



# **King George Children's Services Act (CSA) Program**

## **King George County CPMT By-Laws**

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## **Goal**

The goal of the King George CSA is to provide services to qualified individuals/families to improve the quality of their lives, education, and cohesiveness of the family unit. Our overall vision is to be able to reduce out of School placements, reduce the number of children coming into foster care and to ensure youth with mental or social challenges a system of support which will allow them to be maintained in their respective homes and improve the quality of their lives.

## **Mission and Strategic Planning**

These, in addition to the Children's Services Act (CSA) Policy and Procedure manual and the King George Procurement Manual represent the governing operations of the King George CSA program. At no time shall any policy contained herein be seen as to conflict with any local, state, or federal laws.

The mission of the King George CSA 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. The King George CSA shall ensure that services and funding are consistent with the Commonwealth's policy of preserving families and providing services in the least restrictive environment, while protecting the welfare of the children.

The King George Community Policy and Management Team (hereinafter referred to as CPMT) will coordinate a documented strategic planning process for the local CSA program. This plan should ensure the development of needed services, resources, and practices that will best serve the children and families of King George County. The CPMT will hold an annual review of goals and objectives with appropriate timelines to meet these goals and objectives.

### **Section 1. CPMT Membership**

1. The CPMT is appointed by the local governing body and shall include, at a minimum, at least:
  - a. one elected official or appointed official or his/her designee from the governing body or this locality that is a member of the team; and
  - b. the local agency heads or their designees from the following community agencies:
    - Rappahannock Area Community Services Board;
    - 15<sup>th</sup> Judicial District Court Service Unit;
    - Rappahannock Area Health District;
    - King George Department of Social Services;
    - King George Public Schools; and
  - c. The team can also include a representative of a private organization or association of providers for children's or family services if such organizations or associations are located within the locality; and
  - d. A parent representative. [COV § 2.2-5205](#)

The local governing body may appoint other members to the team including, but not limited to:

- a. Local government official;
- b. Local law-enforcement official; and
- c. Representatives of other public agencies. [COV § 2.2-5205](#)

2. Agency heads appointed to the CPMT shall serve as long as they hold their offices.
3. Parent representatives who are employed by a public or private program that receives funds pursuant to this chapter or agencies represented on a CPMT may serve as a parent representative provided that parent representatives who are not employed by a public or private program that receives funds pursuant to this chapter or agencies represented on a community policy and management team are prioritized for participation where practicable.

Notwithstanding this provision, foster parents may serve as parent representatives. [COV § 2.25205](#)

4. All members of the CPMT shall have full voting power, with the exception of the Chair.
5. Vacancies on the CPMT shall be filled for the unexpired terms in the same manner as the original appointments.
6. Members of the CPMT shall attend or send a BOS appointed designee to regular meetings within any fiscal year to ensure that each meeting has a quorum. A quorum will be established when a majority of the voting membership is represented (51%). The CPMT Chair will notify the County Administrator if attendance is a problem.
7. While the CPMT is without authority to expand or alter its membership, it may solicit advisory personnel to assist in achieving its objectives in accordance with its approved program and mandates.
8. Members of the CPMT will attend trainings as deemed appropriate to perform the duties and responsibilities required as a member.
9. New members of the CPMT will receive a copy of the CSA Orientation PowerPoint for training on the CSA program and local processes. Upon completion of the training they will be provided with copies of CSA By-laws and CSA Policy and Procedures.

## **Section 2. CPMT Power and Duties**

The CPMT shall have the powers and duties provided for in [COV § 2.2-5206](#).

The CPMT will follow state policies regarding notifying the Office of Children's Services and the State Executive Council on program deficiencies.

Members of the CPMT shall annually review and revise policies and procedures to ensure alignment with current CSA statutes and policies adopted by the State Executive Council for Children's Services. This annual review shall include a research of any new children and family service providers in the County who could potentially be utilized as a Private Provider Rep for the CPMT team. Policy or procedure may be amended at any regular meeting of the CPMT by a majority vote of those present.

Consistent with the statutory expectations of the CSA, the CPMT provides oversight and leadership in coordinating the community's response to all identified children and families, including those receiving title IV-E funded foster care prevention services. With the introduction of the Family First Prevention Services Act (FFPSA), this role includes maintaining awareness of the utilization and impact of In-Home prevention services (e.g., increased/decreased referrals for the use of CSA funds for foster care prevention, outcomes, and the integration of evidence-based practices across all child-serving agencies).

### **Section 3. CPMT Officers and Their Duties**

- The officers of the CPMT shall consist of a chairperson, a vice chairperson and Fiscal Agent. All positions are filled and elected bi-annually by the CPMT.
- The CPMT shall elect its officers bi-annually at the last meeting held in the calendar year.
- Each officer's term shall be for two years.
- A quorum of the membership of the CPMT must be present and eligible to vote for there to be a valid election.
- Any vacancy occurring in one of the offices shall be filled in accordance with these By-Laws, and any officer elected to fill a vacancy shall serve the remainder of the unexpired term.

#### **The duties of Chairperson shall be:**

- Preside over all meetings of the CPMT;
- Coordinate the meeting place.
- Work closely with the Children's Services Act (CSA) office, the Chairperson of the FAPT, the CSA Coordinator; and
- Preside over audits.
- Ensure that a Statement of Economic Interests is filed on all Parent Reps/Private Service Providers appointed to the CPMT. The Statement of Economic Interests will be filed at the time of appointment.
- Approve requests for Supplemental Allocations submitted to OCS
- Approve Administrative Funds requests submitted to OCS

#### **The duties of the Vice Chairperson shall be:**

- Perform the duties of the chairperson in his/her absence; and

- Perform any other duties assigned by the CPMT.
- Will randomly audit case files after each CPMT meeting attended to ensure quality control of said document submissions and to verify that all rules governing CANS, and other such tools have been complied with. Results will be reported to the CSA Coordinator who will follow up with the Case Managers. After a third oversight by a Case Manager a Quality Improvement Plan will be developed.

**The duties of the Fiscal Agent shall be:**

- Sign all vendor contracts, approved purchase of service orders, commitment letters or financial agreements,
- Verify prior to signing and committing funds that the 14 day rule has been adhered to.
- Coordinating the annual budget submission with the County Director of Finance,
- Working with the CSA Coordinator on coding of services
- Working with the CSA Coordinator on payment of authorized bills
- Coordinating with the Case Managers on fiscal obligations and services rendered according to the IFSP or IEP whichever is applicable.
- Approve monthly Pool Reports submitted to OCS to ensure timely reimbursement from the State for CSA expenditures
- Approve requests for Supplemental Allocations submitted to OCS
- Approve Administrative Funds requests submitted to OCS

**Section 4. Family Assessment and Planning Team (FAPT)**

Each Community Policy and Management Team shall establish and appoint one or more Family Assessment and Planning Teams (FAPT), as the needs of the community require to act and perform the powers and duties granted by [COV § 2.2-5208](#).

Membership on the FAPT will be established by the nomination of individuals and their alternates by the respective CPMT Department/Agency Heads and appointed by the King George CPMT, annually. The alternate representative will serve as the secondary representative and will have the same voting authority as the primary representative in the primary representative's absence or where there is the appearance of a conflict of interest.

- A. Each FAPT shall include representatives of the following community agencies who have authority to access services within their respective agencies: [COV § 2.2-5207](#)

- Rappahannock Area Community Services Board;
- 15<sup>th</sup> Judicial District Juvenile Court Services Unit;
- King George Department of Social Services; and
- King George Public Schools School Division.

The FAPT also shall include a parent representative who is recommended by the CPMT and appointed by the King George Board of Supervisors and may include a representative of the Department of Health at the request of the chair of the local CPMT. Parent representatives employed by a public or private program that receives funds through the CSA or agencies represented on a FAPT may serve as a parent representative provided that parent representatives who are not employed by a public or private program that receives funds pursuant to this chapter or agencies represented on a family assessment and planning team are prioritized for participation where practicable. Notwithstanding this provision, foster parents may serve as parent representatives.

- B. The FAPT may include a representative of a private organization or association of providers for children's or family services and other public agencies at the discretion of the CPMT.
- C. FAPT membership shall be reviewed annually by the CPMT.
- D. Members of the FAPT will attend trainings as deemed appropriate to perform the duties and responsibilities required as a member of the FAPT.
- E. New members of the FAPT will receive an electronic copy of the CSA Orientation PowerPoint Training on the CSA program and local processes. Upon completion of the training they will be provided with copies of CSA By-Laws and CSA Policy and Procedures.
- F. Parent representatives serving on the FAPT or members representing private service providers shall abstain from decision-making involving individual cases or agencies in which they have either a personal interest, as defined in §2.2-3101 of the State and Local Government Conflict of Interests Act, or a fiduciary interest.

## **Section 5: FAPT Members and Their Duties**

### **FAPT Chair:**

The CPMT has voted for a quarterly rotation for the FAPT Chair. From January through March the Primary Rep from the Schools will serve as Chair, from April through June the Primary Rep from CSB will serve, from July through September the Primary Rep from CSU will serve, and from October through December the Primary Rep from DSS will serve.

### **The duties of the FAPT Chair shall be:**

- Appoint a lead agency where one has not been established at the time of referral.
- Oversee the Eligibility Determination for children not already deemed to be a CHINS through the Court.

- Schedule through the CSA Coordinator and hold meetings that allow for a request to be presented to FAPT prior to initiating services or within 14 days of emergency placements.
- Serve as a liaison with the CPMT.
- Ensure that least restrictive to most restrictive measures are explored, that all known resources are investigated for program content and cost, with placement in the least restrictive environment and at the most cost-effective site.
- Conduct all meetings.

### **FAPT Vice-Chair:**

The CPMT has voted for the FAPT Parent Representative to serve as the FAPT Vice-Chair. The Vice-Chair shall assume the duties and responsibilities in the absence of the Chair.

### **Parent Reps and Private Providers:**

Parent Reps and Private providers who serve on FAPT shall complete and turn in a Statement of Economic Interest (SEI) as required by CSA. The SEI will be stored in the local CSA office and will be protected from release to unauthorized individuals/agencies. The SEI will initially be completed and filed at the time of FAPT appointment.

### **FAPT Members:**

All members serving on FAPT shall:

- Review referrals of youth and families with the team, to include the researching of agency records, and providing information pertinent to the case to be reviewed.
- Provide for full family participation in all aspects of assessments, planning, and implementing of services, and in subsequent case reviews.
- Develop an Individual Family Service Plan (IFSP Outcomes) with recommendation from the Case Manager, signed by all participating FAPT members and parents. An IFSP Outcomes will be completed for any case brought to FAPT, regardless of the recommended funding source.
- Ensure that the least restrictive environment and most cost-effective resources are used to meet the needs of the child and/or family.
- Ensure alternates attend meetings when the Primary member cannot attend or where there may be a conflict of interest.

## **Section 6. Immunity**

Members of the CPMT shall be immune from any civil liability in accordance with [COV § 2.2-5205](#).

Members of the FAPT shall be immune from any civil liability for decisions made about the appropriate services to a family or proper placement/treatment of a child who comes before the team, unless it is proven that such a person acted with malicious intent. [COV § 2.2-5207](#)

## **Section 7. CSA Coordinator**

The CSA Coordinator is the primary program administrative support for CSA functions in the County and performs work under the general supervision of the CPMT. Duties will include performing responsible, professional, and administrative work coordinating the CSA program. The CSA Coordinator will prepare and maintain files and records, submit financial reports, and handle sensitive, confidential information. They will serve as the liaison between CSA and various local and State agencies.

Although not a voting member of FAPT or CPMT, the CSA Coordinator will attend both FAPT and CPMT meetings, providing support and general expertise on CSA policies and procedures.

## **Section 8. Meetings, Attendance, and Voting**

### **FAPT:**

FAPT meetings are to be held on the first and third Tuesday of every month, with the third Tuesday reserved for emergency meetings. Additional meetings may be scheduled depending upon caseload and circumstances to ensure compliance with the 14-day ruling. The FAPT Chair/CSA Coordinator may call an emergency meeting and establish a quorum when circumstances warrant a meeting.

A quorum of the FAPT must exist to hold a meeting. A quorum will be established when a majority of the voting membership is represented (51%). All agency representatives are required to attend scheduled meetings, or to send their CPMT appointed alternate should they be unable to attend. The Chairperson of the CPMT will be notified by the CSA Coordinator of the failure on the part of any member of an agency to regularly attend or provide representation at scheduled meetings.

Allowances will be made for family members who cannot attend the scheduled meeting in-person. Arrangements will be made for participation via audio or virtual methods. As feasible, communication with the youth and family, whether oral or in writing, will be provided in the youth and family's language of choice. Translation services may be arranged prior to the scheduled FAPT meeting where needed.

All members of the FAPT shall be considered full voting members. Voting by the FAPT will be by a majority vote. All votes will be recorded on the IFSP Outcomes by way of signatures and will be retained for 3 years from the last date of service.

No voting member of the FAPT may present a case to the FAPT for funding or case manage a case that is drawing from this funding source. This is considered a conflict of interest. The FAPT alternate may sit in for the regular FAPT member for voting purposes where a conflict may arise.

Parent representatives serving on the FAPT or members representing private service providers shall abstain from decision-making involving individual cases or agencies in which they have either a personal interest, as defined in 2.2-3101 of the State and Local Government Conflict of Interests Act, or a fiduciary interest.

In the event of inclement weather when County buildings are closed the FAPT Chair will determine how a scheduled meeting will be held and will contact all parties involved for that meeting. This could include a postponement or holding the meeting via virtual methods. The FAPT may accept service approval on the IFSP and parental co-pay approval on the Parental Contribution Agreement using electronic signatures per Code of Virginia 59.1-485. The Adobe Sign program is the approved method used for all electronic signatures.

If a State of Emergency is declared by the Governor or the locality has declared a Local State of Emergency, FAPT may be held virtually, and voting may be conducted virtually during these meetings. Votes will be recorded electronically using the Adobe Sign program for the IFSP or In-Home Services Case Review Form for these meetings.

### **CPMT:**

CPMT meetings shall be held on the third Thursday of each month. Special meetings may be called by the Chair or upon written request of three members.

The quorum for all CPMT meetings shall be a majority (51%) of voting members.

The CPMT shall have authority to establish its own rules of procedure and the CSA Coordinator shall keep minutes of all meetings to include date, time, location, summary of matters discussed (where appropriate), proposed, deliberated, or decided. A recorded certification of all votes shall be included in the minutes in accordance with Code of Virginia section 2.2-3708 and 2.2-3712D.

Meetings shall generally be conducted informally with decisions reached by consensus. Should consensus not be achieved in decisions Roberts Rules of Order, Newly Revised (<http://www.constitution.org/rror/rror--OO.htm>) will be used.

The King George CSA CPMT recognizes the need to provide accommodations in order to promote participation of CPMT members and the public in CPMT meetings. In accordance with Virginia Code §§ 2.2-3708.2 and 2.2-3707.3 and as outlined in the CPMT Electronic Meeting Policy, CPMT may meet by electronic communication means in the following instances:

- Without a Quorum Physically Present During a Declared Emergency
- Without a Quorum Physically Present No More Frequently Than 25% of Meetings in a Calendar Year
- With a Quorum Physically Present

Public Notice of CPMT meetings will be posted as provided by § 2.2-3707, including on the King George County Website with instructions for telephonic or other electronic communication access in order to accommodate public access.

## **Section 9. Confidentiality**

The FAPT and other staff/individuals from agencies/private sector involved in team deliberations shall abide by strict confidentiality with all Federal and State statutes relating to confidentiality observed. Appropriate Releases of Information/Consent to Exchange forms shall be completed and will be the responsibility of the initiating agency of the case being considered. FAPT meetings are not open to the general public unless the child and family who are the subject of the meeting request, in writing, that the meeting is to be open to the general public. Families requesting access to CSA funding may invite non-family members or advocates to the meeting.

Proceedings held to consider the appropriate provision of services and funding for a particular child or family or both who have been referred to the FAPT and whose case is being assessed or reviewed by the CPMT shall be confidential and not open to the public, unless the child and family who are the subjects of the proceeding request, in writing, that it be open. All information about specific children and families obtained by the team members in the discharge of their responsibilities to the team shall be confidential. [COV § 2.2-521O](#)

Members of the FAPT and CPMT will sign annual confidentiality agreements. In addition, all additional participants at FAPT meetings will maintain strict confidentiality with the information discussed regarding children and families. Appropriate releases of information shall be completed and shall be the responsibility of the case manager. All Federal and State statutes relating to confidentiality shall be observed.

### **CPMT and FAPT Confidentiality Agreement**

Members of the Community Policy and Management Team for Youth and Family Services (CPMT), and members of the Family Assessment and Planning Team (FAPT) review public agency records of services, treatment or education of the referred families and children in the course of performing their official duties.

Virginia Code §2.2-521O provides for the confidentiality of CPMT and FAPT meetings and records as follows:

1. Meetings: "Proceedings held to consider the appropriate provision of services and funding for a particular child or family or both who have been referred to the family assessment and planning team and whose case is being assessed by this team or reviewed by the community management and planning team shall be confidential and not open to the public, unless the child and family who are the subjects of the proceeding request, in writing, that it be open."
2. Records: "all information about specific children and families obtained by the team members in the discharge of their responsibilities to the team shall be confidential."

The members of the CPMT and FAPT, along with public agency staff, are responsible for maintaining the confidentiality of their proceedings and records.

Accordingly, the members of the CPMT and the FAPT agree that they will take care to maintain the confidentiality of the meetings and records as provided by Virginia law. Members of the CPMT and FAPT will sign a Confidentiality Agreement Statement annually.

## **Section 10. Code of Ethics**

The King George Community Policy and Management Team (CPMT) Code of Ethics is structured to identify principles, practices and policies that shall be followed by the CPMT, Family Assessment and Planning Team (FAPT), staff, and individual agency representatives seeking funding through the Children's Services Act (CSA). All Team members, staff, and individuals seeking CSA funding are expected to adhere to legal, moral, and professional standards of conduct in the fulfillment of their professional responsibilities. Such standards of professional conduct as set forth in this Code of Ethics are issued in order to enhance the performance and integrity of all persons engaged in CSA operations and activities. Copies of the Ethics and Privacy Codes are provided each year by the County when their names come before the Board of Supervisors for participation.

### **Each Team member shall adhere to the following Code of Ethics:**

1. Be faithful, diligent, and dependable in discharging your duties to uphold at all times the laws and CSA policies and procedures that protect the rights of others.
2. Team members shall act with integrity and in an ethical and professional manner in their interactions with each other.
3. Team members shall use proper care and exercise independent professional judgment in the performance of their duties.
4. Team members shall maintain confidentiality about all matters that are considered in closed meetings.
5. Team members are required to be familiar and comply with the provisions of the State and Local Government Conflict of Interests Act [COV § 2.2-3100](#) and submit the Conflict of Interest Statement as provided by law to the CPMT chair.
6. Team members shall recuse themselves and will not participate in the consideration of any matter, or attempt to affect the outcome of any issue before the Team, when to do so might result in even the appearance of conflict of interest as defined by the State and Local Government Conflict of Interests Act.
7. Team members will respectfully consider the opinions of others during deliberations, strive for integration of viewpoints or consensus building in decision-making, and will respect the corporate judgment of the Team.
8. Not practice, condone, facilitate, or collaborate with any form of discrimination on the basis of race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, or mental or physical disability.
9. Evaluate all decisions so that the best service or product is obtained at a minimal cost without sacrificing quality and fiscal responsibility.
10. Strive for professional excellence by maintaining and enhancing professional knowledge, skills, and abilities.

11. Expose corruption wherever discovered.
12. Hold ourselves accountable for adhering to this Code of Ethics.
13. Members who violate the Code of Ethics will be reported to their individual agency and may be replaced as a member of the CPMT or FAPT team.

Members of the CPMT and FAPT will sign Code of Ethics Agreements annually.

## **Section 11. Amendments**

The terms and provisions of these By-Laws of the Children's Services Act Program may be amended at any regular meeting of the CPMT by approval of two-thirds of those present and voting.

These By-Laws were adopted at a regular meeting of the King George CPMT by unanimous vote.



Ann Bueche (Jun 22, 2022 08:45 EDT)

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CPMT Chair

June 16, 2022

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Date

Revisions to Section 1 – Item 3 and Section 4 – Section A concerning Parent Representatives were approved by unanimous vote on July 21, 2022.

Jacqueline Kobuchi

Jacqueline Kobuchi (Aug 17, 2022 14:09 EDT)

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CPMT Chair

Revisions to Section 8 - CPMT – Removing inclement weather statement and State of Emergency statement, then adding CPMT Electronic Policy was approved by unanimous vote on June 20, 2024.

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CPMT Chair