



Family-Centered Services and Supports (FCSS) SFY 12 Guidance Document

July 1, 2011 through June 30, 2012

I. Executive Summary

The Ohio Family and Children First (OFCF) Cabinet Council is committed to continuing the efforts to improve programs, services, and supports for children with multiple systemic issues. This commitment is shown through the continuation of the Family-Centered Services and Supports (FCSS) program. The purpose is 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 and Children First Council (FCFC) service coordination process are eligible for FCSS funded services and supports.

II. FCSS Goals

FCSS focuses on maintaining children and youth in their own homes and communities by providing non-clinical family-centered services and supports. FCSS, formerly known as FAST, is built on the foundation that family involvement in service planning and implementation:

- a. is critical to successful treatment outcomes;
- b. strengthens the existing capacity of families to function effectively; and,
- c. ensures the safety and well-being of each family member.

The target population for FCSS are those children (ages 0 through 21) with multi-systemic needs, who are receiving service coordination through the local FCFC. FCSS funding is designed to meet the unique needs of children and families identified on the individualized family service coordination plan (IFSCP) developed through the service coordination process and/or support the FCFC service coordination process, as described in the county FCFC's Service Coordination Mechanism. Single agencies or programs providing service coordination (outside of the FCFC Service Coordination Mechanism) that may not be able to meet the family's needs, may refer families to FCFC service coordination for cross-system team planning. If these families meet the local criteria for FCFC service coordination and a FCFC IFSCP is developed that identifies an FCSS eligible service or support, FCSS funds may be used for the purpose identified in the family plan (IFSCP). In order to prevent duplication of plans or conflicting expectations of the family, the agency/program family service coordination plan should be integrated into or linked to and coordinated with the FCFC IFSCP. Definitions that relate to the FCSS funds can be found in Appendix A.

III. FCSS Guidelines and Requirements

In order to access FCSS funds, FCFCs must assure the service coordination components in this section are in place for SFY 12. Refer to Appendix B of this guidance to access the FCSS Assurance document that must be signed and submitted to OFCF prior to any funds being released to the county. County FCFCs must submit for approval any county Service Coordination Mechanisms that have been revised or updated since their approval in SFY 10-11 within 10 working days of the county councils approval of the revised document. The most current county SCM will be posted for the county on the OFCF website. Counties should send any revisions of the county Service Coordination Mechanism to Tammy Payton at Tammy.Payton@ode.state.oh.us.

Upon receipt of the FCSS Assurance document and depending on availability of funding, ODMH on behalf of OFCF will issue a Notice of Sub-Award (NOSA) to the county FCFC for SFY 12 Funding. The following service coordination components must remain in place:

1. Access to FCFC service coordination process is available to children and youth (0 through 21) with multi-systemic needs (i.e., child is not necessarily involved in two or more systems, but child's needs involve more than one system).
2. Clear referral process is established that can be accessed by both families and agencies.
3. Families must be invited and encouraged to fully participate in all family service coordination plan meetings.
4. Team meetings must be individualized to include appropriate agency/ school staff, and family-identified support persons. The family team should be reflective of the child/family needs, in order to assist with the most appropriate individualized family service coordination plan.
5. Meetings will take place before non-emergency out-of-home placements and within 10 days of emergency placements.
6. Issues pertaining to confidentiality, least restrictive environment and cultural sensitivity are addressed in all phases of the service coordination process.
7. A standardized process is used to assess the needs and strengths of the family.
8. An individual, approved by the family, is designated to track the progress of the plan, schedule reviews, and facilitate the service coordination plan meetings.
9. Individualized Family Service Coordination Plans are developed for and with each family.
10. Individualized crisis and safety plans are developed for and with each family.
11. A dispute resolution process is available that can be accessed by both parents and agencies.
12. Families may invite a family advocate, mentor, or support person to participate in service coordination plan meetings.
 - a. When using FCSS funds on behalf of a family connected to FCFC service coordination, family advocates must be offered to families. When access is not possible, please inform your OFCF Regional Coordinator (contact information available in Section VII of this guidance, at: <http://www.fcf.ohio.gov/resources/ofcf-state-and-regional-contact-with-map.dot>, or [click here](#)).
 - b. In an effort to support counties, FCSS funds a statewide network of family advocacy through the Parent Advocacy Connection (PAC) that NAMI Ohio oversees. Refer to Section VII of this guidance for PAC contact information, at:

<http://www.fcf.ohio.gov/initiatives/system-of-care.dot>, or [click here](#). Communities may choose to provide family advocacy through PAC or through other local advocacy networks.

IV. Fiscal Guidelines and Requirements

i. Sources and amount of funds

FCSS funds are a combination of federal child welfare dollars (Social Security Act Title IV-B funds) from ODJFS and state general revenue funds from the ODMH, ODADAS, ODYS, and ODODD. The general revenue funds have been allocated under Ohio's Biennial Budget.

FCSS funds support ODJFS' Title IV-B and must be used in accordance with all federal and state requirements. As such, recipients of these funds are deemed to be sub-recipients of the federal grant and must comply with all requirements of the State of Ohio, Ohio Department of Job and Family Services, the Ohio Department of Mental Health and its Office of Fiscal Administration, Ohio Family and Children First, and this Guidance Document.

ii. Official name and number for auditors

The official name of these funds is "Family-Centered Services and Supports" and the CDFA # is 93.556.

iii. Availability of funds

The availability of FCSS funds is contingent on Ohio's annual receipt of Title IVB funds which is dependent on federal budget authorization. Please be advised the reimbursement of local FCSS expenses could be delayed should the federal budget not be executed timely. Authorization and disbursement of federal funds is based on the federal fiscal year of October 1 through September 30.

The availability of state general revenue funds and state fiscal requirements are subject to current and future budget directives from the State of Ohio for SFY12.

iv. Allocation process

The county FCFC allocations are based on a formula computed by ODJFS consisting of a county base rate, child population demographics and poverty indices. County allocations may be adjusted based on previous biennium spending or lack thereof for FCSS. A copy of county funding allocation is found in Appendix C. Please note that county allocations will be rounded to the nearest dollar for FY12. The actual county allocation will be reflected on the county FCFC's NOSA for Family-Centered Services and Supports for SFY12.

In lieu of submitting a formal spending plan, FCFCs must apportion local allocations throughout the state fiscal year to effectively meet the needs of the families and their children receiving FCFC service coordination.

v. Local administration and management

FCSS funds will be administered by the county FCFC. The local FCFC Administrative Agent must accept the requirements and other conditions outlined in this guidance document and within the ODMH Allocation Award Agreement, Assurances and Notice.

The FCFC may negotiate and administer any contracts it chooses to award in connection with the utilization of these funds for services rendered, however the FCFC must maintain responsibility for oversight of the funds and must submit all appropriate reporting forms to OFCF. Subcontracts remain subject to all requirements that accompany these funds, and as referenced in the county Service Coordination Mechanism, this Guidance Document and with the ODMH Allocation Award Agreement, Assurances and Notice.

vi. Disbursement process

After the county FCFC receives a NOSA from OFCF, the county FCFC can then submit a Request for Advance or Reimbursement (RAR) form to OFCF State Office each quarter (refer to Appendix D, <http://www.fcf.ohio.gov/initiatives/system-of-care.dot>, or [click here](#)). The earliest date each quarterly RAR form can be submitted is shown in Section VI of this guidance document. Counties are limited to submitting one RAR form per quarter, unless special approval is granted by the OFCF State Office.

For the first quarter of the fiscal year, and upon receipt of the completed RAR form for that quarter, ODMH will advance general revenue funds of 25% of the county's total allocation to the FCFC as "start up funds". Section 9 of the RAR form must be signed by the FCFC coordinator/director or administrative agent. Note: The RAR form's instructions that state that a PMW is to be submitted, is not applicable for these funds.

For subsequent quarters, the RAR form must reflect funds already spent by the county FCFC and for which it is requesting reimbursement by submitting the quarterly RAR form. Counties are not limited to requesting 25% reimbursement in the last three quarters of the state fiscal year. Federal regulations that govern the 75% federal portion of these funds require that they must be spent on a reimbursement basis only (i.e., the FCSS funds are 75% federal and 25% state GRF match). All reimbursements are subject to funding availability. The 4th quarter RAR form must be received by the OFCF State Office after April 1, 2012 and on or before July 15, 2012.

Counties are prohibited in seeking reimbursements for encumbrances (ie. budgeted funds). Reimbursements for expenditures can be tracked by the date of service since reimbursement is based on services provided/expenses incurred. Expenditures can

also be tracked by the date bills are actually paid. It is a local decision that should be discussed with the FCFC Administrative Agent.

vii. Expenditure of funds

All FCSS expenditures must reflect the actual costs of services delivered, and must be spent by county FCFCs between July 1, 2011 and June 30, 2012 for services delivered between those dates. Expenses can be charged back to July 1, 2011, regardless of when the county NOSA is received. Any funds not spent by June 30, 2012 must be returned to the state, per state regulations. Refer to Section IV, xi of this document.

It is important to note that if programming starts in the current fiscal year (by or before June 30th), it is considered a current fiscal year expense (i.e. even if the program continues into the next fiscal year starting July 1st). The entire service must be paid with current fiscal year funds or at least that portion that occurs to June 30th. However, if service does not begin until July 1st or after, then funding for the next fiscal year must be used, even if payment is due in the current fiscal year (before June 30th).

viii. Expenditures allowed and not allowed

There are specific federal restrictions on the use of Title IV-B funds, a primary source of funding for Ohio's FCSS. Federal regulations require these dollars to be used for community-based services which promote the stability and well-being of children and families. These dollars cannot be used for clinical services or as match for other federally-funded programs, including Medicaid. These funds cannot be used to supplant existing funds allocated to support the multiple needs of children and families. Both the 75% IV B Part 2 funds, as well as the 25% state GRF match, must be spent in the same manner.

FCSS funds cannot be used to pay for any administrative costs, which include all indirect expenses, such as payroll, fringe, and operating costs of persons not involved in the direct delivery of services, rent, utilities, equipment, construction, renovation, public awareness, professional development, and all other overhead expenses. Services purchased from non-governmental entities, must be compensated on a uniform fee-for-service basis only.

The following are examples of allowable family support expenditures when identified on the individual family service coordination plan (IFSCP):

- Non-clinical in-home visits;
- Non-clinical parent support groups;
- Parent education;
- Mentoring;
- Respite care (including summer camp);
- Transportation (ie. Cab/taxi fares, gas vouchers);
- Social/recreational activities;

- Safety and adaptive equipment;
- Structured activities to improve family functioning;
- Parent advocacy; and,
- Service coordination (to utilize the FCSS funding for FCFC service coordination, a unit rate must be established. See Appendix I on how to calculate a unit rate, <http://www.fcf.ohio.gov/initiatives/system-of-care.dot>, or [click here](#)).

Non-allowable expenditures include:

- Out of home placements and services/supports to those children and in out of home placements and their families;
- Court related expenses;
- Administrative or operating expenses;
- Federal match;
- Clinical interventions (i.e., services, assessments, and clinical case management);
- Medical services and equipment;
- General programs costs (i.e., non-individualized services);
- Food, clothing, shelter, utilities, and/or household expenses;
- Classroom instruction or any required public education cost or responsibility (to include tutoring, school-based credit recovery, and/or summer school programming); and,
- Family and work related childcare.

ix. Reallocation of Funds

Each county FCFC receiving FCSS funding will need to file the Projected Expenditures Form (refer to Appendix E) for FCSS by February 1, 2012. Funding amount not anticipated to be expended by June 30th will be reallocated to other FCFCs to ensure full utilization of available dollars. FCFC can be considered for additional allocation based on timeliness of request, need (demonstrated ability to spend current allocation), and ability to spend requested additional amount by the end of the SFY 12. In addition, the FCFC must have completed and submitted on time the FCSS Semi-Annual Report by February 1, 2012 (refer to Appendix F, <http://www.fcf.ohio.gov/initiatives/system-of-care.dot>, or [click here](#)).

x. Year end

All services must be provided by June 30, 2012, and the expenditures of these funds must reflect the actual costs of services delivered. All funds must be spent or encumbered by FCFC administrative agents and their contract agencies by June 30, 2012, or if not they must be returned to the state, per state regulations. Refer to Section IV, xi below.

The 4th quarter RAR form must be received by OFCF State Office after April 1, 2012 and before July 15, 2012. The processing of all financial transactions associated with these funds must be completed by July 15, 2012.

xi. Return of unspent funds

Any funds drawn down but not spent by June 30, 2012 must be returned to the state as soon as possible in compliance with state regulations. The check must be made payable to “Treasurer, State of Ohio” and mailed to Ohio Department of Mental Health, Attn: Mary Kyle, 30 E. Broad Street, 11th Floor, Columbus, OH 43215.

xii. Fiscal questions

All fiscal questions should be directed to Tammy Payton in the OFCF State Office. Contact information is available in Section VII of this guidance.

V. Reporting and Evaluation

Use of these funds is intended to promote results-based interventions while limiting administrative burden to the FCFCs and local community partners. SFY12 program and fiscal reporting is required. All required reports are referenced by date in the Section VI below, and copies of all reports are attached in Appendix D, E, F, and G or at <http://www.fcf.ohio.gov/initiatives/system-of-care.dot>. Please submit each report to the person and in the manner indicated on each report. Regarding Appendix F and G, the FCSS Semi-Annual Report due February 1, 2012, and the Annual Report due August 15, 2012 are to be submitted via SurveyMonkey.com. A FCSS Annual Report Tracking Spreadsheet (at <http://www.fcf.ohio.gov/initiatives/system-of-care.dot> or [click here](#)) has been created to help aid counties in collecting the required information throughout the year. This spreadsheet does not need to be returned to OFCF. Appendix H provides guidance on completing the semi-annual and annual FCSS reports.

VI. Timelines

Date	Item
July 1, 2011	State fiscal year and annual funding period begins
July 1, 2011	Earliest date to submit 1 st quarter RAR for funds for advance of 25% of allocation, after the signed FCSS Assurance Statement and NOSA have been received.
October 1, 2011	Earliest date to submit 2 nd quarter RAR for reimbursement funds
January 3, 2012	Earliest date to submit 3 rd quarter RAR for reimbursement funds
February 1, 2012	FCSS Projected Expenditures Form due
February 1, 2012	FCSS Semi-Annual Report due via SurveyMonkey.com
April 1, 2012	Earliest date to submit 4 th quarter RAR for reimbursement funds
June 30, 2012	Deadline to expend all funds. State fiscal year and annual funding period ends
July 15, 2012	Deadline for ODMH to receive 4 th quarter RAR for funds
August 15, 2012	FCSS Annual Report due via SurveyMonkey.com

VII. People to Contact

- i. Program questions about FCSS should be directed to the OFCF Regional Coordinator for your county. The state map showing the Regional Coordinator is available at <http://www.fcf.ohio.gov/resources/ofcf-state-and-regional-contact-with-map.dot>.

North Central	East Central	South Central
Teresa Reed-McGlashan	Janice Houchins	Joyce Calland
OSU Extension	OSU Extension	OSU Extension
240 W. Lake St., Unit C	1680 Madison Ave.	1512 South US Hwy 68
Oak Harbor, OH 43449	Wooster, OH 44691	Urbana, OH 43078
(419) 898-3631 (ph)	(330) 263-3632 (ph)	(937) 484-1526 (ph)
(419) 579-4397 (c)	(330) 466-0577 (c)	(937) 232-4255 (c)
trmcglash@ag.ohio-state.edu	jhouchins@ag.ohio-state.edu	jcalland@ag.ohio-state.edu

- ii. Fiscal questions should be directed to:

Tammy Payton
Ohio Family and Children First
25 South Front Street, Mail Stop 206
Columbus, Ohio 43215
(614)752-4044
(614)728-0170 fax
Tammy.Payton@ode.state.oh.us

- iii. Parent advocacy questions should be directed to:

Suzanne Robinson	Angela Schoepflin
NAMI Ohio	NAMI Ohio
(800) 686-2646 (office)	(937) 508-8359 (cell)
suzanner@amiohio.org	seigna72@hotmail.com

A PAC Regional Map is available at <http://www.fcf.ohio.gov/initiatives/system-of-care.dot>.

Appendix A

Family Centered Services and Support (FCSS) Funds Definitions

Administrative expenses – means the payroll and fringe benefits of persons who are not providing direct services to youth and families (including supervisors), rent, utilities, postage costs, mileage costs, equipment, construction, renovation, public awareness, professional development, and all other indirect or overhead expenses for direct and indirect staff. Administrative expenses include services purchased from non-governmental entities, for which procurement must be compensated on a uniform fee-for-service basis. SOC funds cannot be used to pay for any administrative expenses. (Note- FCFC service coordination is considered a direct service and, therefore, not considered to be administrative)

Camp – includes day camp or overnight camp. Overnight camp is limited to 6 days per year per child, however there is no limit for day camp. FCSS can be used to support non-therapeutic structured camp activities designed to provide respite and improve social and emotional functioning.

Child with multi-systemic needs – a child who has needs in two or more of the following service systems (but need not be enrolled or receiving services from either or both systems): substance abuse, child welfare, job and family services (i.e., public assistance), education, juvenile justice, mental health, developmental disabilities. In order to utilize FCSS funding, children/families must receive service coordination through the county Families and Children First Council.

Confidentiality is what the FCFC SC team must do to keep information about the child and the child's family private and protected. Only those with an authorized need to know should have access to protected information. Information cannot be shared with a third party without the written consent (i.e., a release form) of a parent or legal custodian or without a clear legal reason.

Cultural Sensitivity refers to the demonstration of respect for and building on the values, preferences, beliefs, culture, and identity of the child/youth and family, and their community. Culture comes in many shapes and sizes. It is not limited to race and ethnicity. Culture includes areas such as politics, family dynamics, history, faith, and lifestyle. The family SC Plan must be designed to build on the particular strengths of family members, and on the assets and resources of their community and culture.

Dispute Resolution – as defined in ORC 121.37I; also further defined in ORC 121.38 and 121.381.

Evidence-based Practice – approach has compelling evidence of effectiveness. Program designers can attribute participant success to the program itself, and have evidence that the approach will work for others in different environments.

Family Advocate – a family or community member who has interest, training, and demonstrated knowledge and skills in working together with families in need of services. Family advocates may be paid staff or volunteers. Friends or family members recruited by families may serve the role of an advocate, mentor or support person. NAMI Ohio oversees the Parent Advocacy Connection (PAC), a statewide network of family advocacy.

Family and Children First Council (FCFC) – the local FCFC in each county, as defined in ORC 121.37(B).

FCFC Service Coordination – a collaborative, coordinated, cross-system team planning process implemented to address the needs of families with multiple and complex problems. The process is family focused and strengths based and is responsive to the culture, race and ethnicity of the family. It results in a unique set of community services and natural supports individualized for the child and family and based on the child and family's perceptions of their strengths and needs to achieve a positive set of outcomes. The purpose of service coordination is to provide a venue for families to meet the need for services and supports which may not have been adequately addressed within traditional agency systems.

The FCFC service coordination referenced in this document must be developed and implemented by the local Family and Children First Council. The FCFC service coordination must meet all the statutory requirements found in ORC 121.37, must follow the OFCF Service Coordination Guidance and must be locally described in each county Family and Children First Council's Service Coordination Mechanism. A council may enter into a contract with a local agency or entity to fulfill its responsibilities per 121.37, but the council remains responsible for compliance with ORC 121.37, Ohio Family and Children First Service Coordination Guidance, the county council Service Coordination Mechanism and all monitoring, fiscal and reporting requirements described in this document for any FCSS funds expended. Administrative costs of FCFCs and/or contract agencies are not allowable FCSS expenditures.

Indirect expenses – see administrative expenses.

Individual Family Service Coordination Plan (IFSCP) – The individual family service coordination plan is a unique written family plan developed with the participation of a family that is accepted into the FCFC service coordination process. The IFSCP for a family is based on the results of the family strengths and needs assessment that was completed with family participation, voice and choice. Each family plan must identify the family's needs that were discovered through the strengths and needs assessment process. The family plan must also identify the services, supports, activities, objectives, timelines, and responsible parties as determined by the family team to address the identified needs of the family. The required service coordination process and components are described in ORC 121.37, the Service Coordination Mechanism Guidance found on the OFCF website (www.fcf.ohio.org) and the county FCFC Service Coordination Mechanism. This service coordination process, including the individual family plan development, process and outcomes, must be monitored by the FCFC.

Service coordination family plans and processes developed and used by individual agencies or entities, other than council's, do not qualify for FCSS funding. If an FCFC has elected, by full council vote, to contract with another agency or entity to fulfill its service coordination requirements per ORC 121.37 and as described in the county council Service Coordination Mechanism, the contracted entity could access these funds through the FCFC for use as described in this guidance. The FCFC is required to monitor compliance, progress and outcomes of the service coordination process, as provided by the contracted agency, and is responsible for all fiscal and programmatic reporting required by Ohio Family and Children First and the Ohio Department of Mental Health.

Least Restrictive Environment refers to the type of setting in which a child is placed or resides. Law and practice dictate that children be placed in the least restrictive setting. Least restrictive to most restrictive is considered to be as follows:

- Home of Biological Parent (least)
- Home of Relative
- Family Foster Home
- Therapeutic Foster Home
- Group Home
- Residential Facility
- Institution or Hospital (most)

Any child requiring placement outside the family home should be placed in the least restrictive setting which most approximates a family and in which the child's special needs, if any, will be met. The child shall also be placed within reasonable proximity to his or her home, taking into account any special needs of the child.

Operating expenses – see administrative expenses.

Out-of-home placement – Out-of-home placements occur whenever one or more publicly funded systems place children or adolescents out of their homes, regardless of the reasons for placement, and whether or not systems are paying for placements or whether or not children are adjudicated by the juvenile court. Such placements include psychiatric hospitalizations, detention centers, ICF/MR facilities, residential treatment facilities, local or state correctional facilities, foster care homes, nursing homes, etc. FCSS funds cannot be used to pay for out-of-home placements or supportive services for children placed in out-of-home settings or for their families while they are in out-of-home placement. The new OFCF Flexible Funding Pool Option may be used for out-of-home treatment and/or out-of-home placement expenses ([click here](#)). Placement does not include kinship care unless an agency also receives temporary custody, non-clinical respite, or detention time prior to the 72 hour shelter care/detention hearing

Overhead expenses – see administrative expenses.

Parent Advocacy Connection – see Family Advocate.

Promising practice – an approach has been implemented and significant impact evaluations have been conducted. While the data supporting the program is promising, its scientific rigor is insufficient to suggest causality. Multiple, undefined factors may be contributing to the success of participants.

Respite – the temporary care of children by someone other than the primary caregiver(s), where the primary purpose is to provide relief for the primary caregivers. “Temporary” is defined as one week or less (ie. 7 consecutive days). Respite care can be provided in the home of the child or family, or at another location. Respite can be provided by a relative or non-relative. Respite care does not involve a change of custody. Respite does not include an out-of-home placement where one or more publicly-funded systems assist in the planning for or placement of children or adolescents outside of their homes, or other placement into one of the following: psychiatric hospital, detention center, residential treatment facility, local or state correctional facility, foster care, group home or clinically-based interventions. Overnight camp is not limited to 7 days (see camp definition).

Trauma informed care – conveys a purposeful, therapeutic approach to individuals exposed to trauma, and can operate on many levels. It specifically addresses in a positive way the biological, neurological, psychological, social and/or societal consequences of trauma in the individual to facilitate their healing. Providing trauma informed care involves the closely interrelated triad of understanding, commitment, and practices, organized around the goal of successfully addressing the trauma-based needs of those receiving services. Prerequisites for a trauma informed system of care involves: 1) administrative commitment to change, 2) universal screening, 3) staff training and education, 4) hiring practices and 5) review of policies and procedures.

Wraparound – Wraparound is based on a normalization model, and has developed as a way of multiple systems coming together with the child, youth, and family and creating a highly individualized plan to address complex issues and needs. It is not a program or a type of service, but a team based process used to develop individualized plans of care that are based on the strengths and culture of the children and their family. Plans are family focused and based on needs rather than available services. Wraparound is considered to be an effective practice model of service coordination. For more information see the National Wraparound Initiative <http://www.rtc.pdx.edu/nwi/>.

Appendix C
SFY 12 FCSS County Allocation Table
SFY 12 Total = \$4,099,690,000
(Allocations rounded to the nearest whole dollar)

County	Allocation	County	Allocation	County	Allocation
Adams	\$27,595	Allen	\$26,735	Ashland	\$29,378
Ashtabula	\$18,498	Athens	\$33,289	Auglaize	\$9,721
Belmont	\$37,414	Brown	\$29,284	Butler	\$66,985
Carroll	\$26,177	Champaign	\$24,865	Clark	\$51,927
Clermont	\$45,466	Clinton	\$25,016	Columbiana	\$38,318
Coshocton	\$24,738	Crawford	\$28,669	Cuyahoga	\$423,789
Darke	\$27,292	Defiance	\$22,766	Delaware	\$26,861
Erie	\$32,679	Fairfield	\$33,531	Fayette	\$23,983
Franklin	\$250,220	Fulton	\$23,331	Gallia	\$30,354
Geauga	\$28,247	Greene	\$37,385	Guernsey	\$32,416
Hamilton	\$233,543	Hancock	\$28,579	Hardin	\$25,857
Harrison	\$22,544	Henry	\$23,352	Highland	\$29,034
Hocking	\$25,496	Holmes	\$33,097	Huron	\$11,968
Jackson	\$28,911	Jefferson	\$39,882	Knox	\$29,920

Lake	\$40,792	Lawrence	\$43,649	Licking	\$40,193
Logan	\$27,644	Lorain	\$58,202	Lucas	\$159,679
Madison	\$24,902	Mahoning	\$88,455	Marion	\$31,863
Medina	\$34,085	Meigs	\$27,320	Mercer	\$23,688
Miami	\$32,822	Monroe	\$22,577	Montgomery	\$103,387
Morgan	\$24,250	Morrow	\$14,062	Muskingum	\$42,600
Noble	\$12,607	Ottawa	\$22,921	Paulding	\$10,934
Perry	\$27,501	Pickaway	\$21,908	Pike	\$29,501
Portage	\$40,292	Preble	\$23,536	Putnam	\$22,643
Richland	\$48,409	Ross	\$34,392	Sandusky	\$27,661
Scioto	\$47,856	Seneca	\$27,550	Shelby	\$25,754
Stark	\$91,997	Summit	\$134,019	Trumbull	\$69,760
Tuscarawas	\$31,842	Union	\$21,675	Van Wert	\$21,585
Vinton	\$24,442	Warren	\$30,891	Washington	\$32,834
Wayne	\$38,504	Williams	\$22,638	Wood	\$0.00
Wyandot	\$20,589				

APM.6833. Allocation Methodology

The methodology used to distribute available funds is as follows.

- (1) 40% is distributed with each county receiving an equal share.
- (2) 60% is distributed based upon the county's number of children below 100% of the federal poverty as compared statewide in the same category, utilizing the most recent available U.S. Bureau of Census figures.

APM.6834. Expenditure Limitation

Current period Title IV-B expenditures cannot exceed the amount claimed to the federal government in FFY 1978. Therefore, the reimbursement for Foster Care Maintenance and Adoption Assistance payments are limited to the county claim for FFY 1978.

REFERENCE: 45 CFR 1356.70

The Deficit Reduction Act of 2005 changed the claimed year used above (1978) to 2005.

Appendix D

(actual form with instructions posted at: <http://www.fcf.ohio.gov/initiatives/system-of-care.dot>)

OHIO DEPARTMENT OF MENTAL HEALTH REQUEST FOR ADVANCE OR REIMBURSEMENT

1 Fiscal Year: _____

2 Type of Payment Requested:

Advance Reimbursement

3 For the Period:

Jul 1 - Sep 30

Oct 1 - Dec 31

Jan 1 - Mar 31

Apr 1 - Jun 30

4. Sub-Awardee:	
5. Project Name:	6. ODMH Sub-Award Number (if applicable):

7. Computation of Amount of Reimbursement/Advance Requested			
Expenditures:	This Period	Accumulation to date <small>(include This Period amount)</small>	Sub-Award Balance
7a Total Sub-Award Amount	\$ -	\$ -	\$ -
7b Total Direct Costs	\$ -	\$ -	
7c Total Indirect Costs	\$ -	\$ -	
7d Total Direct & Indirect Costs	\$ -	\$ -	
7e Program Income	\$ -	\$ -	
7f Net Expenditures	\$ -	\$ -	
7g Funds Requested	\$ -	\$ -	\$ -

8. Person Completing This Form (please print):	Title:	Date:
Phone Number:	E-Mail Address:	

SUB-AWARDEE CERTIFICATION

I certify that the amounts recorded above represent expenditures in accordance with all articles of the Sub-Award and to the best of my knowledge, all requirements have been fulfilled.

9. Signature:	Title:	Date:
Mailing Address:	City, State, Zip:	
Phone Number:	E-Mail Address:	

--	--

For ODMH use only:

10. Project Lead (print name below):	Title:	Phone Number:
ODMH Project Lead Signature:		Date:

Appendix E

Projected Expenditures Form

For Family-Centered Services and Supports Funds To be filed by County Family and Children First Councils

Due: February 1, 2012

County FCFCs are required to complete and submit this report so any unused funds can be reallocated to another FCFC. The reallocation of unused funds will be at the discretion of OFCF. All reallocated funds must be expended by the recipient by June 30, 2012 or returned to the State of Ohio.

Send completed form by email, fax, or regular mail to:

Tammy Payton
 Ohio Family and Children First
 25 S. Front Street, Mail Stop 206 Columbus, Ohio 43215
Tammy.Payton@ode.state.oh.us
 (614)728-0170 fax

County name: _____

Fund Source	Original Allocation Amount	Anticipated Expenditure by June 30, 2012	Amount Anticipated Not Expending by June 30, 2012	or	Amount Requested in Excess of Original Allocation
FCSS					

Certification:

By signing below, I certify that the financial information shown in this Projected Expenditures Form is correct and consistent with approved contracts.

County FCFC Administrative Agent	Date
For OFCF Use: Approved By	Date
For ODMH Fiscal Use: Approved By:	Date

Appendix F

FAMILY-CENTERED SERVICES AND SUPPORTS

Semi-Annual Report for SFY12 (July 1 through Dec 31, 2011)

**Must be filed electronically online via Survey Monkey
Due February 1, 2012**

At mid-point of each fiscal year, Family and Children First Councils are required to complete the FCSS Semi-Annual Report detailing use of dollars which supported Family-Centered Services and Supports. Instructions for completing the required information are provided in Appendix H. An optional excel tracking spreadsheet to assist counties with the collection of the required information is provided on the OFCF website at <http://www.fcf.ohio.gov/initiatives/system-of-care.dot>.

FCSS Semi-Annual Report

PERSON COMPLETING THIS REPORT:

TITLE:

COUNTY:

ORGANIZATION:

PHONE:

E-MAIL:

1. Amount of FCSS funds allocated for SFY12 _____
2. Amount of FCSS funds spent through December 31, 2011 _____
3. Number of FCSS children that had needs at intake in the following categories, whether or not those needs were being addressed through December 31, 2011.
 Developmental Disabilities Mental Health Special Education
 Child Abuse Alcohol/Drug Physical Health HMG
 Child Neglect Poverty Unruly Delinquent
4. Total number of children and youth served through December 31, 2011 with FCSS funds.
 0 through 2 years of age 3 through 9 years of age
 10 through 18 years of age 19 through 21 years of age
5. Total number of families served through December 31, 2011 with FCSS funds? _____
6. Total number of times each service or support was written into IFSCP's and accessed by using FCSS funds.
 Non-clinical in-home visits Non-clinical parent support groups
 Parent Education Respite (including camp)
 Mentoring Safety and Adaptive Equipment
 Transportation Parent Advocacy
 Social/Recreational Supports Service Coordination
 Structured activities to improve family functioning Other

**Appendix G
FAMILY-CENTERED SERVICES AND SUPPORTS**

Annual Report for SFY12 (July 1, 2011 – June 30, 2012)

**Must be filed electronically online via Survey Monkey
Due August 15, 2012**

At the conclusion of each fiscal year, Family and Children First Councils are required to complete the FCSS Annual Report detailing use of dollars which supported Family-Centered Services and Supports. Instructions for completing the required information are provided in Appendix H. An optional excel tracking spreadsheet to assist counties with the collection of the required information is provided on the OFCF website at <http://www.fcf.ohio.gov/initiatives/system-of-care.dot>.

FCSS Annual Report

PERSON COMPLETING THIS REPORT:

TITLE:

COUNTY:

ORGANIZATION:

PHONE:

E-MAIL:

1. Amount of FCSS funds allocated for SFY12 _____
2. Amount of FCSS funds spent in SFY12 _____
3. Number of FCSS children that had needs at intake in the following categories, whether or not those needs were being addressed.
 Developmental Disabilities Mental Health Special Education
 Child Abuse Alcohol/Drug Physical Health HMG
 Child Neglect Poverty Unruly Delinquent
4. Total number of children and youth served in SFY12 with FCSS funds.
 0 through 2 years of age 3 through 9 years of age
 10 through 18 years of age 19 through 21 years of age
5. Total number of families served in SFY12 with FCSS funds _____.
6. Total number of times each service or support was written into IFSCP's and accessed by using FCSS funds.
 Non-clinical in-home visits Non-clinical parent support groups
 Parent Education Respite (including camp)
 Mentoring Safety and Adaptive Equipment
 Transportation Parent Advocacy
 Social/Recreational Supports Service Coordination
 Structured activities to improve family functioning Other
7. The number of FCSS families who accessed a family advocate in SFY12 _____
8. The number of children served in the community with FCSS funds in SFY12, who ended up in out-of-home placement while involved in the FCFC Service Coordination Process? _____
9. The number of families who exited FCFC Service Coordination during SFY12 _____

10. The number of families who exited Service Coordination successfully during SFY 12 by accomplishing either at least 75%, but less than 100% of the family goals on the family IFSCP; or 100% of the family goals on the family IFSCP:

Number of families completing 75% to 99% of IFSCP goals _____

Number of families completing 100% of IFSCP goals _____

Appendix H

Guidance for Completing FCSS SFY12 Semi-Annual and Annual Reports

The following guidance was created to assist counties in reporting data for SFY12 FCSS Semi-Annual Report due February 1, 2012 and year-end Annual Report due August 15, 2012. If, after reading this guidance, you still have questions about how to count or enter information requested, please contact your regional coordinator before entering your data.

- ❖ **For the Semi-Annual Report:** Reporting should include data for July 1, 2011 through December 31, 2011.
- ❖ **For the Annual Report:** Reporting should include data for July 1, 2011 through June 30, 2012. If, after reading this, you realize that you have reported data incorrectly in the previously submitted Semi-Annual Report, please correct that data before adding it to the final Annual Report. Do not re-do and separately re-submit the Semi-Annual Report in Survey Monkey.

1. Amount of FCSS funds allocated in SFY12 _____

- Please report the total amount of funds allocated to your county for SFY12.

For year-end **Annual Report ONLY:**

- If your county had part of its funding reallocated to other counties after the Projected Expenditures Report due in February, 2012, was submitted, only report your county's adjusted allocation. Do not include any portion of your original allocation amount that was re-allocated.
- If your county received additional, re-allocated FCSS dollars after the Projected Expenditures Report due in February, 2012, was submitted, please include the additional funds in the total county allocation for SFY12.

The purpose of asking this question is to be able to compare the amount of FCSS funds that the county had available to spend to the amount of FCSS funds the county actually spent (from question #2 below).

2. Amount of FCSS funds spent in SFY12 _____

When reporting this amount, please include all FCSS funds spent during the applicable reporting period for SFY12 to pay for allowable service coordination activities, services, and supports. This should include any amount for which services have been provided during the reporting period, whether or not the bills for these services have actually been paid.

3. Number of FCSS children that had needs at intake in the following categories, whether or not those needs were being addressed.

- When reporting the categorical needs at intake, only include the categorical needs of those children who were accepted into council service coordination and for whom FCSS funds were used to provide family services/supports or to pay for service coordination.
- **Do not** include children in service coordination for whom FCSS funds were not used.

The purpose of this question is to determine the presenting needs at the time of intake of children coming into service coordination and using the FCSS funds. The state departments will be able to see which system needs are most prevalent among the children in service coordination at intake. We anticipate that

the state report will show children's needs were identified at intake that crossed many child-serving systems.

4. Total number of service coordination children and youth served with FCSS funds within each age category:

- Count the number of children served with FCSS funds. This number should not include all children in service coordination, unless the FCSS funds were used for every child in the county service coordination process.
- If the services or supports paid for with FCSS funds directly benefited more than one child in a service coordination family, count all the children in the family that benefited.
- Count the children one time during SFY12 the first time a service/support/service coordination was provided and FCSS funds were used to pay for the service/support/service coordination.
- For children in service coordination who were carried over from SFY11, and for whom FCSS funds were used to pay for a service/support/service coordination in SFY12, count those children one time in the first month during SFY12 that a service/support/service coordination was provided using FCSS funds to pay for it.

The purpose of asking this question is to determine which age groups of children are being served through service coordination with FCSS funds.

5. Total number of families served with FCSS funds during this reporting period:

- Count the number of families served with FCSS funds. This number should not include all families in service coordination, unless the FCSS funds were used for every family in the county FCFC service coordination process during this reporting period.

The purpose of this question is to determine the number of families served through service coordination with FCSS funds.

6. Total number of times each type of service or support was written into an IFSCP and accessed using FCSS funds.

- Count each type of service or support provided with FCSS funds one time for each family when it has been written into a family's IFSCP and provided to a family the first time. The key here is to count the service only one time per family.
- **Do not** count each time it is paid for or provided for the same family.
- **Do not** count the service each month it is provided to the same individual family.
- **Do not** report services and supports that were not paid for using FCSS funds.

Examples:

If you are using FCSS funds to pay for the cost of service coordination for a family, only count this one time for each family, not each time there is a billable face to face visit.

If mentoring is on a family's plan and is being provided, count it only once for that family, not each time a mentor is involved with the same family.

If parenting classes are on the family plan and are provided, count the classes only once for that family, not each time a parent attends a parenting class.

If non-clinical in-home visits are being provided, count the visit only once, no matter how often the visits occur, unless the visits are written on the family plan multiple times to provide different types of services/supports in the home. Do not report face to face service coordination visits as non-clinical in-home visits.

- Do not use FCSS funds to pay for tutoring. It has been determined to be an unallowable expense for FCSS funds. If you are using an older tracking spreadsheet that has tutoring as a service type as an option for this question, please contact your Regional Coordinator to obtain an updated version of the spreadsheet. You may also refer to the updated FCSS Guidance document for SFY 12. This document, as well as the most recent FCSS Q and A document are available on the OFCF website at www.fcf.ohio.gov/initiatives/system-of-care.dot for your reference.

The purpose of this question is to show the overall types and frequency of the various services/supports being provided to families with FCSS funds, not the frequency at which individual families are being provided with the various types of services or supports.

Data regarding questions #6 and #7 are only requested for the SFY 12 Annual Report.

7. Please report the number of FCSS families who accessed a family advocate.

- Report the number of families in service coordination who used FCSS funds and accessed a family advocate.
- The FCSS funds do not need to be used to pay for a family advocate for the family advocate to be counted.

This question is being asked to track the frequency that family advocates are being accessed by families and to monitor family advocate use in different parts of the state.

8. Please report the number of children served with FCSS funds, who subsequently ended up in an out-of-home placement while they were formally involved in the FCFC service coordination process.

- Count only the children provided with services or supports that were paid for with FCSS funds while they were in service coordination, and who ended up in an out-of-home placement during the service coordination process.
- For purposes of this report, count each child who was placed out of home during service coordination only one time, regardless of the number of placement episodes that occurred for an individual child.

An out-of-home placement for purposes of this report is defined as follows:

Out-of-home placements occur whenever one or more publicly funded systems place children or adolescents out of their homes, regardless of the reasons for placement, and whether or not systems are paying for placements or whether or not children are adjudicated by the juvenile court. Such placements include psychiatric hospitalizations, detention centers, ICF/MR facilities, residential treatment facilities, local or state correctional facilities, foster care homes, nursing homes, etc. Exceptions to this placement count are as follows:

1. Children and adolescents placed with relatives (kinship care) as a voluntary placement alternative, UNLESS an agency also receives temporary custody.
2. Detention time when a youth is being held for 72 hours or less awaiting a shelter care hearing/detention hearing/arraignment to determine the basic facts and the continued need for confinement. This type of new case holding and fact-finding period is the only detention stay county exception.
3. Respite care when children are relocated outside their homes and the parents retain custody and where such respite does not exceed seven nights in duration.

The purpose of this question is to monitor the number of children in service coordination using FCSS funds who end up in out-of-home placements.

Questions #9 and #10 pertain only to families who exited FCFC Service Coordination during SFY12 and for whom FCSS funds were used to provide services or supports to these families.

9. The number of families who exited FCFC Service Coordination during SFY12:

- Count the number of families who exited FCFC Service Coordination for whom FCSS funds were used during SFY12. Count families who were considered successful and unsuccessful. **Do not** include families that exit service coordination prior to the family team's collaborative development of the initial family plan (IFSCP).
- **Do not** count families who exited FCFC Service Coordination for whom **no** FCSS funds were used to support the family IFSCP.

10. The number of families who exited Service Coordination successfully during SFY 12 by accomplishing either at least 75%, but less than 100% of the family goals on the family IFSCP; or 100% of the family goals on the family IFSCP:

- Count all the goals that each family had on its IFSCP who exited Service Coordination during SFY12. Do not include goals that the family team decides were not appropriate for the family and that were taken off the plan by the family team.
- Then count the number of goals that the family completed. Divide the number of completed goals by the number of total goals on the plan. That will give you the percent of goals completed successfully by that family.
- After calculating the percent of goal completion for each family who exited, determine how many of those families fall into the following two categories of 75-99% goal completion and 100% goal completion.
- Report the number of families who had a 75% success rate or greater, but less than 100% for goal completion at the time they exited service coordination.
- Then report the number of families who completed 100% of their goals at the time that they exited service coordination.

Please contact your OFCF Regional Coordinator for assistance with reporting the required information, if needed.

Appendix I

Family Centered Services and Support

Service Coordination Unit Rate Calculation Narrative and Example

This narrative is structured to give direction and examples of how to calculate the unit rate to charge for service coordination on a per hour basis for face to face time spent with families who are accepted into Family and Children First Council (FCFC) Service Coordination and who have a family team and a family plan. A chart with an example of how to calculate the unit rate is also included.

The numbers provided in the example are not intended to guide the county in estimating hours, but were inserted solely for the purpose of providing an example. Please refer to the FCSS Guidance, in addition to this document, for further explanation of FCFC service coordination requirements.

If a county employs a service coordinator to provide all of the functions of service coordination for that county, please follow this example and refer to the below Unit Rate Calculation Chart.

1. Begin by estimating the average number of hours the service coordinator spends providing the activities listed in the first column for a single family in service coordination throughout the entire period of time the family is in service coordination.
2. Record each estimated amount of time in the second column for each activity listed in Rows 1-6.
3. Total the number of hours listed in second column and record in second column, row 7.
4. Record the hourly salary and cost of fringe benefits for the service coordinator in the third column, row 7.
5. In the fourth column, row 7, multiply the number of hours listed in second column, row 7 by the hourly salary of the service coordinator listed in third column, row 7 and record the result.
6. In the fifth column, row 7, divide the amount listed in the fourth column by the total number of face to face hours spent with a family listed in second column, row 1. This will give you the hourly unit rate that can be charged for each face to face hour that the service coordinator spends with a family.

If the county contracts with multiple providers who each employ one service coordinator to provide FCFC service coordination to families, each provider should calculate the unit rate for service coordination based on these directions and examples.

Activity	Average # Hours	Service Coordinator Hourly Salary + fringe	Multiply total hours times hourly salary	Divide amount in previous column by Ave. # Face to Face Hours = UNIT RATE
Ave. # of hours spent with family face to face	30			
Average number of hours spent with family on phone.	8			
Ave. # hours spent preparing paperwork for ind. family case, family plan or family meeting, including reporting & entering data into a reporting system.	25			
Ave. # of hours spent traveling to individual family meetings	5			
Ave. # of hours spent organizing meetings for an individual family.	10			
Ave.# hours spent communicating with team members(phone,email)	10			
Ave. # hours spent setting up services for family with service providers	10			
Total hours	98	\$20/hour	98 x \$20 = \$1960	\$1960 divided by 30 hours of face to face = \$65.33 (Unit Rate)