

# Alexandria Community Policy and Management Team

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Health Department

**Tricia Bassing**  
Community Services Board

**Carla Oliver**  
Family Support Partner

**Mike Mackey**  
Court Service Unit

**Erin Stone**  
ACPS- Special Education

**Nathan Shultz**  
Parent Representative

***"Where families are families and not 'cases'!"***

## **April 24, 2024 - Meeting Minutes**

### **Joint ACPMT-FAPT Meeting** **(Virtual on Zoom platform)**

Members present via Zoom: Meghan McGrane, Tricia Bassing, Erin Stone, Greta Rosenzweig, Mike Mackey, Christopher Bishop, Felicia Simmons

FAPT Members present via Zoom: Faryal Shahid, Sonnja Brown, Hope Murphy, Katherine Capsalis, Yvette Roberts, John Vymetal-Taylor

Staff/Others present via Zoom: Barbara Paulson, Sharon Minter, Jasmine Chapman, PJ Gingrey

Meeting called to order at 2:03pm by Chair, M. McGrane  
Quorum present.

- I. Welcome and Introductions** – all team members introduced themselves.
- II. Public Comments:** No requests received from the public to make comments.
- III. Minutes** of the March 27, 2024 meeting review and approval postponed until May meeting.
- IV. Fiscal Reporting & Program Review** – report and program review postponed until May meeting.
- V. Discussion Items**
  - A. FAPT-ACPMT Systems Discussion**
    - Highlights:
      - FAPT members have become more comfortable with rotating Chairman duties at FAPT meetings, as well as increased level of comfort with asking tough questions of case workers and Providers.
      - The virtual-hybrid format is working well and eliminates many barriers for families in attending/participating in the meetings.
      - Need to set expectations for the Utilization Review narratives: perhaps a template that allows for more focus on current status of child/youth, goals for service planning, etc. Would be helpful to have case worker input into the creation of a new document to use for this purpose.
      - Discussion of system challenges included: the significant youth substance abuse treatment needs and the increasing use of CSA funding to pay for residential placements in which to address this need; need for more community-based, effective treatment options; need for bi-lingual therapists and service providers; need to translate CSA documents into other languages as well as across the board with provider reports and communications;

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- On-boarding and training needs: one-to-one interaction with CSA staff is very helpful; serving on FAPT weekly and just "doing it" is a great teaching experience; having a master list of what CSA can and/or can't fund would be helpful to FAPT members; brief narrative on resources available through Medicaid.
- Family feedback: parents expressed being pleased with having a virtual option and were pleased that they were asked for their preference.
- Parents expressed the need for more clarification on who the members of FAPT are and what their roles are.
- What is the perception that families get as they go through the formal process of FAPT?
- Look at ways to strengthen how the FAPT meeting is opened and to set the expectations in a way that humanizes the process.
- Creating a one-page document about FAPT, translated into the five languages, would be beneficial for families.
- Need to develop an exit survey that allows families to provide feedback on their experience with the FAPT process, services, etc. Look at how technology can be used to assist with this activity.
- Follow-up items: checklist on what CSA can fund, one-pager about FAPT available in 5 languages, creation of survey and incorporating technology, revision of the UR form.

### **B. FY24 Audit Preparation Update**

- S. Minter reported on the various activities that have gone into preparing for the state auditor to be on-site next week.

### **C. Spring/Summer Schedule & Work Plan**

- Any necessary responses/plans required as a result of the audit will need to be worked on over the next few months.
- The Annual Plan needs to be updated by the end of August.
- A strategic plan needs to be developed. This may be an audit observation.
- S. Minter will ask regional localities if they will share their strategic plans with us and will try to have some examples for the team to review at the May meeting.
- Will need to think about 2-3 goals that are measurable around which the strategic plan can be built.
- The goal is to have a draft of the strategic plan ready by November.
- May meeting will be Hybrid/Virtual; June meeting will be in person;
- The first meeting of FY25 will be on July 24, 2024. No meeting in August.

**VI. Adjournment:** With no further items to be discussed, a motion was made to adjourn the meeting at 4:05pm.