

TRUMBULL COUNTY SERVICE COORDINATION PLAN

November, 2005
Revised 2010

TRUMBULL COUNTY SERVICE COORDINATION MECHANISM

Introduction

The Trumbull County Service Coordination Mechanism builds on the successful local history of collaborative accomplishments and improves access and implementation of service coordination for families. Trumbull County believes in child-focused and family centered planning and is committed to making service coordination widely understood and available to families. The Service Coordination Mechanism was developed with input from members of the Family Wraparound Oversight Committee whose members include Family and Children First Council Coordinator, parent advocate, Trumbull County Children Services Board, Trumbull County Board of Developmental Disabilities, Early Intervention/Help Me Grow, Trumbull County Juvenile Court, Trumbull County Health Department, Trumbull County Department of Job and Family Services, Trumbull County Mental Health and Recovery Board, Warren City Schools, Trumbull County Educational Service Center and several mental health and substance abuse agencies. The service coordination mechanism shall serve as the guiding document for coordination of services in the county when a child is referred to the Trumbull County Family and Children First Council for assistance.

In Trumbull County, service coordination provides resources for families whose multi-systemic needs are not being adequately addressed with more traditional approaches. Whenever possible, it is preventive, reducing the need for more extensive, disruptive and expensive interventions such as court involvement, hospitalization or child welfare involvement. Service coordination is available for children age 0 through 22. Referrals are accepted from any agency or organization that provides services to Trumbull County families. Families may also self-refer. Service Coordination may or may not require financial resources. Family situations requiring service coordination range from those that may be resolved easily, in a short period of time with few, if any, financial commitments to complicated, difficult cases requiring long-term plans and significant financial commitments

The Service Coordination Mechanism is also the system for integrating multiple funding sources, creating a continuum of funding to meet a variety of family needs. Blending multiple sources of funding provides maximum flexibility in the development of individual family plans.

Trumbull County Service Coordination will support Ohio's Commitments to Child Well-Being, including:

- 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

Trumbull County provides a tiered approach to service coordination with responses that range from functioning as a resource and referral source to organizational and financial support of complex Wraparound plans.

Trumbull County service coordination is based on the following key principles:

- family voice and choice

- team approach
- use of natural supports
- cross system collaboration
- community based planning and services
- cultural competence
- individualized plans
- strengths based approach
- persistence
- outcome driven

For complex multi-systemic family situations, Trumbull County relies on High Fidelity Wraparound to meet family service coordination needs. The Trumbull County Family and Children First Council has encouraged the adoption of High Fidelity Wraparound as best practice among the major organizations and systems within the county. The Wraparound Coordinator provides on-going training and technical assistance to community organizations so that over time, Wraparound will be used throughout the system of care for complex cases.

Eligibility

Initial eligibility for service coordination is based on two criteria:

1. a Trumbull County resident who is
2. between the ages of 0-22

Anyone representing a child/youth who meets these simple criteria, including parents/caregivers, community organizations and juvenile court, may seek assistance from the Trumbull County Family and Children First Council. At a minimum, these inquiries will result in community referrals, including referrals to organizations that provide services for the most common issues presented to the Council. These include concerns about mental health, child welfare and developmental disabilities. A face-to-face meeting may be offered to families seeking assistance to gather sufficient information to make appropriate referrals or to begin the process of entry into the county's Wraparound process.

Entry into the county's system of care may result in participation in Wraparound, depending on the complexity of the family's needs. This may occur when a family receives services from a local organization that provides Wraparound facilitation for its more complicated cases or when the Wraparound Coordinator takes on the role of facilitator.

Trumbull County Family and Children First Council office maintains information about all Wraparound cases within individual agencies and reports on their numbers to the Council. When appropriate, any Wraparound case may be presented to the Trumbull County Family Wraparound Oversight Committee. There are higher standards of eligibility for families who are presented to the Oversight Committee.

For consideration by the Trumbull County Family Wraparound Oversight Committee, eligibility includes:

1. a Trumbull County resident who is
2. between the ages of 0-22 with
3. a score of at least 10 on the county's risk screen, with at least 5 of the score being current, rather than historical risks and

4. current involvement in at least two of the following systems: behavioral health, child welfare, developmental disabilities and juvenile justice.

Exceptions may be made to either of the last two criteria in unusual circumstances, if approved by the Family Wraparound Oversight Committee

Procedure for Referring a Child and Family

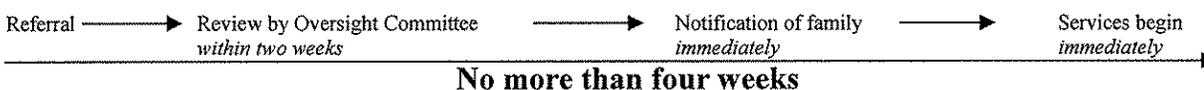
Trumbull County has a tiered system of service coordination and referral procedures are different, depending on families’ unique situations. A multi-systemic family receiving services from one of six local organizations providing Wraparound facilitation may receive service coordination at the agency level, with the Family and Children First Council informed of the case. The six agencies providing service coordination using High Fidelity Wraparound are:

- Trumbull County Juvenile Court
- Trumbull County Children Services Board
- Trumbull County Board of Developmental Disabilities
- Neil Kennedy Recovery Clinic
- Homes for Kids
- Valley Counseling Inc.

Wraparound is being used at these agencies to enhance services for families. By relying on cross-system, strength-based, family-centered planning and service delivery, families receive service coordination at the agency level, to everyone’s benefit. The Wraparound Coordinator receives and maintains basic information about these families so the Family and Children First Council can be aware of the scope of service coordination in the county. This monitoring also helps identify trends and gaps in services.

If these organizations feel the need for additional resources on individual cases, they may ask to present them to the Family Wraparound Oversight Committee. Usually, these requests are made because a family’s needs are so complex the Wraparound team feels paid services are necessary and because the team wants the insight and suggestions of the full Wraparound Oversight Committee membership. A request is made by the Wraparound Facilitator to the Wraparound Coordinator to appear on the next Oversight Committee agenda. The Wraparound Facilitator prepares and presents a complete referral. The committee reviews the referral packet, including a risk screen, description of the family’s situation, a budget request and other relevant information and also hears a verbal presentation of the request. The committee discusses the request, offers suggestions to the plan and evaluates the appropriateness of the referral. A simple majority vote is required to approve the financial request. The Wraparound Coordinator maintains a file on each child referred to the Oversight Committee, meets with new families to explain the process and serves as a resource for the Wraparound Facilitator and the family team.

When referrals follow this path to the Wraparound Oversight Committee, the following timelines are adhered to:



Families not receiving services from one of the previously mentioned agencies have access to service coordination through contact with the Trumbull County Family and Children First

Council. A representative from an agency working with a family, including local schools, may refer. Families voluntarily seeking services may self-refer. In either case, the initial contact is made by calling the Trumbull County Family and Children First Council office. The Wraparound Coordinator or the Council Coordinator gathers preliminary information about the family's situation including system involvement, diagnoses, school placement, etc. The Coordinator also offers immediate support in the form of community referrals and contact information. Very often, families who contact the Council are not yet involved with a public system or an agency that may meet their needs. When this is the case, an appropriate referral to a community agency can lead to service coordination at the agency level.

Whether or not a referral is made to a community organization, upon completion of the initial conversation, three documents are sent to either the parent/caregiver or to the agency calling on behalf of the parent/caregiver. When sent to an agency, it is the responsibility of the agency to have parents/caregivers complete the forms and return them to the Council. The parent/caregiver may also be offered a face-to-face meeting to discuss family needs and to complete the paperwork.

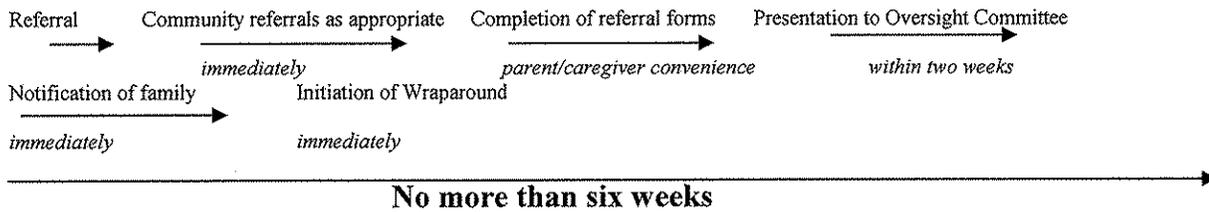
The referral paperwork includes a referral form, risk screen, and release of information. The referral form gathers the following information:

- Child/youth name and date of birth
- Parents/caregiver names and current household members
- Address and phone
- School and whether there is an IEP
- Mental health diagnosis and current medications and treatment
- History of hospitalizations
- Developmental disability diagnosis and current DD services
- Drug and alcohol usage and current treatment
- JJC involvement and incarcerations in past year
- CSB involvement and reason for involvement
- Description of issues requiring service coordination
- Name and number of person making referral, if not parent/caregiver
- Referral outcome
- Date of response to referral source

The risk screen documents the current and historical involvement of the child in forty-two risk factors. When these documents are returned, the Wraparound Coordinator reviews them and makes an initial determination of eligibility for Wraparound services. This determination is made on the basis of the risk screen and description of the family's problems. If the family meets eligibility guidelines and is not involved with an organization that provides Wraparound, the Wraparound Coordinator may serve as the Wraparound Facilitator, meeting the family, conducting a strengths, needs and culture discovery, convening a Wraparound team and making a presentation to the Family Wraparound Oversight Committee.

The Family Wraparound Oversight Committee meets twice a month on the first and third Wednesdays. The Coordinator schedules new referrals at the next regularly scheduled meeting. The committee reviews all information in the referral packet, and votes to approve the Wraparound plan, including financial requests. When approved, families are notified and any paid services begin immediately.

For community and self referrals, the following timelines are adhered to:



Occasionally, a situation may arise that requires approval of a paid service immediately. Such emergency requests are rare, but when they are made, the Trumbull County Family and Children First Council implements the following procedure:

1. Placement decisions will not be made through the emergency request procedures. These requests must be made during regularly scheduled Wraparound Oversight Committee meetings.
2. Wraparound Facilitator sends emergency request to Council Coordinator and Wraparound Coordinator via e-mail, using approved forms. Time period of request cannot exceed length of time until next Wraparound Oversight Committee meeting.
3. The Wraparound Coordinator and Chairperson may, at their discretion, approve requests of up to \$1,000.00 without referral to the full committee. The committee will be informed of this decision at the next regularly scheduled Wraparound Oversight Committee meeting.
4. Council Coordinator, or Wraparound Coordinator when Council Coordinator is unavailable, forwards emergency request to Family Wraparound Oversight Committee.
5. Committee members should respond as quickly as possible, but no later than 48 hours after receiving the request.
6. A simple majority of responses will be needed to approve or deny the request.
7. Council Coordinator will count responses, notify the Wraparound Facilitator of the committee's decision and maintain records of the responses.
8. If services are needed beyond the period of the emergency request, Wraparound Facilitator will be scheduled to present at the next Wraparound Oversight Committee meeting.

The Wraparound Coordinator and Family and Children First Council provide information to families and providers about service coordination by offering two-hour orientations, full-day basic trainings, community presentations and training for police officers at Crisis Intervention Trainings. The county has a brochure and includes discussion of service coordination during every-other-month agency orientation tours provided by the Family and Children First Council.

Notification Procedures

Family need and schedules are the first consideration when scheduling Wraparound team meetings. The Wraparound team facilitator is responsible for scheduling meetings in consultation with the family and for inviting all team members including natural supports, parent advocate, agencies involved with the family and the appropriate school personnel. The Wraparound Facilitator is responsible for extending an invitation to the initial meeting to all team members, by phone and/or e-mail, at least one week prior to the meeting. After that, the next team meeting will be scheduled at the end of the current meeting. The Wraparound Facilitator

notifies anyone not present, by phone and/or e-mail, at least one week prior to the next meeting, except in cases needing an emergency meeting.

Family Initiated Team Meetings

A central tenet of service coordination process is the primary role of the family in developing an individualized plan that reflects the strengths and culture of the family. As an equal and valued member of the team, the family may request a meeting to review or modify the family service plan at any time. This request is made to the Wraparound Facilitator who schedules the meeting. Each Wraparound team includes as many natural supports as the family desires and all of them will be included in meeting notifications.

Out-of-Home Placements

The stated goal of the county's service coordination mechanism is to avoid placement whenever possible and to provide services in the least restrictive environment. It is for this reason that Wraparound, with its proven record of success, is used as the primary approach to service coordination. The Wraparound process, through its strength-based and highly individualized approach to service delivery, supports the notion that placement is the option of last resort. Wraparound teams meet regularly, are able to anticipate and plan for the possibility of placement and when necessary, make placement decisions. Final authority for approving payment for the placement rests with the Family Wraparound Oversight Committee. When a placement decision is approved by the Family Wraparound Oversight Committee, the most appropriate source of funds available to the Oversight Committee is used. In the rare event of an emergency placement, the Wraparound team must meet within one week of the placement to develop a new plan that anticipates the return of the child to the community.

In the case of a juvenile court placement, the final authority resides with the court and Wraparound teams may not override or affect these decisions. However, the Wraparound team should plan for the eventual return of the child to the community.

When Children Services Board holds custody of a child, as is sometimes the case, the final authority for placement rests with CSB. Wraparound teams do not have the right to override a placement decision made by CSB. However, the Wraparound Team should continue to meet to plan for the eventual return of the child to the community.

Monitoring Progress

There are several methods for monitoring progress, both as a system and for individual families. The Wraparound Coordinator tracks referrals, both agency and self-referrals and reports to the Family and Children First Council Executive Committee. This information is used to evaluate and prioritize services. The Wraparound Coordinator also monitors out-of-home placements, assuring that Wraparound teams continue to meet during these placements to plan for appropriate aftercare. The Family and Children First Council Coordinator monitors the cost of all Family Service Plans, and makes a fiscal report each month to the Family and Children First Council Executive Board. The Wraparound Coordinator and Council Coordinator prepare annual reports which are shared with the community, the Council, and the Wraparound Oversight Committee.

The individualized family service plan requires the articulation of family and team goals and requires regular monitoring of progress toward the goals. Every family receiving service coordination must have a family service plan and the family's Wraparound Facilitator regularly reports to the Family Wraparound Oversight Committee on the family's progress. Other methods

of tracking progress include monitoring the number of team meetings, who the team members are, and how many of the family's team members are natural supports.

Upon request, available data from the county's service coordination mechanism will be provided to the state for its use in monitoring service coordination effectiveness and efficiency.

Protecting Confidentiality

The Wraparound Oversight Committee abides by all HIPAA regulations and guards personal family and health care information. Protecting family confidentiality is accomplished in several ways. The Family Wraparound Oversight Committee sign-in sheet, used at all meetings of the committee, contains a confidentiality statement as a reminder to members. The Wraparound Coordinator keeps these sheets on file. A statement of confidentiality is also included on the Wraparound team sign-in sheets used at all team meetings. The Wraparound Coordinator maintains all family records and other materials and shreds duplicate materials and any other materials that do not need to be kept as part of client records. E-mail correspondence regarding specific children and their families do not contain names. Meeting minutes are distributed in person, rather than by e-mail, to protect confidentiality.

Assessing Needs and Strengths

When families are accepted for service coordination, whether at an individual agency or directly through the Family and Children First Council, family strengths and needs are examined. Wraparound, the central organizing structure of Trumbull County service coordination, requires that a Family Strength, Needs and Culture Discovery be conducted. This process is conducted through a conversational interview and is designed to learn as much as possible about the strengths and customs of individual families, assuring cultural sensitivity and competency. This is a highly individualized, ongoing method for obtaining information that assures family involvement in service planning. The Wraparound Facilitator conducts the Family Strength, Needs and Culture Discovery.

Another feature of this process is the "life domain approach model". This information is included with the initial referral to the Family Wraparound Oversight Committee and is provided by the referring agency or in the case of a self-referral, is gathered by the Wraparound Coordinator. It includes an assessment in each of the following areas:

- Educational/Vocational
- Developmental Disabilities
- Psychological/Emotional
- Physical/Mental/Dental
- Substance Abuse
- Legal/Judicial

Each of these life domains is examined using a strengths-based approach, reviewing the child's and family's abilities and strengths, including extended family, informal community network, and natural supports. The information will be gathered from the family and others, both professionals and natural family supports, involved with the family.

Development of Individualized Family Service Plan

Each family participating in the county's service coordination system has a family service plan, developed by the Wraparound team. The plan describes the goals and activities the team has determined will improve the family's situation and divides responsibilities for the plan's

activities. The plan is reviewed at each family team meeting and changed as needed. As goals are accomplished, others are developed to meet the family's changing circumstances. The individualized family service plan does not replace service or treatment plans required by systems or organizations that participate on the team, but attempts to complement and coordinate plans.

The family plans for families involved with the Family Wraparound Oversight Committee are shared with the committee during the initial referral and periodically after while the family is enrolled. That gives Wraparound teams the chance to seek input and suggestions from the knowledgeable, experienced committee members.

Dispute Resolution

Disputes may occur during the provision of service coordination. Disputes between agencies may develop, a family may have a dispute or grievance with an individual agency and families may occasionally dispute elements of a family service plan. Any of these situations may prompt the initiation of the local dispute resolution process.

All families involved in Trumbull County's service coordination process have access to a dispute resolution process. Each family who seeks service coordination is informed of this option and provided with a brochure detailing the process. (Attachment E)

All agencies participating in the development and execution of services overseen by the Family Wraparound Oversight Committee and the Family and Children First Council must have an agency dispute resolution policy. If the nature of the dispute involves concerns that are specific to a particular agency or system, then a grievance should be filed in accordance with the already established grievance/clients' right policies and procedures in effect within the specific agency affiliate or public system.

At no time during the process shall services be withdrawn or withheld from a child or family. Agreed portions of service plans will be implemented whenever possible.

Parties to the dispute may engage an advocate on their behalf to participate in the process. The Trumbull County Family and Children First Council can provide the names of parent advocates who are available to the family for assistance.

For emergency situations where there is life-threatening occurrence to self or others during the dispute resolution process, the Council will provide a same day response to the emergency. Initially, the response will be made by those agencies whose mandates closely match the needs of the client.

Families enrolled in the Help Me Grow program may also access the conflict resolution process contained herein. Help Me Grow Part C eligible families are also guaranteed Procedural Safeguards by the Ohio Department of Health in compliance with the Individuals with Disabilities Education Act (IDEA). Help Me Grow families not eligible for Part C services may also file a complaint with the Ohio Department of Health but are not entitled to Procedural Safeguards. Dispute resolution procedures and procedural safeguards for Part C eligible families are contained in Appendix A.

Dispute Resolution at the Committee Level

Disputes may occur when agencies involved in providing services disagree or when parents/guardians have a concern about the services a child is receiving. In the event that a referral is rejected or there is a dispute concerning services, the disputing party, whether an agency or parent/guardian, shall complete the appropriate forms detailing the dispute and provide these forms to the Trumbull County Family and Children First Council Coordinator. The Family and Children First Council Coordinator will appoint at least three individuals to serve as a Dispute Resolution Committee. One member shall be from the appropriate Council committee, either Family Wraparound Oversight Committee or Early Childhood Collaborative, one shall be from the Executive Committee and one shall be from the Council membership. None of these committee members may be employees of an agency(ies) directly involved in the dispute. The Council Coordinator shall convene a meeting of this Dispute Resolution Committee within twenty (20) days of receipt to review the dispute and attempt to reach an agreement. If the child and family are currently receiving services, the original service plan will be followed until the dispute is resolved.

Prior to the meeting of the Dispute Resolution Committee, the Council Coordinator shall provide copies of the written complaint and any other pertinent documentation to the committee members. Both parties to the dispute will be invited to offer additional information or clarification to the committee when it meets. If a committee, e.g. Wraparound Oversight, reached the disputed decision, the appropriate committee may also select a representative to provide additional information to the Dispute Resolution Committee. These parties will meet separately with the Executive Board.

If agreement cannot be reached or if the disputing party does not agree to the resolution arrived at by the Dispute Resolution Committee, the appeal will be referred to the Executive Board of the Family and Children First Council.

Dispute Resolution at the Council Level

If the Dispute Resolution Committee does not reach agreement or if the resolution is not agreeable to the disputing party, the appeal is referred to the Executive Board of the Trumbull County Family and Children First Council, excluding any committee members who may be party to the dispute. Within ten days of receiving the Dispute Resolution Committee's decision, the disputing party must provide the Council Coordinator a written explanation for submitting an appeal to the Executive Board using the appropriate Council form. The Council Coordinator will prepare and provide information for the Executive Board including the original written appeal, notes from meetings held by the Dispute Resolution Committee in its effort to resolve the dispute, the disputing party's written response to the Dispute Resolution Committee's decision and any other materials deemed relevant. The Executive Board, excluding parties involved in the dispute, shall meet and decide the Appeal within twenty (20) days of the Coordinator's receipt of the request for review by the Executive Board. During this meeting, all parties to the dispute will be invited to provide additional information or clarification. These parties will meet separately with the Executive Board.

The Council's dispute resolution process must be completed and a written decision must be delivered to the disputing party within sixty (60) days of the original complaint.

The Executive Board shall reach unanimous agreement on the appeal, or there will be an automatic referral of the appeal to the presiding Judge of the Juvenile Court. The appeal will be

filed within seven (7) days. In the event that the Executive Board reaches a unanimous decision but the appealing party is not satisfied, the party may also file an appeal with the presiding Judge of the Juvenile Court within seven (7) days.

Dispute Resolution at the Juvenile Court Level

The appeal from the Council or the family may be heard by the presiding judge, or assigned to a magistrate or judge. In the event the Juvenile Court has a conflict, the appeal may be referred to a Juvenile Judge in a neighboring county for resolution.

The Juvenile Court will set a hearing time for the appeal and notice shall be sent to the disputing party and the Executive Board members of the Family and Children First Council. The notice shall be given not less than ten (10) days before the scheduled hearing.

Within three (3) days of the hearing, each party to the dispute shall file a brief summary of the dispute with a set of options for the Court to consider. The court will also receive any assessment or treatment information relevant to the dispute. At the hearing the disputing parties will have an opportunity to orally present their case to the Court in a reasonable manner. Parents or guardians of the children represented in the dispute may be accompanied and assisted by a parent advocate.

In ruling on the dispute, the Court will consider each set of options presented. If there are funding issues being disputed, the Court must consider and fairly balance the needs of the child with the fiscal resources and services mandates of agencies involved in the dispute resolution.

The Court will decide the appeal by filing an opinion of its decision and judgment entry. The decision of the court will be the final, binding and enforceable.

State Appeals Process

In the event that a majority of Family Council local members determine that one or more of the participants are not adhering to shared intersystem responsibilities, an Appeal to the State Family and Children First Cabinet Council can be filed. This appeal can only be filed by a majority vote of the Family Council. Both the majority voters and the member(s) against whom an appeal has been sought will present their respective perspectives to the State Cabinet Council. If this option is chosen, the process must occur before referral to the local juvenile court. In every case, the juvenile court is the final authority and all other avenues for resolution must be used before referral to the court.

FAMILY SERVICE COORDINATION PLAN

Process and Individual Components

Following the Strength, Needs and Culture Discovery (SNCD) process, the Wraparound team develops the family service coordination plan with the discovery and life domains examination used as the framework for the development of the plan. The family and natural supports have dynamic and important voices in this development. Needs are prioritized, with the most important being addressed first. The Service Plan contains the following information:

- Family name
- Date of plan completion
- Date of next team meeting

- Whether the SNCD was reviewed
- Team mission statement
- Ground rules
- Prioritization of needs
- Needs statement for each of the life domains
- Measureable goal for life domains
- Actions to reach goals
- Person responsible for each goal
- Timeframe for goal completion

Responsible parties are those individuals or agencies that participate in the achievement of the goals of the plan. Agencies, programs, family members or natural supports may assume these responsibilities. The Wraparound Facilitator, identified on the plan and approved by the family, is responsible for tracking progress, scheduling reviews and facilitating meetings, with assistance from the Wraparound Coordinator. Wraparound Facilitators report progress on the plan to the Family Wraparound Oversight Committee on a regular basis.

When there are multiple service providers of a specific activity or service, families are offered a choice so services are responsive to the strengths, needs, culture, and racial identity of the family. When there are difficulties implementing plans, Wraparound Facilitators seek the guidance of the Wraparound Coordinator and the Wraparound Oversight Committee. Many times, committee members can provide information and resources that make plans successful.

Funding for family plans comes from multiple sources available to the Wraparound Oversight Committee and includes funds provided by the state for such services and by local pooled funds. The Family Wraparound Oversight Committee is authorized to approve budgets that utilize one or more of these funding sources. The Council Coordinator determines which funding source or combinations of sources, is most efficient and appropriate for Wraparound plans.

A primary goal of the Trumbull County Family Wraparound Oversight Committee is to keep children in their own homes whenever possible, in the least restrictive environment, and to consider out-of-home placement as a last resort. Wraparound is the ideal way to accomplish this goal with its focus on child-centered, family-driven responses to problems.

Trumbull County employs several methods to deal with children who are alleged to be unruly. These include referrals to a “house arrest” program, diversion programs, respite for families to allow for a “cooling off” period and referrals to alternative education programs. All of these strategies may be included in the Family Service Plan.

Each family service plan includes a safety/crisis plan. Doing this as part of the plan allows for the calm consideration of the possibility of a crisis and helps reduce the impact of a crisis should one occur. The plan gives the family a chance to mentally rehearse and prepare for such a possibility, and helps elevate the chance of family stability.

Fiscal Strategies

Trumbull County makes use of several sources of funding to provide services identified in Family Service Coordination Plans. The funding streams are blended to allow for the most efficient use, allowing flexibility in the development and execution of the plans. In addition to

funds from the state, including Family Centered Service and Supports (FCSS) and Children's Community Behavioral Health (CCBH), several child-serving agencies in the county contribute to a pooled fund. The sum of these multiple allocations comprises the resources available for those Family Service Coordination Plans needing financial support. In rare cases, shared funding agreements are developed for children with very long-term needs.

When referrals are presented to the Family Wraparound Oversight Committee, they include a budget. The Wraparound Oversight Committee reviews the plan and budget, asks questions, makes suggestions and may ask for budget adjustments or modifications. If service coordination is approved, services begin, with the Council assuming responsibility for payment. Budgets are most often for three month periods. If services are needed beyond three months, a plan update and budget request must be submitted. In some instances, budgets may be approved for shorter periods, with more frequent updates required. When the committee approves the budget, the most sensible and efficient blend of funds is used. A plan may be funded by one funding source, or from two or more sources, depending on the requirements of the plan and eligibility for funding sources.

The Trumbull County Family and Children First Council Coordinator determines the most appropriate source of funds for each budget, including Family Centered Service and Support and Children's Community Behavioral Health allocations. The Trumbull County Mental Health and Recovery Board designates the CCBH funds be used as support for the Trumbull County Service Coordination Mechanism. However, the Council Coordinator consults with and informs the Mental Health and Recovery Board about the use of the CCBH funds.

Once a month, these funding decisions are shared with the Trumbull County Family and Children First Council's Executive Committee through a written financial report.

Quality Assurance

There are several methods in place to monitor the quality of the Service Coordination Mechanism. The Wraparound Coordinator and Family Wraparound Oversight Committee continuously review the mechanism, its efficacy and practicality and whether it needs to be amended. These reviews occur during the committee's monthly business meeting. Review includes the forms being used, timelines for referral and plan development, service utilization, fiscal utilization and regular reports to the Council's Executive Committee. This all happens on an on-going basis through discussion and feedback at the committee level, presentations by the Wraparound Coordinator and suggestions and feedback by the Executive Committee.

Amending the Plan

The Family Wraparound Oversight Committee is responsible for monitoring the effectiveness of the Service Coordination Plan and fidelity to the plan. During an annual review, the committee may recommend amendments, revisions or additions. The Family and Children First Council Coordinator will present these to the Council Executive Committee for discussion and approval.

Appendix A
Help Me Grow
Part C Eligible Families

Dispute Resolution at the State Level

If families are dissatisfied with the identification, evaluation or provision of early intervention services to a child or his/her family, the following remedies are available:

- filing a complaint with either the Ohio Department of Health
- and/or the Trumbull County Family and Children First Council
- and/or requesting mediation
- and/or an administrative hearing with the Ohio Department of Health.

If the ODH or the Family and Children First Council receives a complaint, the party receiving the complaint must provide the complainant with a copy of the Procedural Safeguards and explain the options available for dispute resolution.

Information about filing a complaint with the Ohio Department of Health is provided in the *Parent's Rights in Help Me Grow* brochure. Families receive this brochure on the first home visit, and in the event of a complaint, will receive an additional copy. Information about contacting the Family and Children First Council Coordinator is also provided in the *Parent's Rights in Help Me Grow* brochure.

Alleged violations must have occurred not more than one year before the date the complaint is received *UNLESS* a longer period is reasonable because the alleged violation continues for that child or other children, or the complainant is requesting reimbursement or corrective action for a violation that occurred not more than three years before the date on which the complaint was received.

Dispute Resolution at the Council Level

In order to file a complaint with the Trumbull County Family and Children First Council, a parent, guardian or surrogate parent must submit the complaint in writing to the Family and Children First Coordinator. Following receipt of the written complaint, the Council Coordinator will:

- Provide written notification of the complaint to the Ohio Department of Health via fax or e-mail within seven calendar days of receipt of the complaint and
- Implement an investigation of the complaint following procedures defined in this policy.

Investigation Procedures

1. The Council Coordinator shall appoint a Dispute Resolution Committee to investigate the complaint. The committee shall consist of not less than three persons, one from the Early Childhood Collaborative Committee, one from the Executive Committee and one from the Council membership. The Committee shall investigate by doing at least the following activities within 20 calendar days of receipt of the complaint:

- A. Conduct an on-site investigation,
 - B. Interview complainant and give an opportunity to provide additional information either orally or in writing about the allegation,
 - C. Interview relevant providers and give providers the opportunity to submit additional information either orally or in writing about the allegation,
 - D. Review all relevant information and make an independent determination as to whether there has been a violation, and
 - E. Report findings, in writing, to the Council Coordinator.
2. The Council Coordinator shall present the written findings to the Council Executive Committee. The Executive Committee will review the findings and issue a written decision to the complainant within thirty (30) calendar days of the receipt of the complaint. The decision must address each of the allegations in the complaint and shall include findings of fact and conclusions and the reasons for the decision. A copy of the decision must be provided to the Ohio Department of Health.

Complaint Resolution

1. If the Executive Committee finds there has been a violation, it must ensure that corrective actions are implemented within forty-five (45) days of the written final decision. The corrective action plan may include the following:
 - A. Require the participation of the provider in specific technical assistance activities,
 - B. A monetary reimbursement appropriate to the needs of the child and family and/or
 - C. Develop and provide trainings at the county level to achieve compliance in the appropriate future provision of services for all members of the Help Me Grow target population.

A copy of the corrective action plan must be provided to the complainant and to the Ohio Department of Health.

2. If a written complaint is submitted to the Family and Children First Council that is also the subject of an administrative hearing (provided by the Ohio Department of Health) or contains multiple issues, one of which is the subject of an Administrative Hearing, the complaint investigation of any part of the investigation that is being addressed in the administrative hearing must be set aside until the conclusion of the hearing. Any part of the complaint not being addressed in the administrative hearing must be resolved during the timelines described above.
3. Any issue raised in a written complaint to the Family and Children Council that was previously decided in an administrative hearing process involving the same parties shall not be investigated locally, the hearing decision being binding. The Ohio Department of Health shall notify the complainant of such.

Attachment(s) C= Addendum A
**Trumbull County Service Coordination
 Referral Form**

Person making referral:		Relationship to child:		Contact information:	
Family Name:		Youth Name:		Date:	
Youth's DOB:		Sex:		Race:	
Biological Parents:			Legal Custodian (If different):		
Address and Phone Number(s):			Current Members of Household:		
Medicaid Provider:			Insurance Provider:		
School:			Current Grade and School Placement:		
Is there a current IEP? (Y/N):			School Needs/Challenges:		
Mental Health Involvement: (Y/N):			Agency:		
Diagnosis:			Medications:		
Psychiatrist:		Therapist:		Case Manager:	
Psychiatric Hospitalizations in past year? (Y/N): If yes, Dates and Locations of Hospitalizations:			Current Emotional/Behavioral Needs:		
Developmental Disabilities Involvement? (Y/N):			Date of Eligibility Verification:		
Functioning Level (mild, moderate, severe):			DD Services Received:		
Level of Independence:			Service and Support Administrator (SSA):		
Drug/Alcohol Usage? (Y/N): If yes, list substances:			Current Drug/Alcohol Treatment? (Y/N):		
Agency:			Therapist:		
JJC Involvement? (Y/N):			Probation/Diversion Officer:		
Offenses in past year? (Y/N): If yes, list offenses and dates:			Incarcerations in past year? (Y/N): If yes, list dates:		
Current CSB Involvement? (Y/N): Previous CSB Involvement? (Y/N):			Case Worker/Department:		
Reason for CSB Involvement:			Was the child adopted? (Y/N):		
Reason for Referral:			How did you learn of Service Coordination?		
Referral Outcome:			Date:		

Attachment(s) C - Addendum B

TRUMBULL COUNTY FAMILY SERVICE COORDINATION
Family Wraparound Oversight Committee
4076 Youngstown Road, S.E., Suite 201, Warren, OH 44484-3367
330-675-2765, ext. 109 330-675-2772 (FAX)

CONSENT TO RELEASE AND REQUEST INFORMATION

Name _____ Date of Birth _____
Address _____ City _____ Zip _____

This release authorizes the following agencies, individuals, or entities to release, request, receive, and/or share information.

Agencies include:

- Trumbull Regional Educational Services Center
- Trumbull County Health Department
- Valley Counseling Services, Inc.
- Belmont Pines Hospital
- Community Solutions Association
- Neil Kennedy Recovery Clinic
- Trumbull County Board of Developmental Disabilities
- Trumbull LifeLines (Alcohol, Drug Addiction and Mental Health Services Board)
- Trumbull County Children Services Board
- Warren City Schools
- Trumbull County Juvenile Justice Center
- Homes For Kids and Child and Family Solutions
- Burdman Group, Inc.
- Community Alternatives, Inc.
- RecPro LLC
- Coleman Professional Services
- New Leaf Residential Services, Inc.
- Trumbull County Department of Job and Family Services
- Local Parent Advocate
- Other _____

Information may include:

- Wraparound Referral Form
- Wraparound Plans/Meeting Minutes
- Strengths, Needs, and Culture Discovery
- Crisis/Safety Plans
- Evaluations:
 - Psychological
 - Psychiatric
 - Medical
 - Vocational
- Hospitalization and Discharge Summaries
- School Diagnostic Reports
- Service and Placement Recommendations
- Alcohol/Drug History
- Service/Treatment Plans
- Summary of Agency Contacts
- Mental Health Assessment and Progress
- Verification of Insurance Benefits
- MACSIS (Multi-Agency Community Service Information System)
- Public Assistance Programs
- Other _____

THIS RELEASE IS VALID FOR THE DURATION OF MY FAMILY'S INVOLVEMENT WITH THE TRUMBULL COUNTY FAMILY WRAPAROUND OVERSIGHT COMMITTEE.

I HAVE READ (OR HAVE HAD READ TO ME) AND FULLY UNDERSTAND THE ABOVE CONDITIONS.

Signature of Client or Parent/Guardian _____
Date

Signature of Staff/Witness _____
Date

Prohibition Against Re-Disclosure This information has been disclosed to you from records protected by Federal confidentiality rules. 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 C.F.R., Part 2. A general authorization for the release of medical or other information is not sufficient for this purpose. The Federal rules restrict any use of information to criminally investigate or prosecute any alcohol or drug abuse client. Drug abuse patient records are also protected under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), 45 C.F.R., Parts 160 & 164. (These conditions apply to every page disclosed and a copy of this authorization will accompany every disclosure.)

REVOCATION: Complete ONLY if revoking consent

This consent is subject to revocation at any time except to the extent the program or person who is making the disclosure has already acted in reliance on it. Drug and/or alcohol clients can revoke consent either verbally or in writing.

I hereby revoke consent: Verbal Written—Signature/Date _____

Witness to Revocation—Verbal or Written—Signature/Date _____

**Trumbull County Family Wraparound
Strengths, Needs and Culture Discovery**

Child's Name _____
Child's D.O.B _____

<p>Introduction: <i>Provide general demographic information of the child and family. Provide a brief explanation of how the family became involved with the Wraparound Process.</i></p>
<p>Family Vision Statement: <i>State the family's vision for their future. Assuming they have received the help that they need, what would they like their family situation to look like in 12-18 months from now?</i></p>
<p>Life Domains: <i>Prioritize the top 3-4 life domains in which the family is experiencing the greatest need. Summarize the family's strengths, needs and culture in relation to each life domain. Include information gathered during the discovery interviews with the family, as well as information gathered during consultations with other potential team members.</i></p> <p><i>Possible life domains include: Family, Emotional, Social/Friends, Residence, Financial, Vocational, Education, Legal, Medical, Spiritual, Fun, Other</i></p>
<p>Prioritized Needs: <i>List the needs which the family would like for the team to focus on first.</i></p>
<p>Potential Team Members: <i>List the full names of the potential team members, as well as their relation to the child.</i></p>
<p>Participants in the Strengths, Needs and Culture Discovery: <i>List who participated in the discovery, as well as when and how the information was gathered (i.e. home visits, phone consultations).</i></p>

Document Prepared By: _____ Date: _____

Reviewed By:

_____ (client) Date: _____

_____ (parent/guardian) Date: _____

Trumbull County Family Wraparound Strengths, Needs and Culture Discovery

Patrick Morgan*

D.O.B 8-14-94

Introduction:

Patrick is a 14-year-old male who lives in West Farmington, Ohio with his mother Susan, mother's boyfriend Brian, and 16-year-old sister Crystal. Patrick also has a 19-year-old brother Steven, who is serving in the National Guard. Susan has sole custody of Patrick and there is a restraining order against the biological father, Scott Morgan.

The family was referred to the Trumbull County Family Wraparound Process by Patrick's therapist Dr. Doug Painter. Although Dr. Painter's private practice is located in Cleveland, OH he researched and sought out service options for Patrick in Trumbull County in an attempt to find additional supports for the family. The primary reason for referral was to help the family safely maintain Patrick at home. Following an initial engagement meeting at the family's home on May 5th the family decided that they would like to participate in the Wraparound process, with Laura Domitrovich as the Wraparound Facilitator.

Family Vision

The family is looking forward to having less stress and tension in the household and being able to enjoy fun, family activities together. The family would like for Patrick to take more responsibility for himself and not engage in physically aggressive behavior.

Life Domains:

Family

Patrick's family is a very close-knit unit and they clearly care a lot about one another. When talking about her children, it is obvious that Susan is very proud of her children and is extremely committed to them. As she puts it, "I LOVE my children...sometimes to a fault." When one hears of the family's story and how Susan had to *fight* for her children, it becomes clear where this deep commitment stems from.

Susan was born and raised in San Francisco, California - a world away from the rural Amish community in which the family now resides. When asked "what brought you to West Farmington?" the family's story quickly starts to resemble the plotline of a movie. As Susan reports, she married "way too young" at age 18 to Scott Morgan. She soon gave birth to Steven, followed by Crystal and Patrick. Until Patrick was 3 years old, the family resided in San Francisco. Scott, who has mental health problems of his own, was physically and emotionally abusive toward Susan and reportedly tried to kill her. After several years of withstanding the abuse, Susan found the strength to take the kids and leave. However, after she left, Scott filed for divorce and was able to get the children back in his custody. After trying unsuccessfully to regain custody of her children, Susan needed to get herself the emotional help she needed to garner the strength to truly begin the custody fight. She moved to Ohio to be near her sister, who was a good support at the time. The custody battle turned into a 4-year "nightmare" for Susan, during which time the children "lived like gypsies" moving all over the country with their father.

In 2000, Scott moved with the kids to Ohio, near Susan. Finally, in the summer of 2000, the kids' Guardian Ad Litem informed Susan that the courts were getting close to

returning the children to her, and she was told to find a home for her family. At the time, Susan lived in an apartment in Parkman, OH. She and Brian, whom she had been dating for some time, worked to quickly find a suitable home. They were very fortunate to find and purchase the home in West Farmington where they still reside. The home is a large 5-bedroom home in the beautiful Amish countryside. While giving directions to their home, Susan describes it as the "last Yankee house on the right." After putting in A LOT of work to the home, it was ready for the kids. On February 5, 2001 the GAL found an emergency reason to return the children to Susan and they have been with her ever since. Susan was ultimately granted sole custody of the 3 children and Scott had all of his parental rights removed. There continues to be a restraining order against Scott and he is to have no contact with the children. Theresa believes that Scott is currently living in Oregon.

As one can imagine, this was quite a transition for the kids. According to Susan, Crystal (at age 7) was ecstatic, as she had wanted to live with her mother. Susan says it was hard on Steven (now 11), as he had taken up the role of taking care of his father. For Patrick (age 6), it was a confusing experience. He liked being with his mom and he liked Brian, but his dad made him feel bad. In describing the transition, Patrick reports that it "was hard...suddenly there were rules and structure, and we had to go to school." With all of the moving around, the kids' school attendance had been very sporadic. However, he did say that it was nice to have clean clothes and regular meals again.

After hearing the family's story and getting to know them, it becomes abundantly clear that Susan and her children are extremely strong and resilient people. Even through all the heartache that this custody battle entailed, Susan is able to recognize and appreciate the positive things that also happened during this time, including buying their home and finding a good job with REI Electric - where she has worked up the ranks and is now a General Foreman. Meeting Brian, whom she describes as a "wonderful man and my best friend" was another huge positive. Although they have not officially married, they are in a committed relationship and Brian has been like a father to the children.

One of the reasons for the Wraparound referral at this time is because Patrick's family relationships have become very strained, particularly with Brian and Crystal. There is significant stress and conflict in the family regarding Patrick's behaviors and non-compliance with chores. However, when Patrick is motivated and working toward earning something, he can be very helpful, such as when he helped Brian with the lights in the garage recently.

Brian describes his relationship with Patrick as "hot and cold." Brian has always tried to do a lot with Patrick and they have had enjoyable times together. They have enjoyed hunting and fishing and riding on the motorcycle. Patrick is also very helpful in bringing Patrick to his counseling appointments and they will often enjoy going out to dinner after his appointments. Over the past couple months, Brian has become increasingly frustrated with Patrick's behavior at home, especially the lying, stealing and aggression. Patrick reports that he has been keeping his distance lately as an attempt to avoid potential conflict. After a conflict, Patrick is often able to move on pretty quickly and put the conflict behind him but Brian does take things to heart and has a tendency to hold grudges. Patrick reports that he appreciates the help that Brian gives him with his homework and fixing things that are broken. It seems clear that both Brian and Patrick would like their relationship to be better.

Susan is clearly a very committed mother. She admits that, as opposed to Brian, she can be "too forgiving at times." Even with a very demanding work schedule, she does a lot for her kids and is often volunteering for their school, offering to chaperone school functions and so forth. In fact a couple weeks ago, Susan helped chaperone Patrick's school trip to Washington D.C., which both she and Patrick report was a GREAT experience. Susan does not minimize the challenges and behaviors that Patrick presents and she has done her best to seek out supportive services for him. Although she has tried to keep him out of the judicial system, this past summer when Patrick crossed the line and became physically aggressive toward Crystal, Susan did call the police and this past March she enrolled him in the Diversion Program at the JJC. His diversion officer is Rosetta Lewis. Mrs. Lewis reports that Patrick is always very polite and respectful during his visits (every two weeks), and that he seemed to be intimidated by the juvenile detention center. Mrs. Lewis also reports that Patrick does seem to be really trying to make improvements.

Patrick and Crystal's relationship in many ways resembles typical sibling rivalry; however, the conflict between them has escalated to the point where there are safety concerns. Crystal reports that they used to get along fine, but she has become increasingly resentful of having to babysit him after school instead of getting to enjoy time with her friends. She also states that when he doesn't complete his chores it holds her up from being able to complete hers. Patrick gets frustrated with Crystal always "nagging him." Patrick was able to laugh about and remember some good memories with Crystal such as when they first found their dog, Buster, and spent a whole evening going house to house trying to find someone to take in the stray. When they were unsuccessful, mom eventually caved and let them keep the dog. Buster is still with the family along with two new kittens, Peanut and Max.

The family is excited about Steven returning in June for a visit and then for an extended period in September. As previously mentioned, Steven has been serving our nation in the National Guard. He is currently stationed in Egypt, where he is monitoring activity on the Red Sea. Patrick's teacher reports that she feels Steven's return will be a good thing for Patrick, as Steven is a positive, stable influence on him.

The family is really happy that Steven will be home over the 4th of July. The family always celebrates this holiday with a cookout for their family, Brian's parents and any of the kids' friends that want to come. Cooking out on the grill is one of the family's favorite summer activities. Patrick is also starting to show an interest in cooking, especially grilling steaks and hamburgers. While they don't have contact with extended family on Susan's side of the family, they do enjoy spending other holidays, such as Thanksgiving, Christmas and Easter with Brian's parents, who are like grandparents to the kids.

Emotional

While Patrick can certainly be polite and pleasant to be around, he does at times display significant behavioral concerns, mainly at home when demands are being placed on him or when he is confronted about something negative he has done. Over the past 6 months, Susan reports that his behaviors have continued to escalate, and he has even made statements threatening to kill his family members. Patrick did become aggressive and hit Crystal over the summer; and as mentioned, Susan did call the police after this incident. The police gave him a warning, and told him that if he did this again, they would send him to

jail. This threat has made an impact on Patrick, and he has shown that he can control his aggression, as he has not hit his sister (or anyone else) since this incident.

Patrick is diagnosed with Bipolar disorder, ADHD and Oppositional Defiant Disorder. He was enrolled in a Bipolar study through the University Hospitals from 2005 through 2007. Susan reports that they have tried several therapists over the years and are very pleased with their current providers. Patrick receives individual counseling from psychologist Dr. Doug Painter at his private practice in Cleveland, and group counseling from Dr. Robert Brown at his private practice. Patrick also receives psychiatry services from Dr. Chambers in Cleveland. He is currently prescribed Lithium, Abilify and Focalin XR. Susan notes some improvement since the Lithium was introduced 3 months ago.

Dr. Painter reports that in the past Patrick was opening up and working with him on emotional issues he was dealing with, this past year there has been a change, and Patrick has been presenting more conduct disorder/oppositional behaviors. Dr. Painter sees a lot of potential in Patrick and clearly has a vested interest in his well-being.

One of Patrick's strengths is that he is very open to the therapeutic process. He willingly goes to his counseling appointments, and was able to share what he gets out of the sessions and how they are helpful. Dr. Brown reports that Patrick is a great participant in group sessions. Patrick also takes his medications as prescribed.

Educational/Vocational

Patrick has just completed his 8th grade year at Bristol High School. This is a very small, rural school district. He is in regular education classes, although he does have an IEP and receives special education services for reading. Patrick reports that he struggles a lot with anything related to reading and writing, and he would really like to get better in these areas. His favorite subjects are math and science.

Patrick typically keeps his behavior under control pretty well at school. However, his teachers have reported an increase in anger and behavioral issues at school in recent weeks. Patrick is very fortunate to have a strong support system at school. His special education teacher, Mrs. Carey, has been a big advocate of his and he sees her as a support. Mrs. Carey was also very instrumental in helping Steven while he was in school and she still supports him by sending him care packages every couple of weeks. Mrs. Carey also tries to help get Patrick involved in positive activities outside of school, such as helping out with fundraisers. She also recently invited Patrick and a friend to her home to help with some lawnwork. While Patrick did respectfully decline the money she offered him (as he was instructed by his mom), she did "pay" him with a video game.

Patrick also identifies Mr. Smith, the guidance counselor, as a support. Mr. Smith has an open door policy and allows Patrick to come and talk to him when he's getting frustrated or angry at school. Mr. Smith reports that Patrick uses this outlet appropriately and does not abuse the privilege. Mr. Smith is working to help Patrick build social and emotional skills and is trying to instill in him a sense of accountability. Mr. Smith reports that when Patrick comes into his office he is always very personable, open and polite. One of Patrick's strengths is that he is appreciative of the help that others are trying to give him. Mr. Smith also reports that Patrick is very loyal to his friends. Recently, when someone was picking on a close friend of his at school, Patrick was quick to stand up for him. Mr. Smith and Mrs. Carey were very complimentary toward Susan. They report having an excellent rapport with her and state that she is very invested in her children.

Patrick has participated in school sports, including track, basketball, and soccer. He also enjoys lifting weights. This winter, Patrick was successful in completing the entire basketball season; whereas in the past he has quit midway through the season. He wanted to participate in track this spring but unfortunately the school was unable to find a coach for the junior high team. Crystal did participate in track this year, and ran the 100 meter hurdles, 200 yard dash and her favorite event - the 300 meter hurdles. Perhaps Patrick's best sport, although he tends to be a bit too rough, is soccer. He has played for the past 7 years. Crystal plays soccer as well.

Patrick does think about his future and is able to identify some career goals. Patrick reports that he would like to join the Army after he finishes high school. Some of the things that he finds appealing about this are getting to command people, working up to a high rank and pay and then being able to buy a nice house and provide for his future family. Patrick also talks of possibly wanting to follow in his mom and Brian's footsteps and become a communication technician.

One of Patrick's more immediate goals is to get a summer job. Patrick talked of possibly working at a local strawberry farm, feeding the animals. Dr. Brown feels Patrick would benefit from a job with physical labor, such as working on a farm or for a garden supply company. Patrick is a very physical kid, and having an appropriate physical outlet could be helpful in managing his behavior.

Prioritized Needs:

The following includes some of the priority needs that the family would like the team to focus on first:

- Help Patrick take more responsibility for himself.
- Help Patrick stop and think before acting.
- Help Patrick get involved in summer activities - have more structure.

Potential Team Members:

The family identified the following people as potential team members: Patrick, Susan, Brian, Crystal, Steven (when he returns home), Beth Carey, Frank Smith, Dr. Doug Painter, Dr. Robert Brown, Dr. Chambers, Rosetta Lewis and Laura Domitrovich. Patrick is also interested in inviting Mike or another one of his friends to be part of the team as a support to him.

Participants in the Strength, Needs and Culture Discovery: Laura gathered information for the SNCD during two home visits with Susan, Brian, Patrick and Crystal. Additional information was gathered through phone consultations with Beth Carey, Frank Smith, Dr. Painter, Dr. Brown and Rosetta Lewis.

Document Prepared By: Laura C. Domitrovich, MSSA, LSW Date: 6-2-09

Reviewed By:

_____ (client) Date: _____

_____ (parent/guardian) Date: _____

Trumbull County Family Wraparound Wraparound Plan

Family Name:	Date of Plan Completion:	Date of Next Team Meeting:
Review SNCD		
Team Mission Statement:		
Ground Rules:		
Prioritization of Needs		
Life Domain: Prioritized Needs Statement: Measurable Goal: Actions Planned and Person Responsible for Each Action:		
Life Domain: Prioritized Needs Statement: Measurable Goal: Actions Planned and Person Responsible for Each Action:		

Life Domain:

Prioritized Needs Statement:

Measurable Goal:

Actions Planned and Person Responsible for Each Action:

Life Domain:

Prioritized Needs Statement:

Measurable Goal:

Actions Planned and Person Responsible for Each Action:

Life Domain:

Prioritized Needs Statement:

Measurable Goal:

Actions Planned and Person Responsible for Each Action:

Trumbull County Family Wraparound Crisis Plan

Family Name:		Youth Name:		Date:
Predicted Crisis Situation:				
Antecedents or Setting Events (Triggers):				
Environmental	Physiological	Behavioral		
Prevention strategies:				
Plan for managing the crisis:				

Parent/Guardian Signature: _____ Date: _____

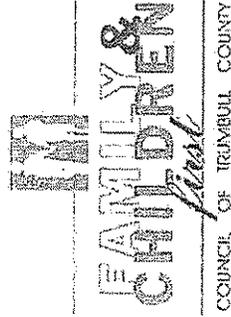
Parent/Guardian Signature: _____ Date: _____

Youth/Child Signature: _____ Date: _____

Facilitator Signature: _____ Date: _____

Trumbull County Wraparound

The Trumbull County Family and Children First Council offers Service Coordination, a way of making families an important part of planning services for their children. If you are involved in Service Coordination, you will be part of a team that includes any family members or friends that want to help. You may also have a parent advocate to help you as you participate in Service Coordination.



Dispute Resolution Process

Trumbull County Family and
Children First Council

4076 Youngstown Road SE, Suite 201
Warren, Ohio 44484

Phone: 330.675-2765, ext. 109
Fax: 330.675-2772
Email: trumbullcfcc@yahoo.com

What is a dispute resolution process?



If you disagree with your child's plan, you have the right to ask for a review to help decide what is best for your child. The Trumbull County Family and Children First Council has a process to handle these situations.

How do I start the process?

Starting the process is easy! Call the Family and Children First Council office at 333.675.2765, ext. 109. The Council Coordinator will assist you. The steps of the process are:

- The issue is put in writing
- Three members of the Council serve as a dispute resolution committee and review the dispute.
- The committee makes a decision within ten days

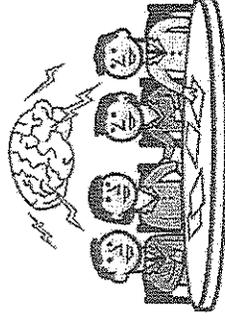
What if I don't agree with the decision?

If you (or another party to the dispute) doesn't agree with the committee's decision, the Council's Executive Committee will review the information and materials and make a decision within 30 days.

What if I am still not satisfied?

If you are not satisfied with the Executive Committee's decision, it is referred to the Juvenile Court Judge. The final decision rests with the Judge.

If you do not wish to use the formal dispute resolution process, but would like to state a concern or complaint about a service or provider, call the Council office at 330.399.3412, and the Council Coordinator and/or Wraparound Coordinator will work with you to resolve the issue.



Trumbull County Family and Children First Council

4076 Youngstown Road SE, Suite 201
Warren, Ohio 44484

Phone: 330.675-2765, ext. 109
Fax: 330.675-2772
Email: trumbullcfc@yafco.com