

# **Wyandot County Family & Children First Council**

## **Help Me Grow - Wyandot County Prevention**



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**WEDNESDAY, JANUARY 8, 2025, 9:30 A.M.**

**WYANDOT COUNTY JFS BUILDING  
120 JOHNSON ST. UPPER SANDUSKY, OH 43351  
EXECUTIVE MEETING AGENDA**

- 1. CALL TO ORDER OF THE JANUARY 8, 2025, FCFC EXECUTIVE COMMITTEE MEETING  
AT \_\_\_\_:\_\_\_\_ AM / PM BY:**

- 2. FCFC DIRECTOR'S REPORT – GREG PARKER**

- 3. SERVICE COORDINATION MECHANISM DOCUMENT EDITS APPROVAL – GREG PARKER**

Motion to Recommend to Council: \_\_\_\_\_ Second: \_\_\_\_\_

- 4. CY 2025 APPROPRIATION APPROVAL – ATTACHMENT 2025-0108-1 – VANESSA KRIZEK**

Motion to Recommend to Council: \_\_\_\_\_ Second: \_\_\_\_\_

- 5. OTHER**

A. OTHER ANNOUNCEMENTS OR BUSINESS

- 6. ADJOURNMENT – MEETING ADJOURNED AT \_\_\_\_:\_\_\_\_ AM / PM**

***NEXT FCFC EXECUTIVE MEETING SCHEDULED: MARCH 12, 2025, at 9:30 A.M.***

### Appropriations for Calendar Year 2025

Hospitalization adjustments to correct for calculation correction on Insurance Sheet given after budgets were approved for January-June 2025.

Late invoice for the Friday Fun Fest pool, increase appropriation for \$300 under Youth Commission 22080114.

Adjustments to 8003 Client Services for SF/SC Budget and KFT Family Respite care w/ Board of DD.

Adjustments to 8004 to increase spending of funds in order to spend all funding by end of grant year.

		Approp As of Jan 2025	Approp Change	Adjusted Totals
22040102	HMG Salaries	\$ 2,184.00	\$ -	\$ 2,184.00
22040103	PERS	\$ 450.00	\$ -	\$ 450.00
22040104	Medicare	\$ 45.00	\$ -	\$ 45.00
22040105	Workers Comp	\$ 50.00	\$ -	\$ 50.00
22040107	Hospitalization	\$ -	\$ -	\$ -
22040113	Contract Services	\$ 55,000.00	\$ -	\$ 55,000.00
22040117	Staff Development	\$ -	\$ -	\$ -
22040118	Other Expenses	\$ -	\$ -	\$ -
22040119	Miscellaneous	\$ 700.00	\$ -	\$ 700.00
22040122	Programming	\$ -	\$ -	\$ -
22049191	Transfers In	\$ -	\$ -	\$ -
22040190	Transfers Out	\$ -	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 58,429.00</b>	<b>\$ -</b>	<b>\$ 58,429.00</b>
22080102	Prev Salaries	\$ 18,700.00	\$ -	\$ 18,700.00
22080103	PERS	\$ 2,900.00	\$ -	\$ 2,900.00
22080104	Medicare	\$ 400.00	\$ -	\$ 400.00
22080105	Workers Comp	\$ 300.00	\$ -	\$ 300.00
22080107	Hospitalization	\$ 6,500.00	\$ 100.64	I \$ 6,600.64
22080111	Supplies	\$ 750.00	\$ -	\$ 750.00
22080114	Youth Commission	\$ -	\$ 300.00	I \$ 300.00
22080115	Contract Services	\$ -	\$ -	\$ -
22080116	Travel and Training	\$ 4,000.00	\$ -	\$ 4,000.00
22080122	Programming	\$ 11,000.00	\$ -	\$ 11,000.00
<b>TOTAL</b>		<b>\$ 44,550.00</b>	<b>\$ 400.64</b>	<b>\$ 44,950.64</b>
80030102	FCF Salaries	\$ 32,370.00	\$ -	\$ 32,370.00
80030103	PERS	\$ 4,800.00	\$ -	\$ 4,800.00
80030104	Medicare	\$ 500.00	\$ -	\$ 500.00
80030105	Workers Comp	\$ 600.00	\$ -	\$ 600.00
80030107	Hospitalization	\$ 7,900.00	\$ 100.64	I \$ 8,000.64
80030111	Supplies	\$ 5,500.00	\$ -	\$ 5,500.00
80030113	Client Services	\$ 3,000.00	\$ 6,392.39	I \$ 9,392.39
80030115	Contract Services	\$ -	\$ -	\$ -
80030116	Travel and Training	\$ 2,300.00	\$ -	\$ 2,300.00
80030118	Client Stipends	\$ 500.00	\$ -	\$ 500.00
80030122	Programming	\$ 700.00	\$ -	\$ 700.00
80039181	Advances In	\$ -	\$ -	\$ -
80030180	Advances Out	\$ -	\$ -	\$ -
80039191	Transfers In	\$ -	\$ -	\$ -
80030190	Transfers Out	\$ -	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 58,170.00</b>	<b>\$ 6,493.03</b>	<b>\$ 64,663.03</b>
80040101	FCSS Salaries	\$ 6,000.00	\$ 1,872.00	I \$ 7,872.00
80040103	PERS	\$ 900.00	\$ 262.08	I \$ 1,162.08
80040104	Medicare	\$ 90.00	\$ 27.14	I \$ 117.14
80040105	Workers Comp	\$ 140.00	\$ -	\$ 140.00
80040107	Hospitalization	\$ 3,900.00	\$ 1,332.74	I \$ 5,232.74
80040118	Client Services	\$ -	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 11,030.00</b>	<b>\$ 3,493.96</b>	<b>\$ 14,523.96</b>
80170118	MSY Flex Client Services	\$ -	\$ -	\$ -
<b>TOTAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

I = Increase

D = Decrease

2025

# Wyandot County Family and Children First Council (FCFC)



Service Coordination Mechanism (SCM)

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## **A. Overview of Service Coordination in Wyandot County**

The Wyandot County Service Coordination Mechanism (SCM) shall serve as the guiding document for planning, coordinating, and implementing service coordination to families with multiple needs. The Wyandot County Family and Children First Council (FCFC) is committed to providing coordinated services to families with children from birth through age 21.

The purpose of the Wyandot County Service Coordination Mechanism through the FCFC is to provide an alternative approach for children and families who need a more intensive collaboration of multi-system providers and informal supports. Each system has areas of responsibility, and this service coordination mechanism is not intended to override current agency systems, but to supplement and enhance what currently exists. Service coordination should build upon the strength of services in our communities that are already working for families. The service coordination process will provide access to existing services and supports, both formal and informal, and when appropriate propose new services, supports and/or strategies to be added to address family and youth's unmet needs. Service coordination is an approach of service planning that provides family centered, individualized services and supports to families. It is an individualized process for youth and families with serious or complex needs. A team of individuals who are relevant to the well-being of the child and family, (e.g. relatives, other natural supports, service providers and agency representatives) collaboratively develop an individualized plan of care, implement this plan, and evaluate its success over time. Information is shared while also assuring the confidentiality of the family. The goal of this process is to assist families in building a system of natural supports to gradually reduce family reliance on formal systems and become self-sufficient.

The levels of involvement used to serve children and families in the context of this service coordination mechanism include information and referral, service coordination, and intensive high-fidelity wraparound. 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 or persons that participated in the review or revisions of the mechanism:** The Wyandot County Service Coordination Mechanism was developed by the service coordination advisory committee, a multidisciplinary team facilitated by the Wyandot County Family and Children First Council. This advisory committee includes representatives of the Family and Children First Council, Upper Sandusky City Schools, Job and Family Services, Juvenile Court, Board of Developmental Disabilities, Mental Health and Recovery Services Board of SOSW or (MHRSB), and Harbor, our local OhioRISE/Aetna care management entity.

The mechanism was further developed through the collaboration of the other members, including parents of Wyandot County Family and Children First Council to ensure the development of a comprehensive system that would be coordinated and most cost effective for families and children in Wyandot County.

The mechanism was written and developed with the intent of providing children and families with multiple-system needs, the ability to access service coordination. This includes children who have been adjudicated, abused, neglected, dependent, unruly, allegedly unruly, adjudicated unruly,

alleged or adjudicated delinquent or whose families voluntarily seek such services. Further, the mechanism is coordinated, family orientated and community base.

**b. Structural components and levels of intensity of service coordination in Wyandot County:** The organizational structure of the service coordination mechanism includes the Wyandot County FCFC, its FCFC director, the FCFC Service Coordination Advisory Committee, and the FCFC Wraparound Coordinator, Wraparound Facilitators, and child and family teams.

The FCFC Council level consists of executives of all systems who participate in the council and parent representatives (Executive Committee). They serve as the policy level branch of the mechanism. 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 in communication. In addition, the Council will have a role in any policy disputes that cannot be resolved at the service coordination advisory committee level. The FCFC director provides backbone support to the Council and the Service Coordination Advisory Committee as well as supervision and oversight of the wraparound coordinator.

The Service Coordination Advisory Committee consists of the middle level managers and staff of the participating systems. They serve as the Council's forum for service integration planning, identify service gaps, and make recommendations regarding strategies and financing of service gaps to the council. The FCFC Wraparound Coordinator assists the FCFC Director in providing support to the service coordination advisory committee.

The Wraparound Coordinator and/or the Wraparound Facilitator provides a venue for children and families in need of service coordination by bringing together the provider agencies to discuss the families need that cannot be addressed in a traditional system of care. The Wraparound Coordinator and Wraparound Facilitator are employees of FCFC and serve as the neutral point of contact for families and agencies. Both the FCFC Wraparound Coordinator and Wraparound Facilitator serve as formal wraparound staff under the service coordination mechanism. In addition, any Wyandot County agency can assign staff to facilitate teams by receiving wraparound training. Facilitators outside of FCFC received direct supervision by their respective agencies, and coaching assistance by the Wraparound Coordinator. All facilitators provide information and referrals and can coordinate child and family teams for both basic service coordination and high-fidelity wraparound. In addition to this the OhioRISE/Aetna care management entity can also provide care coordination services to youth and families in need.

Facilitators assist the family in forming child and family teams for both basic service coordination and for high-fidelity wraparound. The child and family team includes parents, children, and others such as relatives, members of the family's social support networks, service providers, and agency representatives.

**c. Wyandot County's traditional levels of involvement:** FCFC Wraparound has maintained three levels of involvement to families including information and referral, basic service coordination, and high-fidelity wraparound depending upon the need of the child and family. Currently, the

program is adjusting focus to more upstream and early intervention efforts as it relates to youth who are involved with multiple systems or who have multiple needs. Description of these service levels are meant to serve as broad definitions, as families may cross between levels throughout their service coordination experience. Those levels are as follows:

- i. **Level 1- Information and Referral** – Resource and referral information are provided to the family and no further services are provided. This less intensive option, such as referral to a single agency or two, may be appropriate for some families, while still adequately addressing the 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. The length of service is typically 90 days.
- ii. **Level 2 – Basic FCFC Service Coordination** - This is defined as a broad-based youth and family driven, cross-system team planning process by which previously identified 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 designated to be short term (i.e. 3 to 12 months) and assist the family in addressing 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, will develop an individualized strength-based plan, monitor the plan and measure success over time. Team meetings are less frequent, and the length of service is typically between 3 and 12 months.
- iii. **Level 3 - Intensive High-Fidelity Wraparound** - This is defined as a specific, evidence-based, intensive planning and facilitation process utilizing a comprehensive multi-system team to develop a uniquely designed plan based on the youth and families' unmet needs. It is inclusive of uniquely designed resources linked to youth and family strengths. High fidelity wraparound is provided for youth and families with complex intensive needs across multiple systems including, children who are at risk of out of home placement. Child and family teams, including formal and informal supports relative to the life of the child and family develop and utilize a strength-based plan, monitor the plan and measure its success over time. Team meetings are more frequent, and the length of service is typically between 12 and 18 months. High fidelity wraparound is an evidence-based process with distinct steps or phases that must be followed to fidelity. These include:
  - a. **Phase 1:** engagement and team preparation
  - b. **Phase 2:** initial plan development
  - c. **Phase 3:** implementation
  - d. **Phase 4:** transition

Wyandot County FCFC wraparound has embraced ODM's OhioRISE (resilience through integrated systems of excellence), specialized managed care program for youth with complex behavioral health and multi system needs. Youth who are eligible with Medicaid, and meet the level of care

criteria, are referred to either Harbor or Aetna. <https://managedcare.medicaid.ohio.gov/managed-care/ohiorise>. Wyandot 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 zero to eighteen, transition age adults ages 18 to 21, with the emphasis on those most vulnerable. No family will be refused the opportunity to refer themselves for coordination of service. However, the target population includes children who are struggling with mental and behavioral 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. Included in this population are those children whose families are voluntarily seeking services. Priorities: multi-need families, multi-need children from the ages of 0 to 21: Wyandot County residents: inability to access needed services: multi-system 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 Wyandot County.** The FCFC Director plays a pivotal role in disseminating information about the county service coordination mechanism (SCM) to FCFC member organizations and other relevant groups. Updates to the SCM are provided annually at each Wyandot County FCFC and service coordination advisory committee meetings. Annually, the Wraparound Coordinator and Wraparound Facilitator deliver comprehensive overviews of the process at various collaborative community committees and groups throughout the year.

Agency staff participate in wraparound facilitator training, skill-based training, coaching meetings, and regional wraparound facilitator learning communities. These opportunities not only enhance the skills of the service providers but also foster a deeper understanding of the SCM and its benefits.

Members of the service coordination advisory committee convene annually to evaluate the effectiveness of the SCM. The Wyandot County FCFC will review and formally approves the SCM annually.

In line with the State of Ohio 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 proactive approach ensures that families and service providers are aware of the purpose, and availability 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 women, infants and children (WIC) head start/ early head start, and the bureau of children with medical handicaps (BCMH). This coordinated approach ensures that families receive comprehensive information about available services and support programs, including the SCM, thus promoting greater accessibility and awareness within the community.

**f. Alignment with children and families:** as a mandated component of the county's SCM, there is a concerted effort to harmonize the functions of FCFC service coordination/ wraparound and their partnership with Early Intervention (EI) Service Coordination (EISC), children's services programming, juvenile court involvement and OhioRISE care coordination. This alignment aims to establish a seamless continuum of care tailored for individuals aged zero to twenty-one. Each of these agencies actively

participates in the Service Coordination Advisory Committee to ensure ongoing alignment, referrals, data collection, thus maintaining a pivotal role within the SCM.

**Child Protective Services-youth in custody:** Youth and families involved in the children's service system regardless of custody status are eligible for FCFC service coordination. The FCFC Wraparound Coordinator will collaborate with Child Protective Services to provide comprehensive support to these at-risk youth and families.

**Youth in juvenile justice system:** FCFC Wraparound will work in partnership with Wyandot County Juvenile Court to provide service coordination for youth allegedly unruly or adjudicated delinquent, as well as youth and families who are experiencing excessive tardiness, chronic absenteeism and truancy. Referrals will be made to Wyandot County FCFC Wraparound Coordinator, and the Wraparound Facilitator will work with the family to build a team and create a unified plan to divert youth from the juvenile court system.

**Early Intervention (EI) Service Coordination (EISC):** 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 for federal regulation in the Ohio Department of Children and Youth (DCY) 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 EISC. This will ensure compliance with ORC 5123.02. The identified FCFC wraparound coordinator and/or the FCFC wraparound team will support and assist with the family's IFSP/ Early Intervention plan as needed. If a family or child enrolled in EISC needs support across multiple systems, the FCFC Wraparound Coordinator and/or FCFC Wraparound Coordination 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 multi system needs. While funding restrictions prohibit the utilization of FCSS funding for service coordination activities for youth enrolled in Ohio rise receiving care coordination, Wyandot County of CFC's will work to ensure the youth/ family are referred and connect to care coordination as well as necessary services and supports.

No family will be denied the opportunity to refer themselves for consideration for service coordination. To continuously improve the local system of care, the Wyandot County FCFC will work to identify groups or types of children and families not being served or whose needs are inadequately addressed.

## **B. The procedure for referring a child and family.**

Service coordination is available to children, youth, and young adults aged zero to twenty-one with multi-system needs. Any agency, juvenile court and/ or any family voluntarily seeking services can access service coordination through this process. There are three levels of service coordination available to families in Wyandot County. Determination of the actual level of involvement or intervention is made following referral and is based on family need and preference as described below. The FCFC wraparound process begins when a family, individual, or agency/ system representative juvenile court, children's services, mental health and addiction services, developmental disabilities, any agency, any hospital, any school,

etcetera identifies a need for a coordinated, strength-based planning process for a youth experiencing difficulties.

Partner agencies making a referral should explain the wraparound process to the family prior to making the referral. Parents may make direct referrals to the FCFC Wraparound Coordinator at any time. Agencies who have trained staff who implement wraparound can make their own referrals or refer the families to the FCFC Wraparound Coordinator. To access wraparound, a referral packet must be completed and submitted to the FCFC, attention: Wraparound Coordinator.

There are several ways for families and professionals to request or obtain a referral packet, this includes:

online: <https://www.WyandotFCFC.org>

e-mail: wycocfc@co.wyandot.oh.us

phone: 419-294-6438

mail: Wraparound Coordinator  
137D S. Sandusky Ave.  
Upper Sandusky, Ohio 43351

Attn: Wraparound Coordinator

The referral packet contains the following information: (see attached Application Form)

1. the date of the receipt of referral
2. contact information for the person being referred.
3. age, gender, and race of the person being referred at the time of referral
4. brief description of the problems being experienced
5. systems/ agencies that have been involved with the youth to date.
6. contact information for the person referring.
7. Identification of Medicaid managed care plan if applicable
8. Council response to the referral or the outcome of the referral

Upon receipt of the referral, either the Wraparound Coordinator, or the Wraparound Facilitator will e-mail the referral source confirming receipt of the referral within one business day. It is suggested that the referral source help coordinate the initial meeting with the family to discuss the referral and explain or confirm with the family their understanding of the wraparound service coordination process.

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

The initial engagement meeting is scheduled, ideally within five days, the FCFC Wraparound Facilitator explains the wraparound process and reviews the needs of the family. Through this process, the facilitator helps the family determine if wraparound is the right support to meet the family's needs or if referrals to other programs or services are more suitable. Any additional questions the family may have about the wraparound process are answered at this time. The initial engagement meeting will be held at the time and location of the family's choice. During this meeting, the Wraparound 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 connection maps are used. If additional team members are identified, the parent is asked to sign a release of information consent form to allow for sharing information between the team members. The Wraparound Facilitator also completes an Ohio Children's Initiative Child and Adolescent Needs and Strengths (CANS) tool establish eligibility. Ohio CANS is a standardized assessment tool used to evaluate the youth and family's strengths and needs. The Wraparound Coordinator is responsible for supporting the child/family team and for facilitating the evidence-based wraparound process for each assigned family. The Wraparound Facilitator works with the family to identify members to participate in the child and family team. The initial engagement meeting is scheduled within a week of completion of the family wraparound discovery assessment.

The Wraparound Facilitator enters data from the referral packet into the Ohio Automated Service Coordination Information System (OASCIS) including the date a referral is received and placement at the time of referral. The Wraparound Facilitator creates a case record, documents processed activities, and uploads additional case notes into the OASCIS system.

At any point during the process, if the youth meet OhioRISE eligibility, the family has the option to change care coordinators and the lead agency.

#### **C. A notification procedure for all child and family wraparound team meetings**

The family's needs and schedule are considered first when scheduling a wraparound team meeting. The Wraparound Facilitator is responsible for scheduling meetings, in consultation with the family, and for inviting all team members including natural support, agencies involved with the family, and school personnel. The Wraparound Facilitator will be responsible for extending an invitation to the initial engagement meeting to all team members, by phone and/or e-mail, at least one week prior to the meeting. After that, the next child/family team meeting will be scheduled at the conclusion of the current meeting. The Wraparound Facilitator will notify anyone not in attendance at the current meeting by phone and/or e-mail at least one week prior to the next meeting, except in a situation where an emergency meeting is needed. If an emergency meeting is needed, the child and family's team members will be notified as soon as possible, and a meeting will be scheduled within 3 working days.

#### **D. Procedure for family to be invited to a meeting and inviting support person(s)**

All families who are involved in service coordination will be given contact information for everyone on their child/family team. The team will regularly schedule meetings. If the family determines they would like to invite additional supports, such as a parent advocate, mentor or another family member that is involved with the care of the child, the parent may invite them; however, it is the parent's responsibility to inform those individuals of the date, time, and location of their child and family team meeting. The family may request help from the Wraparound Facilitator in initiating the invitation to the support persons, and the support persons will be added to the child and family team roster for future meetings. If the family would like help with initiating an additional meeting to continue the development or review of their child and/or family's plan, they may do so by contacting their Wraparound Facilitator. Families can request a copy of their child and family plan from the Wraparound Facilitator at any time. Potential advocates or

supports can be obtained from a variety of sources, including but not limited to: NAMI; Developmental Disabilities Council; and local Educational Service Centers.

**E. Procedure ensuring an individual family service coordination plan meeting occurs before an out of home placement is made, or within 10 days after placement in the case of an emergency.**

When a family has an established child/family wraparound team, a wraparound meeting will occur regarding children who are placed outside of their home. The wraparound meeting will occur before an out-of-home placement is made, or within 10 days after placement in case of an emergency. The Wraparound Facilitator should be notified about such an event by the placing agency within three working days, and the Wraparound Facilitator will in turn contact wraparound 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's services and/or juvenile courts regarding an out-of-home placement or confidentiality. The Wyandot County FCFC via the grant agreement with the Ohio Department of Medicaid (ODM) may seek multi-system youth (MSY) custody relinquishment funding. State MSY funding must only be requested to support children and youth who are at risk of 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 vetted by a multi-system team composed of child or youth serving state agencies, and funding will be authorized or denied by ODM. Authorized funding will be subject to the terms of ODM's executive grant agreement with the FCFC. The FCFC director and the FCFC Wraparound Coordinator will provide oversight for financial tracking and the submission of required updates.

**F. Procedure for monitoring progress and tracking outcomes.**

Wyandot County FCFC has a monitoring procedure designed to track progress and outcomes for families. This includes the utilization of the individualized family service coordination plan (IFSCP), incorporating goals, action steps, responsibilities, and timelines tailored to each family's needs. Wraparound Facilitators undergo training to utilize the state's database system OASCIS. Each family receives an IFSCP, directly addressing their needs and establishes outcomes tied to their goals.

Internal to FCFC, a monthly caseload report captures demographic information for each family alongside the date and source of referral. Additionally, referrals made to the County FCFC are summarized monthly on a tracking report, detailing the number of referrals received daily and their outcomes. Utilization of OASCIS reports allows Wyandot 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 on a quarterly basis. Data collected through this system informs the decision-making process enabling the FCFC to evaluate and prioritize services, address service gaps, and innovate different approaches to enhance outcomes for families and children.

Furthermore, the monitoring and tracking process extends to children in out-of-home placements. The service coordination advisory committee monitors youth in out-of-home placements and ensures the development of reentry plans to ensure continuity of care post discharge. These reentry plans encompass

housing, ongoing treatment, and educational planning, ensuring seamless transitions and sustained support for vulnerable youth.

**G. Procedure for protecting family confidentiality.**

With the efforts of all the people 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 the highest priority in accordance with the law. All information disclosed is to be considered confidential. The confidentiality of the family and youth will always be protected. Information contained in the IFSCP as well as any personal family information disclosed during service coordination advisory committee meetings shall be respected with the highest degree of confidentiality.

Families participating in an IFSCP will sign an authorization form for release of information which will indicate their wishes regarding the sharing of information. That document will set the parameters for any information, written or verbal, which may be shared between agencies. This document also indicates the start date for all information disclosed in the child/family wraparound team meetings and the IFSCP 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 wraparound team members will sign a document that explains confidentiality expectations of information disclosed in meetings and throughout the entire SCM process. Some exceptions include abuse, neglect, danger to self or danger to others, and any other exemptions determined by law for mandated reporters.

**H. Procedure for assessing the strengths, needs, and cultural discovery of the family.**

An initial face-to-face meeting with the FCFC Wraparound Facilitator marks the beginning of the assessment process, aimed at understanding the child and/or family strengths, needs, cultural background and past trauma. This meeting fosters active participation from the family, allowing them to express their perceptions of challenges, strengths, cultural considerations, desired changes, and required services. Wraparound team members are encouraged to engage in the needs, strengths, and cultural discovery process, which remains ongoing to ensure comprehensive assessment and support.

Wyandot County FCFC utilizes the CANS assessment tool which includes essential elements for evaluation, such as, strengths, life functioning, behavioral or emotional needs, risky behaviors, cultural factors, potential traumatic or adverse childhood experiences, early childhood, transition age, and caregiver records and needs.

These aid in determining the appropriate level of coordination, providing insights into the families current level of need. The CANS assessment identifies priority planning areas of need that inform the development of the Individualized Family Service Plan (IFSCP).

This standardized approach ensures that assessments are conducted systematically, considering the diverse needs of cultural backgrounds of the children and the families served by the FCFC SCM.

**I. Procedure for developing a child/family Individualized service coordination plan.**

Every family identified as appropriate for service coordination and/or high-fidelity wraparound will be a partner in the development of the Individualized Family Service Coordination Plan (IFSCP). As part of the

process, the Wraparound Facilitator works with the family to identify formal and informal supports who can be utilized for the child/family team composition. The focus of the IFSCP will be determining the goals and objectives specific to the strengths and needs of the child and family.

To develop an Individualized Family Service Coordination Plan (IFSCP), the following process will be followed:

1. Review and add to the child or family strengths, need, and culture discovery.
2. Assess the level of engagement of families.
3. Create a child/family wraparound team mission statement that describes what the wraparound team hopes to accomplish through the process.
4. Identify and record needs statements for child or individual family members.
5. Prioritize needs that will help the child/family team realize their mission statement.
6. Brainstorm for strategies to meet the identified outcomes.
7. Develop action steps to meet the strategies.
8. Assign team members to follow up on action steps.
9. Identify outcomes and the results for each strategy.

The Individual Family Service Coordination Plan (IFSCP) will include:

- a. **Description of the method for designated service or support responsibilities.** During the initial meeting with families the Wraparound Facilitator will gather information regarding what agencies the family's involved with and what underlying needs the family still has. Using family strengths and unmet needs the Facilitator will arrange a wraparound team meeting with both formal and non-formal supports to develop child/family own IFSCP which will focus on building long lasting supports. The Facilitator will ensure that families are referred to services and have an active voice in the type of services and supports they receive.
- b. **Description of the method for selecting the wraparound team member who will track progress, schedule and facilitate meetings.** When a referral is sent to Wyandot County FCFC, the FCFC Wraparound Coordinator will identify the facilitator who is the best fit to conduct family wraparound team meetings. The Facilitator will be responsible for scheduling team meetings with the family and agencies. During the initial wraparound team meeting a family member will be selected to track progress and report it back to the wraparound team at the following wraparound team meeting. It is important to encourage family confidence and genuine participation in the SCM process, so the family has a voice in choosing and approving the individual designated for this role.
- c. **Description of how plans will ensure services are responsive to the strengths, needs, family culture, race, ethnic group, and are provided in the least restrictive environment.** Family involvement in choosing services and providers during the planning, implementation, and evaluation stages of the IFSCP will be respected. It is crucial to the outcome of the IFSCP that special attention is given to issues related to strength, needs, racial, ethnic, cultural, and gender identity. 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 address 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 child/family wraparound team goals.** Wyandot County FCFC recognizes that all families operate differently therefore family timelines will be established on a case-by-case basis. Timelines are tools to help hold agencies and families accountable. Timelines also help ensure that families and agencies have adequate time to successfully complete a task. Timelines will vary and can be adjusted when needed, during the child/family wraparound team meetings. Team members will have a voice in suggesting an appropriate timeline to achieve a goal. The family will make the ultimate decision in creating the timeline to ensure accountability and to ensure the timeline given is achievable for the family. Expectations of the team and scheduling review meetings will be established at each meeting.

e. **Description of how crisis and safety plans will be included in the family service coordination plan.** Wyandot County FCFC seeks to help all residents and family members within the community, and feels it is imperative to include measures promoting the overall health and safety of individual children and families residing in Wyandot County. Child/Family teams plan for short term crisis and safety interventions. Wraparound Facilitators will ensure that crisis and safety plans are addressed at wraparound team meetings. The IFSCP will ensure the child/family team are prepared to respond appropriately and immediately in the event of a crisis or safety concern. It allows the child/family team to plan its response during a time when everyone is positive and calm, helping to ensure that the child/family team will not overreact when the need arises to implement the crisis or safety plan. Efforts will target strategies that provide support to the child and family during these times, in order to keep everyone safe, and keep the child and family together whenever possible. Crisis and safety planning will be interwoven throughout the child/family's wraparound IFSCP.

If for any reason, needed services or supports are not available, the SCM establishes how priorities are chosen and what effects will be undertaken to address service and support gaps.

#### **J. The process for addressing an alleged to be unruly child.**

Alleged or adjudicated unruly and delinquent youth may be referred to the FCFC SCM and are included in the target population. The SCM is a valuable tool to assist youth involved in the juvenile justice system and to help prevent further involvement.

When involved the FCFC SCM, the following items may be included in the child/family's IFSCP:

- Designation of a Wraparound Facilitator to conduct the child/family assessment.
- Assessment instruments will include the CANS.
- Emphasis on the parent's role and voice in the plan.
- Involvement of local law enforcement.
- Referrals for respite, mentor, parenting education, alternative school program which are contingent on the needs of the child/family and service availability.

Complaints are filed in the juvenile court by the Prosecutor's office or directly law enforcement if a youth is arrested and placed in detention on the immediate charge. Juvenile courts may 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. All delinquency, unruly, contributing, and failure to send complaints will be forwarded to the chief probation officer (CPO). At that time, the CPO will assign each case to a

probation officer or diversion specialist based on the level of offense and prior court involvement. The CPO 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 referral is left to the discretion of the CPO or juvenile prosecutor.

In addition, the following programs are provided by the 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 delinquent youth. Its main purpose is to prevent formal court involvement for those young people who have no previous court history. The goal is to address present negative behaviors with the youth and their parents by providing short term intervention. Upon referral to the diversion program by the CPO or by the court, the youth and family will meet with the diversion officer to complete the intake process. All parties involved will design a diversion contract. The timeline is set for completion of the contract and the requirements will be outlined based on the results of the parent questionnaire and other information gathered by the diversion specialist. If the terms of the diversion contract are not completed within six months the complaint will be scheduled for a formal court hearing. Follow-up visits are made in the diversion office, school, and home.

In addition to the above, referrals are made to other programs when available such as theft diversion, anger management, workforce development jobs program, restitution community service counseling and parenting classes as available.

#### **K. Dispute resolution process including the judicial review process.**

The Wyandot County FCFC agrees that the conflict between any of the service partners and or families must not impede the delivery of services. Therefore, the Wyandot County FCFC is committed to resolving all conflicts at the lowest possible level and in the most expedient manner. The Wyandot County FCFC recognizes that three types of conflict may occur and have addressed the process for resolution accordingly. Three possible scenarios are as follows:

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

A grievance or dispute resolution is a method to resolve conflicts between parties, including between agencies and between families and agencies. The following grievance/dispute resolution refers only to those cases that have been referred to the Wyandot County Family and Children First Council Service Coordination Mechanism. In cases where specific time frames on families and/or systems would be unreasonable, the entire process will be completed within 60 days.

The Wyandot County FCFC promotes the following steps to be used in the resolution of non-emergency disputes:

1. A parent/custodian notifies the FCFC Wraparound Coordinator to discuss the complaint. Within three working days the FCFC Wraparound Coordinator will determine if the complaint is agency specific or if it is regarding the IFSCP.

2. If the complaint is agency specific, the Wraparound Coordinator will direct the parent/guardian to the appropriate agency representatives and/or contacts within two working days. The Wraparound Coordinator will also reach out to the agency's management making them aware of the complaint and to whom the family was directed.
3. The agency which is the subject of the complaint will notify the parent/guardian as to the outcome of the dispute within five working days from the date the agency was contacted regarding the complaint, including the FCFC Wraparound Coordinator, completing the complaint process.
4. If the complaint is regarding the Wyandot County FCFC's IFSCP, then see the following steps listed below:
  - (a) The family may take the following steps:
    - (i) A written formal grievance is submitted by the family to the Service Coordinator. Within five days the written dispute will be forwarded to the Child/Family IFSCP Team, with a copy going to the service provider.
    - (ii) The complainant holds a meeting with the Child/Family IFSCP Team following the request in writing, not to be greater than ten days from receipt of the written complaint filing. The IFSCP team shall attempt to resolve the dispute within the scope of the meeting. If the complaint is regarding the IFSCP and is unable to be successfully resolved by the Child/Family IFSCP Team, then the FCFC Executive Director will call a meeting of the Wyandot county FCFC Service Coordination Advisory Committee who will hear the complaint. Within ten (10) business days of the complaint resolution hearing, the FCFC Service Coordination Advisory Committee will issue the parent/guardian a written report of its findings.
    - (iii) If the parent/guardian is satisfied the process ends.
  - (b) If the dispute is not resolved under Step (a) above, the parent/guardian may take the following steps:
    - (i) A written appeal may be filed with the Wyandot County FCFC Executive Director
    - (ii) The FCFC Executive Director will forward the complaint to the Wyandot County Executive Committee and schedule a time to review the case at the next regularly scheduled meeting or 15 days, whichever comes first. The FCFC may designate its Executive Committee to review the case and make its decision.
    - (iii) A written report of the Wyandot County FCFC decision will be forwarded to the parent/custodian within five working days, with a copy provided to the Wraparound Service Coordinator and appropriate Child/Family IFSCP Team.
    - (iv) If the parent/guardian is satisfied the process ends.

When the IFSCP complaint cannot be resolved through the aforementioned dispute resolution process, the final decision-making authority will be the presiding juvenile court judge.

- (c) If the dispute is not resolved under Step (b) above, the family may file a written appeal with the Wyandot County Juvenile Court.
  - (i) Disputes not resolved by the Wyandot County FCFC complaint resolution process will be submitted to the presiding judge of the Juvenile Court of Wyandot County, per 121.381 of the Ohio Revised Code within seven days. Preparation of inter-agency assessment and treatment information for the court shall be completed

by the Wraparound Service Coordinator and/or appropriate Child/Family Team members not involved in the dispute.

- (ii) Wyandot County Juvenile Court will issue a decision on the case which becomes legal and binding. The Court will issue its written decision to the parent/guardian and whoever else the Court deems appropriate.

The Wyandot County FCFC complaint resolution process is 60 days from the time the initial complaint is received to the point at which it is resolved or failed through the council process. If the complaint makes it to the Juvenile Court (within 7 days of the failed council dispute process), the court has 90 days to hold a hearing. The Ohio Revised Code sets no time limitation on the Judge to make his/her decision.

When all administrative resolutions of the complaint process have been exhausted, the parent/guardian may pursue a legal remedy through the local court of common pleas.

In an event of an emergency, all parties will agree to expedite this dispute resolution process. An emergency is defined as an imminent danger to the child, family, or community. The overall emergency dispute process shall conclude within 30 days of the initial complaint.

Note: for families receiving HMG/EI services - refer to HMG/ EI policy and procedural safeguards and HMG/ EI dispute resolution addendum.

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.

**L. A description of fiscal strategies for supporting the FCFC service coordination including:**

- How funding decisions are made for services identified in the individualized family service coordination plan. Funding plans are requested from and developed by the individual's family and child wraparound team. Funding for services identified within the wraparound service coordination plan are proposed to an individual agency provider. If the provider is unable to fund a recommended service, then child/family team members help to locate community resources to fill gaps or find alternative strategies that address the unmet need.
- How flexible resources are maximized. FCFC funding requests are only made for expenses not otherwise covered by another payer source.
- How funds are blended, braided, and/or coordinated to support child/family wraparound service coordination. Local funds as well as flexible grant funds that support FCFC wraparound service coordination are used to support wraparound team facilitation. Each child/family team works together to locate community resources to fund strategies and fill gaps.
- FCFC resources will be reallocated from institutional services to community based, preventive, family centered services.
- FCFC decisions will be made regarding the use of family centered services and support funds for children and their families involved in service coordination. The FCFC determines the broad use of the FCSS funds along with the oversight of the FCFC and service coordination advisory committee. In general, these funds are used to pay for FCFC Wraparound team facilitation. In addition, the

FCFC determines if the funds will pay for an additional category of services such as parenting classes for individual families when a gap has been identified.

- How decisions will be made regarding the use of multi-system youth/ ODM funds for children and their families. Technical assistance and MSY funding through Ohio Department of Medicaid (ODM) is available to help prevent custody relinquishment of children ages zero to twenty-one solely for the purpose of obtaining needed treatment. The states MSY team can assist local entities with obtaining services that support children and youth who have been relinquished and are transitioning back to the community and/ or non-custody settings. Wraparound teams can apply for this money by utilizing the application posted on the following link.

<https://fcf.ohio.gov/msy-ta-and-funding-applications>

How decisions will be made regarding the use of MSY/ PCSA funds for children and their families. The FCFC determines the broad use of the MSY/ PS CPA funds along with the oversight of the FCFC service coordination advisory committee. Use of these funds is restricted to providing services and supports needed to prevent the relinquishment of custody of children zero to eighteen and to facilitate family reunification following a custodial episode. These funds may be used in any of the following manners:

1. Care coordination/ wraparound to prevent custody relinquishment 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 relinquishment.

#### **M. Quality assurance of the SCM**

Members of the FCFC Service Coordination Advisory Committee will monitor and review the SCM based on this schedule:

- Review FCFC service coordination mechanism: annually.
- Review and update wraparound forms: annually.

The Wyandot County FCFC member organizations will review and formally approve the service coordination mechanism and any modifications at the FCFC meetings.