

FLUVANNA COUNTY
COMMUNITY POLICY AND MANAGEMENT TEAM
POLICIES AND PROCEDURES

INTRODUCTION

This manual shall be made available for use by all agencies and individuals participating at all organizational levels of the Fluvanna County Community Policy and Management Team. This team is responsible for establishing policies and overall management of the organizations' efforts and is generally responsible for planning and training activities. The Family Assessment and Planning Team conducts assessment, plans for the provision of services, and monitors the progress of the child and family.

The following terms and abbreviations used throughout this manual:

CPMT refers to the Fluvanna County Community Policy and Management Team.

FAPT refers to the Family Assessment and Planning Team.

Case Manager refers to the individual appointed by the FAPT to be responsible for the overall implementation of the Individual Family Services Plan and for monitoring the provision of services to the child and family.

IFSP refers to the Individual Family Services Plan under the Comprehensive Service Act.

IEP refers to the Individual Education Program developed for identified special education students under the Individuals with Disabilities Act (IDEA).

PARENT refers to parent, guardian, or legal custodian.

Within this manual, all procedures related to a specific policy are grouped with the policy statement.

BY-LAWS

FLUVANNA COMMUNITY POLICY AND MANAGEMENT TEAM

ARTICLE I - NAME

The name of this group shall be the Fluvanna Community Policy and Management Team, herein after referred to as the "Management Team" or "CPMT".

ARTICLE II - MISSION AND PURPOSE

Section 1. Mission Statement

Youth are Fluvanna County's greatest resource because they are our future. The family is the best environment for raising children. Providing services to assist families to function effectively in the community empowers families to recognize their strengths and capabilities, and promotes the best interest of society. Successful families contribute to our community and strengthen the entire social framework for the good of all citizens.

Section 2. Purpose

The purpose of the Management Team shall be to create, maintain and manage a collaborative system of services and funding that is child centered, family focused and community based when addressing the strengths and needs of troubled and at-risk youth and their families (Code of Virginia, Title 2.1, Chapter 46, Sections 2.1-745 through 2.1-759).

ARTICLE III - MEMBERSHIP

Conditions and Standards relating to membership are determined by state and by local government directive enacted in accordance with state law, which provides as follows:

- A. The membership of CPMT shall meet the requirements of the Code of Virginia (Section 2.1-750 to Section 2.1-751) and is appointed by the Fluvanna County Board of Supervisors. The membership shall include, at a minimum, at least one elected official or appointed official or his designee from the governing body of the locality which is a member of the team, and the local agency heads or their designees who have the authority to approve funds from the following community agencies: Community Services Board, Juvenile Court Services Unit, Department of

Health, Department of Social Services, and the local school division. The management team shall include a parent representative who, if employed by a public or private program that receives funds pursuant to this chapter or agencies represented on CPMT may serve provided that they do not, as part of their employment, interact directly on a regular and daily basis with children or supervise employees who interact directly on a daily basis with children. Notwithstanding this provision, foster parents may serve as parent representatives. If, in the future, a private organization or association of providers for youth or family services locates in Fluvanna County, a representative shall be included on the Management Team. These two representatives shall be required to file a statement of economic interest as set out in the Code of Virginia, Section 2.1-639.15 of the "State and Local Government Conflict of Interests Act".

- B. Agency heads or their designees of Code-mandated organizations shall be permanent members of the Management Team.
- C. Other appointed public or governmental agency Management Team members shall serve at the pleasure of the Fluvanna County Board of Supervisors and may serve as many as two consecutive two year terms.
- D. Parent and private provider representatives shall be appointed by the Fluvanna County Board of Supervisors and may serve as many as two consecutive two year terms. At the inception of the Management Team, the terms of the parent and private provider representatives shall expire June 30th. Terms for these representatives shall be staggered. They will abstain from making decisions involving cases or agencies to which they have a personal or fiduciary interest.
- E. Vacancies shall be filled for the unexpired terms in the same manner as the original appointment.
- F. Any member of the Management Team who fails to personally attend or send a designee to at least 75% of the regular meetings within any calendar year may be reported to the Fluvanna County Board of Supervisors by the Chairperson of the Management Team.
- G. While the Management Team is without authority to expand or alter its membership, changes in membership may be recommended to the Fluvanna County Board of Supervisors.

The Management Team may also solicit advisory personnel to assist in achieving its objectives in accordance with its approved program and mandates.

Article IV - Powers and Duties

The Management Team, as a governmental entity of Fluvanna County, and as creation of state law, having been mandated by the General Assembly, shall be subject to state and local laws and regulations established to regulate its functioning, and shall have the general powers, duties and responsibilities of a policy and management team as outlined in Section 2.1-752 of the Code of Virginia as amended. As set forth in the Code of Virginia, the powers and duties of the Management Team are:

- A. Develop interagency policies and procedures to govern the provision of services to youth and families in its collective communities.
- B. Develop interagency fiscal policies governing access to the state pool of funds by the eligible populations including immediate access to funds for emergency services and shelter care.
- C. Coordinate long range, community wide planning which insures the development of resources and services needed by youth and families in its community.
- D. Establish policies governing referrals and reviews of youth and families to the family assessment and planning team and a process to review the team's recommendations and requests for funding.
- E. Establish quality assurance and accountability procedures for program utilization and funds management.
- F. Establish procedures for obtaining bids on the development of new services.
- G. Manage funds in the interagency budget allocated to the collective communities from the state pool of funds, the trust fund, and any other source.
- H. Authorize and monitor the expenditure of funds by each family assessment and planning team.
- I. Have authority to submit grant proposals, which benefit its collective communities, to the state trust fund and to enter into contracts for the provision or operation of services upon approval of the participating governing bodies.

- J. Serve as the community's liaison to the state management team, reporting on its programmatic and fiscal operations and on its recommendations for improving the service system.
- K. The Management Team may create grant proposals and seek other funding sources that meet the objectives of the purpose of the policy and management team and submit such proposals to the Fluvanna County Board of Supervisors.
- L. The financial policies and procedures of the Management Team will be in accordance with the established financial policies and procedures of Fluvanna County.

ARTICLE V - FAMILY ASSESSMENT, PLANNING AND TREATMENT TEAM

Section 1. Appointment of FAPT

The Management Team shall assure the appointment of the members of the Family Assessment and Planning Team, herein after referred to as FAPT. The Management Team shall assure that FAPT be composed of representatives specified in the Comprehensive Services Act. While each agency may have multiple representatives providing input during assessments and deliberations, there will be only one voting representative from each agency.

Section 2. FAPT Membership

FAPT Team members representing the agencies specified in the Code shall be permanent. Other appointed members shall serve at the pleasure of the Management Team and may serve as many as two consecutive two year terms. FAPT Team membership shall be reviewed annually by the Management Team.

Section 3. FAPT OFFICERS

The membership of FAPT shall select a Chairperson and a Vice Chairperson. The Vice Chairperson shall, in the absence of the Chairperson, perform the duties of the Chairperson. These individuals shall be selected prior to July 1, and annually thereafter at the last meeting held in the fiscal year. The term of office shall be for one (1) year. No officer may serve more than two (2) consecutive terms in the same office.

Section 4. Policies and Procedures

The Management Team shall devise policies and procedures, which shall govern the duties and procedures to be followed by FAPT. Any changes to the policies and procedures need approval of

the Management Team.

ARTICLE VI - OFFICERS OF THE MANAGEMENT TEAM AND THEIR DUTIES

Section 1. Officers

The officers of the Management Team shall consist of a Chairperson and Vice-Chairperson who shall be elected by the Management Team and serve at the pleasure of the Team.

Section 2. Duties

The duties of the Chairperson shall be:

- a. To preside at all meetings of the Management Team.
- b. To appoint committees necessary for operation of the Management Team.
- c. To work closely with the chairperson of FAPT.
- d. To perform any other duties determined by the Management Team.

The Vice-Chairperson, shall, in the absence of the Chairperson, perform the duties of the Chairperson and any other duties assigned by the Management Team.

The CSA Coordinator shall assure that accurate records of all Management Team meetings are maintained. CSA Coordinator shall assure that notices of meetings of the Management Team are distributed and shall perform other duties as requested by the Team. CSA Coordinator shall also review, evaluate and report on all fiscal, service and evaluation matters.

ARTICLE VII - NOMINATIONS, ELECTIONS AND TERMS OF OFFICE

The Management Team shall elect its officers prior to July 1 and annually thereafter at the last meeting held in the fiscal year.

The term of office shall be for one (1) year. No officer may serve more than two 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 vacancy occurring among the officers shall be filled to serve the remainder of the unexpired term.

ARTICLE VIII - MEETINGS

Regular meetings shall be held on the 4th Tuesday of each month.

Special meetings of the Management Team may be called by the Chairperson or upon written request of three members.

The quorum for all Management Team meetings shall be 50% of its members, including an officer.

ARTICLE IX - CONFIDENTIALITY

All information about specific youth and families obtained by the Community Policy and Management Team and the Family Assessment and Planning Team members in the discharge of their responsibilities shall be confidential under all applicable laws, mandates, and licensing requirements.

ARTICLE X - AMENDMENTS

The terms and provisions of the By-Laws of the Management Team may be amended at any regular meeting of the Management Team by approval of two thirds of those present and voting, given that notice if any proposed amendment was submitted to all members in writing two weeks prior to the meeting.

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

Chairperson

Date

CPMT Motions/Actions

Feb. 22, 2000:

“Cases can only be labeled Special Education if the services being provided are listed on the individual Education Plan, any additional services are not mandated and do not have to be paid by CSA pool funds.”

August 22, 2000:

“Existing “non-mandated funds will be obligated to purchase services for eligible children.”

“Amend Article II, section 1 to read “.our present and our future” and in Article VII, paragraph 2 to strike the word “ballot” and replace it with “roll call.”

August 24, 2001:

“Petty cash fund be established with a revolving balance of \$500.00.”

November 27, 2001:

“Any CPMT agency representative has the authority to authorize an expenditure of up to \$500.00 per case need which in the coordinator’s opinion can not wait until the next CPMT.”

August 27, 2002:

“Call around” CPMT approvals for purchase orders will only cover a one month period so that the CPMT can meet to discuss continued funding.”

October 22, 2002:

“Non-Custodial Foster Care – (referring to cases where the parent retains custody while their child is in placement). CPMT determines that workers should contact their supervisors regarding these cases prior to talking to the individual families or presenting the case at FAPT. If there is not an agreement at the FAPT level as to whom will assume the case management responsibilities, then the CPMT will make a determination on a case-by-case basis (see memo dated April 25, 2002, CSA Training and Technical Assistance, RE: Non-custodial Foster Care Agreement, page 1, section 3.5.5.)”

December 18, 2002:

“Regular Foster Care, not exceeding the rate of \$5500.00 per year, may be approved by CPMT without FAPT team review.”

January 28, 2003:

An amendment to the policy of November 27, 2001: “To allow authorization of expenditures by a CPMT agency representative on an emergency basis, not to exceed \$2000.00 on an individual case.”

April 22, 2003:

Motion:

To develop a system to pay regular foster care parents on the 1st of the month.

Note: Copy of the motion to be sent to the Board of Supervisors

Approved by The Board of Supervisors May 7, 2003

Motion:

To appoint Angela Marshall, Director of Finance for Fluvanna County, to the Community Policy and Management Team.

Motion:

Addition to co-pay policy: Indication of 10-day turn around time to return to CSA Program Manager.

Motion:

Regular foster care cases and therapeutic foster care cases not be formally staffed at FAPT. Updates, via paperwork, will be submitted and distributed to FAPT members without an oral presentation. These cases will be reviewed by FAPT every 6 months.

Motion:

Cases presented to FAPT that only require an update with no request for change in services, a short review documenting the same will be submitted to the FAPT team without requiring a full presentation.

Motion:

Motion to authorize case managers to propose expenditures up to \$1000 with the approval of their respective CPMT representative. These proposals will go directly to CPMT for final approval without going to FAPT.

Motion:

Authorize the creation of ad hoc evaluation teams, with a minimum of 3 members, to perform functions that would otherwise be performed by FAPT.

Motion:

Teens GIVE paperwork be submitted to CSA files in lieu of the regular CSA approved paperwork for those youths enrolled in the Teens GIVE program. These youths will be covered by a group authorization, with FAPT members determining which youths will be attending Teens GIVE under the group authorization.