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# **TRUMBULL COUNTY SERVICE COORDINATION MECHANISM**

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# TRUMBULL COUNTY SERVICE COORDINATION MECHANISM

## *Introduction*

The Trumbull County Service Coordination Mechanism builds on the successful local history of collaborative accomplishments and improves access and implementation of Service Coordination for families. Trumbull County believes in child-focused and family-centered planning and is committed to making Service Coordination widely understood and available to families. The Service Coordination Mechanism was developed with input from members of the Trumbull County Family Wraparound Oversight Committee whose members include Family & Children First Council, parent advocate, Trumbull County Children Services, Trumbull County Board of Developmental Disabilities, Trumbull County Family Court, Trumbull County Department of Job and Family Services, Trumbull County Mental Health and Recovery Board, Trumbull County Educational Service Center and several mental health and substance use agencies. The Service Coordination Mechanism shall serve as the guiding document for coordination of services in the county when a child is referred to the Trumbull County Family & Children First Council for assistance.

In Trumbull County, Service Coordination provides resources for families whose multi-systemic needs are not being adequately met with more traditional approaches. This assistance provides a neutral method of resolving unmet needs. Whenever possible, it is preventative, reducing the need for more extensive, disruptive and expensive interventions such as court involvement, hospitalization or child welfare involvement. Service Coordination is available for children age 0 up to their 22<sup>nd</sup> birthday, including a seamless transition from Early Intervention Service Coordination. Referrals are accepted from any agency or organization that provides services to Trumbull County families. Families may also self-refer. Service Coordination may or may not require financial resources. Family situations requiring Service Coordination range from those that may be resolved easily, in a short period of time with few, if any, financial commitments to complicated, difficult cases requiring long-term plans and significant financial commitments.

The Service Coordination Mechanism is also the system for integrating multiple funding sources, creating a continuum of funding to meet a variety of family needs. Blending multiple sources of funding provides maximum flexibility in the development of individual family plans.

Trumbull County provides a tiered approach to Service Coordination with responses that range from functioning as a resource and referral source to organizational and financial support of complex Wraparound Plans.

Trumbull County Service Coordination is based on the following key principles:

- family voice and choice
- team approach
- use of natural supports
- cross system collaboration
- community based planning and services
- cultural competence
- individualized plans
- strengths based approach
- persistence
- outcome driven

These principles allow for the development of creative, family-specific, strength-based plans. The Service Coordination Mechanism requires the use of a Family Service Coordination Plan. For complex multi-systemic family situations, Trumbull County relies on High Fidelity Wraparound to meet family Service Coordination needs. Since we use High-Fidelity Wraparound in Trumbull County; hereinafter, the Family Service Coordination Plan will be referred to as the Wraparound Plan. The Trumbull County Family & Children First Council has encouraged the adoption of High-Fidelity Wraparound as best practice among the major organizations and systems within the county. The Trumbull County Mental Health and Recovery Board employs a Director of Youth Programs, an experienced Wraparound trainer and coach, who provides on-going training and technical assistance to community organizations in the implementation of Wraparound.

### ***Trumbull County Family Wraparound Oversight Committee***

The Trumbull County Family Wraparound Oversight Committee was created by the Executive Board of the Trumbull County Family & Children First Council to provide oversight and direction to those cases involved in the Wraparound process in Trumbull County. The Committee has the ability to approve appropriately presented financial requests. Funding comes from multiple sources and includes funds provided by the state FCSS (Family Centered Services and Supports), MSY (Multi System Youth) funds and local pooled funds. The Family Wraparound Oversight Committee is authorized to approve budgets that utilize one or more of these funding sources. The Committee meets the third Wednesday of every month at 1:00 p.m. The Director of the Family & Children First Council presides at the meetings.

Family and child-serving agencies in Trumbull County are selected to participate as members of the Committee. The core agencies represented are those who annually contribute financially to the county's Pooled Fund including;

- Trumbull County Children Services
- Trumbull County Board of Developmental Disabilities
- Trumbull County Family Court
- Trumbull County Mental Health and Recovery Board

Other agencies currently represented on the Family Wraparound Oversight Committee include;

- Cadence Care Network
- Trumbull County Educational Service Center
- Trumbull County Job and Family Services
- Alta Behavioral Healthcare
- Coleman Health Services
- Local OhioRISE Care Management Entity, Cadence Care Network
- Belmont Pines Hospital
- Akron Children's Hospital

Other members may be invited to join based on their involvement in the Trumbull County system of care as it relates to families and children. Each agency identifies one representative on the Committee who has authority to make motions and vote to approve financial requests as presented at the meeting. When a request is presented from a member agency, that representative must refrain from making a motion and should abstain from voting. Members serve without term limits and may be replaced by the agency they represent. All member agencies are required to have a designee in the event the representative is unavailable. All representatives and designees must sign and adhere to a strict confidentiality code that is updated annually based on the fiscal year.

### ***Levels of Coordination***

Information and Referral - Families may approach the Trumbull County Family & Children First Council seeking information and/or referrals without needing a more comprehensive, sophisticated process. The Council Director and the Director of Youth Programs are available to assist with these needs. By making suitable referrals, families are connected to appropriate resources that support success.

Trumbull County does not distinguish between Service Coordination and High-Fidelity Wraparound. Eligible families are provided a trained Wraparound facilitator, a strength-based planning process, and the opportunity to access financial resources if a Wraparound Plan describes the need for paid services or supports. The length of time families participate in this process is variable, reflecting different levels of need, but all families enrolled in the process are considered Wraparound participants.

For these families, more traditional methods of providing services have not met their needs and a team-based approach to the creation of a unique family plan is recommended. The team includes family members, natural supports, professionals, and a trained facilitator to guide the process. The Wraparound Plan is dynamic and evolving, addressing family needs through strength-based collaboration.

If a child/youth requires a service outside of or in addition to Wraparound, like residential treatment, Intensive Home-Based Therapy, Multi-Systemic Therapy, or other, the Wraparound team will either continue depending on the treatment, or plan for resumption of Wraparound Facilitation when the other services have finished. The Wraparound process must continue if Council funds are being used to support any of these services.

### ***Target Population***

Service Coordination shall be available for all multi-system children and youth residing in Trumbull County from age 0 up to their 22<sup>nd</sup> birthday, including those in the custody of child protective services and those who are adjudicated unruly or delinquent. Service Coordination is specifically designed to address needs that are not being adequately addressed through more traditional services in the county's system of care.

For infants and toddlers enrolled in Service Coordination through Ohio's Early Intervention program, the Trumbull County Family & Children First Council shall coordinate a seamless transition from Early Intervention to Council Service Coordination when appropriate. Early Intervention Service Coordinators are knowledgeable about the process to refer children approaching the age of three for Service Coordination and may include this in transition planning. Infants and toddlers and their families who have unusually complex needs may have a representative from the Council's Service Coordination process participate in Early Intervention planning, though not as a Service Coordinator. The role of Service Coordinator always remains with the Early Intervention provider.

The Council's Early Childhood Collaborative Committee receives a report on children enrolled in Early Intervention as well as Help Me Grow at its bi-monthly meetings.

The Trumbull County Family & Children First Council monitors referrals, enrollments, demographic data, family needs, and Service Coordination utilization to identify community needs and gaps in services. The Council monitors, reviews, and updates its Service Coordination Mechanism to maintain and improve the quality of services.

### ***Community Awareness***

The Trumbull County Family & Children First Council expects that families and the community are aware of Service Coordination so that appropriate referrals are made and received. The Council has several ways to accomplish this. Because families who need such services are most often clients of Council member agencies, the Council regularly provides information and updates about the Mechanism, to be shared with families. This happens at Council meetings, during subcommittee and workgroup meetings, during Executive Board meetings and via a weekly newsletter. Potential referral sources are included in these groups and include schools, public service and not-for-profit agencies and departments and others. The Council has information about Wraparound on its website including referral and release of information forms. The Council Director presents information about Service Coordination to new employees of member agencies during the Council's quarterly Countywide Orientation. The Council Director accepts all invitations to speak about the Service Coordination process.

### ***Eligibility***

Any family residing in Trumbull County may request assistance from the Family & Children First Council. When parents/caregivers/referral sources seek guidance, the Council verbally explores the situation and informally assesses the level of need. When appropriate, the Council serves as an information and referral source for families who need connection to service providers. In this role, the Council Director relies on personal knowledge of community resources, the local 211 data-base and the directory of provider agencies.

Families whose children have more severe challenges whose needs will not be met by providing information and/or referral, who are Medicaid recipients, are referred to OhioRISE and offered the chance to participate in Care Coordination. If the youth does not have Medicaid, is ineligible for OhioRISE, or if the family prefers to receive Care Coordination/Wraparound Facilitation from FCFC instead of OhioRISE, the youth may receive Wraparound Facilitation under the FCFC umbrella.

### **To be eligible for FCFC Wraparound a Child/Youth must be:**

- A Trumbull County resident
- Between the ages of 0-22 with
- Meet Ohio Children's Initiative CANS Criterion 2.1 and Criterion 2.2 or 2.3 (see Attachment C)

- Currently involved or have demonstrated need in at least two of the following systems: mental health, substance use, child welfare, education, developmental disabilities, and/or juvenile justice.

Exceptions to either of the last two criteria may be made in unusual circumstances, if approved by the Family Wraparound Oversight Committee.

For child/youth over the age of 16, teams must include planning for their transition to adulthood including:

- Permanent long-term relationships with adults other than paid system staff
- Planning for family or family substitute connections i.e. fictive kin
- Plan for maximizing career and educational opportunities
- Assuring the maximum level of community involvement and participation in daily life

Any child/youth with safety concerns must have safety programming incorporated in their Wraparound Plan and must have an updated safety/crisis plan.

### ***Referral Procedure***

Eligible families are provided a trained Wraparound facilitator, a strength-based planning process, and the opportunity to access financial resources if a Wraparound Plan describes the need for paid services. The length of time families participate in this process is variable, reflecting different levels of need, but all families enrolled in the process are considered Wraparound participants.

Trumbull County has a tiered system of Service Coordination and referral procedures are different, depending on families' unique situations. Families who self-refer speak with the Council Director or the Trumbull County Mental Health and Recovery Board's Director of Youth Programs, depending on availability at the time of referral, who will collect basic information from the family to begin the process, using the county's referral form. This form includes:

- Youth Name
- DOB
- Race/Ethnicity
- Gender
- Adoption Status
- Referral Source/Relationship to Youth

- Reason for Referral
- Strengths of the Youth and Family
- School/Grade/ Educational Placement/IEP
- Guardian/Caregiver Name(s) and Contact Information
- Biological Parents' Names (if Different than Guardian/Caregiver)
- Household Members
- Insurance Information
- Primary Care Physician
- Out-of-Home Placement Information (if applicable)
- System Involvement (Current and Historical)
- Unruly/Delinquency Status (if Applicable)
- Behavioral Health Diagnosis
- Current Medications
- History of Abuse (if Applicable)

Many times, families are seeking information and are just in need of referrals to local resources. They are not interested in a formal planning process and prefer to begin navigation of a child's care on their own. When this is the case, families are given referral information for all appropriate service providers.

For families with more complex needs who are seeking additional support, basic information is gathered. If the client has Medicaid, the family is encouraged to apply to OhioRISE. Otherwise a referral for Wraparound facilitation is made to a local provider. Trumbull County's Wraparound initiative has facilitators embedded in local child-serving agencies. If the family is interested in pursuing Wraparound, the provider will complete the referral form, release of information and other initial enrollment forms and send them to the FCFC.

An eligible family already receiving services from a local organization that provides Wraparound Facilitation may receive Service Coordination from that organization. At the organizational level, the Wraparound facilitator and the family complete and submit the required enrollment paperwork to the Trumbull County Family & Children First Council.

The Council maintains the enrollment information and monitors the family's progress as the Wraparound process proceeds. In this way, the Family & Children First Council can be aware of the scope of Service Coordination in the county, and this monitoring also helps identify trends and gaps in services.

When a Wraparound facilitator is beginning a Wraparound team, the facilitator should complete the Wraparound Release of Information, Wraparound Referral Form, CANS Assessment and Dispute Resolution Form with the family if they have not already been completed. Once complete, the facilitator should email these forms via secure email to the Family & Children First Council. Forms should be submitted within one week of the Wraparound start date.

All Trumbull County Wraparound teams should be enrolled, regardless of whether they plan to seek funding from the Family Wraparound Oversight Committee.

Once enrolled, the Wraparound Facilitator, with support from the FCFC Executive Assistant, will enter all required information into the Ohio Automated Service Coordination Information System (OASCIS).

### ***Meeting Notification***

Family need and schedules are the first consideration when scheduling Wraparound team meetings. The Wraparound Facilitator is responsible for scheduling meetings in consultation with the family and for inviting all team members including natural supports, parent advocate, agencies involved with the family, and the appropriate school personnel. The Wraparound Facilitator is responsible for extending an invitation to the initial meeting to all team members, by phone and/or e-mail, at least one week prior to the meeting. After that, the next team meeting will be scheduled at the end of the current meeting. The Wraparound Facilitator notifies anyone not present by secure e-mail, at least one week prior to the next meeting, except in cases needing an emergency meeting.

### ***Family Initiated Team Meetings***

A central tenet of the Service Coordination process is the primary role of the family in developing an individualized plan that reflects the strengths and culture of the family. As an equal and valued member of the team, the family may request a meeting to review or modify the Wraparound Plan at any time. This request is made to the Wraparound Facilitator who schedules the meeting. Each Wraparound team includes as many natural supports as the family desires and all of them will be included in meeting notifications. The family is encouraged to invite a family advocate, mentor or support person of the family's choice to any meeting.

### ***Requirements for Wraparound Funding***

All families referred to the Family Wraparound Oversight Committee must be part of an active Wraparound team, led by a trained Wraparound Facilitator. Potential facilitators awaiting training may co-facilitate teams with a trained facilitator.

Families involved in OhioRISE Tier 2 or Tier 3 Care Coordination may also be eligible for funding if there are financial needs not available through OhioRISE benefits.

If a Wraparound Team requires funding to support the family plan, and the Wraparound Facilitator/Care Coordinator has followed their agency's protocol for determining that a case should be presented to the Family Wraparound Oversight Committee for funding, the Facilitator/Care Coordinator should contact the Family & Children First Council Director who will review the information and determine the appropriateness of the referral.

The Director, or the FCFC Executive Assistant, will inform the Facilitator/Care Coordinator of the decision and assign a date and time for the referral to be presented to the Family Wraparound Oversight Committee.

The Facilitator/Care Coordinator will present the Individualized Support Request (ISR) to the Family Wraparound Oversight Committee at the scheduled time. The Facilitator/Care Coordinator shall provide a brief overview of the current family situation, the team plan and the budget. The Family Wraparound Oversight Committee will gather necessary information by asking relevant questions prior to voting on the request. The Facilitator/Care Coordinator will be responsible for informing team members, including the family, of the decision.

### ***Length of Funding***

In keeping with the national standards for Wraparound, the goal will be for children to move from the formal Wraparound Process (with funding) within 18-24 months. Beyond this, teams should help families meet their needs through natural supports and community resources.

If the length of time for funding exceeds these typical timelines, it will be viewed as extraordinary practice and will warrant further review and decision making by the Family Wraparound Oversight Committee.

Any funding requests beyond 24 months must receive special approval by the Family Wraparound Oversight Committee.

Extensions will be approved in 1-month increments, with a maximum extension of 6 months. If possible, extension requests should be made approximately 4 weeks prior to the end of funding.

When extensions are requested, the committee will conduct a qualitative review of the family's Wraparound Plan prior to undertaking a decision about funding extensions.

This further review will be directed at evaluating several facets of effective Wraparound implementation including fiscal resourcing, alignment between Wraparound principles and the Wraparound Plan, team process, and family perspective. Additional factors that will be considered are the age of the child, the severity of the family's needs, and the level of previous services received.

### ***Re-Referrals to Wraparound***

There may be situations in which a family needs to be re-referred to the Family Wraparound Oversight Committee following case closure or graduation. These requests will be considered on an individual basis by the committee. The following provides some general guidelines for the re-referral process:

- *Children who have not yet used the balance of their 24 months:* These children may be re-referred to the Committee at any time and will be eligible to receive the remaining balance of their two years. Any funding requests beyond the two years will follow the funding extension guidelines.
- *Children who have used the balance of their 24 months and are re-referred within 6 months of their graduation or case closure:* These requests will be considered funding extension requests and will follow the procedures for funding extensions as outlined above.
- *Children who have used the balance of their 24 months and are re-referred 6 months or more after their graduation or case closure:* These children may be eligible for additional funding and will be reviewed on a case-by-case basis.
- *Children who are re-referred following a period of two or more years since graduation or case closure.* These children will be considered new referrals, since the family's situation and needs are likely to be very different than those originally presented. These children may be eligible to receive another 24 months of funding.

### ***Out-of-Home Placements***

The stated goal of the county's Service Coordination Mechanism is to avoid placement whenever possible and to provide services in the least restrictive environment. It is for this reason that Wraparound, with its proven record of success, is used as the approach to Service Coordination. The Wraparound process, through its strength-based and highly individualized approach to service delivery, supports the notion that placement is the option of last resort.

Wraparound teams meet regularly to anticipate and plan for the possibility of placement and, when necessary, make placement decisions. Final authority for approving payment for the placement rests with the Family Wraparound Oversight Committee. When a placement decision is approved by the Family Wraparound Oversight Committee, the most appropriate source of funds available to the Oversight Committee is used.

Residential Placement is considered a last resort and only when Teams have explored all other options. Residential Placement should be considered a short-term intervention leading to reunification and/or transition into a less restrictive environment, preferably a family-setting. When seeking funding for residential placement the Oversight Committee needs to see that it is a Team-based decision.

Every effort will be made to maintain the child in Trumbull County; however, based on several factors including the needs presented, the availability of the facility, and their skill level, it may be necessary to send a child out-of-county for treatment. In rare circumstances, an out-of-state placement may also be considered.

In the event of an emergency placement, the Wraparound Team must meet within one week of placement to develop a new plan that anticipates the return of the child to the community. If no Team exists, one must be created and meet within five business days. FCFC must receive the referral within 24-hours of placement.

For youth who meet eligibility requirements of MSY, the expectation is that a MSY application must be submitted no later than 10 business days after the date of referral/placement. Pooled Funds may be used to approve the “gap” of time (up to the 14 days of time between placement and MSY application submission). Additional funding requests will only be considered if the youth is denied for MSY funding.

The FCFC Director must be included on all emails between MSY/Medicaid/Aetna and the requesting entity.

Failure to follow these requirements may result in denial of continued funding.

To be eligible for funding it is critical that all of the following have been met:

- Other financial resources have been explored and reasonably exhausted.
- The child/youth will be placed in the least restrictive setting and the setting is clinically appropriate to meet the treatment needs of the child/youth and family.
- The family signs and agrees to the terms outlined in the Parent/Guardian Acknowledgement Form.
- The facility signs and agrees to the terms of the Placement Agreement.

- The Wraparound process, including regularly scheduled meetings, continues throughout the placement.
- If the child/youth is eligible for PASSS and/or MSY funds, the application(s) must be submitted in a timely manner, within 10 business days from the date of referral/placement.
- MSY applications must be completed and submitted to the FCFC Director for review prior to submission to MSY.
- The FCFC Director must be included on all written communication between the CME and MSY/Medicaid/Aetna regarding any youth receiving FCFC funding.

Funding requests for residential placement must be presented monthly to the Family Wraparound Oversight Committee.

In the event that other funding sources (PASSS/MSY) have been denied and/or exhausted, the Family Wraparound Oversight Committee may approve payment for placements up to 180 days or less and not to exceed \$60,000. If placement will last beyond 180 days or if the funding exceeds \$60,000, the team/family will have to seek funding through alternate means. Funding extensions may be considered under extraordinary circumstances and must be approved by the Executive Board of the Family & Children First Council.

In the case of a juvenile court placement, the final authority resides with the court and Wraparound teams may not override or affect these decisions. However, the Wraparound Team should plan for the eventual return of the child to the community.

When Children Services holds custody of a child, as is sometimes the case, the final authority for placement rests with TCCS. Wraparound Teams do not have the right to override a placement decision made by TCCS. However, the Wraparound Team should continue to meet to plan for the eventual return of the child to the community. TCCS is fiscally responsible for out-of-home placement costs for youth in their custody. Requests for exceptions must be brought to the FCFC Executive Board for review and potential approval.

***Emergency Funding Requests***

If additional funding is required between scheduled Family Wraparound Oversight Committee meeting dates, the Facilitator should complete a new Individualized Support Request (ISR), check the “emergency request” box at the bottom of the form, and fax or email it to the FCFC Director and the Director of Youth Programs. If emailing, send only through secure email. The Facilitator should submit this request early since it may take several days for proper authorization to be secured. The Directors will review the request. Emergency requests up to \$2,000 may be approved by the Directors.

Requests over \$2,000 must be sent to the full Family Wraparound Oversight Committee for review and approval. The Directors will determine if the request requires convening an emergency meeting of the Family Wraparound Oversight Committee.

If the emergency request is for a new referral, the length of the funding request should only be until the next scheduled Family Wraparound Oversight Committee meeting, at which time the full referral packet should be submitted.

### ***Multi-System Youth Funding***

Medicaid has funding available for youth with multi-system needs. To apply for this funding, an application must be completed by the agency or facilitator requesting funding on behalf of the youth and family and submitted to the FCFC Director. After reviewing the application for completeness, the Director will convene a meeting of the local MSY Review Team within three business days. The submitting agency and/or facilitator will be invited to the meeting to present information about the application, the youth, and the reason for the requested funding.

To be eligible for MSY funding it is critical that all of the following have been met:

- The child/youth must be either at risk for custody relinquishment or have been recently relinquished for a short period of time solely to access care.
- The child/youth must have multi-system needs and be using creative multi-system supports.
- The care provided must be clinically appropriate and provided in the least restrictive setting possible to support the child/youth's needs.
- The child/youth must be supported by one or more legal guardians who are willing to actively participate in the young person's care planning and treatment.
- Other financial resources have been explored and reasonably exhausted.

### ***Monitoring Progress***

There are several methods for monitoring progress, both as a system and for individual families. The FCFC Director tracks referrals, both agency and self-referrals, and reports to the Family & Children First Council Executive Committee. This information is used to evaluate and prioritize services. Out-of-home placements are also monitored assuring that Wraparound teams continue to meet during these placements to plan for appropriate aftercare. Wraparound facilitators report each month to the Family Wraparound Oversight Committee on children in placement. The Family & Children First Council Director monitors the cost of all Family Service Plans and prepares a fiscal report each month to the Family & Children First Council Executive Board.

The Council Director also prepares an annual report which is shared with the community, the Council, and the Family Wraparound Oversight Committee.

The Wraparound Plan requires the articulation of family and team goals and requires regular monitoring of progress toward the goals. Every family receiving Service Coordination must have a Wraparound Plan and the family's Wraparound Facilitator regularly reports to the Family Wraparound Oversight Committee on the family's progress. Other methods of tracking progress include monitoring the number of team meetings, who the team members are, and how many of the family's team members are natural supports. When a family graduates or otherwise leaves the Wraparound process, there is a transition plan which examines family progress on the Wraparound goals.

Upon request, available data from the county's Service Coordination Mechanism will be provided to the state for use in monitoring Service Coordination effectiveness and efficiency.

Outcomes are also tracked in OASCIS.

### ***OASCIS – Ohio Automated Service Coordination Information System***

The Trumbull County Family & Children First Council has elected to use OASCIS, established and maintained by the Ohio Family & Children First Cabinet Council state office, to record county FCFC records detailing funding sources and information regarding families seeking services from the county Council. Violations of this policy and procedure may result in disciplinary action up to and including termination and/or legal action. Should the local FCFC contract with another individual or organization to provide FCFC services, these procedures and confidentiality requirements are binding, and failure to follow guidelines can result in termination of the contract, termination from OASCIS, and discipline following the policies and procedures of the contracted agency.

FCFC staff, or FCFC contracted staff, needing access to OASCIS to enter service coordination and/or wraparound information, monitor cases, provide supervision, review youth/family records, enter financial information, and/or run reports, will need to be granted provisioned access via the form JFS-07078. The Applicant and the supervisor must both sign the form. If the applicant does not have a supervisor, Ohio Family & Children First (OFCF) staff can sign that field authorizing access. The completed form must be submitted to [OFCFC\\_ACCESS@jfs.ohio.gov](mailto:OFCFC_ACCESS@jfs.ohio.gov).

When an individual leaves employment or no longer requires access to OASCIS, the FCFC Director will inform OFCF within 2 days so permissions for that person can be discontinued.

The FCFC Director is entered at the "Director" level in the Business role section. This level allows the user to add/view information on any county case, create youth/cases, assign cases, close cases and generate county program and fiscal reports.

The FCFC Executive Assistant/Service Coordinator creates youth/cases, assigns a Service Coordinator/Wraparound Facilitator to each youth, and closes cases. This person, along with the FCFC Director may also generate county program and fiscal reports. This level of access allows the FCFC Executive Assistant/Service Coordinator to monitor cases and inform the Family Wraparound Oversight Committee of concerns.

The FCFC Executive Assistant/Service Coordinator enters expenses assigned to a youth and submits required expenditure reports as required by the State. The Executive Assistant/Service Coordinator also ensures recording of data required for State level reports and communicates to the Service Coordinator/Wraparound Facilitator regarding needed data.

Service Coordinator, Wraparound Facilitator and Executive Assistant are assigned at the Service Coordinator Level. OASCIS limits the access of those at the Service Coordinator level to only assigned youth. This level allows the worker to enter/view information on their assigned cases and generate reports that contain data on assigned cases.

FCFC staff adhere to and fall under the policies and procedures of the Trumbull County Mental Health and Recovery Board (TCMHRB) to ensure proper security and use of information systems and equipment, maintaining confidentiality of client information and training of staff in these practices. Applicable policies include:

TCMHRB Handbook Section 8.0 Expectations and Standards of Conduct- (Examples below)

- a. Confidential Information and HIPPA
- b. Ethics and Conflicts of Interest
- c. Computers, E-mail and Software
- d. Social Networking

Violation of any federal, state or local laws related to the use of data within OASCIS or failure to adhere to this policy and applicable policies above, shall be grounds for disciplinary actions up to and including dismissal.

The data in OASCIS is confidential, and release of information is limited to those with whom Trumbull County FCFC is permitted by law to share the information. Access to and use of data in OASCIS shall be limited to the extent necessary to carry out the duties of the Trumbull County FCFC established in section 121.37 of the Revised Code.

Personnel having access to OASCIS shall be limited to those individuals who have been educated on the confidentiality requirements of the OASCIS, who are informed of all penalties, who have been educated in security procedures, and who have provided acknowledgement of rules developed by the Ohio Family & Children First Cabinet Council.

No direct access to the Ohio Automated Service Coordination Information System shall be requested by or on behalf of, nor approved for or granted to, any researcher conducting research.

### ***Protecting Confidentiality***

The Family Wraparound Oversight Committee abides by all HIPAA regulations and guards personal family and health care information. Protecting family confidentiality is accomplished in several ways. Families sign a Release of Information listing all potential partners at the beginning of their involvement. Every member of the Family Wraparound Oversight Committee is required to sign a confidentiality statement at the beginning of each fiscal year. The Council Director maintains these on file.

At the beginning of each Family Wraparound Oversight Committee meeting, the FCFC Director reminds everyone in the meeting of the confidentiality statement and requirements. All team members present at team meetings must also sign a confidentiality form. The Council Director maintains all files in a locked cabinet and shreds duplicate materials and any other materials that do not need to be kept as part of client records. E-mail correspondence regarding Wraparound families are sent certified secure. Any extra copies of materials that are distributed at Family Wraparound Oversight Committee meetings are shredded.

Every month at its Executive Board meeting, FCFC enters into Executive Session to review and discuss youth being served in Service Coordination and Wraparound as well as those in residential placement. Printed copies of financial reports are provided to each Board Member in a manila folder with instructions that this material does not leave the meeting room. At the end of the Board meeting, FCFC staff collect the manila folders and shred the contents.

### ***Assessing Needs and Strengths***

When families are accepted for Service Coordination, whether at an individual agency or directly through the Family & Children First Council, family strengths and needs are examined to help support the development of the Wraparound Plan. Wraparound, the central organizing structure of Trumbull County Service Coordination, requires that a thorough exploration of family strengths, needs and culture be conducted. This process is conducted through conversations with the family and potential team members and is designed to learn as much as possible about the strengths and customs of individual families, assuring cultural sensitivity and competency. This is a highly individualized, ongoing method for obtaining information that assures family involvement in service planning. The Wraparound Facilitator conducts the Family Strengths, Needs and Culture Discovery.

Another feature of this process is the “life domain approach model”. This information is included with the initial referral to the Family Wraparound Oversight Committee and is provided by the referring agency or in the case of a self-referral, is gathered by the Wraparound Coordinator.

It includes an assessment in each of the following areas (as appropriate), focusing on areas of unmet needs:

- Safety
- Life Functioning/Independent Living
- Educational/Vocational
- Developmental Disabilities
- Psychological/Emotional
- Physical/Mental/Dental
- Substance Use
- Legal/Judicial
- Spiritual

Each of these life domains is examined using a strengths-based approach, reviewing the child's and family's abilities and strengths, including extended family, informal community network, and natural supports. The information will be gathered from the family and others, both professionals and natural family supports, involved with the family. This process complements the CANS Assessment used by Trumbull County to determine areas of strength and need. Wraparound Facilitators are required to be certified CANS assessors and must complete the Child and Adolescent Strengths and Needs assessment for the identified youth at referral and every 90 days thereafter.

### ***Development of Individualized Family Wraparound Plan***

Each family participating in the county's Service Coordination system has a Wraparound Plan, developed by the Wraparound team. The plan describes the goals and activities the team has determined will improve the family's situation and divides responsibilities for the plan's activities. The plan is reviewed and updated at each family team meeting. As needs are met, others are prioritized to meet the family's changing circumstances. The Wraparound Plan does not replace service or treatment plans required by systems or organizations that participate on the team but complements and coordinates plans to streamline services and avoid duplication.

The Wraparound Plans for families involved with the Family Wraparound Oversight Committee are shared with the committee during the initial referral and periodically during the family's enrollment. This consultation gives Wraparound teams the chance to seek input and suggestions from the knowledgeable, experienced committee members.

### ***Dispute Resolution***

Disputes may occur during the provision of Service Coordination. Disputes between agencies may develop, a family may have a dispute or grievance with an individual agency, and families may occasionally dispute elements of a Wraparound Plan. Any of these situations may prompt the initiation of the local dispute resolution process.

All families involved in Trumbull County's Service Coordination process have access to a dispute resolution process. Each family who seeks Service Coordination is informed of this option and provided with a brochure detailing the process. Parents/caregivers provide a signature as documentation they have received the brochure and have been informed of the process.

All agencies participating in the development and execution of services overseen by the Family Wraparound Oversight Committee and the Family & Children First Council must have an agency dispute resolution policy. If the nature of the dispute involves concerns that are specific to a particular agency or system, then a grievance should be filed in accordance with the already established grievance/clients' right policies and procedures in effect within the specific agency affiliate or public system.

At no time during the process shall services be withdrawn or withheld from a child or family. Agreed portions of service plans will be implemented whenever possible. Parties to the dispute may engage an advocate on their behalf to participate in the process. The Trumbull County Family & Children First Council can provide the names of parent advocates who are available for assistance.

For emergency situations where there is a life-threatening occurrence to self or others during the dispute resolution process, the Council will provide a same day response to the emergency. Initially, the response will be made by those agencies whose mandates closely match the needs of the client.

### ***Dispute Resolution at the Committee Level***

Disputes may occur when agencies involved in providing services disagree or when parents/guardians have a concern about the services a child is receiving. In the event that a referral is rejected or there is a dispute concerning services, the disputing party, whether an agency or parent/guardian, shall complete the appropriate forms detailing the dispute and provide these forms to the Trumbull County Family & Children First Council Director. The dispute must be initiated and the form(s) provided to the Family & Children First Council Director within **thirty (30)** days of the decision which precipitates the dispute. The Family & Children First Council Director will appoint at least three individuals to serve as a Dispute Resolution Committee. One member shall be from the appropriate Council committee, either Family Wraparound Oversight Committee or Early Childhood Collaborative Committee, one shall be from the Executive Board and one shall be from the Council membership. None of these committee members may be employees of an agency(ies) directly involved in the dispute. The Council Director shall convene a meeting of this Dispute Resolution Committee within ten (10) days of receipt of the required paperwork to review the dispute and render a decision. If the child and family are currently receiving services, the original service plan will be followed until the dispute is resolved.

Prior to the meeting of the Dispute Resolution Committee, the Council Director shall provide copies of the written complaint and any other pertinent documentation to the committee members. Both parties to the dispute will be invited to offer additional information or clarification to the committee when it meets. If a committee, e.g. Wraparound Oversight, reached the disputed decision, the appropriate committee may also select a representative to provide additional information to the Dispute Resolution Committee.

At the beginning of the Dispute Resolution Committee meeting, the three members shall choose a chairperson to lead the process. This person shall be responsible for providing a written summary of the committee's determination to the Council Director within ten (10) days of the decision. The Council Director shall provide a summary of the committee's decision to the Executive Director/CEO of the organization or to the family that initiated the dispute resolution process within fifteen (15) days of the Dispute Resolution Committee's decision.

If agreement cannot be reached or if the disputing party does not agree to the resolution arrived at by the Dispute Resolution Committee, the appeal will be referred to the Executive Board of the Family & Children First Council.

### ***Dispute Resolution at the Executive Level***

If the Dispute Resolution Committee does not reach agreement or if the resolution is not agreeable to the disputing party, the appeal is referred to the Executive Board of the Trumbull County Family & Children First Council, excluding any Executive Board members who may be party to the dispute. Within ten days of receiving the Dispute Resolution Committee's decision, the disputing party must provide the Council Director a written explanation for submitting an appeal to the Executive Board using the appropriate Council form. The Council Director will prepare and provide information for the Executive Board including the original written appeal, notes from meetings held by the Dispute Resolution Committee in its effort to resolve the dispute, the disputing party's written response to the Dispute Resolution Committee's decision and any other materials deemed relevant. The Executive Board, excluding parties involved in the dispute, shall meet and decide the Appeal within twenty (20) days of the Coordinator's receipt of the request for review by the Executive Board. During this meeting, all parties to the dispute will be invited to provide additional information or clarification. These parties will meet separately with the Executive Board.

After these presentations, the Executive Board will discuss and determine a majority recommendation and issue a response in writing. The disputing party will be notified, by mail, of the Executive Board's decision within five days.

This is the final stage for any family initiated disputes.

### ***Dispute Resolution at the Juvenile Court Level***

If a resolution of an agency-to-agency dispute cannot be found through the previous steps of the Dispute Resolution Process, the final arbitrator will be the presiding Juvenile Court judge. In the event the Juvenile Court has a conflict, the appeal may be referred to a juvenile judge in a neighboring county for resolution.

The Juvenile Court will set a hearing time for the appeal and notice shall be sent to the disputing parties and the Family & Children First Council Director. The notice shall be given not less than ten (10) days before the scheduled hearing.

Within three (3) days of the hearing, each party to the dispute shall file a brief summary of the dispute with a set of options for the Court to consider. At the hearing, the disputing parties will have an opportunity to orally present their case to the Court in a reasonable manner. In ruling on the dispute, the Court will consider each set of options presented.

The Court will decide the appeal by filing an opinion of its decision and judgment entry. The decision of the court will be final, binding and enforceable.

### ***Family Service Coordination Plan***

Following review of the CANS and the Strength, Needs and Culture Discovery (SNCD) process, the Wraparound team develops the Wraparound Plan. The family and natural supports have dynamic and important voices in this development. Needs are prioritized, with the most important being addressed first. The Wraparound Plan contains the following information:

- Family name
- Date of plan completion
- Date of next team meeting
- Whether the SNCD was reviewed
- Team mission statement
- Ground rules
- Prioritization of needs
- Needs statement for each of the prioritized life domains
- Measureable goal for life domains
- Actions to reach goals
- Person responsible for each action step
- Timeframe for goal completion

Responsible parties are those individuals or agencies that will participate in the achievement of the goals of the plan. Agencies, programs, family members, and natural supports may assume these responsibilities. The Wraparound Facilitator is responsible for tracking progress, scheduling reviews and facilitating meetings, with individual team members providing updates, consultation, and support. When the plan includes a financial request, the Wraparound Facilitator reports progress on the plan to the Family Wraparound Oversight Committee at least quarterly but more often when family circumstances require more frequent reporting.

When there are multiple service providers of a specific activity or service included in the plan, families are offered a choice so services are responsive to the strengths, needs, culture, and racial identity of the family. When there are difficulties implementing plans, Wraparound Facilitators seek the guidance of the Council Director, Trumbull County Mental Health and Recovery Board's Director of Youth Programs, and/or the Family Wraparound Oversight Committee. Many times, committee members can provide information and resources that make plans successful.

Funding for family plans comes from multiple sources available to the Family Wraparound Oversight Committee and includes funds provided by the state for such services and by local pooled funds. The Family Wraparound Oversight Committee is authorized to approve budgets that utilize one or more of these funding sources. The Council Director determines which funding source or combinations of sources, is most efficient and appropriate for Wraparound Plan, and monitors utilization of these funds.

A primary goal of the Trumbull County Family Wraparound Oversight Committee is to keep children in their own homes whenever possible, in the least restrictive environments, and to consider out-of-home placement as a last resort. Wraparound is the ideal way to accomplish this goal with its focus on child-centered, family-driven responses to problems.

Trumbull County Family Court is an active participant in the county's Service Coordination process, participating on the Family Wraparound Oversight Committee and supporting Wraparound Plans for multi-system youth. Assessments are conducted by the youth's Wraparound Facilitator using the CANS Assessment with input from court staff. Trumbull County Family Court has a trained Wraparound Facilitator who may be able to initiate the Wraparound process when necessary. Trumbull County employs several methods to assist at-risk, unruly or delinquent youth. These may include referrals to programs such as diversion, peer support, cognitive behavioral therapy programs, parenting programs, and other community based services. All of these strategies may be included in the Wraparound Plan.

Team meetings are scheduled with the family's needs in mind. Future meetings are usually scheduled at the end of the current meeting. The family may request a team meeting at any time. Team goals are reviewed at each team meeting. The plan is a fluid, dynamic document, changing as goals are met, needs are addressed, and progress is achieved.

Each Wraparound Plan includes a safety/crisis planning. Doing this as part of the plan allows for the calm consideration of the possibility of a crisis and helps reduce the impact of a crisis should one occur. The plan gives the family a chance to mentally rehearse and prepare for such a possibility, and helps elevate the chance of family stability.

### ***Fiscal Strategies***

Trumbull County makes use of multiple sources of funding to provide services identified in Family Wraparound Plans. The funding streams are blended to allow for the most efficient use, allowing flexibility in the development and execution of the plans. In addition to funds from the state when they are available, several child-serving agencies in the county contribute annually to a pooled fund. The sum of these multiple allocations comprises the resources available for Family Wraparound Plans needing financial support.

Local Pooled Funds also support Wraparound Facilitation at partner agencies by compensating these organizations for costs associated with Facilitation that are not covered by family insurance plans.

When referrals are presented to the Family Wraparound Oversight Committee, they include a budget. The Family Wraparound Oversight Committee reviews the Wraparound Plan and budget request, asks questions, makes suggestions, and may ask for budget adjustments or modifications. When paid services are approved, the Council assumes responsibility for payment. Budgets are most often for three month periods. If services are needed beyond three months, a plan update and new budget request must be submitted to the Family Wraparound Oversight Committee. In some instances, budgets may be approved for shorter periods, with more frequent updates required. This is always the case for a paid placement for the child/youth. When the committee approves the budget, the most sensible and efficient blend of funds is used. A plan may be funded by one funding source, or from two or more sources, depending on the requirements of the plan and eligibility for funding sources. The Trumbull County Family & Children First Council Director determines the most appropriate source and blend of funds for each budget. Once a month, these funding decisions are shared with the Trumbull County Family & Children First Council's Executive Committee through a written financial report. The Executive Board monitors expenditures, services, and placements.

### ***Quality Assurance***

There are several methods in place to monitor the quality of the Service Coordination Mechanism. The Council Director, Council Executive Board, and Family Wraparound Oversight Committee continuously review the Mechanism, its efficacy and practicality. These reviews occur during the regular meetings. These reviews include eligibility, appropriate length of stay, forms, timelines for referral and plan development, service utilization, and fiscal utilization. The Council Director prepares monthly financial reports for the Executive Board and provides information on enrollment trends and service needs. The Council Director prepares an annual report that is shared with the community. The Trumbull County Mental Health and Recovery Board's Director of Youth Programs is an experienced and skilled Wraparound trainer and coach. She provides group coaching to Facilitators and Supervisors monthly and the county uses these meetings to learn of gaps and barriers to services.

**FAMILY & CHILDREN FIRST COUNCIL OF TRUMBULL COUNTY  
Wraparound Referral Form**

Date: \_\_\_\_\_

Social Security # (required): \_\_\_\_\_

Identified Youth's Name	Date of Birth	Race/Ethnicity	Gender	Adopted Y or N	Previously involved in Wraparound (Y or N)
Referred By:			Relationship to child:		
Email:			Phone:		
Briefly describe the reason for referral. What would you like to accomplish?					
Strengths of the Youth:					
Strengths of the Family:					
School	Grade	Educational Placement: (i.e. regular ed, special ed, home schooled etc.)			

Is the youth on an IEP?

Yes  No

Preferred Language: \_\_\_\_\_

Guardian Name:	Guardian Name:
Relationship to youth:	Relationship to youth:
Address:	Address:
City: State: Zip:	City: State: Zip:
Preferred Phone:	Preferred Phone:
Email:	Email:

Biological Parents' Names (if different than guardians): \_\_\_\_\_

Other household members:	DOB	Relationship	Adopted Y or N	School	Grade

**FAMILY & CHILDREN FIRST COUNCIL OF TRUMBULL COUNTY**  
**Wraparound Referral Form**

Does youth have Private Insurance?  Yes  No Name of Provider: \_\_\_\_\_

Does youth have Medicaid?  Yes  No Name of Provider: \_\_\_\_\_

Is youth enrolled in OhioRISE?  Yes  No Name of Coordinator: \_\_\_\_\_

If no, has youth been referred to OhioRISE?  Yes  No

Primary Care Physician's Name: \_\_\_\_\_

Is youth in need of a Primary Care Physician?  Yes  No

Is youth currently out of the home (hospital, detention, treatment facility)?  Yes  No (If Yes, complete the following):

Placement:	Contact:
Address:	Phone:
City: State: Zip:	Email:

Please indicate the child's involvement in the following systems.

\*Check *Current* if involved in the past 30 days. Check *History* if involved prior to 30 days. Check *both boxes* if they both apply

Current	History	System	Reason for Involvement	Provider Name(s)/Role(s)
<input type="checkbox"/>	<input type="checkbox"/>	Board of DD		
<input type="checkbox"/>	<input type="checkbox"/>	Children Services		
<input type="checkbox"/>	<input type="checkbox"/>	Special Education		
<input type="checkbox"/>	<input type="checkbox"/>	Job and Family Services		
<input type="checkbox"/>	<input type="checkbox"/>	Mental Health		
<input type="checkbox"/>	<input type="checkbox"/>	Juvenile Court		
<input type="checkbox"/>	<input type="checkbox"/>	Addiction Services		
<input type="checkbox"/>	<input type="checkbox"/>	Hospital		
<input type="checkbox"/>	<input type="checkbox"/>	Early Intervention/HMG		
<input type="checkbox"/>	<input type="checkbox"/>	Other:		

If court involved, check if the court has found the youth:  Unruly  Delinquent (criminal offense if an adult)

Behavioral Health Diagnoses: \_\_\_\_\_

Current Medications: \_\_\_\_\_

Check if History of Abuse:  Physical  Sexual  Emotional  Neglect

Reports of sexual and/or physical abuse of the youth, **past or present**. (Professional must follow duty to report mandate if this event has not already been reported)

Was the family offered a Parent Advocate:  Yes  No

For FCFC office use only:  Approved  Denied

Assigned to: \_\_\_\_\_ Date: \_\_\_\_\_ Additional Comments: \_\_\_\_\_

Child/Youth Name \_\_\_\_\_

**Family & Children First Council of Trumbull County  
Wraparound Release of Information**

I, \_\_\_\_\_ (Parent/Guardian), hereby authorize the agencies and entities, which comprise the Family & Children First Council of Trumbull County Executive Board, Trumbull County Family Wraparound Oversight Committee, Wraparound Team, and/or Multi-System Youth Review Team to exchange information (from whatever source derived) related to both my own participation and that of my minor child(ren) in the Wraparound process.

I understand that the following identified agencies may be contacted. *(Complete table with the organizations of additional Wraparound team members, including the school district and MCO/insurance provider.)*

X	Family & Children First Council of Trumbull County	X	Trumbull County Board of Developmental Disabilities	X	Trumbull County Children Services
X	Trumbull County Combined Health District	X	Trumbull County Dept. of Job and Family Services	X	Trumbull County Educational Service Center
X	Trumbull County Family Court	X	Trumbull County Mental Health and Recovery Board	X	Alta Care Group
X	Belmont Pines Hospital	X	Cadence Care Network	X	Coleman Health Services
X	Akron Children's	X	Cadence Care Network Care Management Entity	X	Local Parent Peer Supporters/ Family Reps
X	Warren City Schools	X	Other:		Other:
	Other:		Other:		Other:

\_\_\_\_\_ If initialed here, I agree to the use of telehealth platforms for videoconferencing between myself, my family, my child, the Family & Children First Council of Trumbull County and the agencies above. Please note that third-party applications, such as Zoom, Microsoft Teams, etc., potentially introduce privacy risks.

\_\_\_\_\_ If initialed here, I acknowledge that my child may be eligible for OhioRISE and information may be exchanged with the Ohio Department of Medicaid, Aetna Better Health of Ohio, and Cadence Care Network, the local Care Management Entity (CME).

The purpose of the sharing of this information is to coordinate, plan, review and evaluate the services and supports provided by the Family & Children First Council of Trumbull County.

I understand the following (if applicable):

1. The purpose of this information sharing is to facilitate the referral for and coordination of treatment services and to evaluate the effectiveness of these services for my child, family, and/or myself.
2. Any and all rights to confidentiality that I may have under state or federal law will continue, except for information covered by this form.
3. The Ohio Automated Service Coordination Information System (OASCIS), through Ohio Family and Children First, will be used to collect and analyze data on youth/families served through Wraparound.
4. An electronic health record data system through Cadence Care Network, the local CME, will be used to collect and analyze data on children/families served through OhioRISE.
5. The Child and Adolescent Needs and Strengths (CANS) tool is an assessment used by the Family and Children First Council of Trumbull County. The CANS assessment may be entered into the statewide CANS IT database.
6. Any information related to the status of HIV or AIDS confirmation will not be released without a written authorization to share the information specifying to whom and for what intended purpose.

7. I may revoke this Authorization at any time except related to information that has been previously exchanged.
8. This Release of Information shall not restrict the sharing of information otherwise authorized by law.
9. All reports and publications of findings related to the evaluation of services received will not reveal my name or that of my family members, and all information and results will be presented in group format.
10. Information disclosed pursuant to this release is subject to redisclosure by the recipient of the information and may no longer be protected by HIPAA once redisclosed. However, any privacy laws applicable to the entity to whom the information is disclosed will continue to apply.
11. **Information on my child, family, and/or myself may be accessed and used for the purpose of providing and evaluating services or coordinating care for my child, family, and/or myself by state agencies and agencies from other counties who utilize the same statewide automated databases on a need-to-know basis. Information may be reported in aggregate form on state and local reports.**

\_\_\_\_\_  
Name of the Child/Youth

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Name of Parent/Guardian

\_\_\_\_\_  
Name of Parent/Guardian

Check one:

- This Release of Information covers the length of my involvement and the involvement of my child with the Family & Children First Council of Trumbull County, without expiration.
- I request that this Release of Information be reviewed and re-signed on \_\_\_ (date) or in \_\_\_\_\_ months from the original date.

Subject to applicable state and federal law, I authorize the sharing of the following information regarding my child and me:

1. Records of services provided by any of the above-mentioned agencies or entities.
2. Psychological and medical testing, including but not limited to any IQ tests or other tests of cognitive or emotional functioning or mental status, and any reports of physical tests such as X-rays, CT scans, diagnostic blood testing, or other test results.
3. Medical records including, but not limited to, results of physical and mental examinations, diagnoses of physical and mental disorders, medication history, physical and mental health status and history, summary of treatment or services received, summary of treatment plans and treatment needs, social history, education history, involvement with juvenile justice, and financial information.
4. Drug and alcohol abuse diagnoses and treatment including, but not limited to, results of evaluations, diagnoses, treatment and services received, treatment plans and treatment needs. (This information will be disclosed ONLY IF INITIALED here to permit such release \_\_\_\_\_).<sup>1</sup>
5. Any information regarding HIV and AIDS diagnoses and treatment. (This information will be disclosed ONLY IF INITIALED here to permit such release \_\_\_\_\_).<sup>2</sup>
6. Treatment summaries and recommendations from above-mentioned agencies or entities.

<sup>1</sup> Information disclosed pursuant to this authorization has been disclosed to you from records whose confidentiality is protected by Federal Law. Federal regulations (42 CFR Part 2) prohibit further disclosure of alcohol or drug related diagnosis or treatment information without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations. A general authorization for the release of medical or other information is NOT sufficient for this purpose, without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations. A general authorization for the release of medical or other information is NOT sufficient for this purpose.

<sup>2</sup> Information disclosed pursuant to 45 CFR 103 privacy rule. No information will be released regarding HIV/AIDS diagnosis and/or treatment without specific written consent to the person to whom it pertains or as otherwise permitted by such regulations. A general authorization for the release of medical or other information is NOT sufficient for this purpose.

\_\_\_\_\_  
Child/Youth Name

**AGREEMENT:**

This Release of Information has been explained to me. I have been given a reasonable amount of time to ask questions and consider whether to permit sharing of this information. I hereby willingly agree to the sharing of information as described above.

\_\_\_\_\_  
Signature of Child (optional)

\_\_\_\_\_  
Effective Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Effective Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Effective Date

I revoke this release of information effective \_\_\_\_\_ for  all listed entities  for entities listed below:

**REFUSAL:**

Initial and sign below:

\_\_\_\_\_ I refuse to allow my case information to be exchanged. I understand that my signing or refusing to sign this authorization will not affect public benefits or services to which I am otherwise entitled; however, I understand that my refusal to sign this authorization means that the Family and Children First Council of Trumbull County will be unable to provide service coordination or Wraparound support to my youth and family.

\_\_\_\_\_  
Signature of Child

\_\_\_\_\_  
Effective Date

\_\_\_\_\_  
Signature of Parent/ Guardian

\_\_\_\_\_  
Effective Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Effective Date

# Trumbull County Family Wraparound Individualized Support Request

<b>Youth Name:</b>	<b>DOB:</b>	<b>Date of Request:</b>
Team members present for the meeting(s) where request was developed:		
Team members absent during the development of the request:		

Current update and description of Individualized Service/Support/Intervention requested:

Description of Service	Service Provider	Billing Unit (e.g. amount per hour, per diem)	Units of Service (e.g. # of hrs. per week, # of weeks)	Total Cost of Service
			<b>Total</b>	

# Trumbull County Family Wraparound Individualized Support Request

\_\_\_\_\_  
Youth Name

Strengths that the requested activity builds on or enhances:

Relevant need statement from the Wraparound Plan/Care Plan:

List identified goals that funding request addresses:

### Rationale for request:

- No other appropriate resource available in this community
- Service present but not available to this family
- Crisis response only: Please explain replacement strategy that ensures other way to get need met upon completion of this intervention or support.
- Other: \_\_\_\_\_
- Please check if this is an EMERGENCY REQUEST. Funding requests for initial referrals shouldn't extend past the next Wraparound Oversight Committee Meeting.***

Wraparound Facilitator/Care Coordinator:

Reviewed by Supervisor  Yes  No

Supervisor Name:

### Office Use Only\*

Approved by:

Amount Approved:

Date Approved:

Funding Source: