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Jefferson County Family and Children First Service Coordination Mechanism 2024

Jefferson County Family and Children First

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I. Introduction

In 1992 the Family and Children First Council (FCFC) initiative was developed in an effort to further intersystem collaboration. This was articulated in Ohio Revised Code 121.37(D)(3) “Each county shall develop a family service coordination plan that ensures assistance and services provided are responsive to the strengths and needs of the family, as well as the family’s culture, race, and ethnic group, by allowing the family to offer information and suggestions and participate in decisions. Identified assistance and services shall be provided in the least restrictive environment possible. ORC 121.37(D)(6) “Each county shall develop a family service coordination plan that includes a plan for dealing with short-term crisis situations and safety concerns”.

The first Service Coordination Mechanism (SCM) in Jefferson County was written when FCFC was under the direction of Juvenile Court. FCFC was transferred to the Jefferson County Education Service Center in 2014.

The intent of the county Service Coordination Mechanism, is to provide early identification and intervention services and supports to families with multiple and complex needs utilizing a collaborative, coordinated and cross system team approach.

II. Purpose

The purpose of Service Coordination and High-Fidelity Wraparound through the county FCFC is to provide a neutral venue for families requiring services where their needs may not have been adequately addressed in traditional agency systems. These processes serve as a safety net for children needing a more intensive collaboration of multi-system providers. Each system has areas of responsibility, and the Service Coordination Mechanism is not intended to override current agency systems, but to supplement and enhance supports that currently exist or identify additional supports that are needed but are not currently utilized.

Jefferson County Family and Children First Council’s Service Coordination Mechanism identifies the process for coordinating and streamlining services to families and children needing or seeking assistance and serves as the guiding document for coordination of services for families who have youth birth to 21 years of age involved in multi systems in Jefferson County. The FCFC members are dedicated to collaborative problem solving in order to assure that the local social services for families are planned, developed, sensitive and a community-based approach.

III. Service Coordination Mechanism Requirements

A. Service Coordination Overview

The agencies responsible for the development, implementation, and review of the Jefferson County Service Coordination Mechanism include the following:

- Jefferson Department of Job and Family Services Director
- Jefferson Department of Children Services Director
- Jefferson County Board of Developmental Disabilities Superintendent
- Jefferson County Prevention and Recovery Board Director
- Jefferson County Juvenile Court Administrator
- Family Support Specialist as the Parent Representative
- Jefferson County Family and Children First Council Director
- Jefferson Early Intervention Director
- JCESC Superintendent
- Steubenville City School Secretary of Special Education
- Jefferson County Health Department Director

Service coordination is a process of service planning and system collaboration that provides individualized services and supports to families who have children with multi-system needs. All decisions and activities of the Jefferson County Family and Children First Council, including the Engage Team, shall demonstrate the following values:

- Services are delivered using a family/youth centered approach.
- Services are responsive to the cultural, racial and ethnic differences of the population being served.
- The strengths of the family are the basis for planning and service delivery.
- Service outcomes are evaluated.
- The family's natural supports are essential elements of the plan of care. Where natural supports are lacking or insufficient, the plan of care will include assisting the family to build a system of natural supports in order to decrease the reliance on formal systems, as appropriate.
- Most importantly, families and youth are fully involved in the process to create and execute their individualized plan to maintain family unit with custody of youth.

A system of care is a coordinated network of community-based services and supports that are organized to meet challenges of children and youth with multiple needs and their families. This process is family-focused and strengths-based and include:

- Broad array of services/supports
- Customized Family Plan of Care
- Least restrictive setting
- Family-driven, youth guided

There are 3 sub-committees/teams that support the mechanism.

The first is the Engage Community Connection Team. This team gathers as needed to identify and respond to children, youth, and families who need out of community placements in QRTP and PRTF. The Jefferson County Community Connection Team consist of a core membership. This core membership is the FCFC Director, Director JFS and/or Administrator of Children Services, Superintendent Developmental Disability, Executive Director Mental Health and Recovery Board, Juvenile Court Administrator, Superintendent JCESC, or designated staff. Additional members may include OhioRISE administrators, Mental Health providers, county health department, school districts and or interested community members. This team meets as needed but at least quarterly. The committee reports to FCFC quarterly.

The second is the Engage Individual Family Team which consists of the youth, family members, FCFC Service Coordinator and those individuals the family has identified a team member. This team meets at the request of the family or at least every 90 days.

The third is the Early Childhood Committee. Core membership is Contract Manager EI, HMG Home Visiting Contract Manager, AIM Director, WIC Director, Administrator of Children Services, Trinity Birthing Center, Director County Health Department, Engage Service Coordinator and FCFC Director. The team meets quarterly or more often as needed. This team reports to FCFC quarterly.

Target Population:

The Jefferson County Engage Service Coordination Team will provide an organized system of individualized family service coordination to families and children from birth through 21, who have multiple and complex needs. FCFC service coordinators will follow the processes, policies, practices and procedures outlined in this document.

Specific targeted populations who are eligible to be served by the FCFC Service Mechanism process are:

Child Protective Services – Youth in Custody Regardless of youth/family involvement with county child protective services, FCFC Service Coordination can still be accessed for any youth with needs across multiple systems. Due to the restrictions of FCSS funding, county FCFCs are not permitted to utilize FCSS funding for service coordination activities for youth in custody, but that does not mean that FCFC Service Coordination cannot be accessed for youth who are in custody of child protective services. Child protective services have a variety of tools available to assist with at-risk youth and families including Differential/Alternative Response and Family- Group Conferencing, but those are short-term processes, and the youth and family could be referred to FCFC Service Coordination for longer-term planning and coordination. Child protective services also has a variety of tools available for youth who are in custody, but these youth can also be referred to FCFC Service Coordination at any time if a youth has needs in multiple systems. Child protective services play an integral role in protecting the safety and well-being of youth in the community, and this relationship should be fostered to maintain support for those youth and families who are at-risk for further system involvement.

Youth in Juvenile Justice System: As outlined in O.R.C. 121.37(E), the FCFC Service Coordination Process and the FCFC Plan of Care must account for youth alleged unruly and identify methods to divert a youth from the juvenile court system. This revised guidance requires that FCFC Service Coordination also be available for youth that are adjudicated unruly or delinquent.

Youth that have been adjudicated Unruly or Delinquent are placed on probation with the court for a minimum of Thirty (30) days to a maximum period of one (1) year. Terms and Conditions of probation that a youth on probation can receive, but are not limited to, Community Service, P.R.I.D.E., Assessment(s) or outpatient counseling, referral to Ohio Rise, must attend school daily. A case plan will be developed with the youth and the family/guardian to ensure all concerns/services are being provided. Youth are monitored on a monthly basis through Face-to-Face visits within the home, school and office setting.

Early Intervention Service Coordination: All children who receive services under Ohio's Early Intervention program, and who are also being served under the county Service Coordination Mechanism, must be assured that the services received under Early Intervention (EI) Service Coordination are consistent with the laws and rules of Early Intervention per federal regulations and DCY policy and procedures. If a child is being served by FCFC Service Coordination and a referral is made to EI Service Coordination, upon the determination of eligibility, the lead provider of service coordination should be the EI Service Coordination provider to assure compliance with O.R.C. 5123.02. The identified county FCFC Service Coordinator and/or FCFC Service Coordination Team will support and assist with the family's IFSP/Early Intervention Plan as needed. If a child/family enrolled in EI Service Coordination needs supports across multiple systems, the county FCFC Service Coordinator and/or FCFC Service Coordination team should be available to support and assist as needed. As a required component of the county SCM, there should be a distinct effort to align the efforts of FCFC Service Coordination and Early Intervention Service Coordination under the umbrella of county Family and Children First Councils to provide a seamless continuum of care developed for the 0-21 population.

OhioRISE Care Coordination: On July 1, 2022, as a part of Ohio Medicaid's effort to launch the next generation of Medicaid, ODM launched OhioRISE (Resilience through Integrated Systems and Excellence), a specialized managed care program for youth with complex behavioral health and multisystem needs. A Child and Adolescent Needs and Strengths (CANS) assessment is required to determine a child or youth's eligibility for OhioRISE. The 88 FCFCs across the state work diligently with their respective case management entity(ies) (CME) and/or Aetna to ensure youth/family are referred/connected.

Regardless of youth/family enrollment with OhioRISE, FCFC Service Coordination can still be accessed for any youth with needs across multiple systems. Due to the restrictions of FCSS funding, county FCFCs are not permitted to utilize FCSS funding for service coordination activities for youth enrolled in OhioRISE that are receiving Care Coordination through a CME – Care Management Entity. If an FCFC provides Care Coordination for a youth enrolled in OhioRISE, the care coordinator must coordinate benefits with Aetna Tier 1 Care Coordination directly. Youth may also be referred to FCFC Service Coordination at any time at the request of the family.

Family Support Specialist: Families involved with FCFC Service Coordination are offered access to the services of a family support specialist. These family support specialists assist parents in understanding how to navigate the various child service systems, research the various options available to them and work effectively with professionals to get the best outcome for their child. For more information email FSS@jcsc.org.

Community Awareness of the Service Coordination Mechanism

The Jefferson County Family and Children First Council Director will review the Service Coordination Mechanism with agency personnel and community members at the FCFC meetings to increase awareness. Efforts to inform families of the availability and purpose of FCFC service coordination will be

coordinated with other community education or social marketing efforts with core membership groups and during regularly scheduled meetings with the community. (WIC, Head start, EI, DD, school districts)

B. Procedure for referring a child and family

Referrals for FCFC Service Coordination/Wrap Around can be made by any community agency or a parent/youth can submit a self-referral. A referral form is found on the JCESC website or contacting the FCFC Director by phone or email.

When a referral is made to FCFC Service Coordination, the FCFC Director will screen it and assign one of the following levels of coordination:

- **Intervention Level 1:** Resident of Jefferson County, needs a list of resources but can access the resources with minimal support. Example: fill out applications, Insurance Plan connection
- **Intervention Level 2:** Resident of Jefferson County and at time of referral youth or young adult with multi-systemic needs is unable to access service and supports independently and needs assistance thru Service Coordination. Examples: connected to outpatient counseling, in school counseling, mentoring, respite or parent support.
- **Intervention Level 3:** Resident of Jefferson County and at time of referral youth or young adult is involved with multi-systemic needs. The needs not being met and a licensed professional identifies the need for a higher level of care. High-risk children and families will be identified and wrap around services provided to prevent the need for out of home placement. Examples: residential, IHBT, ABA, DYS.

The FCFC Director of Jefferson County is the single point of contact for referrals. Referrals may be submitted by families thru self-referral, service providers or anyone from the community by emailing or calling the Director. Those calling the main JCESC line will be forwarded to the Director.

Information included on the referral form includes:

- 1) The date of the receipt of the referral
- 2) Contact information for the person being referred
- 3) Age of the person being referred at time of referral
- 4) A brief description of the problems being experienced
- 5) Systems/agencies that have been involved with the person to date
- 6) Contact information for the person referring
- 7) Identification of Medicaid Managed Care Plan or private insurance
- 8) Council response to the referral or the outcome of the referral

Contact information for the Jefferson County FCFC is:

Jefferson County Educational Service Center
600 Lover's Lane
Steubenville, OH 43953
JCESC Phone: (740) 283-3347
Director of FCFC Phone: Linda Trushel (740)-491-0548
Website: jcesc.org→Programs→Engage Services→Referral
Fax: (740) 792-4005

The FCFC Director will assign a Service Coordinator who will contact the family within five (5) days upon receipt of the referral from the FCFC Director.

To initiate a referral the Service Coordinator will:

- Contact the referral source for additional information before contacting the family
- Call the family to schedule intake and have necessary paperwork signed within five (5) days after the referral is received from the FCFC Director.
- Meet with the person/persons referred to assess needs within ten (10) days.
- Encourage the family to identify people/agencies they want involved as part of the Engage Individual Family team.
- Release of information for identified members the Engage Individual Family Team will be obtained. Members are invited at the permission of the family; the Service Coordinator will send the invitation.
- Find a date and time, at the convenience of the family, to schedule an Individual family team meeting where they will discuss strengths, needs, and cultural discovery. Create a Family Plan of Care and decide who is assigned to address the need(s) present. The date must comply with the timeline of case productivity. When the team and family agree to the Plan of Care, the parent/guardian signs the proper paperwork and copies are distributed to the team members. The Plan of Care is documented in the database as “Completed” and to be reviewed within ninety (90) days to document that goals are complete/incomplete and date completed.
- At the first Engage Individual Family Team meeting, information is also gathered so the Service Coordinator can complete an initial CANS assessment. The CANS assessment is updated every 90 days.
- If family does not respond to service coordinator within ten (10) days a letter will be sent to family by mail to express need of intake for services.
- If no response is noted a letter expressing withdrawal of services is mailed on day 11.

C. Notification procedure for all individual family service coordination plan meeting

- Family team meetings are held at the availability of the family, however if the family’s situation is an emergency or crisis, an additional meeting can be called to accommodate the families need.
- Representatives from all appropriate agencies, including a representative from the child’s school district and family support persons, both formal and informal will be notified of and invited to all Engage Individual Family team meetings (FSS, mentor, respite provider).
- The Service Coordinator will propose a schedule for a family team meeting to perspective attendees on availability to meet in person, virtually or by phone to accommodate the family time of availability.
- The Service Coordinator will contact all team members by various methods, first class mail, email, text, or phone to establish date and time of meetings. Invitations are sent 5-10 days before the date of the meeting

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

- Family members are included in all meetings regarding the child and family receiving services, including the initial meeting and quarterly reviews held by Jefferson County Engage Service Coordinators.
- Family members may request a meeting outside of any regularly scheduled meeting {O.R.C. 121.37} with at least one week's notice, by contacting the Service Coordinator.
- The family can invite persons of choice to any family meeting. (family advocate, mentor etc.).
- The exceptions would be crisis situations wherein the loss of care provider, home or residential placement is imminent.
- The Service Coordinator shall maintain written record of the proceedings for all meetings.

E. Procedure ensuring an individual family service coordination plan meeting occurs before an out of home placement is made, or within 10 days after placement in the case of an emergency Non-Emergency and Emergency Out of Home Placements:

- A principle intent of the Individualized Family Service Coordination Plan/Plan of Care is to provide early identification and intervention to prevent out of home placements. All alternatives to out of the home placements must be exhausted as reasonable and appropriate responses to the child and family situation. Least restrictive settings must be explored. Genogram is a helpful tool to aid in this process. Service Coordinators will complete a genogram if out of home placement is being considered.
- Juvenile Court and Children Services personnel will contact the assigned service coordinator for non-emergent out of home placements when assistance is needed. The Engage Community Connection meetings will identify all children placed in out of county QRTP and PRTF.
- In the event of an emergency out of home placement an additional meeting of the team may be requested by the family or Service Coordinator. The family and all appropriate staff from involved agencies, including a representative from the appropriate school, will be notified of and invited to participate in all Engage Individual Family team meetings. {O.R.C. 121.37 (c) (2)}.
- When there is an emergency out of home placement the team will begin planning for the child's return to the community.
- County Family and Children First Councils (FCFCs) via a grant agreement with the Ohio Department of Medicaid (ODM) may seek multi-system youth custody relinquishment funding. Funding must only be requested to support children and youth who are at risk for custody relinquishment or have already been relinquished and need services and/or supports to transition to community and/or non-custody settings. Applications for technical assistance or funding must be submitted by the county Family and Children First Council. These will be vetted by a multi-system team composed of child/youth serving state agencies, and funding will be authorized (or not authorized) by ODM. Authorized funding will be subject to the terms of ODM's executed grant agreement with each County FCFC. MSY applications will be submitted by the assigned Service Coordinator, following an Individual Family Team meeting with a clinician recommendation for a higher level of care. After approval of the initial MSY application from ODM, the Service Coordinator will use the financial tracking form, and forward invoices to the Treasurer's office and copy the FCFC Director to initiate monthly payments. The Service Coordinator will submit a request for additional funding for extended treatment based on a team and clinical recommendation. Monthly Individual Family Team meetings will be held including

staff from the residential facility. A monthly treatment plan will be requested. Updates will be submitted every 90 days to ODM.

F. Procedure for monitoring progress and tracking outcomes {O.R.C. 121.37 (c) (5)}

- Monitoring and tracking of outcomes of the Individualized Family Service Coordination Plan/Plan of care will be reviewed by the FCFC Director monthly, to determine if trends or patterns exist and to identify methods to remove barriers to services and supports. The Jefferson County Service Coordinators shall, on a regular basis, review data regarding outcomes for children and families served. Data collected will include demographic information, types of services provided and the outcome of success of those services.
- The Family Children First Council Director shall also review the Jefferson County Service Coordination Mechanism with the FCFC members, at least annually to evaluate its effectiveness and to determine if revisions and updates are necessary
- The results of this monitoring and tracking will be reported to the county FCFC at the FCFC meetings. Data and information collected through the monitoring and tracking system should be used to inform the decision-making process of the county FCFC as required under ORC 121.37(B)(2)(b). Jefferson FCFC is utilizing OASCIS. Demographics and goal completions from OASCIS are reported to the FCFC at regularly scheduled meetings (6 times per year). This information is used to inform the decision-making process of the FCFC as it fulfills its responsibilities to annually evaluate and prioritize services, fill service gaps and invent new approaches to achieve better results for families and children [as found in 121.37(B)(2)(b)].

G. Procedure for protecting family confidentiality

- Special care is taken at all times to protect the privacy of the child/family and to maintain confidentiality of all personal information disclosed during the Engage Individual Family Team. The person(s) authorized to release information (parents of minor children; persons under 18, legal guardians or custodians are advised in writing that relevant evaluations and assessments will be requested and provided to the members of the Engage Individual family team.
- The following are essential elements of the authorization to release information:
 - Full name of the child
 - Date of birth
 - Address
 - Name of authorized person/organization to release information
 - Specific identification of information to be released.
 - Social Security Number or School Identification Number
 - Diagnosis and Medical Information
 - Educational Information
 - Private Insurance or Medicaid Information
 - Specific purpose for the release for information
 - Effective dates of authorization (no longer than one year)
 - Notice to the person authorized to sign for release information that the authorization may be revoked at any time with written notice to the Service Coordinator.
- All members of the Engage Individual Family Team shall agree to a confidentiality statement at each meeting. This statement explains the confidentiality expectations of information disclosed during team meetings and the planning process.

- All documentation is entered into a secure database and all paper documentation for auditing purposes is kept in a locked room and locked files at a Jefferson County Educational Service Center secure site.

H. Procedure for assessing the strengths, needs and cultural discovery of the family. {O.R.C 121.37 (c) (3)}

- Strengths needs and cultural discovery are currently being recorded on the Initial Assessment found in OASCIS, and the CANS assessment.
- The Jefferson County Engage Service Coordinators shall utilize all existing evaluations and assessments to designate the appropriate service for serving the child and their family. The Service Coordinator will be responsible for integrating all information about the child into the CANS Assessment, particular emphasis given to the current strengths and needs of the individual and family served. The information will be compiled through collaboration with the family and other service providing agencies. While it is not intended that all evaluations and assessments be cited verbatim nor repeated in their entirety, the CANS Assessment tool shall provide representative summaries and specific references to the original evaluations and assessments. The Service Coordinators determine if the information received is sufficient or if additional and/or more current evaluations and assessments are necessary in order to develop an effective Individualized Family Service Coordination Plan/Plan of Care.
- All FCFC service coordinators will be trained in Children and Adolescents needs and strengths (CANS) and assess each family at the time of the referral.

I. Procedure for developing a family service coordination plan/plan of care {O.R.C.121.37(C) (8)1}

The Individualized Family Service Coordination Plan/Plan of Care shall include at least the following components:

- 1.) A comprehensive list of all services and supports, including natural supports, are available to the child and their family.
 - a. Including the specific name of the service provider for each agency or specific name for any natural support person for the child/family.
 - b. Identification of goals and outcomes expected from services and supports
 - c. Timelines for completion of goals to allow the family and team to monitor progress and acknowledge successes.
- 2.) Identification and incorporation of issues related to racial/ethnic/cultural identity and to gender by allowing the family to offer information and suggestions and participate in decisions.
- 3.) Identification and incorporation of methods to build or enhance natural supports to decrease the reliance on formal systems. (Family and youth strengths)
- 4.) Identification of response plans for short-term crisis situations and/or safety concerns
- 5.) Identification of response plans where appropriate to divert the child and family if necessary from juvenile court system including:
 - a. Special emphasis regarding the personal responsibilities of the child and the parents, guardian or custodian of the child.

- b. It is intended that high-risk children and families will be identified and services provided to prevent the need for court involvement due to abuse/neglect/dependency, delinquency or unruly behavior.
 - c. Identification of current involvement of local law enforcement agencies and officials listed as a team member.
- 6.) The assigned Service Coordinator will track the progress of the Plan of Care, schedule reviews as necessary and facilitate the family plan meeting process. Goals are reviewed every ninety (90) days, or as necessary until goal are met. The assigned Service Coordinator will assure that assistance and services provided are responsive to the strengths and needs of the family, This information is gathered at the family intake meeting and noted in the Child and Adolescent Needs Assessment (CANS).
- 7.) When out-of-home placement is included in the Plan of Care the following elements are incorporated.
 - a. Assurance of least restrictive environment.
 - b. Identification of community supports for the family during placement
 - c. Identification of needed supports for the child's return to the community.
 - d. Identification of responsible parties for payment for services.
 - e. The placement agency shall conduct a face to face visit, virtual visit, or provide a written progress report to the Service Coordinator for review and discussion at least every 30 days

Nothing in this section shall be interpreted as overriding or affecting decisions of the juvenile court regarding an out of home placement.

J. Description of how alleged unruly children will be dealt with using service coordination, including a method for diverting them from the juvenile court system

- Youth that face unruly truancy charges may be referred to the court's Mediation Program. Involved in the development of the mediation contract will be the youth, parent/guardian, court mediator, court personnel, and any other parties involved in the case. A Mediation contract will be developed and monitored for a minimum of thirty (30) days to a maximum of sixty (60) days. Upon successful completion of the contract, the unruly charge will be dismissed. If a contract is unsuccessful, the unruly charge will move to the court's formal docket. This program offers the youth and the family an array of services to address the concerns to ensure the youth's successful completion of the contract.
- The court's Diversion Program gives first (1st) time non-violent offenders the opportunity to have the case handled prior to becoming part of the court's formal docket. A diversion agreement is developed with the youth, parent/guardian and court personnel and will be monitored for thirty (30) days. Upon successful completion of the agreement the charge is dismissed. If an agreement is unsuccessful, the charge will be referred to the court's formal docket.

K. A dispute resolution process, including the judicial review process

Agency to Agency Disputes

Agencies that have made a referral to the Jefferson County Family and Children first Council Director can file a dispute if they are not satisfied with the outcome of the

referral process or they do not agree with the Individual Family Service Coordination Plan/Plan of Care that was developed for the family.

Child/Family to Agency Disputes

If families that were self-referral or even referrals from other agencies are not satisfied with the service coordination plan or the referral outcome they can file a complaint then the resolution process when they meet with the council coordinator to complete the referral process or when they are notified that their referral was not appropriate

Child/Family to Service Coordination Plan Disputes

Families have the option to file a dispute if they are not satisfied with the service coordination plan that was developed for them or their child. They will be notified for the dispute resolution procedure during the initial clinical team meeting. Families and agencies will be informed that they may access the Family and Children First Complaint Resolution Procedure at any time.

An emergency dispute can be filed if the family or child will suffer from decrease in service or change placement may occur because of the dispute. This would include children that have been alleged or adjudicated as abused, neglected, dependent, unruly, or delinquent. An emergency dispute may need to be filed in order to determine what agencies are to provide services or funding for these services to the child. However, a non-emergency dispute can be filed if the family will not suffer a loss of services or a change in placement because of the situation.

Level I

A complaint may be filed in writing to the Jefferson County Family and Children First Council Director at 600 Lovers Lane, Steubenville, Ohio 43953, phone 740-491-0548, email ltrushel@jcesc.org, fax 740-792-4005. The Director shall convene a meeting within ten (10) working days of the receipt of the complaint. The meeting shall include representatives of the involved agencies/family for the following purposes: to clarify and resolve the issues of the dispute to review the appropriate courses of action to review the agency responsibilities and to review the type amount and appropriateness of services and or funds for services not otherwise available. The issues shall be identifying and resolved within five (5) working days of the meeting date. The deadline maybe extended upon mutual agreement of all parties to dispute. No existing services shall be discontinuing and no new services shall be commenced during this period unless that service is unrelated to the issue of dispute.

Level II

If the issue remains unresolved the Chairperson of the Family and Children First Council shall be notified by the coordinator. The Chairperson of the Council shall convene a meeting of the representative agency directors/family within ten (10) working days of notification. The purpose of this meeting is to develop resolution. If the Chairperson is also a party in the dispute, the Director will convene the meeting within ten (10) working days of the notification. Unless agreed to by the agencies/family involved, no existing services shall be discontinuing and no new service shall be commenced during this period unless that service is unrelated to the issue of dispute. Parties to the dispute will be notified of the resolution within five (5) working days.

Level III

Should the agency directors/family be unable to resolve the issue at Level II the issue shall be referred to the Family and Children First Council. This meeting shall be convened within ten (10) working days from the date of resolution in a Level II dispute. In the event that the Chairperson and the Vice-Chairperson are parties to the dispute, the Chairman of the Jefferson County Board of County Commissioner or his/her designee shall convene the meeting with in ten (10) working days and preside. The council should make every effort to make a final negotiated resolution. Unless agreed to by the agencies/parties involved no existing services shall be discontinued and no new service shall be commenced during this period unless that service is unrelated to the issue of dispute. Parties to dispute will be notified of the resolution with in five (5) working days of the meeting. This notification shall occur not late than sixty (60) days after the initial complaint is received.

Level IV

Should the Council be unable to resolve the matter, the presiding officer shall file a motion with the Juvenile Court within five (5) working days asking for a hearing on the matter. The FCFC Director shall present interagency assessments and treatment information to the Juvenile Court. The Juvenile Court of Jefferson County shall hold a hearing on the motion to determine which agencies are to provide services if funding following the guidance provided in O.R.C. Section 128.38. Unless agreed to by the agencies/family involved, no existing services shall be discontinuing and no new service shall be commenced during this period unless that service that service is unrelated to the issue of dispute.

An agency/family may seek legal relief, independently, if it is convinced that such decision should be overturned by law. Such legal action lies exclusively at the initiative of the agency/family in disagreement. The decision of the Juvenile Court of Jefferson County at Level IV would remain in effect until overturned in a higher court of competent jurisdiction. Nothing in this complaint resolution process shall be interpreted as overriding or affecting the decision of a juvenile court regarding an out of home placement, long term placement, or emergency out of home placement.

Families involved with Early Intervention may use the above Dispute Resolution Process to seek a resolution of the Service Coordination level prior to engaging in the appropriate Ohio regulator agency's Dispute Resolution process.

Notification: The Jefferson County Service Coordination Team Dispute Resolution Process does not replace the existing dispute resolution procedures for specific agency concerns including Early Intervention.

L. A description of fiscal strategies for supporting FCFC service coordination

Funding decisions for use of FCSS are reviewed at the Engage Individual Family team meeting while the Plan of Care is being developed by the team. If FCSS dollars are to be used the FCFC Director then signs off, if appropriate. Flexible funding resources such as OhioRISE Flex funds, DD levy dollars, DD Waiver, OhioRISE waiver and Family Resource Dollars are available. Mental Health state dollars per capita reimburse certified Behavioral Health providers. Juvenile Court access dollars from state and federal reclaim, Home choice and 4E reimbursement. DJFS/CYS accesses state and federal child protective 4E, local levy, and Title 20. School districts have access to Title 20, tax base for students and special education federal dollars. Bridges funding will be utilized for children exiting the foster system at age 18.

M. Quality Assurance

The FCFC Director will review the Service Coordination Mechanism with the Executive Committee two times per year or any time the process needs updated. The Executive Committee consist of representatives from Director of Jefferson County DJFS, Superintendent of Jefferson County Board of DD, the Director of the Jefferson County Prevention and Recovery Board, Juvenile Court Administrator, FCFC Director, and FCFC Chair.

The Engage Service Coordinator will give a report quarterly to the FCFC to include:

- Number of youths being served
- Number of youths exited with success and those exited for non-participation
- Educational information -schools with youth being served
- Youth demographics
- Youth needs
- Placements
- Success stories

The current version of the SCM will is uploaded on the JCESC website

<https://www.jcesc.k12.oh.us/FamilyChildrenFirstCouncil.aspx>