

Lawrence County

Appalachian Family & Children First Council

Service Coordination Mechanism

Approved 6/17/10

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Overview and Purpose:

Appalachian Family and Children First Council (AFCFC) Service Coordination Mechanism's purpose is to be a guiding document for coordination of services in Lawrence County. It gives guidance to implement a process of service planning that provides individualized services and supports to families. This mechanism is designed to provide a complete, easy-to-access, collaborative, cross system team planning process, implemented to address the needs of families and children with multiple and complex needs within Lawrence County. This unified system makes the family a partner in the planning process, it is family-focused and strength-based, and is structured to enable families and children to achieve their fullest potential. Lawrence County's Service Coordination Mechanism is responsive to the different cultural and ethnic diversities that make up our Appalachian community. We respect each individual child/family, their traditions, values, heritage, spiritual beliefs, and lifestyle choices. For non-English children/families an interpreter will be provided by Ohio University Southern to assist in any communication barriers in providing services.

Appalachian Family and Children First Council support Ohio's Commitments to Child Well-being:

- Expectant parents and newborn 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

Target Population:

Appalachian Family and 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 and 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 issues at home, family instability, needing or receiving mental health services, substance abuse issues, children that have experienced physical / emotional abuse, neglect, DD clients, and 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 protocols.

Awareness:

Appalachian Family and Children First Council's Coordinator collaborates with county child serving agencies to educate their staff in regards to AFCFC Service Coordination Mechanism. AFCFC Council Coordinator provides a detailed training on AFCFC Service Coordination Mechanism to council members. Council provides all child serving agencies with service coordination literature and service coordination referral forms/packets. The Council Coordinator participates in local community events to educate the public about AFCFC Service Coordination Mechanism and Council's role within the community. AFCFC works collaboratively with all Lawrence County's School Districts in the education of staff on the Service Coordination Mechanism. Any agency or parent that wishes to have training or seeks information on AFCFC Service Coordination Services/Mechanism may contact:

Shawnta' Allen, Council Coordinator 740-237-6007 afcfc@lawrencedd.org

Procedures for referring a child or family:

There are several ways to refer a child/family for service coordination. A child/family can gain access through a parent/guardian referral, self-referral, juvenile court referral, or agency referral.

Referrals for service coordination services are made to Appalachian Family and Children First Council. At first contact a brief child/family **Informational Needs Assessment** is completed. This short assessment identifies family/child strengths, needs, and any cultural barriers that could create problems with the delivery of services. The person, juvenile court, or agency making the referral will assist the family or if it is a child/family/self-referral the Service Coordinator will assist the child/family in completing the form. Information will be gathered to complete the needs assessment from the parent / guardian, or from the person making the self-referral. The completed informational needs assessment form will be submitted along with the service coordination referral form. The referral form and the informational needs assessment form are included in the referral packet. These forms are to be submitted to the Service Coordinator. AFCFC Service Coordinator will discuss the purpose of service coordination and the options available to the child/family. The Service Coordinator gives the family information on the service coordination process. Service Coordinator and the family decide if service coordination is appropriate. Some families or agencies making a referral may only need access to community resource information or a referral to appropriate services.

Parent/Guardian/Self-Referral: The Service Coordinator will review the referral process with the individual and assist them as needed. The parent/guardian or child will receive a referral form and service coordination packet; the Service Coordinator will assist the family in completion (if needed) of the forms within the packet. The parent/guardian or child will also need to complete a release of information form. **A parent/guardian or child making a referral for assistance does not need a referral from any agency or program. 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 and 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.

Juvenile Court / Agency Referral: The juvenile court or any agency wishing to make a formal referral will be required to complete a Service Coordination Referral Packet. These forms are to be sent by mail, email, or faxed to the AFCFC Service Coordinator. With each referral the following information needs to be received by the Service Coordinator. **(If an agency / juvenile court are making the referral no personal identifying information can be exchanged without a release of information).**

- Signed Authorization of Release of Information
- Completed referral form (form must include contact information for person being referred, brief description of the reason child/family is being referred, name and contact information of agency making referral, name and contact information of agency staff making the referral, referral receipt date, and response/outcome of referral).
- A completed Informational Needs Assessment form.
- Non-emergency cases, a service coordination meeting must be scheduled within 15 days after making contact with child / family.
- Emergency cases for out-of-home placement shall have a service coordination plan meeting within ten (10) days of placement.

Consultation and Referral: The Service Coordinator will provide consultations with parents, custodians, agencies, juvenile court, and/or community representatives regarding the referral. A consultation will assist the provider in identifying additional resources and whether or not additional systems need to be involved. In dealing with children alleged to be unruly, every effort will be made to divert the child from the juvenile court system and prevent out-of-home placement.

Intake: After receiving the referral the Service Coordinator will contact the family and schedule an intake meeting to:

1. Provide and explain the contents of the Service Coordination Packet
 - Service Coordination Process
 - Confidentiality
 - Parent and Custodial Rights
 - Child/family will be given a written copy of County Council's Dispute Resolution Process and informed of their rights to use this process
 - Parent Advocacy

2. Child/family will be encouraged to identify their support person or anyone else they wish to bring to the meeting. If the parent wishes to have a support person and does not have anyone, council will provide information and upon parent/guardian request make appropriate referral and initial contact for the family to receive services from a parent advocate through the local PAC Program.
3. Schedule a Service Coordination meeting date.
4. Establish a mode of communication between the child/family and the service coordination team members, (i.e. phone, email, mail, or face-to-face contact). Once the preferred mode of communication is established the Service Coordinator will explain to the child/family and service coordination team the procedure for notification of meeting dates, locations, and times. All mandated parties (child/family, mentor or advocate, involved agencies, and school district) are notified of meetings using the decided upon mode of communication.

Arranging the first Service Coordination meeting:

1. The Service Coordinator will schedule the meeting to take place no later than 15 days upon receipt of completed referral packet.
2. In the event of an emergency out-of-home placement the meeting may take place no later than 10 calendar days after receiving the parents signed information release forms.
3. Every effort will be made to schedule the meeting time and location that is convenient for the parents/guardian.
4. The Service Coordinator will work with the family to remove barriers that are preventing them from attending a scheduled meeting (transportation, scheduling, location, etc.) and if necessary offer alternatives (conference calls, meeting in home).
5. In the event that parents/custodians are unable to attend a meeting, the service coordination team members can still meet (with parent/guardian consent) to develop services around the identified needs of the child/family.
6. The Service Coordinator will notify each member of the service coordination team as to when the meeting will take place and request/encourage participation.
7. The Service Coordinator will provide the family and each service coordination team member a copy of the referral form and the signed Consent for Release of Information form.

****If needed, a parent / guardian may initiate service coordination meetings at anytime during the service coordination process.**

Consent for Release of Information/Protecting Confidentiality Procedures

Consent for Release of Information Form must be signed by the parent/guardian listing each agency or individual who will be represented on the service coordination team and each agency that child or family request to seek and share information with. This form will set the parameters for any information written or verbal that may be shared between the agencies or service coordination team members. Each agency represented on the service coordination team will follow confidentiality polices set forth by their agency/employer.

1. A separate release form must be completed for each child in the family who will be served by the coordination service.
2. A new set of Consent for Release of Information form must be filled out each time someone is added or deleted from the service coordination team.
3. At the first service coordination meeting participants will receive instructions on the proper handling of **confidential information**. Parent/guardian and service coordination team participants will all sign a **Statement of Confidentiality Form**.
4. All forms, identifying information, paper work, and service coordination child/family plans are kept in individual file folders. These files are kept in a locked file cabinet within the Coordinators /Service Coordinator's office.

After instruction on confidentiality the meeting will proceed as follows:

1. Naming of an **identified lead agency** that is agreed upon by the parent/guardian who will assume **lead agency responsibilities**.
2. Reviewing with the child/family council's Dispute Resolution Policy.
3. Child/family will be given a copy of Children's Rights Booklet and a copy of Introduction to Service Coordination Booklet.
4. A Service Coordination Child/Family plan will be written in a collaborative effort with the child (if appropriate), family, and team members.
5. This plan will identify the child/family strengths and needs.
6. Establish goals and set strategies to achieve these goals.
7. Set a timeline for strategies to begin and timeline for goals to be met.
8. Specify the services to be delivered (including further evaluation when needed), insuring assistance and services are provided in the least restrictive environment possible, and that services meet family or child's cultural ethnicity.

9. Name the **responsible participating agencies and team members that will be providing specific services, establishing dates and timelines that service will be delivered.**
10. Document what funding will be used to provide services.
11. Child/family and team members will develop and document an individualized crisis/safety plan.
12. Document parental/guardian agreement with the plans.
13. Document service coordination team members and agencies' agreement with the plans.
14. Review Statement of Assurance form with parent/guardian and service coordination team members.
15. Parent/guardian and team members will all sign Statement of Assurance form.
16. Copies of the Child/Family Service Plan will be made available to all team members at the conclusion of the meeting or within 5 working days thereafter.
17. Scheduling of follow-up meetings to monitor and evaluate the progress of the individual child/family service plan will be made by the Lead Agency or Service Coordinator.
18. A Service Coordination Service Satisfaction Survey will be completed upon closure of services or 6 months after the initial Service Coordination meeting.

Crisis / Safety Plan:

The crisis/safety plan is developed in a collaborative effort with the service coordination team members and child/family during the service coordination meeting. Members of the service coordination team will state their concerns regarding anticipated crisis. All team members have input on what the consequences (out-of-home placement, juvenile court involvement, harm to oneself or others, etc.) might occur if the crisis/safety plan is not followed. Proactive plans include supports that can be used to prevent the anticipated crisis. Reactive plans are noted in the plan in the event the anticipated crisis does occur. Each crisis/safety plan is individualized for the child/family. If the plan is not working for the family or additional supports need to be added, the plan can be modified at the request of child/family or service coordination team members at anytime. If plans are to be modified there will be a service coordination meeting and all members will work together to adjust the plan to prevent any anticipated crisis.

Outcome, Monitoring, and Tracking:

Individual service coordination plans are written using the **AFCFC Service Coordination Child/Family Plan form**. The form is set up to record child/family strengths and needs, it reflects goals, timelines, funding source, and who or what agency is responsible for meeting these goals. This form reflects a respect for each individual family. The Service Coordinator will schedule meetings as needed to monitor the progress of the goals and objectives as stated in the child/family plan. The Service Coordinator is responsible for making sure the child/family and all team members are informed of the follow-up

meetings. The family or any members of the team may initiate a meeting at any time by contacting the Service Coordinator and requesting a meeting. Progress and activity steps will be documented at each meeting. A case will be closed when the family and the team agree that the goals have been met or that no future progress can be achieved. A case can be reopened at any time at the request of the family, any member of the team, an agency, or community representative not currently represented on the team. A parent satisfaction survey will be completed every 6 months and/or when the case is closed. Progress reports to the Service Coordination Committee will be made on a bi-monthly basis. **Upon request from the state service coordination data will be made available for review and evaluation.**

Out-of-Home Placement / Unruly / Delinquent Youth:

AFCFC works closely with Lawrence County Juvenile Court to be proactive in providing Service Coordination Services for children who may be or have been referred to Juvenile Court and could face out-of-home placement. These children require close monitoring of the service coordination plan and goals by the service coordination team members.

These children/families are offered hourly or overnight Respite Care. Respite care helps the family reduce stress, and reduce conflict within the family unit. Respite care gives both parent and child a break from each other or situation, and helps reduce out-of-home placement. Respite services are an added support to decrease out-of-home placement.

If out-of-home placement is necessary at any time during the service coordination process, a service coordination meeting will occur prior to out-of-home placement. In the event of emergency out-of-home placement a service coordination meeting will take place within 10 days after placement is made.

If the child is placed in or preparing for out-of-home placement, the parent/guardian, and service coordination team members will all work together on funding and placement issues. The team will ensure that safety nets are in place for the child's return home. A service coordination meeting will take place prior to child coming back into the home and/or school setting.

Quality Assurance:

Lawrence County Appalachian Family and Children First Council Service Coordination Mechanism and Service Coordination family plans are developed, up-dated, and revised with the participation of the Lawrence County Service Coordination Committee and AFCFC. Appalachian Family and Children First Council consist of county entities that are outlined in ORC 121.37. The Service Coordination Committee meets on a bi-monthly basis at the Lawrence County Department of Job and Family Services. Any revision or up-dates to the AFCFC Service Coordination Mechanism is developed and approved by the Service Coordination Committee. This committee presents any up-dates or revisions of the Service Coordination Mechanism to AFCFC for final approval before implementing the revised procedures. The committee reviews the Lawrence County's Service Coordination Mechanism on a yearly basis or more frequently if deemed necessary by the state, council, or the service coordination committee to ensure

that the mechanism is meeting the needs of children and families within Lawrence County, and is meeting the requirements of ORC 121.37.

The implementation of the Service Coordination Mechanism is managed and monitored through the Service Coordination Committee and AFCFC. Service Coordination reports are given at each Service Coordination Committee meeting by the Service Coordination Committee leader. Service Coordination Reports are also presented to AFCFC on a monthly basis. These reports give the total number of children / families receiving services for that month, how much Family Center Services and Support (FCSS) and Children's Community Behavioral Health (CCBH) dollars have been expended, what services and supports were provided, did these services and supports meet FCSS and CCBH guidelines, what agencies provided these services, and if there were any gaps in services or resources that need to be addressed.

Funding / Fiscal:

System of Care (SOC) is a broad, flexible array of effective services and supports that focus on family centered practice, community-based services, strengthening the capacity of families, and providing individualized services. SOC involves an organized, coordinated network (Family and Children First) that integrates services/supports planning, coordination and management across multiple levels.

AFCFC receives two components of the SOC initiative, Family Centered Services and Supports (FCSS) and Children's Community Behavioral Health (CCBH). AFCFC works in a collaborative effort to utilize FCSS and CCBH funding to benefit our youth in the most appropriate and efficient manner. AFCFC diligently works at being creative and flexible with our limited resources and funding. When utilizing CCBH and FCSS dollars, AFCFC follows the established CCBH and FCSS policies and guidelines. (CCBH ages 0-17 and FCSS ages 0-21)

AFCFC currently has no pooled funding for coordination services that are provided for children and families. When a portion of a child's plan requires funding for specific needs, the request will be referred to the AFCFC Council Coordinator. The Coordinator will work with local agencies, research local resources; work with AFCFC, the Service Coordination Committee, and Service Coordination Team to make a collaborative decision on what funding and community resources are available to help meet the needs of the child/family.

FCSS funds are used for children with multi-systemic needs and who are receiving service coordination services through the AFCFC service coordination mechanism. FCSS funds are used for non-clinical needs of children and their families. These needs are identified and documented on the Child / Family Service Coordination Plan. AFCFC service coordination is funded with FCSS dollars.

CCBH funds support clinical intervention and treatment, and clinical programs that address gaps in treatment services for children and youth ages 0-17 within Lawrence County.

Dispute Resolution:

Disputes between Child/family and Appalachian Family & Children First Council Service Coordination Plan:

Purpose: The local dispute resolution process shall be used to resolve disputes between a child's parents or custodians and the County Council regarding service coordination. 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. In addition, children and families eligible for Help Me Grow, but not eligible for Part C Early Intervention service, may file a complaint through the County Council's dispute resolution process. Parents or custodians shall use existing local agency grievance procedures to address disputes not involving service coordination. The dispute resolution 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.

The following steps outline this component of the dispute resolution process:

1. The Council Coordinator is designated as the liaison for the receipt of complaints regarding service coordination.
2. Parents or custodians shall be informed of their right to use the dispute resolution process.
 - a. Those parents or custodians who are denied access to the service coordination process at the point of referral will be informed of their rights to use the dispute resolution process and will be provided a written copy of the council's dispute resolution process.
 - b. During intake, parents or custodians will be informed of their right to use the dispute resolution process and will be provided a written copy of the council's dispute resolution process.
 - c. Any member of the service coordination team or any member of council who receives a complaint from a parent or guardian 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.
 - d. The Council Coordinator will provide a copy of the dispute resolution process to the parent or guardian filing a complaint.
3. The Council Coordinator will notify the Council Chair and Administrative Agent of the complaint within 7 calendar days.

4. Each agency represented on the County Council that is providing services or funding for services that are subject of the dispute resolution process initiated by the parent or guardian must continue to provide those services and the funding for those services during the dispute resolution process.
5. The council Executive Committee will assign one or more individuals to investigate the complaint. The assigned individuals will not have direct interest in the matter.
6. The investigation of the complaint will include at least the following:
 - a. Conducting an on-site investigation as determined necessary;
 - b. Interviewing the parent or guardian and giving the parent or guardian the opportunity to submit additional information, either orally or in writing;
 - c. Interviewing relevant providers and giving providers an opportunity to submit additional information, either orally or in writing; and
 - d. Reviewing all relevant information and making a decision.
7. The council Executive Committee will issue a written decision to the parent or guardian within 60 days from receipt of the complaint. Situation determined to be an emergency by the Executive Committee would be addressed within 30 calendar days. The written decision will address each allegation and include findings and conclusions and the reasons for the council's decision.
8. When the provision of service or funding cannot be resolved through the designated dispute resolution process, the **final arbitrator will be the presiding juvenile court judge**. The Council Coordinator will assist the parent or guardian in filing the case with the juvenile court within 7 days of the failed dispute resolution process. The Council Coordinator will assist the family in providing assessment and treatment information for the court.

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's First Council, 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.

The following steps outline this component of the dispute resolution process:

1. An individual or an organization may file a complaint with the county 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 of the complaint in writing (via email, mail, or fax) within 7 calendar days of receipt of the complaint.
3. The Council Coordinator will provide a copy of the procedural safeguards to the individual registering the complaint.
4. The Council Coordinator will explain the options available for dispute resolution, which include:
 - a. Filing a complaint with county council;
 - b. Filing a complaint with ODH;
 - c. Requesting mediation;
 - d. Requesting an administrative hearing with ODH;
 - e. 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 or custodians 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 Executive 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;

- c. Interviewing relevant providers and giving providers an opportunity to submit additional information, either orally or in writing; and
 - d. Reviewing all relevant information and making a decision.
8. The council Executive Committee will issue a written decision to the complainant within 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 council's decision.
 9. The council Executive Committee will ensure that corrective actions are implemented within 45 days or sooner of the written final decision if there was a violation.
 - If the provider has a resolution process for complaints, the provider of Part C services must notify ODH and the county council of the complaint in writing (via email, mail, or fax) within 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 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 provider, ODH will monitor the resolution process to assure that the complaint is resolved or provided within 30 calendar days. If the complaint is not resolved within 30 calendar days, ODH will notify the complainant, the County Council and the provider, if applicable, that complainant may select one of the following:
 1. 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 60 calendar days from the date the county council or provider received the complaint; and
 2. To mediate and / or go to an administrative hearing in accordance with Rule 3701-808 (C) (3). ODH shall assure that if the complainant selects mediation and / or administrative hearing, the hearing is completed within 30 days from receipt of the request for mediation and / or administrative hearing.

Agency Disputes with Appalachian Family & Children First Council Decisions:

Purpose: An agency represented on the County 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 Mechanism applicable to the council.

The following steps outline this component of the dispute resolution process:

1. The agency will notify the Council Coordinator in writing, explaining their disagreement with the decision.
2. The Council Coordinator will notify the Executive Committee within 7 days of receiving the letter of disagreement.
3. The agency representative will be invited to explain the agency reason for disagreeing at a meeting of the Executive Committee. The meeting will be scheduled no later than 14 days after the Coordinator received the letter of disagreement.
4. If the disagreement cannot be resolved at the Executive Committee meeting, the dispute will be referred to mutually agree upon professional mediator within 14 days.
5. The mediation process shall take no longer than 45 days.
6. On completion of the process, the mediator shall issue a written determination that directs one or more agencies represented on the council to provide 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 no later than 7 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 no later than 90 days after the motion, or when complaint is filed. At least 5 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 motion filed under this section the court may conduct the hearing as part of the adjudicator 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 cost of providing the services or funding by the agencies determined to be responsible for providing them.

**Appalachian Family & Children First Council
Child and Family Team Referral Form
740-237-6007 Fax 740-532-7356**

Upon completion of form, please forward to AFCFC Coordinator / Service Coordinator.

Date of Referral: _____

Name of Client being Referred: _____

Person Making Referral: _____

Phone / Cell # for person making referral: _____

Agency / School District: _____

Client Name: Address: Phone:	Parent / Guardian Name: Address: Phone:	Client's Date of Birth: Social Security Number: (optional) ____-____-____
Does Client request Advocate / Support Person: Phone Number:	School District: Current Grade: Teacher: Does client have IEP?	Children Service Case Manager:
Foster Parent's Name: Address / Phone:	Mental Health Provider: Mental Health Case Manager:	Juvenile Court Probation Officer: Phone Number:
Other Information:	Date Referral Received by Council Coordinator: _____	Date of Initial family contact: _____ Additional dates of contact: _____, _____, _____, _____, _____

Additional Information:

AFCFC Service Coordination Response / Outcome of Referral:

Appalachian Family & Children First Council
Child / Family Plan
Statement of Confidentiality

Date: _____

Name of Child / Family: _____

This form is for the purpose of developing a comprehensive, coordinated service plan for your child / family. This form hereby acknowledges that all information discussed relevant to your child / family is confidential and is to be used solely by the participating service providing agencies and Appalachian Family & Children First Council for the purpose of developing and implementing a comprehensive coordinated service plan, and is not to be released for any other purpose without the expressed written consent of the person/s to whom it pertains.

I / we the parents or guardians hereby grant permission to all participating agencies that have or are providing services to discuss with all other child and family team members information concerning me or us which would be relevant to obtaining a comprehensive coordinated service plan.

Parent / Legal Guardian Signature:

Coordinator / Service Coordinator Signature:

Service Coordination Team Members Signature:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

**Appalachian Family & Children First Council
Child / Family Informational Needs Assessment**

The purpose of completing this assessment is to get some brief information to help acknowledge your child's / families strengths, needs, and to ensure that Appalachian Family & Children First Council addresses any cultural barriers that might exist that could cause problems in the delivery of resources and services.

Date: _____

Name of Client: _____ Date of Birth: _____

Name of Parent: _____

Name of Person Completing Assessment: _____

Please list child / families strengths:

Please list child / family needs:

Cultural Discovery:

Is this child / family a non-English speaking family? _____
Are there any cultural barriers that could cause a problem with the delivery of services?

Appalachian Family & Children First Council
Child / Family Service Coordination Plan
 740-237-6007 FAX 740-532-7356

Client's Name: _____ Date: _____

Life Domain	Strengths	Needs	Action Plan	Person / Agency Responsible	Date to be completed	Funding Source
Residence						
Social						
Emotional / Psychological						
Educational / Vocational						

Financial / Legal						
Medical						
Additional Information						

We do agree to honor this Child / Family Plan and to actively work on the action steps we are responsible for.

Name	Relationship / Agency	Date
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Name	Relationship / Agency	Date
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Name	Relationship / Agency	Date
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Name	Relationship / Agency	Date
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Name	Relationship / Agency	Date
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Name	Relationship / Agency	Date
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Name	Relationship / Agency	Date
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Name	Relationship / Agency	Date
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**Appalachian Family & Children First Council
604 Carlton Davidson Lane
Coal Grove, Ohio 45638
740-237-6007 Fax 740-532-7356**

Crisis / Safety Plan

Date: _____

Team Members Signature Page

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