

Muskingum County

**Service Coordination Plan
Revised June, 2016**

The attached Muskingum County Service Coordination Mechanism was reviewed and adopted at the June 29, 2016 Muskingum Families and Children First Council meeting.

Overview

The Muskingum County Service Coordination Plan has been adopted by our MFCF Council. It is to address the Creative Options responsibility of the council.

It is recognized that families in Muskingum County have a variety of needs. These needs range from very minimal to highly intensive. The needs of a well-adjusted, high-functioning family may be as minimal as participating in area recreation or after school tutoring. However, there are many families that benefit from greater use of community resources both public and private. In some cases, these families are in need of resources in order to keep their families intact. Just as each family has unique strengths, they may also have unique needs.

Muskingum County has many services designed to address issues families face in our community. There are after school programs that serve a variety of purposes. Help Me Grow, Forever Dads, and Young Lives work to engage parents in the lives of their children. In our community we have mental health, home-based, substance abuse prevention, preventative services through Juvenile Court and Children Services, Support Groups and many other community/private programs too numerous to mention. All of these programs are designed to reduce the risk factors and build assets for our youth.

For every traditional and non-traditional program there is a process for involvement rather it is as simple as showing up or as complicated as being referred, applying or scheduling an appointment. Creative Options is the mechanism in Muskingum County designed to assist families in accessing, discovering, navigating, managing and coordinating the most appropriate services for their family. This high level of access is achieved by each agency working together through FCF Council and through the use of this Service Coordination Plan.

Purpose

The Muskingum County Service Coordination mechanism shall serve as the guiding document for coordination of services in Muskingum County. For children who also receive services under the Help Me Grow program, the service coordination mechanism shall be consistent with rules adopted by the Department of Health under section 3701.61 of the Revised Code. All family service coordination plans shall be developed in accordance with the county service coordination mechanism. When a child is involved in both HMG and service coordination through the council, the main provider of service coordination should be HMG to assure compliance with O.R.C. 3701.61, the council service coordination mechanism will support and provide resource assistance for the family's HMG Plan.

Comprehensive Family Service Coordination Plan

I. Referring a child and family

Any School, Agency, Organization or Parent/Caregiver can make a referral for service coordination by meeting the following criteria:

1. The child must live in Muskingum County and be under the age of 22 or an unborn child.
2. The legal custodian must complete and sign the multiple agency release of information form.
3. A referral form is completed that includes but is not limited to:
 - A. Date of referral
 - B. Contact information
 - C. Brief description of problems/issues
 - D. Referral source and contact information
4. Both forms must be returned to either the Creative Options Coordinator or a Committee member by mail, email, and fax or in person.
5. The Coordinator or Committee Member will present the case to the Creative Options Committee at the next scheduled meeting upon receipt of the referral.
6. The Committee will reply with a response within 3 days and set a meeting date as soon as the family is available.

Levels of Intervention

Level 1- Family only needs referred to an appropriate agency and simply needs more information or assistance in selecting an appropriate agency

Level 2- Family is experiencing some kind of problem and is in need of creative solutions or strategies; however they do not require service coordination or funded interventions.

Level 3- Family is involved with more than one agency, service gaps have been identified, intensive interventions are needed as well as service coordination.

II. Notification of all Comprehensive Family Service Coordination Plan meetings.

Upon acceptance of a referral, the coordinator will contact all agencies involved with the family, and agencies offering services requested by the family in order to set up a meeting. Parents will be informed of the availability of a Parent Advocate should they feel that would be helpful. Parents will be informed that they can invite any support persons that they would like. Every effort will be made to set the time and place of the meeting in a manner most convenient to the parent/caregiver. Invitees to the meeting shall include; involved agencies, family requested agencies, school representative(s), parent advocates, family support persons and the Creative Options Coordinator. A minimum of one weeks notice will be given for non-emergency referrals. All invitees will receive notice of the meeting by phone, letter or e-mail.

III. Procedure for a family to initiate a meeting and invite support persons.

The family may invite support persons both formal and informal to team meetings. It is asked that the parent/caregiver submit the name and relationship of the person to the coordinator at least two days prior to the meeting if possible.

IV. Ensuring a Comprehensive Family Service Coordination Plan meeting occurs before an out-of-home placement is made, or within ten days after placement in the case of an emergency.

Upon notification from Juvenile Court, Children Services or other placing agencies that a child is being placed, an emergency meeting will be scheduled. This meeting will occur prior to placement or no later than ten days after placement in the case of an emergency.

V. Monitoring progress and tracking outcomes of each Integrated Services Plan.

Outcomes will be monitored on the Creative Options Services Plan. The needs of the child and family are addressed with a strategy. Each strategy shall have a corresponding measurable desired outcome and expected time frame to achieve outcome. The Plan is reviewed and updated at each team meeting.

Progress reports will be provided monthly to Creative Options for any child in an out-of-home placement, respite care or other program. These reports will be provided by the placement or through a service provider. Each report will be kept in the child's individual case file and reviewed by the Creative Options Service Coordinator and/or the child's team as needed.

Involved agencies will also be asked to provide evaluations and assessment tools as they are available and when appropriate.

In addition, self-report will be documented which will include but not limited to feedback from the child(ren), parent/caregiver or other members of the team.

Results and monitoring of families are reported at the monthly Muskingum Families and Children First Council and bi-monthly at Creative Option Funders meetings.

VI. Protecting the confidentiality of families

All information, documentation and communications shall be treated as confidential. Information will only be shared with agencies listed on the current, signed release form. When reports are given in a public arena, no names or identifying information will be shared. Each team member signs a Confidentiality statement that is maintained by the service coordinator.

VII. Assessing the needs and strengths of any child or family referred

Needs/Strengths are assessed using an ECOMAP (attached) during the team meeting and included in the Service plan. In addition, the Strengths Assessment is utilized as well as self-reports and evaluations from involved agencies. Those families identified in the process that would benefit from the ENGAGE program will be enrolled.

VIII. Developing a family integrated service plan

The procedure for developing a Family Integrated Service Plan is known as the Creative Options Collaborative Contract. The Collaborative Contract is filled out by the team at the first team meeting and reviewed through out.

1. The caregiver, referral source or other team member briefly describes the history of the family, significant events, etc.
2. Needs of the child and family are determined through team discussion and those to be addressed are listed on the form.
3. Strategies to address the needs are developed and listed on the form.
4. A measurable desired outcome is determined and listed for each strategy.
5. An expected time frame to achieve outcomes is listed.
6. The person responsible for each strategy is listed.
7. The strategies are read aloud and each team member is given the contract to read and sign.
8. Safety Plan will be completed as needed as well as crisis numbers are listed on the integrated services plan.
9. Before the meeting adjourns, the team determines when the next meeting should occur. Any team members not present will be provided the next meeting date, time and location.

The parent/caregiver will be informed of their right to use the dispute resolution process.

IX. Dispute resolution process

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. The county council shall inform the parents or custodians of their right to use the dispute resolution process. 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 Revised Code.

The parent/caregiver will be informed of their right to use the dispute resolution process.

As the entity charged by Muskingum FCF Council to oversee the coordination of services to families and youth involved in more than one of the public systems (school, mental health, MCCS, JC, and MRDD), the goal of Creative Options is to develop a joint service plan through a consensus process. During a Creative Options team meeting, it is important that all members and providers are present to discuss how their unique services can be "wrapped around" the family to promote stability. As described above, these team members then agree to follow a service plan, which details their specific role in serving the family. In order to divert youth who may become part of the Juvenile Court system they are referred to the Diversion Program for services as well as other community services that will stabilize the youth and family.

Dispute between Agency and Agency, Parent/Child and Agency/Child/Family to their SC Plan

There may be times when one or more of the agencies may dispute the services that have been charged with providing per the joint coordinated service plan. If the plan involved a Shared Funding Agreement, one or more of the parties who helped devise the plan may disagree with the amounts or "shares" on the Agreement. A party might also feel that a system not on the agreement should be on the agreement. If a party has any of these types of disputes they may initiate a dispute resolution process by filing a written complaint with the Committee Coordinator. The Committee Coordinator will attempt to resolve the dispute directly by talking with the systems involved. If this is not successful, the Committee Coordinator will, within 2 days, request a review by the Council Board of Directors. The Council members will be furnished with relevant information, representing majority and minority opinions on the matter of dispute, and may ask the planning team for anything additional they may need.

The Council will review the matter within 5 working days of the request. Recommendations will be prepared and voted on by the Council, with the decision conveyed in writing to the planning team, including the parents, within 5 working days. All parties will agree to abide by this decision.

If the dispute is not resolved after the above process, the Council within 7 working days will refer the case to the presiding juvenile court judge. All relevant information gathered in the above process will be furnished to the juvenile court judge, along with the integrated service plan in dispute. A request will be made for an informal pretrial meeting, at which time representatives of the planning process can present their perspectives on the issues in questions.

Throughout the dispute resolution process, it is the responsibility of the planning team to develop an interim plan for services to the child/family. The team leader will monitor the situation to assure services are not disrupted, keeping the safety and well being of the child/family first and foremost. Each agency represented on Creative Options that is providing services or funding for services that are the subject of the dispute initiated by a parent shall continue to provide those services and the funding for those services during the dispute process.

Families receiving services through the Help Me Grow program are entitled to assessing the Dispute Resolution process described above or can contact the HMG Project Director (740-450-3275) or to file a complaint with the Ohio Department of Health, Bureau of Early Intervention Services located at 246 N. High Street, Columbus, OH (614)644-8389 or email beis@gw.odh.state.oh.us. The Muskingum County Help Me Grow will adhere to all timelines, processes and procedures described in the Ohio Department of Health, Bureau of Early Intervention Services, Ohio Procedural Safeguards, and Part C: Early Intervention Help Me Grow policies.

Nothing in the dispute resolution section shall be interpreted as overriding or affecting decisions of a juvenile court regarding an out-of-home placement, long-term placement, or emergency out-of-home placement.

This process will be used in the case of any dispute situation. The result of the dispute resolution process will be provided to the family and involved parties within 5 business days in the form of a letter.

Emergencies: If an immediate emergency situation arises during the dispute resolution process, e.g. question of safety and well being of the child or imminent out-of-home placement, the team will be called in. Once the emergency situation is handled, any continuing conflict will follow the outlined process but may require being moved along faster, with final resolution within 10 working days, rather than the 22-day timeline.

X. Service Responsibilities

Services to the family will be divided according to family choice as well as around agency expertise. The Creative Option Team member who is assigned as service coordinator will be approved by the family and track progress according to the integrated services plan. The service coordinator will navigate the system for the families and take care of tracking progress, scheduling meetings as needed, explain parental rights and secure all necessary paperwork for the case. Parent Advocates can be included in the meetings to ensure that culturally appropriate services are maintained. The Service Coordinator will also be responsible for setting goals with the family, time lines and agency referrals.

XI. Monitoring and Public Awareness

An annual review of the service coordination will be held with the Creative Option Team. If changes are desired or needed revisions will be taken before the Muskingum Families and Children First Council of Directors for approval. As new Creative Options Team Members become involved they will receive a copy of the plan as well as training as needed. Because the plan will be approved

by the Muskingum Families and Children First Council each agency director will be aware of the plans and their direct responsibility.

An annual review of this plan will allow the Creative Options Team Members and Muskingum FCF Council the opportunity to reflect upon the effectiveness of the plan. Because each case is different and the primary goal of this plan is to keep children in their homes and Muskingum County whenever possible, the plan's effectiveness is only as strong as the intervention services we have in place. The Creative Options Coordinator will educate families, agencies and direct care workers through presentations which will take place in meetings, schools, and various other places or opportunities as needed.

XII. Funding Issues

Funds supporting Creative Options come from contributions from participating agencies into a pooled fund, Shared Funding Agreements, Family Centered Support Services (FCSS), ENGAGE, and other grants as they become available.

Funding decisions are made at the monthly Funders meeting which consists of all agency directors or representatives who contribute funds, Muskingum FCF Chair, and Creative Options Coordinator.

CREATIVE OPTIONS
REFERRAL FOR SERVICE COORDINATION

FAMILY NAME DATE
REFERRING AGENCY
CONTACT PERSON PHONE

IDENTIFYING DATA:

Child's Name D.O.B. Sex Medicaid #
School District School Placement/Grade SS#

Mother's Name Address
Custody: Yes No Phone Employment

Father's Name Address
Custody: Yes No Phone Employment

Legal Custody (other than parents) Address
Foster Placement: Yes No Relative: Yes No Permanent: Yes No
Phone Number:

ALL OTHER MEMBERS OF HOUSEHOLD:

Table with 5 columns: NAME, SEX, RELATIONSHIP, SOCIAL SECURITY #, DATE OF BIRTH/AGE

FINANCIAL STATUS (include all sources of income, not amounts):

OWF SSI BCMH SSDI INSURANCE VA CHILD SUPPORT OTHER

OTHER AGENCIES INVOLVED WITH FAMILY AT THIS TIME:

- Job & Family Services, Muskingum Behavioral Health, Help Me Grow, Children Services, allwell Behavioral Health, Health Department/BCM, Big Brothers/Big Sisters, Juvenile Court, Starlight Program, Other, Head Start, Response Program, Other

REASON FOR REFERRAL (include family's perspective on needs and concerns):

Blank lines for reason for referral

Is at least one parent/custodian willing to be a member of the Integrated Services Team? Yes No

Please submit completed form with signed F&CF Release of Information to:
Muskingum County F&CF Program Coordinator - 333 Putnam Avenue - Zanesville, Ohio 43701
Phone: (740)455-9908 Fax: (740)454-7993

(continue on reverse side if necessary)

Referral Accepted? Yes No If No, reason:

FAMILIES & CHILDREN FIRST COUNCIL OF MUSKINGUM COUNTY
CONSENT FOR RELEASE OF INFORMATION

Person's Full Name

Date of Birth

Social Security Number

Creative Options members have my permission to use and/or disclose protected health information regarding service delivery planning for the purpose of securing, coordinating, and/or providing services for the above named person. Creative Options includes the following agencies:

- Allwell Behavioral Health
Big Brothers/Big Sisters
Catholic Social Services
Department of Youth Services
Eagle Wings Academy
Eastside Community Ministry
Foxfire Schools
Genesis Health Care
Goodwill Industries Inc.
Head Start
Help Me Grow
Mental Health & Recovery Services Board
Muskingum Behavioral Health
Muskingum County Schools
Muskingum County Sheriff's Office
Muskingum County Board of Developmental Disabilities
Muskingum County Department of Job & Family Services
Muskingum County Juvenile Court
Muskingum County Adult and Child Protective Services
Muskingum Families & Children First Program Staff
Muskingum Valley Health Center
Muskingum Valley Educational Service Center
Ohio Rehabilitation Services Commission
Starlight Program
Lelia L. Payton Counseling Center
Zanesville/Muskingum Health Department/BCMH
Zanesville City Schools
Zanesville Metropolitan Housing Authority/Section 8
Zanesville Police Department

I authorize sharing of the following information if needed by the receiving agency to secure, coordinate, and provide services to the individual: (check Yes, No, or N/A and initial)

Check One Initial

[] Yes [] No [] N/A

Identifying Information: name, birth date, sex, race, address, telephone number, social security number

[] Yes [] No [] N/A

Case Information: The above Identifying Information, plus medical (except for HIV, AIDS, mental health treatment records and drug and alcohol treatment records) and social history, treatment/service history, Individualized Education Plans (IEPs), Individualized Family Service Plans (IFSPs), 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 [] N/A

HIV and AIDS related diagnosis and treatment

[] Yes [] No [] N/A

Substance Abuse Information: Substance abuse diagnosis, treatment plan, diagnostic intake/assessment, treatment progress, attendance, drug test results for the past: (specify length of time or number of treatment episodes).

[] Yes [] No [] N/A

Mental Health Information: Mental health diagnosis, treatment plan, diagnostic intake/assessment, medications, treatment progress, psychological/psychiatric evaluation, attendance, test results.

[] Yes [] No [] N/A

Financial Information: Public assistance eligibility and payment information provided for establishing eligibility, but not limited to pay stubs, W2's and tax returns, and other financial information.



EXPECTATIONS FOR CREATIVE OPTIONS TEAM MEMBERS

Thank you for agreeing to be a member of a *Creative Options Team*. As a member of the Family Team, you are committing to the following:

1. Attend all Team Meetings (if unable to attend, provide pertinent written information to Service Coordinator prior to meeting).
2. Actively participate in meetings.
3. Encourage participation by all members including parents.
4. Willingly accept and perform assigned tasks in a timely manner.
5. Contribute to the development of the Integrated Services Plan document.
6. Be willing to perform as a “team” member for the benefit of the child/youth and family.
7. Share pertinent agency/organization/school information as necessary.
8. Be willing to think creatively in developing services and plans of action for clients.
9. Commit to embracing and utilizing a ‘wraparound’ model of service delivery, respectful of the family’s needs and goals including review of Wraparound Introduction materials.
10. Respect all viewpoints and ideas and assure TEAM decision- making.
11. Maintain CONFIDENTIALITY of all information shared at Family Team meetings and pertaining to case. No family personal information shared by team members during an individual family team meeting will be shared with others outside the identified individual family team members without written consent of the family.

By my signature I agree to the above commitments and pledge my willingness to be a participant in the Creative Options Team.

Team Member Signature

Date

Dispute resolution process Overview

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. The county council shall inform the parents or custodians of their right to use the dispute resolution process. 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 Revised Code.

The parent/caregiver will be informed of their right to use the dispute resolution process. As the entity charged by Muskingum FCF Council to oversee the coordination of services to families and youth involved in more than one of the public systems (school, mental health, MCCS, JC, and MRDD), the goal of Creative Options is to develop a joint service plan through a consensus process. During a Creative Options team meeting, it is important that all members and providers are present to discuss how their unique services can be "wrapped around" the family to promote stability. As described above, these team members then agree to follow a service plan, which details their specific role in serving the family. In order to divert youth who may become part of the Juvenile Court system they are referred to the Diversion Program for services as well as other community services that will stabilize the youth and family.

Dispute between Agency and Agency, Parent/Child and Agency/Child/Family to their SC Plan

There may be times when one or more of the agencies may dispute the services that have been charged with providing per the joint coordinated service plan. If the plan involved a Shared Funding Agreement, one or more of the parties who helped devise the plan may disagree with the amounts or "shares" on the Agreement. A party might also feel that a system not on the agreement should be on the agreement. If a party has any of these types of disputes they may initiate a dispute resolution process by filing a written complaint with the Committee Coordinator. The Committee Coordinator will attempt to resolve the dispute directly by talking with the systems involved. If this is not successful, the Committee Coordinator will, within 2 days, request a review by the Council Board of Directors. The Council members will be furnished with relevant information, representing majority and minority opinions on the matter of dispute, and may ask the planning team for anything additional they may need.

The Council will review the matter within 5 working days of the request. Recommendations will be prepared and voted on by the Council, with the decision conveyed in writing to the planning team, including the parents, within 5 working days. All parties will agree to abide by this decision.

If the dispute is not resolved after the above process, the Council within 7 working days will refer the case to the presiding juvenile court judge. All relevant information gathered in the above process will be furnished to the juvenile court judge, along with the integrated service plan in dispute. A request will be made for an informal pretrial meeting, at which time representatives of the planning process can present their perspectives on the issues in questions.

Throughout the dispute resolution process, it is the responsibility of the planning team to develop an interim plan for services to the child/family. The team leader will monitor the situation to assure services are not disrupted, keeping the safety and well being of the child/family first and foremost.

Each agency represented on Creative Options that is providing services or funding for services that are the subject of the dispute initiated by a parent shall continue to provide those services and the funding for those services during the dispute process.

Families receiving services through the Help Me Grow program are entitled to assessing the Dispute Resolution process described above or can contact the HMG Project Director (740-450-3275) or to file a complaint with the Ohio Department of Health, Bureau of Early Intervention Services located at 246 N. High Street, Columbus, OH (614)644-8389 or email beis@gw.odh.state.oh.us. The Muskingum County Help Me Grow will adhere to all timelines, processes and procedures described in the Ohio Department of Health, Bureau of Early Intervention Services, Ohio Procedural Safeguards, and Part C: Early Intervention Help Me Grow policies.

Nothing in the dispute resolution section shall be interpreted as overriding or affecting decisions of a juvenile court regarding an out-of-home placement, long-term placement, or emergency out-of-home placement.

This process will be used in the case of any dispute situation. The result of the dispute resolution process will be provided to the family and involved parties within 5 business days in the form of a letter.

Emergencies: If an immediate emergency situation arises during the dispute resolution process, e.g. question of safety and well being of the child or imminent out-of-home placement, the team will be called in. Once the emergency situation is handled, any continuing conflict will follow the outlined process but may require being moved along faster, with final resolution within 10 working days, rather than the 22-day timeline.

Check if strength exists:

- Family is connected to services within community.
- Family has transportation.
- Economic resources meet family's needs.
- Family is affiliated with a faith-based organization or social club.
- If a crisis occurs, family has knowledge/resources to manage crisis.
- Extended supports exist (i.e., family, friends)

If Yes:	Name	Relationship
	_____	_____
	_____	_____
	_____	_____
	_____	_____

We agree with this ISP and will follow through with the actions. Unless otherwise stated we continue to receive service coordination through Creative Options.

Parent/Custodian

Parent/Custodian

Team Members

Safety Plan Document

Family Name:	Date of Plan:
Team members in attendance	Team members absent
1) Clearly describe the behavior risk requiring a safety plan response:	
2) Clarify the goals	
3a) Define appropriate behaviors	3b) Define inappropriate behaviors
4) Sensible family and community agreements and rules related to the safety risk	
5) Plan for educating siblings, family, and others in the community	

6) Plan for community safety

7) Plan for the full 24 hour day

8) Back up plan if behavior occurs

9) Plan for managing negative community reaction



Family is Empowered

- Focus on long term strategies.
- Stability maintained through a strengthened family.
- Transition family away from Creative Options .
- Focus on ensuring services are empowering not enabling!
- Evaluation.

Exit

- Family is stabilized.
- Family is aware of their needs and able to manage those needs.
- Family knows how to reach out to Creative Options again if needed.
- Evaluation.



Family Referral

- Contact Ronda Hollingshead Creative Options Coordinator 740-455-6710
- Sign Release of Information and Referral form.

Agency Referral

- Complete Referral and have Family sign release of information.
- Give to Agency Representative for presentation at Creative Options Committee meeting.

Committee will decide whether to accept the referral.

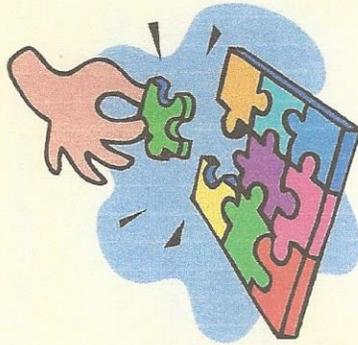
Once accepted the Creative Options process begins.



Participating Agencies

Big Brothers/ Big Sisters, Catholic Social Services, Department of Youth Services, Early Childhood Network, Eastside Community Ministry, Excel Academy, Pro-Muskingum/Family & Children First Program Staff, Genesis Health Care, Head Start, Help Me Grow, Lelia L. Payton Counseling Center, Mental Health & Recovery Service Bd, Muskingum Behavioral Health, Muskingum County Schools, Muskingum County Sheriff's office, Muskingum County Board of Development Disabilities, Muskingum County Department of Job & Family Services, Muskingum County Juvenile Court, Muskingum County Children Services Board, Muskingum Valley Educational Services Center, Muskingum Valley Health Center, Six County Inc., Starlight School, Thompkins Child & Adolescent Services, Zanesville/Muskingum Health Department, Zanesville City Schools, Zanesville Metropolitan Housing Authority/Section 8 & Zanesville Police Department

Creative Options



A committee of

MUSKINGUM
Families & Children...First



Mission Statement

To assist families with problem solving, managing needs and utilizing area resources to stabilize and strengthen those families within our community.

Purpose

Creative Options is a team of local service providers who collaborate with families in order to keep children in their homes and in the community by providing wraparound services, respite and other local service alternatives.

Benefits of Creative Options

- Wrap- Around Services
- Highly Supportive
- Voluntary Process
- Objective
- Timely
- Service Coordination
- Multi-Disciplinary Team Approach
- Integrated Services Plans
- County Wide Resources
- Comprehensive

Model of Service



Families enter Creative Options through a referral from an Agency, School or Self referral.

The family is immediately assisted with crisis-intervention, services, etc. in order to maintain the child in the home.

Then efforts shift to empowering the family to manage their needs without the use of Creative Options.

The family exits Creative Options at a point when the team feels the family can manage needs.

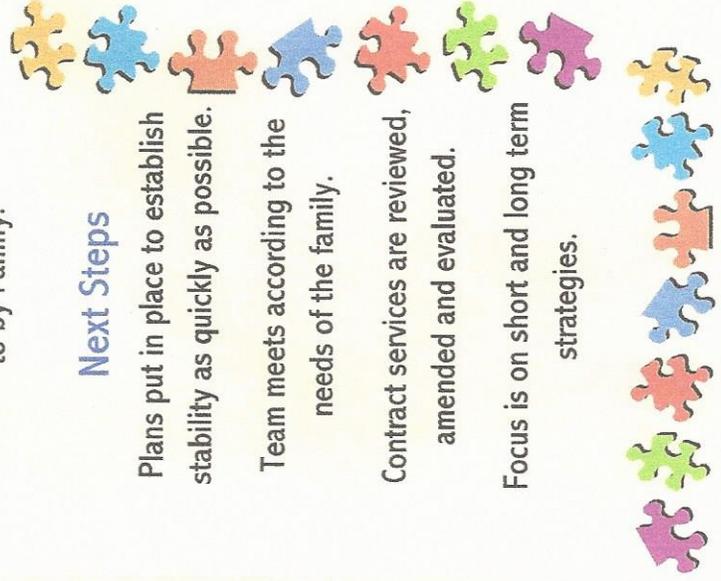
The Process

First steps

- Referral has been made, reviewed and accepted.
- An initial team meeting will be scheduled.
- Team members identified.
- Family invites any support persons to their meeting.
- Team meeting will be held.
- Needs clearly identified.
- Services identified and agreed to by Family.

Next Steps

- Plans put in place to establish stability as quickly as possible.
- Team meets according to the needs of the family.
- Contract services are reviewed, amended and evaluated.
- Focus is on short and long term strategies.





Muskingum County Creative Options – Strengths Assessment Process Checklist

Rating: M=Met P =Partially Met U=Unmet

Creative Options Service Coordinator: _____

Team Leader: _____

Child’s Name: _____ Date _____

Activity	Rating	Comments
1. The youth participated in Strengths Assessment.	M P U	
2. The primary caretaker(s) participated in the strengths assessment.		
<i>The Strengths, Needs and Cultural Discovery Area:</i>		
3. Summarized each family member’s individual strengths?		
4. Summarized the youth’s needs across life domains?		
5. Summarized the family’s needs across life domains?		
6. Summarized the family’s culture?		
7. Included the family’s long range vision?		
8. Included information about extended family members, friends, and others who have in the past and/or who are currently providing needed supports for the family and the youth.		
9. Included a list of the family’s natural supports who may participate on their team.		
10. Included a list of people who are providing services for the family who may participate on the team?		
11. Summarized the team members’ perspective on the family’s strengths.		

12. Summarized team member's perspective on the family's needs?		
13. Included the family's preferences for meeting arrangements (location, time, supports needed such as child care, transportation, and translation)?		
14. Is the plan written from a strengths-based perspective?		
15. The Service Coordinator reviewed the document with the family, youth and custodial agent (if involved)?		
16. The Service Coordinator requested feedback about the document from the family, youth and custodial agent (if involved)?		
17. After the document was reviewed, the Service Coordinator amended it as necessary?		

Number Met _____ Number Partially Met _____ Number Unmet _____