

Attachment B

Table of Contents for FCFC Service Coordination Mechanism

Please indicate the designated pages to reflect completion of each required components of The County FCFC Service Coordination Mechanism to indicate it has been included.

	Requirement	Page(s)
A.	An overview or description of the purpose of service coordination in your county that includes what entities/agencies/persons were involved in the review and revisions of the mechanism, the structural components (or levels/intensity of coordination) of service coordination in your county, a description of the criteria established, including age range, for children accepted for service coordination, a description of youth not served in service coordination, and a description of how families and agency personnel and community members will become aware of and trained in the service coordination mechanism process in your county	
B.	A procedure for referring a child and family	
C.	A notification procedure for all individual family service coordination plan meetings.	
D.	A procedure for a family to initiate a meeting and invite support persons.	
E.	A procedure ensuring an individual family service coordination plan meeting occurs before an out of home placement is made, or within ten days after placement in the case of an emergency.	
F.	A procedure for monitoring progress and tracking outcomes.	
G.	A procedure for protecting family confidentiality.	
H.	A procedure for assessing the strengths, needs and cultural discovery of the family.	
I.	A procedure for developing a family service coordination plan to include:	
	- Description of the method for designating service/support responsibilities.	
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	- Description of how plans will ensure services are responsive to the strengths, needs, family culture, race, and ethnic group, and are provided in the least restrictive environment.	
	-Description of how timelines will be established for completing family team goals.	

	-Description of how crisis and safety plans will be included in the family service coordination plan.	
J.	Description of how alleged unruly children will be dealt with using service coordination, including a method for diverting them from the juvenile court system.	
K.	A dispute resolution process, including the judicial review process	
L.	A description of the fiscal strategies for supporting FCFC service coordination including:	
	-How funding decisions are made for services identified in the individual family service coordination plan.	
	-How flexible resources are maximized.	
	-How funds are blended or coordinated to support service coordination.	
	-How resources are reallocated from institutional services to community-based, preventive, and family-centered services.	
	-How decisions will be made regarding the use of the MSY/PCSA funds for children and their families in service coordination.	
	-How decisions will be made regarding the use of the Family Centered Services and Supports funds for children and their families in service coordination.	
	-How decisions will be made to access Multi-System Youth funds, monitor, and report progress to the MSY State Review Team.	
M.	Quality Assurance of Service Coordination Mechanism	
	- Description of how the service coordination mechanism process will be monitored and reviewed. Please include who will monitor and review the mechanism and how often this will happen.	