



**HARDIN COUNTY**

**Family & Children First Council**

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# Service Coordination Mechanism

HARDIN COUNTY FAMILY & CHILDREN FIRST COUNCIL

# ***Service Coordination Mechanism***

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Service Coordination Mechanism  
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## History of the Service Coordination Mechanism

The Hardin County Family and Children First Council Service Coordination Mechanism has gone through numerous transformations over the years. Each revision of our service coordination plan is an attempt of the Council and its member agencies to design an improved procedure for responding to the strengths and concerns of multi-system involved children and their families. The revisions are also an attempt to enhance service delivery to Hardin County families with children at-risk for being placed out-of- the-home.

The mechanism was introduced initially in 1995. The first service coordination plan was established pursuant to the Ohio Revised Code, section 121.37, to ensure that multi-need children and their families receive adequate and appropriate services. The Hardin County Family and Children First Council was also created by this statute during this time period in order to bring our community together to coordinate and streamline services for families and children needing or seeking governmental assistance.

Hardin County's first attempts at streamlining local services and systems focused on children with very intense needs requiring out-of-home placements. Service coordination support flowed primarily toward the most difficult-to-serve children through a funding line item at the state level known as "cluster." The Council was able to request cluster funding to support specific needs of a child or family. However, most needs were related to placement costs not prevention and early intervention services.

In State Fiscal Year 2001, the Hardin County Family and Children First Council was awarded a training grant to design local prevention strategies for at-risk youth. Agency leaders from the systems of child welfare, juvenile court, education, mental health, and council volunteered to participate in the grant training program. During a week-long residential training, the team revised the process for service coordination in Hardin County. Rather than concentrating resources on children already placed in residential care, the team focused on developing strategies to divert children from the juvenile court system. These procedures were incorporated into our plan and form the basic principles behind the service coordination mechanism which operates today.

Since the last revision of the Council Service Coordination Mechanism in 2005, funding initiatives made available through OFCF have enabled the Council to provide prevention and early intervention supports to families. The Systems of Care initiative was introduced in State Fiscal Year 2010 by the Office of Ohio Family and Children First (OFCF) Cabinet Council. As a result of the new initiative, the OFCF Cabinet Council is requesting that each county update their service coordination mechanism to reflect new eligibility guidelines in order to utilize state funding to support services for families and children.

The Systems of Care initiative emphasizes a coordinated continuum of services and supports for all children and families, with an emphasis on behavioral health care. Two elements of the Systems of Care initiative are Children's Community Mental Health (CCMH) and Family Centered Services and Supports (FCSS). These two flexible funding streams provide the opportunity for Hardin County Family and Children First Council to use CCMH and FCSS funding to provide services and supports to families involved with the Council service coordination process. Council is also able to pay for a

portion of the cost of the Council service coordination process. As a result of the new framework and funding, the Hardin County Family and Children First Council has revised its service coordination mechanism to ensure that our process complies with ORC 121.37 and other applicable requirements.

## Service Coordination Purpose

Service coordination is a process of service planning that provides individualized services and supports to families. It is child-centered and family-focused, with the strengths and needs of the child and family guiding the types and mix of services to be provided. Services and supports are responsive to the cultural, racial, and ethnic differences of the community population.

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. The service coordination process will provide families with access to existing formal and informal services and supports. New services and supports may be added in order to address unmet needs.

Each agency involved with the family continues to have their area of responsibility. The collaborative approach is not intended to replace or usurp the primary role of any one of these systems. Service coordination will build upon the strength of services in the community that are already working for families. Service coordination is not intended to override current agency systems, but to supplement and enhance what currently exists.

While our plan will generally describe a plan of care for families identified by systems, families are permitted to directly refer themselves to this level of service planning. Our plan will ensure that if the need for other interventions can be identified prior to court involvement, services will be put in place to meet these needs.

## Guiding Document

### ORC 121.37 (C)

Ohio Revised Code, section 121.37(C) provides a description of the service coordination mechanism, its purpose, and required components. The law mandates each county to develop a county service coordination mechanism. Therefore, the Hardin County Service Coordination Plan shall serve as the guiding document for coordination of services in Hardin County when a child is referred to the Council for assistance. All persons or entities providing service coordination on behalf of Hardin County Family and Children First Council, whether Council employees or contracted providers, must follow the processes, policies, practices, and procedures as outlined in the Service Coordination Plan.

## Goals of the Service Coordination Plan

The fundamental goal of the plan is to provide a course of action for children and youth to successfully live with their families, in their own communities, succeeding in school, and developing in health and well-being.

In order to accomplish this, our plan will support Ohio's six Commitments to Child Well-Being: Expectant parents and newborns thrive; Infants and toddlers thrive; Children are ready for school; Children and youth succeed in school; Youth choose healthy behaviors; and Youth successfully transition into adulthood.

In order to address these six commitments and improve the lives of Hardin County's children, the following key components will be integrated into the service coordination process:

- Services will be delivered using a family-centered approach.

- Services will be responsive to the cultural, racial, and ethnic differences of the population being served.
- Service outcomes will be evaluated.
- Available funding resources will be fully utilized or integrated.
- Wraparound services and community supports will be utilized.
- Specialized treatment for difficult-to-serve populations and evidence-based treatment services will be encouraged.
- Duplicate efforts among agencies will be reduced or eliminated.
- Families will be fully involved in decision-making for their children and are provided with family advocacy options.

## Underlying Values

Underlying values that will guide our service coordination process include the following:

- Children have the right to live with their own family.
- Children have the right to be nurtured and protected in a stable family environment.
- When children are at risk of harm, the community has the responsibility to intervene.
- Families are our community's most important resource and must be respected, valued, and encouraged to build upon their strengths.
- The racial, cultural and ethnic heritage of children and the neighborhoods where they live are respected and supported as strengths. Ethnic and racial child-rearing practices are valued.
- Families have the right and responsibility to participate in identifying their concerns, priorities, and needed resources.
- Families have a right to individualized service provision that addresses the multiple needs of their children.

## Organization of the Council

Members of Hardin County Family and Children First Council include those individuals as established in Ohio Revised Code, section 121.37(B)(1). Since each board of county commissioners may invite any local public or private group that funds, advocates, or provides services to children and families to become a member of the local Council, a complete membership list is included as Attachment 1.

The full Council membership provides oversight to the service coordination process. The Council helps to streamline and coordinate existing government services for families seeking services for their children. Members of Council provide program management by determining and clarifying policies, procedures, expectations, and the lines of authority and communication. In addition, the Council has a role in any policy disputes that cannot be resolved at the interagency level.

Hardin County's interagency team (known locally as the Family Preservation Team) includes the individuals listed in Attachment 2. These individuals retain the actual treatment planning and service coordination functions, in coordination with the Council Coordinator. This committee serves as Council's forum for service planning and identification of service gaps. The group is able to make recommendations regarding strategies and financing of service gaps to Council.

The Family Preservation Team is also responsible for determining a plan of treatment for individual cases referred to them by child and family wraparound teams. The group monitors treatment for children involved in the wraparound process as well as monitoring treatment for those youth involved in out of home care. The Family Preservation Team can make recommendations to the full Council membership for help with financing services identified on a child and family wraparound plan.

The final level of our service coordination process is comprised of child and family wraparound teams. Individual teams are responsible for providing direct services to children and their caregivers. These multi-system wraparound teams provide strengths based assessment and treatment planning for children and families. Any case manager in any system or a family voluntarily seeking services may request a team meeting to develop the most creative and flexible service package for a child and family. The Council Coordinator is available to provide additional support to the child and family wraparound teams.

## Development & Review of the Mechanism

### ORC 121.37 (C)

The Hardin County Family and Children First Council Service Coordination Mechanism has been developed by the Family Preservation Team and agencies involved with the Council. Participants responsible for the development of the mechanism include the following entities: families, Hardin County Job and Family Services, Kenton Hardin Health Department, Hardin County Board of Developmental Disabilities, Hardin County Juvenile Court, Hardin County Family and Children First Council, Hardin County Early Childhood Collaborative Committee, Hardin County Educational Services Center, and the Allen, Auglaize and Hardin County Mental Health and Recovery Services Board. The process is derived from the original plan created in 1995, the Council By-Laws and Policies, and best practices that have been utilized within Hardin County.

The Family Preservation Team is responsible for monitoring the need for revisions of the mechanism and bringing the recommendations to Council for review/approval. The service coordination plan is intended to be a useable document guiding year-round practices for service coordination. The Family Preservation Team and Council will review the document annually to ensure the procedures set forth meet current practice. When a conflict arises between protocol and practice, the Family Preservation Team will ensure necessary implementation and/or plan changes are made.

## Priority Children

Any child, adolescent, or young adult under the age of 22 and residing in Hardin County may be determined eligible under this Service Coordination Plan.

Any multi-need child whose service and support needs is not being adequately met while working with the family outside of this plan may be eligible for services. Included in this category are families who need a higher-level coordinated cross-systems approach to care or families that may need access to more flexible funding and supports in order to provide identified services.

Referred children may have a significant impairment of ability to perform in the family, in school, and in the community. Children who are abused, neglected, dependent, unruly, alleged unruly, or delinquent under the jurisdiction of the Juvenile Court may also be referred for service coordination.

Youth referred may have a degree of disturbance that requires services from multiple community service agencies.

No child or family will be refused the opportunity to refer himself or herself for consideration of service coordination.

## Help Me Grow Service Coordination

### ORC 121.37 (C)

All children who receive services under the Hardin County Help Me Grow (HMG) program and who are also being served under Hardin County's Service Coordination Mechanism are assured that the services received under this mechanism are consistent with the laws and rules of HMG per federal regulations and Ohio Department of Health policy and procedures. When a child is involved in both HMG and service coordination through the Council, the main provider of service coordination will be HMG to assure compliance with the Ohio Revised Code, section 3701.61. Our mechanism will support and provide resource assistance for the family's HMG plan.

## Referral Procedure

### ORC 121.37 (C) (1)

Any agency, including a juvenile court, or a family voluntarily seeking service coordination, may refer a child and family to the Council for service coordination at any time. The steps of the service coordination process and the different levels of service coordination under this plan include the following:

1. Each agency in the county is responsible for assessing the needs of the child and family upon receipt of a referral to their organization. The assessment should include the agency's own intake and screening procedure.
2. If the assessment indicates the need for other agency involvement, the agency, along with the family, will work together to determine the appropriate referrals. The agency of first contact will be responsible for making the referrals as well as setting the initial appointments and sharing the information that was gathered from the family.
3. If there is more than one agency involved with a family, the agencies will collaborate in order to reduce the duplication of information and demands placed on the family. The agencies will hold wraparound team meetings, with the family, to discuss the case and to ensure that they are working on the same goals, objectives, and discuss the progress that is occurring. The agencies will be responsible for including one another in their treatment plan/case plan/court plan.
4. The Council Coordinator will be available to provide informal consultations with parents, agencies, and/or community representatives regarding the appropriateness of a referral to the Council service coordination process. Less intensive or intrusive options may be available and more appropriate. These community options or supports will be pursued before service coordination is initiated. The Hardin County Service Coordination Plan supports the least intrusive response, while still adequately addressing a family's need.
5. Referrals can be made to the Council for service coordination when appropriate services are not available, eligibility requirements cannot be met, funding for services is inadequate or not available, and/or coordination of services among agencies has been unsuccessful. Service coordination referrals are also appropriate when a child has exhausted all rehabilitation, treatment, and legal options. Referrals are encouraged when possible residential placement exists for a child.
6. In order to make a referral to service coordination under the Council, the referring party must contact the Family and Children First Council Coordinator at (419) 673-1531. The Coordinator will review the referral process with the individual and assist them, as needed. They will receive a referral packet, which includes an intake form, release of information, and a copy of the Service Coordination Plan. Hardin County's Referral/Intake form is included as Addendum A. The Release of Information form is included as Addendum B.

7. The referring party must return the completed intake form and release of information to the Council Coordinator in order to start the service coordination process. Upon receipt of the completed referral packet, the Council Coordinator will contact the involved parties within three business days to schedule a family service coordination meeting. The service coordination meeting will be held within one week of receipt of the referral.

*Please note that the Family Preservation Team reserves the right to deny acceptance of a case referred to service coordination. Not all referrals for services will be appropriate. Referrals can be denied because the lack of need, the lack of agency involvement, parents refusal to sign a release and the referral has not been court ordered, lead agency or parents will not adhere to the committee recommendations, or a suitable service plan and funding sources have already been established. The Council Coordinator will notify the referral source if a case has been denied.*

8. LEVEL ONE OF THE PROCESS: Everyone who has a connection with the family, including the child (if appropriate), parents, and family advocates, will be invited to attend a family service coordination meeting. This stage of the process includes a multi-system assessment and treatment planning process that utilizes the wraparound approach.
9. The assessment of the family utilizes the eight life domains (social, psychological, family, vocational/educational, residential, safety, legal, and medical). A family service coordination plan will be developed from the information that is gathered during the wraparound session. The coordinated service plan for each child and family shall include the following: identification of family/child strengths, services needed, responsible person and agency, description of services that will be provided, and funding sources and responsibility.
10. LEVEL TWO OF THE PROCESS: The Family Preservation Team is responsible for reviewing decisions made during the service coordination meetings, monitoring treatment plans, and developing outcome indicators for services purchased and identifying service gaps. The Family Preservation Team is also responsible for approving funding.
11. LEVEL THREE OF THE PROCESS: The last level is the administrative level which includes the Council membership. The Council shall address the development of needed services to fill identified service gaps. Information will be provided to agency directors for inclusion in their own strategic plans as well as for use by the Council to maintain a collaborative strategic planning process for the delivery of services to children.

## Notification of Meetings

### ORC 121.37 (C) (2)

A family and all appropriate staff from involved agencies, including a representative from the appropriate school district, will be notified of and invited to participate in all family service coordination plan meetings. The Council Coordinator will be responsible for sending a written notice to the involved parties at least two days in advance of the meeting. This notification can be via fax, email, or letter. Family needs and limitations will be taken into consideration when establishing the time and location of meetings. Addendum G is an example of the written meeting invitation.

In the case of an emergency child and family team meeting, where a written notification will not reach team members in a timely manner, a telephone call to the involved parties will be sufficient. Documentation of a phone call to the team members should be made and placed in the agency's case file.

At the end of the initial meeting, ongoing team meetings are scheduled and documented in the Family Plan.

## Family Initiation of a Meeting

### ORC 121.37 (C) (2)

A family involved in service coordination under the Council may initiate a meeting to develop or review the family's service coordination plan. In order to initiate a meeting, the family member may contact the Council Coordinator and request assistance with scheduling the meeting.

## Accessing a Parent Advocate

### ORC 121.37 (C) (3)

The family may invite a family advocate, mentor, or support person of their choice to participate in any service coordination meeting.

Each family will be given the opportunity to access a parent advocate. Parent advocates are trained supports helping families in a variety of ways. Advocates may attend meetings with the family, including medical appointments, team meetings, court hearings, IEP meetings, etc. If a family chooses to receive the services of a parent advocate, the Council will coordinate the referral and assignment of a parent advocate. Addendum H is the Parent Advocate Referral form that the Council will utilize.

## Out-of-Home Placement

### ORC 121.37 (C) (4)

A family service coordination plan meeting will be conducted before a non-emergency out-of-home placement for all multi-need children.

A family service coordination plan meeting will be conducted within ten days of a placement for emergency placements of multi-need children.

The purpose of the out-of-home placement meeting is to ensure that all alternatives to out-of-home placement have been exhausted as a reasonable and appropriate response to the child and family situation. The meeting provides the opportunity for the family team to begin planning for community supports for the family during placement and to begin planning for the child's return to the community. Furthermore, a family service coordination plan will be developed to outline how Council members will jointly pay for services, where applicable, and provide services in the least restrictive environment.

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

## Progress & Outcome Tracking

### ORC 121.37 (C) (5)

The Council Coordinator in conjunction with the Family Preservation Team will be responsible for monitoring the progress and tracking the outcomes of each service coordination plan requested in Hardin County.

For children in out-of-home placement, the agency that placed the child will be responsible for collecting the following data for each child: progress with their out-of-home placement, appropriateness of placement, and continuity of care after discharge from placement with appropriate arrangements for housing, treatment, and education.

For children not in out-of-home care, the lead case manager identified on the service coordination plan will be responsible for tracking outcomes. Data to be collected includes demographic information like age, gender, ethnicity, zip code, etc. of the child and family, historic information on services provided, measures of the child's health and well-being, and overall satisfaction with services.

The Council Coordinator will track information on the number of referrals received and who made the referrals for service, the amount of funding spent for child/family services, and what services were purchased. All collected data will be entered into a database by the Council Coordinator in order to generate reports on the service coordination process.

All of the information collected will be reported to the Family Preservation Team for monitoring. The Family Preservation Team will monitor the submitted data at their bi-weekly meetings. A written report will be submitted to the Council for review at their monthly meetings. The overall data will be used to evaluate and prioritize services, fill service gaps, and allow Council to invent new approaches to achieving better results for families and children as mandated by the Ohio Revised Code, section 121.37(B)(2)(b).

Upon request, service coordination data will be submitted to the State for the purpose of program evaluation. Data submitted to the State for the purpose of evaluation will not contain any child, youth, and family identifying information.

## Confidentiality

### ORC 121.37 (C) (6)

It is a family's right to be assured that protecting their confidentiality is of the highest priority and the law. All information disclosed during the service coordination meetings or contained in the comprehensive service coordination plan is to be considered confidential. All families involved with service coordination are also guided by all HIPPA, state, and federal laws regarding client confidentiality.

All families must sign a release of information so that members and involved agencies can exchange information. Addendum B is an example of the Release of Information to be used under this plan.

To ensure that none of the family personal information is shared by team members outside of the team meeting, participants at team meetings will be required to sign the Team Confidentiality Assurances (Addendum C).

## Needs & Strength Assessment

### ORC 121.37 (C) (7)

Any child or family that has been referred to the Council for service coordination, including a child whose parent or custodian is voluntarily seeking services, will have access to an assessment process which identifies their strengths and needs and ensures access to services or supports to address those needs. The assessment process will address and be responsive to any cultural issues that are pertinent to a family. All members of the family service coordination team, including the child and parent will be afforded the opportunity to participate in the entire assessment process.

If a formal or clinical assessment has been completed for a child and family by an agency involved with the family service coordination team, the results of those assessments will be integrated into the service coordination planning process for the child and family. Our needs and strength assessment process will also look at the following life domains of a family: residential, recreational/social, educational/vocational, family, medical, emotional/psychological, legal, safety, spiritual, and cultural/ethnic. This assessment will be written from a strength-based perspective, reviewed with the family, child and agency for feedback.

Addendum D is the form that will be used during the needs and strength assessment process. Questions to guide the strength, needs and cultural discovery process have been included with the form. Information gained from the strengths and needs assessment process will also be included in the family service coordination plan.

## Service Coordination Plans

### ORC 121.37 (C) (8), ORC 121.37 (D) (1-6), ORC 121.37 (E)

Several agencies are already required to prepare a comprehensive service/treatment plan for children and families involved with their system. The family service coordination plan used for services received under Council is designed to provide families with minimal overlap and duplication with other plans. If multiple mandates inescapably require multiple plans, such plans will be linked together and coordinated to eliminate duplications and conflicting expectations of the family.

Hardin County's service coordination plan is included as Addendum E. The required components of the service coordination plan include:

1. The designation of service responsibilities among the various state and local agencies that provide services to children and their families.

If, for any reason, needed services or supports are not available, the family service coordination plan will state how priorities are chosen and what efforts will be taken to address such gaps. The Team Leader will be responsible for notifying the Family Preservation Team of the gap in service.

2. An individual, approved by the family, will be designated in the family service coordination plan to serve as Team Leader. The Team Leader will track the progress of the family service plan, schedule needed reviews of the plan, and facilitate the family service plan meeting process.
3. Identified assistance and services contained in the plan will be responsive to the strengths and needs of the family, as well as the family's culture, race, and ethnic group, by allowing the family to offer information and suggestions and participate in decisions. Identified assistance and services will be provided in the least restrictive environment possible.

4. Early identification and intervention is recognized as a critical factor in preventing a child from becoming involved with the juvenile court system. The following process will be used to identify and intervene with a child who is alleged to be an unruly child.

Any child serving agency including but not limited to the schools, children's services, and mental health providers, that suspect a child may be identified as alleged unruly, but not yet involved with the juvenile court system should take the following actions:

- Prepare a complaint under the Ohio Revised Code, section 2151.27 that will notify the child and the parent that a complaint has been prepared to encourage the child and the parent to comply with other methods to divert the child from the juvenile court system.
  - Conduct a meeting with the child, parents, and other interested parties to determine appropriate methods for diversion. Services that may be provided include: parenting education, mentoring, short-term respite, alternative education programs, or other appropriate measures.
  - The agency filing the complaint will be responsible for the above process. If after this process has been executed and exhausted and the child is still not responding, the child should then be referred to the Council service coordination process. Any child at-risk for becoming involved with the juvenile justice system is also at-risk for being removed from the home as juvenile detention facilities pose a constant risk for removal.
5. Family service coordination plans will contain timelines for completion of goals specified in the plan with regular reviews scheduled to monitor progress toward those goals. Addendum I is the form the Council uses to monitor the completion of family plan activities.

A family service coordination plan will contain provisions for dealing with short-term crisis situations and safety concerns. All families involved with the Council service coordination process will have a safety/crisis plan written as part of the family service coordination plan development process. Efforts in the development of the safety/crisis plan will include providing support to the child and family, keeping everyone safe, and maintaining the child and family together whenever possible so safety can be assured. Addendum F is the form that will be used to deal with short-term crisis situations and safety concerns.

## Dispute Resolution Process

### ORC 121.37 (C) (9)

A grievance or dispute resolution is a method to resolve conflicts between parties. The Council recognizes that three types of conflict are likely to occur. The three anticipated scenarios for potential conflict are:

1. The child/family is in disagreement with one agency.
2. The child/family is in disagreement with the service coordination plan.
3. One agency is in disagreement with another agency or in disagreement with the family service coordination plan.

The process for handling each of the above situations is dependent on the premise that individuals will seek resolution through the individual agencies and/or team meetings prior to initiating the formal dispute resolution process. Individual agency grievance procedures should be utilized prior to initiating the formal dispute resolution process. If a family needs assistance in presenting their

concerns within the team setting, they may request a parent advocate to assist them in voicing their concerns.

Emergency situations where a child is in imminent danger of abuse or neglect will be reported immediately to Children's Services and/or a local law enforcement agency. Other non-emergency situations will follow the dispute resolution process described below.

*Please note that this process includes the assurance that services listed on a family plan at the time a dispute is initiated will continue until the dispute is resolved. If the family is filing the dispute, any services that are the subject of the dispute shall continue until the dispute is resolved per ORC 121.382.*

Steps to resolve the conflict at the family team level are:

1. The disputing parties will inform the lead case manager of the facts of the conflict in writing. The lead case manager will be responsible for informing the Council Coordinator that a complaint has been filed.
2. The lead case manager will call a special meeting of the family team within five (5) working days of receipt of notification and will facilitate the dispute resolution process.
3. When a resolution is reached, the parents and the agency representatives will sign the revised family service coordination plan to acknowledge their commitment to the plan.
4. The lead case manager is responsible for the implementation of the plan.

If this process does not resolve the dispute, the following steps will be taken:

1. The family or agency which disagrees with the family service coordination plan shall file a written objection to the plan with the Council Coordinator. The grievance must state the facts of the case and specify the issue that is in dispute. Grievances can be addressed to the attention of: The Hardin County Family and Children First Council, Council Coordinator, 1021 West Lima Street, Suite 103, Kenton, Ohio 43326.
2. Upon receipt of the objection or within five (5) working days the Council Coordinator shall initiate discussions with each party to determine the facts of the case.
3. After determination of the facts and sharing among agencies and families involved, the Council Coordinator shall schedule a meeting of the parties to the disagreement for the purpose of discussing the resolution of the dispute between the two parties.
4. If such efforts prove to be unsuccessful, the Council Coordinator shall cause the membership of the Family Preservation Team to become aware of the facts of the case within five (5) working days of the meeting described above. The Family Preservation Team will review all of the relevant information at the regularly scheduled meeting, which occurs on the second and fourth Thursday of the month.
5. Recommendations of the Family Preservation Team shall be issued within five (5) working days.
6. Any policy violation dispute not resolved will be referred to the Council membership to invite suggestions for reaching resolution of the dispute.
7. The Council shall issue a written decision to all parties within thirty (30) calendar days from the receipt of the grievance. The statement shall address each grievance specified in the original filing and shall include findings of fact, conclusions, and the reasons for the given decisions.

8. If a satisfactory resolution is not yet achieved via the process outlined above, the Council Coordinator may refer the case to the Ohio Family and Children First Service Coordination Committee for administrative review and dispute resolution recommendations. Ohio Family and Children First will submit a written response with a list of recommendations to the Council Coordinator within thirty (30) days of receipt of request for review. A copy of the administrative review will be provided to all involved parties. Service coordination plans will be amended accordingly.
9. If a dispute remains unresolved beyond this point, the final arbitrator in the dispute resolution process is the Hardin County Juvenile Court Judge. Following an unsuccessful dispute resolution process, a disputant may, within seven (7) calendar days of receiving a response from Ohio Family and Children First, request a juvenile court hearing. The matter will be processed in accordance with the Ohio Revised Code, section 121.38.
10. Written notification of the request for a juvenile court hearing must be provided to the Council Coordinator by the disputant. The Council Coordinator shall keep a record of the results of each step of the resolution process and shall prepare an interagency assessment and a treatment packet for the Juvenile Court.
11. The Juvenile Court will schedule this hearing as expeditiously as possible, but no later than ninety (90) calendar days following the filing with the Court. A written decision will be issued by the Juvenile Court Judge to all parties within ten (10) days of the hearing.
12. Emergency Dispute Resolution: An emergency situation is described as a disruption to an essential service provision which jeopardizes the safety and well being of the child or family.

In the event that a family or provider brings the emergency situation to the attention of the Council Coordinator, the Coordinator will request an emergency meeting of the Family Preservation Team to review the referral. The time frame for convening this meeting will vary according to situation needs. A meeting will be scheduled no later than five (5) working days. Once the immediate emergency is handled, resolution of the conflict will follow the outlined process.

The Council in collaboration with the Family Preservation Team will inform the parents or custodians of their right to use and access the dispute resolution process and to be included in all aspects of the process, if they choose. Parents and custodians are provided with a copy of the Hardin County Service Coordination Mechanism (which includes the dispute resolution process) when the family is first referred to the Council for assistance.

The dispute resolution process is in addition to and does not replace other rights or procedures that parents or custodians may have under other sections of the Ohio Revised Code. If this process is being accessed for a child and family receiving services under the Hardin County Help Me Grow program, please refer to HMG Policies and Procedural Safeguards.

## Fiscal Strategies

The Hardin County Family and Children First Council and its member agencies strive to be creative and flexible as possible to maximize the use of all funds available and to provide the best possible service without duplicating efforts or spending resources needlessly.

Funding of family service coordination plans is determined by the Family Preservation Team. If the Family Preservation Team cannot determine or agree on a funding plan, it will then be forwarded to the Council for determination. The Family Preservation Team in collaboration with the Council

Coordinator and Administrative Agent of Council will determine which source is appropriate for funding the identified services in the plan.

Hardin County has no pooled funding for service coordination. When a portion of a child's plan requires special monetary consideration, the Family Preservation Team will refer the specific need to the Council Coordinator. The Council Coordinator will convene a meeting of appropriate agency directors. The director of each agency will have final say as to what their agency can contribute.

There are several other fiscal strategies that may be used to provide services to children and families. Funding sources may include but are not limited to:

- Braided Funding – Once a family service coordination plan has been developed by a service coordination team for a specific child and family, more than one member agency of Council may agree to pay for the needed services described in the plan.
- Systems of Care, Family Centered Services and Supports (FCSS) – Money from the Ohio Department of Mental Health to fund services and supports for children (ages 0 through 21) who have multi-systemic needs who are receiving service coordination through the Hardin County Family and Children First Council.
- Help Me Grow Funding – Money allocated to the Administrative Agent of Council from the Ohio Department of Health to provide developmental services to children age 0-3 and their families.
- TANF Supplement to Non-Behavioral Health – Funding made available to Hardin County Job and Family Services to families earning less than 200% of poverty. Hardin County's allocation will fund case management services to eligible children referred to the service coordination mechanism.
- Systems of Care, Children's Community Mental Health (CCBH) – Money from the Ohio Department of Mental Health allocated to the Mental Health and Recovery Services Board of Allen, Auglaize, and Hardin Counties. Funds to support clinical interventions and treatment of youth with intensive behavioral health issues. The Council partners with the MHR SB to utilize these funds.
- Local MHR SB funding - The Mental Health and Recovery Services Board of Allen, Auglaize, and Hardin Counties provides the Council with funding each fiscal year to provide services to eligible families.
- Other available funding options include individual agency funds, parent contributions, insurance, donations, and other grant funding.

By accessing all of the above listed funds based upon the service provided, the population being served, and the rules and regulations of the different funding streams, it is felt that these resources will be maximized.

## Training for Agency Personnel

In order to help familiarize agency personnel and families with the service coordination process, individuals will be trained about the usefulness of the service coordination mechanism through various avenues. This training/awareness will include:

1. Distribution of the written Service Coordination Plan to all Council members for use within their own agencies.
2. A user friendly brochure to be distributed throughout the County that briefly explains the plan and how to make a referral.
3. A PowerPoint presentation will be developed that outlines the major components of the service coordination process.
4. Members of the Family Preservation Team will be able to use this tool to provide training as needed to agency personnel and their families.
5. The Council Coordinator will provide outreach at several community events throughout the year on the service coordination guidelines. The Coordinator will also make presentations to various government and civic organizations in Hardin County.

## Quality Assurance

The service coordination mechanism and process will be monitored and reviewed through the following:

1. The Family Preservation Team will provide ongoing monitoring and system review at their bi-weekly meetings.
2. The Family Preservation Team will provide a written monthly report regarding the service coordination process to the Council.
3. The Council will review the report at their regularly scheduled meetings. The Council meets ten times throughout the year.
4. With the information provided from the Family Preservation Team, the Council will annually review the service coordination mechanism and process, evaluate and prioritize services, fill service gaps, and invent new approaches to achieving better results for families and children. The annual review will be reflected in the minutes from the Council meeting.

These steps will assure that the service coordination mechanism and process are kept up to date, are effective, and reflect the process that is practiced in Hardin County. Consistency in the implementation and use of the mechanism as a county-wide model will yield better outcomes for families and children.

## State Service Coordination Committee

When requested, the OFCF Cabinet Council will review individual family service coordination plans and unresolved county disputes through the State Service Coordination Committee. The State Service Coordination Committee is made up of representatives from the cabinet agencies and from the Office of OFCF.

The State Service Coordination Committee will review cases when there is an unmet family need that the Hardin County Family and Children First Council is unable to fulfill, or when Hardin County is unable to develop a family service coordination plan that leads to significant improvement in family functioning or stability. The State Service Coordination Committee will review case documents submitted by the Hardin County Family and Children First Council and make recommendations to the OFCF Cabinet Council for its review and approval. With the OFCF Cabinet Council's approval, the Office of OFCF will respond, in writing, to the request within 45 days of the receipt of the request by the State Service Coordination Committee.

The Council Coordinator will be responsible for reviewing the guidance and specific requirements for requesting a review by the State Service Coordination Committee. The Council Coordinator will be responsible for completing any forms to be used for a request.

When requested, the OFCF Cabinet Council will provide an administrative review of unresolved local disputes regarding conflicts among parents, agencies and/or councils pertaining to the Hardin County Family and Children First 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 implemented during a phase of the Hardin County Family and Children First service coordination process regarding a family or child who is formally involved in the service coordination process. This includes a disagreement regarding the denial of acceptance of a family into the Hardin County service coordination process. Agencies, providers or parents/legal guardians who have participated on a family service coordination plan team may request a dispute resolution review.

The State Service Coordination Committee will review such requests and make recommendations to the OFCF Cabinet Council for its review and approval. With the OFCF Cabinet Council's approval, the OFCF will respond, in writing, to Hardin County Family and Children First for dispute resolution review within 30 days of the receipt of the request by the State Service Coordination Committee.

*Exceptions: Disputes involving families involved in HMG with a Part C eligible child, where the dispute is regarding service being provided as part of the HMG program, will be responded to within 30 days. These cases do not require the family to be formally participating in the Hardin County Family and Children First service coordination process.*

*The Hardin County Juvenile Court Judge is Hardin County's final arbiter of Hardin County service coordination disputes. The OFCF Cabinet Council will not review cases for which the complainants have sought a juvenile court ruling. The OFCF Cabinet Council's administrative review must be requested and completed prior to seeking a resolution through the Hardin County Juvenile Court as final arbiter of the dispute.*

## Attachment 1 – Council Membership

Members of Hardin County Family and Children First Council include those individuals as established in Ohio Revised Code, section 121.37(B)(1):

Parent Representative  
Parent Representative  
Parent Representative  
Associate Director (Designee), Mental Health & Recovery Services Board of Allen, Auglaize, and Hardin County  
Health Commissioner’s Designee, Kenton Hardin Health Department  
Director, Hardin County Jobs and Family Services  
Superintendent, Hardin County Board of Developmental Disabilities  
Superintendent, Kenton City Schools  
Superintendent, Hardin County Educational Services Center  
Representative, City of Kenton  
Commissioner, Hardin County Board of Commissioners  
Representative, Department of Youth Services, Toledo District Office  
Representative, HHWP Head Start  
Representative, Early Childhood Collaborative Committee  
Representative, Family Resource Centers  
Judge, Hardin County Juvenile/Probate Court  
Director of Programs, Hardin County Juvenile Court  
Representative, Lutheran Social Services  
Sheriff, Hardin County  
Fire Chief, Kenton City Fire Department  
Representative, OSU Extension, Hardin County  
Representative, Ohio Hi-Point, Grads Program  
Representative, YW Child Care Connections  
Representative, Crossroads Crisis Center  
Representative, Heartbeat  
Representative, PSA 3 Agency on Aging  
Representative, Partnership for Violence Free Families

### Staff:

Council Administrator, Hardin County Family and Children First  
Project Director, Hardin County Help Me Grow  
Administrative Assistant, Hardin County Family and Children First

## Attachment 2 – Family Preservation Team Membership

Director, Hardin County Jobs and Family Services  
Children Services Supervisor, Hardin County Jobs and Family Services  
Site Director, Family Resource Centers  
Family Coordinator, Hardin County Juvenile Court  
Case Manager, Hardin County Board of Developmental Disabilities  
Parent Representative  
Home & School Outreach Coordinator, Hardin County Educational Services Center  
Administrator, Hardin County Family and Children First Council

# Addendum A - Referral Form

## SERVICE COORDINATION INTAKE/REFERRAL FORM

**Hardin County Family & Children First Council**  
1021 West Lima Street, Suite 103  
Kenton, Ohio 43326; (419) 673-1531; fax (419) 675-0891

Date of Receipt of Referral: \_\_\_\_\_  
(To Be Completed by Council)

<b>REFERRAL SOURCE:</b>		
NAME:	AFFILIATION:	TELEPHONE #:

<b>IDENTIFYING DATA:</b>		
CHILD'S NAME:	DATE OF BIRTH:	SEX: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
REFERRING PERSON:	AGENCY OR RELATIONSHIP:	
CHILD'S SCHOOL/DISTRICT:	CHILD'S PLACEMENT/GRADE LEVEL:	

<b>MOTHER'S NAME:</b>	CUSTODY: <input type="checkbox"/> YES <input type="checkbox"/> NO
ADDRESS:	
PHONE #:	EMPLOYMENT:

<b>FATHER'S NAME:</b>	CUSTODY: <input type="checkbox"/> YES <input type="checkbox"/> NO
ADDRESS:	
PHONE #:	EMPLOYMENT:

<b>LEGAL CUSTODIAN: (IF DIFFERENT FROM PARENTS)</b>	
FOSTER PLACEMENT: <input type="checkbox"/> YES <input type="checkbox"/> NO	NAME:
RELATIVE PLACEMENT: <input type="checkbox"/> YES <input type="checkbox"/> NO	
ADDRESS:	PHONE:

<b>REASON FOR REFERRAL/COUNCIL ACTION REQUESTED:</b>
--

**CHILD & FAMILY STRENGTHS:**

--

MEDICAL/HEALTH PROBLEMS: (If yes, attach history) <input type="checkbox"/> YES <input type="checkbox"/> NO	CURRENT MEDICATIONS:
---	----------------------

SUBSTANCE ABUSE INVOLVEMENT: (If yes, attach history) <input type="checkbox"/> YES <input type="checkbox"/> NO
---

CURRENT EDUCATIONAL PLACEMENT/PROGRAM: (Attach brief history, IEP, or similar document) <input type="checkbox"/> SBH <input type="checkbox"/> MH <input type="checkbox"/> DH <input type="checkbox"/> LD <input type="checkbox"/> REG <input type="checkbox"/> MR/DD <input type="checkbox"/> OTHER: _____
---

OFFENSE/INVOLVEMENT WITH COURT: (If yes, attach information on adjudication status, charges, detention placements, and probation status.) <input type="checkbox"/> YES <input type="checkbox"/> NO	CURRENT STATUS: _____
---	-----------------------

MENTAL HEALTH STATUS: (Please attach all current reports and recommendations.)
--

PSYCHIATRIC ASSESSMENT:	PSYCHOLOGICAL ASSESSMENT:	MENTAL HEALTH EVALUATION:
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
DATE:	DATE:	DATE:
BY WHOM:	BY WHOM:	BY WHOM:

HAS THE CHILD BEEN CERTIFIED SED (SEVERE EMOTIONALLY DISTURBED) (508k)? <input type="checkbox"/> YES <input type="checkbox"/> NO
---

MENTAL RETARDATION/DEVELOPMENTAL DISABILITIES:	<input type="checkbox"/> YES <input type="checkbox"/> NO
HAS THE COEDI/OEDI BEEN ADMINISTERED BY MR/DD:	<input type="checkbox"/> YES <input type="checkbox"/> NO
ELIGIBILITY STATUS:	<input type="checkbox"/> PENDING <input type="checkbox"/> ELIGIBLE <input type="checkbox"/> NOT ELIGIBLE

<b>PLACEMENT HISTORY:</b> (List with current placement on line 1.)		
PLACEMENT:	DATES:	REASON FOR TERMINATION:
1.		
2.		
3.		
4.		
5.		
6.		

<b>AGENCY INVOLVEMENT:</b> (Please check those agencies involved with the case and list contact person.)		
✓	AGENCY:	CONTACT PERSON:
	CHILDREN'S SERVICE/HUMAN SERVICE	
	COUNTY BOARD OF MR/DD	
	COUNTY MENTAL HEALTH	
	COUNTY JUVENILE COURT	
	SCHOOL DISTRICT	
	COUNTY HEALTH DEPARTMENT	
	DEPARTMENT OF YOUTH SERVICES (DYS)	
	BUREAU OF VOCATIONAL REHABILITATION (BVR)	
	OTHER:	
	OTHER:	

**COUNCIL RESPONSE TO THE REFERRAL/  
OUTCOME OF THE RERERRAL**  
(To Be Completed by Council)

PLEASE SUBMIT THE COMPLETED FORM WITH ATTACHED REPORTS AND A SIGNED RELEASE OF INFORMATION TO THE HARDIN COUNTY FAMILY AND CHILDREN FIRST COUNCIL COORDINATOR.

# Addendum B – Release of Information

## CONSENT FOR RELEASE OF INFORMATION

**Hardin County Family & Children First Council**  
1021 West Lima Street, Suite 103  
Kenton, Ohio 43326; (419) 673-1531; fax (419) 675-0891

I \_\_\_\_\_ authorize this sharing of information for  
**Please Print Parent/Guardian's Name**

my child \_\_\_\_\_ in accordance to the statement below.  
**Please Print Child's Name**

The following agency(s) have my permission to exchange/give/share/re-disclose information regarding service delivery planning for the purpose of securing, coordinating, and/or providing services for the above named person.

(Please check all agencies that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Hardin Co. Job and Family Services                            | <input type="checkbox"/> Hardin County Educational Services Center       |
| <input type="checkbox"/> Hardin Co. Juvenile Court                                     | <input type="checkbox"/> Workforce Investment Act                        |
| <input type="checkbox"/> Family Resource Centers                                       | <input type="checkbox"/> Hardin Co. Board of DD                          |
| <input type="checkbox"/> Kenton City Schools   | <input type="checkbox"/> Bureau of Vocational Rehabilitation             |
| <input type="checkbox"/> Kenton-Hardin Health Department                               | <input type="checkbox"/> Hardin County Help Me Grow                      |
| <input type="checkbox"/> Mental Health & Recovery Services                             | <input type="checkbox"/> Ohio Dept. of Mental Health                     |
| <input type="checkbox"/> Board of Allen, Auglaize, & Hardin Counties                   | <input type="checkbox"/> Ohio Dept. of Drug & Alcohol Addiction Services |
| <input type="checkbox"/> Hardin County Family & Children First Council                 | <input type="checkbox"/> Doctor: _____                                   |
| <input type="checkbox"/> Hardin County WIC   | <input type="checkbox"/> Doctor: _____                                   |
| <input type="checkbox"/> Parent Advocacy Connection: Local & Regional Family Advocates | <input type="checkbox"/> Other: _____                                    |
| <input type="checkbox"/> Ohio Dept. of Youth Services                                  | <input type="checkbox"/> Other: _____                                    |

**I authorize the sharing of the following information if needed by the receiving agency to secure, coordinate, and provide services to the individual:** (Circle yes or no and initial).

Circle One      Initial

yes      no       Identifying Information: name, birth date, gender, race, address, telephone number, and social security number.

yes      no       Case Information: the above identifying information, plus medical (except for HIV, AIDS, and drug and alcohol treatment record), social history, treatment/service history psychological evaluations, Individualized Education Plans (IEP's), Individualized Family Service Plans, transition plans, vocation assessments, grades and attendance, and other personal information regarding me or the individual named above (disability, type of services being received, and name of agency providing services to me or the individual name above). Information regarding the following shall not be released unless initiated below.

yes      no       HIV and AIDS related diagnosis and treatment

yes      no       Substance abuse diagnosis

yes      no       Financial Information: Public assistance eligibility and payment information provided for establishing eligibility including but not limited to pay stubs, W2's and tax returns, and other financial information.

I understand that the Consent for Release of Information expires 180 days from the date it is signed unless otherwise indicated herein by the consumer. I also understand that I may cancel this Consent for Release of Information at any time by stating so in writing with the date and my signature. The revocation does not include any information which has been shared between the time that I gave permission to share information and the time that it was cancelled.

I understand that by signing or refusing to sign this consent will not affect public benefits or services that I am eligible for.

**This consent expires on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_**

\_\_\_\_\_  
Signature of Parent/Guardian Date

\_\_\_\_\_  
Witness/Agency Representative Date

Violations of Federal law and regulations by a program are a crime. Suspected violations may be reported to the United States Attorney in the district where the violation occurs.

**TO ALL AGENCIES RECEIVING INFORMATION DISCLOSURE AS A RESULT OF THIS SIGNED CONSENT:**

1. If the records released include information of any diagnosis or treatment of drug or alcohol abuse, the following statement applies:

Information disclosed pursuant to this consent has been disclosed to you from record whose confidentiality is protected by Federal law.

Federal regulations (42 CDR part 2) prohibit you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations. A general authorization for the release of medical or other information is NOT sufficient for this purpose.

2. If the records released include information of an HIV-related diagnosis or test results, the following statement applies:

This information has been disclosed to you from confidential records protected from disclosure by state law. You shall make no further disclosure of this information with out the specific and written permission required by state law. A general authorization for the release of medical or other information is NOT sufficient for the purpose of the release of HIV test results or diagnosis.

3. The information has been disclosed to you from records protected by federal and/or state confidentiality rules. Any further release of it is prohibited unless the person to whom it pertains expressly permits the further disclosure, DYS in the case of youth records, or applicable federal an/or state law.

## Addendum C – Team Confidentiality

### TEAM SIGNATURE/CONFIDENTIALITY ASSURANCES

**Hardin County Family & Children First Council**  
1021 West Lima Street, Suite 103  
Kenton, Ohio 43326; (419) 673-1531; fax (419) 675-0891

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 Wraparound 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 \_\_\_\_\_.**

Printed Name	Role	Signature	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Addendum D – Strengths, Needs & Cultural Discovery

### STRENGTHS, NEEDS & CULTURAL DISCOVERY

**Hardin County Family & Children First Council**  
 1021 West Lima Street, Suite 103  
 Kenton, Ohio 43326; (419) 673-1531; fax (419) 675-0891

Date	Life Domain	Strengths and Needs	Goals
	Residential	<i>Do the current living arrangements meet the family's needs?</i>	
	Family	<i>Who is in this family by their definition? Are there serious unmet needs for any family members that impair family functioning?</i>	
	Social	<i>Do family members have friends and access to their friends? Do they have fun?</i>	
	Educational	<i>What will it take to ensure a viable education for the children?</i>	
	Vocational	<i>Are there vocational educational needs?</i>	

	Medical	<i>Are health care needs met? Does the family have access to any specialist services they may need?</i>	
	Psychological	<i>Are there unresolved issues that impede normal interactions within the family or community?</i>	
	Legal	<i>Are any family members involved in the judicial system, on probation or parole? Are there issues regarding child support?</i>	
	Safety	<i>Is everybody in the family safe? Are there dangers to individual family members?</i>	
	Cultural/Ethnic	<i>How are issues related to language affecting the family? What are the cultural beliefs that the family teaches their children?</i>	
	Other Possible Areas: Crisis intervention, Financial, Behavioral, etc.		

**Copy to be kept in case file and a copy is to be provided to the family.**

## Guidance for Completing the Strengths, Needs & Cultural Discovery Form

In order to complete the Strengths, Needs and Cultural Discovery Form, information may be collected from a variety of sources. The child, family/caregiver, agency worker or other provider may be asked to assist with the assessment process.

Questions to help guide the conversation for strengths, needs and cultural discovery include those listed in the table. Other questions that can be used to start a conversation around these issues include:

- What are some positive characteristics of the family?
- The things I like most about my family are...
- What activities does the child most enjoy?
- What activities do you and your family enjoy together?
- What do you enjoy most about yourself?
- What are your dreams and future plans for your child?
- What does your family hope to achieve in the next year?
- My family would really be better in six months from now if...
- The most important thing our family has ever done is...
- The best times we have had as a family is...
- If you had all the support and money you needed, what would you change about your family's situation?
- Apart from your immediate family, list by name the most important people in your child's life. (Examples: extended family, friends, neighbors, clergy, health professionals, etc.)
- Who are the people you call when you need help and/or want to talk?
- Who has helped you in the past?
- Who do you feel you can trust to be there when you need them?
- Some special rules that our family has are...
- List the three most distressing problems you are having with your child/family.
- What seems to help even if it doesn't solve the problem?
- What are your family traditions? In what cultural events does your family participate?
- Does your family belong to any part of a faith community? In what way? Do you belong to any social club?

## Addendum E – Individual Family Service Coordination Plan

<p><b>Hardin County</b>  <b>Family Preservation Team</b>          FAMILY PLAN</p>
---

Beginning Date: \_\_\_\_\_

Plan Review Date: \_\_\_\_\_

End Date: \_\_\_\_\_

**Identifying Information:**

<b>Family Name:</b>	<b>Team Leader:</b>
<b>Family's Phone Number:</b>	<b>Team Leader's Phone Number:</b>
<b>Family's Address:</b>	<b>Team Leader's Work Address:</b>

<b>Team Member:</b>				
<b>Phone Number:</b>				

Please list children living in the home chronologically from oldest to youngest:

Child's Name	Date of Birth	School/Grade	Name of Parent/Guardian/Custodian/Other IN HOME	Relationship to Child
1.				
2.				
3.				

Please list the strengths of the family:

1.
2.
3.
4.

Please list the needs of the family:

1.
2.
3.
4.



**Signatures of Family Members & Agency Team Members:**

Name(s) of Family Members Participating in the Development of the Plan	Signature(s)		Date of Signature(s)
<b>Child (If applicable) Team Member</b>	<i>Please Print Name:</i>	<i>Please Sign Name:</i>	
<b>Parent/Guardian/ Custodian Team Member</b>	<i>Please Print Name:</i>	<i>Please Sign Name:</i>	
<b>Parent/Guardian/ Custodian Team Member</b>	<i>Please Print Name:</i>	<i>Please Sign Name:</i>	
<b>Parent Advocate (If applicable) Team Member</b>	<i>Please Print Name:</i>	<i>Please Sign Name:</i>	

Approval by the Hardin County Juvenile Court Judge, if the child is involved with the court.	Signature(s)		Date of Signature(s)
<b>JUDGE</b> Agency: <u>Hardin Co. Juvenile Court</u>	<i>Please Print Team Judge's Name:</i>	<i>Please Sign Judge's Name:</i>	

Name(s) of Agency Workers Participating in the Development of the Plan	Signature(s)		Date of Signature(s)
<b>TEAM LEADER</b> Agency: _____	<i>Please Print Team Leader's Name:</i>	<i>Please Sign Team Leader's Name:</i>	

<b>Team Member</b> Agency: _____	<i>Please Print Name:</i>	<i>Please Sign Name:</i>	<i>Date:</i>
<b>Team Member</b> Agency: _____	<i>Please Print Name:</i>	<i>Please Sign Name:</i>	<i>Date:</i>
<b>Team Member</b> Agency: _____	<i>Please Print Name:</i>	<i>Please Sign Name:</i>	<i>Date:</i>
<b>Team Member</b> Agency: _____	<i>Please Print Name:</i>	<i>Please Sign Name:</i>	<i>Date:</i>
<b>Team Member</b> Agency: _____	<i>Please Print Name:</i>	<i>Please Sign Name:</i>	<i>Date:</i>
<b>Team Member</b> Agency: _____	<i>Please Print Name:</i>	<i>Please Sign Name:</i>	<i>Date:</i>



# Addendum G – Meeting Notification

## FAMILY SERVICE COORDINATION MEETING INVITATION FORM

**Hardin County Family & Children First Council**  
 1021 West Lima Street, Suite 103  
 Kenton, Ohio 43326; (419) 673-1531; fax (419) 675-0891

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

Child's D.O.B.: \_\_\_\_\_

Dear Parent/Guardian:

We would like to meet with you to discuss the services that are being provided to your child. The meeting will be an opportunity for you to share your child's accomplishments and any concerns that you may have. We will be discussing the services that have been provided to your family in the past as well as appropriate services that can be provided to you at this time.

Checked below are the people that have been asked to attend the meeting. Please feel free to invite a family advocate, mentor, or support person to the meeting.

If you cannot attend the meeting at the scheduled time or have any questions, please call the Council Coordinator at the number listed above.

**Your meeting is scheduled for:**

\_\_\_\_\_

Date	Time	Place
------	------	-------

Along with the parent, other team members include:

<b>AGENCY INVOLVEMENT:</b> (Please check those agencies involved with the case & list a representative.)		
✓	AGENCY:	REPRESENTATIVE'S NAME:
	FAMILY ADVOCATE	
	CHILDREN'S SERVICE/HUMAN SERVICE	
	COUNTY BOARD OF MR/DD	
	COUNTY MENTAL HEALTH	
	COUNTY JUVENILE COURT	
	SCHOOL DISTRICT	
	COUNTY HEALTH DEPARTMENT	
	DEPARTMENT OF YOUTH SERVICES (DYS)	
	BUREAU OF VOCATIONAL REHABILITATION (BVR)	
	OTHER:	
	OTHER:	

NOTE: FORM TO BE SENT TO PARENT/GUARDIAN & AGENCY REPRESENTATIVES

# Addendum H – Parent Advocate Referral

## PARENT ADVOCACY REFERRAL

**Hardin County Family & Children First Council**  
1021 West Lima Street, Suite 103  
Kenton, Ohio 43326; (419) 673-1531; fax (419) 675-0891

When children require services from multiple sources (mental health, schools, juvenile courts, developmental disabilities and alcohol/drug addiction services agencies) it can be difficult for parents to navigate their way through these various service systems. Oftentimes, families become so overwhelmed that they have a hard time expressing their concerns and the needs of their child. The Hardin County Family and Children First Service Coordination process recognizes this challenge and has made support for families available through parent advocacy referrals.

All families involved with the Hardin County Family and Children First Council service coordination process are eligible to receive the services of a Parent Advocate. Parent advocates have been trained to provide support and assistance to families going through the service coordination process. Parent advocates are parents and caregivers who, through personal experience, can assist families to:

- Understand how to navigate the various child serving systems;
- Research the various options available to your family; and
- Work effectively with professionals to get the best outcome for your child.

Parent Advocates may help your family by attending meetings, medical appointments, team meetings, IEP meetings, court hearings, etc. Parent advocates will assist and encourage you to speak on behalf of your child during these meetings. They can also help to educate you about the service coordination process and other services available to you in Hardin County.

***How do I go about getting connected with a volunteer parent advocate? Return the bottom of this form to the Council Coordinator at the address listed above. A Parent Advocate will be assigned to your family and contact you about your request.***

---

***Please assign a Parent Advocate to my family!***

Date: \_\_\_\_\_

Name of Child: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

The best time for a Parent Advocate to reach me is: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

To Be Completed By the Council:

Date Received: \_\_\_\_\_ Parent Advocate Name: \_\_\_\_\_ Date Assigned: \_\_\_\_\_

# Addendum I – Review of Family Plan

## FAMILY PLAN REVIEW

**Hardin County Family & Children First Council**  
1021 West Lima Street, Suite 103  
Kenton, Ohio 43326; (419) 673-1531; fax (419) 675-0891

Date: \_\_\_\_\_

Child & Family Name: \_\_\_\_\_

Team Members:


Update on the Educational/Medical/Residential/Legal/Other Goals of the Child & Family:

--

Upcoming Appointments:

--

To Do, By Whom, & Deadline:

--