



Fairfield County Family, Adult and Children First Council Service Coordination Mechanism

Responding to the Strengths and Needs of Families in Fairfield County

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Frequently Used Acronyms:

CANS	Child and Adolescent Needs & Strengths
CPS	Child Protective Services
DODD	Department of Developmental Disabilities
ECC	Early Childhood Cluster
EI	Early Intervention
FACFC	Family, Adult and Children First Council
FCFC	Family and Children First Council
FCSS	Family-Centered Services and Supports
FSCP	Family Service Coordination Plan
FTM	Family Team Meeting
IFSP	Individualized Family Service Plan
I-Team	Interdisciplinary Team
MSY	Multi-System Youth
ODH	Ohio Department of Health
ORC	Ohio Revised Code
PASSS	Post Adoptive Specialized Services Subsidy
SCM	Service Coordination Mechanism

1. Service Coordination Overview

Ohio Family and Children First (OFCF) is a partnership of state and local government, communities and families that enhances the well-being of Ohio's children and families by building community capacity, coordinating systems and services, and engaging families. The OFCF Cabinet Council was statutorily established in 1993. Locally, the county commissioners establish the 88 county Family and Children First Councils (FCFC).

The Fairfield County Family, Adult and Children First Council (FACFC) "connects the dots" to increase the access, capacity and effectiveness of services for the most vulnerable of our county's youth and their families whose needs extend beyond any one youth-serving program. Any family with a child or youth (age birth through 21 years) in need of a coordinated inter-disciplinary plan to address their unique needs is eligible for service coordination through Fairfield County FACFC. Referrals typically come through provider agencies, but any family has the right to self-refer for service coordination.

The Service Coordination Mechanism (SCM) outlines the process of service planning and system collaboration that provides individualized services and supports to families who have needs across multiple systems. It serves as the guiding document for coordination of services to assure consistency in the county's approach, and to assure that the process meets the requirements of the Ohio Revised Code 121.37. The SCM has been developed with review, input and collaboration among: Fairfield County's Job and Family Services, Department of Developmental Disabilities, ADAMH Board, Health Department, Juvenile Court, Educational Service Center and Early Childhood Programs. All persons or entities providing service coordination on behalf of the FACFC in our community's continuum of care must follow the processes, policies, practices and procedures outlined and described in this SCM. The SCM is not intended to override current agency systems, but to supplement and enhance supports that currently exist, or identify additional supports that are needed but not currently utilized. (ORC 121.37(C)). The following values are an integral part of the SCM:

- Available funding resources are fully utilized or integrated.
- Home and community supports are utilized as needed.
- Specialized treatment for difficult-to-serve populations and evidence-based treatment services are encouraged.
- Duplicative or competing efforts among agencies are reduced or eliminated.
- Services are responsive to the cultural, racial and ethnic characteristics of the population being served.
- Families and youth are fully involved in decision-making and are provided with family advocacy and support options.

2. Service Coordination Purpose & Committee Structure

The collaborative, cross-system, team-based planning process of service coordination provides a set of community services and/or natural supports individualized for the child and family based on their unique strengths and needs to achieve a positive set of outcomes. It is family-focused, strengths-based, and responsive to the culture, race, and ethnicity of the family. Core components of service coordination include:

-Broad array of services/supports available

-Individualized plan

-Family-driven, youth-guided

-Coordination at both the system and service level

-Least restrictive setting

-Emphasis on early identification and early intervention

Our community's system of care promotes easy access to service delivery through any agency or organization. Expansive partnerships in our system of care maintain bridges among agencies, organizations and schools for families that require service coordination. Our *continuum of care* guides and tracks youth and

families with multi-system needs over time through a comprehensive and coordinated array of services spanning all levels and intensity of care.

Fairfield County Service Coordination connects partners of our system and guides families through our continuum of care through three distinct Multi-System Youth Committees, each of which addresses varying levels of intervention in the provision and coordination of services. Each of these teams meets monthly unless otherwise needed.

- The Early Childhood Committee (ECC) serves children and their families who are aged birth to eight (8) years old.
- Interdisciplinary Team (I-Team) serves children and their families from the age of nine (9) years through age twenty-one (21).
- Executive Cluster makes decisions regarding funding options, pooled fund contributions and fund use policies, as well as final authorization on the use of FACFC funds to support out-of-home placements for children who are involved in service coordination but need a higher level of care. The Executive Cluster monitors data related to service gaps and needs, and reviews budgets.

The MSY Coordinator of the FACF Council facilitates these committees. All agencies involved in serving families engaged in the Multi-System Youth program have representation in the ECC and I-Team committees. The MSY Committee structure is instrumental in identifying and locating the most appropriate services for children and families and encouraging identification and utilization of all local relevant and available services. Strengths and needs of children and families identified by the ECC or I-Team as needing service coordination are reviewed at each committee meeting until goals reflected on the Family Service Coordination Plan (FSCP) are met. New or additional goals may be identified, which will require a revision of the Family Service Coordination Plan (FSCP) and inclusion of new partners that can provide the necessary resources. Key Multi System Youth Committee partners include, but are not limited to:

- Fairfield County Board of DD
- Early Head Start/Head Start
- City and County Schools
- Help Me Grow
- New Horizons
- Job and Family Services (CPS, Community Services, etc.)
- Mid-Ohio Psychological Services
- Fairfield County ADAMH Board
- Fairfield County Juvenile Court
- Big Brothers/Big Sisters
- Integrated Services
- Additional agencies/organizations/individuals may be designated

The Fairfield County FACFC has been provided funding through the designated administrative agent for the purposes of implementing service coordination for children birth-3 who are at-risk of or have been identified with a developmental delay. When a child is eligible for both Early Intervention (EI) and service coordination through the FACFC, the main provider of service coordination is the EI Service Coordination provider to assure compliance with ORC 5123.02 and 34 CFR 303.340. The identified Service Coordinator and Service Coordination team collaborate in the implementation of the family's Individualized Family Service Plan (IFSP) / EI Plan. Serving children birth to age eight, the ECC structure facilitates a seamless continuum of care as children age out of EI services and transition to pre-school and elementary school. Additionally, the *Interagency Agreement Regarding the Provision of Service Delivery & Transition for Young Children & Families* outlines systematic procedures to assure continued support and a seamless transition. Parties to this agreement include: FACFC, Early Head Start/Head Start, Fairfield County Board of DD, Early Childhood Services, Local Educational Agencies and School Districts throughout the county.

3. Assessing Needs and Strengths

Assessment of child/family strengths is an integral part of service coordination and program planning. Not all families who are referred or who refer themselves to FACFC Service Coordination require the same level of assistance. The FACFC utilizes the Child and Adolescent Needs and Strengths (CANS) assessment as a tool to help determine the level of need, along with information the family provides during service coordination meetings. The CANS assessment is conducted prior to the initiation of a formal plan. Administering this initial assessment helps determine the least restrictive setting through which to launch services for the family. The CANS (<http://praedfoundation.org>) assesses strengths and needs in the following life domains:

- Life Functioning/Independent Living
- Child Strengths
- Behavioral/Emotional Needs
- School
- Child Risk Behaviors
- Developmental Needs
- Trauma
- Juvenile Justice Needs
- Substance Abuse Need
- Vocational/Employment Need

Additionally, the tool is used to identify priority planning for the development of the Family Service Coordination Plan (FSCP). Starting in SFY 2018 and continuing forward, it is required that each youth/family referred to FACFC Service Coordination be assessed prior to the start of the development of a FSCP to determine the level of need/care. To review progress, the assessment is conducted within the subsequent 90 to 120-day period.

4. Managing Levels of Coordination and Intervention Across a Continuum

During family service coordination meetings, the MSY Coordinator will facilitate an open-ended discussion with the family and providers regarding the child/family strengths. This information and the CANS assessment will then be used to address the needs identified by the family and their support network. The Family Service Coordination Plan (FSCP) will outline goals and objectives for the child/family that will enable them to utilize their identified strengths to meet their stated needs. The coordination process is a bridge to connect to any needed community intervention. Interventions such as Intensive Home-Based Treatment (IHBT), mobile crisis services and out-of-home placement options may be accessed based on the intensity of the presenting needs of the youth. The coordination process continues throughout these intervention services. This ensures the provision of the proper level of service and support once the chosen level of intervention has been completed. Service coordination further provides systematic support and person-centered care planning for transition-aged youth (14-21) to gradually reduce reliance on formal systems as this population ages out of care or becomes appropriate. This population may require age-specific modifications to account for individual life circumstances based on age, dependency/independency/interdependency or life experiences. The following chart outlines the basic format for managing levels of coordination and intervention based on a typical CANS score. The level of assistance is not solely based on the CANS score.

Level of Assistance	Method of Review	CANS Score
Information and Referral	Basic care chart reviewed at ECC and I-Team	Below 2
FACFC Service Coordination	ECC and I-Team active case review	2-3
Intensive Home-Based Treatment	MSY/HB monthly review & ECC / I-Team active case review	2-3
Residential Placement / Foster Care	MSY Executive Cluster monthly and emergency reviews; interim reviews as circumstances dictate	3

5. Information and Referral and Service Coordination Defined

Information and Referral: Upon intake, assessments conducted that score below 2 on the CANS for families requesting referrals and activities for their child are typically at this level of service. These children are summarized on the “Basic Care Chart” and monitored by ECC and I-Team members. A Family Team Meeting (FTM) may be held with all agencies involved to support the family.

Service Coordination: A broad-based, neutrally-positioned, child and family-driven, cross-system (team) planning process by which previously identified, existing, or newly identified services or supports are identified and coordinated to determine the least restrictive plan of success for children with complex needs. New services are coordinated to fill gaps related to the needs of the family or are reflective of new community resources offered.

The **service coordination process** is a broad set of functions that helps communities support youth and families with complex needs:

- Systems-level problem solving
- Manage risk and complex decisions: Level of care decision making
- Safety monitoring/planning function
- Neutrally-positioned facilitation and planning process
- Placement monitoring function
- Development of a crisis plan

6. Target Population

All families referred to MSY services should be residents of Fairfield County. The Fairfield County SCM targets children and adolescents age 0-21 (until their 22nd birthday) who are multi-need or have multi-system involvement and struggle to maintain stability. These individuals are often at risk of placement disruption and have the potential to move to a more restrictive level of care. A primary focus of service coordination is also those children at risk of court involvement due to unruly behaviors. Maintaining the children in the community when appropriate and safe is a priority, as well as focusing on the least restrictive environment to stabilize a child. The MSY Program serves adjudicated youth and families and at-risk children and families defined as:

- Children (Infant, toddlers and youth) deemed to be at risk of failing to thrive in their home, school or in the community
- Specifically, children displaying the following risk factors: not achieving the developmental milestones as outlined in the Help Me Grow/ EI Policies and
- Procedures; known medical conditions; health and safety risks; parental risk factors
- Youth at-risk of engaging in drug use, anti-social behavior or other dangerous behaviors, displaying the following risk factors: drug/alcohol use/abuse; failure to thrive in school; at risk of entering the criminal justice system

7. Clarifications for specific populations to be served under Service Coordination

Child Protective Services – Children in Custody

Regardless of child/family involvement with county child protective services (CPS), FACFC Service Coordination can still be accessed for any child with needs across multiple systems working reunification. Due to the restrictions of FCSS funding, county Councils are not permitted to utilize FCSS funding for service coordination activities for children in custody, but that does not mean that FACFC Service Coordination cannot be accessed for children who are in custody of CPS by utilizing other local resources. CPS have a variety of tools available to assist with at-risk youth and families, including Differential/Alternative Response and Family-Group Conferencing, but those are short-term processes that could be referred to FACFC Service Coordination for longer-term planning and coordination. CPS also has a variety of tools available for children who are in custody, but these children can also be referred to FACFC Service Coordination at any time if a child has needs in multiple systems.

Children & Young Adults in the Juvenile Justice System

Service coordination is a valuable tool to assist with children involved in the juvenile justice system to help identify needs and recommend strategies to help prevent deeper involvement in the system. As outlined in OR. 121.37(E), the FCFC Service Coordination process must account for children who are allegedly unruly and identify methods to divert a child from the juvenile justice system. This revised guidance requires that FACFC Service Coordination also be available for children that are adjudicated unruly or delinquent.

Help Me Grow Early Intervention Service Coordination

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

8. Community Awareness of Service Coordination Process

The Service Coordination Mechanism (SCM) is disseminated and made available to the public via the Fairfield County FACF Council website. The demographics of the Fairfield County population dictate that the mechanism be printed/published in English. Upon request, the mechanism will be provided in other languages. The SCM is used as a training and procedural tool for participating agencies, many of which are involved in the development of the mechanism. It is provided annually to all partners as well as Fairfield County, Lancaster City and Pickerington City School superintendents and administrators who ensure implementation in their systems. It is also provided to Lancaster-Fairfield Community Action Agency Early Childhood Programs, which include Head Start and Early Head Start, and the Fairfield County Health Department, administrator of WIC. It is the responsibility of the lead agency to make available a copy of the mechanism to referred families. Training on the SCM is provided at least once annually at ECC and I-Team meetings. Training is also provided as needed for new employees of partner agencies.

9. Referral Process

The referral process may be used by an agency or family for referral to the MSY Program. When referring, it is required that there is documentation of the following:

- Referral date of receipt
- Systems/agencies that have been involved with the person to date
- Contact information for the person referring
- Brief description of the problems being experienced
- Age and name of the person being referred
- Identification of Medicaid Managed Care Plan, if applicable
- Gender, race and date of birth of youth referred
- MSY's response to the referral or the outcome of the referral

A. A referral to the Fairfield County Service Coordination process can be completed any time by representatives of any child and family serving agency or directly from families. This referral packet includes all necessary release of information forms for the child/family.

B. To refer a child/family, families or providers may contact the FACFC office (740-652-7281) or the MSY Coordinator (740-652-7288). The MSY Coordinator will respond to the referral within 2-5 business days to schedule an intake appointment with the parent. The intake appointment should occur no later than 30 days after the initial referral date. Following the intake appointment, the CANS assessment is used to determine the presenting level of care. If only Information and Referral services are needed, information is given with further contact only upon request by the family. If the family needs more intensive services, the MSY Coordinator will present the family 's referral at the next appropriate ECC or I-Team meeting.

C. The child/family referral is presented at monthly ECC, I-Team, or Executive Cluster meetings to determine which agencies are involved. When possible, service coordination and information sharing regarding available services is conducted. If an emergency referral that requires immediate attention is made between regularly scheduled meetings, the MSY Coordinator will facilitate referrals via phone/email or convene an emergency meeting if warranted.

Members of the EI Service Coordination team participate in ECC meetings. If a child is being served by FACFC Service Coordination and a referral is made to EI Service Coordination, upon the determination of eligibility, the lead provider of service coordination shall be the EI Service Coordination provider. The identified FACFC Service Coordinator and/or FACFC Service Coordination Team shall support and assist with the family's IFSP/EI Plan as needed.

D. Once the need for an individual Family Team Meeting (FTM) is determined, a lead agency will be agreed upon and approved by the parent. The lead agency will be responsible for scheduling the FTM at a time and location that is convenient to the parent/family as soon as possible. With the parent's permission, representatives from all appropriate agencies, including a representative from the child's school district and family support persons, may be invited to attend the meeting. Advance written notice of these meetings is preferred when feasible, but is not required. Methods such as phone calls and/or email are used to distribute meeting invitations. A parent can request a FTM at any time by contacting the Multi System Youth Coordinator or any team member. Then necessary notifications and invitations will be made and the FTM will occur within 30 days of the request.

E. Once the FTM is held, the lead agency reports back to the ECC, I-Team, and/or Executive Cluster as appropriate.

10. Family Team Meetings (FTM)

The purpose of the FTM is to develop a unified service coordination plan for the child and family. By email, letter or phone call, families and agencies will be notified of, and invited to, all family service coordination/wraparound team meetings. Representatives from all appropriate agencies, including a representative from the child's school district as well as family support persons, both formal and informal, may be notified of and invited to the meetings. Notification of FTM's may also take place at ECC and I-Team meetings. Family needs and limitations should be considered when establishing the time and location of meetings. When possible, FTM attendees will receive notification at least one week in advance.

At the intake appointment families will hear a description of the service coordination process and team meetings. Early in the process the team will help develop a Family Service Coordination Plan (FSCP). Parents and service providers will identify desired outcomes and goals. The FSCP will include timelines for completion of specified goals that the family identifies as being realistic and achievable. Regular reviews are scheduled to monitor progress toward those achieving those goals.

A family may invite a family advocate, mentor or support person of the family's choice to participate. Potential advocates/supports can be obtained from a variety of sources including but not limited to the Parent Advocacy Connection, available through NAMI. At the initial meeting, families are provided a copy of the Parent Advocacy Connection brochure. The Ohio Parent Advocacy Region Map includes contact information and can be accessed through the following link: <http://www.fcf.ohio.gov/Portals/0/Home/Engaging%20Families/Parent%20Advocacy/2016%20PAC%20Regional%20Map.pdf>.

11. Individual Family Service Coordination Plan/Plan of Care

Primary objectives of the individual Family Service Coordination Plan (FSCP) are: early intervention, preventing unnecessary out-of-home placements and keeping children and communities safe in the least restrictive environment possible and as close to their own home environment as possible. The FSCP documents the mechanisms and methods through which to achieve these objectives, as well as the responsibilities of all involved parties. Elements of the FSCP include:

- A method for synthesizing strengths and needs identified through an assessment into a unified family service coordination plan, which is
- inclusive of all appropriate services and supports. The CANS assessment will assist in the identification of strengths and needs.
- Coordinated assignment of responsibilities.
- A crisis plan identifies potential crises and action steps.
- The team and its mission are developed; the family's vision is outlined; and the family's level of engagement is identified.
- The family's needs are specified; strategies are outlined, including anticipated timetables; goals and outcomes are stated.

Identification of Family Members/ Guardians and Identification of Team Members: To encourage family confidence and genuine participation in the service coordination plan process, the family is engaged in identification of family members and choosing and approving the individual who will track progress, schedule meetings and facilitate meetings. The family is involved in choosing appropriate services and providers. Note that considerations of racial/ethnic/cultural identity and to gender are important toward effectively responding to the family's needs. Tools and references developed by the Ohio Department of Health are available at <http://servingohiobetter.org/>. These tools have been based on National Standards for Culturally and Linguistically Appropriate Services (CLAS). Partners are encouraged to reference and utilize these tools.

Monitoring progress and outcomes for families engaged in the Fairfield County service coordination process includes utilization of the FSCP. Staff who will be acting as the lead at FTMs are trained to use the forms so that each is complete. The documents are instrumental in reporting progress toward outcomes and measurable goals as each family's case is reviewed each month at MSY Committee meetings. Collective results gathered through the monitoring and tracking system – Electronic Health Record (EHR) - are reported to the county FACFC on a regular basis. Data and information collected through the system is used to inform the decision-making process of the county FACFC as required under ORC 121.37(B)(2)(b). A family satisfaction survey is conducted during each exit meeting to help identify opportunities to improve our processes.

12. Out-of-Home Placement

All alternatives to out-of-home placement will have been exhausted as reasonable and appropriate responses to the child and family situation. This requirement applies to all children who are involved in service coordination under the FACFC's SCM. This process may serve as the entry point for out-of-home placement in the county and assure that all other less restrictive options have been exhausted. The law provides that a family may refer itself to service coordination at any point in time, which includes any time prior to or immediately after an out-home-placement. Nothing in this division shall be interpreted as overriding or affecting decisions of juvenile court or child protective services regarding an out-of-home placement.

At least one individual Family Service Coordination plan meeting must occur before an out-of-home placement is made. For emergency placements, this meeting may occur within ten days of the placement. Placement requires approval of three-fifths of the Executive Cluster committee. The MSY Coordinator provides committee members with pertinent information to enable an informed decision, which includes but is not limited to a history of prior interventions, and the submission of written recommendations of current service providers.

At least one monthly team meeting will be held with the treatment facility, family, and identified team members involved to get updates and review the treatment plan as developed. Recommendations for care and discharge are monitored. FTM's with facilities are reviewed at the monthly Executive Cluster meetings. Executive Cluster includes representation from Juvenile Court, CPS, ADAMH Board, Board of DD and local community mental health agency (New Horizons). Funding approval is given month to month or as the needs of families are aligned with the Out-of-Home Budget.

Out-of-Home Payment Procedures for payment will first be sought through private insurance or Medicaid, then any specific financial subsidies received by the family (e.g., Post Adoptive Specialized Services Subsidy - PASSS), then the balance of payment from pooled funds approved by Executive Cluster with parent share requested as appropriate.

Discharge planning begins at the time of placement. Planning includes coordinating educational services, mental health counseling and recommendations at discharge which may include intensive in-home counseling, outpatient mental health counseling, case management, psychiatry and substance abuse counseling. High-Fidelity Wraparound or service coordination will continue to assist the transition to home and community addressing the needs of both the child and their family.

13. Confidentiality

Prior to presenting a child/family at the MSY Committee meeting, a signed release of information must be obtained to discuss the child/family. During ECC and ITeam meetings only the information deemed necessary to effectively coordinate services will be provided. The agencies participating in the FTMs will be included on the FSCP and will therefore have access to the plan. The FSCP will be shared with those agencies/individuals that the family has agreed to release

the information. The release of information form will include all agencies represented at ECC, I-Team, and/or Executive Cluster meetings. A meeting sign-in form is utilized at ECC, I-Team and Executive Cluster reflecting participants' understanding and compliance with the protection of private and confidential information that will be shared. These sign-in forms are maintained by the MSY Coordinator. The release form has been reviewed by the Fairfield County prosecuting attorney for determination of HIPPA compliance.

14. Unruly Youth

Early identification and intervention is a critical factor in preventing a child from becoming further involved in the juvenile justice system. MSY staff will work closely with Juvenile Court's Intake and Assessment staff and Diversion Program to avoid behaviors resulting in future charges. The service coordination process will identify interventions that could divert youth from deeper involvement in the juvenile court system. Interventions could include positive activities, mentoring programs, community volunteer opportunities, referrals to clubs and social activities, and FACFC's parent education opportunities.

15. Crisis Plan -- Short Term Crisis and Safety Concerns

At the initial FTM, parents are given information about community resources for crisis management – such as the mobile youth crisis unit -- and other safety resources in the community. A crisis plan is developed, which is informed by the diagnosis, medications, history of crises and triggers. The plan outlines potential crises, action steps and responsible persons and a copy is provided to the family. The FSCP differentiates between crisis and safety plans based on the individual family's needs. These plans will position the team to be prepared and to respond appropriately and immediately in the event there is a crisis or safety concern. It allows the team to plan its response during a time when everyone is positive and calm, helping to assure that members will not overreact if the need arises to implement the individual plans. 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.

16. Dispute Resolution Process for Service Coordination

Each family referred to the Fairfield County Service Coordination Team shall be informed of and receive a copy of the Dispute Resolution Process by the MSY Coordinator of the FACFC at the first meeting of the team. The following are essential components of the Dispute Resolution Process:

1. Families are encouraged to fully participate in the process and may be represented by a person of their choosing throughout the process.
2. All necessary services to insure the health and safety needs of the child and family shall be provided throughout the process.
3. Any party to the Individualized Family Service Coordination Plan, especially including the child and family served, may disagree with the specific services of the plan.
4. The Dispute Resolution Process includes conflicts of both an emergency and non-emergency nature.
5. The party in disagreement with the plan shall notify the Executive Director of the Fairfield County FACP Council and will provide written rationale for the disagreement no later than ten (10) days after the plan has been developed.
6. The Executive Director of the Fairfield County FACP Council will notify and convene the Dispute Resolution Committee within ten (10) days of receipt of the notice. The Dispute Resolution Committee shall be comprised of three members of the FACP Executive Committee. The disputing party shall receive notice of the committee meeting no later than three (3) days before the meeting date and may attend the meeting with or without the family's advocate. The Executive Director of the Fairfield County FACP Council shall serve as a facilitator without voting privileges.
7. The Dispute Resolution Committee will provide written notification to the disputing party of its decision within ten (10) days after the Committee meeting.

8. The disputing party may disagree with the above decision and may wish to continue the Dispute Resolution Process. In such an instance, the disputing party will provide written rationale for the disagreement no later than seven (7) days of receipt of the decision of the Dispute Resolution Committee to the Juvenile Judge.
9. The FACFC Interdisciplinary Team shall provide an interagency assessment and treatment information to the court. (recommended by guidance from Ohio Family and Children First)
10. All timelines may be extended by agreement between the disputing party and the Executive Director of the Fairfield County FACF Council. Ernest efforts will be made to resolve all disagreements within 60 days.
11. The Juvenile Court is the final arbitrator of disputes involving specific services of the Individualized Family Service Coordination Plan.

The dispute resolution process shall be modified in emergency situations. Emergency is defined as a situation that requires an immediate response due to the safety and well-being of the child. In this instance, the FACFC Director shall consult with MSY Committee members and based on their responses, will provide written recommendations within three (3) days. Once the immediate emergency is handled, any continuing conflict will follow the outlined Dispute Resolution Process.

Families involved with Help Me Grow may use the above Dispute Resolution Process to seek a resolution at the Help Me Grow Service Coordination level prior to engaging in the appropriate Ohio regulatory agency's 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. The Fairfield County Service Coordination Team Dispute Resolution Process does not replace the existing dispute resolution procedures for specific agency concerns, including Help Me Grow.

17. Disputes Resolution Between Agencies

When disagreements arise between agencies as to the services or funding of services a child and/or family is to receive, any agency represented on the council may initiate the local dispute resolution process established in the county service coordination mechanism applicable to the council. If a dispute is initiated between agencies, the following timeline will be utilized:

A) Within 7 calendar days of the disagreement/dispute the disputing agency must submit the dispute in writing to the MSY Coordinator communicating the desire to utilize the dispute resolution process. Supporting evidence or documentation concerning the dispute should be submitted with this request. This request should be submitted to: MSY Coordinator; Fairfield County Family, Adult and Children First Council; 831 College Avenue, Suite C; Lancaster, Ohio 43130

B) Upon receipt of the agency request to utilize dispute resolution, a meeting between the Executive Cluster and the disputing agency will be convened within 15 calendar days. This meeting will be scheduled at a mutually convenient time for the majority members of the disputing agency and the Executive Cluster. The disputing agency will prepare a presentation for the Executive Cluster regarding the nature of the dispute, the specific issues that are requested to be resolved, and a proposed solution. This presentation can be made by the director of the agency or an approved representative of that agency. Each Executive Cluster member must vote on the proposed solution. A majority vote will determine resolution of the dispute. The FACFC Executive Director will act as facilitator in the process but will not have a deciding vote. The MSY Committee will be responsible for preparing the responses to the disputing agency and the FACFC Executive Director will issue a written response regarding the decision to that agency within 3 calendar days.

C) If the disputing agency disagrees with the decision of the Executive Cluster, the disputing agency has the right to request that the dispute be reviewed by the

final arbitrator, the presiding Juvenile Court Judge. The disputing agency must submit in writing a request to move to the final stage of the dispute resolution process within 5 calendar days of receiving the Executive Cluster decision. Upon receipt of this request, the Executive Director for FCFC will submit within 5 calendar days all documentation regarding the dispute, (including, but not limited to) the request for dispute resolution and supporting documentation, responses made by the Executive Cluster, treatment information, and other relevant information to the presiding Juvenile Court Judge. The court shall hold a hearing as soon as possible, but no later than ninety days after the motion or complaint is filed. At least five days before the date on which the court hearing is to be held, the court shall send each agency subject to the determination written notice by first class mail of the date, time, place, and purpose of the court hearing. This decision will direct one or more agencies represented on the council to provide services or funding for services to the child. The determination shall include a plan of care governing the way the services or funding are provided. The presiding Juvenile Court Judge shall utilize the plan of care on the family service coordination plan developed as part of the county's service coordination mechanism and evidence presented during the local dispute resolution process in making the determination. The presiding Juvenile Court Judge may require an agency to provide services or funding only if the child's condition or needs qualify the child for services under the laws governing the agency. While the local dispute resolution process or court proceedings are pending, each agency shall provide services and funding with no interruption until a final decision is rendered. If an agency that provides services or funds during the local dispute resolution process or court proceedings is determined through the process or proceedings not to be responsible for providing them, it shall be reimbursed for the costs of providing the services or funding by the agencies determined to be responsible for providing them.

18. Fiscal Strategies

For some families engaged with the MSY Committee, referral to the Executive Cluster for funding of specific services may be necessary, as well as decisions regarding out-of-home placement. It is the responsibility of the lead agency or MSY Coordinator to initiate the referral to the Executive Cluster upon the recommendation of the MSY Committee. It is the goal of the Executive Cluster to utilize the Executive Cluster Pooled Fund to prevent out-of-home placements with the understanding that this will only happen when all other options have been exhausted.

The Executive Cluster Pooled Fund was developed in 2003 to maximize the use of flexible resources. Contributors to the pool include the Fairfield County Board of Commissioners, Juvenile Court, Fairfield County Board of Developmental Disabilities and the ADAMH Board. Utilizing the pooled approach, Fairfield County has developed and funded local, more cost-effective services that are also more effective for children and their families. These include:

- Juvenile Court-based Mental Health Intervention
- Home-based Family Mental Health Treatment
- Family Support Services

Other services paid through the pooled fund include:

- Specialized intensive services, including out of home placements
- Respite
- Supportive Services

By utilizing categorical funding to support the services indicated in individual service coordination plans, all funds can be maximized according to their own purposes and target population. MSY Committee members review all available community resources for the specific purposes and target population (e.g., PASSS) to ensure appropriate and best use of resources. Community partnerships with organizations such as the Parks and Recreation Department and YMCA are cultivated to enable connection of clients to a wide range of specialized services.

The annual county allocation of Family Centered Supports and Services (FCSS) funds are included in the MSY Committee budget planning and are utilized for utilization of available resources to meet the needs of families, it may be necessary to braid Pooled Funds with FCSS. Councils are not permitted to utilize FCSS funding for service coordination activities for children in custody, but that does not mean that FACFC Service Coordination cannot be accessed for children who are in custody of CPS by utilizing other local resources. Decisions regarding the use of funds are made by the MSY Coordinator and Executive Director with specific consideration on allowable uses and restrictions of each available funding source.

19. Service Coordination Mechanism Quality Assurance

It is the responsibility of the Executive Cluster committee to monitor the implementation of the SCM. If the mechanism does not reflect current practice it will be changed to accurately outline the activities of the MSY services. The Multi System Youth committees will receive annual updates on the strengths and weaknesses of the plan based on the outcomes for families. Any changes to the plan will be proposed by the MSY Committees and approved by the Family, Adult and Children First Council. These annual reviews will be documented in the minutes of the Executive Cluster. As a part of this annual review, a member of the Executive Cluster will meet with the MSY Coordinator to review internal systems related to case files, governance and other documentation that supports the work of the Multi System Youth Committees.

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

When requested, the OFCF Cabinet Council will provide an administrative review of unresolved local disputes regarding conflicts among parents, agencies and/or councils pertaining to the Fairfield County Service Coordination Process or decisions made during the individual family service coordination process. The dispute must be concerning a decision made or a process proposed or implemented during a phase of the county service coordination process regarding a family or child who is formally involved in the FACFC Service Coordination. This includes a disagreement regarding the denial of acceptance of a family into the county service coordination process. Agencies, providers or parents/legal guardians who have participated on a family service coordination plan team may request a dispute resolution review. The State Service Coordination Committee will review such requests and make recommendations to the OFCF Cabinet Council for its review and approval. With the OFCF Cabinet Council's approval, the OFCF will respond, in writing, to county FACFC requests for dispute resolution review within 30 days of the receipt of the request by the State Service Coordination Committee.

Exceptions: Disputes involving families involved in Help Me Grow with a Part C eligible child, where the dispute is regarding service being provided as part of the Help Me Grow program, will be responded to within 30 days. These cases do not require the family to be formally participating in the FCFC service coordination process. The OFCF Cabinet Council will not review cases for which the complainants have sought a juvenile court ruling. The OFCF Cabinet Council's administrative review must be requested and completed prior to seeking resolution through the county juvenile court as final arbiter of the dispute.