement Task	Responsible Party	Target Date	Self-Reporting Status		
				In Progress	Completed	Date
Compliance: Records Management	Ensuring necessary items are included in each youths file. Items noted as missing at the time of review included: <ul style="list-style-type: none"> - Parent consent to release information - CANS assessment - Parent co-pay assessment - Vendor progress report (no payment had been made) - Internal UR sheets for related CPMT meeting - time frames for when treatment goals should be achieved. **Some of these items were fixed upon request of information from Case Managers.	CSA Coordinator, Case Managers,	On-going training and reminders to be given regarding required elements of the files.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.
<input type="checkbox"/> Please check if attachments are included.						
If quality improvement task is not complete, please explain: Issues will be addressed in upcoming FAPT/CPMT meetings as well as with vendors. The parental co-pay assessment will be addressed in updating the policy and procedure for this requirement.						

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Print Name: Alisha Vines	Office on Youth Director	Date: 03/13/17

**Orange County ~~Comprehensive Children's~~ Services
Community Policy and Management Team**

BY-LAWS

Article I - NAME

The name of this group shall be the Orange Community Policy and Management Team, hereinafter referred to as the "CPMT".

Article II – PURPOSE

The purpose of the CPMT shall be to create, maintain and manage a collaborative system of services and funding that is youth centered, family focused and community based when addressing the strengths and needs of troubled and at-risk youth and their families.

Article III – Membership

The seven (7) person membership of the CPMT shall meet the requirements of § 2.2-5205 VA Code Ann. and is appointed by the Board of Supervisors of Orange County ("Board") as provided in that section. The membership shall include, at a minimum, the local agency heads or their designees who have authority to approve funds from the following community agencies:

- One elected official or appointed official from the governing body of a locality that is a member of the team; and
 - Community Services Board established pursuant to § 37.2-501 VA Code Ann; and
 - 16th District Court Service Unit; and
 - Orange County Health Department; and
 - Orange County Department of Social Services; and
 - Orange County Public School System.
- A. The CPMT shall also include a representative of a private organization or association of providers for youth and family services if such organizations or associations are located within the locality.
- B. The CPMT shall also include one parent representative as defined in §2.2-5205 VA Code Ann.
- C. Persons representing private organizations and associations and parent representatives shall be required to file a statement of economic interest as set out in the § 2.2-3117 VA Code Ann. of the "State and Local Government Conflict of Interests Act". ("COIA" § 2.2 – 3100 *et seq.*)
- Persons representing private organizations or associations shall abstain from voting.

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- D. Parent representatives shall abstain from decision-making involving individual cases or agencies in which they have either a “personal interest”, as defined § 2.2-3101 of COIA, or a “fiduciary interest”.
- E. Other appointed public or governmental agency CPMT members shall serve at the pleasure of the Board.
- F. Parent and private provider representatives shall be appointed by the Orange County Board of Supervisors to serve a two (2) year term that will expire on June 30th of the second year. Terms may be held consecutively with no limit on terms served.
- G. Vacancies shall be filled for the unexpired terms in the same manner as the original appointment.
- H. A member of the CPMT who fails to personally attend to at least seventy-five (75%) of the regular meetings within any calendar year shall be reported to the Orange County Board of Supervisors.
- I. The CPMT may solicit advisory personnel to assist in achieving its objectives in accordance with its approved programs and mandates.

Article IV – Duties and Responsibilities

The CPMT shall have the general powers, duties and responsibilities of a policy and management team as outlined in § 2.2-5206 VA Code Ann.

Article V – Family Assessment and Planning Team

Section I:

The CPMT shall appointment the members of the Family Assessment and Planning Team hereinafter referred to as the “FAPT”. The CPMT shall ensure that the FAPT is composed of representatives as specified in the ~~Comprehensive~~Children’s Services Act.

Section II:

FAPT members, and their designee (*designees should not be a member sitting on the CPMT*) representing the agencies as specified in § 2.2-5207 VA Code Ann. shall serve at the pleasure of the CPMT. Terms may be held consecutively with no limit on terms served. The FAPT membership shall be reviewed annually by the CPMT.

Section III:

The FAPT shall provide input on policies and procedures in accordance with § 2.2-5208 VA Code Ann., which shall be submitted to the CPMT. All policies and procedures must be approved by the CPMT.

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Article VI – Officers of the CPMT and their Duties

Section I:

The officers of the CPMT shall consist of a Chair and Co-Chair who shall be elected by the CPMT in the July meeting and serve at the pleasure of the CPMT.

The term of office shall be for one (1) year. No member may serve more than two (2) consecutive terms in the same office. The election shall be a ballot if there is more than one nominee for the same office. A quorum must be present and voting in order to constitute an election.

Any member desiring to serve in the seat of an officer must be present at the July meeting when elections are held.

Any vacancy occurring among officers shall be filled to serve the remainder of the unexpired term.

Section II:

The ~~Comprehensive Children’s Services~~ Act, (“CSA”), Coordinator shall serve as the Secretary for the ~~cases presented during closed session~~CPMT. A member of the CPMT shall act as secretary for the open meeting.

Section III:

The Orange County Treasurer shall serve as Fiscal Agent for the Orange County CSA Program. The duties of the Fiscal Agent include, but are not limited to, approving the submission of the CSA Pool Reimbursement and Supplemental allocations.

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Section IV:

The elected officers, secretary, and County appointed official shall serve as the Executive Committee. The Executive Committee shall be authorized to conduct the necessary business between meetings of the CPMT. All action of the Executive Committee is to be ratified at the next regular business meeting of the CPMT.

Section IV:

Duties of the Chair:

- a. Preside at meetings of the CPMT.
- b. Appoint committees necessary for the operation of the CPMT.
- c. Work closely with the Chair of FAPT.
- d. Perform any other duties determined by the CPMT.

Section V:

Duties of the Vice-Chair:

- a. The Co-Chair shall, in the absence of the Chair, perform the duties of the Chair and any other duties as assigned by the CPMT.

03-28-17 draft

Article VII – Meeting

Section I:

Regular meetings shall be held at a time to be determined by the CPMT.

Section II:

Special meetings of the CPMT may be called by any member of the Executive Committee or upon written request of three (3) members.

Section III:

The quorum for all CPMT meetings shall be 50% of its members, including one member of the Executive Committee.

Article VIII – Rules of Order

Meetings will generally be conducted informally with decisions reached by consensus. Should consensus not be achieved, the most recent version of *Robert’s Rules of Order* will be invoked. Any voting member may also request *Robert’s Rules of Order* be used in conjunction of business of the CPMT.

Article IX – Confidentiality

All information about specific youth and families obtained by CPMT and FAPT members in the discharge of their responsibilities shall be confidential under all applicable laws, mandates, and licensing requirements.

Article X – Amendments

Proposed changes to the CPMT By-Laws shall be provided in writing to all members at least two (2) weeks prior to the next scheduled meeting, at which time, they may be voted upon.

03-28-17 draft

These By-Laws were adopted at a regular meeting of the Orange County Community Policy and Management Team held on _____, by a vote of in favor, and not in favor.

Official Vote - ____ In favor ____ Not in Favor

Members present:

Orange County Administration

CSA Coordinator

Orange County Department of Social Services

Community Service Board

Orange County Health Department

Orange County Public Schools

Virginia Department of Juvenile Justice

Community Representative

CPMT Chair

Date

**Community Policy and Management Team
Policy and Procedures**

CPMT's Philosophy & Code of Ethics

Policy No.: C2

Effective: 08/28/2012

Revised: 01/24/2017

A. Philosophy

The Orange County CPMT believes that all children and communities deserve to be safe. We believe in family, child, and youth-driven practices. We believe that children do best when raised in families. We believe that all children and youth need and deserve a permanent family. We believe in partnering with others to support child and family success in a system that is family focused, child-centered, and community-based. (See also Appendix C2 *Virginia Children Services Practice Model*)

B. Code of Ethics

***Ethic** - rules of behavior based on ideas about what is morally good and bad*
(Merriam-Webster online dictionary, retrieved January 9, 2014)

Excellence:

Orange County CPMT is committed to the highest standard of services and makes every effort to ensure the most effective use of our resources on behalf of the children and families we serve.

Integrity:

Orange County CPMT brings honesty, professionalism and ethics to our work environment.

Accountability:

Orange County CPMT is committed to shared responsibility for our actions and for achieving community outcomes.

Collaboration:

Orange County CPMT values teamwork and strive to reach our goals by building partnerships with core agencies, families, and private vendors.

Fiscal Responsibility:

Orange County CPMT is committed to the efficient use of our fiscal and community resources to achieve better outcomes for the children and families of Orange County.

Transparency:

Orange County CPMT promotes open access to information, participation and decision making amongst CPMT members.

Diversity:

Orange County CPMT embraces diversity and treats all people with fairness and compassion.

**FAPT and CPMT members will be asked to review the Code of Ethics each year and sign a form to affirm they have read and understand what is expected of Orange County CSA team members. It is the intention of CPMT to have this completed in January when the annual Policy and Procedure review is done.

C. Risk Assessments

It is the intention of the Orange County CSA Program to perform regular risk assessments. The assessment tool will be decided upon by the CPMT members and distributed to members of both FAPT and CPMT and other stakeholders to assess the program during August. The assessment will be due back to CPMT by the regularly scheduled September CPMT meeting. Data will then be compiled and a report provided to all team members and stakeholders by the end of the calendar year.

**Community Policy and Management Team
Policy and Procedures**

Amendments

Policy No.: C14

Effective: 08/28/2012
Reviewed: 01/29/2015

The terms and provisions of these policies and procedures of the CPMT may be amended at any regular meeting of the CPMT by approval of 2/3 of those present and voting; provided that notice of the proposed amendment is given at the regularly scheduled meeting of the CPMT immediately preceding the regular meeting at which the vote on the proposed amendment will take place.

Orange County CSA Policy and Procedure manuals shall be reviewed once per year by the membership. The goal of the team is to review related documents so that they may be approved at the January meeting. In the event changes are suggested from this yearly review, the proposed change(s) shall lay on the table and be voted upon at the regularly scheduled February meeting.

**Community Policy and Management Team
Policy and Procedures**

Intensive Care Coordination

Policy No.: C18

Effective: 04/25/2017
Reviewed: 04/28/2017

It is the policy of the Orange County CSA that the need for ICC services will be identified by the Family Assessment and Planning Team.

Eligible youth include:

1. Youth placed in out-of-home care as defined in the CSA Policy Manual 6.1(b);
2. Youth at risk of placement in out-of-home care as defined in the CSA Policy Manual 6.1(b)

ICC services will be purchased from the appropriate Providers as required in the CSA Policy Manual 6.1 (c) & (d).