

SENECA COUNTY FAMILY AND CHILDREN FIRST COUNCIL
Service Coordination Mechanism

PLAN DEVELOPMENT AND DESCRIPTION

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.

As a required component of the county SCM, there is a distinct effort to align the efforts of FCFC Service Coordination/Wraparound and Early Intervention Service Coordination under the umbrella of the Seneca County Family and Children First Council to provide a seamless continuum of care developed for the 0-21 population.

All children who receive services under Ohio's Early Intervention program, and who are also being served under the county Service Coordination Mechanism, must be assured that the services received under Early Intervention (EI) Service Coordination are consistent with the laws and rules of Early Intervention requirements per federal regulations and DODD policy and procedures. If a child is being served by FCFC Service Coordination and a referral is made to EI Service Coordination, upon the determination of eligibility, the lead provider of service coordination will be the EI Service Coordination provider to assure compliance with O.R.C. 5123.02. The FCFC Wraparound Coordinator and/or FCFC Wraparound Team will support and assist with the family's IFSP/Early Intervention Plan as needed. If a child/family enrolled in EI Service Coordination is in need of supports across multiple systems, the FCFC Wraparound Coordinator and/or FCFC Wraparound Coordination team will be available to support and assist as needed.

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. The Wraparound Coordinator provides direct services for children and families in need of service coordination. The Wraparound Coordinator is an employee of FCFC and serves as the neutral point of contact for families and agencies. The Wraparound Coordinator provides information and referral and facilitates and coordinates child and family teams for both basic service coordination and High-Fidelity Wraparound.

The Wraparound Coordinator assists the family in forming child and family teams for both basic service coordination and for high fidelity wraparound. The child and family team include parents and children and others who are relevant to their life such as relatives, members of the family's social support network, service providers, and agency representatives.

- E. To monitor Service Coordination, the Council will receive regular reports at the bi-monthly council meetings from the Wraparound Coordinator on 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.

Levels of Intensity

Three levels of intensity are offered to families including information and referral, basic service coordination, and High-Fidelity Wraparound depending on the need of the child and family. Descriptions of these services levels are meant to serve as broad definitions, as families may cross between levels throughout their service coordination experience.

Level 1- Information and Referral- Resource and referral information is provided to the family and no further services are provided. This less intensive option such as a referral to a single agency or two may be appropriate for some families, while still adequately addressing a family's needs. Families struggling with one issue or basic need, experiencing a short-term crisis, and those families that have not previously used services from more than one agency may fall into this category.

Level 2- Basic Service Coordination- This is defined as a broad-based, youth and family-driven, cross-system (team) planning process by which previously identified and existing resources and supports are coordinated to determine the least restrictive plan of success for the youth and family. Basic service coordination is provided for youth and families with less intensive multiple needs across multiple systems. The family has utilized resources and still needs some additional support from the formation of a team. Basic service coordination is designed to be short term and assist the family in meeting their needs and ensure services are better coordinated. Child and family teams, including formal and informal supports relevant to the life of the child and family develop an individualized strength based plan, monitor the plan and measure success over time. Team meetings are generally less frequent, and the length of service is typically between 3-12 months.

Level 3- Intensive High-Fidelity Wraparound - This is defined as a specific evidence-based intensive planning and facilitation process, utilizing a comprehensive team to develop a uniquely designed helping plan based on the youth and family's unmet needs, and is inclusive of uniquely-designed resources linked to youth and family strengths. High fidelity Wraparound is provided for youth and families with complex intensive multiple needs across multiple systems. Child and family teams, including formal and informal supports relevant to the life of the child and family develop an individualized strength based plan, monitor the plan and measure success over time. Team meetings are generally more frequent, and the length of service is typically between 12-18 months. High-Fidelity Wraparound is an evidence-based process with distinct steps/phases that must be followed to fidelity. These include:

- ◆ Phase 1: Engagement and team preparation
- ◆ Phase 2: Initial plan development
- ◆ Phase 3: Implementation
- ◆ Phase 4: Transition

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.

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.

Description of how families and agency personnel and community members will become aware of and trained in the service coordination mechanism process in your county.

The Wraparound Coordinator provides an update to the FCFC member organizations at the FCFC meeting every other month. The Wraparound Coordinator also gives an overview of the process at agency staff meetings and other collaborative committees and groups throughout the year. Family brochures are given to agencies at these meetings and at community events.

Members of the SCFCC System of Care Committee review the mechanism once a year. The Seneca County Family and Children First Council member organizations review and formally approve the service coordination mechanism and any modifications at the SCFCFC meetings.

A description of the statutory components required under ORC 121.37 (C), including:

(C)(1): A procedure for referring a child and family.

Service Coordination is available to children and youth, ages 0—24, with multi-systemic needs. Any agency, Juvenile Court, and/or any family voluntarily seeking services can access service coordination through this process. There are three various levels of service coordination available to families. Determination of the actual level of involvement/intervention is made following referral and is based on family need and preference as described below. The Community Wraparound process begins when a family, individual, or agency/system representative (Juvenile Court, Children Services, Mental Health and Addiction Services, Developmental Disabilities, any agency, any hospital, any school, etc.) identifies a need for a coordinated, strength-based planning process for a youth experiencing difficulties. To access Wraparound, a referral packet (Addendum A) must be completed and submitted to the Family and Children First Council, Attention: Wraparound Coordinator. Families and professionals may request a referral packet by contacting the Wraparound Coordinator at the Family & Children First Council through e-mail (kjones@ncoesc.org), telephone (419-443-0981), or mail (201 S. Washington Street Tiffin, OH 44883). Staff making the referral should explain the wraparound process to the family prior to making the referral. Parents may make direct referrals to the Wraparound Coordinator at any time.

The referral packet contains the following information:

- ◆ The date of the receipt of the referral;
- ◆ Contact information for the person being referred;
- ◆ Emergency contact information;
- ◆ Age of the person being referred at time of referral;
- ◆ A brief description of the problems being experienced;
- ◆ Systems/agencies that have been involved with the person to date;
- ◆ Contact information for the person referring;
- ◆ Identification of Medicaid Managed Care Plan if applicable;
- ◆ Council response to the referral or the outcome of the referral.

Upon receipt of the referral, the facilitator sends an e-mail to the referral source confirming receipt of the referral within one day of receipt of referral.

Once a referred family is contacted, the Wraparound facilitator explains the Wraparound process, and reviews the needs of the family at referral. Through this process, the facilitator helps the family decide if Wraparound is the right support to meet the family's needs or if referrals to other programs or services are more suitable.

The Wraparound Coordinator attempts to contact the family by phone to discuss the referral and explain or confirm with the family their understanding the Wraparound service coordination process within three days of receipt of referral. After three unsuccessful attempts by the facilitator, the referral source is notified of the efforts to contact the family by the facilitator.

When the coordinator makes phone contact with the family, an initial engagement meeting is scheduled within five days of contact unless parent is unavailable, and any additional questions they may have about the Wraparound process are answered. The meeting is conducted at a time and location of the family's choice. During this meeting, the facilitator reviews the Wraparound process, identifies any immediate service referrals thought to be helpful and addresses immediate crisis stabilization issues, and conducts a Family Discovery which outlines the family's strengths, needs, and culture. This is completed through a conversation where various tools such as questionnaires, timelines, and social connections map can be used. If additional team members are identified, the parent is asked to sign consent for release of information to allow sharing of information. The coordinator also completes with the family standardized assessments which will be used to evaluate the youth's progress and effectiveness of the service coordination process. As lead service coordinator, the coordinator is responsible for the generation, support, and maintenance of a family-centered team for each assigned family. The coordinator works with the family to identify members to participate in the youth and family team. The initial meeting is scheduled within a week of completion of the Family Discovery if parents are available.

The Wraparound Coordinator enters data from the referral packet into a Wraparound database EHR, including the date referral is received and placement at time of referral. The coordinator creates a case record. The coordinator documents process activities on the case notes in the Wraparound database.

(C)(2): A notification procedure for all individual family service coordination plan meetings.

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

current meeting. The Wraparound Coordinator notifies anyone not present, by phone and/or email, at least one week prior to the next meeting, except in cases needing an emergency meeting.

(C)(3): A procedure for a family to initiate a meeting and invite support persons

All families involved in service coordination will be given information on their team roster. Meetings will be regularly scheduled by the team. If the family determines they would like to invite a support person(s) (parent advocate, mentor or another family member that is involved with the care of child) it is the parent's responsibility to inform the support person(s) of the date/time/location of their Child and Family Team meeting. If the family would like to initiate an additional meeting(s) to continue the development or review of their individual family service coordination plan, they may do so by contacting their facilitator. Families can request a copy for their family plan from the facilitator at any time.

Potential advocates/supports can be obtained from a variety of sources including but not limited to: Parent Advocacy Connection; Developmental Disabilities Council; and local educational service centers.

(C)(4): A procedure ensuring an individual family service coordination plan meeting occurs before an out-of home placement is made, or within ten days after placement in the case of an emergency.

A wraparound team meeting will occur regarding children who are placed outside of their home when the family has 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 team facilitator should be notified about such an event by the placing agency within 3 working days, and the facilitator 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 children services and/or juvenile court regarding an out-of-home placement or confidentiality.

(C)(5): A procedure for monitoring progress and tracking outcomes.

The procedure for monitoring progress and outcomes for families engaged in the Sandusky County Service Coordination process includes utilization of the Family Service Coordination Plan which includes goals and objectives, responsibilities and timelines. Facilitators who will be acting as the lead at Family Team Meetings will be trained to use the OFCF Electronic Health Records (EHR), Child and Adolescent Needs and Strength Tool (CANS), and Family Developmental Matrix so that each is complete. As each family case is reviewed the Coordinator will utilize those documents to assess progress toward outcomes and measurable goals. Seneca County will utilize an on-going assessment tool to continually monitor the families in different domains with a baseline established that allows for the monitoring of progress or digress of the families within each domain. A service coordination plan will be developed for each family with outcomes directly tied to the needs assessment process. A monthly caseload report will be kept internally capturing demographic information of each family, date and source of

referral. Referrals into Central Intake will be summarized monthly on a tracking report that reflects number of referrals managed by Central Intake daily and outcome of referral.

(C)(6): A procedure for protecting family confidentiality.

Confidentiality

With the efforts of all persons involved in the decision-making process, it is recognized that the most important player in any situation is the family. The family has the right to have services provided in the least restrictive environment. It is a family's right to be assured that protecting their confidentiality is of the highest priority and the law. All information disclosed is to be considered confidential. The confidentiality of the family and youth will be protected at all times. Information contained in a Family Service Coordination Plan, as well as any personal family information disclosed during service coordination meetings shall be respected with the highest confidentiality. Families participating in service coordination will sign the Authorization of Release of Information form on which they will indicate their wishes regarding the sharing of information. That document will set the parameters for any information, written or verbal, that may be shared between agencies. This document also indicates the start date for service coordination. All information disclosed in family team meetings and contained in the individual service plan will be protected. Only the parties given authorization on the Parental Release of Information form will have consent to view and hear the family information. As a final measure to assure the protection of the family's confidentiality, all team members will sign a document that explains confidentiality expectations of information disclosed in team meetings and throughout the entire planning process. Some exceptions will include abuse, neglect, danger to self or danger to others, and any other exceptions determined by law by mandated reporters.

(C)(7): A procedure for assessing the strengths, needs and cultural discovery of the family.

The Wraparound Coordinator will schedule an initial face-to-face meeting to become familiar with the child and/or family and to begin the discovery of strengths, needs and culture. This allows the family to actively participate and represent their perceptions of problems, strengths, cultural issues, what they hope to change and what services they believe would benefit their family. Team members are also encouraged to participate in the needs, strengths, and cultural discovery as this process will be ongoing.

(C)(8): A procedure for developing a family service coordination plan.

The individual Service Coordination Family plan will be developed with input from every family identified as appropriate for service coordination. As a part of the process, the coordinator works with the family to identify formal and informal supports who can be utilized for the Family Team composition. At service coordination (level of care 2), the focus of the plan will be goals and objectives specific to the strengths and needs of the child and family.

To develop an Family Plan, the following process is followed:

- Review and add to the child/ family strengths, needs and culture discovery.
- Create a team mission statement that describes what the team hopes to accomplish through the process.

- Identify and record needs statements for child or individual family members.
- Prioritize needs that will help the child and/or family team realize their mission statement.
- Brainstorm for strategies to meet the chosen needs.
- Develop action steps/solutions to meet the strategies.
- Select team members to follow-up on action steps.
- Identify an outcome/result for each strategy.

(C)(9): A dispute resolution process, including the judicial review process.

Individuals will seek resolution through the individual agencies and/or team meetings prior to initiating the formal dispute resolution process. Informal/formal 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 or agency caseworker to assist them in presenting 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.

All necessary services to insure the health and safety needs of the child and family shall be provided throughout the process.

Any party to the Individualized Family Service Coordination Plan, especially including the child and family served, may disagree with the specific services of the plan.

1. The party in disagreement with the plan shall notify the Director of the Seneca County Family and Children First Council and will provide written rationale for the disagreement.
2. The Director of the Family and Children First Council will notify and convene the System of Care Committee within ten (10) days of receipt of the notice. The disputing party shall receive notice of the committee meeting no later than three (3) days before the meeting date and may attend the meeting with or without the family's advocate.
3. The System of Care Committee will provide written notification to the disputing party and the Director of the Family and Children First Council of its decision within ten (10) days after the Committee meeting.

The disputing party may disagree with the above decision and may wish to continue the Dispute Resolution Process. In such an instance, the disputing party will provide written rationale for the disagreement no later than seven (7) days of receipt of the decision of the Dispute Resolution Committee to the Juvenile Judge. The FCFC Wraparound Coordinator shall provide an interagency assessment and treatment information to the court. The Juvenile Court is the final arbitrator of disputes involving specific services of the Individualized Family Service Coordination Plan.

All timelines may be extended by mutual agreement between the disputing party and the Director of the Family and Children First Council. Earnest efforts will be made to resolve all disagreements within 60 days.

When a dispute arises that cannot be resolved at the local level, the Dispute Resolution Process via the appropriate Ohio regulatory agency should be utilized.

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 Revised Code.

Note: For those families receiving HMG services – Refer to HMG Policies and Procedural Safeguards.

A description of the statutory components required under ORC 121.37 (D), including: An overall description of the process and individual components of the family service coordination plan.

(D)(1): Description of the method for designating service/support responsibilities.

During the initial meeting with families the wraparound coordinator will gather information regarding what agencies the family is involved with and what underlying needs the family still has. Using family strengths and unmet needs the coordinator will arrange a team meeting with appropriate formal and non-formal supports to design a family team plan which will build long lasting supports. The coordinator will ensure that families are being suitably referred to services and have an active voice in the types of services and supports they receive.

Once a 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.

(D)(2): Description of the method for selecting the family team member who will track progress, schedule meetings and facilitate meetings.

The Wraparound Coordinator will be responsible for scheduling meetings and facilitating meetings. During the initial team meeting a family member will be selected to track progress when appropriate and report it back to the team at the following team meeting. It is important in order to encourage family confidence and genuine participation in the service coordination plan process that the family has a voice in choosing and approving the individual designated for this responsibility.

(D)(3): Description of how plans will ensure services are responsive to the strengths, needs, family culture, race and ethnic group, and are provided in the least restrictive environment.

Family involvement in choosing appropriate services and providers and in the planning, implementation, and evaluation of services on behalf of the family must be respected. It is critical to the outcome of service coordination that special attention is given to the issues related to strengths, needs, racial/ethnic/cultural identity and to gender. System development should also promote early intervention, preventing unnecessary out-of-home placement and keeping children and communities safe while supporting families whenever possible. Services and supports should meet the needs of children and their families in the least restrictive environment possible and as close to their own home environment as possible.

(D)(4): Description of how alleged unruly children will be dealt with using service coordination, including a method for diverting them from the juvenile court system

Alleged unruly and delinquent youth may be referred to service coordination and are included in the target population. Service coordination is a valuable tool to assist youth involved in the juvenile justice system and to help prevent further involvement. When involved in service coordination, the following items may be included in family service coordination plans:

- Designation of a facilitator to conduct the assessment of the child and family
- assessment instruments including the CANS
- emphasis on the parent's role and voice in the plan
- involvement of local law enforcement
- referrals for respite, a mentor, parenting education, alternative school program contingent on need of the child and family and service availability.

Juvenile Court may prepare a complaint under section 2151.27 of the Revised Code. The court will notify the child and guardian that the complaint has been filed. The complaint will encourage the child and guardian to comply with other methods and programs available to divert the child from the juvenile court system. Juvenile Court will conduct a meeting with the child and guardians and other interested parties to determine the appropriate methods to divert the child from the juvenile court system.

In addition, the following programs are provided by Juvenile Court to prevent children from becoming further involved in the juvenile court system:

Seneca County Juvenile Court Diversion Program:

The Diversion Program 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, an intake meeting is scheduled with the youth and his/her parent(s)/guardian(s). At the intake meeting, the Intake Officer interviews the youth and his/her parent(s)/guardian(s) and will work with the youth to complete a risk assessment. Following intake, low-risk first time, non-violent, unruly and delinquent offenders are offered an opportunity to avoid formal court involvement by agreeing to enter into a Diversion Agreement. A Diversion Officer maintains the program. The risk assessment along with consideration of parental efforts guides referrals to social service agencies and/or habilitation services through the Court. Upon successful completion of the elements of the Diversion Agreement, the case is dismissed and expunged. The Diversion Department remains committed to finding new solutions to problem behaviors experienced by the families of Seneca County.

Family Intervention Court:

In an effort to divert youth with indicia of mental health and/or substance abuse issues from the juvenile justice system, the Seneca County Family Intervention Court (FIC) began in 2003. FIC eligible youth and families are those who reside in Seneca County and are charged with misdemeanors and felonies and who have severe and persistent mental health issues and/or substance abuse issues that are contributing or mitigating factors in their law-breaking behavior and juvenile court involvement. In November of 2014, FIC received certification as a specialized docket by the Ohio Supreme Court. Participation in FIC is voluntary with the design to comply with recommendations by professionals for treatment. FIC participants receive a treatment plan based on their individual needs. An I-FAST Coordinator, provided by Firelands Counseling and Recovery Services with support from Juvenile Court, delivers evidence-based in-home counseling services to FIC participants. Progress through FIC's 4 phased program is based upon the participant's performance in the treatment plan and the participant's compliance with the requirements of the specialized docket phases. FIC schedules regular court appearances to monitor, encourage and ensure juveniles/adults are following their treatment plan, 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 for Parents and Youth 10-14 (SFP):

This evidence-based preventative intervention program is provided through a partnership between Firelands Counseling & Recovery Services, the Juvenile Court and the Tiffin

Community YMCA. The SFP is delivered in seven parent, youth and family sessions. The program addresses youth risk factors of: regression or withdrawn behavior; negative peer influence; poor school performance; lack of pro-social goals; poor relationships with parents. The program also addresses youth protective factors: positive future orientation; peer pressure resistance skills; pro-social peer relationships; positive management of emotions; empathy with parents.

Truancy Mediation:

This program is offered by the Juvenile Court to 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 highly trained in dispute resolution and truancy mediation. 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 the settlement of 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, Juvenile Court and the staff of the Seneca County Youth Center with additional support by community partners, ensures programs are in place to reduce recidivism and/or prevent placement. Youth and parents may be referred to behavior specific programs such as Anger Management, Substance Abuse Programming, Theft Education, 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.

D)(5): Description of how timelines will be established for completing family team goals.

Family timelines will be established on a case by case basis. Timelines will hold families and agencies accountable. Timelines will also ensure that families and agencies have adequate time to successfully complete a task. Timelines can vary and can be adjusted when needed. During family team meetings team members will have a voice in suggesting an appropriate timeline to achieve a goal. The family will have the ultimate decision creating the timeline to ensure accountability and to ensure the timeline given is achievable for the family. Expectations of the team in scheduling review meetings should be established at each meeting.

(D)(6): Description of how crisis and safety plans will be included in the family service coordination plan.

The health and safety of all residents and family members is an important consideration in service coordination. Individual family plans will include measures to promote the overall health and safety of individuals. Planning for short-term crisis and safety concerns establishes the understanding among team members that family crises are a possibility and will not be considered a plan/child/family/team failure if they should occur. The Wraparound Coordinator will ensure that crisis and safety plans are addressed at team meetings using family strengths and unmet needs. Crisis plans, and safety plans are two separate entities and shall be addressed as such. Families are able to identify their own crisis and safety is non-negotiable. The team will be

prepared to respond appropriately and immediately in the event there is a crisis or safety concern. It allows the team to plan its response during a time when everyone is positive and calm, helping to assure that members will not overreact if the need arises to implement the crisis/safety plan. Efforts should target strategies that provide support to the child and family during these times, keeping everyone safe, while keeping the child and the family together when possible. Crisis and safety plans will be represented throughout family plans.

A description of the fiscal strategies for supporting FCFC service coordination including: How funding decisions are made for services identified in the family service coordination plan.

Funding plans are developed by the individual family and child teams. Funding for services identified in the family service coordination plan are made by the individual agency provider. If the provider is unable to fund a recommended service, then team members help to locate community resources to fill gaps, or find alternative strategies that still meet the need.

How flexible resources are maximized and how funds are blended, braided or coordinated to support service coordination.

Local funds as well as flexible grant funds that support service coordination are used to support formal wraparound team coordination. Each child and family team helps to locate community resources to fund strategies and fill gaps.

How resources are reallocated from institutional services to community-based, preventive, and family-centered services.

Local FCFC member organizations contribute to the SCFCFC general fund and to the Wraparound fund. Funds are used to support wraparound facilitation, wraparound training, and other community-based preventative, and family centered services.

How decisions will be made regarding the use of the Children’s Community Behavioral Health funds for children and their families in service coordination.

Seneca County is awaiting additional information from the State regarding how to appropriately utilize CCBH funds.

How decisions will be made regarding the use of the Family Centered Services and Supports funds for children and their families in service coordination.

The SCFCFC determines the use of the FCSS funds. These funds are allocated for wraparound coordination.

Quality Assurance of Service Coordination Mechanism

Describe how the service coordination mechanism process will be monitored and reviewed. Please include who will monitor and review the mechanism and how often this will happen.

Members of the SCFCC Service Plan Committee will monitor and review the mechanism based on this schedule.

- Review Service Coordination Mechanism Annually
- Review Outcome Report Annually
- Review and Update Wraparound Forms as needed At least every two years

The Seneca County Service Coordination Mechanism is approved by the Seneca County Family & Children First Council.

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.

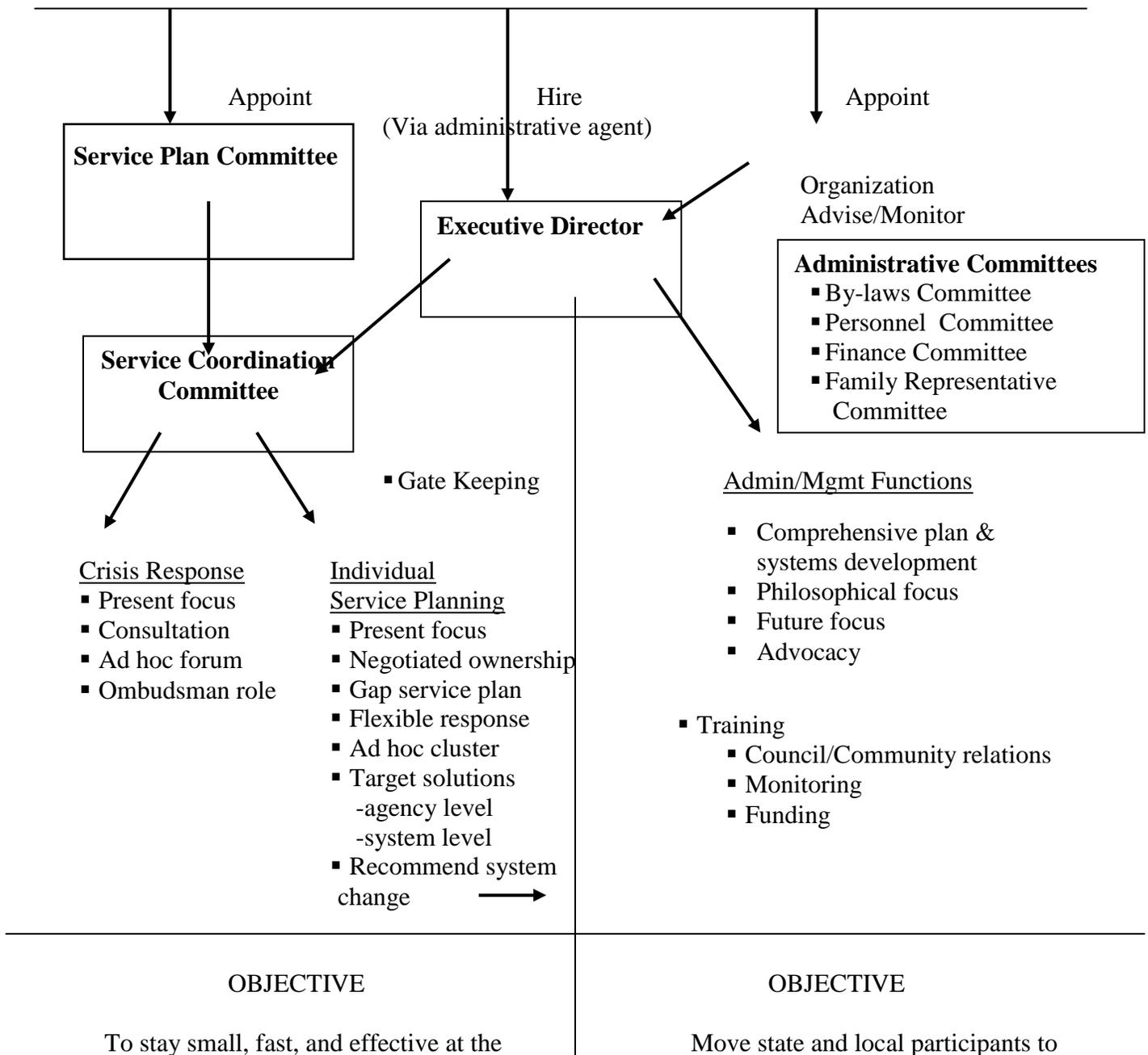
Service must be family-centered.

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



margin; spot where system changes need to be made rather than becoming the system.

change their methods and procedures
To become more responsive to
meeting child/family needs.

EXHIBIT 1.3

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
- Seneca County Juvenile Court Representative
- 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**

