

CHARLOTTESVILLE/ALBEMARLE COMMISSION ON CHILDREN AND FAMILIES
CSA PROGRAM SUBCOMMITTEE
OCTOBER 26, 2005
CCF CONFERENCE ROOM
2:30 – 4:30 P.M.
MEETING NOTES

PRESENT:

Saphira Baker
Neta Davis
John Freeman
Mike Murphy
Dana Neidley
Sue Sheffield

ABSENT:

Beth Baptist
Barbara Ferrier

STAFF:

Cindy Stratton
Crystal Lantz

I. Call to Order

J. Freeman, Chair called the meeting to order at 2:46 p.m.

II. Review/Approval of Agenda

Members reviewed the proposed agenda and approved by consensus.

III. Approval of Meeting Notes for August 24, 2005 and September 28, 2005

Members reviewed the notes from the August and September meeting. The notes from September were amended to reflect that recommendations were made by those present versus decisions.

IV. CSA Committee Report

M. Murphy noted that the CSA Committee requested the subcommittee to review the recommendations of the Utilization Review Manager and submit any comments for their consideration at the November meeting.

A. Utilization Management Recommendations

Discussion: C. Lantz distributed copies of UR identified issues and accompanying recommendations for review and comments. Members agreed to discuss the four recommendations one by one, as noted below.

1. It is recommended that "guiding principles" be established to contain workload for URM; language be revised to indicate target both vendor and client populations; need to address emergency placements in protocols; consideration of how to message out protocols to case managers; suggested that CPMT designees receive training from URM.
2. Members discussed how to centralize process and the focus of categories of submissions (i.e. residential versus therapeutic foster care, denials only), and possible need to re-train staff. It was suggested that starting with a subset could help with outcomes and also help document need. It was proposed that the process move forward with a limited population

and agencies would fax information to URM to insure consistency in exchange of information and necessary follow-up.

3. It was suggested that an additional clause be inserted in the terms and conditions requiring vendors to provide two weeks to 30 days notice before discharge or termination of services.
4. It was noted that Brad Wentz is currently updating the CDSS internal resources database and this information could be shared with other CSA partners. It was suggested that local therapist vendors be targeted and encouraged to become Medicaid eligible providers as a possible way to save money.

Decision: Content of this discussion will be reflected in the development of protocols for presentation to CSA Committee. URM will contact local agency representatives for additional input as necessary.

V. Current Business/Updates

A. Facility Sub Group – Update

J. Freeman has not been able to work on this project. He plans to get the information request out to CSU, Region Ten and S. Sheffield this week. He will also send C. Stratton the requested information and format.

B. Fiscal Subcommittee – Update

Ad hoc group met on the 19th to develop plan of action; will meet again on Nov. 2nd.

C. CSA Coordinator

C. Stratton noted the following:

- ◆ Information sharing project evaluation will be sent to partner staffs end of October. Will be sent to team members, presenters and agency administrators.
- ◆ Program manuals consolidated and formatting is in progress; target date for distribution for comments is November 3rd.
- ◆ Full FAPT met on September 30th and appointed M. Murphy as new Chair with S. Brumfield and J. Hespenheide as back ups.
- ◆ Service plan outcomes training is scheduled for November 10th, 15th and 16th (2); one notice out on (10/21) with 23 signed up; reminder notice with agenda/details out next week.

Day/Date	Time	Location
Thursday, November 10 th	9:00 – 11:00 a.m.	Room 320 COB McIntire
Tuesday, November 15 th	2:30 – 4:30 p.m.	Room 320 COB McIntire
Wednesday, November 16 th	9:00 – 11:00 a.m.	Room 320 COB McIntire
Wednesday, November 16 th	2:00 – 4:00 – p.m.	Conference Room A, COB 5 th Street

- ◆ CHINS grant request for \$25,000 to develop a CHINS specific team is due out Friday to be received by grantor by October 31st.

D. Non CSA Mandated Funds – CSA Committee has received an updated plan for FY 06 from Region Ten; is reviewing the plan and last years activity report; will discuss at its November meeting.

E. Delegate Landes Meeting – C. Stratton not heard any feedback from Roxanne.

F. Judicial Meeting – Judge Berry has requested that this session be postponed until after the 1st of the year. It appears to be a reasonable as we will have more time to prepare and will know about CHINS grant request.

G. Systems of Care Documentation

i. Assessment Process – CDSS intern has been given information and assessment instrument for entry into survey monkey. She is to begin on Friday, October 28th and expects to have ready for review by Nov. 21st.

ii. Allocation of Resources – The Agreement to use funds for documentation of local SOC has been signed by B. Cox and P. Campbell. Gretchen Ellis is considering whether she will have the time to document local process. Members are encouraged to offer alternative suggestions if they have any.

VI. New Business

A. Meeting Frequency and Charge

Discussion: Members discussed whether their functions could be accomplished through alternate means (e.g. operating as task oriented work groups versus regular monthly meetings); what would promote better efficient and use of individual member skills and time; relationship to CSA Committee functions and role; and, utilization of additional colleagues for project specific activities and CSA staff coordination.

Decision: Members agreed that they believed there would be value added and more efficient to revise their meeting purpose to work on specific projects versus coordination of project tasks because currently the nature of the meetings does not lend itself to project work. Members agreed by consensus that they would prefer to use their time and expertise working on specific projects as needed and requested by the CSA Committee. Staff was requested to draft a request to the CSA Committee for its meeting on November 16, 2005 using the referral template requesting the change.

B. Chair Rotation

Discussion: Members discussed the original agreement by J. Freeman to serve as subcommittee Chair for a period of six months with M. Murphy serving as the representative to the CSA Committee.

Decision: Considering the previous agenda item discussion, J. Freeman agreed to continue in that capacity until the end of the calendar year, pending a response from the CSA Committee.

M. Murphy agreed to continue to serve as the CSA Committee representative as well.

VII. Items from CSA Committee or Others

None.

VIII. Items for CSA Committee or Others

See agenda item VI. A above.

IX. Other Business

A. Next Meeting Date

Discussion: Members noted that the next scheduled meeting of the subcommittee falls on the Wednesday before the Thanksgiving holiday and the majority of them would not be working.

Decision: It was mutually agreed that the meeting date would be changed to December 6th from 2:30 – 4:30 p.m. in the CCF Conference Room.

X. Review Meeting Objectives

Members agreed by consensus that meeting objectives had been achieved.

XI. Adjournment

There being no other business, the meeting was adjourned at 4:20 p.m.

MEETING OBJECTIVES:

- Members will identify future activities related to the “Systems of Care” model.
- Members will review work plan priorities and progress.
- Members will identify items to be sent to CSA Committees for action or advisement.
- Members will identify additional resource/reference material request for staff.
- Members will review work plan progress.
- Members will establish next steps.
- Members will identify additional resource/reference material request for staff.

Approved 12/06/05