

CHARLOTTESVILLE/ALBEMARLE
COMMUNITY POLICY AND MANAGEMENT TEAM (CPMT)
MEMORANDUM OF AGREEMENT (MOA)
FOR THE PROVISION OF FOSTER CARE SERVICES
FOR *CHILDREN IN NEED OF SERVICES*
FUNDED THROUGH THE COMPREHENSIVE SERVICES ACT (CSA)
Effective December 3, 2007

Pursuant to guidelines issued by The Honorable Marilyn B. Tavenner, Secretary of Health and Human Services for the Commonwealth of Virginia, issued November 27, 2007; to be effective December 3, 2007, this Memorandum of Agreement is entered into by the following CPMT agencies:

1. **Albemarle Department of Social Services**
2. **Albemarle County Public Schools**
3. **Charlottesville Department of Social Services**
4. **Charlottesville Public Schools**
5. **16th District Court Services Unit**
6. **Region Ten Community Services Board**
7. **Charlottesville/Albemarle Commission on Children and Families (CSA Staff)**

The Charlottesville/Albemarle CPMT designates Region Ten Community Services Board, 16th District Court Services Unit, Charlottesville Public Schools and Albemarle County Public Schools as identified CPMT designated agencies with the authority to enter into parent agreements for the provision of these services as long as they adhere to the responsibilities outlined in this agreement.

PERIOD OF MOA: This MOA shall remain in force and effect until one of the parties to this MOA gives written notice to all of the other parties terminating the MOA. Any modifications to this MOA shall be implemented only upon agreement of all parties.

BACKGROUND/STATUTORY MANDATE: State law allows the provision of foster care services upon parental request, when legal and appropriate, through the Comprehensive Services Act (CSA) state pool of funds (§2.2-5211C subdivision B3). Two types of children and their families are eligible to receive foster care services (§63.2-905):

- Children who are “abused or neglected” as defined in §63.2-100; and
- “Children in need of services” as defined in §16.1-228.

There are three separate and distinct situations when these children and their families are provided mandated foster care services (§63.2-905). The children:

- Have been identified as needing services to prevent or eliminate the need for foster care placements; or

- Have been placed through an agreement between the parents or legal guardians and the local department of social services (LDSS) or the public agency designated by the Community Policy and Management Team (CPMT) where legal custody remains with the parents or guardians; or
- Have been committed or entrusted to a LDSS or licensed child placing agency by the court.

PURPOSE OF GUIDELINES; CHILDREN FOR WHOM GUIDELINES APPLY

This document specifies interagency guidelines on the provision of foster care services mandated through CSA for “children in need of services” and their families in the first two situations.

Specifically, the guidelines apply when “children in need of services:”

- Remain in their homes and have been identified as needing services to prevent or eliminate the need for foster care placements; or
- Have been placed outside of their homes through an agreement between the parents or legal guardians and the LDSS or the public agency designated by the CPMT where legal custody remains with the parents or legal guardians.

Parents or legal guardians do not have to relinquish custody of their children in order to obtain necessary services.

PURPOSE: The purpose of this agreement is to provide guidance and specify parameters for the provision of services under the aforementioned guidelines for children receiving services by an agency other than the local Department of Social Services, delineate the roles and responsibilities of the parties to this agreement and insure adherence to clinically sound, fiscally responsible and community based provision of services to eligible children and families for the Charlottesville/Albemarle localities.

ELIGIBILITY DETERMINATION: The determination of the child as a *Child in Need of Services* must be established by the Court or the Family Assessment and Planning Team (FAPT). Prior review and approval of service(s) recommended by the FAPT is required for all services under this category. No services will be authorized for payment until the FAPT recommendation for approval has been secured (i.e. there will be no retroactive payments for services commenced prior to FAPT recommendation). All cases under this category will be staffed by the FAPT; whether under the threshold or not.

RESPONSIBILITIES OF THE CPMT DESIGNATED AGENCY REPRESENTATIVE ACCEPTING PARENTAL REFERRAL:

- Obtain all necessary consent and release of information signatures from parent or guardian and youth (as necessary) within three working days of referral;
- Contact FAPT Coordinator to request notification to FAPT that referral has been initiated and request the team representative to review agency files and obtain information about the child and family’s background and needs within three days of request and provide pertinent information to the agency that has accepted the parent referral/request for services;
- Initiate and complete consultation with local Department of Social Services within five working days of securing release of information to determine that the child is at risk of foster care placement and that the goal is that the child return home or absent the services will be;

- Complete assessment in consultation with family and local agencies to determine necessity for services and what services will best meet the child and family needs and to determine that they are the most appropriate, least restrictive and cost effective;
- Review *eligibility checklist* to insure all established criteria are met for the provision of services;
- Inform parent or guardian of parental co-pay assessment process and refer parent or guardian to local CSA office for completion of co-pay assessment;
- Insure and document that all other funding sources have been explored and or exhausted;
- Comply with local and Office of Comprehensive Services(OCS) guidelines for documentation and review of services, including but not limited to, regular monitoring of service provision, completion of required CAFAS or other uniform assessment instrument, visitation compliance schedule, comply and adhere to FAPT follow – up staffing requirements;
- Maintain regular and consistent contact with the family to insure their engagement, commitment to, understanding of and participation in the planning and implementation and transition of services;
- Complete and submit the funding approval request packet; consulting with the Department of Social Services as needed; and,
- Engage and work collaboratively with the family to prepare and present the Individual Family Services Plan (I.F.S.P.) to the FAPT (i.e. contact local FAPT Coordinator to schedule staffing – insuring that parents are able to attend – which is mandatory, gather all necessary information to complete the I.F.S.P. – including UR pre – consultation process, discharge and transition planning, complete and submit I.F.S.P. through InfoShare system, notify parents and other participants of staffing date and request their attendance, etc.).

Additionally, the respective CPMT agency agrees to the following responsibilities:

ALBEMARLE COUNTY DEPARTMENT OF SOCIAL SERVICES:

- Provide designated Department of Social Services staff to consult with partner agencies to determine that the child is at risk of foster care as part of the eligibility for services requirement;
- Provide and review *eligibility checklist* to insure all established criteria are met for the provision of services;
- Provide a designated staff contact person to facilitate determination of foster care risk as part of eligibility for services; and,
- Provide a designated staff contact person to consult with other designated CPMT agency to complete and submit all necessary foster care paperwork to the Court in a timely manner.

Kathy Ralston, Director Date
 Albemarle County Department of Social Services

ALBEMARLE COUNTY PUBLIC SCHOOLS:

- Provide information to the CPMT designated agency partner in a timely manner upon request or within at least three working days;
- Provide necessary notification and documentation to receiving school districts when out – of – home placements are necessitated; and,
- Provide and review *eligibility checklist* to insure all established criteria are met for the provision of services.

Tom Nash, Executive Director for
Intervention and Prevention Services
Albemarle County Public Schools

Date

CHARLOTTESVILLE DEPARTMENT OF SOCIAL SERVICES:

- Provide designated Department of Social Services staff to consult with partner agencies to determine that the child is at risk of foster care as part of the eligibility for services requirement;
- Provide a designated staff contact person to facilitate determination of foster care risk as part of eligibility for services;
- Provide a designated staff contact person for consultation to complete and submit all necessary foster care paperwork to the Court in a timely manner; and,
- Provide and review *eligibility checklist* to insure all established criteria are met for the provision of services.

Robert Cox, III, Director
Charlottesville Department of Social Services

Date

CHARLOTTESVILLE PUBLIC SCHOOLS:

- Provide information to the CPMT designated agency partner in a timely manner upon request or within at least three working days;
- Provide necessary notification and documentation to receiving school districts when out – of – home placements are necessitated; and,
- Provide and review *eligibility checklist* to insure all established criteria are met for the provision of services.

Beth Baptist, Director
Special Education and Student Services
Charlottesville Public Schools

Date

16TH DISTRICT COURT SERVICES UNIT:

- Provide information to the CPMT designated agency partner in a timely manner upon request or within at least three working days;
- Provide assistance to other CPMT designated agency partners in submission of necessary paper work to the local Courts; and,
- Provide and review *eligibility checklist* to insure all established criteria are met for the provision of services.

Martha Carroll, Director
16th District Court Services Unit

Date

REGION TEN COMMUNITY SERVICES BOARD:

- Provide information to the CPMT designated agency partner in a timely manner upon request or within at least three working days;
- Provide Utilization Review staff and review in accordance with current agreed upon contractual conditions;
- Provide and review *eligibility checklist* to insure all established criteria are met for the provision of services; and,
- Upon request provide assessment and diagnostic services.

Robert Johnson, Executive Director
Region Ten Community Services Board

Date

CHARLOTTESVILLE/ALBEMARLE COMMISSION ON CHILDREN AND FAMILIES (CSA STAFF)

- Provide information to the CPMT designated agency partner in a timely manner upon request or within at least three working days;
- Provide and review *eligibility checklist* to insure all established criteria are met for the provision of services;
- Provide utilization review consultation to facilitate appropriate determination of services as necessary;
- Provide and review *eligibility checklist* to insure all established criteria are met for the provision of services;
- Complete parental co-pay assessment process prior to initiation or implementation of services and notify local fiscal staff of the Department of Social Services ;
- Monitor parental payment receipt and follow up as necessary;
- Schedule and facilitate the Family Assessment and Planning Team and,
- Provide for utilization management of services in accordance with local CPMT policies and procedures.

Gretchen Ellis, Director
Charlottesville/Albemarle Commission on Children and Families

Date