

MUSKINGUM

Families & Children **FIRST**

Member Guidebook



Children and their families thrive
when communities share leadership
and work well together...



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What is Family and Children First?

Every county in Ohio has a Family and Children First Council. Each council includes public and private agencies, as well as families. Council members work collaboratively to enhance the well-being of their county's children and families.

Why do Family and Children First Exist?

To Promote Healthy Children, Strong Families, and Thriving Communities

What does Family and Children First Do?

Local Family and Children First Councils identify and address the ongoing needs of children and families through planning, implementing effective strategies, monitoring and reporting, and evaluating progress toward achieving desired outcomes.

They Ensure Shared Responsibility, Shared Resources, and Shared Results

How Do Family and Children First Councils Work?

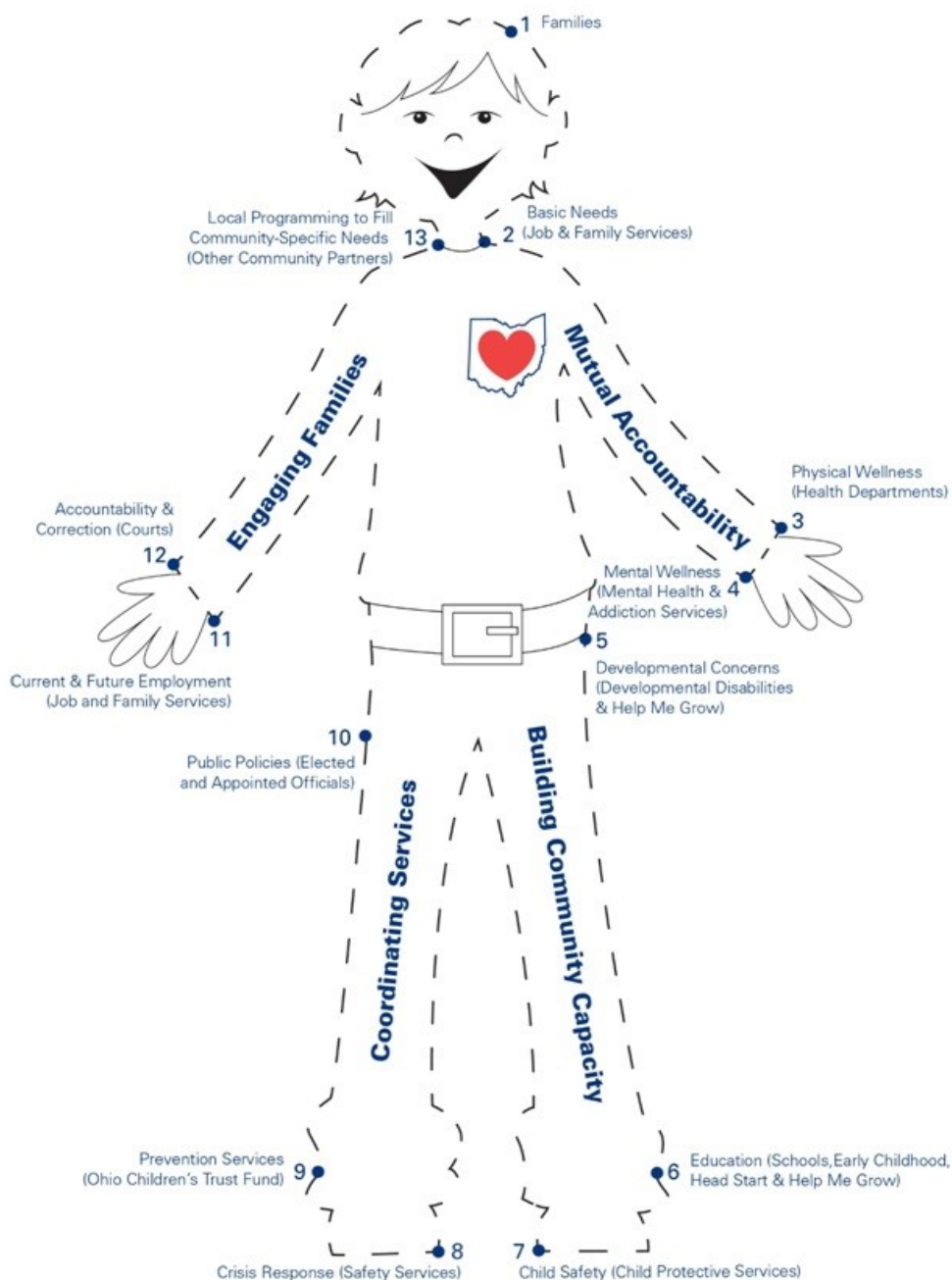
Through Alignment, Access, and Accountability

Connect the Dots for Families...

The Mission is to increase the access, capacity and effectiveness of services for the most vulnerable of our county's youth and their families whose needs extend beyond any one youth-serving program. In short, FCFCs are the only entity that "connects the dots" for children and families who are in need of multiple services.

Where Can I find More Information?

You can visit the Ohio Family and Children First website at <https://www.fcf.ohio.gov/>. This also discusses the priorities for Family and Children First Councils across Ohio.



CONNECTING THE DOTS

GENERAL INFORMATION

The purpose of the Ohio Family and Children First Initiative is to streamline and coordinate existing publicly funded services to help families seeking assistance for their children. This initiative is a partnership of government agencies and community organizations committed to improving the well-being of children and families. Locally they are to evaluate and prioritize services, fill service gaps where possible, invent new approaches to achieve better results, and ensure ongoing input from a broad representation of the community.

The Focus:

The focus is on the following shared commitments to child well-being:

- Expectant parents and newborns thrive
- Infants and toddlers thrive
- Children are ready for school
- Children and youth succeed in school
- Youth choose healthy behaviors
- Youth successfully transition into adulthood

Our Mission Statement:

To promote and facilitate collaboration across community government and agencies in order to support strong and stable families and children to live successfully within their culture and community.

Mandated Members: (Required Council Membership per Ohio Revised Code 121.37)

- County Commissioners*
- At least 3 family representatives (not employed by an agency of FCFC)
- ADAMHS board
- General Health District/City Health Department*
- County Department of Job and Family Service (CDJFS)/Public Children Services Agency (PCSA)
- Board of Developmental Disabilities
- Largest School District
- School district representing all other districts
- Largest Municipal corporation representative*
- Department of Youth Services representative*
- Head Start Representative*
- EI/Early Childhood Collaborative Group Representative*

- Non- Profit Agency Representative*

NOTE: Those with a star () can send a representative/designee.*

If members are absent for 3 consecutive meetings or from ¼ of such meetings in a calendar year, whichever is less, the state cabinet is supposed to be notified in the OBCF application.

Muskingum County:

The Council provides integration and planning to improve community based, family centered services: to achieve, through community collaboration, an effective and comprehensive system which empowers families and children to proactively affect their lives, resulting in enhanced family stability.

Local membership includes all agencies that have a shared interest in helping Youth and Families.

Council Meetings:

The Council meetings occur on the first Wednesday of each month starting at 9:00a.m. Excluding the July. Currently, the meetings are held virtually and in person. The meetings are open to the public.

Minimum Standards in ORC 121.37 for every county FCFC:

- County Service Coordination Mechanism
 - ✓ Matrix and Mechanism must be completed by Service Coordination Team and submitted each year along with Shared Plan and OCBF application.
 - Effective Practice Model (Wraparound)
- System of Care (youth focused)- (Creative Options and FCSS supports funding)
 - ✓ Address the needs of families and eliminate barriers with a unique family-driven plan for the following:
 - Social Services
 - Educational Services
 - Health Services
 - Substance Abuse Services
 - Vocational Services
 - Recreational Services

- Transportation Services
 - Mental Health Services
- Shared Plan – Completed by FCFC Council. Required by ORC 121.37 since 1993
- ✓ Develop and Implement a process that annually evaluates and prioritizes services, fills service gaps where possible, and invents new approaches to achieve better results for families and children.
 - ✓ Statutory changes in 2006—elevated this requirement and increased accountability by requiring FCFC’s to establish a process to identify local priorities, monitor the progress of meeting these priorities with indicators established by FCFC, and develop an annual plan that identifies the local interagency efforts to increase child well-being in the county. The Coordinator submits the Shared Plan aka Annual Plan.
 - ✓ This report must be done annually and provided to the Board of County Commissioners and State FCFC Cabinet Council each year, along with the Mechanism and OCBF application
- Shared Plan Model is now based on Collective Impact Approach and must address the following:
- ✓ Initiatives: Identify all initiatives, programs and/or projects that the FCFC is leading, directing, managing, administering and/or in which they are closely partnering.
 - ✓ Shared Priorities/Common Agenda: Identify additional shared priorities based on data-informed plans and qualitative data. Priorities can be issue-specific around child and family issues, delivery system infrastructure development/enhancement, and/or enhancing FCFC’s capacity to collaborate.
 - ✓ Shared Outcomes: Identify shared outcomes associated with the priority
 - ✓ Shared Measurement: All participating organizations agree on ways success will be measured and reported, with a short list of indicators identified and used for learning and improvement.

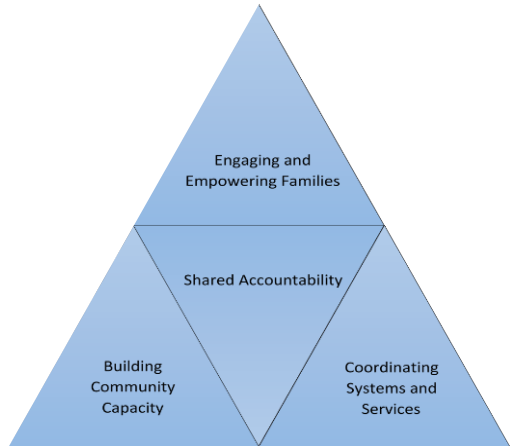
- ✓ **Mutually Reinforcing Activities:** A diverse set of stakeholders, typically across sectors, coordinate a set of differentiated activities through a mutually reinforcing plan of action.



FCFC's FOUR CORE FUNCTIONS/ RESPONSIBILITIES

Shared Accountability:

- Share resources, risks, and rewards amongst all required partners.
- Receive State support through OCBF funds. The Coordinator then submits OCBF application
- Monitor, evaluate, and communicate progress and successes for each of Ohio's commitments to ensure all Ohio families and children thrive.



Engaging and Empowering Families:

- Involves broad representation of families.
- Include Family Representatives on FC2 (at least 3 family reps by law).
- State support including Red Treehouse and Parent Advocacy Connection (PAC).
- It is up to council to recruit and encourage family participation and to be active contributing members on council and to advocate on behalf of children and families.

Building Community Capacity:

- Shared planning to develop a plan that focuses on child wellbeing as priorities.
- Annually report progress to the FCFC Cabinet- (Council helps develop, coordinator submits).
- Use System of Care model.
- Mobilize child and family servicing partners to address the needs of children and families through planning and implementing evidence- based programs.

Coordinating Services and Systems:

- Provide service coordination to children with multiple needs referred to FC2.
- Provide a formalized venue to facilitate the alignment of resources, policies, and services with and for children and families.

- Develop system of care by identifying gaps and removing duplication of services.

State support also includes:

- ENGAGE 2.0: MRSS/Hi-Fidelity Wraparound
 - ✓ Although the current grant does not fund wraparound service delivery directly (in terms of funding the local process and staffing) it does provide continued statewide training and support opportunities such as coaching and website resources
- FCSS: Flexible funds for non-categorical needs
- EI/HMG: Early Childhood Coordination
- OCTF: Regional funds now used for prevention of child abuse and neglect

PROGRAMS

The Council serves to bring service providers together, cut through the red tape, increase local flexibility, and strive to support its members in their efforts to promote strong and stable individuals and their families as well as a safe social environment that will encourage the success and resiliency of children, families and communities.

Service Coordination program (Creative Options) info:

Service Coordination Mechanism (principals of service coordination):

- Referral
- Confidentiality
- Parent participation
- Assessment of strengths and needs
- Culturally responsive
- Least restrictive environment
- Dispute resolution
- Comprehensive family service coordination plan process
- Juvenile court diversion
- Monitoring and tracking outcomes

Individualized Family Service Coordination Plan (IFSCP's):

- Notification and invitation to meetings (parents and supports)

- Pre-out of home placement team meetings
- Family Rights:
 - ✓ Confidentiality, participate in meetings and decisions, invite formal supports, approve team leader assignment, initiate meetings, and dispute resolution.

Process:

- Referral from family member, agency or provider
- Determine level of need
- Explain cluster and family rights and sign necessary documents
- Complete Strengths and Needs Assessment and Cultural discovery
- Determine family team/ offer family advocate
- Develop IFSP including Crisis and Safety Plan
- Implement Plan
- Regular follow up team meetings to monitor progress
- Final team meeting to address transition issues and celebrate success

Early Intervention (EI):

- Offers services to prenatal to age 3.
- FCFC's administer the program in all 88 counties.
- EI has two components: Home Visiting and Early Intervention (infants and toddlers with DD)
 - ✓ EI reaches out to community providers for referrals as well as takes parent referrals for requests for evaluations.
- Services for EI include but are not limited to:
 - ✓ Audiology services
 - ✓ Assistive technology devices and services
 - ✓ Family training, counseling, psychological, or social work services
 - ✓ Special instructions to teach parents how to enhance their child's development in everyday activities and routines
 - ✓ Speech-language pathology

- ✓ Occupational therapy
- ✓ Physical therapy
- ✓ Nursing/medical/health services which allow for participation in EI
- ✓ Nutrition assessment, planning, and services
- ✓ Service coordination
- ✓ Other services which enhance a child's development

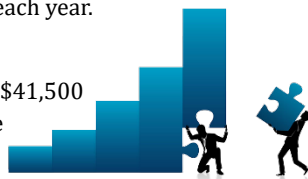
FUNDING

Operational Capacity Building Funds (OCBF):

- State monies – GRF funds. Approximately \$30,750 each year.

Family Centered Services and Supports (FCSS):

- Service Coordination funding - approximately \$41,500 each year. Can't be used for out of home placements only community based services.



- **FCSS Allowable:**

- Non-clinical in-home parenting/ child coaching
- Non-clinical parent support groups
- Parent education
- Mentoring
- Respite care (including summer camps IF paid for and attended at least one day by June 30th- end of FY)
- Transportation
- Social/recreational activities
- Safety and adaptive equipment
- Structured activities to improve family functioning
- Parent advocacy
- Service coordination

- **FCSS Non-allowable:**

- Out of home placements

- Court related expenses (fines, etc.)
- Administrative or operating costs
- Federal match
- Clinical interventions
- Medical services and equipment
- General program costs
- Food, clothing, shelter, utilities, or other household expenses
- Classroom instruction or any required public education cost
- Family and work related child care



Early Intervention – Part C: approximately \$200,000 each year

- Part C of IDEA is a federal grant program that assists states in operating a comprehensive statewide program of early intervention services for infants and toddlers with disabilities, birth through age 2 years, and their families.
- Program for Infants and Toddlers with Disabilities.

- Congress established this program in 1986 in recognition of "an urgent and substantial need" to:
 - Enhance the development of infants and toddlers with disabilities;
 - Reduce educational costs by minimizing the need for special education through early intervention;
 - Minimize the likelihood of institutionalization, and maximize independent living; *and*,
 - Enhance the capacity of families to meet their child's needs.

ACRONYMS AND TERMINOLOGY

Administrative Agent:	The financial agent who is designated to handle FCFC investments, grants, and other monies for Council work.
Alcohol and Drug Abuse Mental Health Services (ADAMHS):	Local board that oversees programs addressing alcohol, drug, and mental health services.
CANS:	Child Adolescent Needs and Strengths tool used to identify needs for youth enrolled in Service Coordination or Wraparound.
Central Coordination (Bold Beginning!):	Ohio's Intake & Referral system for Home Visiting & Early Intervention.
CPS Child Protective Services:	In Wood County, a division within the county Department of Job and Family Services responsible for receiving referrals and investigating incidents of child abuse, neglect and dependency.
CSEA (County) Child Support Enforcement Agency:	County agency responsible for overseeing court ordered child support and for establishing paternity for TANF and other eligible individuals.
Dispute Resolution:	Each county's Service Coordination Mechanism is required to have a Dispute Resolution process as defined in (ORC) 121.37. This is a process that can be used to resolve a conflict between agencies or between parents and agencies to aid in reaching an agreeable solution for each party involved.
Early Childhood Task Force (ECTF):	Collaborative team developed through FCFC strategic plan focused on early childhood age 0-5.

Early Intervention (EI):	A statewide system that provides coordinated services to parents of young children with disabilities and developmental delays in Ohio. EI services support parents of infants and toddlers with disabilities. EI is grounded in the philosophy that young children learn best from familiar people in familiar settings. That's why your local EI team, which includes a service coordinator and service providers, works with you in your home or other places you and your family spend time to develop a coordinated plan. EI builds upon and provides supports and resources to assist parents and caregivers to enhance children's learning and development through everyday routines. It is a collaborative, home and community-based system where you and a team work together to provide ongoing support to your child.
EHR Electronic Health Record:	An online Plan of Care development platform designed to organize and collect information and outcome measurement on youth and families enrolled in the FCFC Service Coordination process.
ENGAGE 2.0:	System of Care Expansion and Sustainability Grant, a four-year implementation grant that builds on advances made in ENGAGE 1.0 (implementation of Wraparound) and includes funding for MRSS. The goal is to create a comprehensive behavioral health continuum of care for Ohio's youth.
Family and Children First Council (FCFC):	County council required by Ohio Revised Code 121.37 that promotes coordination and collaboration among local governmental social service agencies, non-profit organizations, businesses and families for the benefit of Ohio's families and children. Among other efforts, they develop local service coordination plans for families and youth with needs across multiple systems, and maintain an accountability system which demonstrates progress on achieving OFCF goals. In other words, the council helps families work with a

Family Centered Services and Supports (FCSS):	An Ohio FCFC funding initiative with the purpose to maintain children and youth in their own homes through the provision of non-clinical, community-based services. Families who have children with multiple systemic needs identified through the county Family & Children First Council (FCFC) service coordination process are eligible for FCSS
FCFC Service Coordination Creative Options:	A broad-based, neutrally-positioned, youth and family-driven, cross-system (team) planning process by which previously identified and existing resources and supports are coordinated to determine the least restrictive plan of success for youth with complex needs. A process to complement and enhance supports that currently exist, or identify additional supports that are
Grants and Funding Management System (GFMS):	GFMS will be utilized by the OMHAS, ADAMHS, ADAS, SMHS Boards and all Prevention, Treatment, and Recovery Support Providers for all OMHAS funds (federal & state) to support proposal, submission, management, and all required (federal & state) data collection. The system provides a means for Boards and Providers to apply for funding, provide progress on identified outcomes,
IEP Individual Education Plan:	A federally- required plan developed by school personnel and family to meet a child's special
IFSP Individual Family Service Plan:	A federally –required plan of services to be directed by a family through Early Intervention (in Ohio known as Help Me Grow Part C).
Mandated member:	Required member of FCFC per O.R.C 121.37(B)

Mobile Response Stabilization Services (MRSS):	MRSS involves a 24/7 hotline through which a difficult situation can be triaged. It is planned that the team that will be deployed will include a clinician staff person and peer support. The peer support person will be there to offer support for the youth or parent from someone who has been through a similar "lived" experience. The team will go wherever the crisis is occurring, like a home, school or hospital. They will assess, deescalate, stabilize, and follow the youth/family to get them to needed follow-up services. The "Ohio model" for MRSS is still under development with national technical assistance and input from areas of Ohio that have developed models (i.e. MRSS Learning Community). The Center for Innovative Practice at
OBM Office of Budget and Management:	State agency and OFCF Cabinet Council member responsible for preparing the Governor's Executive budget and the capital budget. Also provides fiscal accounting and budget services to state agencies.
ODE Ohio Department of Education:	OFCF Cabinet Council member agency that oversees state education programs. The department's goal is for all students to reach high levels of academic achievement as they become gainfully employed
ODH Ohio Department of Health:	OFCF Cabinet Council member agency responsible for assuring the health services of Ohioans.
ODJFS Ohio Department of Job and Family Services:	OFCF Cabinet Council member agency responsible for providing leadership to assure that public assistance, social service and health programs are administered in a manner that recognizes and preserves individual rights, responsibilities and dignity so that families, children and adults are able to restore, maintain or improve their capabilities for
ODODD Ohio Department of Developmental Disabilities:	OFCF Cabinet Council member agency that oversees programs, services and supports for individuals with developmental disabilities and their families.
ODYS Ohio Department of Youth Services:	OFCF Cabinet Council member agency responsible for the safe, secure, and humane confinement and parole supervision of all youth offenders committed by Ohio's 88 juvenile courts.

OFCF Ohio Family and Children First:	Promotes coordination and collaboration among state and local governments, non-profit organizations, businesses and families for the benefit of Ohio's children. This initiative focuses on assuring that children are healthier, have early literacy training to put them on track for being successful in school, abstain from the use of alcohol and other drugs, increasing access to quality preschool and child care, and improving services to aid family stability. This is carried out through
Ohio Children's Trust Fund (OCTF):	A public funding source in Ohio for child abuse and neglect prevention. https://octf.ohio.gov . OCTF was established to substantially reduce child abuse and neglect in future generations by committing financial resources to prevention efforts in every county in Ohio. This is accomplished through policy formulation and implementation, funding innovative prevention programs, public awareness,
OhioMHAS Ohio Department of Mental Health and Addiction Services:	OFCF Cabinet Council member with the mission to provide statewide leadership of a high-quality mental health and addiction prevention, treatment and recovery system that is effective and valued by
OOD Opportunities for Ohioans with Disabilities:	The State of Ohio agency that partners with Ohioans with disabilities to achieve quality employment and independence. They also make determinations on Social Security disability. Currently a non-statutory member of the OFCF Cabinet Council.
Operational Capacity Building Funds (OCBF):	A state grant intended to support county FCFC efforts. These dollars may be used to provide a portion of the salary and fringe benefits for FCFC personnel, parental involvement, administrative support, training, and/or consultation.
Parent Advocacy Connection (PAC):	A program funded through Ohio Family and Children First Cabinet Council and administered through the National Alliance on Mental Illness – Ohio (NAMI Ohio). The program provides parent advocates to families who are interested and are receiving service coordination through their county
RFP Request for Proposals:	A mechanism for applying for and distributing funds from a grantor (e.g. a state agency) to a grantee (e.g. local agency or non-profit).

Service Coordination Mechanism (SCM):	Each county is required to have a Service Coordination Mechanism that includes specific requirements found in Ohio Revised Code (ORC) 121.37 (C)(D) and 121.38. The SCM defines the levels of intervention and coordination across the System of Care Continuum available in each county as a process of service planning and system collaboration for families who have needs across
Shared Plan:	A required document developed by Council members that depicts the priority/focus of the work of FCFC locally, and must be updated and reported
System of Care:	A spectrum of effective, community-based services and supports for children and youth with, or at risk for, mental health or other challenges, and their families, organized into a coordinated network that builds meaningful partnerships with families and youth, and addresses their cultural and linguistic needs, in order to help them to function better at home, in school, in the community, and throughout
TANF Temporary Assistance to Needy Families:	TANF is the federal welfare reform statute approved by congress in the fall of 1996 to give states more flexibility in designing public assistance programs to focus on work first and move welfare recipients into employment. In Ohio, TANF builds on H.B. (House Bill) 167, Ohio's landmark welfare reform legislation approved in July 1995. As under H.B. 167, there is a three-year time limit on cash assistance and an increased emphasis on working
Voting member:	A member of Council who has been approved by the Muskingum County Commissioners to be a voting member.
WIC Supplemental feeding programs for Women, Infants and Children:	Provides nutrition education, breast feeding support, and nutritious supplemental foods to eligible children and women.

Wraparound:	<p>Wraparound is an evidence-based process to assist children and families, with distinct steps/phases that must be followed to fidelity. It is an intensive planning and facilitation process, utilizing a comprehensive team to develop a uniquely designed helping plan based on the youth and family's unmet needs, and is inclusive of uniquely-designed resources linked to youth and family strengths.</p> <p>Wraparound is a process to help multisystem youth and families identify their needs and meet their goals. It is for youth and families where traditional systems and services have not been successful. Wraparound helps these families find hope through creative solutions and tailored interventions.</p> <p>Wraparound is individualized with team members to help the family live successfully within their culture and community.</p>
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ROBERT'S RULES OF ORDER:

WORDS YOU SHOULD KNOW

Abstain:	Not voting one way or the other on a motion. You do this when you do not want your vote to count, such as when you do this when you might have a conflict of interest.
Adjourn:	To end the meeting
Adopt:	To approve or accept an issue.
Agenda:	The order of business to be considered during a meeting.

Amend:	To change a motion.
Appoint:	To assign a person to a job or position.
Caucus:	A meeting of organizational leaders to decide policy, candidates, and/or plans.
Chair:	Position held by the leader of a group.
Committee:	A small group that studies, reports on and recommends part of an organization's program.
Debate:	A formal discussion about all aspects of a motion.
General Consent:	Accepting a motion without a vote.
In Order:	Relevant to the business at hand.
Majority Opinion:	The decision of most of the voting members of a group or committee.
Majority:	More than one half of the members.
Minority Opinion:	The decision of less than half of the voting members of a group or committee, this opinion gives voice to people who were outnumbered.
Minutes:	Official record of a meeting.
Motion:	A proposal on which the council takes formal action.
Nominate:	To recommend a person for election to office (Nominations do not require a second).
Pending:	A matter that is undecided, still under consideration before the group.
Pro Tem:	Latin for "Temporary". Someone who serves in the absence of the chair is the chair pro tem.
Proxy:	When allowed, permission from another member to vote or act for him/her.
Question:	Another name for a motion.
Quorum:	Number of members that must be present to conduct business legally. This number is established in the organization's by-laws.
Rescind:	To take back; withdrawal.

Resolution:	Another name for a motion, or a policy statement.
Robert's Rules of Order Newly Revised:	Manual of procedure for non-legislative assemblies.
Second:	A verbal signal from a member that he or she wishes to consider a motion just made.
Special Committee:	A committee that is appointed or elected to handle only a specific thing; a temporary committee.
Standing Committee:	A committee that continues from year to year, a permanent committee.
Subcommittee:	A smaller committee formed within a committee.
Unanimous votes:	When everyone votes the same way.
Veto:	To disapprove.
Voting:	Mean by which motions are accepted or rejected by the council.

**Let's Continue To Provide Hope And
Success For A Better Future For Our
Community!!**





Muskingum County Families and Children First
Council

1401 Bussemer Lane

Zanesville, Ohio 43701

Marsha Tilton, Coordinator

Tel 740-453-4829

mfcfcoordinator@muskingumdd.org

www.fcfc.ohio.gov

