SERVICE COORDINATION

MECHANISM

### Erie County Family & Children First Council

Revised 2024

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Overview of Service Coordination

###### Purpose

The purpose of Service Coordination and High-Fidelity Wraparound through Erie County Family and Children First is to provide a neutral venue for families requiring services where their needs may not have been adequately addressed in traditional agency systems. Service Coordination is a process of service planning and system collaboration that provides individualized services and supports to families who have needs across multiple systems. It is child-centered and family-focused, with the strengths and needs of the child and family guiding the types and mix of services to be provided. It is critical that services and supports are responsive to the cultural, racial, and ethnic characteristics of the community population. Based on the level of severity or need, Service Coordination in Erie County can be elevated to the more intense High-Fidelity Wraparound process for those children and families who are at very high risk of experiencing poor outcomes.

A System of Care is a coordinated network of community-based services and supports that are organized to meet the challenges of children and youth with multiple needs and their families. Service Coordination and High-Fidelity Wraparound are collaborative, coordinated, cross-system team-based planning processes implemented to address the needs of youth and families where those needs are multiple and complex.

Service Coordination and High-Fidelity Wraparound build upon the strength of services in the community, and when needed, propose new services, supports, and/or strategies to be added in order to address unmet needs. A System of Care must account for:

* Broad array of services & supports available
* Individualized plan
* Least restrictive setting
* Coordinated at both system & service level
* Family-driven, youth-guided
* Emphasize early identification & early intervention

Erie County Family and Children First most recently revised the Service Coordination Mechanism in 2024 through the work of the FCFC Executive Committee. This Executive Committee is comprised of leaders from Council member agencies who regularly serve children and youth with multiple and complex needs. These agencies include Erie County Board of Developmental Disabilities, Erie County Children Services, Erie County Department of Job and Family Services, Erie County ADAMHS Board, Townsend Community School, Sandusky City Schools, Perkins Local Schools, and Erie County Board of Commissioners.

###### Values

The success of Service Coordination efforts depends on integrating key values into the process. The following list of values are integral to the effective delivery of Service Coordination and Wraparound:

* Services are delivered using a family-centered approach.
* Services are responsive to the cultural, racial, and ethnic characteristics of the families being served.
* Service outcomes are evaluated.
* 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.
* Families deserve the shortest step from hello to help.
* Most importantly, families and youth are fully involved in decision-making and are provided with family advocacy and support options

###### Continuum of Care

A Continuum of Care is a method for tracking and guiding youth and families with multi-system needs over time through a comprehensive array of services spanning all levels and intensity of care. Erie County provides a Continuum of Care for ages 0 through 25 through the provision of various levels of coordination including: Information and Referral, Early Intervention Service Coordination, Service Coordination, and High- Fidelity Wraparound. The criteria for the appropriateness of each level of coordination is as follows:

* Information and Referral- Provided to any family with a child ages 0-25 whose only presented need is to be connected to another community resource or support.
* Early Intervention Service Coordination- Provided to any family with a child ages 0-3 who qualifies for Early Intervention services based on a developmental delay or diagnosis.
* Service Coordination- Provided to any family with a child ages 0-25 who needs services and supports from more than one agency and is not already receiving Service Coordination through Early Intervention.
* High-Fidelity Wraparound- Provided to any family with a child ages 0- 25 who has multiple and complex needs that cannot be met by traditional agency services and supports.

Based on the needs of the youth and family, a higher level of assistance may be needed to adequately address the presenting needs. Through coordination, Erie County Family and Children First Council can access various levels of intervention including the following, in order of least intensive to most intensive:

o Intensive Home-Based Treatment o Residential Placement

o Treatment Foster Care

When accessing the intervention services, the chosen coordination process shall continue throughout in order to ensure that the youth and family have the proper level of service and supports.

### Mechanism Function and Structures

###### Service Coordination

Early Intervention Service Coordination is available for families with children ages 0 to 3 who have been diagnosed with a developmental disability or delay. An Early Intervention Service Coordinator meets with families to gather information and conducts nutrition, vision, and hearing screenings. They also coordinate

a developmental evaluation, and coordinate services, if needed. The Family and Children First Council will

assist with a family’s Early Intervention Plan where needed.

Service Coordination is a broad-based, youth and family-driven planning process by which previously identified resources and supports are coordinated to determine the least restrictive plan of success for youth with complex needs. Service Coordination can include teams composed of representatives from various systems that may be involved with the child/family/youth as well as other significant persons in the lives of the families. The Service Coordination process functions to:

* + Problem solve at system-level
  + Plan and monitor for family and child/youth safety
  + Monitor placements
  + Manage risk and complex decisions concerning level of care
  + Neutrally-positioned facilitation and planning process
  + Coordinate previously identified and existing resources and supports

High-Fidelity Wraparound is a specific evidence-based planning and facilitation process that builds a team around a child/youth and their family, including representatives from various systems that may be involved with the child/youth/family, service providers, relatives, neighbors, or other significant persons in the lives of the family. This organizing process individualizes services and supports, both formal and informal, around the strengths and needs of the child/youth/family to achieve improved and more meaningful outcomes. The intensity of this level of care coordination best serves children and youth who are at high risk of experiencing poor outcomes. High-Fidelity Wraparound consists of distinct steps or phases that must be followed:

* + Phase 1: Engagement and team preparation
  + Phase 2: Initial plan development
  + Phase 3: Implementation
  + Phase 4: Transition

###### Intersystem Placements

Although it is a priority of the Service Coordination Mechanism to find the least restrictive intervention for children/youth, there may be times when out-of-home placement may be a necessary option. For those children/youth who are intersystem involved and require placement that will be paid for with pooled funds, there are two options that may occur while they are in placement:

1. Wraparound- while the child/youth is in placement they may also be in Wraparound. The Wraparound Team can continue to work with the family in preparing for the child/youth’s exit from placement. If the youth or family is not considered ready for Wraparound, then the initiation of Wraparound can wait to begin until the child/youth exits placement.
2. Placement monitoring- The FCFC will receive weekly updates on the status of the placement and progress. If progress does not occur in an appropriate amount of time, then other placement options shall be considered in the effort to find a better intervention for the individual. The FCFC will stay in communication with the family as they work together to achieve the most appropriate intervention for the child/youth.

### Operations and Procedures

###### Referrals

Referrals to Service Coordination and Wraparound can be made by calling FCFC at 419-624-6355 or by emailing ~~or faxing~~ a completed Wraparound Referral Form to FCFC (see Addendum A- Referral Form). An

initial assessment of the family’s level of need will be made through an intake appointment with the family. A family will be contacted within five business days of referral and an intake appointment will occur within 30 calendar days of referral unless a waiting list is in place. Referrals for Early Intervention Service Coordination (for ages 0-3 with a developmental delay or diagnosis) can be made through the Erie County Board of Developmental Disabilities (419-621-3962) or by completing Ohio’s Central Intake process by calling 800-755-GROW or by visiting https://refer.ohiocentralintake.org/.

###### Education of Families & Agencies

Agency personnel and community members will become aware of the Service Coordination Mechanism of Erie County through the distribution of flyers by all mandated members of the Family and Children First Council as well as WIC, Head Start, and Help Me Grow. Trainings on the Service Coordination Mechanism will be offered by the FCFC Director. Social media will be utilized by the FCFC in an effort to strengthen outreach efforts about the Service Coordination Mechanism.

Confidentiality

All Family & Children First Council participants have entered into a confidentiality agreement which assures the timely access to appropriate information while respecting the right to privacy of children and parents. All families involved in Service Coordination/Wraparound, Family Team Meetings and Help Me Grow sign a Release of Information Form prior to formation of the Family Team or the sharing of family/agency information. The Family and Children First Authorization for Information Sharing will be signed by the parents for a period not to exceed 365 days. Parents are informed of their right to revoke the release in writing at any time. Parents within the Help Me Grow system are given the Parents Rights Brochure. The Release of Information for the HMO system shall follow the ODH guidelines as applicable.

Eligibility

In order for a child or youth to be eligible for Service Coordination in Erie County, they must meet each of the four eligibility criteria:

 Erie County resident

 Multi-systemic issues (multiple needs)- While the child/youth may not yet be involved in multiple systems, they have multiple needs that threaten to destabilize the family.

 Child/youth is between the ages of 0 and 25

 Demonstrates significant needs in at least 2 of the life domains in the Child and Adolescent Needs and Strengths (CANS) Assessment, which will be administered by certified staff.

If referred for Wraparound, at least one of the following additional criteria must be met:

 Does not have an Existing Service Coordination process in place and is at high-risk of experiencing poor outcomes

 Service Coordination process is in place but is in need of an alternative process due to system barriers, lack of care alternatives, or team impasse.

 Service Coordination process is in place but family is not satisfied with existing process and seeks alternative coordination process

Due to State of Ohio funding rules, children and youth who are already enrolled in OhioRISE for Care Coordination at Tier 2 or 3 are ineligible to access state-supported Service Coordination or Wraparound Facilitation through Erie County FCFC.

###### High-Fidelity Wraparound

P h a s e 1 : Engagement and Team Preparation During this phase, the groundwork for trust and shared vision among the family and Wraparound team members is established. In face-to-face conversations, the facilitator explains the Wraparound process and philosophy to the family members with the goal of helping the family and youth to make an informed choice regarding participation in the Wraparound process. The facilitator reviews all consent and release forms with the family and informs them of their rights.

The facilitator will also ask the family about immediate crisis concerns and work with the family and agency representatives to address these concerns immediately, when present. The facilitator will spend time getting to know the strengths, needs, culture, and vision of the child/youth and family. From these conversations, a narrative is developed and is later shared in the first Team Meeting so that all team members have a clear understanding of the family’s perspective, culture, strengths and needs. The narrative will form the basis for the Individual Family Service Plan (IFSP).

Each family engaged in Wraparound will be given the opportunity to design their own family team. All families will sign a Release of Information prior to contacting potential team members (See Addendum B). To form a Team, families will be encouraged to invite informal (natural) supports such as family members, friends, church members, and neighbors. Formal supports that families could invite to their team could include: case workers, counselors, teachers and other school representatives, Job and Family Services staff, Juvenile Court staff, SSAs or other County Board of DD staff, and coaches. Families are also encouraged to invite advocates, mentors, and peer supporters to participate in family team meetings. To find such support people, families can contact Developmental Disabilities Council, North Point Educational Service Center, YouthMOVE, and Sandusky Artisans Recovery Community Center.

All service providers and those individuals serving as natural supports for families in the Service Coordination or Wraparound process will be notified of individual family service plan meetings through email unless a preference is stated otherwise. The family will have the opportunity to meet and engage with their assigned Facilitator during the intake process, and will have the opportunity to choose a different facilitator should they desire to do so.

The Child and Adolescent Needs and Strengths (CANS) assessment will be used to categorize a

youth/family’s level of need based on measurements in a variety of life domains. The CANS will also be

used to identify priority areas of need that will be used in the development of the Individualized Family Service Plan (IFSP). The CANS will be administered at least every 90 days to each youth/family involved in Service Coordination or High Fidelity Wraparound to measure progress in the areas of youth/family needs and strengths.

The Wraparound Facilitator will record all team member contact information and compile a team roster for the family. The Wraparound Facilitator or Team Support Staff will contact all team members prior to a scheduled team meeting by email unless another method of communication is preferred by a team member. Team members will also be informed of the next-scheduled meeting date prior to leaving each Family Team meeting. Team meetings are scheduled at times and locations that are convenient to the family.

P h a s e 2 : Initial Family Service Plan Development

The team’s mission guides the process for the family. Team trust and mutual respect are built while the team creates an initial Wraparound plan of care reflective of the Wraparound principles. Family culture, strengths, and needs across the domains that the child/youth and parent/guardian(s) have identified in the CANS assessment are the foundation of this plan. In this stage, usually lasting one to two meetings, the following work is completed by the team:

* Needs are prioritized
* Measurable goals are developed
* Strategies to meet goals are identified
* Clearly defined tasks and timelines are developed to accomplish strategies
* Responsibilities are assigned to team members

The Wraparound approach is focused on implementing a family plan in the least restrictive setting and appropriate level of service intensity. If needed services or supports are not available, the Family Plan will outline efforts to address such gaps.

During the development of the Family Plan, the team shall acknowledge that family crisis and safety issues are a possibility, and shall develop a plan for navigating a short-term crisis or safety concern. A crisis response plan, detailing options for preventing a known crisis and responses by those supporting the youth and family through such an event, should be developed based on family need and preference. Any safety concerns or safety programming should be addressed as needed.

P h a s e 3 : Plan Implementation

During this phase, the initial Wraparound Plan is implemented. Progress, satisfaction, and successes are

continually reviewed at families’ Team Meetings. Changes are made to the plan as needed while continuously striving to build and/or maintain team cohesiveness and mutual respect. If multiple plans are required to operate simultaneously due to system mandates, these plans are coordinated to eliminate duplication and conflicting expectations. Team Members are assigned tasks that relate to the accomplishment of each established strategy. Progress is tracked by the Facilitator at each Team Meeting and new action steps and strategies are considered where necessary. The facilitator updates the plan and distributes minutes of each meeting. The activities of this phase are repeated until the team’s mission is achieved and formal Wraparound is no longer needed. This phase typically lasts 6-18 months.

Throughout the implementation phase, outcomes will be measured at least every 90 days through the Child and Adolescent Needs and Strengths (CANS) Assessment. Family satisfaction will be measured at least every three meetings through assessments that were developed by OFCF for caregivers and youth.

P h a s e 4 : Transition

During this final phase, plans are made for a purposeful transition out of formal Wraparound to a mix of formal and natural supports in the community, or, if appropriate, to services and supports in the adult system. The focus on transition is continual in the Wraparound process and the preparation for transition is apparent even in the initial engagement activities. A post-transition crisis- management plan is

developed that capitalizes on the youth and family’s now strengthened skills and knowledge. A commencement ceremony is created, which is culturally appropriate and meaningful to the family and youth. Once transition is complete, Wraparound staff continue to check in with the family to ensure that the family is continuing to experience success.

###### Families Right to Request Team Meeting

All families will be provided with a Team Communication List prior to the first team meeting. Families are invited to schedule team meetings through their own initiative or allow the Facilitator to schedule

meetings according to the family’s directive. It is expected that notice of future meetings will be given in written form at least two weeks (14 days) in advance, except in cases of emergency. When deciding the time and location of meetings, the family’s needs and limitations should be carefully considered.

###### Out-of-Home Placements

While Wraparound is focused on serving children/youth in the community and promoting least restrictive settings, there may be times when a child/youth in Wraparound becomes at-risk of out-of- home placement. This may be the result of an ongoing development or an acute crisis situation.

* Non-emergency: The Wraparound Facilitator will convene the Wraparound team to ensure that other options to placement are fully explored and/or exhausted prior to placement.
* Emergency: The Wraparound Facilitator will convene the team within 10 days of an emergency out-of-home placement to plan for the return of the child/youth to the community or determine if the case will be referred back to Erie County Family and Children First Council for monitoring status if it has been determined by the family and other team members that no benefit would be gained from continuing Wraparound at the current time.

###### Alleged Unruly or Delinquent Child and Diversion from Juvenile Court

With the formation of a Family Team and the formulation of an Individualized Family Service Plan, a youth, if identified prior to unruly or delinquent charges being filed, should successfully be diverted from Juvenile Court involvement. If the preparation of a complaint under section 2151.022- (Unruly Child) of the Ohio Revised Code has been filed, the youth and parents of the youth will be encouraged to become involved in the Wraparound process to divert the youth from Juvenile Court.

### Dispute Resolution Process

The purpose of Service Coordination is to provide a venue for families needing services where their needs may not have been adequately addressed in traditional agency systems. Each agency system has areas of responsibility, and the collaborative approach is not intended to replace or usurp the primary role of any one of these systems. Dispute resolution is an important component of any services delivery system.

Although agencies and professionals are committed to meeting the needs of the child and/or family, there are times when one or more members of the team may question decisions or the process. In all instances, families are encouraged to ask questions and become informed as to what is available, what their child might need, and what rights and responsibilities they have as parents. Conflicts may arise in three distinct types of situations:

* + One agency is in disagreement with other agencies about a Family Service Plan;
  + The family is in disagreement with one agency; or
  + The family is in disagreement with the service plan.

If the dispute does not pertain to service coordination, parents or custodians shall use existing local agency grievance procedures to address disputes. This process is in addition to and does not replace other rights or procedures that parents or custodians may have under other sections of the Ohio Revised Code. Each

agency represented on a county Family and Children First Council (FCFC) that is providing services or funding for services that are the subject of the dispute initiated by a parent shall continue to provide those services and the funding for those services during the dispute process. These rights shall not be interpreted as overriding or affecting decisions of a juvenile court regarding an out-of-home placement, long-term placement, or emergency out-of-home placement.

The Family and Children First Council shall inform parents and/or custodians of their rights to use the dispute resolution process. Parents or custodians shall use existing local agency grievance procedures to address disputes not involving Service Coordination.

###### Disputes between Agencies

When agreement cannot be reached by the systems involved in a Wraparound Team regarding family assessment, service plan development, the assignment of responsibilities to implement the service plan, or difficulties in the implementation of the plan, either the parent(s) or the service provider(s) may:

1. Petition the Executive Committee of the Erie County Family and Children First Council to review their concerns. The Executive Committee will, in a timely manner, arrive at an agreed upon solution by all parties involved. Under the provisions of this plan, at no time during the dispute resolution process shall services to the youth/child, parent(s) and family be disrupted. Families, upon accessing services, will be advised of their legal rights beyond the dispute resolution process.
2. If the dispute cannot be resolved at the level of the Executive Committee, an outside mediator shall be secured to help resolve the conflict.
3. If the conflict cannot be resolved within 7 days with the help of the mediator, then the Juvenile Court

Judge will render the final decision as to how the conflict will be resolved.

###### Family Team Disputes

The process for handling each of the above situations is dependent on the premise that individuals and agencies will, in all instances, seek clarification and resolution at the Family Team level prior to initiating the formal conflict resolution process. The Family Team serves to utilize the recommendation of all parties, including that of the parent or guardian, that promotes the well-being of the children/youth in regards to services for the children/youth. If there is significant and unresolved conflict regarding any aspect of the Family Service Plan by any participant (including parents) in the Wraparound process, every attempt is made to resolve that conflict with the participating members of the Family Team. If the Family Team cannot resolve the dispute, the dispute resolution process can be initiated. Each family will be notified of their right to utilize the dispute resolution process and provided information regarding the process at the first Family Team meeting. Parents who choose to utilize an advocate or mentor are encouraged to include those representatives in the process. If difficulties in resolution at this level occur, the Council Coordinator can be asked to sit on the team as a mediator for conflict resolution. At no time during the dispute resolution process will services to the family be disrupted. This keeps the conflict mediation and dispute resolution as close to the direct level of care as possible.

###### Non-Emergent Disputes between Parent/Guardian and FCFC

A non-emergent dispute will be defined as a dispute that does not require an immediate response due to the safety or well-being of the children/youth. If a non-emergent dispute is initiated by a parent or guardian, the following timeline will be utilized:

1. Within seven calendar days of the disagreement/dispute the family will submit a Dispute Resolution Request form to the Family and Children First Director/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:

ATTN: FCFC Coordinator

Erie County Family and Children First 2900 Columbus Ave

Sandusky, Ohio 44870

1. Upon receipt of the family request to utilize dispute resolution, a meeting with the Dispute Resolution Team will be convened **within 15 calendar days**. This meeting will be scheduled at a mutually convenient time for the majority members of the family and the Dispute Resolution Team. The family will prepare a presentation for the Dispute Resolution Team regarding the nature of the dispute and the specific issues that are requested to be resolved. This presentation can be made by the family, an advocate, or the child and family team lead case manager.
2. At the meeting with the Dispute Resolution Team, the family will present information regarding the nature of the dispute and identify specific issues that are requested to be resolved. All pertinent Wraparound Case information will be completed by the Family Team and the family to provide historical and current information relevant to the dispute and to specifically identify the issues sought to be resolved. The Dispute Resolution Team will meet in closed session after the family's presentation

to draft written responses to the Family Team regarding the issues identified in the dispute.

1. A letter will be immediately issued to the family by mail and email detailing the response of the Dispute Resolution Team. The Family and Children First Coordinator will be used as a neutral facilitator in this process and will be responsible for the written responses to the family.
2. The youth’s parents or custodians may file with the Chair of the Family and Children First Council a written objection to the decision of the Dispute Team within seven (7) days of the Team’s decision. Within three (3) days of receipt of the parent/custodian’s written objection, The Erie County Family and Children First Council will make a referral to the Wood County Family and Children First Executive Committee for non-binding arbitration with the disputing party, and provide to the disputing party all necessary Wood County contact information.

###### Emergent Disputes between Parent/Guardian and FCFC

An emergent dispute is defined as a dispute that requires an immediate response due to the safety or well- being of the children/youth. In these instances, the immediate decision is made collaboratively with the parents or guardians and any immediate accessible staff available. Family and Children First will work to address the emergency in as timely and effective means possible. If an emergent dispute is initiated by a parent or guardian, the following timeline will be utilized:

1. Within three calendar days of the disagreement/dispute, the family will submit a Dispute Resolution Request form to the Family and Children First Director 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:

ATTN: FCFC Coordinator

Erie County Family and Children First 2900 Columbus Ave

Sandusky, Ohio 44870

1. Upon receipt of the family request to utilize dispute resolution, a meeting with the Dispute Resolution Team will be convened **within 5 calendar days**. This meeting will be scheduled at a mutually convenient time for the majority members of the family and the Dispute Resolution Team. The family will prepare a presentation for the Dispute Resolution Team regarding the nature of the dispute and the specific issues that are requested to be resolved. This presentation can be made by the family, an advocate, or the Family Team lead case manager.
2. At the meeting with the Dispute Resolution Team, the family will present information regarding the nature of the dispute and identify specific issues that are requested to be resolved. All Wraparound case information will be completed by the Family Team and the family to provide historical and current information relevant to the dispute and to specifically identify the issues sought to be resolved. The Dispute Resolution Team will meet in closed session after the family's presentation to draft written responses to the Family Team regarding the issues identified in the dispute.
3. A letter will be immediately issued to the family by mail and email detailing the response of the Dispute Resolution Team. The Family and Children First Coordinator will be used as a neutral facilitator in this process and will be responsible for the written responses to the family.
4. The youth’s parents or custodians may file with the Chair of the Family and Children First Council a written objection to the decision of the Dispute Team within seven (7) days of the Team’s decision. Within three (3) days of receipt of the parent/custodian’s written objection, The Erie County Family and Children First Council will make a referral to the Wood County Family and Children First Executive Committee for non-binding arbitration with the disputing party, and provide to the disputing party all necessary Wood County contact information.

### Quality Assurance, Data Management, and Evaluation

As part of the overall monitoring and evaluation of all aspects of the Service Coordination Mechanism, there are three primary areas of focus:

1. Quality (Fidelity) and Satisfaction- Surveys are to be emailed to families receiving Wraparound or Service Coordination at least every 90 days. The results will be reviewed by the Executive Director and shared with the Executive Committee in order to adjust steps in the process in order to achieve higher satisfaction with the families being served. The survey to be used is a Family Satisfaction Survey developed by Ohio Family and Children First.
2. Outcomes- In addition to the Wraparound Fidelity Index, the Child and Adolescent Needs and Strengths (CANS) Assessment will be used to measure outcomes. The CANS measures needs and strengths across life domains and will be administered at intake and at least once every 90 days to measure progress.
3. Costs- In order to monitor the overall cost-effectiveness of the Service Coordination Mechanism, costs will be tracked against quality, satisfaction, and outcomes for each Wraparound team.

The Service Coordination Mechanism will be reviewed by the Executive Committee annually to ensure that it is being kept up to date, is effective and reflects the process that is being practiced by the county.

### Funding

In order to fund the core functions of Care Coordination, Erie County will utilize Family Centered Services and Supports funding, Strong Families, Safe Communities (DoDD & OMHAS) funding, as well as grants from the Erie County ADAMHS Boards and other grants as awarded annually. In addition, local pooled or braided funding will be utilized for intersystem placements as well as supports for intersystem children/youth designed to help avoid out-of-home placements. Wherever possible, resources will be reallocated from institutional services to community-based, preventative, and family-centered services.

In an effort to adequately and appropriately manage flexible fund spending, the Executive Director or Executive Committee will use the following criteria in its oversight:

Does the intervention, planned interaction, or expenditure:

* + ….…Build on family strengths?
  + …Add value to the stated family mission?
  + …Meet identified child and family needs?
  + …Represent a culturally competent direction?
  + Represent a good deal for the investment?
  + …Build on community capacities?

When a service or support is deemed appropriate, specifications (fund restrictions/allowances) will be carefully considered before choosing the fund source. All efforts will be made to spend from the most flexible funding sources only when funding is needed for services and supports that could not be funded other means. Family Centered Services and Support Funds will be used to support the hours of staff providing Service Coordination, Wraparound Facilitation and Mentoring to families.

For any child or youth enrolled in Service Coordination or Wraparound whose needs put them at risk for custody relinquishment, Multi System Youth/Public Children Services Agency (PCSA) funding shall be considered. Funds that are available through annual contributions to FCFC shall be considered first and funds available only through Children Services shall be considered second. If no MSY/PCSA funding is available then other funding sources such as Strong Families, Safe Communities grant and local funds shall be considered.

Children and youth having mental health needs at the level of requiring residential treatment or a group home maybe in need of Medicaid Multi-System Youth (MSY) funding in order to secure the level of treatment needed. Families needing this highest level of treatment shall be asked to consider opening with OhioRISE for care coordination and closing with FCFC for Service Coordination/Wraparound. Should the family choose not to engage in OhioRISE, then Erie County FCFC will pursue funding through the Medicaid MSY process. The Executive Director shall complete an application on behalf of the family and collect needed documentation from the family’s providers. The Executive Director shall seek the family’s signature and approval of the application and submit it to the State of Ohio. The Executive Director shall respond to any correspondence from the Medicaid MSY review team in a timely manner. If Medicaid MSY funding is granted, the Executive Director and Wraparound Facilitator shall communicate regularly with the treatment team at the residential treatment facility or group home. Monthly meetings shall take place to update the local team about the child or youth’s progress and to engage in planning for the child or youth transitioning back to their community.

The Executive Director shall receive invoices from the residential treatment facility or group home and pay them with Medicaid MSY funds. The Executive Director will complete monthly reporting and updates to the Medicaid MSY review team and also complete subsequent applications if additional Medicaid MSY funds are needed for the child or youth’s treatment.

Should Medicaid MSY funding not be appropriate for a child or youth’s treatment in a residential facility, then local pooled funding as well as braided funding from the involved partner agencies shall be considered. In these cases, the FCFC Executive Director shall call a meeting of Directors of the involved agencies to discuss funding possibilities. If no agreement shall be met, the group shall meet with the Executive Committee where a funding path shall be voted upon and decided for the child or youth’s treatment.

In any cases where funding designated for institutional services is no longer needed, the proper actions shall be taken in an effort to reallocated the funding to community-based, preventative, and family-centered services. For Medicaid MSY funds, a request for reallocation of funding shall be completed and submitted to the Medicaid MSY Review Team for consideration. For local funding, a request shall be made to partner agencies providing funding or to the Executive Committee in the case of pooled funding if funding for institutional services is no longer needed and could be reallocated to local, preventive, family-centered services.

##### Erie County Wraparound Referral

Date: Referral by:

Phone:

Agency:

|  |  |  |  |
| --- | --- | --- | --- |
| Youth’s Name | Date of Birth | Race | Gender |
|  |  |  |  |

Adopted Biological Legal Custody of Family ECCS Temporary Custody of Family

|  |  |
| --- | --- |
| Parent/Guardian Name: | Parent/Guardian Name: |
| Relationship Martial Status Date of Birth | Relationship Martial Status Date of Birth |
| Address: | Address: |
| City: State: | City: State: |
| Zip: Home Phone: | Zip: Home Phone: |
| Employer: | Employer: |
| Work phone: Cell phone: | Work phone: Cell phone: |
| Email: | Email: |

Is the youth/child out of the home currently (hospital, detention, treatment or residential facility)? Yes or No If yes, please enter date placed:

If yes complete the following:

|  |  |
| --- | --- |
| Placement: | Contact: |
| Address: | Phone: |
| City: Zip: State: | Email: |

|  |  |  |
| --- | --- | --- |
| Other household members: | DOB: | Relationship: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

##### Erie County Wraparound Referral

|  |  |  |  |
| --- | --- | --- | --- |
| **Professional Supports**  Name of Contact | **Role** | **Phone (Ext)** | **Email Address** |
| Children Services |  |  |  |
| Juvenile Court |  |  |  |
| Mental Health Provider |  |  |  |
| Substance Abuse Treatment Provider |  |  |  |
| Developmental Disabilities |  |  |  |
| School |  |  |  |
| **Natural Supports**  Name of Contact |  |  |  |
|  |  |  |  |
|  |  |  |  |

Additional Information

Yes No Is the Youth/Child currently enrolled in school? School Name Grade

Yes No Does the Youth/Child have an IEP

Yes No Does the Youth/Child have a Mental Health Diagnosis.

Date of Diagnosis Diagnoses provided by whom:

Yes No Is an assessment scheduled? When/Where\_

Yes No Does the Youth/Child have pending charges in Juvenile Court?

Yes No Are there current safety concerns? If so, please describe

Yes No Family was explained Wraparound and wants to participate.

Yes No Have there been other interventions/providers involved? If yes, explain

Guardian/Parent Signature: Date:

##### Erie County Wraparound Referral

Presenting Risks Exhibited within the last 30-Days.

In order to help better evaluate the potential benefit of Wraparound and how to be helpful to this child/youth and their family please take a few moments to go through the following checklist and check all that apply.

BEHAVIOR:

**Suicidal Ideation:** Child/youth states, talks or thinks about hurting or killing self.

**Suicidal Gestures:** Child/Youth engage in non-life threatening behavior, concurrent with thoughts and/or talk about suicide.

**Suicide Attempt:** Serious life threatening attempt with clear intent and desire to commit suicide (attempted hanging: potential lethal overdose: involvement of a gun).

**Self-Injurious Behaviors:** Self harming behaviors that are not life threating and may be of chronic nature e.g. cutting, head banging, indigestion or insertion of objects.

**Violent Behaviors:** Child/Youth demonstrate behaviors that are potentially dangerous orharmful to people or animals, without serious damage, e.g. bullying, pushing.

**Aggressive Behaviors** (towards other people or animals): Child/Youth demonstrates behaviors that are potentially dangerous or harmful to people or animals, without serious damage, e.g., bullying, pushing.

**Verbal or Written Threats to Others:** Child/Youth states or writes threats of harm toward people, places or things.

**Availability of Weapons:** Youth has access to obtaining weapons through self, family, friends or neighbors.

**Impulsive Behaviors:** Child/Youth exhibits behaviors without thought or planning that are potentially dangerous or harmful to self or others.

**Limited Ability to Control Anger:** Child/Youth demonstrate difficulty in managing emotions with limited abilities in controlling or managing his/her anger.

**Runaway:** History or recent episodes of child/youth being absent from home without the permission or the parent/caregiver’s knowledge of the

child/youth’s whereabouts.

**Negative Peer Involvement or Gang Activity:** Peer or gang involvement that results in negative behaviors by the child/youth.

**Chargeable Sex Offenses:** Child/Youth has admitted to or has been charged with a sexual offense, is part of a current sexual offense investigation.

**Prejudicial Thinking:** Child/Youth identifies or espouses hate group thinking or philosophy.

**Known/Suspected Criminal Activity:** Child/Youth is suspected of being involved in activities that are chargeable offences; has current pending court charges for criminal behavior(s): or has been found “guilty” of criminal charges.

**High Risk Sexual Behavior:** Child/Youth has a recent or current history of sexually active behaviors without regard for personal safety or negative outcomes.

**Use of Drugs or Alcohol:** Child/Youth admits to use of alcohol or drugs, or drug screen test positive.

**Anorexia or Bulimia:** Child/Youth exhibits or is known to have clear patterns of binge/purging or abnormal amounts of limiting food intake with significant weight loss which concerns the parent or caregiver.

**Anxiety:** Youth has intense anxiety, avoidance, obsessions, compulsions, fearless or persistent and excessive worry.

**Fire Setting Behaviors:** Fascination with fire, play with matches or objects that have the potential to set fire and harm self or others. Previous reports of fire setting or a pattern of concerns related to fire.

FAMILY/CAREGIVER/ENVIRONMENTAL

**Caregiver with Chronic/acute Mental Illness or Developmental Delay:** Caregiver has significant mental illness or developmental disability. where the disability compromises or limits his or her ability to care for the needs of the child/youth and family.

Caregiver’s disability may limit their ability to

monitor and supervise the child/youth.

**Caregiver with Drug or Alcohol Problem:** Caregiver has a substance abuse problem which compromises or limits his or her ability to care for the needs of the child/youth and family. Such use may limit their ability to supervise and monitor the child/youth.

**Caregiver with Severe/ChronicIllness:** Caregiver has a significant chronic illness that is debilitating and limits his or her ability to care for the needs of the

child/youth and family. Caregiver’s illness may limit their ability to monitor and supervise the child/youth.

**Resides in High Crime Neighborhood:** Child/Youth and or caretaker report that neighborhood crime/violence is at a level that is a potential safety issue for the child/youth and family. Normal daily activity and functioning is limited because of these concerns.

**Unrestricted Internet Access:** Evidence of access and/or exposure to internet sites that pose a risk or danger to youth: online interactions without sufficient monitoring or computer safeguards; and or unlimited access to internet usage.

**Lack of Caregiver Supervision or Behaviors that Overwhelm Caregiver Resources:** Insufficient adult monitoring and supervision, given the youths age and or disability, and without regard for safety or negative outcomes or such severe behavior caregiver cannot adequately address safety of youth.

**Suspected Child Abuse**: Abuse is suspected or alleged to be committed by parent or current caregiver, which places the child at imminent danger.

**Acute Family Crisis:** Family is experiencing a crisis, family defined, that restricts or limits their resources or abilities to care for or supervise the child/youth’s safety or behaviors.

**Family Conflict:** Verbal or physical disagreements that pose a real or potential risk or safety concern to the child/youth and/or family.

**Poverty, Child/Youth’s Lack of Stable Residence/Homelessness:** Youth does not have a consistent ongoing housing, which may lead to additional instability.

EMOTIONAL DISTURBANCES

**Limit Developmental Capacity to Maintain Personal Safety:** Child/Youth’s personal safety is at risk due to his or her inability to maintain personal safety and care for self independently.

**Severe Social Impairment:** Youth has significant social interaction problems or misperceives social situations and child/youth’s behavior causes safety concerns for self or others, and/or child/youth has strong reaction to their environment or sensoryinput that interferes with normal function.

**Mood Difficulties:** Child/Youth or parents state that the child/youth appears depressed, withdrawn, and/or shows marked diminished interest or pleasure in activities and/or period of abnormally and persistently elevated or irritable mood.

**Hears Voices or Sees Things:** Child/Youth States hearing voices or seeing things that are not based in reality.

**SCHOOL**

**Suspended, expelled, or Dropped out of School:** Child/Youth has multiple suspensions from school that places him or her at risk of expulsion, is expelled from school, or has dropped out of school.

**Held Back/Behind in Grade:** Child/Youth has been retained one or more years in school.

**Truancy:** Admitted or reported failure to attend school on a regular basis, which may result in legal action.

**Strengths**

**List positive attributes of the youth and family. Identify times when they were able to avoid situations that brought them to the system.**

**Characteristics:**

**Functional**:

**Family Service Plan Guide**

|  |  |  |
| --- | --- | --- |
| **Name**: | **Facilitator**: | **Date:**  **Location**: |

|  |  |  |
| --- | --- | --- |
| **Present:** |  | **Absent:** |

#### Family

**Family Vision:**

**Team Mission:**

**Strengths:**

**Assess Needs:**

**Accomplishments:**

***Need #1:***

**Goal #1**

***Action/Tasks:***

# Need #2:

## Goal #1

#### Action/Tasks:

**Next Meeting**: **Time: Location:**

Erie County Crisis/Safety Plan Worksheet

|  |
| --- |
| Family Name: Date:  Wraparound Facilitator: |
| Describe the crisis behavior or situation in detail, what does it look like? |
| Who is involved in the crisis? |
| Are there other activities going on in the environment that make the situation better or worse? |
| List the trigger that lead to the crisis: |
| How often does the crisis occur?  Daily Weekly Monthly Other How many times? |
| When the crisis does occur, how intense is it?  1 2 3 4 5  Not very Very |
| How long does the crisis last? (minutes, hours, days) |
| Describe what happens after (as a result of) the crisis: What does the person do?  How do they feel? |

|  |
| --- |
| Actions taken, including punishments?  Rewards, what did the person get out of the crisis (unmet need)  Emotions or responses by others? |
| What have you tried in the past to avoid the crisis? How well did it work? |
| Why do you think the crisis continues to happen? What is this individual getting from the crisis: |
| When triggers **start** what can you take to **prevent** the crisis from happening? |
| What can the youth do instead of the crisis behavior? |
| If the **crisis occurs** what do I do: (detailed, sequential action steps to be followed by the team). Include who (natural & formal supports) will do what, when and how often: |