

SENECA COUNTY FAMILY AND CHILDREN FIRST COUNCIL
Service Coordination Mechanism

PLAN DEVELOPMENT AND DESCRIPTION

1. Plan Development

The Seneca County Family and Children First Council appointed a service plan committee consisting of representatives from mental health, education, public health, youth services, court system, and a parent to develop a service coordination mechanism. Public health and mental health were the chief administrators in the process. The juvenile judge represented the court system and representatives from the largest city school, a parent from the Early Intervention program and a representative of youth services completed the committee. The committee, using the state guidelines for the framework, developed a service plan. This plan was discussed and revised, reflective of the total Council input. The approved Bylaws identify necessary elements unique to Seneca County. A majority quorum vote approved the plan.

The SCFCFC has developed and implements the required components of the service coordination mechanism under the Ohio Revised Code 121.37. For those children who receive services under the Seneca County Help Me Grow, the service coordination mechanism shall be consistent with the rules adopted by the Department of Health under section 3701.61 of the Revised Code. All family service plans shall be developed in accordance with the county service coordination mechanism.

Based on the SCFCFC's governance of their HMG system, the plan and priorities developed under ORC 5126.04, and the availability of funds, the SCHMG Program partners with the Seneca County Board of DD (SCBDD), the North Central Ohio Educational Service Center (NCOESC), the Seneca County Department of Job and Family Services, the Seneca County General Health District, the Seneca County Early Intervention Collaborative, Juvenile Court Judge, schools and other public and private agencies in the county serving children from birth to age three and their families. Using HMG program components and performance measures, the SCFCFC assures that early childhood programs meet the needs of infants, toddlers and their families in Seneca County by providing a comprehensive and integrated system of supports and services.

The SCFCFC further assures that when a child is involved in both Help Me Grow and service coordination through the council, the main provider of service coordination should be Help Me Grow. The council service coordination mechanism shall provide support and resource assistance for the family's Help Me Grow plan.

2. Organization

- A. The purpose statement and organizational model to be used by the Seneca County Family and Children First Council is described in Exhibit 1.1 and 1.2
- B. The Seneca County Family and Children First Council's membership includes executive level administrators and parent representatives. (The membership is listed in Exhibit 1.3).

They will serve as the policy level branch of Seneca County's Coordination Plan. They provide integration and planning to improve community-based, family centered services. The Council provides program management by determining and clarifying policies, procedures, expectations, and the lines of authority and communication. In addition, the Council will have a role in any policy disputes that cannot be resolved at the Service Coordination level.

- C. The Seneca County Service Coordination Committee's membership includes high-level managers or representatives of each principal agency. (The memberships listed in Exhibit 1.4). They will retain the actual treatment planning and service coordination functions, in coordination with the Executive Director of the Seneca County Family and Children First Council. The Service Coordination Committee serves as a gatekeeper. They identify and accept the highest priority youth and secondly, identify those currently served youth who have received benefits to the point that the service component could serve alone without further Service coordination. The Service Coordination Committee requests service/contributions and gap funds from their respective agencies. The Service Coordination Committee also serves as Adviser, by making recommendations in regard to policy relating to service and coordination issues.
- D. The "Wraparound (Child and Family) Team" level of the Council is the direct service level. The Wraparound Team is a multi system team, which provides strengths based assessment and treatment planning for children and their families. Any service provider in any system may request a team meeting to develop the most creative and flexible service package for a child and family. Families may also self refer to the direct service level. Less intensive options other than establishing a wraparound team, such as a referral to a single agency may be appropriate for families, while still adequately addressing a family's needs. The Council's Wraparound Coordinator provides High-fidelity Wraparound facilitation support to teams.
- E. To monitor the Service Coordination Committee, the Council will receive regular reports at the bi-monthly council meetings from the Service Coordination Committee on their activities, assessment of system needs, identification of children being served inadequately, program and funding barriers existing in the system, and other reports deemed necessary by the Council.
- F. Families and agency personnel become aware of and trained in our service coordination mechanism process in a number of different ways. The Wraparound Coordinator meets individually with agency staff and attends agency staff meetings to provide an overview. Family friendly brochures are distributed to agency personnel to give to families and display in waiting rooms. Brochures are also displayed in public places such as libraries, etc. Trainings are offered including half and full-day trainings as needed each year.

3. Target Population

- A. The priority population criteria are:
 - 1. Age – Children and adolescents up to age 18* for acceptance and age 21 for termination.

2. Disability – Significant impairment of ability to perform in the family, in school, and in the community including unruly children.
3. Multiple Agency Need – Youth have a degree of disturbance such that services are required from at least two community service agencies.
4. Duration – Disability has been of at least one year’s duration or conditions exist where professional judgment indicates that the disability is highly likely to be of at least a year’s duration.

*Age limits range according to the agencies involved. Age 21 is the upper limit for children with identified disabilities.

B. Eligibility

1. There is clear and convincing evidence that the array of component services within the youth’s community have been exhausted by the youth and his supporters such that the youth either stands at imminent risk for being sent to, or already is in, out –of- county placement and/or
 2. Children who are abused, neglected, dependent, unruly, or delinquent; or
 3. Children and families voluntarily seeking services.
3. Data

A total of 26 children were placed in residential centers, specialized foster homes, or group homes, outside of Seneca County during 1995. This data provides support for the prioritization of the target population. Seneca County has reduced its out of home placement rate over the last several years. However, during 2001, an unduplicated count of 316 children were placed outside the home, including 279 Juvenile Court, 24 Dept. of Job and Family Services, and 13 Mental Health placements. A service gap for deep end children between home based services and residential and other restrictive placements has been identified and has led to the development of a home based multi-systemic therapy program, and the hiring of a designated Wraparound Coordinator. The number of out youth placed outside the home (including Youth Center placements) during 2002 was 481, in 2003 it was 385, and in 2004 there were 393.

PROCEDURE FOR ASSESSING THE STRENGTHS AND NEEDS OF THE CHILD AND THE FAMILY

Unified, Coordinated, Comprehensive Assessment Process

An initial assessment of a child/family’s need for service is evaluated by the contact agency. If the needs of the family cannot be met through already existing collaborative efforts, the contact agency/person will assess the need to form a Wraparound Team. A Wraparound referral form is used by service agencies as a brief assessment and is sent to the Council’s Wraparound Coordinator to assist in determining the need for a

Wraparound Team. The Wraparound process used by Wraparound Teams includes an assessment and evaluation process. A Wraparound Team assess family domains, strengths and needs in each family.

Since the majority of children for which a Wraparound Team meeting is called are already involved at some level in one or more key systems, it is likely that the relevant background material, including assessments and evaluations exists. The team does not duplicate evaluations or assessments; however, the Team may request additional information to properly assess the full range of needs.

PROCEDURE TO REFER CHILDREN TO THE SERVICE COORDINATION PROCESS

It is envisioned that each agency will continue to accept its own referrals and coordinate with each other on the provision of services when multiple agencies are involved. Referrals for consideration by the Service Coordination Committee will be made through an agency's representatives on the Service Coordination Committee or the Council. The county-wide referral process will be engaged only when prospective eligibility for service meets the Service Coordination Committee criteria and the multiple service agencies cannot assist children and families with their own resources.

PROCEDURE FOR DESIGNATING SERVICE RESPONSIBILITY

Individualized Family Service Coordination Plan

1. Once a Wraparound team is formed, the entry level meeting with all agencies and the family will assess the strengths and needs of the family. Included in this plan is an assessment of the family's life domains (social, culture, psychological, family, vocational or educational, residential, safety, legal and health). A Family Service Coordination Plan consistent with Council goals of community-based, family centered services, will be developed at this meeting by the parties called into attendance. Any existing agency plan can serve as the Family Service Coordination Plan if the plan meets all Family Service Coordination Plan criteria. Otherwise, existing agency plans can be included as part of the Family Service Coordination Plan. The plan will be comprehensive and unconditional in its commitment to meeting the needs of the child/family rather than placing the child in the limited and categorically restricted service programs. Each provider agency will sign off on the plan as their commitment to the family for the services with the provision that family also sign off to comply with their plan requirements if resources are to be committed. This process will hold agencies and individuals accountable for the services or supports identified in the plan, and will provide an evaluation of the service plan by reviewing the process of the family and child. At a minimum the service plan for each child and family will include:
 - Identification of the family's/child's strengths and needs;
 - Descriptions of the services to be provided and the funding sources;
 - Establishment of the responsible positions within agencies for carrying out the plan;
 - Timelines for completing goals;
 - Establishment of a crisis and/or safety plan; and

- Establishment of outcome criteria, utilizing the Family Development Matrix, to determine the success or failure of the service to be provided.

Each member agency and the family will be given a copy of the entire service plan by the Wraparound Coordinator. Additionally, a copy of the family Service Coordination Plan will be maintained by the Wraparound Coordinator with periodic review times established. The Family Development Matrix is the current evaluation instrument that each team uses to determine progress at baseline, every six months, and close.

2. Methods to share information between services and agencies and reduce the confidential barriers to system coordination.

A county-wide release of information form has been adopted and is used by Wraparound teams and for Service Coordination referrals.

3. Acceptance of the process by all agencies

Council members approve the service coordination plan and reviews. Additionally, the council members commit resources by funding agreements to the administration of the Council and the operation of the Service Coordination Committee.

4. Consistent knowledge and understanding of the strengths and needs of children and their families across professional disciplines.

The Council mobilizes agency resources and non-agency resources to develop and conduct children/family cross training seminars for the multiple social service and non-profit agencies in the county.

5. Identification of rules and regulations which need to be waived

The need for waiver of state agency rules will be determined as the Council determines the needs of this community. Exemptions or waivers will be pursued when barriers to the continuity of care for children and families are discovered. An application to the Ohio Family and Children First Cabinet Council for an exemption from a specific state department rule will be submitted after consideration of the Council and a specific resolution authorizing such a request.

PROCEDURE FOR OUT-OF-HOME PLACEMENT MEETINGS

A Wraparound team meeting will occur regarding children who are placed outside of their home when the family had an established Wraparound team. The meeting will occur before an out-of-home placement is made, or within ten days after placement in the case of an emergency. The Wraparound Coordinator should be notified about such an event by the placing agency within three working days, and the Coordinator will in turn contact team members to set up the meeting date, time, and location. This meeting gives the team members an opportunity to consider alternatives to placement and/or to begin planning for community supports for the family during placement and to begin planning for the child's return to the community. Nothing in this section shall be interpreted as

overriding or affecting decisions of the Juvenile Court regarding an out-of-home placement or confidentiality.

Method to Divert a child from the Juvenile Court system includes the following Juvenile Court Programs:

Seneca County Juvenile Court Diversion Program:

Diversion is a program that was developed to allow an alleged juvenile offender, who meets eligibility requirements, to avoid formal Juvenile Court action while being held accountable for his/her actions. Upon filing of formal complaint, certain first time, non-violent, unruly/delinquent offenders are offered an opportunity to avoid formal court involvement by agreeing to enter into a Diversion Contract. A Diversion Officer maintains the program. An assessment of the youth's behavior and of parental efforts guides referrals to social service agencies and/or habilitation services through the Court. The Diversion Department remains committed to finding new solutions to the problem behavior experienced by the families of Seneca County.

Seneca County Juvenile Court Intervention Program:

The Intervention Program is an educational opportunity for first time, non-violent juvenile offenders that come to the Court's attention through a referral, not a formal complaint. The program addresses alcohol and drug use, reduction of high-risk behaviors, communication skills, anger management and consequences of behavior. The purpose of the program is to get the participants to examine the choices they make and the consequences of those decisions. It is the responsibility of the referral source to follow up on the progress of the referred juvenile.

Family Intervention Court:

In an effort to divert youth with mental health needs from the juvenile justice system, the Seneca County Family Intervention Court began in 2003. The Family Intervention Court screens juveniles and referred adults for indicia of mental illness and substance abuse issues. Participation in the Court is voluntary with the design to comply with recommendations by professionals for treatment. The Family Intervention Court schedules regular court appearances to monitor, encourage and ensure juveniles/adults are keeping their counseling/therapists appointments and are taking their medication as prescribed. If the juvenile/adult successfully completes the treatment plan and the conditions of the Court, the charge is dismissed. Conversely, if the juvenile/adult does not comply and does not complete the requirements set forth by the Court, the individual is placed back on the regular docket and must potentially face the original punishment for the original charge.

Strengthening Families Program (SFP):

This evidence-based program is provided by the Firelands Counseling & Recovery Services. SFP meets for 14 weeks, once a month for three hours. The program serves families who are in need of parenting skills, positive communication skills, and decreased aggression, conflict, stress and youth recidivism. Groups are available for families who have 6-12 year olds or 13-17 year olds,

Multi-Systemic Therapy (MST):

This evidence-based program is provided by Firelands Counseling & Recovery Services in collaboration with the Department of Job & Family Services, Juvenile Court and the Mental & Health & Recovery Services Board. It is an intensive home-based program for delinquent and other high-risk youth designed to reduce recidivism.

Truancy Mediation:

This program has recently been implemented as a collaboration between the Juvenile Court and local schools, providing a process that helps parents, caregivers and schools find a fair and workable solution to children's truancy problems. The mediation process is a private, confidential way of communicating that does not focus on blame or fault. The mediator is a neutral person whose role is to ensure that everyone has an opportunity to speak, that all sides understand each other, and that both families and schools work together to resolve attendance and tardiness issues. This process allows you to settle truancy problems without going to court. This program is based on the belief that mediation can be an effective means of improving school attendance, reducing the drop out rate and reducing juvenile delinquency.

In addition to the above, other programs are in place to reduce recidivism and/or prevent placement. Youth and parents may also be referred for Anger Management, Workforce Development Restitution, Community Service, and parenting classes.

The Service Coordination Committee has reporting guidelines to review measures of progress with the member agencies and family in accordance with the plan. The Service Coordination Committee convenes the monitoring sessions.

APPEALS PROCESS

1. All families receiving services at the child and family team or Service Coordination Committee level shall receive an appeal/dispute resolution brochure.
2. Any agency representative or family who does not believe that the scope of service is being provided within the plan should utilize existing informal/formal agency grievance procedures prior to initiating an appeal process to the Service Coordination Committee
3. An appeal must be:
 1. Submitted in written form.
 2. Addressed to the Seneca County Family and Children First Council, to the attention of the Executive Director.
 3. Documented in clear and concise language the particular concern or alleged violation.
 4. Signed by the complainant (Anonymous complaints will not be processed.)
4. The Service Coordination Committee will attempt to resolve the issue with the agencies and family within (10) working days through consultation and negotiation. Policy violation disputes (only) which cannot be resolved by the Service Coordination Committee will be referred to the Council.

5. Appeals Procedures

1. The complaint will be date-stamped upon receipt.
2. The child/family will be referred to by case number (as issued upon appeal).
3. The Service Coordination Committee Chairperson will assign a three person panel to review the complaint. Panel members will not be involved in the dispute.
4. A letter of status will be sent within five (5) working days, to the complainant.
5. Any dispute not resolved within the first five (5) working days will then be bound over to negotiation and/or arbitration.
6. Any policy violation dispute not resolved within five (5) working days after it has been bound over to negotiation and/or arbitration, will be referred to Council for negotiation and/or arbitration.
7. Any dispute not resolved within five(5) working days after it has been bound over to negotiation and/or arbitration, will be referred to the Dispute Resolution Process.

PROCEDURE FOR PROTECTING THE CONFIDENTIALITY OF FAMILIES

The SCFCFC ensures the protection of any personally identifiable information collected, used, maintained, disclosed during service coordination meetings or contained in the comprehensive family service coordination plan including the right of parents to written notice of and written consent to the exchange of this information among agencies consistent with Federal and State Law.

DISPUTE RESOLUTION PROCESS

1. The Seneca County Family and Children's Council agrees that the conflict between any of the service partners and/or families must not impede the delivery of services. Therefore, the Seneca County Family and Children's Council is committed to resolving all conflict at the lowest possible level and in the most expedient manner.
2. Any issue not resolved by the Council will be referred to the Seneca County Juvenile Court Mediation Services under the jurisdiction of the Seneca County Juvenile court. A Brochure description of the Seneca County Juvenile Court Mediation Program is found in Exhibit. 1.5
3. If the dispute resolution fails, a written Mediation Report of the disputed case will be filed with the Juvenile Court in seven (7) working days after the time limit for the dispute process has been expired.

FUNDING AND FISCAL MECHANISMS

LOCAL-LEVEL – Council Members will continue to cooperate together on joint funding for Council activities as well as assisting in locating and advocating for outside funding sources. There will be shared fiscal responsibility to support the activities of the Council. New funding sources will be coordinated and approved by the Council. The Clinical Committee may make recommendations regarding gaps, service needs and funding opportunities. Funding Plans for families involved in Wraparound (Family Service) Teams will be developed by the individual teams.

STATE LEVEL – The Council will consider, approve and advocate for waivers and improvement in the funding system when necessary in order to meet local needs.

Each agency will share funding source information for the delivery of their respective services for the purposes of collaborative planning:

- Eligibility criteria;
- Services allowed;
- Services restricted; and
- Compliance regulations.

The Seneca County Family and Children First Council will advocate for:

- Near term improvement in the funding system;
- The reduction, consolidation, or flexibility of categorical funding; and
- The elimination of funding restrictions that prohibit the achievement of the council's social objectives.

The fiscal agency for Council funds will be the North Central Ohio Educational Service Center or other lawful agent.

Additional considerations:

- Use third party and self-pay reimbursement when appropriate with the use of sliding fee scale;
- Evaluate and advocate for reallocation of resources from savings generated by avoiding institutional and residential placements for community based services;
- Form alliances with non-mandated entities to provide services; and
- Continue a funding mechanism for equitable annual member contributions to the Council.

PURPOSE

MISSION

To achieve, through community collaboration, an effective and comprehensive system which empowers families and children to productively affect their lives, resulting in enhanced family stability.

FCF GUIDELINE GOALS FOR SERVICE

Service must be community-based.

Service must be coordinated.

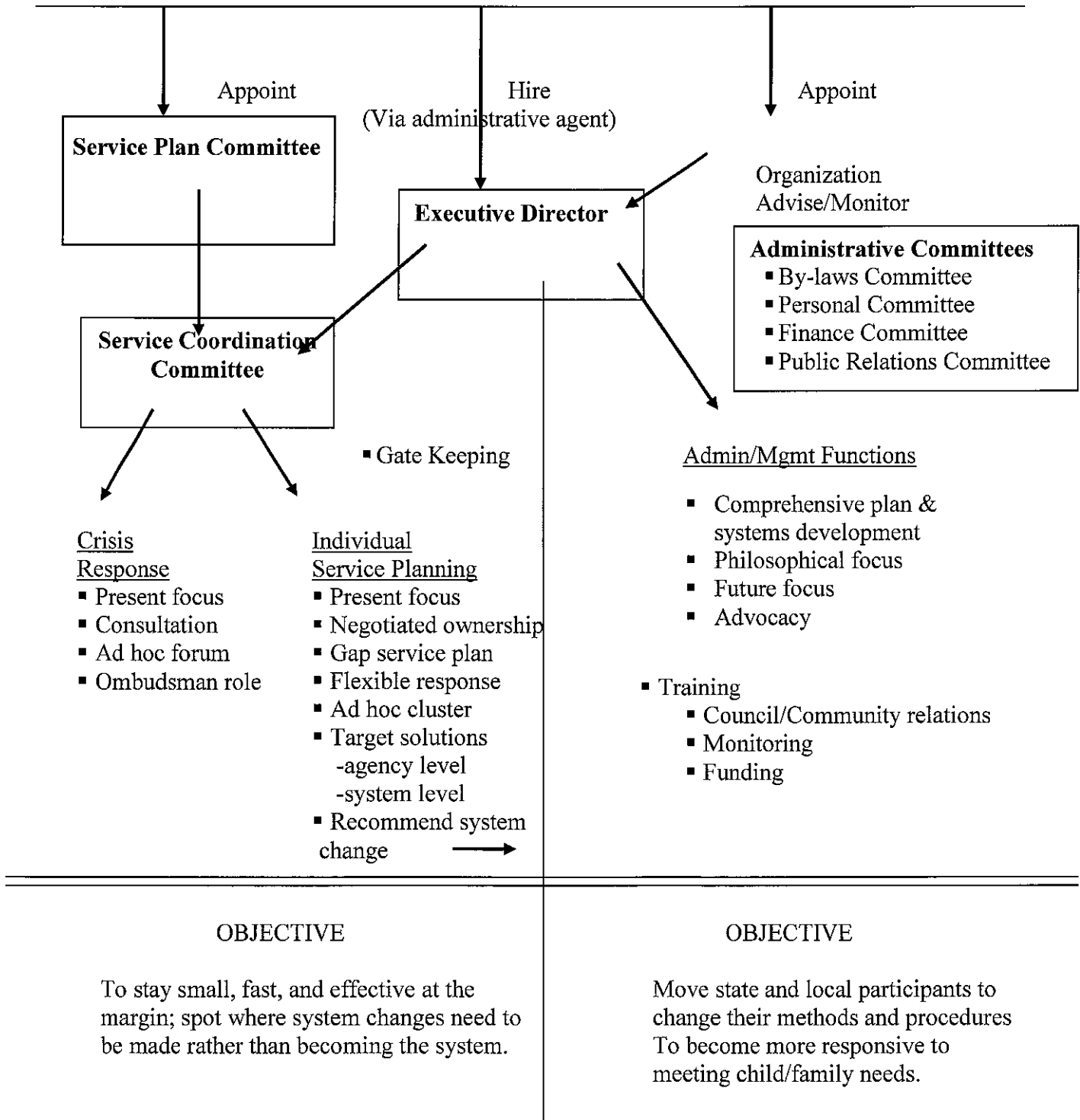
Service must be family-centered.

SERVICE PHILOSOPHY

Services must be comprehensively and unconditionally tailored to the needs of the child/family rather than the needs of the organizations involved or their funding restrictions.

ORGANIZATIONAL MODEL

Seneca County Family and Children's Council



**Seneca County Family and Children First Council
Membership**

- Mayor, City of Tiffin
- Mayor, City of Fostoria
- Executive Director, Tiffin Seneca United Way
- Early Intervention Collaborative Representative
- Executive Director, Mental Health & Recovery Services Board
- Social Service Worker, Ohio Department of Youth Services
- Commissioner, Seneca County Commissioners
- Health Commissioner, Seneca County General Health District
- Director, Seneca County Department of Job and Family Services
- Representative, WSOS Head Start
- Executive Director, United Way, Fostoria
- Superintendent, Seneca County Board of MR/DD
- Superintendent, Tiffin City Schools
- Site Supervisor, Firelands Counseling & Recovery Services
- Service Coordination Representative
- Superintendent, North Central Ohio Educational Service Center
- Family & Consumer Sciences Extension Agent, Ohio State University Extension
- Parent Representative
- Parent Representative
- Parent Representative
- Parent Representative
- Director, Court Appointed Special Advocates
- Director, Seneca County Area Transportation
- Director, Tiffin YMCA

**Seneca County Inter-Agency Service Coordination
Membership**

- Children Services Administrator, Seneca County Department of Human Services
- Representative, Firelands Counseling & Recovery Services
- Probation Officer, Seneca County Juvenile Court
- Representative, Tiffin City Schools
- Public Health Nurse, Seneca County General Health District
- Parole Officer, Ohio Department of Youth Services
- Case Management Supervisor, Seneca County Opportunity Center (DD)
- Representative, CASA
- Seneca County Wraparound Coordinator

**Seneca County Family and Children First Council
Signature Page**

Seneca County Family and Children First Council Members in agreement with the Council's Service Coordination Mechanism:

<u>Agency</u>	<u>Date</u>
_____ Mayor, City of Tiffin	_____
_____ Mayor, City of Fostoria	_____
_____ Executive Director, Tiffin Seneca United Way	_____
_____ Early Intervention Collaborative Representative	_____
_____ Executive Director, Mental Health & Recovery Services Board	_____
_____ Social Service Worker, Ohio Department of Youth Services	_____
_____ Commissioner, Seneca County Commissioners	_____
_____ Health Commissioner, Seneca County General Health District	_____
_____ Director, Seneca County Department of Job and Family Services	_____
_____ Representative, WSOS Head Start	_____
_____ Executive Director, United Way, Fostoria	_____
_____ Superintendent, Seneca County Board of MR/DD	_____
_____ Superintendent, Tiffin City Schools	_____
_____ Site Supervisor, Firelands Counseling & Recovery Services	_____

Cluster Representative

Superintendent, North Central Ohio Educational Service Center

Family & Consumer Sciences Agent, Ohio State University Extension

Parent Representative

Parent Representative

Parent Representative

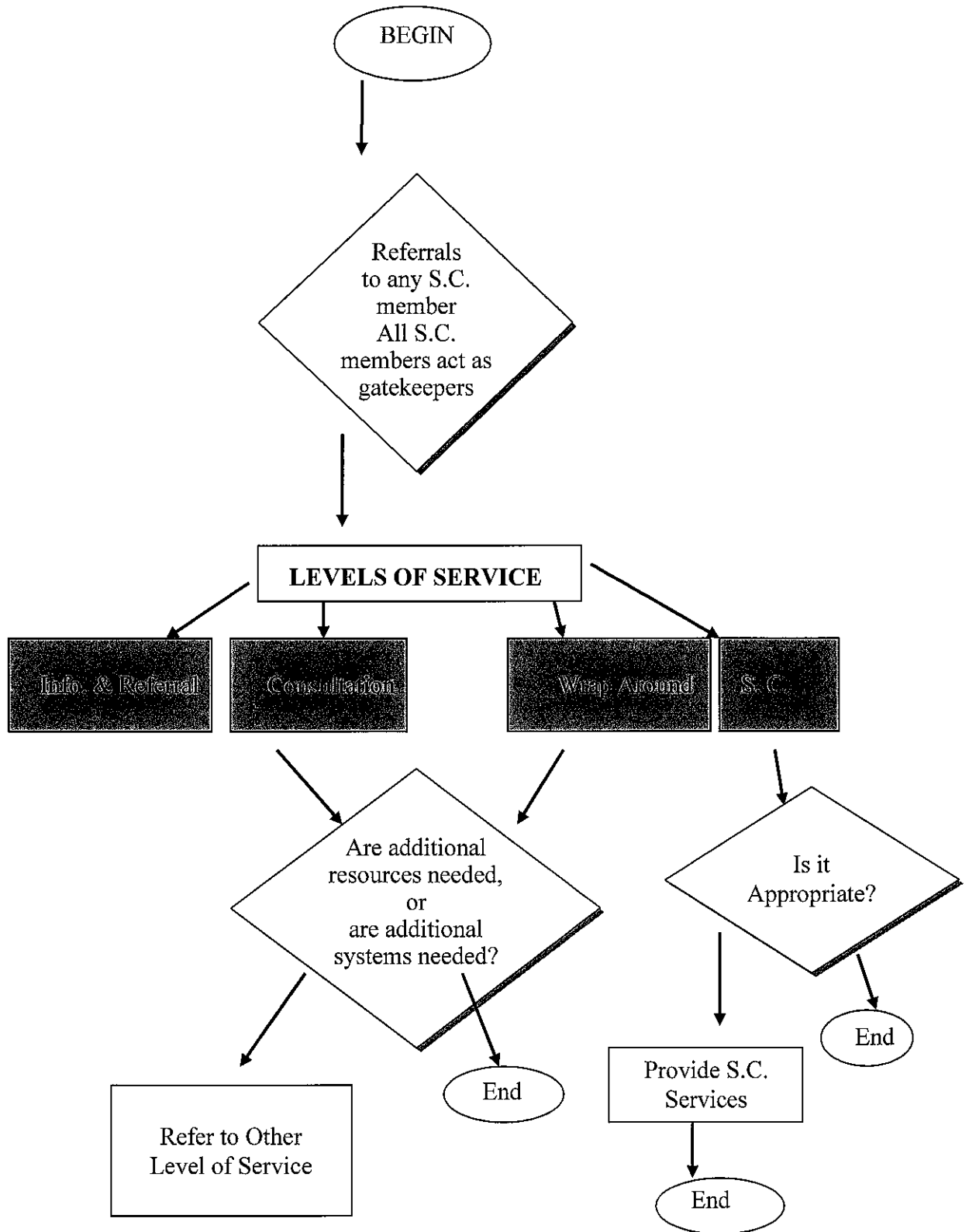
Parent Representative

Director, CASA

Director, Seneca County Area Transportation

Director, Tiffin YMCA

**SENECA COUNTY FAMILY AND CHILDREN FIRST COUNCIL
SERVICE COORDINATION PLAN**



SENECA COUNTY CONSENT FOR
RELEASE OF INFORMATION

Person's Full Name

Date of Birth

Parent/Guardian Name

Social Security Number

Individual Case Number

The following agency (s) have my permission to exchange/give/receive information regarding service delivery planning for the purpose of securing, coordinating, and/or providing services for the above named person (please identify all agencies that apply):

- Seneca Co. Cluster/Council
- Seneca Co. General Health District
- Mental Health & Recovery Services Bd.
- Firelands Counseling & Recovery Services.
- North Central Ohio Educational Service Center
- Ohio Dept. of Youth Services
- Opportunity Center
- CASA (Court Appointed Special Advocates)
- Tiffin City Schools
- Seneca County Head Start
- Fostoria Community Schools
- _____ School
- Seneca Co. Juvenile Court
- Seneca Co. Dept. of Job and Family Services
- Other _____
- Other _____

I authorize 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.)

yes no _____ Identifying Information: name, birth date, sex race, address and telephone number

yes no _____ Social Security number

yes no _____ Case Information: the above Identifying Information, plus medical (except for HIV, AIDS and drug and alcohol treatment records) and social history, treatment/service history, psychological evaluations, Individualized Education Plans (IEP's), Individualized Family Service Plans, transition plans, vocational 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 named above).

Information regarding the following, shall not be released unless initialed below:

yes no _____ HIV and AIDS related diagnosis and treatment

yes no _____ Substance abuse diagnosis and treatment

yes no _____ Financial Information: Public assistance eligibility, Medicaid, 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 and delivering it to _____. 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 canceled.

I understand that my 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 Person

Date

Signature of Parent/Guardian

Date

Witness/Agency Representative

Date

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

TO ALL AGENCIES RECEIVING INFORMATION DISCLOSED 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 records whose confidentiality is protected by Federal law.

Federal regulations (42 CFR 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 appears:

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 without the specific, written, and informed release of the individual to whom it pertains, or as otherwise permitted 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 diagnoses.

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 further disclosure is expressly permitted by the person to whom it pertains, DYS in the case of youth records, or applicable federal and/or state law.

Seneca County Wraparound Family Team Meeting Invitation

TODAY'S DATE: _____

TO:

You are invited to participate in a Wraparound Family Team Meeting being held for:

Name: _____

Family team meetings are dedicated to looking at the strengths and needs of this child and family and developing a comprehensive individualized plan. This team will provide ongoing support to this family to assist them in becoming successful. Please bring with you any information that you feel would be beneficial.

A team meeting for this family is scheduled on:

DATE: _____

TIME: _____

LOCATION: _____

If you cannot attend this meeting, please contact me at:

Seneca County Family and Children First
201 S. Washington Street
Tiffin OH 44883
Phone: 419-443-0981
Email: connie@bright.net

I look forward to working with you in the best interest of this child and family.

Sincerely,

Connie Maksemetz, Wraparound Coordinator
Seneca County Family and Children First

Name _____ Date _____

“C” = Currently utilizing resource “N” = New referral “P” = Used resource in past

DJFS – Food Shelter Employment Other		
MRDD		
WIC		
Help me Grow EI		
WSOS – Preschool Housing Youth		
Success For Youth		
SCAT		
YMCA		
Friends		
Family		
Firelands – Counseling Drug/Alcohol Parenting/ intensive serv.		
Private Counseling		
Courts		
Patchworks – Parenting/Visitation		
First Step - Shelter/DV/Parenting		
Social Security		
St. Vincent DePaul		
First Call For Help		
G.E.D.		
Salvation Army		
Destiny House- Mentor/Parenting/ Parent Mentor		

Attachment D

Family & Children First Council Wraparound Parent Strengths & Culture Form

Name: _____ Age: _____ Date: _____

1. The things I like about my children are
2. My life would be better in six months if
3. My family's lives would be better in six months if
4. The most important thing I have ever done is
5. My best friends and supports are
6. My family enjoys to attend
7. I am happiest when
8. The best times my family ever had were
9. Special rules in my family are
10. My family traditions are
11. What I enjoy about myself is
12. Something important to me is
13. My family taught me special values of
14. I have strong beliefs about
15. The three things I like to do most are

Wraparound Crisis/Safety Plan Questionnaire

Family Name: _____

Date: _____

Child's Name _____

Describe the crisis behavior or situation in detail, what does it look like?

Who is involved in the crisis?

Are there other activities going on in the environment that make the situation better or worse?

List the triggers that lead to the crisis:

How often does the crisis occur? _____ times/day _____ times/week _____ times/month

When the crisis does occur, how intense is it? (Rate 1-10) _____

How long does the crisis last? (minutes, hours, days) _____

Describe what happens after (as a result of) the crisis:

What does the person do?

How do they feel?

Actions taken, including punishments?

Rewards, what did the person get out of the crisis (unmet need)

Emotions or responses by others?

What have you tried in the past to avoid this crisis? What did you do? How well did it work?

Why do you think the crisis continues to happen? What is this individual getting from the crisis:

When triggers start what can you do to prevent the crisis from happening?

What can the youth do instead of the crisis behavior?

Who could help to avoid the crisis?

Who could help if the crisis happens?

Seneca County Wraparound Crisis Planning

- Anticipated crises are defined and clarified in the Family Team meeting.
- All members should give any input/comments/concerns they may have.
- You may need more than one plan depending on level of behaviors.
- Have a "worse case scenario plan".
- Should be individual to each child.
- Should incorporate all members of the family present.
- Crisis plans are proactive and reactive.
- Families and teams are instructed to practice with dry runs.
- Plans are contingent upon the level of crisis.

Crisis Definition and Clarification

1. Each member of the team, including all cross-systems members, Social Workers, school personnel, etc, puts his or her concerns/coments on the table regarding what could go wrong.
2. There is a review of history because most crises have happened before.
3. The team should identify where its plans seem most vulnerable and what the possible consequences would be if the plan does not function.
4. Alternative strategies should be listed as a backup plan.
5. Proactive plans include tangible or intangible supports that are expected to prevent a targeted crisis from happening.
6. Reactive plans are developed by the team to prepare for what action they will take if the crisis actually occurs.
7. After each crisis occurs, the team should convene as soon as possible to review whether or not the plan worked: if it was effective, and if it needs modification.
8. All changes to the plan need to be team-driven, and all members who are not present must be informed immediately so that everyone is on the same page.

Seneca County Wraparound Crisis Plan

Family _____

Date _____

Child's Name _____

DOB _____

Address _____

Child's Medications _____

Support people and relationship	Phone Number

Anticipated Crisis	Proactive Response	Reactive Response

Other Vital Information:

Seneca County Wraparound Safety Planning

This is to be used in conjunction with your Crisis Plan if needed.

Phone numbers (list should be accessible to all family members):

Mental Health Assistance - 911

- Local police number
- Ask for a 24-hour number for existing therapist (if applicable)
- Local 24-hour crisis number
- Nearest emergency psychiatric center (location and phone)
- Nearest Emergency room (location and phone)

Medical and Educational

- Child's doctor
- School contact person

Transportation

- Local Police
- Ambulance
- Family member or friend (they would need to have permission/authority to check a child into a hospital.)

Other

- List of family members numbers
- Other identified support people in the community

Things to have in place for the child (located all in one place):

- List of phone numbers
- Current diagnosis for child
- Folder with all treatment records
- Medications (always have a supply) with directions
- Person on-call to transport the child or to provide a break for the child in their home
- Person on-call to care for other children in the home if one child needs to be taken elsewhere
- Copy of the child's insurance card
- Written permission for anyone else to check a minor into a facility (research ahead of time)

Prevention:

- Seek mental health support for your child and family before it becomes a crisis.
- Have a current diagnosis of your child.
- If current services do not seem to be working, ask for another look, or assessment of your child's current functioning.
- Give all information of your child's birth history to your mental health provider.
- Share any information about possible prenatal exposure to drugs, alcohol or trauma during assessment.
- Keep open communication with the school about change in behaviors.

Respite plan:

For many families, an ongoing respite or break plan can provide space and breathing time for kids and parents. Respite should not be punitive but a normal break for families.

For older children: If possible, pre-plan -Have them come up with a friend (with permission to talk to parents) that they can go stay with for a couple of hours or overnight to get respite. Respite for one child in the home can allow for individual parenting time for others in the home.

Respite should not be a result of crisis, but a couple hours or overnight that is planful for the whole family.

Seneca County Wraparound Safety Plan List

Family Name _____ Date _____

Mental Health Numbers:

911

Local police non-emergent #: _____

Therapist Name: Therapist 24-hour #: _____

24-hour crisis line: _____

Emergency psychiatric center _____

Emergency room: _____

Other: _____

Medical and Educational:

Pediatrician Name: Number: _____

School Contact Name: Number: _____

Other: _____

Transportation:

Police non-emergent #: _____

Secure transport: _____

Family member/friend: _____

Taxi Service: _____

Other: _____

Family Members/Community support:

Name: Number: _____

Name: Number: _____

Name: Number: _____

Name: Number: _____

Emergency Item Checklist

Things to have in place for the child (located all in one place)

List of phone numbers

Current diagnosis for child

Folder with all treatment records

Person on-call to transport the child

Medications with directions

Person on-call to care for other children

Copy of the child's insurance card

Written permission to check child into facility

Change of clothes for child

Other pertinent information

**SENECA COUNTY CLUSTER
CHILD & FAMILY TEAM
MEETING NOTES**

CASE INITIALS	TEAM FACILITATOR	DATE
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TEAM MEMBERS PRESENT		TEAM MEMBERS ABSENT	

DISCUSSION

THINGS TO DO:	BY WHOM:

NEXT MEETING		
DATE:	TIME:	LOCATION:

WHITE COPY-CASE FILE

YELLOW COPY-COUNCIL COORDINATOR

PINK COPY-PARENT

Seneca County Family & Children First Monthly Placement Review

Youth's Name: _____ Date Of Birth: _____

Placement: _____ Date Of Placement: _____

Length in Placement at time of Review: _____

Number of Team Meetings/Visits Made at the time of Review: _____

Expected Date of Discharge: _____

Briefly describe youth's status:

Youths progress toward (placement) goals:

Youths steps being taken to maintain/return youth to Family/Community:

Briefly describe family status, progress toward (placement) goals:

Family's steps being taken to Maintain/return youth to Family/Community:

Briefly describe in-county service/provider status:

In-county service/provider's steps being taken to maintain/return youth to Family/Community:

Have there been any changes in Seneca County that will allow the youth to maintain/return to the community?

RECOMMENDATIONS:

Current Date: _____ Date of Next Review: _____

Facilitator: _____