

FCFC Service Coordination Matrix



County	Who do I call or email to ask about applying for Service Coordination?	What ages of children can receive Service Coordination & what needs qualify them for it?	Who can refer a child & how is a referral made?	How can a parent self-refer a child? Where can a parent get a self-referral form & who does the parent give it to when it is completed?	How can a family get a Parent Advocate?	What happens if I disagree with a service coordination decision? How long does it take to get an answer when I disagree?	Who do I call or email to file a dispute or disagreement?
Lawrence	<p>Name: Susan McComas Title: Administrative Coordinator/Service Coordinator</p> <p>Phone: 740-237-6007 Email: afcfc@lawrencedd.org</p>	<p>Children First Council Service Coordination Mechanism is open to all children ages 0 through 21 years of age who have multiple systemic needs that require services & supports that are not being adequately met while seeking assistance outside of the Service Coordination Mechanism. The criteria or standard norm of youth referred for service coordination services are children that are having behavioral issues within the traditional classroom setting or behavioral issue at home, family instability, needing or receiving mental</p>	<p>Anyone can refer a child or family for Service Coordination Services. A referral form or verbal referral from parent, child, guardian, or self-referral will be accepted. Any agency referral will be required to complete a Service Coordination Referral Form. If an agency is making a referral no personal identifying information can be exchanged without a signed release of information. All referrals are to be submitted to: Susan McComas, Coordinator/ Service Coordinator 740-237-6007 afcfc@lawrencedd.org</p>	<p>A parent, guardian, or child does not need a referral from any agency or program to receive services. Service Coordination Referral Forms are available at most child serving agencies within Lawrence County (DJFS, Mental Health Agencies, Schools, Head Start / Early Head Start, HMG, Health Department) A referral form or verbal referral from a parent, child, or guardian needs to be submitted to Appalachian Family & Children First Council</p>	<p>During initial contact the parent, guardian, or child is encouraged to invite a support person to serve as an advocate. If the family cannot identify an advocate / support person the Service Coordinator will make the appropriate referral & initial contact for the family. Parent Advocate services or requesting a support person can be requested by the parent at any time during the service coordination process</p>	<p>A parent or custodian who disagrees with a decision rendered by a county council regarding services for a child may initiate the dispute resolution process established in the county's service coordination mechanism. The Council Coordinator will provide a copy of the dispute resolution process to the parent or guardian filing a complaint. The Council Coordinator will notify the council chair & administrative agent of the complaint within 7 calendar days. The council Executive Committee will issue a written decision to the parent or guardian within 60 days from receipt of the complaint. Situations determined to be an emergency by the Executive Committee would be addressed within 30 calendar days.</p>	<p>Name: Susan McComas Title: Administrative Coordinator/Service Coordinator</p> <p>Phone: 740-237-6007 Email: afcfc@lawrencedd.org</p>

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		health services, substance abuse issues, children that have experienced physical / emotional abuse, neglect, or DD clients, & children with severe health issues. A high percentage of the youth referred to service coordination are at-risk of out-of-home placement. Children birth to 3 years of age who receive services through the Help Me Grow (HMG) program will be preliminarily served through HMG Service Coordination protocol					
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