

HANCOCK COUNTY SERVICE COORDINATION MECHANISM

Original Date of Adoption: December 1, 2005
Last Revision/Approval by Council Date: June 7, 2010

A. Overview of Service Coordination Plan

The Family and Children First Councils have been identified as the vehicle to coordinate statewide efforts to improve access to streamlined services as well as to improve outcomes for children and families

Since its inception in the early nineties, the Ohio Family & Children First Initiative has been a catalyst for bringing communities together to coordinate and streamline services for those families and children needing or seeking assistance. Collaboration has proven to be in the best interest of families as well as each state and local child-serving system.

As a result of the Amended Substitute House Bill 66 (Am. Sub. HB66) that was enacted by the Ohio Legislature and signed by Governor Taft on June 30, 2005, new provisions have been added to the Family First Council's current service coordination requirements which include:

- *Services are delivered using a family-centered approach
- *Services are responsive to the cultural, racial and ethnic differences of the population being served.
- *Service outcomes are evaluated
- *Available funding resources are fully utilized or integrated
- *Wraparound services and community supports are utilized
- *Specialized treatment for difficult-to-service populations and evidence-based treatment services are encouraged
- *Duplicative efforts among agencies are reduced or eliminated
- *Most importantly, families are fully involved in decision-making for their children and are provided with family advocacy

Hancock County believes in; and supports the statewide commitments and has designed the local service coordination plan in accordance with Ohio's Commitments to Child Well-Being:

- *Expectant parents and newborns thrive
- *Infants and toddlers thrive
- *Children are ready for school
- *Children and youth succeed in school
- *Youth choose healthy behaviors
- *Youth successfully transition into adulthood

Hancock County shall integrate the local service coordination mechanism to include the revisions in accordance with the Ohio Family & Children First Guidance Document. Hancock County Family and Children First Council shall appoint the Family Stability Committee to implement the transformation of local service delivery from child-centered systems to family and children integrated systems.

The Family Stability Committee/Family First Council will advocate for multi-need families under the premise of the following underlying values:

- *Children have the right to live with their own family.
- *When children are at risk of harm, the community has the responsibility to intervene.
- *Children have the right to be nurtured and protected in a stable family environment.
- *Individual family cultures will be respected and valued.
- *Families have the right and responsibility to participate in identifying their concerns, priorities, and needed resources.
- *Families have a right to individualized service provision that addresses the multiple needs of their children.

The Family Stability Committee/Family First Council is committed to support children and preserve families through inter-agency, home and community interventions wherever possible.

B. Target Population

The priority population of the Hancock County Family and Children First Council will be identified as children, birth through 21 years of age and their families. Specific needs populations would include: children who are adjudicated unruly, alleged unruly, at risk of becoming unruly, abused, neglected, or dependent; youth with mental health problems and developmental delays; children birth to age 36 months and their families who are served under the Hancock County Help Me Grow program; youth at risk of out of home placement; and youth and families where traditional service provisions have not successfully met the family's needs.

No child or family will be refused the opportunity to self-refer itself for consideration of service coordination. Nor will service coordination be denied on the grounds of race, color, ethnic origin, religion, sex, age, or sexual orientation.

C. Purpose

The purpose of service coordination is to provide a venue for families needing services where their needs may not have been adequately addressed in traditional agency systems. Service coordination and collaboration will build upon the strengths of services currently existing in the community, as well as, the strengths of each family's system.

The Family Stability Committee will utilize a holistic approach in its efforts to maintain children and families together in a safe and nurturing environment.

D. Plan Development

The initial Hancock County service coordination plan was developed in accordance with the state guidelines and in partnership with:

- *The Department of Job and Family Services
- *The Alcohol and Drug Addiction and Mental Health Services Board
- *The Family Resource Centers (local behavioral health provider)
- *Juvenile Court
- *Help Me Grow
- *Family Representatives
- *The Family First Council Coordinator
- *Board of DD
- *Findlay City and Hancock County Schools
- *Juvenile Diversion
- *Hancock County Health Department
- *Findlay City Health Department

The plan is reviewed by the Family Stability Committee of Council on a regular basis. The county service coordination mechanism shall serve as the guiding document for coordination of services in the county. For children who also receive services under the Help Me Grow program, the service coordination mechanism shall be consistent with rules adopted by the Department of Health under section 3701.61 of the Revised Code. All family service coordination plans shall be developed in the accordance with the county service coordination mechanism.

E. Plan Description

The services coordination plan for Hancock County includes the following components:

1. Referral procedure
2. Notification of Family Service Coordination Plan meetings procedure
3. Family initiation of a meeting and open invitation procedure
4. Out-of-Home placement procedure
5. Monitoring progress and tracking outcomes procedure
6. Family Confidentiality procedure
7. Assessment procedure
8. Family Service Coordination Plan development procedure
9. Dispute Resolution Process

10. Description of the process and components of the family service coordination plan
11. Designation of responsibilities
12. Selection of team facilitator
13. Description of strengths-focused plan and services
14. Alleged Unruly Children - Diversion methods
15. Establishment of Timelines
16. Development of Crisis and Safety Plans
17. Fiscal Strategies
18. Quality Assurance Activities

1. Referral Procedure:

a) Referrals shall be accepted from any resident of Hancock County including, but not limited to agencies, juvenile court and families voluntarily seeking services.

b) Referrals are typically initiated directly from families or a community organization. Referrals may be made by telephone contact to the Family First Council Coordinator or by submitting a completed Family and Children First Referral Form. (see attachment A)

c) The Family First Council Coordinator contacts the referred family within 5 business days of the receipt of the referral to determine the extent of the family's needs. Within 14 days of initial contact, a face-to-face meeting is scheduled with the family.

It is evident that all families who are referred to the Family First Council will not be appropriate for service coordination. Therefore, in response to the various needs presented, Hancock County has developed a Level of Intervention protocol to ensure that the needs of each family are adequately met.

*Level I

Individual agency involvement and/or service guidance

*Level II

Multi-system involvement and service guidance for families with immediate issues/needs and/or prevention measures; including at risk families in need of financial assistance.

*Level III

Multi-system agency service coordination and financial assistance for highly at risk families and children.

d. Families and agency personnel will be made aware of and trained in the service coordination plan through various avenues. Public awareness campaign will include:

*The Family First brochure

*The Family Stability Committee members shall be responsible to educate and train personnel within their own agency.

*The Family First Council Coordinator will coordinate training for local families and/or providers.

*Community presentations to local child and family serving organizations, etc.

2. Individualized Family Service Coordination Plan Meetings Notification Procedure:

a) At the initial family meeting, a strength assessment is conducted and the family is provided the opportunity to identify formal and informal supports to be involved in their comprehensive plan.

b) The Family First Coordinator/FFC Service Coordinator shall be responsible to notify all identified team members, including but not limited to, family members, appropriate staff from involved agencies, a representative from the appropriate school district, family identified supports, etc. of the initial family service coordination plan meeting. The FFC Coordinator/FFC Service Coordinator shall make individual telephone contacts to each team member and distribute a follow-up letter.

c) The meetings shall be held at a time and place convenient to the family. If the parent does not attend the scheduled meeting, no changes shall be made to the plan.

3. Family Initiation of Service Coordination Plan Meetings:

Families are permitted and encouraged to initiate a meeting to develop or review the family's service coordination plan, as well as to invite a family advocate, mentor, or support person of their choice to participate in any such meeting. Families shall contact the team facilitator to initiate an unscheduled meeting.

*Families will be encouraged to include support persons during the strength assessment meeting.

*Families are encouraged to select; and may initiate, a comprehensive team meeting at any time throughout the course of the plan.

*Families will be encouraged to invite a family advocate, mentor or family member to be included in meeting.

4. Out-of-Home Placements

A service coordination plan meeting will be conducted before a non-emergency out-of-home placement occurs for any multi-need child, or within ten days of a placement for emergency placements.

A) Out-of-home placement (non-emergency)

*The family and/or primary service provider shall inform the Family First Coordinator of a pending removal of a child from their natural environment.

*The Family First Coordinator shall contact all members of the Family Stability Committee to schedule a meeting within 3 days of notification.

*The Family Stability Committee will review the family service coordination plan to determine if all alternative interventions have been exhausted to maintain the child in the least restrictive environment. In the event the out-of-home placement is deemed in the best interest of the child and family, the Committee will recommend joint financial responsibility if applicable.

B) Out-of-home placement (emergency)

*In the event the youth is emergency removed, a service coordination meeting shall be scheduled within 10 days of the emergency placement.

*The family team will begin planning for community supports for the family during placement and begin planning for the child's return to the community.

Please note: This requirement applies to the children who are involved in service coordination under the council mechanism. The law provides that a family may refer itself to service coordination mechanism at any point in time, which includes any time prior to or immediately after an out-of-home placement. Nothing in this division shall be interpreted as overriding or affecting decisions of a juvenile court/or Child Protective Services pending or ongoing investigation, regarding an out-of-home placement.

5. Comprehensive Individualized Family Service Coordination Plan monitoring and outcomes procedure:

Each Individualized Family Service Coordination Plan requested in the county shall be monitored for progress and outcomes shall be tracked. Children in out-of-home placements shall be monitored and tracked to assure continued progress, appropriateness of placement, and continuity of care after discharge from placement.

a. Out-of-home Placements

A) The agency that placed the child, will assume the responsibility to monitor and track continued progress and appropriateness of placement. Collaboration with the Family Team, if applicable; and/or the Family Stability Committee will ensure continuity of care after the child's discharge. An emphasis will be placed on housing, treatment, and education needs of the youth.

B) The placing agency shall report all data to the Family Stability Committee on a regular basis.

C) The Family Stability Committee will collect all data and submit this information to the Family First Council on a bi-monthly basis.

D) Formal tracking of out-of-home placements will be reviewed by the Family Stability Committee utilizing a spreadsheet of data collected monthly by Job and Family Services, Juvenile Court, Blanchard Valley Schools, Council Coordinator, and Family Resource Center.

b. Level I Interventions

The Family First Council Coordinator/FFC Service Coordinator and/or primary service agency shall be responsible to monitor progress and track outcomes on all level 1 referrals. Data collected shall be reported to the Family Stability Committee on a quarterly basis.

c. Level II Interventions

Family First Council Coordinator/FFC Service Coordinator or lead agency assigned to the family's case shall be responsible to collect and report data to the Family Stability Committee on a quarterly basis.

d. Level III Interventions

Lead agency or the Service Coordination Team facilitator shall be responsible to collect and report data to the Family Stability Committee on a monthly basis.

All of the outcomes data will be reported to the Family First Council in order for the Council to annually evaluate and prioritize services, fill service gaps and invent new approaches to achieve better results for families and children.

6. Family Confidentiality Procedure

Personal family information disclosed during service coordination meetings or contained in the comprehensive family service coordination plan shall be protected at all times throughout the service coordination process.

- a) All families are provided with confidentiality forms to be read, reviewed, and signed during the initial strength assessment meeting.
- b) All minutes taken at the Family Stability meeting involving families are initialized for confidentiality purposes and shall be maintained by the FFC Coordinator.
- c) All members of the Family Stability Committee follow confidentiality guidelines set forth by state standards, including CFR42 guidelines.
- d) Case records are to be maintained by the lead agency in a locked area.

7. Assessment Procedure:

Assessing the needs and strengths of any child or family that has been referred to the council for service coordination, including a child whose parent or custodian is voluntarily seeking services shall be one of the first steps in the service coordination process. The Strength's assessment tool focuses on the strengths of the child (ren) and/or parent/family and identifies the family needs, as well. The tool utilized by Hancock County is culturally sensitive to our community.

- a) A strength assessment form is provided to the family during the initial home visit or meeting to assess the family's strengths or needs. The Strengths assessment will be completed by the parent and/or custodian with assistance from the FFC Coordinator/FFC Service Coordinator.
- b) Additional strength assessment forms are included as necessary for the child and/or additional family members as deemed necessary and completed in the same manner as described in "section a" above.

8. Individualized Family Service Coordination Plan Development

The Individualized Family Service Coordination Plan shall be developed at the initial family team meeting and guided by family choice. The Plan shall be comprehensive, based on the results of the strength's assessment, and focused on least restrictive and/or intrusive interventions. The family team will offer recommendations for services that are responsive to the needs of the family and will make every attempt to streamline the plan across all service environments to avoid duplication. However, families may be required to develop additional plans based on specific agency requirements.

All family team participants shall be required to sign the services plan as an agreement to fulfill stated responsibilities. The plan shall clearly identify the desired goal, services to be provided, responsible parties, and timelines for completion.

Any plans, grievances, or financial issues that are unable to be resolved throughout the program will be referred to the Family Stability Committee for review and action. (See Dispute Resolution Process)

9. Dispute Resolution Process

A. Disputes between a Child's Parents/Custodians and the County Council

Purpose: The local dispute resolution process shall be used to resolve disputes between a child's parents or custodians and the county council regarding service coordination. A parent or custodian who disagrees with a decision rendered by a county council regarding services for a child may initiate the dispute resolution process established in the county's Service Coordination Mechanism. In addition, children and families eligible for Help Me Grow, but not eligible for Part C Early Intervention services, may file a complaint through the county council's dispute resolution process.

Parents or custodians shall use existing local agency grievance procedures to address disputes not involving service coordination. The dispute resolution process is in addition to and does not replace other rights or procedures that parents or custodians may have under other sections of the Ohio Revised Code.

The following steps outline this component of the dispute resolution process:

1. The council coordinator is designated as the liaison for the receipt of complaints regarding service coordination.
2. Parents or custodians shall be informed of their right to use the dispute resolution process.

- a. Those parents or custodians who are denied access to the service coordination process at the point of referral will be informed of their right to use the dispute resolution process and will be provided a written copy of the council's dispute resolution process.
 - b. During service implementation, parents or custodians will be informed of their right to use the dispute resolution process and will be provided a written copy of the council's dispute resolution process.
 - c. Any member of the Family team or any member of council who receives a complaint from a parent or custodian regarding service coordination will inform the complainant of their right to use the council's dispute resolution process and provide the complainant with the contact information for filing a complaint. The council coordinator will provide a copy of the dispute resolution process to the parent or custodian filing a complaint.
3. The council coordinator will notify the council chair and administrative agent of the complaint within seven calendar days.
4. Each agency represented on a county council that is providing services or funding for services that are subject to the dispute resolution process initiated by a parent or custodian must continue to provide those services and the funding for those services during the dispute resolution process.
5. The council will assign one or more individuals to investigate the complaint. The assigned individuals will not have a direct interest in the matter.
6. The investigation of the complaint will include at least the following:
 - a. Conduction an on-site investigation as determined necessary;
 - b. Interviewing the parent or custodian and giving the parent or custodian the opportunity to submit additional information, either orally or in writing;
 - c. Interviewing relevant providers and giving providers an opportunity to submit additional information, either orally or in writing; and
 - d. Reviewing all relevant information and making a decision.
7. The Council will issue a written decision to the parent or custodian within sixty (60) days from receipt of the complaint. Situations determined to be an emergency by the Council, will be addressed within 30 calendar days. The written decisions will address each allegation and include findings of facts and conclusions and the reasons for the council's decision.
8. When the provision of service or funding cannot be resolved through the designated dispute resolution process, the final arbitrator will be the presiding juvenile court judge. The council coordinator will assist the parent or custodian in filing the case with the juvenile court. The council coordinator will assist the family in providing assessment and treatment information for the court.

B. Dispute Resolution Related to Part C Early Intervention Services

Purpose: Ohio Department of Health (ODH), as the lead agency, shall establish procedural safeguards that are consistent with Part C regulations. ODH, in partnership with the state and county Family and Children First Councils, is responsible for assuring effective implementation of these procedural safeguards by each state or local agency or a private agency in the state that is involved in the provision of Part C services. Each county council shall develop and maintain a resolution process for complaints, which shall be consistent with Part C.

The following steps outline this component of the dispute resolution process:

1. An individual or an organization may file a complaint with the county council regarding the provision of early intervention services within the county. The council coordinator is designated as the council's liaison for the receipt of complaints.
2. The council coordinator will notify ODH (Bureau of Early Intervention Services) of the complaint in writing (via email or U.S. mail or fax) within seven calendar days of the receipt of the complaint.
3. The council coordinator will provide a copy of the procedural safeguards to the individual registering the complaint
4. The council coordinator will explain the options available for dispute resolution, which include:
 - Filing a complaint with the county council;
 - Filing a complaint with ODH;
 - Requesting mediation;
 - Requesting an administrative hearing with ODH;
 - Filing a complaint with the provider of Part C services, if the provider has a resolution process for complaints. *
5. Unless the state or other agencies and parents of a child otherwise agree, the child and family must continue to receive appropriate Part C services currently being provided, during the resolution of disputes arising under Part C. If the complaint involves the initiation of one or more services under this part, the child and family must receive those services that are not in dispute.
6. The council will assign one or more individuals to investigate the complaint. The assigned individuals will not have a direct interest in the matter.
7. The investigation of the complaint will include at least the following:
 - Conducting an on-site investigation as determined necessary;
 - Interviewing the complainant and giving the complainant the opportunity to submit additional information, either orally or in writing;

- Interviewing relevant providers and giving providers an opportunity to submit additional information, either orally or in writing; and
- Reviewing all relevant information and making a decision.

8. The council will issue a written decision to the complainant within thirty (30) calendar days from the receipt of the complaint. The written decision must address each allegation and include findings of facts and conclusions and the reasons for the council's decision. A copy of the decision will also be provided to ODH. **

9. The council will ensure that corrective actions are implemented within 45 days or sooner of the written final decision if there was a violation.

* If the provider has a resolution process for complaints, the provider of Part C services must notify ODH and the county council of the complaint in writing (via email or U.S. mail or fax) within 7 calendar days of receipt of the complaint. The provider of part C services must issue a written decision to the complainant, the county council, and ODH within thirty (30) calendar days from the receipt of the complaint.

** If ODH receives notice that a complaint regarding Part C services were filed with the county council or a provider. ODH will monitor the resolution process to assure that the complaint is resolved by the county council or provider within thirty (30) calendar days. If the complaint is not resolved within thirty calendar days, ODH will notify the complainant, the county council and the provider, if applicable, that complainant may select one of the following:

1. To have ODH investigate the complaint in accordance with Rule 3701-8-08 (C) (4). If this option is selected, ODH shall assure the complaint is investigated and resolved within sixty (60) calendar days from the date the county council or provider received the complaint; and
2. To mediate and/or go to an administrative hearing in accordance with Rule 3701-8-08 (C) (3). ODH shall assure that if the complainant selects mediation and/or administrative hearing, the hearing is completed within thirty days from receipt of the request for mediation and/or administrative hearing.

C. Agency Disputes with County Council Decisions

Purpose: An agency represented on the county council that disagrees with the council's decision concerning the services of funding for services a child is to receive from agencies represented on the council may initiate the local dispute resolution process established in the county Service Coordination Mechanism applicable to the council.

The following steps outline this component of the dispute resolution process:

1. The agency will notify the council coordinator, in writing explaining their disagreement with the decision.

2. The council coordinator will notify the executive committee within 7 days of receiving the letter of disagreement.
3. The agency representative will be invited to explain the agencies reason for disagreeing at a meeting of the executive committee. The meeting will be scheduled no later than 14 days after the coordinator received the letter of disagreement.
4. If the disagreement cannot be resolved at the executive committee meeting, the dispute will be referred to a mutually agreed upon professional mediator within 14 days. The mediation will be provided through funding reserved for service coordination.
5. The mediation process shall take no longer than 45 days.
6. On completion of the process, the mediator shall issue a written determination that directs one or more agencies represented on the council to provide services or funding for services to the child.
7. The determination shall include a plan of care governing the manner in which the services or funding are to be provided. The decision maker shall base the plan of care on the family service coordination plan developed as part of the county's service coordination mechanism and on evidence presented during local dispute resolution process. The decision maker may require an agency to provide services or funding only if the child's condition or needs qualify the child for services under the laws governing the agency.
8. An agency subject to a determination pursuant to a local dispute resolution process shall immediately comply with the determination, unless the agency objects to the determination by doing one of the following not later than seven days after the date the written determination is issued:
 - a. If the child has been alleged or adjudicated to be an abused, neglected, dependent, unruly, or delinquent child or a juvenile traffic offender, filing in the juvenile court of the county having jurisdiction over the child's case a motion requesting that the court hold a hearing to determine which agencies are to provide services or funding for services to the child.
 - b. If the child is not a child described above, filing in the juvenile court of the county served by the county council a complaint objecting to the determination.
9. The court shall hold a hearing as soon as possible, not later than ninety days after the motion or complaint is filed. At least five days before the date on which the court hearing is to be held, the court shall send each agency subject to the determination written notice by first class mail of the date, time, place, and purpose of the court hearing. In the case of a motion filed under division (B)(1) of this section (4a noted above) the court may conduct the hearing as part of the adjudicatory or dispositional

hearing concerning the child, if appropriate, and shall provide notice as required for those hearings.

10. Except in cases in which the hearing is conducted as part of the adjudicatory or dispositional hearing, a hearing held pursuant to this division shall be limited to a determination of which agencies are to provide services or funding for services to the child. At the conclusion of the hearing, the court shall issue an order directing one or more agencies represented on the county council to provide services or funding for services to the child. The order shall include a plan of care governing the manner in which the services or funding are to be provided. The court shall base the plan of care on the family service coordination plan developed as part of the county's service coordination plan and on evidence presented during the hearing. An agency required by the order to provide services or funding shall be a party to any juvenile court proceeding concerning the child. The court may require an agency to provide service or funding for a child only if the child's condition or needs qualify the child for services under the laws governing the agency.

11. While the local dispute resolution process or court proceeding pursuant to this section is pending, each agency shall provide services and funding as required by the decision made by the county council before dispute resolution was initiated. If an agency that provides services or funds during the local dispute resolution process or court proceedings is determined through the process of proceedings not to be responsible for providing them, it shall be reimbursed for the costs of providing the services or funding by the agencies determined to be responsible for providing them.

B. Individualized Family Service Coordination Plan

The components of the family service coordination plan are described below:

1. Designation of service responsibilities among the various agencies.

- a. Every family service plan shall clearly indicate the services to be provided and the responsibility of each agency/individual participating.
- b. In the event services or supports are not available, the family service plan should show how priorities are chosen and what efforts will be undertaken to address the gaps.
- c. The family service plan shall be developed utilizing the results of the strength's assessment and shall include all appropriate services and supports.
- d. The team facilitator shall be responsible to coordinate the assignments of responsibilities throughout the implementation of the

plan, to include but not be limited to, authority and funding, coordinated assessment, service plan development, service plan implantation, transitional services, service activity tracking, and service satisfaction.

2. Designation of an individual to track progress, schedule reviews and facilitate meetings.

The family will be encouraged to select and approve a family team participant to be assigned as the facilitator. The team facilitator shall assume the responsibility of coordinating service provision, tracking family progress, scheduling and facilitating family team meetings. In the event the family chooses not to select a primary individual for the above role, the responsibility of the facilitator shall lie with the lead agency or the referring agency.

3. Ensures that services are responsive to the strengths, needs, family culture, race and ethnic group, and are provided in the least restrictive environment.

The family services plan shall be developed based on the results of the strength's assessment and the needs of the family. Family choice, unless otherwise mandated, will be respected in the selection of services and providers, as well as the planning, implementation and evaluation of the interventions. The family shall be provided the opportunity to offer information and suggestions throughout the service coordination process.

4. Process for dealing with a child (ren) who is alleged to be an unruly child.

Early identification and intervention is a critical factor in preventing a child from becoming further involved in the juvenile court system. Each plan shall include a process to identify and intervene with these children as soon as a problem is identified.

Any child serving agency including but not limited to the schools, children's services and mental health providers that suspect a child may be identified as alleged/unruly, but not yet involved with the Juvenile Court systems should take at least one of the following actions:

- a. Designate a person or agency to conduct the assessment of the child and the child's family.
- b. Conduct a meeting with child, parents and other interested parties to determine appropriate methods for diversion. Services that may be included are described below:
 - i. Parent Education: Parent Education may include Parent Project, Jr. or Sr., Parent Project Teen, Incredible Years, etc., provided by Family Resource Centers.
 - ii. Homebuilders Program: Intensive home-based therapy program provided by Family Resource Centers.
 - iii. Multi-Systemic Therapy (MST): Intensive home-based program for delinquent youth provided by Family Resource Centers, in partnership with Juvenile Court.
 - iv. Diversion: A program designed as an alternative to first-time alleged unruly or misdemeanor delinquent youth to prevent formal court involvement.
 - v. Wraparound Services: Services designed to serve a family, whose needs have not been successfully met by traditional services.
 - vi. Alternative Education Programs: The Hancock County and City school districts both offer a variety of alternative education programs designed to assist each student in academic success.
 - vii. Truancy Prevention Mediation: Program designed to intervene at early stage of truancy.
 - viii. Pre-court truancy conferences: required prior to truancy charges being filed.
 - ix. Parents As Teachers: parenting curriculum for parents of children under age 3 years.

C. In the event the above alternatives do not successfully eliminate the youth's at-risk behaviors, the child should then be referred on to the FFC Coordinator to activate the Service Coordination Plan process. Any child at-risk for becoming involved with the juvenile justice system is at-risk of removal from his/her natural home environment upon further violation of court mandates.

D. In collaboration with Juvenile Court prepare a complaint under Ohio Revised Code Section 2151.27 that will notify the child/parent that the complaint has been prepared to encourage child and parents to comply with other methods to divert the child from the court system.

5) Timelines for Family Service Plan Goals:

Every Individualized Family Service Coordination Plan shall indicate timelines for goal completion. The family service plan shall be reviewed at every family team meeting to determine progress, barriers that have interfered with

progress, and/or additional services/resources necessary to accomplish the identified goals. It shall be the responsibility of the facilitator to monitor and update the service plans, as necessary.

6) Plan for Short-term Crisis and Safety:

Due to the unpredictable nature of crises, a crisis and safety plan shall be developed during the initial family team meeting. The short-term crisis and/or safety plan will be designed under the leadership of the local behavioral health provider and/or Service Coordinator. All efforts will be made to include provisions of support to the child/family, keeping everyone safe, and maintaining the child and family together whenever possible and safety can be assured.

C. Fiscal Strategies

The Family Stability Committee/Family First Council shall be responsible to review available fund source options and approve all funding requests that are made during the implementation of the Family Service Coordination Plan. The Family Stability Committee/Family First Council may utilize the following funding options: (based on appropriation guidelines set forth by each allocation)

- i. Children's Behavioral Health Transformation Plan funds
- ii. Help Me Grow funds
- iii. TANF
- iv. Individual agency funds
- v. Parent/Guardian contribution
- vi. Insurance reimbursement
- vii. Donations
- viii. Other grant funding
- ix. System of Care: Family Centered Service & Supports

(All funds are based on need, resources, and availability)

D. Quality Assurance

There will be a formal review of the Service Coordination Mechanism and process on an annual basis to ensure consistent implementation countywide and to maintain processes in an up-to-date manner. The review of the families shall be conducted by the Family Stability Committee members, and a summary shall be provided to the Family and Children First Council.

The Family Stability Committee shall be responsible to ensure that the processes within the service coordination mechanism are consistently implemented countywide. These reviews shall be conducted on a quarterly basis, as cases are reviewed and monitored.

On a bi-monthly basis, the Family Stability Committee shall report any identified problems with the service coordination mechanism to the Family and Children First Council. Recommendations for revisions shall also be made at this time.

Service coordination data will be submitted to the state, upon request.

HANCOCK COUNTY FAMILY & CHILDREN FIRST COUNCIL REFERRAL

A. REFERRAL INFORMATION

Date of Referral: _____	Name of person making referral: _____ Agency/Relationship to Child: _____ Address: _____ Phone Number: _____
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B. CHILD/ YOUTH DEMOGRAPHICS

1. Last Name: _____	First Name: _____	Middle: _____																					
2. DOB: _____	3. Gender : <input type="checkbox"/> M <input type="checkbox"/> F	4. Race/Ethnicity: White																					
5. Current Living with: Name: _____		Relationship to Child: _____																					
6. Who has custody of the Child: _____		Relationship to Child: _____																					
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;"><u>DOB</u></th> <th style="width: 10%; text-align: center;"><u>Gender</u> (M/F)</th> </tr> </thead> <tbody> <tr><td style="padding: 2px 5px;">Name: _____</td><td></td><td></td></tr> </tbody> </table>			<u>DOB</u>	<u>Gender</u> (M/F)	Name: _____			7. Current Address: _____ 8. Family Phone: _____ 9. Are Parents Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, where: Brad works at BV Hospital															
	<u>DOB</u>	<u>Gender</u> (M/F)																					
Name: _____																							
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Name: _____																							
Name: _____																							
10. School District of Residence: _____		School of Attendance: _____																					
11. Family Members & Close Friends to the Youth & Family																							
<u>Name</u>	<u>Relationship</u>																						
12. Describe the family's church affiliation: _____																							

C. SERVICE COORDINATION INFORMATION

1. Who is the Service Coordinator(lead worker/contact person) for the family?		
Name: _____	Agency: _____	Phone: _____
2. Best time/method to meet/reach family? Anytime, Nancy stays home with the children		
3. Family's preferred meeting place? Home		
4. What agencies are currently involved with the family? Please check all that apply:		

Name of Agency	Contact Person
<input type="checkbox"/> Mental Health with this Agency:	
<input type="checkbox"/> FRC:	
<input type="checkbox"/> HC Board of DD	
<input type="checkbox"/> HC Family Court with this program:	
<input type="checkbox"/> School(IEP/GRADS):	
<input type="checkbox"/> HC DJFS (SSI, Food Stamps, Medicaid)	
<input type="checkbox"/> Probation/Parole/Juvenile Court	
<input type="checkbox"/> County/City Health Dept.	
<input type="checkbox"/> HMG/EI	
<input type="checkbox"/> HC CPS	
<input type="checkbox"/> Century Health:	
<input type="checkbox"/> Metro Housing:	
<input type="checkbox"/> Psych./Hospitalization:	
<input type="checkbox"/> Other: WIC	

D. PRESENTING NEEDS

1. Briefly describe the presenting problem or areas of need (include length of time the problem has been occurring):

2. Explain what community resources have been exhausted to ensure least restrictive service implementation:

3. Identify the end goal or mission of the family & agencies involved:

FCFC use only

Date referral received _____ Person receiving referral: _____
Date Family Contacted w/outcome: _____ Outcome of referral: _____
Risk Assessment Score: _____ Did youth score any "3"(Emergency meeting to be held) Yes No

Hancock County Family First Council
Authorization for Release/Exchange of Information

Family Name: _____

Children: _____ Date of Birth: _____
_____ Date of Birth: _____
_____ Date of Birth: _____
_____ Date of Birth: _____

Primary Agency: _____ Case Manager: _____

_____, being the Custodial Parent or the Legal Guardian or the Legal Representative of the Public Agency having custody of _____, born _____, a minor child, authorize the Member Agencies of the Hancock County Family First Council to release all service records of the above named child(ren)/family to the Hancock County Family First Council for the purpose of developing a Wrap Around Plan.

I understand that these records are protected under Federal and State laws governing Confidentiality of Patient, Student, and Client Records, and cannot be disclosed or re-released without my written consent unless otherwise provided for the regulations.

I hereby release the Hancock County Family First Council from all legal responsibility or liability that may arise from this authorization.

The authorization may be revoked at any time, except to the extent that action has been taken in reliance thereon, by the notification of the Hancock County Family First Council of my intention to do so. This authorization (unless expressly revoked earlier) expires itself one hundred and eighty (180) days from this date: _____

Parent/Guardian	Relationship	Date

Signature of Witness	Date

Agencies and Practitioners
Authorized to Release/Exchange Confidential Information

Parent/Guardian please INITIAL all that apply:

HANCOCK COUNTY AGENCIES/SERVICES:

<input type="checkbox"/> Family Resource Center	<input type="checkbox"/> County Educational Service Center	<input type="checkbox"/> Job & Fam Serv	<input type="checkbox"/> Other _____
<input type="checkbox"/> Century Health	<input type="checkbox"/> Findlay City Schools	<input type="checkbox"/> Juvenile Ct	<input type="checkbox"/> Other _____
<input type="checkbox"/> Other Agency	<input type="checkbox"/> Other Schools	<input type="checkbox"/> Brd of MR/DD	
<input type="checkbox"/> Practitioner	<input type="checkbox"/> Other Schools	<input type="checkbox"/> Brd of Health	
		<input type="checkbox"/> Dept Youth Serv	

Community/Organizations/Private Individuals/Groups

Habitat for Humanity (Hancock County)
 Other _____ Other _____

NOTICE: this information has been disclosed to you from records protected by federal confidentiality rules (42 CFR Part 2). The Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains, or as otherwise permitted by 42 CFR part 2. A general authorization for the release of information is not sufficient for this purpose. The Federal rules restrict any use of this information to criminally investigate or prosecute any alcohol or drug abuse patient.

FOR FURTHER INFORMATION:

Jennifer Hunker, Council Coordinator
Hancock County Family First Council
PO Box 1145 604 Lima Ave.
Findlay, OH 45839

Phone: (419) 423-8687
FAX: (419) 423-4669

Notice of Cancellation
DATE: _____ **Time:** _____
Mode of Cancellation: _____
(telephone, letter, in-person)

Signature of person receiving Notice of Cancellation: _____

**Hancock County
Family First Council
Wraparound
Parent Strength Assessment Form**

Date of Visit ___/___/___

Date of referral ___/___/___

IDENTIFYING DATA

Family Name _____ Phone(____) _____

Child's Name _____ Birthdate _____

Residence Address _____ City _____ State _____ Zip _____

School program of child _____ Grade level _____

Father's occupation _____ Mother's occupation _____

Mother's educational level _____ Number of moves in last 5
years _____

Birth order of child _____

PARTICIPANTS TO ASSESSMENT

Name of respondent _____ Birthdate ___/___/___ Relationship _____

Name of other participants _____

1. The things I like most about my child(ren) are:

2. My life would really be better six months from now if:

3. My family's life would really be better six months from now if:

4. The most important thing I have ever done is:

5. I am happiest when:

6. The best times we have had as a family are:

7. Name some special rules that your family has:

8. Who are the people you call when you need help and/or want to talk? Who has helped you in the past when you needed help? You do you feel you can trust to be there when you need them?

9. What activities do you and your family enjoy together? What do you enjoy most about yourself?

10. What are your family traditions? In which cultural events does your family participate?

11. Are there any special values or beliefs taught to you by your parents or other people who are important to you?

12. Does your family belong to any part of a faith community? In what way? Do you belong to any social clubs?

Notes/additions:

Interviewer's signature: _____ Date: ___/___/___
Parent's signature: _____ Date: ___/___/___



Family:
Facilitator:
Meeting Date:
Sent to all parties?

Hancock County Family First Council Individualized Family Service Coordination Plan

Team Members:

Long Range Vision:

Short Term Goal #1 (Include Domain):	Matching Strengths:
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Plan for Action/Solution (Include who, when and where. Are all potential barriers considered?):

Ways To Monitor Results:	Resources Needed:
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Short Term Goal #2(Include Domain)::	Matching Strengths:
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Plan for Action/Solution (Include who, when and where. Are all potential barriers considered?):

Ways To Monitor Results:	Resources Needed:
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Short Term Goal #3(Include Domain): :	Matching Strengths:
--	----------------------------

Plan for Action/Solution (Include who, when and where. Are all potential barriers considered?):
--

Ways To Monitor Results:	Resources Needed:
---------------------------------	--------------------------

Long Term Goal #1 (Include Domain):	Matching Strengths:
--	----------------------------

Plan for Action/Solution (Include who, when and where. Are all potential barriers considered?):
--

Ways To Monitor Results:	Resources Needed:
---------------------------------	--------------------------

Long Term Goal #2 (Include Domain):	Matching Strengths:
--	----------------------------

Plan for Action/Solution (Include who, when and where. Are all potential barriers considered?):
--

Ways To Monitor Results:	Resources Needed:
---------------------------------	--------------------------

Long Term Goal #3 (Include Domain):	Matching Strengths:
--	----------------------------

Plan for Action/Solution (Include who, when and where. Are all potential barriers considered?):
--

Ways To Monitor Results:	Resources Needed:
---------------------------------	--------------------------

COMMENTS:

Immediate Crisis Stabilization Plan List of Possible Resources

In the event of a family crisis, the following are possible resources for you to contact immediately. You will need to choose a total of three as part of your crisis stabilization plan. Please also consider who would be able to reach your home within a 20 minute time frame.

Relationship Resources:

- *Family Members
- *Friends
- *Neighbors
- *Clergy Person

Community Resources:

- *Before 4:30pm on Monday thru Thursday and before 4:00pm on Fridays (except holidays), contact Family Resource Center – ask for a clinician. **(419) 422-8616**
- *After 4:30pm on Monday through Thursday, 4:00pm on Fridays and holidays, call First Call for Help Emergency Number. **1-800-468-4357**
- *Hancock Police Department – **911**
- *Teen Line **1-877-419-7233**