

Adams County Family and Children First Council Service Coordination Mechanism 2024 - 2025

A. Overview of Service Coordination in Adams County

Adams County Family and Children First Council (FCFC) has developed a Service Coordination Mechanism (SCM) to serve as the guiding document for planning, coordinating, and implementing county services for families with multiple needs with children from birth through the age of 21.

The purpose of the Service Coordination Mechanism is to provide children and families with an alternative approach for more intensive collaboration of multi-system providers, and formal and informal supports. FCFC is a supplement to these agency systems and is not intended to override current systems. Service Coordination builds upon existing family strengths and community services. When appropriate, FCFC discusses new services, supports, and strategies that can be added to address family and youth's unmet needs and barriers. Services and supports will also be responsive to cultural, racial, and ethnic characteristics individualized to the family. These efforts assist youth and families with complex needs and identified strengths to mutually develop a youth-centered and family-focused individualized Plan of Care.

A team of individuals who are important to the well-being of the child and family may include relatives, natural supports, service providers, and agency representatives. Collaboratively, this team develops and implements an individualized Plan of Care over time to evaluate success. Information is shared while also assuring family confidentiality. The goal of this process is to assist families in building a system of natural supports to gradually improve family self-sufficiency and reduce family reliance on formal systems.

FCFC can serve children and families through multiple levels of involvement including information and referral, service coordination, and intensive High-Fidelity Wraparound services. This mechanism will identify the criteria which will be used to suggest what level of service coordination is needed for a child and their family. However, no child or family will be refused the opportunity to refer itself for consideration of service coordination.

a. Entities/persons were involved in the review and revisions of the mechanism. The Adams County Service Coordination Mechanism was developed by members of Child Welfare, Board of Developmental Disabilities, Job and Family Services, Alcohol, drug addiction, and mental health services through the Adams County Health Department, Health, Juvenile Court, Ohio Valley School District, Adams FCFC, and Adams/Brown County Early Intervention collaborative (EI).

The mechanism was further developed through the collaboration of other members, including parents of FCFC youth to include and ensure the development of a comprehensive system that would be coordinated and most cost effective for the families and children in Adams County. The mechanism was written and developed with the intent of providing multiple access to the coordination of services for children who have been adjudicated, abused, neglected, dependent, unruly, alleged unruly, adjudicated unruly, alleged, or adjudicated delinquent or whose families

voluntarily seek such services and/or initiate self-referral. Further, the mechanism is family-focused, coordinated, community-based, and facilitative.

b. The structural components and levels of intensity of service coordination in Adams County.

The organizational structure of the Service Coordination Mechanism includes the Adams County Family and Children First Council and its FCFC Director for Service Coordination and Wraparound Facilitation, any FCFC committee, and child and family teams.

The administrative level consists of executives of all the systems who participate in the Council and Parent Representatives. This group develops policy, integration, and planning to improve community-based, family-centered services for the FCFC Service Coordination Mechanism. The Council provides program management by developing and clarifying policies, procedures, lines of authority and communication. In addition, the Council will have a role in any policy disputes that cannot be resolved through the dispute mechanism. The FCFC Director provides support to the Council, any FCFC committee, the service coordination group, and the oversight of services and supports.

The group service coordination team consists of Directors and staff of the participating systems. They serve as the Council's mechanism for service integrated planning, identifying service gaps, and making recommendations regarding strategies and financing of service gaps to the Council. The FCFC Director coordinates with the service coordination group and community agencies to provide families with coordinated services and supports.

The FCFC Director, under the Service Coordination Mechanism, provides direct services for children and families in need of Service Coordination or Wraparound services and remains a neutral point of contact for families and agencies. FCFC team expansion allows for assigned staff to receive Service Coordination/Wraparound training. Team members who coordinate with FCFC receive direct supervision by their respective agencies. FCFC can provide information on referrals, coordination, coaching, child and family teams, service coordination, and wraparound services. In addition, OhioRISE/Aetna Care Management Entity can also provide care coordination services to youth and families in need. Coordination can occur with Early Intervention, Child Protective Services, and OhioRISE as primary service coordination providers, and with the Juvenile Court System with primary authority.

The FCFC Director assists the family in forming child and family teams for both Service Coordination and High-Fidelity Wraparound. The child and family team includes parents and children and others who are relevant to their life such as relatives, members, social supports, service providers, coordinating agencies, and agency representatives.

c. Levels of Involvement Adams County FCFC Service Coordination/Wraparound has initiated three levels of involvement to families including information and referral, basic service coordination, and high-fidelity wraparound depending on the need of the child and family. The FCFC programs are focused on upstream and early intervention efforts as it relates to youth who are involved with multiple systems or who have multiple needs. Service level descriptions serve

as broad definitions, as families may cross between levels throughout their service coordination experience.

- Level 1 - Information and Referral as a less intrusive option - Resource and referral information is provided to these families and no further services are provided. This occurs when referral to one or two single agencies may be appropriate as it adequately addresses a family's needs. Level 1 describes families struggling with basic needs and minimal issues, experiencing a short-term crisis, and families who are new to services from more than one agency. Service length is typically three months.
- Level 2 - Basic Service Coordination – Level 2 is broadly defined as a youth and family-driven, cross-system (team) planning process. The team helps the family build upon previously identified and existing resources and supports, by adding enhanced coordination for the least restrictive plan for the youth and family. Level 2 describes youth and families with less intensive multiple needs across multiple systems, where team coordination adds additional support, services, and resources beyond what the family has utilized in the past. Basic service coordination is designed to be short term and assist the family in meeting their needs and ensure services through improved coordination. 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. Level 2 team meetings are generally less frequent than Level 3, and service length is typically between 4-15 months.
- Level 3 - Intensive High-Fidelity Wraparound – Level 3 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 including those who may be at risk of out-of-home placement. 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 15-24 months. High-Fidelity Wraparound is an evidence-based process with distinct steps/phases that must be followed to fidelity. These steps include:
 - Phase 1: Engagement and team preparation
 - Phase 2: Initial plan development
 - Phase 3: Implementation
 - Phase 4: Transition

Adams County Wraparound services have coordinated with Ohio Medicaid's OhioRISE (Resilience through Integrated Systems and Excellence), a specialized managed care program for youth with complex behavioral health and multisystem needs. Youth who are Medicaid eligible, and meet the level of care criteria, are referred to either HealthVine Cincinnati Children's

Hospital Medical Center/OhioRISE or Aetna. Adams County FCFC and our local OhioRISE/Aetna Care Management Entity work collaboratively to ensure that service coordination is available to all eligible families who are in need.

d. Target population. The target population is youth 0-18 and transition age young adults ages 18 - 21 with emphasis on those most vulnerable. No family will be refused the opportunity to refer themselves for consideration of service. However, the target population includes children who are struggling with mental and behavioral health issues and children who are abused, neglected, dependent, unruly, alleged unruly, adjudicated unruly at risk of becoming unruly, or alleged or adjudicated delinquent children under the jurisdiction of the juvenile court and their parents, CPS (Child Protective Services) involvement, and youth who are nearing higher levels of involvement of the juvenile court, CPS, and/or OhioRISE. Included in this population are those children whose families are voluntarily seeking services. Priorities include multi-need children from the ages of 0-21, families with an inability to access needed services to provide child stability, and those in need of multiple agency involvement.

e. 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 FCFC Director plays a pivotal role in disseminating information about the Adams County Service Coordination Mechanism (SCM) to FCFC member organizations and other relevant groups. Updates on the SCM are provided annually at the Adams County Family and Children First Council and group service coordination meetings. Additionally, the FCFC Director who facilitates Service Coordinator and Wraparound services delivers comprehensive overviews of the process at various collaborative committees and groups throughout the year. The FCFC Director participates in service coordination and wraparound training, skill-based training, safety/coaching meetings, and regional wraparound facilitator learning communities. These opportunities not only enhance the skills of service providers but also foster a deeper understanding of the SCM and its benefits. Members of the FCFC and the group service coordination meeting convene annually to review the SCM process and evaluate the effectiveness of the mechanism. Adams County FCFC reviews and formally approves the SCM annually. In line with the guidance, efforts are made to ensure families and service providers are informed and trained on the SCM. Referral forms, program flyers, and brochures are distributed to agencies during these meetings and at community events. This approach ensures that families and service providers are aware of the availability and purpose of service coordination within the community. Efforts to inform families about the process are also coordinated with other community educational or social marketing initiatives, aligning with programs such as ABCAP, BoDD, JFS, HeadStart, Early HeadStart, Adams County Health Department, Ohio Valley School District, University of Cincinnati psychiatry telehealth services, Child Focus, CPS, Juvenile Court System, Adams County Regional Medical Center, Women, Infants, and Children (WIC), Head Start/Early Head Start, and Complex Medical Help (CMH), formally, known as Children with Medical Handicaps (CMH). This coordinated approach ensures that families receive

comprehensive information about available services and supports, thus promoting greater accessibility and awareness within the community.

f. Alignment with Children and Families As a mandated component of the Adams County Service Coordination Mechanism (SCM), there is a combined effort to blend the functions of FCFC Service Coordination/Wraparound and their partnerships with Early Intervention (EI) Service Coordination, CPS, Juvenile Court involvement, and OhioRISE Care Coordination. This alignment establishes a continuum of care for individuals aged 0-21. Each of these agencies actively participates with the group service coordination team to ensure ongoing alignment, referrals, and data collection to maintain an integrated role within the SCM.

- **Child Protective Services (CPS) – Youth in Custody** Youth and families involved in CPS regardless of custody status are eligible for FCFC Service Coordination/Wraparound services. FCFC will collaborate with CPS to provide comprehensive support to these at-risk youth and families.
- **Youth in Juvenile Justice System** The FCFC Service Coordination/Wraparound team will work alongside Adams County Juvenile Court to provide FCFC Service Coordination/ Wraparound serves for youth alleged unruly or adjudicated delinquent, as well as youth and families who are experiencing excessive tardiness, chronic absenteeism, and truancy. Referrals will be made to FCFC, and the Director will work with the family to build a team and create a unified plan to divert the youth from the juvenile court system.
- **Early Intervention Service Coordination** All children who receive services under Ohio’s Early Intervention program, and who are also being served under the Adams 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. 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 through EI, to assure compliance with O.R.C. 5123.02. The FCFC Service/Coordination/Wraparound Director team will support and assist with the family’s Early Intervention Plan as needed. If a child/family enrolled in EI Service Coordination needs support across multiple systems, the FCFC Wraparound team will be available to support and assist as needed.
- **OhioRISE Care Coordination** FCFC Service Coordination is available for youth enrolled in OhioRISE. This includes those with complex behavioral health and multisystem needs. Funding restrictions prohibit the utilization of FCSS funding for service coordination activities for youth enrolled in OhioRISE receiving Care Coordination. However, Adams County FCFC will work to ensure the youth/family are referred and connected to care coordination as well as necessary services and supports.
- **Upstream Early Support and Intervention - Chronic Absenteeism and Truancy** FCFC works closely with the Juvenile Court, the Prosecutor’s Office, local schools, and the Adams County mental health/behavioral health team to identify youth with chronic absenteeism and truancy to help identify the root cause and eliminate barriers to attendance.

No family will be denied the opportunity to refer themselves for consideration for service coordination. Adams County FCFC will work to identify groups or types of children and families not being served or whose needs are inadequately addressed to improve the local system of care. Outreach occurs with local agencies and programs such as ABCAP, JFS, WIC, Children with Medical Handicaps, Head Start, and Early Head Start.

B. A procedure for referring a child and family.

Service Coordination or Wraparound services are available to children, youth, and young adults ages 0—21, with multi systemic needs. Any agency, Juvenile Court, and/or any family voluntarily seeking services can access these services 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 the referral process and is based on family input, need, and preference. The multi-agency service coordination or wraparound process begins when a family, individual, or agency/system representative (Juvenile Court, CPS, Mental Health and Addiction Services, Developmental Disabilities, hospital, school, or others identifies a need for a coordinated, strength-based planning process for a youth experiencing difficulties. Prior to making the referral, the partner agency should explain the Service Coordination/ Wraparound process to the family. Parents may make direct referrals to the FCFC at any time. Agencies who have trained staff who implement wraparound can make their own referrals or refer the families to the FCFC for Wraparound services. To access Service Coordination/Wraparound services, a referral packet must be completed and submitted to the FCFC, Attention: FCFC Director for Service Coordination/Wraparound services. There are several ways for families and professional to request or obtain a referral packet, this includes:

E-mail: AdamsFCFC@adamscountyhealth.org
Phone: 937-544-5547
Mail: 560 Rice Drive, West Union, Ohio, 45693

The referral packet contains the following information:

1. The date of the receipt of the referral.
2. Contact information for the person being referred.
3. Age, gender, and race of the person being referred at time of referral.
4. A brief description of the problems being experienced.
5. Systems/agencies that have been involved with the person to date.
6. Contact information for the person referring.
7. Identification of Medicaid Managed Care Plan if applicable.
8. Council response, through the group service coordination team, to the referral or the outcome of the referral.

Upon receipt of the referral, the Service Coordinator/Wraparound Director sends an e-mail to the referral source confirming receipt of the referral. The FCFC Director arranges and attends the initial

meeting with the family to discuss the referral and explain or confirm with the family their understanding of the Service Coordination/Wraparound process.

After three unsuccessful attempts at contact, an “attempt to reach you” letter is mailed. If the family does not respond by the end of the time specified in the letter, the case is closed.

When the initial parent/FCFC engagement meeting is scheduled, ideally within five days, the FCFC Director explains the Service Coordination/Wraparound process to the family and reviews the needs of the family at referral. Any additional questions they may have about the Service Coordination/ Wraparound process are answered. Through this process, the Director helps the family decide if Service Coordination or Wraparound is the right support to meet the family’s needs or if referrals to other programs or services are more suitable. The meeting is conducted at the time and location of the family’s choice.

During this meeting, the FCFC identifies any immediate service referrals thought to be helpful, addresses urgent crisis stabilization issues, and completes a question-and-answer process to outline the family’s strengths, needs, and culture. This is completed through a conversation where various tools such as the referral form, quality improvement tools, questionnaires, timelines, and social connections summary can be used. The FCFC referral form is completed and signed, then parents are asked to sign the consent for release of information to allow sharing of information, followed by a FCFC team member.

When additional team members are identified, the FCFC team also completes a certified CASII Assessment, or a brief certified CANS Assessment to evaluate the youth’s and family’s needs and strengths. The FCFC team is responsible for the generation, support, and maintenance of a family-centered team for each assigned youth/family. The FCFC team works with the family to identify members to participate in the youth and family team.

The initial Service Coordination/Wraparound team and parent meeting is scheduled within one to two weeks after completion of the initial parent/FCFC engagement meeting or as soon as family and team attendees are able to attend. The meeting schedule occurs quicker based on youth severity. The FCFC team enters data from the referral packet into a tracking system, which includes the date the referral is received and placement at time of referral. The FCFC team member creates a case record, and documents case details on the case notes in the Ohio Automated Service Coordination Information System (OASCIS). At any point during the intake process or the on-going family case, if the youth meets OhioRISE eligibility, the family has the option to change to an OhioRISE Care Coordinator as the lead agency.

C. A notification procedure for all individual family service coordination plan meetings. Family needs and schedules are the priority when scheduling Service Coordination/Wraparound team meetings. The FCFC Service Coordination/Wraparound team is responsible for scheduling meetings in consultation with the family and for inviting all appropriate team members including the family’s natural supports, agencies involved with the family and the appropriate school personnel. The FCFC team 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 Service Coordination/Wraparound team member notifies anyone not present, by phone and/or email, except in cases needing an emergency meeting. If an emergency meeting is needed, team members will be notified as soon as possible, and a meeting will be scheduled within 3 days.

D. A procedure for a family to initiate a meeting and invite support persons All families involved in service coordination will be given contact information for everyone on their team roster. Meetings will be regularly scheduled by the FCFC 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), the parent may invite the support person(s) and inform the support person(s) of the date/time/location of their family/team meeting. The family may request help from the FCFC in initiating the invitation to the support person(s), and the support person will be added to the team roster for future team meetings. If the family would like help with initiating an additional meeting(s) to continue the review and progress of their individual service coordination plan, they may contact the FCFC Director. Families can request a copy for their family plan from the FCFC Director at any time. Potential advocates/ supports can be obtained from a variety of sources including but not limited to: NAMI, Developmental Disabilities Council, OhioRISE, Cincinnati Children's Hospital Medical Center, and others.

E. 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. When a family has an established service coordination/wraparound team, a team meeting will occur regarding children who are placed outside of their home. The meeting will occur before an out-of-home placement is made, or within ten days after placement in case of an emergency. The FCFC team should be notified of this event by the placing agency within 3 working days, and the FCFC team lead will then 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.

Adams County FCFC through the Department of Medicaid (ODM) may seek multi-system youth custody relinquishment funding. Funding must only be requested to support children and youth who are at risk for custody relinquishment or have already been relinquished and need services and/or supports to transition to community and/or non-custody settings. Applications for technical assistance or funding must be submitted by FCFC. These will be reviewed by a multi-system team composed of child/youth serving state agencies, and funding will be authorized (or not authorized) by ODM. Authorized funding will be subject to the terms of ODM's executed grant agreement with FCFC. The FCFC Director and the Administrative Agent will provide oversight for financial tracking and the submission of required updates.

F. A procedure for monitoring progress and tracking outcomes. Adams County has a monitoring procedure in place designed to track progress and outcomes for families. This includes the utilization of the family-centered service coordination plan, including goals, action steps, responsibilities, and timelines specific to each family's needs. FCFC team members undergo training to utilize the state's database system, OASCIS. Each family receives a service coordination plan, directly addressing their needs assessment and defining outcomes tied to their goals. Internally, a monthly caseload report captures family demographic information, along with the date and source of referral. Referral numbers are summarized monthly, including open, closed, pending cases, case status and progress. The utilization of OASCIS reports allows Adams County FCFC to continuously monitor family outcomes, identify system gaps, and address needs within the community. The results of this monitoring and tracking are reported to the Council regularly. Data collected through this system informs the decision-making processes, enabling the FCFC to evaluate and prioritize services, address service gaps, and innovate approaches to enhance outcomes for children and families. Additionally, the monitoring and tracking process extends to children in out-of-home placements. The group service coordination team monitors youth in out-of-home placements and ensures the development of re-entry plans to ensure continuity of care post-discharge. These re-entry plans encompass housing, ongoing treatment, and educational planning, ensuring seamless transitions and sustained support for vulnerable youth.

G. A procedure for protecting family confidentiality. The youth and family are the most important people involved in the service coordination process. Their trust in the multi-system team is integral to family success. 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 always be protected. Information in a family Service Coordination Plan and any personal family information disclosed during service coordination meetings should 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 desires 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 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.

H. A procedure for assessing the strengths, needs, and cultural discovery of the family. An initial face-to-face meeting with the FCFC team initiates the beginning of the assessment process and is a way to understand the child and/or family's strengths, needs, past trauma, and cultural background. This meeting invites active participation from the family, allowing them to express their perceptions of

needs, strengths, challenges, cultural considerations, desired changes, and required services. Team members are encouraged to engage in the needs, strengths, and cultural discovery process, which remains ongoing to ensure comprehensive assessment and support. Adams County utilizes the CASII assessment tool and may use the CANS assessment tool. These tools include essential elements for evaluation, such as strengths, life functioning, behavioral/emotional needs, risk behaviors, cultural factors, potentially traumatic/adverse childhood experiences, early childhood, transition age, and caregiver resources and needs. These tools aid in determining the appropriate level of coordination, providing insights into the family's presenting level of need. These assessments identify priority planning areas of need that inform the development of the family Plan of Care. This standardized approach ensures that assessments are conducted systematically, consider the youth and family diverse needs, and cultural backgrounds of the children and families served by the FCFC Service Coordination/ Wraparound services.

I. A procedure for developing a family service coordination plan. Every family who meets acceptance criteria for Service Coordination or High-Fidelity Wraparound will be a partner in the development of their family Service Coordination Plan. As a part of the process, the FCFC team works with the family to identify formal and informal supports who can be utilized for the family. The plan will focus on goals and objectives specific to the strengths and needs of the child and family. To develop a Plan of Care, the following process is followed:

1. Review and add to the child/family strengths, needs, and cultural discovery.
2. Assess the level of engagement of families.
3. Create a team mission statement that describes what the team hopes to accomplish through the process.
4. Identify and record a needs statement for child or individual family members.
5. Prioritize needs that will help the child and/or family team realize their mission statement.
6. Brainstorm for strategies to meet the chosen needs.
7. Develop action steps/solutions to meet the strategies.
8. Select team members to follow-up on action steps.
9. Identify an outcome/result for each strategy.

The family Plan of Care will include:

a. Description of the method for designating service and support responsibilities. During the initial meeting with families the FCFC team 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 FCFC team will arrange a team meeting to discuss appropriate formal and non-formal supports to design a family/team plan which will build long lasting supports. The FCFC team will ensure that families are appropriately being referred to services and have an active voice in the types of services and supports they receive.

b. Description of the method for selecting the family team member who will track progress, schedule meetings, and facilitate meetings. When a referral is received by the FCFC team, an

FCFC team member will be responsible for scheduling team meetings with the family and agencies. 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 next team meeting. Family confidence and participation in the service coordination plan process helps show the family that they have a voice in choosing and approving the individual designated for this responsibility.

c. Description of how plans will ensure services are responsive to the strengths, needs, family culture, race, and ethnicity, and are provided in the least restrictive environment. To ensure respect for the family, the youth and family are involved in choosing appropriate services and providers, and participate in the planning, implementation, and evaluation of services. Special attention is given to the issues related to strengths, needs, gender, racial, ethnic, and cultural identity to contribute to appropriate outcomes from service coordination. System development should promote early intervention, prevent unnecessary out-of-home placement, and keep 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. Description of how timelines will be established for completing family team goals. Adams County recognizes that all families operate differently therefore, family timelines will be established on a case-by-case basis. Timelines will hold families and agencies accountable and ensure that families and agencies have adequate time to successfully complete a task. Timelines are family-specific and can vary and 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 final decision creating the timeline to ensure accountability and family goal achievement. The family and team are expected to schedule review meetings before the meeting close. If other prerequisites need to occur prior to the next meeting, the review meeting will be scheduled to accommodate this.

e. Description of how crisis and safety plans will be included in the family service coordination plan. Adams County seeks the health and safety of all residents and family members and sees it as important to include measures to promote the overall health and safety of individuals. Planning for short-term crises 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 FCFC Director will ensure that crisis and safety plans are addressed at team meetings using family strengths and unmet needs. Adams County recognizes that crisis plans, and safety plans are two separate entities. Families can identify their own crisis and safety is non-negotiable. The team will be prepared to respond appropriately and immediately in case of 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 or 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. If, for any reason, needed services or supports are not available, the plan should show how priorities are chosen and what efforts will be undertaken to address such gaps.

J. Process for Dealing with Alleged Unruly Children by using Service Coordination and a Diversion

Method from the Juvenile Court System These youth may be referred to Adams County Service Coordination as part of the ACFCFC target population. Service coordination benefits and assist youth involved in the juvenile justice system, increases early problem identification, identifies upstream intervention methods, and helps to prevent further involvement. When youth are involved in service coordination, the following may be included in family Plan of Care:

- An FCFC team member and/or a person trained in the assessment instrument, is to conduct the assessment of the child and family.
- Assessment instruments completed by the FCFC include the CASII, or possibly, the CANS.
- Emphasis on parent's Voice and Choice to determine roles and responsibility to determine the plan.
- Involvement of local law enforcement.
- Referrals for respite, recreational activities, a mentor, parenting education, or alternative school program based on the need of the child and family and service availability.

Juvenile Court System Youth complaints are filed in the juvenile court by the Prosecutor's Office or directly from law enforcement if a youth is arrested and placed in detention on the immediate charge. Juvenile court may conduct a meeting with the child and guardians and other parties including the school system, CPS, and ACFCFC.

All delinquency or alleged unruly youth will be assigned to a Probation Officer. The PO may elect to refer a youth to the Diversion Specialist or other community resource to avoid formal court action while still addressing the youth's needs. This is completed with input and discretion of the PO, or Juvenile Prosecutor. The following programs are provided by juvenile court to prevent children from becoming further involved in the juvenile court system:

Diversion This program is an alternative to probation typically offered to first-time alleged unruly or misdemeanor delinquent youth. Its main purpose is to prevent formal court involvement for those youth who have no previous court history. Through the Diversion Specialist, youth and their parents may be provided short-term interventions to address, resolve, or prevent future negative behaviors. Upon referral to the diversion program, the youth and family will work with the Diversion Officer to initiate the process which includes an OYAS (Ohio Youth Assessment System) and a discussion on the rules and regulations.

Diversion Contract All parties involved will design a Diversion Contract with a time limit and with input from parents and all involved to define contract requirements. The youth has a set time to complete Diversion Contract requirements, during which, follow-up visits are made. Referrals are made to other programs including the Adams County Health Department mental health/behavior health team and other agencies to provide individual and family counseling, parenting classes, and anti-vaping classes,

Ohio Means Jobs, Child Focus, restitution, community service, drug and alcohol assessments, community mentoring programs, Adams Court Kinship Division, and the use of CAREY Guides for the development of values, courage, respect, humility, integrity, and kindness. It is expected that youth will complete the program within 3-6 months, comply with the terms and conditions of individualized contract, and not incur any new charges. After successful completion of the program, all charges may be dismissed or not formally filed. If a youth fails to successfully complete the program, the case should be referred to juvenile court for filing.

Service Coordination Process will include a certified assessment by the dominant agency, OASCIS case entry, the Plan of Care, goal development, agency names and contacts such as CPS and OhioRISE, and other requirements including a juvenile court summary including diversion, charges, parole, court hearing dates, adjudication, and long-term Plan of Care, crisis, and transition plan. The Plan of Care will align with input from court processes and other community agencies, will be updated monthly as needed, and will be monitored for compliance and goal achievement. Avoiding delays or disruptions in providing services can be monitored by updating cross-agency plan development, coordinating so there is consistent family messaging, monitoring of assigned responsibilities for the youth and family, and increasing agency cross-coordination of care.

2025 FCFC required education will focus on upstream youth prevention including training on safety and risk, anti-harassment, intimidation and bullying resources, comprehensive school safety, mental health, trauma informed care, and similar classes.

K. A Dispute Resolution Process, Including the Judicial Review Process

The Adams County FCFC agrees that the conflict between any of the service partners and/or families must not impede service delivery, therefore, the FCFC is committed to resolving all conflict at the lowest possible level and in the quickest manner. ACFCFC recognizes that three types of conflict are likely to occur including:

- The family disagrees with one agency.
- The family disagrees with the service plan.
- One agency disagrees with another agency or the service plan.

Individual seeking resolution It is expected that an individual seeking resolution will discuss the situation with individual agencies and/or meetings before initiating a formal dispute resolution process.

Emergency situations where a child is in imminent danger of abuse or neglect, will be reported immediately to CPS and/or a local law enforcement agency, while non-emergency situations will follow the dispute resolution process.

Informal grievance procedures should be utilized prior to initiating the formal dispute resolution process. Regarding the initial grievance procedure, if a family needs assistance in presenting their concerns within the team setting, they may request a parent advocate or agency team member to assist them in presenting their concerns.

Formal grievance procedures Parents will be informed of the dispute resolution process, through the FCFC Director and/or the FCFC Chair. All necessary services to ensure the health and safety needs of the child/family shall be provided during the process. Any party to the service coordination plan, especially including the youth and family served, may disagree with the specific services of the plan.

Conflict resolution The disputing parties will inform the lead case facilitator, in writing, of the facts of the conflict. The lead case facilitator will call a special meeting(s) of the team within five (5) working days of receipt of notification and will facilitate the dispute resolution process. The family will continue to receive services as described in the family Service Coordination Plan during this process.

Resolution When a resolution is reached, the parents and the agency representatives will sign the revised family Service Coordination Plan to acknowledge their commitment to the plan.

Plan implementation The lead case facilitator, that is, the FCFC Director, is responsible for the implementation of the plan.

If the dispute is not resolved the following steps will be taken: The family or agency which disagrees with the family Service Coordination Plan shall file a written objection to the plan with the FCF Council Director. Upon receipt of the objection or within five (5) working days, the Director shall initiate discussions with each party involved to determine the facts of the case. After determination of the facts and sharing them among agencies and families involved, the Director shall schedule a meeting of the parties regarding the disagreement for the purpose of discussing resolution of the dispute between the two (2) parties.

FCF Council meeting If such efforts prove to be unsuccessful, the Director shall cause the membership of the FCF Council to become aware of the facts of the case within five (5) working days. The FCF Council will hold a special meeting to review all the relevant information (unless an emergency meeting is needed). The FCF Council recommendations shall be issued within five (5) working days. Any policy violation dispute not resolved will be referred to the FCF Executive Committee to invite suggestions for reaching resolution of the dispute.

Emergency dispute resolution The family or provider brings the emergency to the attention of the Council Director. (An emergency situation is defined as disruption to an essential service provision which jeopardizes the safety and well-being of the child or family). The FCF Council Director will request an emergency meeting of the FCFC to review the referral. Time frame for convening this meeting will vary according to situation needs, though response time will be scheduled no later than five working days. Once the immediate emergency is handled, any continuing conflict will follow the outlined process.

Failure to reach an agreement at the Director or FCF Council Level If the parties fail to reach an agreement under the procedure, the matter will either be as discussed below:

Agency specific dispute is to be referred to the Juvenile Court within seven working days and processed in accordance with O.R.C. 121.38. The juvenile court filing process can only be used when an agency is not satisfied with the resolution of the dispute, that is, families cannot file in court regarding an FCFC dispute.

Specific dispute is to be referred to be heard by another local entity, and/or the Adams County FCFC will contact the Adams County assigned OFCF Regional Coordinator within seven working days regarding unresolved disputes to discuss next steps in accordance with O.R.C. 121.38.

Record of results Council Director shall keep a record of the results of each step of the resolution process and shall prepare an interagency assessment and a treatment information packet for the court. During the dispute resolution process, families will continue to receive services as indicated in the service coordination plan. A parent or custodian who disagrees with a decision rendered by the Council regarding services for a child may initiate the dispute resolution process. Not later than sixty days after the parent or custodian initiates the dispute resolution process, the Council shall make findings and issue a written determination of its findings.

Appeal process When the Council participants agree by majority vote that reasonable responsibilities are not being shared by member agencies, the State of Ohio appeals process may be accessed. It is understood that, upon appeal, Cabinet Council decisions may result in a redirection of state funds within a county. O.R.C. 121.37 requires that unresolved issues be referred to the juvenile court having jurisdiction of the child for resolution. It further requires that during the period of investigation of the case by the court, that any services provided by any agency prior to the filing of the dispute be continued by the agency until the resolution process is completed.

Court decision Following the decision of the court, if the agency or agencies providing services during the processing of the complaint are found not to be responsible for providing services, the agency or agencies shall be reimbursed by the agency or agencies found to have responsibility by the court. Agencies adjudged to have responsibility may object to the determination of the court within a period prescribed by law. Such objections will be processed under circumstances and by procedures prescribed by O.R.C. 121.37.

Dispute Resolution Process 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, although the state Family and Children First Cabinet Council does not currently have an administrative review process for disputes that cannot be resolved through the FCFC's dispute resolution process. Therefore, the Service Coordination Mechanism indicates that the Adams County FCFC will contact the Adams County assigned OFCF Regional Coordinator regarding unresolved disputes to discuss next steps. All timelines may be extended by mutual agreement between the disputing party and the Director of the Family and Children First Council. Ernest efforts will be made to resolve all disagreements within 60 days. Note: For those families receiving HMG/EI services – Refer to HMG/EI Policies and Procedural Safeguards and HMG/EI Dispute Resolution Addendum. The dispute resolution process is in addition to and does not replace other rights or does not replace other rights or procedures that parents or custodians may have under other sections of the Revised Code.

L. A Description of the Fiscal Strategies for Supporting FCFC Service Coordination includes the following:

How funding decisions are made for services. Funding plans are developed by the individual youth and family teams with agency input. Funding for services identified in the family service coordination plan are made by the individual agency providers. If unable to fund a recommended service, the team members help to locate community resources to fill gaps or find alternative strategies that still meet the need. FCFC is a service and not a funding source. Funding oversight is reviewed through the FCFC Director, and if needed through the FCF Council. Clarity may be provided by the Ohio FCFC website and/or office. The OASCIS charge is linked to the appropriate OASCIS funding source/charge category and the specific youth Plan of Care and goals.

How flexible resources are maximized. Funding requests must only be made for expenses not otherwise covered by another payer source.

How funds are blended, braided, or coordinated to support service coordination. Local funds and flexible grant funds can support service coordination and wraparound team facilitation. Each youth/family/agency 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. There are no local FCFC member organization contributions to FCFC general fund and to the Wraparound Fund. When this occurs, funds are used to support wraparound facilitation and training, community-based prevention, and family centered services.

How decisions will be made regarding use of the FCSS funds (Family Centered Services and Supports funds). Youth and their families in Service Coordination or High-Fidelity Wraparound Service facilitation can use FCSS funds for these services. Other FCSS funds can pay for items covered in the Plan of Care and associated goals, including with the FCF Council oversight. The local FCFC can use FCSS for respite and recreational services. Adams County FCFC will use the Ohio FCFC as a guide to determine if the funds can cover any additional category of services for individual families, when a general gap has been identified.

How decisions are made regarding use of multi-systems youth/ODM funds for children and their families in service coordination. Technical assistance and funding through Ohio Department of Medicaid (ODM MSY) is available to help prevent custody relinquishment of children (ages 0-21) solely for the purpose of obtaining needed treatment. The state's MSY team can assist local entities with obtaining services that support children and youth who have been relinquished and are transitioning back to community and/or non-custody settings. Wraparound teams can apply for this money by utilizing the application posted on the following link [ODM MSY application](#).

How decisions are made regarding use of Multi-Systems Youth/PCSA funds for children and their families in service coordination. The Ohio FCFC determines the use of the MSY/PCSA funds along with the oversight of the FCF Council. Use of these funds is restricted to providing services and supports needed to prevent the relinquishment of custody of children, 0-18, and to facilitate family reunification following a custodial episode. These funds may be used in any of the following manners:

1. Service Coordination/Coordination/Wraparound to prevent custody relinquishment or for a relinquished youth.

2. In-home and/or community supports to prevent custody relinquishment.
3. Residential treatment and/or room and board for treatment to prevent custody relinquishment
4. In-home and/or community supports needed to support family stability for a child returning from agency custody.

Coordination and appropriate use of funds is reviewed to find the most applicable and appropriate funding source, the priority funder, and funding of last resort. The Ohio FCFC resources are reviewed for funding requirements and allowances.

M. Quality Assurance

ACFCF Council Members will monitor and review the Service Coordination Mechanism based on the schedule, along with the Adams County Bylaws for a county-wide model that is approved by the FCF Council. The Service Coordination Mechanism should be shared with families and their youth as a consistent method for improved outcomes.

The Adams County FCFC is confirming the Service Coordination Mechanism with its submission to the OFCFC. The Service Coordination Mechanism will be monitored by the FCFC Director, reviewed through FCF Council committee, and discussed and voted upon at an annual ACFCF Council meeting.

L. County Service Coordination Mechanism Due Date, Documentation, and Review Process

The completed Adams County SCM submission date to OFCFC by December 31, 2024. The adjusted state approval for submission for 2024/2025 SCM is February 2025, with final submission occurring.

Additional submission delays will result in an ACFCFC delay in accessing SFY2026 FCSS funding or OCBF funding until these documents are submitted and approved.

The following documents should be submitted electronically to OFCF@childrenandyouth.ohio.gov

- The February 2025 ACFCFC Service Coordination Mechanism
- Attachment A - The Service Coordination Mechanism Cover Sheet 3.
- Attachment B - Table of Organization of SCM
- Minutes from a full FCFC meeting where the 2024/2025 County FCFC Service Coordination Mechanism was approved. The minutes must reflect such approval.

Documents in addition to those listed above should not be submitted to OFCF but are required to be maintained by the county FCFC, and available upon request (ex. forms, tools).

The county FCFC Service Coordination Mechanism will be reviewed by the OFCF Regional Coordinator to ensure compliance with O.R.C. 121.37 and 121.38. Each county FCFC will receive feedback if any areas need improvement. If components are out of compliance with the O.R.C., the county will be informed and will be unable to access SFY2026 FCSS or OCBF funding until such components are addressed.

If technical assistance is needed either in updating the FCFC Service Coordination Mechanism or correcting after feedback is received, please contact your OFCF Regional Coordinator. A technical assistance meeting will be scheduled for your county.

IV. Attachments The OFCFC guidance document contains two attachments that must be submitted with the FCFC Service Coordination Mechanism.

- Attachment A on page 25 is the FCFC Service Coordination Mechanism Cover Sheet.
- Attachment B on pages 26-27 is the Table of Contents for the FCFC Service Coordination Mechanism. Completion of Attachment B will help the FCFC ensure that their Service Coordination Mechanism includes all requirements. The assigned OFCF Regional Coordinator will also utilize Attachment B when reviewing the submitted Service Coordination Mechanism.