

Coalition Name: R.E.A.C.H – Resources, Education, and Action for the County of Holmes
Date of Review: Sept. 21, 2018 (APPROVED 9-21-2018)

**Ohio's Strategic Prevention Framework – Partnerships for Success (SPF-PFS)
 Strategy Proposal Form – Problem Identification & Referral**

For each selected strategy, all SPF-PFS funded communities **must also submit a plan** for **Problem Identification and Referral** for participants engaged in the strategy. It is expected that the plan for **Problem Identification and Referral** will have **no** associated expenses. While SPF-PFS funded communities may not intentionally select this strategy for implementation, the development of a plan is essential to ensure a warm handoff of participants in need of more services which is outside of the scope of the practice of prevention professionals.

Describe your coalition's Problem Identification & Referral Plan for individuals participating in SPF-PFS strategies.

1. What criteria will constitute the need for Problem Identification and Referral?

Holmes County uses the process defined in the Holmes County Children and Family First Service Mechanism. If youth and their families are working with multiple systems, including mental health and juvenile justice, referrals can be made to the Holmes County Family and Children First Council for service coordination. The Holmes County Family and Children First Service Coordination Mechanism serves children of Holmes County from ages of birth to the age of 22 that have multi-systemic needs. A multi-systemic needs child is one that is having difficulties maintaining in one or more of community domains, and is identified as having, but not limited to the following concerns: behavior, mental health impairment, academic/school related problems, family preservation and/or placement issues, legal, health problems, substance abuse, violence, neglect and abuse.

2. If you are serving anyone under the age of 18, what is your plan for engaging parents/guardians in the Problem Identification and Referral process?

It is expected that each member organization will provide staff that will assist in the application process, explain the service coordination mechanism to the family, provide a verbal explanation of the written dispute resolution process, serve families in his/her own member organization and ensure the transition of multiple need families to Family and Children First Service Coordinator.

Written notices and explanation are provided as part of entry level services. Families voluntarily seeking services are referred to the Holmes County Family and Children First Council Coordinator who facilitates the referral process for them. Information regarding the Holmes County Service Coordination process can be downloaded from the Holmes County Family and Children First Website. In addition, all member agencies of the Holmes County Family and Children First Council will be provided with information via a brochure explaining the process.

A county-wide referral procedure includes documentation of:

1. Referral receipt date.
2. Referral source contact information.
3. Contact information for referred family/child.
4. Description of the issues.
5. Response/outcome of referral.
6. Timelines for each referral process step.
7. Explanation of the Dispute Resolution process to the Family at the beginning of service coordination.

The purpose of the family team meeting is to empower the family, providing an opportunity to allow the family to express their concerns and needs and to allow them to take personal responsibility as the primary stakeholders, for the decisions regarding which services and supports are needed. A written description of Family Team Meeting will be provided to all participants. Activities during the meeting include:

1. Developing a service coordination plan that unifies existing plans, supplementing, supporting or enhancing those plans. Family goals, however, must be based upon needs identified through the CANS assessment.
2. Reviewing/updating/revising a service coordination plan. All plans need to review every ninety (90) days
3. Developing/reviewing/revising a family service coordination plan for a potential non-emergency out of home placement
4. Reviewing/revising a family service coordination plan for an emergency out of home place within ten days of the placement.

3. Who are the community partners that your coalition is referring participants to?

Level 1. Information and Referral

If the youth's or family's needs can be met through referral to one agency or program, the coordinator will provide the contact information to the family via telephone, email or written notification sent through the post office. In addition, with the family permission, the coordinator will contact the agency or program to inform them of the referral. No Individual Family Service Plan needs to be written.

Level 2. Referral to a Lead Agency.

A child who has needs in two or more of the following service systems and is not enrolled or receiving services from either or both systems may have a primary need identified. The provider that meets that primary need becomes the lead agency. The child does not reach the level of need for Family and Children First Council Service Coordination, but requires services and supports that can be addressed through existing programs or agencies. No Individual Family Service Plan needs to be written.

If primary need is

- a. **Mental Health:** The client will be given a choice of the Mental Health providers in Holmes County. The charge for services is based upon the family's ability to pay based on family income. Using public funds, the Mental Health and Recovery Board of Wayne and Holmes Counties shares in the cost of services when clients are unable to afford full payment. Payment is also accepted from private insurance, Medicaid, and other sources. Families are offered the opportunity to enroll in the MRB's benefit plan to ensure all services offered locally are available to you. No one is turned away because of inability to pay. More information is available through the Mental Health and Recovery Board of Wayne & Holmes Counties.
- b. **Severe Mental Health and in need of transition services: referral to Communities Connections:**
Historically, the traditional approaches to serving the young adult population have been pigeon-holed in either the adult system or the youth system. The Counseling Center of Wayne & Holmes Counties' Connections Program fills the service gap between youth and adult services for persons with severe mental illnesses. The goal of the Connections Program is to assist youth (ages 17-26) successfully transition to independence and improve their recovery.

TIPS: Transition to Independence Process, which is an evidence-supported practice, and extensive wrap-around services are provided to Connection program participants and their families as appropriate and desired. Treatment is based on strengths, culture and challenges a youth and their family have identified, and a plan is developed that provides both formal and informal supports to assist the youth and their family.

Transitional youth ages 14-17-year-old are served in the Specialized Children's Services Program in consultation with the Connections Program as youth begin working toward transition to adult mental health system.

Also available is specialized independent living permanent supportive housing apartment program for individuals ages 18-26 with a severe and persistent mental illness who are homeless.

- c. Co-occurring Mental illness and Developmental Disability; Referral to Strong Families, Safe Communities of Wayne and Holmes Counties. Strong Families Wraparound works to:
 1. Identify strengths and needs of the families and build resource networks for those dually diagnosed
 2. Enlist families for Hi-Fidelity Wraparound process and then provide support to families/individuals.
 3. Make observations at local schools and offer assistance to support the families and the schools.
 4. Provide a bridge between services for clients of both the Board of Developmental Disabilities and the MHRB to streamline care and services for the families involved.
 5. Provide Hi-Fidelity Wraparound services to individuals and families for reduction of aggressive behavior and familial disruptions, stabilization in the community and home, and success in school.
 6. Increase natural community supports for families and children
 7. Increase informed involvement with natural community supports

Most referrals for Strong Families Hi-Fidelity Wraparound come from the Holmes County Board of Developmental Disabilities. The Holmes County Family and Children First Coordinator is informed and updated at the bimonthly meeting.

Families who are interested in Strong Families Hi-Fidelity Wraparound can contact the Wayne County Board of Developmental Disabilities (330-264-4086) or the Holmes county Board of Developmental Disabilities (330-674-8045). More information is available at <http://ccdogle.org/facility/catholic-charities-wayne-county>, by phone at 330-262-7836 or by email at tdwillis@ccdgle.org.

- d. Juvenile Justice: Diverting Unruly/Delinquent Youth:
 Youth alleged to be unruly are dealt with at Holmes County Juvenile Court. Cases are referred to an Intake Probation Officer. Diversion is a 90-day program and creates a contract with the youth and family that is overseen by a Intake/Diversion Officer employed by the Juvenile Court. If the youth satisfies terms contracted upon in a three-month time frame, including no new charges, the case can be closed. Depending on the needs of the child/family, the case may remain open longer than 90 days. However, if the youth receives new charges during the diversion program or fails to cooperate with the established contract, then the Juvenile Court can file charges on the original and/or new charges. The Diversion program can be denied at any time and the case would then be sent before the Court. The diversion officer will conduct a meeting with the child and parents, and other interested parties to determine the appropriate methods to divert the child from the juvenile court system. A contract is constructed that the child and parents sign, outlining specific responsibilities for each. Counseling, parental support, and mentoring through the Juvenile Court's Connections Program are offered. Specific prevention needs are identified to prevent further court involvement. A child typically participates in the Diversion program once, although children 12 years of age and under may go through the program a second time.
 Plan may include:

Connections Mentoring: Connections is a Mentoring Program that matches at-risk youth, ages 6 to 18, with carefully screened, trained volunteers. The purpose of Connections is to aid in creating nurturing and supporting meaningful relationships between children and mentors that will encourage each child to grow into an assertive, capable and compassionate adult. A recreational and friendship focus between the mentor and child will allow the mentor to enter the realm of the child's life (school, home, church, peers, etc.). This outlook offers a positive, broad-based program that focuses less on specific problems and more on meeting youths' most basic developmental needs. The mentor's role is to support the child in their various endeavors, not explicitly change the child's behavior or character.

Referral to Multi-Systemic Therapy (MST):

Multi-systemic Therapy (MST) is an intensive family- and community-based treatment program that focuses on addressing all environmental systems that impact chronic and violent juvenile offenders -- their homes and families, schools and teachers, neighborhoods and friends. MST recognizes that each system plays a critical role in a youth's world and each system requires attention when effective change is needed to improve the quality of life for youth and their families. MST works with the toughest offenders ages 12 through 17 who have a very long history of arrests. <http://msts services.com/what-is-mst/what-is-mst>

In Holmes County, MST can be accessed through the Juvenile Court or Children Services in partnership with the Juvenile Court. MST is available to adjudicated and non-adjudicated youth provided they do not have a diagnosis of autism, are not actively homicidal or suicidal, are in a home (or are within 30 days of return from out of home placement) and are between the ages of 10 and 17 ½.

FCFC Service Coordination may be requested by the family or any participant on the diversion team. Youth in the custody of Child Protective Custody may access FCFC Service Coordination, but FCSS funds cannot be utilized for youth in custody. See Section: Level 3: Referral to Family and Children First Service Coordination.

Level 3: Referral to Family and Children First Council Service Coordination

The child/family needs a coordinated inter-disciplinary plan that unifies existing plans through support, supplements and/or enhancements. The family agrees to service coordination with its required assessments and release of information forms.

4. What evidence does your coalition have that the community partners are aware of this problem identification and referral plan?

The Family and Children First Council members approved the procedure and ongoing outreach conducted through the bi monthly meetings ensure the information is in the community.

Holmes County Family and Children First Council member organizations and guests are:

- Holmes County Health Department
- Holmes County Commissioners
- Holmes County Department of Job & Family Services
- Holmes County Juvenile Court
- Mental Health & Recovery Board of Wayne-Holmes Counties
- East Holmes Local Schools
- West Holmes Local Schools
- Tri-County Educational Services Center
- Holmes County Board of DD
- Holmes County District Library
- Holmes County Head Start
- The Counseling Center
- OneEighty
- Anazao Community Partners
- OSU Extension
- Connections Mentoring
- Parents
- Early Intervention/Help Me Grow
Family Life Counseling & Psychiatric Services
- LoveINC (guest, but member of Early Childhood Collaborative Committee)

5. What is the warm hand off procedure (i.e., how will your coalition link the participant to services in a timely and culturally responsive manner)?

Once a referral is made a service coordinator is assigned. The Service Coordinator will be responsible for ensuring that families are informed of their rights and responsibilities.

The Service Coordinator will be responsible for ensuring all required consents to obtain and release information are signed.

This authorization will facilitate the provision of coordinated, outcome based services to families including those with severe and/or multiple needs and includes use of the HIPAA Notice of Privacy Practices, Holmes County Family & Children First Release of Information, as well as any additional releases as may be required by the state of Ohio. Agreements to protect and respect confidentiality are signed by the family and among members of the Service Coordination Team at the first Family Team Meeting.

The Service Coordinator will be responsible for ensuring that the CANS or other approved assessment is completed by the family and evaluated by the appropriately trained staff member. Member organization designees will also collect and contribute information as part of the procedure for assessing the needs and strengths of any child and family. It is the expectation of the Holmes County Family & Children First Council that this process will focus on the child or youth in the context of the family unit and environment. In all instances the family is encouraged to express and define strengths and needs and to identify positive outcomes. The needs and strengths identified by the CANS, the family interview process and member agencies will be used when developing the Individual Family Service Plan.

The Service Coordinator will be responsible for scheduling the Initial Team Meeting. The meeting shall be scheduled to provide maximum participation. Family needs and requests shall be considered when scheduling such meetings. Family members are also informed that they may invite a support person, and may request a PAC advocate or mentor from an area agency. The meeting notification includes a representative from the child's school district, if appropriate, and representatives from those agencies involved with or seen as possible resources to the child and family. Families have approval over the participants and facilitator of the service coordination process. At this meeting, the family may have the lead agency designated as the service coordinator. FCFC would provide oversight. The lead agency, if in agreement, would continue using the FCFC approved process, including monitoring the CANS and completing the required documentation. Families, as well as any other involved agency or organization, can request additional meetings at any time. Written notification will be made via postal services or encrypted emails. Telephone notification is allowable but must be documented on the written notification documentation.

The Service Coordinator will maintain records of each referral for service coordination, including self-referrals. These records shall include documentation of the referral, outcomes of referral, releases of information and confidentiality agreements, the Individualized Family Service Plan, invoices for funded services, correspondences pertaining to the family, copies of educational, medical and social/psychological information provided to support the need for services and any additional documentation gathered through the provision of Service Coordination. Records will be secured in a locked area and will only be accessed by the service coordinator and the service coordinator's direct supervisor to maintain confidentiality. A specific written authorization and release of information for the Ohio Family and Children First Council requiring the parent signatures must be obtained.