



## **Ohio Family and Children First Service Coordination Committee**

### **Administrative Review Process for Individual Family Plan and/or Unmet Need**

#### **OFCF Staff and SC Committee's Roles and Responsibilities**

1. OFCF Staff will make sure that the referral packet is complete, including release of information signed by parent and authorization and verification form signed by appropriate council members.
2. OFCF Staff will request missing documents or information from referral source; and ensure the referral is appropriate according to the guidelines established.
3. Identify a possible Service Coordination Committee member as point lead for the referral.
4. Service Coordination Committee will review referral packet.

#### **Process review will include the following:**

- a) Review the frequency of family participation in the service coordination process and family access to advocate.
- b) Review team participants.
- c) Review strengths-based assessment, including culture discovery.
- d) Review family plan, including Crisis/Safety Plan.
- e) Determine if team meeting was held prior to an out of home placement.

#### **Services/Supports review will include the following:**

- a) Review presenting issues of child and family.
- b) Review interventions.
- c) Review level of restrictiveness of service provision environment.
- d) Review the use of natural supports and creative options.

- f) Review multiple life domains being addressed in family plan. (Shelter, food, clothing, safety, education, employment, financial, social/recreation, faith-based, emotional/behavioral, family relationships, developmental, health, etc.)
- g) Review services and supports being provided for family members other than the identified child.
- h) Determine the level of success of child/family goals on the service plan.

**Funding Review will include the following:**

- a) Identify other existing funding sources that may not have been considered by county.

**Service Coordination Committee members present will review findings and make recommendations. Recommendations will be forwarded to the OFCF Cabinet Council.**