

# ***Fairfield County***

## ***Family, Adult and Children First Council***



### ***Service Coordination Mechanism***

***2013***

***Revised May2013***

## Fairfield County

### Service Coordination Plan

#### **OVERVIEW:**

The Fairfield County Service Coordination mechanism is reviewed annually and adjusted to meet the needs and resources available in the community. The May 2013 revision was completed on May 12, 2013 with final approval by the full membership of the Fairfield County Family, Adult and Children First Council on May 16, 2013.

**Purpose:** Service coordination is defined as a process of service planning that provides family-centered, individualized services and supports to families. The unique strengths and needs of each child and family guide the types and mix of services provided. 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. Each agency system has areas of responsibility and the collaborative approach is not intended to replace or usurp the primary role of any one of these systems.

It is the purpose of the Fairfield County Service Coordination Plan to:

- Create a safe, positive environment in which children and youth can thrive and grow to be socially responsible adults
- Identify underlying problems early
- Provide a network of services and supports for families that result in the diversion of children and adolescents from the juvenile justice system and out of home placements

**Individuals who were involved in the review, revisions and approval of this May 2013 update of the Fairfield County mechanism include:**

- Tessie Swain, Fairfield County FCFC Multi-System Youth (MSY) Program Coordinator
- Sara Condrac, Fairfield County FCFC MSY Program Assistant
- Rhonda Myers, Director/Fairfield County ADAMH Board
- Johanna Pearce/ Fairfield County Child Protective Services

- Lynn McCandlish, Probation Officer/Fairfield County Juvenile Court
- Tony Motta, CEO/New Horizons Youth and Family Counseling Center
- Debbie Albert, Fairfield County Department of Disabilities
- Kim Devitt, Early Childhood Director/Chair FCFC Children's Committee (EI)
- Liz Latorre, Family Representative
- Gwen Shafer, RN, Fairfield Department of Health
- Mike Smith, Pickerington City Schools

**Structural Components/Levels of Intervention:** The Fairfield County Service Coordination system has been developed with three distinct teams, each of which has varying levels of intervention when providing service coordination services to families in need.

Two of these teams (*Early Childhood Cluster and the Interdisciplinary Team (I-Team)*) provide identical services to different age groups. The Early Childhood Cluster serves children and their families who are aged birth to approximately eight (8) years old. The I-Team serves children and their families from the age of nine (9) years through age twenty-one (21). The levels of service in these two groups ranges from minor interventions (linkage with services and funding support) to major interventions (respite, home-based family therapy, mentors, frequent family/service provider staffings). These teams meet bi-weekly.

The third team is considered the *Executive Cluster* and has funding and policy responsibilities. In addition to making decisions regarding funding options, pooled fund contributions and fund use policies, this group has final decision making authorization on the use of Council funds to support out of home placements for children who are involved in service coordination but who need a higher level of care than in-home supports and services can provide. This group meets monthly. The MSY Coordinator staffs these committees, acting as liaison with treatment facilities, providing updates and advanced planning for the return of youth to the community.

**Target Population (eligibility criterion):** Our target population includes children birth through age 21 years (until their 22<sup>nd</sup> birthday) who have needs in multiple systems.. All children must be residents of Fairfield County.

**Family, Agency, Community Training and Awareness of Service Coordination Mechanism:** The Mechanism will be used as a training and procedural tool for participating agencies. New employees will be provided copies and training around its contents. The mechanism will be reviewed annually with Fairfield County, Lancaster City and Pickerington City School superintendents and administrators who will ensure implementation in their systems. A copy of the service coordination mechanism will be provided to all principals, district administrators and special education supervisors. It shall also be the responsibility of the lead agency to provide a copy of the mechanism to referred families. Additional training

on the mechanism will be offered to the non-public school entities in Fairfield County periodically and upon request.

The mechanism will be disseminated and made available to the public via the FAF Council. The demographics of the Fairfield County population dictate that the mechanism be printed/published in English. Upon request, the mechanism will be provided in Spanish.

As agencies, organizations and individuals who are involved in the provision of services to children and their families in Fairfield County, the Fairfield County Family, Adult and Children First Council and the *Multi System Child and Youth Committee (Early Childhood Cluster, Interdisciplinary Team (I-Team), Executive Cluster)* ascribes to the following values and principles as we work collaboratively to meet the needs of those we serve.

1. The various conditions and problems of children and families that we encounter on a regular basis are community challenges that require community solutions.
2. Families are vitally important to children.
  - a. The family has the primary responsibility for fulfilling children's needs.
  - b. The family or surrogate family of children with multiple needs must be involved in all aspects of the planning and delivery of services.
  - c. The system of care must, in all its activities, promote and support family unity.
3. The children and youth we serve have a right to be included and served in their local community when at all possible.

The Fairfield County Service Coordination Mechanism exists as one strategy to ensure that local services to families support Ohio's Commitments to Child Well-Being:

- o Expectant parents and newborns thrive
- o Infants and toddlers thrive
- o Children are ready for school
- o Children and youth succeed in school

- o Youth choose healthy behaviors
- o Youth successfully transition into adulthood.

#### **IV. Service Coordination Target Population**

Our target population includes children birth through age 21 years (until their 22<sup>nd</sup> birthday). All children must be residents of Fairfield County. Specifically, the Multi System Child and Youth Committee serves the following populations:

1. Adjudicated Youth and Families

2. At-risk children and families defined as:

- a. Children (Infant, toddlers and youth) deemed to be at risk of failing to thrive in their home, school or in the community
- b. Specifically, children displaying the following risk factors:
  - i. Not achieving the developmental milestones as outlined in the Help Me Grow Policies and Procedures
  - ii. Known medical conditions
  - iii. Health and Safety risks
  - iv. Parental risk factors
- c. Youth at-risk of engaging in drug use, anti-social behavior or other dangerous behaviors
- d. Specifically, displaying the following risk factors:
  - i. Drug/alcohol use/abuse
  - ii. Failure to thrive in school
  - iii. At risk of entering the criminal justice system

All families are eligible for Service Coordination by contacting the Multi-System Child and Youth Coordinator at (740) 652-9459. The Multi-System Child and Youth Committee Coordinator will ensure that referrals are made to the appropriate group and that all children and families in need of coordination services are identified appropriately.

**Plan Description**

Our system of care must promote easy access into the service delivery system through any agency or organization. We must maintain partnerships that break down barriers between agencies, organizations and schools for those families who require Service Coordination.

Our system of care must:

1. Respect the rights of children and families.
2. Promote early identification and intervention with children and families who are at risk.
3. Be able to monitor service outcomes, both for individual clients and the system as a whole for treatment effectiveness and cost efficiency and accountability.
4. Hold individual families responsible for their own behavior.
5. Offer services in the least-restrictive setting and least-intrusive manner that is most appropriate to the needs of each child and family.

Children and families need:

1. services that are child-centered, family oriented and community based.
2. financial and service resources available to children and youth in our community.
3. access to a comprehensive array of services that address their emotional, social, physical development, health and education needs.
4. individualized services tailored to their unique needs and access to those services within their own significant social environment.
5. coordination of services.

Service coordination plans should be built upon identified child and family strengths. Within the need and desire to collaborate in the care of individual children and families, we recognize the need for confidentiality and written releases of information.

The Multi System Child and Youth Committee (*Early Childhood Cluster, Interdisciplinary Team (I-Team), Executive Cluster*) of the Fairfield County FAF Council meets at a regularly scheduled forum. This meeting is facilitated by the Multi-System Youth Coordinator or designee. Clerical support for the Multi-System Child and Youth Committee will be

provided by the FACS Council staff.

Participation in the Multi System Child and Youth Committee process is open to representatives from all child and family serving agencies, as well as parents/care-givers. The focus is communication between distinct agencies about specific children and families who are in need of service coordination and integration of services. When the need for access to and coordination of services exist beyond that which the primary service provider or parent is able to provide a referral is appropriate. The process of referral to the Multi System Child and Youth Committee is:

1. A referral to the Fairfield County Service Coordination process can be made by representatives of any and all child and family serving agencies, families and the Juvenile Court. Each agency will have an identified Multi System Child and Youth Committee representative to whom the referral should be channeled. That individual will be responsible for bringing the completed referral packet (including receipt date of referral, contact information for child/family being referred, description of problem, and Council response to the referral) and all necessary release of information forms for the child/family to the next Committee meeting. Invitation to other involved staff is at the individual agency's discretion.
2. A family may also self-refer by contacting the Family, Adult and Children First Council office (740-681-4712) or the Multi System Child and Youth Coordinator (740-652-9459). The Multi System Child and Youth Coordinator or designee will respond to the request for service coordination within 2-5 business days and complete the necessary paperwork. At such time, the Multi System Child and Youth Coordinator or designee and parent will determine the level of intervention necessary for the child/family. Should the family require only referral information, such information will be provided. If the family needs more intensive services, the Multi System Child and Youth Committee Coordinator will present the child/family situation at the next Multi System Child and Youth Committee meeting.
3. The child/family situation is presented at regular Multi System Child and Youth Committee (*Early Childhood Cluster, Interdisciplinary Team (I-Team), Executive Cluster*) meetings to determine which other agencies are involved. When possible, service coordination and information sharing regarding available services are shared. If an emergency referral that requires immediate attention is made between regularly scheduled meetings, the Multi System Child and Youth Coordinator will facilitate referrals via phone/email or convene an emergency meeting if warranted.
4. Once the need for an individual Family Team Meeting is determined, a lead agency will be agreed upon and approved by the parent. The lead agency will be responsible for scheduling the Family Team Meeting at a time and location that is convenient to the parent/family. The Family Team Meeting should be schedule within two weeks

and held within one month of the Multi System Child and Youth Committee (*Early Childhood Cluster, Interdisciplinary Team (I-Team), Executive Cluster*) meeting. With the parent's permission, representatives from all appropriate agencies, including a representative from the child's school district as well as family support persons, will be notified of and invited to attend the family service coordination plan meetings. Advance written notice to these meetings is preferred when feasible, but is not required. Methods such as phone calls and email are also used to distribute meeting invitations. The lead agency will also be responsible for preparing the written family service coordination plan and distributing to necessary individuals. A parent can request a Family Team Meeting at any time by contacting the Multi System Child and Youth Coordinator or the lead agency. The necessary notifications and invitations will be made and the Family Team Meeting will occur within one month of the request.

5. Once the Family Team Meeting is held, the lead agency reports back to the Multi System Child and Youth Committee (*Early Childhood Cluster, Interdisciplinary Team (I-Team), Executive Cluster*).

The Multi System Child and Youth Committee (*Early Childhood Cluster, Interdisciplinary Team (I-Team), Executive Cluster*) is instrumental in identifying and locating the most appropriate services for children and families. The Multi System Child and Youth Committee encourage identification and utilization of all relevant and available services.

Children and families identified by the Early Childhood Cluster or I-Team as needing service coordination will be placed on the meeting agenda for status updates at each subsequent meeting. Children and families remain on the agenda until the situation that prompted referral has been appropriately addressed or resolved. In the event that the identified plan is not successful, the case is re-staffed and the process begins again.

The purpose of the Family Team Meeting is to develop a unified, coordinated service coordination plan for the child and family.

- It is the responsibility of key child and family serving agencies to designate a representative at the practitioner level to attend at least monthly scheduled Multi System Child and Youth Committee (*Early Childhood Cluster, Interdisciplinary Team (I-Team), Executive Cluster*) meetings;

- Key Multi System Child and Youth Committee partners include, but are not limited to:

- Fairfield County Board of DD

- Early Head Start/Head Start

- Health Department (WIC, Clinic)
- Lancaster City Schools
- Help Me Grow
- New Horizons
- The Recovery Center
- Job and Family Services (Child Protective Services, Community Services, etc.)
- Fairfield County Schools
- Mid-Ohio Psychological Services
- Family, Adult and Children First Council
- Fairfield Metropolitan Housing Authority
- Department of Youth Services
- Fairfield County ADAMH Board
- Fairfield County Juvenile Court
- Big Brothers/Big Sisters
- Lighthouse Shelter
- Pickerington City Schools
- Other (additional agencies/organizations/individuals must be designated in writing on an approved release of information form.)

It is the practice of the Fairfield County MSY committee to employ all strategies available to wrap services around a child and family to support the likelihood that the child can be served and maintained in his home. When it appears that this is not possible, and the out-of-home placement is imminent, the facts of the case and family decisions are presented to the Executive Cluster for determination that all resources have been utilized to prevent such action. If placement is

determined, this meeting is also the opportunity to determine cost sharing with the family and/or capability of the committee to financially support the placement. In cases where the placement is made on an emergency basis, a special meeting, either in person or electronically is conducted to discuss the placement. A Family Team meeting will take place within 10 working days of any emergency out-of-home placement.

### **Procedure for Monitoring Progress/Outcomes**

The procedure for monitoring progress and outcomes for families engaged in the Fairfield County Service Coordination process includes utilization of the Family Service Coordination Plan which includes goals and objectives, responsibilities and timelines. Staff who will be acting as the lead at Family Team Meetings will be trained to use the form so that each is complete. As each family case is reviewed at the Multi-System Child and Youth Committee meetings, the Coordinator will utilize those documents to assess progress toward outcomes and measurable goals. The Fairfield County Family, Adult and Children First Council assures that upon request, service coordination data will be submitted to the state of Ohio for the purpose of evaluation.

### **Confidentiality:**

Prior to presenting a child/family at the Multi System Child and Youth Committee meeting, the Multi System Child and Youth Coordinator or lead agency must have a signed release of information to discuss the child/family. During Multi System Child and Youth Committee meetings only the information deemed necessary to effectively coordinate services will be provided. The agencies participating in the Family Team Meetings will be included on the family service coordination plan (FSCP) and will therefore have access to the plan. The FSCP will be shared with those agencies/individuals that the family has agreed to release the information. The release of information form will include all agencies represented at the MSY Child and Youth Committee (*Early Childhood Cluster, Interdisciplinary Team (I-Team), Executive Cluster*) meetings. The form has been reviewed by the Fairfield County prosecuting attorney and has been determined to be HIPPA compliant.

In addition, a meeting sign-in form will be utilized (See Addendum C) that requires each individual in attendance to sign a statement indicating their understanding and compliance with the protection of private and confidential information that will be shared at that particular meeting. These sign in forms are maintained by the MSY Coordinator.

### **Assessment of Child/Family Strengths**

Assessment of child/family strengths is an integral part of service coordination and program planning. During family service coordination Family Team Meetings the Multi System Child and Youth Coordinator or the lead agency will facilitate an open ended discussion with the family and providers regarding the child/family strengths. This information will then be

used to address the needs identified by the family and their support network. The family service coordination plan (FSCP) will outline goals and objectives for the child/family that will enable them to utilize their identified strengths to meet their stated needs.

### **Development of the Family Service Coordination Plan**

Recognizing that various community based organizations require the development of treatment/service plans, the family service coordination plan (FSCP) will be designed to complement such plans rather than duplicate them. The FSCP will include and/or address the following:

1. Identification of persons responsible for goal attainment.
  - a. The FSCP will clearly outline who is responsible for carrying out each action item identified in the plan. As previously stated, the goals and objectives outlined are based on the assessment of strengths and needs which are also included on the family service coordination plan.
2. Progress monitoring and meeting facilitation and FSCP timeframes:
  - a. As determined by the family and the planning team, the Multi System Child and Youth Coordinator or the lead agency will be identified as the party responsible for tracking child/family progress and scheduling and facilitating Family Team Meetings. The lead agency will be identified on the FSCP. The timeframes for review meetings will be determined by the targeted completion dates for identified action items in the FSCP.
  - b. Strengths/Needs: As previously noted, the assessed strengths and needs of the child/family will be used to drive the planning process. These will be documented in the Family Service Coordination Plan.
  - c. Culture/Race/Ethnicity: Services identified in the FSCP will be parent driven and provided in a manner that is sensitive to the family's culture, race and/or ethnicity. Parent participation is encouraged and will be evidenced by their signature on the FSCP. Should the family choose not to participate in the development of their FSCP, the parent's wishes will be documented in the child/family's file.
  - d. Environment: Services will be provided in the least restrictive environment available. Services will be identified that are as close to their home as possible.

### **Process for dealing with unruly child in Fairfield County:**

- a. Parents request help from school personnel, law enforcement, mental health professionals or others.
- b. Parents call MSY office for help (740-652-9459).
- c. Meeting will be held with parent to assess needs and current situation.
- d. Possible community resources include, but are not limited to the following: respite, intensive home-based counseling, out-patient counseling, companion services, and mentoring services.
- e. The strategies to divert a child from Juvenile Court involvement will be utilized, but if necessary, more severe charges could be filed for the safety of the child and their family.

### **Crisis and Safety Planning:**

If a crisis/safety plan has not been established by one of the family team member agencies and is warranted, such a plan will be included in the FSCP. If a crisis/safety plan has been established by a participating agency, this will also be noted in the child/family's FSCP. During the process of service coordination, the crisis/safety plan will be reviewed periodically for updates and appropriateness.

### **Dispute Resolution Process for Service Coordination**

The Fairfield County FCFC Multi-System Youth Committee(s) (MSY) serve to utilize the recommendation of all parties, including that of the parent or guardian, that promotes the well being of the child(ren) in regards to services for the child(ren). If there is significant and unresolved conflict regarding any aspect of the Family Service Coordination Plan by any participant (including parents) in the MSY committee process, every attempt is made to resolve that conflict with the participating members of the MSY committee. If the MSY committee cannot resolve the dispute, the dispute resolution process can be initiated. Each family will be notified of their right to utilize the dispute resolution process and provided information regarding the process at the first MSY meeting. Parents who choose to utilize an advocate or mentor are encouraged to include those representatives in the process.

The dispute resolution process shall be used to: 1) resolve disputes among the agencies represented on the county council concerning the provision of services to children, including children who are abused, neglected, dependent, unruly, alleged unruly, or delinquent children and under the jurisdiction of the juvenile court and children whose parents or custodians are voluntarily seeking services; 2) resolve disputes between a child's parents

or custodians and the Fairfield County Family and Children First Council regarding service coordination. Service coordination is defined as a process of service planning that provides family-centered, individualized services and supports to families. The unique strengths and needs of each child and family guide the types and mix of services provided. 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. Each agency system has areas of responsibility and the collaborative approach is not intended to replace or usurp the primary role of any one of these systems. **If the dispute does not pertain to service coordination, parents or custodians shall use existing local agency grievance procedures to address disputes. This 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. Each agency represented on a county Family and Children First Council (FCFC) that is providing services or funding for services that are the subject of the dispute initiated by a parent shall continue to provide those services and the funding for those services during the dispute process. These rights shall not be interpreted as overriding or affecting decisions of a juvenile court regarding an out-of-home placement, long-term placement, or emergency out-of-home placement. Parents/Families participating in the Help Me Grow program may at any time during this dispute resolution process contact the Ohio Department of Health for assistance. Help Me Grow families may disregard any and all dispute resolution procedures in choosing to contact the Ohio Department of Health. A copy of the Fairfield County HMG Dispute process can be obtained by calling the Fairfield County HMG Project Director at 740-475-1976.**

### **Disputes Between Agencies**

When disagreements arise between agencies as to the services or funding of services a child and/or family is to receive, any agency represented on the council may initiate the local dispute resolution process established in the county service coordination mechanism applicable to the council. If a dispute is initiated between agencies, the following timeline will be utilized:

1) Within 7 calendar days of the disagreement/dispute the disputing agency must submit the dispute in writing to the MSY Coordinator communicating the desire to utilize the dispute resolution process. Supporting evidence or documentation concerning the dispute should be submitted with this request. This request should be submitted to:

ATTN: MSY Coordinator

Fairfield County Family, Adult and Children First Council

108 West Main Street, Suite B

Lancaster, Ohio 43130

2) Upon receipt of the agency request to utilize dispute resolution, a meeting between the Executive Cluster and the disputing agency will be convened within 15 calendar days. This meeting will be scheduled at a mutually convenient time for the majority members of the disputing agency and the Executive Cluster. The disputing agency will prepare a presentation for the Executive Cluster regarding the nature of the dispute, the specific issues that are requested to be resolved, and a proposed solution. This presentation can be made by the director of the agency or an approved representative of that agency. Each Executive Cluster member must vote on the proposed solution. A majority vote will determine resolution of the dispute. The FCFC Executive Director will act as facilitator in the process, but will not have a deciding vote. The MSY Committee will be responsible for preparing the responses to the disputing agency and the FCFC Executive Director will issue a written response in regards to the decision to that agency within 3 calendar days.

3) If the disputing agency disagrees with the decision of the Executive Cluster, the disputing agency has the right to request that the dispute be reviewed by the final arbitrator, the presiding Juvenile Court Judge. The disputing agency must submit in writing a request to move to the final stage of the dispute resolution process within 5 calendar days of receiving the Executive Cluster decision. Upon receipt of this request, the Executive Director for FCFC will submit within 5 calendar days all documentation regarding the dispute, (including, but not limited to) the request for dispute resolution and supporting documentation, responses made by the Executive Cluster, treatment information, and other relevant information to the presiding Juvenile Court Judge. The court shall hold a hearing as soon as possible, but no 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. This decision will direct one or more agencies represented on the council to provide services or funding for services to the child. The determination shall include a plan of care governing the manner in which the services or funding are to provided. The presiding Juvenile Court Judge shall utilize the plan of care on the family service coordination plan developed as part of the county's service coordination mechanism and evidence presented during the local dispute resolution process in making the determination. The presiding Juvenile Court Judge 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. While the local dispute resolution process or court proceedings are pending, each agency shall provide services and funding with no interruption until a final decision is rendered. If an agency that provides services or funds during the local dispute resolution process or court proceedings is determined through the process or 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.

## **Non-Emergent Disputes Between Parent/Guardian and FCFC**

A non-emergent dispute will be defined as a dispute that does not require an immediate response due to the safety or well-being of the child(ren). If a non-emergent dispute is initiated by a parent or guardian, the following timeline will be utilized:

1) Within 7 calendar days of the disagreement/dispute the family will submit written notification to the FCFC Executive Director communicating the desire to utilize the dispute resolution process. Supporting evidence or documentation concerning the dispute should be submitted with this request. This request should be submitted to:

ATTN: Executive Director

Fairfield County Family, Adult and Children First

108 West Main Street, Suite B

Lancaster, Ohio 43130

2) Upon receipt of the family request to utilize dispute resolution, a meeting with the Executive Cluster will be convened within 15 calendar days. This meeting will be scheduled at a mutually convenient time for the majority members of the family and the Executive Cluster. The family will prepare a presentation for the Executive Cluster regarding the nature of the dispute and the specific issues that are requested to be resolved. This presentation can be made by the family, an advocate, or the MSY Coordinator.

3) At the meeting with the Executive Cluster, the family will present information regarding the nature of the dispute and identify specific issues that are requested to be resolved. The Executive Cluster will meet in closed session after the family's presentation to draft written responses to the family regarding the issues identified in the dispute. This must occur within 7 days of the family's presentation of the dispute. The Executive Cluster responses will be written the day of the MSY committee meeting and mailed immediately to the family. The FCFC Executive Director will be used as a neutral facilitator in this meeting and will be responsible for the written responses to the family.

4) When the provision of services cannot be resolved through the designated dispute resolution process, the final arbitrator will be a Juvenile Court Judge. The family must submit in writing within 5 calendar days of receipt of the responses a request to have the dispute to be decided upon by the final arbitrator. Upon receipt of this request, the Executive Director for FCFC will submit within 5 calendar days all documentation regarding the dispute, (including, but not limited to) the request for dispute resolution and supporting documentation, responses made by the Executive Cluster,

treatment information, and other relevant information to the presiding Juvenile Court Judge. The presiding Judge will issue a written decision based upon the dispute within 14 calendar days. **The entire process shall be completed in no more than 60 days.**

### **Emergent Disputes Between Parent/Guardian and FCFC**

An emergent dispute will be defined as a dispute that requires an immediate response due to the safety or well-being of the child(ren). In these instances, the immediate decision is made collaboratively with the parents or guardians and any immediate accessible staff available. FCFC will work to address the emergency in as timely and effective means possible. If an emergent dispute is initiated by a parent or guardian, the following timeline will be utilized:

1) Within 3 calendar days of the disagreement/dispute the family will submit the dispute in writing FCFC Executive Director communicating the desire to utilize the dispute resolution process. Supporting evidence or documentation concerning the dispute should be submitted with this request. This request should be submitted to:

ATTN: Executive Director

Fairfield County Family, Adult and Children First

108 West Main Street, Suite B

Lancaster, Ohio 43130

2) Upon receipt of the family request to utilize dispute resolution, a meeting with the Executive Cluster will be convened within 5 calendar days. This meeting will be scheduled at a mutually convenient time for the majority members of the family and the Executive Cluster. The family will prepare a presentation for the Executive Cluster regarding the nature of the dispute and the specific issues that are requested to be resolved. This presentation can be made by the family, an advocate, or the MSY Coordinator.

3) At the meeting with the Executive Cluster, the family will present information regarding the nature of the dispute and identify specific issues that are requested to be resolved. The Executive Cluster will meet in closed session after the family's presentation to draft written responses to the family regarding the issues identified in the dispute. This must occur within 3 days of the family's presentation of the dispute. The Executive Cluster responses will be written the day of the MSY committee meeting and mailed immediately to the family. The FCFC Executive Director will be used as a neutral facilitator in this meeting and will be responsible for the written responses to the family.

4) When the provision of services cannot be resolved through the designated dispute resolution process, the final arbitrator will be the presiding Juvenile Court Judge. The family must submit in writing within 3 calendar days of receipt of the responses a request to have the dispute to be decided upon by the final arbitrator. Upon receipt of this request, the Executive Director of FCFC will submit within 2 calendar days all documentation regarding the dispute, (including, but not limited to) the request for dispute resolution and supporting documentation, responses made by the Executive Cluster, treatment information, and other relevant information to the presiding Juvenile Court Judge. The judge will issue a written decision based upon the dispute within 10 calendar days. **The entire process shall be completed in no more than 30 days.**

*Please note, that when requested, the Ohio Family and Children First (OFCF) Cabinet Council (CC) will provide an administrative review of unresolved local disputes regarding conflicts among parents, agencies, and/or councils pertaining to the county council service coordination process or decisions made during the individual family service coordination process. The dispute must be concerning a decision made or a process proposed or implement during a phase of the county service coordination process regarding a family or child who is formally involved in the county Family and Children First service coordination. This includes a disagreement regarding the denial of acceptance of a family into the county service coordination process. Agencies, providers, or parent/legal guardians who have participated on a family service coordination plan team may request a dispute resolution review. The OFCF Service Coordination Committee will review such requests and make recommendations to the CC for its review and approval. With Cabinet Council (CC) approval, the OFCF will respond, in writing to the county council requests for dispute resolution review within 30 days of the receipt of the request by the State Service Coordination Committee.*

*The following requirements must be met BEFORE the county dispute case can be reviewed:*

- 1. The involved family must sign a release to have its information shared with the OFCF Service Coordination Committee and the Cabinet Council.*
- 2. The family must have been referred to and accepted into some level of the county council service coordination process. Two exceptions to this requirement are:
  - a) When a family was referred to the county FCFC service coordination, either by itself or by another party, and was not accepted into the county service coordination. In this circumstance, an administrative review will be granted, if the fact of not being accepted into service coordination is the matter being disputed.**

*b) If the dispute is regarding service being provided through Help Me Grow for a Part C eligible child. A copy of the Fairfield County HMG Dispute process can be obtained by calling the Fairfield County HMG Project Director at 740-475-1976.*

*3. The county council must verify that the county council dispute resolution process has been completed without satisfactory resolution as determined by the concerned parties.*

*4. The county council must request the Cabinet Council review and submit requested documents pertaining to the dispute.*

*5. The county juvenile court judge may be the county's final arbiter of the county service coordination disputes. The CC will not review cases for which the complainants have sought a juvenile court ruling. The CC administrative review must be requested and completed PRIOR to seeking resolution through the county juvenile court as final arbiter of the dispute.*

## **Fiscal Strategies**

For some families engaged with the Multi-System Child and Youth Committee, referral to the Executive Cluster for funding of specific services may be necessary. These are services that are necessary to prevent out-of-home placement. It is the responsibility of the lead agency or MSY Coordinator to initiate the referral to the Executive Cluster if that has been the recommendation of the Multi-System Child and Youth Committee. Services that require funding may include, but are not limited to, intensive home based family therapy, respite, etc.. It is the goal of the Executive Cluster to utilize the Executive Cluster Pooled Fund to prevent out-of-home placements with the understanding that this will only happen when all other options have been exhausted.

The Executive Cluster Pooled Fund was developed in 2003 to maximize the use of flexible resources. The Pool is in its tenth year of operation, after approximately fifteen years of dividing the costs of treating and housing at-risk youth between the Fairfield County Juvenile Court, Fairfield County Developmental Disabilities, Child Protective Services and the ADAMH Board. In addition to spending large amounts of local dollars on a handful of children, the majority of these funds were devoted to supporting out-of-home placements. In the last ten years' utilization of the pooled approach, Fairfield County has developed and funded local, more cost effective services that are also more effective for children and their families. These include:

Juvenile Court-based Mental Health Intervention

Home-based Family Mental Health Treatment

Family Support Services

Other services paid through the pooled fund include:

Specialized intensive services, including out of home placements

Respite

Supportive Services

The Executive Cluster Pooled Fund will include Family Centered Supports and Services (FCSS) and contributions from Pooled Fund partners (Juvenile Court, Board of DD, and ADAMH Board). The Fairfield County Commissioners provide funding to the Executive Cluster to support out-of-home placements only. By utilizing categorical funding to support the services indicated in individual service coordination plans, all funds can be maximized according to their own purposes and target population.

The annual county allocation of Family Centered Supports and Services funds are included in the MSY Committee budget planning and are utilized for respite, mentoring and other supportive services that support a child and family's Family Service Coordination Plan. Day to day decisions regarding the use of those funds within the prescribed parameters are made by the MSY Coordinator on a case by case basis.

### **Quality Assurance**

It is the responsibility of the Executive Cluster to continuously monitor the implementation and facilitation of the Fairfield County Service Coordination Mechanism. The Multi-System Child and Youth Committee will receive annual updates on the strengths and weaknesses of the plan based on the outcomes for families. Any changes to the plan will be proposed by the MSY Committee and approved by the Family, Adult and Children First Council. These annual reviews will be documented in the minutes of the Executive Cluster. As a part of this annual review, a member of the Executive Cluster will meet with the MSY Coordinator to review internal systems related to case files, governance and other documentation that supports the work of the Multi System Youth Committees.

# Fairfield County Family, Adult and Children First Council

## Multi-System Youth Referral Form

Address: 108 W. Main Street, Suite B, Lancaster, Ohio 43130 Fax: (740) 681-5540

Check one:  **Early Childhood Cluster** (birth to age 8)  **I-Team** (age 9 to 22)

Referral Date: \_\_\_\_\_ Name of Youth: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Race: \_\_\_\_\_

Referring Person/Agency: \_\_\_\_\_

Possible Services Requested: \_\_\_\_\_

• Mother: \_\_\_\_\_ Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

• Father: \_\_\_\_\_ Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

• Legal Custodian: \_\_\_\_\_ Employer: \_\_\_\_\_  
(if different from parents)

Address: \_\_\_\_\_ City: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Child currently resides with: (mark all that apply)

- Mother  Father  Legal Custodian  Foster Care

Siblings Living in the Home	Date of Birth

Other Adults Living in the Home	Relationship to the Child

(Please use the back to include additional children and/or adults)

**Agency Involvement** (check all that apply)

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- Child Protective Services Caseworker: \_\_\_\_\_
- Juvenile Court Probation Officer: \_\_\_\_\_
- Charges: \_\_\_\_\_
- Developmental Disabilities Individual Support Coordinator: \_\_\_\_\_
- Diagnosis: \_\_\_\_\_
- HMG, EHS, HS  
(circle) Coordinator/Visitor/Teacher: \_\_\_\_\_

**Mental Health** (if applicable)

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Therapist: \_\_\_\_\_ Agency: \_\_\_\_\_

Psychiatrist: \_\_\_\_\_ Agency: \_\_\_\_\_

Has the child had a psychological assessment?  Yes  No Date: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

Medications: \_\_\_\_\_

Hospitalization: \_\_\_\_\_

**School Information**

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Home School: \_\_\_\_\_ School of Attendance: \_\_\_\_\_

Educational Placement:

- Regular  Cognitive Disability (CD)  Multiple Disabilities (MD)  Autism
- Emotional Disturbance (ED)  Other Health Impairment (OHI)  Visual Impairment

- Explain school behaviors and academics: (any suspensions, grades, etc.)

## Presenting Risks and History

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Check all known presenting risks:

<input type="checkbox"/>	Suicidal ideations, attempts	<input type="checkbox"/>	Impulsive behavior	<input type="checkbox"/>	Domestic Violence
<input type="checkbox"/>	Self-injurious behavior	<input type="checkbox"/>	Hears voices/sees things	<input type="checkbox"/>	Homelessness
<input type="checkbox"/>	Aggressive behaviors toward others	<input type="checkbox"/>	Eating disorder	<input type="checkbox"/>	Isolation, no natural supports
<input type="checkbox"/>	Cruelty toward animals	<input type="checkbox"/>	Suspensions, expulsions	<input type="checkbox"/>	Parent with severe chronic illness
<input type="checkbox"/>	Fire setting	<input type="checkbox"/>	Truancy	<input type="checkbox"/>	Availability of weapons
<input type="checkbox"/>	Physical abuse, sexual abuse and/or neglect (circle)	<input type="checkbox"/>	Uses or has used drugs and/or alcohol	<input type="checkbox"/>	Depression
<input type="checkbox"/>	Sexual acting out	<input type="checkbox"/>	Bullying	<input type="checkbox"/>	Other (please specify):
<input type="checkbox"/>	Running away	<input type="checkbox"/>	Unrestricted technology access	<input type="checkbox"/>	

- Describe the child's at risk history and the reason for being referred to MSY:

- What options have been tried? What has worked and what hasn't?

## Child and Family Dynamics

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- What are some of the strengths of the child and family?

Child: \_\_\_\_\_

Family: \_\_\_\_\_

- Describe the family dynamics, culture and relationships.

- Describe the child's relationship with peers, adults, authority figures. What activities work best with the youth?

## Financial Statement

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Annual gross income from mother: \_\_\_\_\_

Annual gross income from father: \_\_\_\_\_

Other income (ex: adoption subsidy, child support, retirement, social security, etc.):

\_\_\_\_\_

Total monthly income: \_\_\_\_\_

## Insurance

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Private insurance      Provider: \_\_\_\_\_

Medicaid                      Managed Care Provider: \_\_\_\_\_  
(ex: Molina, Caresource)

Primary Care Physician's Name: \_\_\_\_\_



# Fairfield County Family, Adult and Children First

## Cluster Meeting

Meeting Date: August 13, 2013

I understand and acknowledge that all client-specific information, proceedings, documents, records, discussions, opinions, findings, evaluations, and/or actions taken during today’s meeting are **CONFIDENTIAL** and not subject to disclosure or discussion outside this meeting – pursuant to Ohio Revised Code Chapters 2305, 2317, 4757, and 5122. I further understand that any breach of this confidentiality is subject to disciplinary action, and possible legal action against me. These restrictions on disclosure and confidentiality are not time-limited, and are binding on me after my separation from work with the Fairfield County Family , Adult and Children First Executive Cluster.

**Name/Organization**

**Signature**

**Kristi Burre  
Child Protective Services**

\_\_\_\_\_

**Johanna Pearce  
Child Protective Services**

\_\_\_\_\_

**Becky Edwards  
Family, Adult & Children First**

\_\_\_\_\_

**Tony Motta  
New Horizons**

\_\_\_\_\_

**Rhonda Myers  
ADAMH Board**

\_\_\_\_\_

**Lynn McCandlish  
Fairfield County Juvenile Court**

\_\_\_\_\_

**Debbie Albert  
Fairfield County Board of DD**

\_\_\_\_\_

**Tessie Swain  
Family, Adult and Children First**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EARLY CHILDHOOD CLUSTER Signature/Confidentiality Page

I understand and acknowledge that all client-specific information, proceedings, documents, records, discussions, opinions, findings, evaluations, and/or actions taken during today's meeting are **CONFIDENTIAL**. Except as required to carry out the duties of my employment, this information is not subject to disclosure - pursuant to Ohio Revised Code Chapters 2305, 2317, 4757, and 5122. I further understand that any breach of this confidentiality is subject to disciplinary action, and possible legal action against me. These restrictions on disclosure and confidentiality are not time-limited, and are binding on me even after my involvement with this team.

The individuals signing below are members of the team and were a part of the meeting, either in person or by telephone, held on \_\_\_\_\_.

Name	Agency	Phone Number	Email
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____

## I-Team Signature/Confidentiality Page

I understand and acknowledge that all client-specific information, proceedings, documents, records, discussions, opinions, findings, evaluations, and/or actions taken during today's meeting are **CONFIDENTIAL**. Except as required to carry out the duties of my employment, this information is not subject to disclosure - pursuant to Ohio Revised Code Chapters 2305, 2317, 4757, and 5122. I further understand that any breach of this confidentiality is subject to disciplinary action, and possible legal action against me. These restrictions on disclosure and confidentiality are not time-limited, and are binding on me even after my involvement with this team.

The individuals signing below are members of the team and were a part of the meeting, either in person or by telephone, held on \_\_\_\_\_.

Name	Agency	Phone Number	Email
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____

FAIRFIELD COUNTY

FAMILY, ADULT, AND CHILDREN FIRST COUNCIL

Family Team Meeting

Client Name: \_\_\_\_\_ Date: \_\_\_\_\_

Participants	Service Area	Telephone

Purpose of Staffing:

Home-Based Services

Coordination of Services

Review

Termination

Other: \_\_\_\_\_

Brief History:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Family Needs:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Family Strengths:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Family Supports:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Family Goals:

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Crisis/Safety Plan:

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Service/Referral Action	Person Responsible	Completed By	Follow-up Comment
1.			
2.			
3.			
4.			

DATE OF NEXT FAMILY TEAM MEETING: \_\_\_\_\_



FAMILY SERVICE COORDINATION PLAN  
Addendum E



Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Parent Name(s): \_\_\_\_\_

Phone Number: (H) \_\_\_\_\_

\_\_\_\_\_

(C) \_\_\_\_\_

Summary of Current Situation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Strengths:

<i>Child</i>	<i>Family</i>

\_\_\_\_\_ I received:

- \*The Request for Staffing form
- \*Service Coordination Mechanism
- \*Contact information for Multi-System Youth office
- \*Fairfield County Service Coordination Dispute Resolution Plan

\* I heard a description of a Parent Advocate.

\_\_\_\_\_ yes      \_\_\_\_\_ no

\* I'm requesting a Parent Advocate:

\_\_\_\_\_ yes      \_\_\_\_\_ no      \_\_\_\_\_ maybe later

Goals:	Person(s) Responsible:	Complete By:	Comments:

**Safety plan:**

**Process to deal with unruly child:**

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**Discussion History**

**Date Originated:** \_\_\_\_\_ **Updates:** \_\_\_\_\_

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**Parent's Signature** \_\_\_\_\_ **Initial Updates:** \_\_\_\_\_

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