

**CHARLOTTESVILLE/ALBEMARLE COMMISSION ON CHILDREN AND FAMILIES
CSA COMMITTEE MEETING**

**October 19, 2006
3 p.m. – 5 p.m.
CCF Conference Room**

Approved November 16, 2005

MEETING MINUTES

PRESENT:

Martha Carroll
Buz Cox
Cheryl Lewis
Linda Peacock
Mike Murphy

ABSENT:

Phillip Campbell
Charles Martin
Tom Nash
Laura Purnell
Kathy Ralston

STAFF:

Crystal Lantz – Utilization Review Manager
Cindy Stratton – CSA Coordinator

I. Call to Order

B. Cox, Chair called the meeting to order at 3:04 p.m. acknowledging lack of a quorum.

II. Review/Approval of Agenda

Members reviewed the agenda items and agreed to proceed with discussion.

III. Minutes of the September 21, 2005 Meeting

This item was tabled until the next meeting.

IV. CSA Program Reports

i. CSA Committee Chair

B. Cox reported on several state level initiatives currently underway. The state IT task force is reviewing the data set system and will be meeting on the 29th of October to review its information for 2004 as presented at the April State Executive Council's (SEC) retreat. They have now collected two years worth of data and are seeking input on whether it captures all the necessary elements. C. Stratton was requested to send the presentation to committee members for their input and request responses be sent to B. Cox. The custody relinquishment work group is finishing up work on its final report and anticipates presenting recommendations in November. The SEC work group on outcomes and quality assurance wants them to develop a model vendor evaluation tool.

ii. CSA Coordinator

C. Stratton noted from her written report that the evaluation survey for the Infoshare system is due to be completed by the end of October and distributed a written summary submitted by R. Carpenter. Members requested to be in receipt of the draft for comments and be given three days to submit edits. C. Stratton was asked to draft an email for B. Cox as a cover to the survey notice. CSA Partner Training on establishing and articulating outcomes has been scheduled for November 10th – 9:00 – 11:00; November 15th – 2:30 – 4:30; November 16th – 9:00 – 11:00 and 2:00 – 4:00. Gretchen Ellis will be conducting the sessions and is developing an outline after meeting with the Fiscal Subcommittee to receive input last week. She expects a draft to be completed by October 26th. The consolidation of the three program manuals resulted in an approximately twenty-six page document which is still being formatted. It will hopefully be ready for distribution for comments sometime in the next week or so. It was noted that a grant opportunity is being pursued regarding the establishment of a CHINS team. The deadline for submission is October 31st.

iii. Fiscal Subcommittee

a. Utilization Review Manager

C. Lantz presented her report recommendations that had been reviewed by the subcommittee. B. Cox requested that they be reviewed one by one. Members discussed the proposed revisions of existing Medicaid protocols and policies and need to centralize for quality assurance. This would also assist the URM in becoming a more knowledgeable resource for case managers and vendors. There is currently no complete listing of Medicaid service providers and the General Terms and Conditions need to be revised to insure that vendors are pursuing Medicaid payments whenever feasible. URM was requested to continue the development of protocols and seek feedback Program Subcommittee and bring information back to the CSA Committee next month. Staff is requested to locate language on this topic from previous vendor contracts and check with City Attorney of amending current terms and conditions to include it.

b. Monthly Financial Reports

Members discussed the receipt of monthly reports. The question was raised regarding whether their review is duplicative of Fiscal Subcommittee. It was suggested that the committee receive the reports and not review them unless there is something that should be flagged for referral to Fiscal Subcommittee for action or explanation.

Charlottesville:

B. Cox noted that although Charlottesville was within budget for the last fiscal year it had a slight decrease, which is the second in CSA history. Local costs did not decrease due to Medicaid and the local match.

Albemarle:

B. Cox noted that Albemarle experienced an increase of approximately 14% in local costs.

c. Fiscal Subcommittee Business

B. Cox reported that the subcommittee continues to work on mirroring the report format. The work group on program thresholds is still working and has the assistance of an intern provided by CDSS.

iv. Program Subcommittee

C. Stratton reported that the topic of vendor presentations with CSA committees was raised as a result of a request from a local service provider. Members discussed the current practice of vendors contacting the child placing agencies to discuss their services, concerns or issues. Additionally, if agencies have problems with particular vendors, they are requested to meet with their staffs. CSA staff is currently discussing the creation of a vendor evaluation site on their web page and the hosting of a local vendor fair.

v. FAPT

C. Lewis reported that the chair of the team has recently been changed to M. Murphy with S. Brumfield and J. Hesperheide serving as back-up facilitators. She also noted that her tenure as the team representative to the CSA Committee was predicated on an agreement between her and K. Kirst as he agreed to chair the team. This term will be up in January. This issue will be discussed during another full team meeting prior to that time.

V. Old Business/Updates

i. FY 06 Non CSA Mandated Funds

B. Cox reported that he and P. Campbell met on Monday to review the FY 06 plan from Region Ten for distribution to committee members. He noted that two options were presented for use of the

%50,000 set aside new initiative funds. Serviced are provided on a first come, first served basis. There was discussion of how funds might be best used; could they be used in a more preventative fashion; whether or not FAPT assessment is a requirement and by whom and whether the use of these funds for ESS services is appropriate. Members were requested to review the documents and be prepared to discuss at the next meeting. C. Stratton will send out electronic copies to absent members prior to the next meeting. Trust fund documentation for the fiscal year was reviewed and will also be sent to members prior to the next meeting. L. Peacock noted that Albemarle is making more use of the funds than the City. It was requested that age information be added to the report format. C. Stratton will make the request.

ii. Report Information/Format to CCF

B. Cox will make this inquiry during his quarterly report in November and report back at the next meeting.

iii. EPSDT Project – Update – Tabled until the next meeting.

VI. New Business

i. Request from Other CSA Committees

- a. Support of Systems of Care Model – C. Stratton reported that the agreement to expend the grant for documentation of our current system has been signed by both B. Cox and P. Campbell. Plans are underway to how to proceed with the survey and documentation process.

ii. Pool Allocation Documentation Plan – C. Lewis noted that there is another category of non-mandated eligible population in Appendix H of the CSA manual that has not been discussed. This information will be sent to members. – Further discussion of this matter was tabled until the next meeting.

iii. Trust Fund Monitoring Responsibility – The question of whether this responsibility should be shifted to Fiscal Subcommittee was tabled until the next meeting.

iv. Confirmation of Committee Chair – Tabled until the next meeting.

v. Requests to Other CSA Committees – None

VII. Adjourn

There being no other business, the meeting was adjourned at 4:54 p.m.

MEETING OBJECTIVES:

- Members will review FY 05 year end trust fund information from Child Aide.
- Members will review or amend and approve the plan for expenditure of non-mandated CSA children funds.
- Members will establish format for reporting on CSA activities to the CCF.
- Members will respond to or refer request to other CSA committees.
- Members will determine and approve the pool fund allocation plan.
- Members will review/update work plan progress.
- Members will establish next steps.
- Members will identify additional resource/reference material request for staff.