



Huron County Family & Children First Council

Service Coordination Plan

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Huron County Family & Children First Council Service Coordination Plan

Introduction

The Huron County Family & Children First Council (Council) has revised its Service Coordination Plan as requested by the Office of Ohio Family and Children First Cabinet Council. The Council recognizes Huron County's greatest resource is its families and children. The Mission of the Council is to support and strengthen families to meet their responsibilities by facilitating family-centered, coordinated, community-based, preventive and comprehensive services that identify and respond to the health, human, and social service needs of Huron County families. To that end, the Council will support through its policies and programs the following:

- Ohio's Commitments to Child Well-being
 - Expectant parents and newborns thrive
 - Infants and toddlers thrive
 - Children are ready for school
 - Children and youth succeed in school
 - Youth choose healthy behaviors
 - Youth successfully transition into adulthood
- Coordinated, appropriate, effective and cost-efficient services for children and families.
- Increased family involvement throughout the levels of planning and services.
- Early intervention with families.
- Shared responsibility among systems, services, children and families.
- Locally driven collaboration and decision-making.

This revised Service Coordination Plan was developed through the collaboration of Council members including representatives from the Huron County Juvenile Court, Huron County Department of Job & Family Services/Children Services, Huron County Early Childhood Coordinating Committee, Huron County Alcohol, Drug Addiction and Mental Health Board, Huron County General Health District, North Point Educational Service Center, Huron County Board of Developmental Disabilities, Huron County Family & Children First Council Coordinator, and Huron County Family & Children First Council Parent Representatives.

Purpose

Service coordination is a collaborative, coordinated, cross-system team planning process implemented to address the needs of families with multiple and complex needs.

Service coordination is a process of service planning that provides individualized services and supports to families. 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. Services and supports should be responsive to the cultural, racial, and ethnic differences of the family.

The purpose of service coordination is to provide a venue for families requiring services and/or supports where their needs may not have been adequately addressed in traditional agency systems.

All children who receive services under the Help Me Grow system and who are also being served under the county service coordination plan are assured that the services received through service coordination are consistent with the laws and rules of Help Me Grow per federal regulations and Ohio Department of Health policy and procedures. When a child is involved in both Help Me Grow and service coordination through the Council, the main provider of service coordination shall be Help Me Grow to assure compliance with O.R.C. 3701.61. The Council service coordination plan shall support and provide resource assistance for the family's Help Me Grow plan.

Process

Service coordination will be provided by utilizing the *Family First Service Coordination Team (FFSC Team)* for multi-need children/youth receiving services from one or more Huron County agencies. A multi-need child is identified as having, but not limited to, the following problems: behavior, mental health impairment, academic/school-related problems, family preservation and placement issues, physical health/medical impairment, substance abuse, violence, or neglect and abuse concerns. A multi-need child is eligible for referral to Council service coordination from the age of birth (0) through twenty-one (21), or up to age twenty-two (22). Any county agency, including juvenile court, may refer a family for Council service coordination. Families may also self-refer.

The FFSC Team typically includes representatives from each mandated child and family serving agency represented on the Council. Meeting participants, identified by the lead case manager and family, are individualized to include appropriate agency/school staff and family-identified support persons; inasmuch as is possible, the Team shall be reflective of the child/family needs in order to assist with the most appropriate individualized family service coordination plan. The lead case manager, approved by the family, is responsible for verifying meetings with the family.

The Council Coordinator serves as the contact person for the FFSC Team. As such, the Council Coordinator is responsible for ensuring referrals are complete, scheduling case review meetings, notifying FFSC Team members and any other appropriate parties, and preparing meeting reports documenting the discussion and resulting recommendation. Meeting notifications are communicated via email, phone call, and/or U.S. mail. The Council Coordinator will track, collect and report to the Council, service coordination utilization and non-confidential data for evaluation/planning purposes, and will submit service coordination data to the state, upon request, on behalf of the Council.

Referral Information

Parent/Guardian Referral: A parent and/or guardian may make a referral by contacting the Huron County Family & Children First Council Coordinator. The Council Coordinator will review the referral process with the individual and assist them as needed. They will receive a referral packet, which includes a (required) consent for release of information form, an intake form, a Family Strengths/Needs/Culture Assessment form, and a copy of the County Service Coordination Plan which includes the dispute resolution process. A parent and/or guardian making a referral for assistance does not need signature(s) from any agency or program.

Informal Consultation: The Council Coordinator will provide informal consultations with agency and/or community representatives regarding the appropriateness of a referral. For example, there are occasions when families have been referred when only one system is involved. A consultation will assist the provider in identifying additional resources and whether or not additional systems need to be involved.

Formal Referral: If a formal referral is determined appropriate, then the following must be provided to the Family & Children First Council Coordinator:

- Consent for Release of Information Form signed by the parent or guardian
- Completed Intake/Referral Information Form
- Completed Family Strengths/Needs/Culture Assessment
- The lead agency and case manager identified from the agency referring the case.

Components of Service Coordination

- The referring agency and or case manager will present the current assessment and reason for the referral at the scheduled team meeting. The family is encouraged to fully participate and share its input and concerns in this planning phase.
- The FFSC Team, including the family, will review the strengths and needs of the family unit. The FFSC Team may identify any additional assessments and referrals that may be beneficial to the child and family. (See Attachment "A", Revised Service Coordination Plans for Unruly Youth-H.B.57).
- The Council Coordinator will verify services to be delivered. These services could include, but are not limited to mental health diagnostic assessments, psychiatric evaluations, residential intensive therapy, DD evaluations, school psychological testing, substance abuse evaluations, medical/physical testing etc., and shall be delivered in the least restrictive environment possible.
- The FFSC Team, including the family, may designate the appropriate agencies and request they arrange the identified services, and specify the time frame for which services can or will be addressed. Assistance and services provided to the family shall be responsive to the strengths and needs of the family, as well as the family's culture, race and ethnic group.

- The FFSC Team may receive updates at any time, and may address any concerns that arise around the family's plan on an ongoing basis. Agency representatives may contact the Council Coordinator to address concerns regarding services or facilitate any linkage to additional systems.
- The lead case manager shall track the progress of the plan, ensure the development of an individualized crisis and safety plan for/with the family, schedule reviews, and facilitate the service coordination plan meetings.
- The lead case manager is responsible for notifying the Council Coordinator should out-of-home placement occur or become necessary.
- Team meetings are required prior to a non-emergency out-of-home placement for families receiving Council service coordination.
- In the case of emergency out-of-home placement of a child receiving Council service coordination, the FFSC Team will meet within 10 days.
- Special meetings may be scheduled at the request of the family or any service provider that has concerns regarding any barriers or complications with a plan. If needed, the Council Coordinator can help facilitate this meeting.
- The Council Coordinator, or any FFSC Team member, reserves the right to request a special meeting on any referred case that is high profile or politically sensitive.
- The identified lead agency and/or case manager will be responsible for assuring that all Consent for Release of Information Forms are current and, if not, will secure new consent signatures as needed.
- Records that are generated or held by the Council will be safeguarded and managed in accordance with Ohio Law.

Programs

Huron County Family & Children First Council and its member agencies have established many collaborative interagency programs and processes to support children and families. The following programs, though not all-inclusive, are currently available for access through Service Coordination:

- Intensive Home-Based Therapy
- WIA Youth/Success For Youth Services
- Huron County Intervention Court
- Huron County Alternative School
- Student Assistance Teams
- Alcohol, Tobacco and Drug Treatment
- Help Me Grow Service Coordination and Home Visiting
- Youth Asset Building Information
- Child Abuse and Neglect Prevention Awareness/Information

Dispute Resolution Process

It is the policy of the Huron County Family & Children First Council to provide a formal dispute resolution process for families and/or agencies. The purpose of this procedure is to provide a formal mechanism by which conflict resolution issues can be addressed by the Council.

Disputes between a Child's Parents/Custodians and the Council

Purpose

The local dispute resolution process shall be used to resolve disputes between a child's parents or custodians and the Council regarding service coordination. A parent or custodian who disagrees with a decision rendered by the Council regarding services for a child may initiate the dispute resolution process established in the county's Service Coordination Plan. In addition, children and families receiving Help Me Grow services, and who are not eligible for Part C Early Intervention services, may file a complaint through the Council's dispute resolution process as outlined in this section.

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

Process

- (1) The Council Coordinator is designated as the liaison for the receipt of complaints or disputes regarding service coordination.
- (2) Parents or custodians shall be informed of their right to use the dispute resolution process.
 - (a) Parents or custodians who are denied access to the service coordination process at the point of referral will be informed by the Council Coordinator of their right to use the dispute resolution process and will be provided a written copy of the Council's dispute resolution process.
 - (b) At the point of intake, parents or custodians will be informed of the dispute resolution process by the individual conducting the intake process and will be provided a written copy of the Council's dispute resolution process.
 - (c) Any member of the *Family First Service Coordination Team* or any member of Council who receives a complaint from a parent or custodian regarding service coordination will inform the complainant of their right to use the Council's dispute resolution process and provide the complainant with the contact information for filing a complaint.
- (3) The Council Coordinator will provide written notification of the complaint to the Council Chair and Administrative Agent within seven calendar days of receipt of the complaint.

- (4) Each agency represented on the Council that is providing services or funding for services that are the subject of the dispute initiated by a parent or custodian must continue to provide those services and/or the funding for those services during the dispute resolution process.
- (5) The Council Fiscal/Audit/Contract Committee will assign one or more individuals to investigate the complaint. The assigned individuals will not have a direct interest in the matter.
- (6) The investigation of the complaint to be conducted by the Council-assigned individual(s) will include at least the following:
 - (a) Conducting an on-site investigation as determined necessary;
 - (b) Interviewing the parent or custodian and giving the parent or custodian the opportunity to submit additional information, either orally or in writing, about the allegation;
 - (c) Interviewing relevant providers and giving providers an opportunity to submit additional information, either orally or in writing, about the allegation; and
 - (d) Reviewing all relevant information and making a decision.
- (7) The Council Fiscal/Audit/Contract Committee will make findings regarding the dispute and issue a written determination of the findings to the parent or custodian. The written decision will address each allegation and include findings of facts and conclusions and the reasons for the Committee's decision. The written decision must be issued not later than sixty (60) calendar days after the parent or custodian initiates the dispute resolution process.

Emergency Situations: The Council Coordinator will determine if a dispute is an emergency. In cases determined to be an emergency, the process outlined in (6) will be followed. Upon completion of the investigation, the Council Fiscal/Audit/Contract Committee will make findings regarding the dispute and issue a written determination of the findings to the parent or custodian. The written decision will address each allegation and include findings of facts and conclusions and the reasons for the Committee's decision. The written decision will be issued not later than thirty (30) calendar days after the parent or custodian initiates the dispute resolution process.

- (8) A parent or custodian, involved in a pending juvenile court case, who objects to the council's written determination may file a complaint in the juvenile court of the county having jurisdiction over the child's case requesting that the court hold a hearing to determine which agencies are to provide services or funding for services to the child.
 - (a) The motion must be filed no later than seven calendar days after the date the written determination is issued by council.
 - (b) The court will hold a hearing as soon as possible, but not later than ninety (90) days after the motion or complaint is filed. At least seven (7) days before the date on which the court hearing is to be held, the court will

send the parent or custodian and each agency subject to the determination written notice by first class mail of the date, time, place, and purpose of the court hearing.

- (c) At the conclusion of the hearing, the court may issue an order directing one or more agencies represented on the county council to provide services or funding for services to the child. The order may include a plan of care governing the manner in which the services or funding are to be provided. The court will base the plan of care on the family service coordination plan developed as part of the county's service coordination plan and on evidence presented during the hearing. An agency required by the order to provide services or funding will be a party to any juvenile court proceeding concerning the child. The court may require an agency to provide services or funding for a child only if the child's condition or needs qualify the child for services under the laws governing the agency.
- (d) Each agency that is providing services and/or funding for services at the time the dispute resolution is initiated must continue to provide those services and/or funding for services, if they are the subject of the dispute, while the local dispute resolution process or court proceedings are pending. If an agency that provides services and/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.

Dispute Resolution Related to Part C Early Intervention Services

Purpose

Ohio Department of Health (ODH), as the lead agency, shall establish procedural safeguards that are consistent with Part C regulations. ODH, in partnership with the state and county family and children first councils, is responsible for assuring effective implementation of these procedural safeguards by each state or local agency or a private agency in the state that is involved in the provision of Part C services. Each county council shall develop and maintain a resolution process for complaints, which shall be consistent with Part C.

Process

- (1) An individual or an organization may file a complaint with the Council regarding the provision of early intervention services within the county. The Council Coordinator is designated as the Council's liaison for the receipt of complaints.
- (2) The Council Coordinator will notify ODH (Bureau of Early Intervention Services) of the complaint in writing (via email or U.S. mail or fax) within seven calendar days of receipt of the complaint.
- (3) The Council Coordinator will provide a copy of the procedural safeguards and a copy of the Council's dispute resolution process as outlined in the Service Coordination Plan to the individual registering the complaint.

- (4) The Council Coordinator will explain the options available for dispute resolution, which include:
 - Filing a complaint with the Council;
 - Filing a complaint with ODH;
 - Requesting mediation through ODH;**
 - Requesting an administrative hearing with ODH;**
 - Filing a complaint with the provider of Part C services, if the provider has a resolution process for complaints.*
- (5) Unless the state or other agencies and parents of a child otherwise agree, the child and family must continue to receive appropriate Part C services currently being provided, during the resolution of disputes arising under Part C. If the complaint involves the initiation of one or more services under this part, the child and family must receive those services that are not in dispute.
- (6) The Council Fiscal/Audit/Contract Committee will assign one or more individuals to investigate the complaint. The assigned individuals will not have a direct interest in the matter.
- (7) The investigation of the complaint will include at least the following:
 - (a) Conducting an on-site investigation as determined necessary;
 - (b) Interviewing the complainant and giving the complainant the opportunity to submit additional information, either orally or in writing, about the allegation;
 - (c) Interviewing relevant providers and giving providers an opportunity to submit additional information, either orally or in writing, about the allegation; and
 - (d) Reviewing all relevant information and making a decision about whether there has been a violation.
- (8) The Council Fiscal/Audit/Contract Committee will issue a written decision to the complainant within thirty (30) calendar days from receipt of the complaint. The written decision must address each allegation and include findings of facts and conclusions and the reasons for the Committee's decision. A copy of the decision will also be provided to ODH.**
- (9) The Council will ensure that corrective actions are implemented within forty-five (45) days or sooner of the written final decision if there was a violation. The corrective action plan may include the following:

* If the provider has a resolution process for complaints which is consistent with Part C regulations, the provider of Part C services must notify ODH and the county council of the complaint in writing (via email or U.S. mail or fax) within seven (7) calendar days of receipt of the complaint. The provider of Part C services must issue a written decision to the complainant, the county council, and ODH within thirty (30) calendar days from receipt of the complaint.

** If ODH receives notice that a complaint regarding Part C services was filed with the county council or a provider, ODH will monitor the resolution process to

assure that the complaint is resolved by the county council or provider within thirty (30) calendar days. If the complaint is not resolved within thirty calendar days, ODH will notify the complainant, the county council and the provider, if applicable, that the complainant may select one of the following:

- (a) To have ODH investigate the complaint in accordance with Rule 3701-8-08 (C)(4). If this option is selected, ODH shall assure the complaint is investigated and resolved within sixty (60) calendar days from the date the county council or provider received the complaint; and
- (b) To mediate and/or go to an administrative hearing in accordance with Rule 3701-8-08 (C)(3). ODH shall assure that if the complainant selects mediation and/or administrative hearing, the hearing is completed within thirty (30) days from receipt of the request for mediation and/or administrative hearing.

Agency Disputes with County Council Decisions

Purpose

An agency represented on the Council that disagrees with the Council's decision concerning the services or funding for services a child is to receive from agencies represented on the Council may initiate the local dispute resolution process established in the county Service Coordination Plan applicable to the Council.

Process

- (1) The agency will notify the Council Coordinator in writing explaining their disagreement with the decision.
- (2) The Council Coordinator will notify the Council Fiscal/Audit/Contract Committee within seven days of receiving the letter of disagreement.
- (3) The Council Coordinator will convene a meeting of the Council Fiscal/Audit/Contract Committee to review the decision in dispute within fourteen (14) days of receiving the written notification. The agency submitting the dispute will be invited to review the issue with the Committee.
- (4) If the disagreement cannot be resolved at the Committee meeting, the dispute will be referred to a mutually agreed upon decision maker within fourteen (14) days of the date of the meeting. The decision maker will have no direct interest in the matter.
- (5) The mediation process shall be completed as expediently as possible and not exceed forty-five (45) days.
- (6) On completion of the process, the decision maker shall issue a written determination that directs one or more agencies represented on the Council to provide services or funding for services to the child.
- (7) The determination shall include a plan of care governing the manner in which the services or funding are to be provided. The decision maker shall base the plan of care on the family service coordination plan developed as part of the

county's service coordination mechanism and on evidence presented during the local dispute resolution process. The decision maker 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.

- (8) An agency subject to a determination pursuant to a local dispute resolution process shall immediately comply with the determination, unless the agency objects to the determination by doing one of the following not later than seven days after the date the written determination is issued:
 - (a) If the child has been alleged or adjudicated to be an abused, neglected, dependent, unruly, or delinquent child or a juvenile traffic offender, filing in the juvenile court of the county having jurisdiction over the child's case a motion requesting that the court hold a hearing to determine which agencies are to provide services or funding for services to the child.
 - (b) If the child is not a child described above, filing in the juvenile court of the county served by the county council a complaint objecting to the determination.
- (9) The court shall hold a hearing as soon as possible, but not 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. In the case of a motion filed under division (B)(1) of this section (8a noted above) the court may conduct the hearing as part of the adjudicatory or dispositional hearing concerning the child, if appropriate, and shall provide notice as required for those hearings.
- (10) Except in cases in which the hearing is conducted as part of the adjudicatory or dispositional hearing, a hearing held pursuant to this division shall be limited to a determination of which agencies are to provide services or funding for services to the child. At the conclusion of the hearing, the court shall issue an order directing one or more agencies represented on the county council to provide services or funding for services to the child. The order shall include a plan of care governing the manner in which the services or funding are to be provided. The court shall base the plan of care on the family service coordination plan developed as part of the county's service coordination plan and on evidence presented during the hearing. An agency required by the order to provide services or funding shall be a party to any juvenile court proceeding concerning the child. The court may require an agency to provide services or funding for a child only if the child's condition or needs qualify the child for services under the laws governing the agency.
- (11) While the local dispute resolution process or court proceedings pursuant to this section are pending, each agency shall provide services and funding as required by the decision made by the county council before dispute resolution was initiated. 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.

ATTACHMENT "A"

REVISED SERVICE COORDINATION PLANS FOR UNRULY YOUTH (H.B.57)

The Huron County Family & Children First Council recognizes the risk factors known through evidence-based research to be strong indicators of unruly and recurring unruly behaviors. Just as risk factors are predictors of unruly behaviors, community protective factors and individual assets can help to insulate youth from these risks and reduce the likelihood of unruly and delinquent behavior. In an effort to improve processes and supports at the local level all service providers are encouraged to consider both risk and protective factors as they work to meet the needs of unruly youth and their families. Examples of risk and protective factors may include, but are not limited to:

Individual Risk Factors

- Poor academic achievement and discipline problems
- Unstable family circumstances
- Previous criminal/delinquent/unruly offense history
- Early onset of substance abuse
- No involvement in structured leisure activities

Community Risk Factors

- Availability of drugs and/or alcohol
- Availability of weapons/firearms
- Low neighborhood attachment
- Economic deprivation, i.e. income levels less than 150% of poverty

Individual Youth Assets

- Responsive, attentive, and active engagement in learning
- Participation in community service and organized leisure activities
- Personal responsibility for age appropriate tasks
- Positive/healthy self-esteem
- Positive values, such as honesty, integrity, to guide individual decisions/choices

Community Protective Factors

- Support from families, neighbors and others within the community
- Opportunities for constructive, enriching opportunities for growth through youth programs, congregational involvement, and a nurturing home life
- Safe environments at home, school, and in the neighborhood
- A community environment where children feel valued and have opportunities to participate with others in positive community activities



Huron County Family & Children First Council

Referral/Meeting Request Form Family First Service Coordination Team

Child's Name _____ DOB _____ Age _____

School _____ Grade _____

Custodian's Name _____

Address _____

Relationship _____

Reason for Referral/Meeting:

- Family Plan Development
- Family Plan Review
- Out-of-Home Placement Request
- Emergency Out-of-Home Placement
- Other (specify: _____)

Date of Referral _____

Next Hearing Date _____

Referral Agent Name/Agency

Email _____

Phone _____

Fax completed form to:

Jennifer Grant, Council Coordinator

Huron County Family & Children First Council

Fax 419-668-8506

Phone 419-668-1658 x 27

The FFSC Team Meeting will be scheduled after all required forms are completed and received by the Council Coordinator. (For placement requests, please be prepared to discuss all items listed on page two.)

For Office Use:

- Consent for Release of Information complete/current/received
- Strengths/Needs/Culture Assessment complete/received
- Service Coordination Plan provided (date _____)

Meeting Date/Time/Location:

The referral agent's attendance is required at the Family First Service Coordination Team meeting. Be prepared to discuss the following items, as they apply:

- Why is placement needed for this child? What are the presenting problems?
- What do you hope placement will accomplish?
- What is the anticipated length of stay?
- Have there been previous placements? Are there Quality Assurance Reviews?
- What has already been tried within the community?
- What are the successes and failures of these attempts?
- What do discharge summaries from counselors, previous placements, MST, etc., report or recommend?
- What are the family's strengths and weaknesses?
- What are the parents/custodians willing to do to improve if the child is placed?
- What is the course of treatment for the parents if the child is placed?
- What relative placements have been explored?
- What is the child's court history?
- Has there been a psychological evaluation and what are the results?
- If no psychological evaluation, is there a Mental Health Diagnosis?
- Physical Health/Limitations/Medications
- School Reports
- Realistic options
- Other factors contributing to the child's situation



Huron County Family & Children First Council

CONSENT FOR RELEASE OF INFORMATION

Person's Full Name _____

Date of Birth _____

Social Security Number _____

Individual Care Number _____

The following agency(s) have my permission to exchange/give/receive/share/re-disclose information regarding service delivery planning for the Huron County Family and Children First Council for the purpose of securing, coordinating, and/or providing services for the above named person (please identify all agencies that apply):

- Huron County Family & Children First Council
- Huron County Juvenile Court
- Huron County Children Services
- North Point Educational Service Center
- Firelands Counseling and Recovery Services
- School District:
- _____
- _____
- _____

I authorize sharing of the following information if needed by the receiving agency to secure, coordinate, and provide services to the individual: (Circle yes or no and initial)

Circle One

Initials

Yes No

Identifying Information: name, birth date, sex, race, address and telephone number.

Yes No

Social Security number.

Yes No

Case Information: the above Identifying Information, plus medical (except for HIV, AIDS, and drug and alcohol treatment records) and social history, treatment/ service history, psychological evaluations, Individualized Education Plans (IEP's), Individual Family Service Plans, Court and Law Enforcement Records, transition plans, vocational assessments, grades and attendance, and other personal information regarding me or the individual named above (disability, type of services being received and name of agency providing services to me or the individual named above.) Information regarding the following shall not be released unless initialed below:

Yes No

HIV and AIDS related diagnosis and treatment.

Yes No

Substance abuse diagnosis and treatment.

Yes No

Financial Information: Public assistance eligibility and payment information provided for establishing eligibility including but not limited to pay stubs, W2s and tax returns, and other financial information.

I understand that the Consent for Release of Information expires 180 days from the date it is signed unless otherwise indicated herein by the consumer. I also understand that I may cancel this Consent for Release of Information at any time by stating so in writing with the date and my signature and delivering it to the HCFCFC Case Manager or designee. The revocation does not include any information, which as been shared between the time that I gave permission to share information and the time that it was canceled.

I understand that my signing or refusing to sign this consent will not affect public benefits or services that I am eligible for.

This consent expires on the _____ day of _____, 20____.

Signature of Person

Date

Signature of Parent/Guardian

Date

Witness/Agency Representative

Date

Violation of Federal law and regulations is a crime. Suspected violations may be reported to the United States Attorney in the district where the violation occurs.

TO ALL AGENCIES RECEIVING INFORMATION DISCLOSED AS A RESULT OF THIS SIGNED CONSENT:

- 1) If the records released include information of any diagnosis or treatment of drug or alcohol abuse, the following statement applies:

Information disclosed pursuant to this consent has been disclosed to you from records whose confidentiality is protected by Federal law.

Federal regulations (41 CFR Part 2) prohibit you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations. A general authorization for the release of medical or other information is NOT sufficient for this purpose.

- 2) If the records released include information of an HIV-related diagnosis or test results, the following statement applies:

This information has been disclosed to you from confidential records from disclosure by state law. You shall make no further disclosure of this information without the specific, written, and informed release of the individual to whom it pertains, or as otherwise permitted by state law. A general authorization for the release of medical or other information is NOT sufficient for the purpose of the release of HIV test results or diagnoses.

- 3) The information has been disclosed to you from records protected by federal and/or state confidentiality rules. Any further release of it is prohibited unless the further disclosure is expressly permitted by the person to whom it pertains, DYS in the case of youth records, or applicable federal and/or state law.

Huron County Family and Children First Council
Family First Service Coordination Team

Family Strengths/Needs/Culture Assessment

Youth's Name: _____ D.O.B.: _____ Gender: _____

Parent/Guardian/Caregiver Name: _____

Lead Case Manager: _____

Date of Assessment: _____

Some items apply to all household members while other items apply to caregivers only. Assess items for the specified household members, selecting one score only under each category. Household members may score differently on each item. **When assessing an item for more than one household member, record the score for the household member with the lowest score (highest need).**

Caregivers are defined as adults living in the household who have routine responsibility for the care/supervision of the youth. For those items assessing caregivers only, record the score for the caregiver with the greatest need (lowest score), when a household has more than one caregiver.

Title	Traits	Score
1. Housing/Environment/ Basic Physical Needs	a. Adequate, basic needs are met.....	3
	b. Some problems, easily correctable.....	2
	c. Serious problems, difficult to correct.....	1
	d. Chronic basic needs deficiency.....	0

2. Family Relationships	a. Supportive relationships.....	3
	b. Occasional problematic relationship(s).....	2
	c. Domestic discord.....	1
	d. Serious domestic discord/domestic violence.....	0

3. Parenting Skills	a. Good parenting skills.....	3
	b. Minor difficulties in parenting skills.....	2
	c. Moderate difficulties in parenting skills.....	1
	d. Destructive parenting patterns.....	0

4. Caregiver Emotional/ Mental Health	a. Demonstrates good coping skills.....	3
	b. No known diagnosed mental health problems.....	2
	c. Minor/moderate diagnosed mental health problems.....	1
	d. Chronic/severe diagnosed mental health problems.....	0

5. Caregiver Physical Health	a.	No health problems.....	3
	b.	Minor health problem or disability.....	2
	c.	Moderate health problem or disability.....	1
	d.	Serious/chronic mental health problem or disability.....	0
<hr/>			
6. Caregiver Employment/Income Management	a.	Employed.....	3
	b.	No need for employment at this time.....	2
	c.	Underemployed.....	1
	d.	Unemployed.....	0
<hr/>			
7. Substance Abuse within the Family	a.	No known substance abuse.....	3
	b.	Minor substance abuse.....	2
	c.	Moderate substance abuse.....	1
	d.	Serious substance abuse problems.....	0
<hr/>			
8. Youth Characteristics (Emotional/Behavioral) Medical/Developmental)	a.	No problems.....	3
	b.	Minor problems.....	2
	c.	Child(ren) has moderate problems.....	1
	d.	Child(ren) has severe/chronic problems.....	0
<hr/>			
9. Youth Characteristics (Educational)	a.	Normal grade placement with no problems noted.....	3
	b.	Normal grade placement but with special services/intervention..	2
	c.	Child(ren) has moderate educational problems.....	1
	d.	Child(ren) has severe/chronic educational problems.....	0
<hr/>			
10. Support Network	a.	Strong support network.....	3
	b.	Adequate support network.....	2
	c.	Limited support network.....	1
	d.	No support or destructive relationships.....	0
<hr/>			
Total Score.....			<hr/>

Review of Cultural Discovery – Significant impact or concerns:

Significant Areas of Strengths:

Significant Areas of Need:

Huron County Family and Children First Council
Family First Service Coordination Team

Family Strengths/Needs/Culture Assessment
Definitions & Family Culture Questions

Some items apply to all household members while other items apply to caregivers/youth only. Persons who spend most of their time in the home, (e.g., mother's boyfriend who may have a different address, but stays in the home most evenings) are considered household members. Assess items for the specified household members, selecting one score only under each category. Household members may score differently on each item. When assessing an item for more than one household member, record the score for the household member with the greatest need (lowest score).

1. Housing/Environment/Basic Physical Needs

- a. **Adequate, basic needs are met**
Family has adequate housing, clothing and food.
- b. **Some problems, easily correctable**
Family has correctable housing, clothing and food problems that affect health and safety needs.
- c. **Serious problems, difficult to correct**
Numerous and/or serious housing, clothing and food problems that have not been corrected or are not easily correctable and/or family is not willing to correct.
- d. **Chronic basic needs deficiency**
House has been condemned or is uninhabitable, or family is chronically homeless and without clothing and/or food.

2. Family Relationships

- a. **Supportive relationships**
A supportive relationship exists between household members.
- b. **Occasional problematic relationship(s)**
Relationship(s) is occasionally strained but not disruptive.
- c. **Domestic discord**
Current relationship or domestic discord, including frequent arguments, degradation or blaming. Open disagreement on how to handle problems with youth. Frequent and/or multiple transient household members. Violent acts/threats that cause minor or no physical injury to household members.
- d. **Serious domestic discord/domestic violence**
A pattern of discord and/or violence. Physical, emotional, or sexual abuse present in the home environment. Repeated history of leaving and returning to abuse partner(s). Repeated history of violating court orders by the perpetrator of domestic violence. Repeated history of violating safety plans. Involvement of law enforcement of restraining orders. Serious or repeated injuries to any household member.

3. Parenting Skills

- a. **Good parenting skills**
Caregiver(s) displays parenting patterns which are age appropriate for children in the areas of expectations, discipline, communication, protection and nurturing.
- b. **Minor difficulties in parenting skills**
Caregiver(s) has basic knowledge and skills to parent but may possess some unrealistic expectations and/or may occasionally utilize inappropriate discipline.
- c. **Moderate difficulties in parenting skills**
Caregiver(s) acts in an abusive and/or neglectful manner, such as causing minor injuries, leaving children with inadequate supervision, and/or exhibiting verbal/emotional abusive behavior.
- d. **Destructive parenting patterns**
Caregiver(s) has a history and/or currently acts in a manner that results in high risk of serious injury or death of a child, or results in chronic or serious injury or abandonment of a child. Caregiver(s) exhibits chronic and severe verbal/emotional abuse.

4. Caregiver Emotional/ Mental Health

- a. **Demonstrates good coping skills**
Caregiver(s) takes initiative to deal with problems in a constructive manner.

- b. **No known diagnosed mental health problems**
Caregiver(s) has no known diagnosed emotional or mental health problems. May require a mental health evaluation.
 - c. **Minor/moderate diagnosed mental health problems**
Caregiver(s) has moderate diagnosed emotional or mental health disorders that interfere with ability to problem solve, deal with stress, and effectively care for self and/or children.
 - d. **Chronic/severe diagnosed mental health problems**
Caregiver(s) has severe and/or chronic diagnosed emotional or mental health disorders making caregiver(s) incapable of problem solving, dealing with stress, or effectively caring for self and/or children.
5. **Caregiver Physical Health**
- a. **No health problems**
Caregiver(s) does not have health problems that interfere with the ability to care for self or children.
 - b. **Minor health problem or disability**
Caregiver(s) has a minor disability, disease or chronic illness that interferes with daily living and/or ability to care for self or children.
 - c. **Moderate health problem or disability**
Caregiver(s) has a moderate disability, disease or chronic illness that severely interferes with daily living and/or ability to care for self or children.
 - d. **Serious/chronic mental health problem or disability**
Caregiver(s) has a disability, disease or chronic illness that prohibits the ability to care for self or children.
6. **Caregiver Employment/Income Management**
- a. **Employed**
Caregiver(s) is employed with sufficient income to meet household needs, regardless of source of income.
 - b. **No need for employment at this time**
Caregiver(s) may be out of labor force but has sufficient income to meet household needs, regardless of source of income.
 - c. **Underemployed**
Caregiver(s) is employed with insufficient income to meet household needs.
 - d. **Unemployed**
Caregiver(s) needs employment and lacks income required to meet household needs.
7. **Substance Abuse within the Family**
- a. **No known substance abuse**
Household members display no substance abuse problems.
 - b. **Minor substance abuse**
Household members display minimal substance abuse problems which rarely impact family functioning.
 - c. **Moderate substance abuse**
Household members have moderate substance abuse problems resulting in such things as disruptive behavior and/or family dysfunction which result in a need for treatment.
 - d. **Serious substance abuse problems**
Household members have chronic substance abuse problems resulting in a dysfunctional household/lifestyle, loss of job, and/or criminal behavior.
8. **Youth Characteristics (Emotional/Behavioral/Medical/Developmental)**
- a. **No problems**
Child(ren) appears to be age appropriate, no problems.
 - b. **Minor problems**
Child(ren) has minor physical, emotional, medical or intellectual difficulties addressed with minimal or routine intervention.
 - c. **Child(ren) has moderate problems**
Child(ren) has severe physical, emotional, medical, or intellectual problems resulting in substantial dysfunction in home, school, or community which strain family finances and/or relations.
 - d. **Child(ren) has severe/chronic problems**
Child(ren) has severe physical, emotional, medical, or intellectual problems resulting in substantial dysfunction in home, school, or community which strain family finances and/or relations. Severe difficulties have resulted in court involvement or out-of-home placement on a temporary or long-term basis.

9. Youth Characteristics (Educational)

- a. **Normal grade placement with no problems noted**
Child(ren) has no problems at school and requires no additional supports/services.
- b. **Normal grade placement but with special services/intervention**
Child(ren) is in normal grade placement, but has special services provided under an Individualized Education Plan. Attends school regularly.
- c. **Child(ren) has moderate educational problems**
Child(ren) may or may not have IEP services, but continues to have educational difficulties. Child(ren) is not on normal grade placement and/or is frequently truant or suspended.
- d. **Child(ren) has severe/chronic educational problems**
Child(ren) may or may not have IEP services, but continues to have educational difficulties. Child(ren) is currently on home instruction and/or is expelled from school.

10. Support Network

- a. **Strong support network**
Household members have a strong, constructive support network. Active extended family (may be relatives and/or close friends) provide material resources, child care, supervision, role modeling, and/or emotional support.
- b. **Adequate support network**
Household members use extended family, friends and the community to provide adequate support for guidance, access to child care, available transportation, etc.
- c. **Limited support network**
Household members have a limited or negative support network, are isolated, and/or reluctant to use available support.
- d. **No support or destructive relationships**
Household members have no support network and/or have destructive relationships with extended family and the community.

11. Family Culture and Heritage

- a. **What language do you speak at home?**
- b. **What activities do you and your family enjoy together?**

- c. **What are your family traditions?**

- d. **In which cultural events does your family participate?**

- e. **Are there any special values or beliefs taught to you that are important to you?**

- f. **Does your family belong to any part of a faith community? In what way?**

- g. **Do you belong to any social organizations?**

**Huron County Family & Children First
Family First Service Coordination Team
Meeting Action Plan**

Date _____ Time _____

Family _____	Lead Case Manager. _____	Other/ SocWkr _____		
Children Names	DOB	School	Grade	Special Classes
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Behaviors at School _____

Medical Card Yes No

JUVENILE COURT INVOLVEMENT:

On Probation Yes No Does child understand conditions of Probation? Yes No

Probation Officer: _____
Pending Hearing Yes No Date _____ What are the charges? _____

Current Custody Status _____

WHAT SERVICES HAVE BEEN TRIED WITH THE FAMILY:

Counseling	Medication	Diagnosis	Provider
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Chemical Dependency _____ Prior Placements (list names of relatives) _____

STRENGTHS OF THE FAMILY:

CONCERNS of Lead Service Provider and the FAMILY TEAM PLAN (why are we here and what is your plan?)

CONCERNS of Family (what are family solutions to communities concerns?)

Family Crisis/Safety Plan

Family Name: _____ Date: _____

Family First Service Coordinator: _____

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 triggers that lead to the crisis:

How often does the crisis occur? (choose best option)

Daily _____

How many times? _____

Weekly _____

How many times? _____

Monthly _____

How many times? _____

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 this 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 do 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:

Parent Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Youth/Child Signature: _____

Date: _____

Service Coordinator Signature: _____

Date: _____