

**STARK COUNTY FAMILY COUNCIL  
SERVICE REVIEW COLLABORATIVE  
FUNDING REQUEST PROTOCOL for COMMUNITY SERVICES/SUPPORTS**

**WHO CAN APPLY FOR FUNDING THROUGH THE SERVICE COORDINATION MECHANISM?** The available funding that is managed by the Service Review Collaborative (SRC) is targeted for families with children (birth through 21 years) who have multi-system involvement and/or are at risk of removal from their home. All other possible funding sources within agencies and/or systems must be used prior to submitting a request through the Service Coordination Mechanism.

- 1) WrapAround Service Coordinators may apply for funding to support the implementation of WrapAround plans.
- 2) Family Support Specialists may apply for funding to support the implementation of a Family Support Plan.
- 3) Other staff providing lead service coordination to children/youth may apply for funding to support the implementation of individual plans such as: Case Workers/Managers, CPST workers, Probation Officers, Service and Support Administrators (SSA), and mental health treatment providers
- 4) Parents/caregivers may apply for funding to support the implementation of their child's/youth's plan.
- 5) Older adolescents (ages 18 through 21) may also apply for funding to support the implementation of their plan.

**TYPES OF SERVICES:**

Respite/Support	Temporary care of children by someone other than the primary caregiver(s). This can be provided in-home or out-of-home. Temporary is defined as one week or less (i.e., 7 consecutive days)
Mentoring	A specially trained individual who is assigned to build a positive relationship with the child/youth and works to increase specific skills and competencies. All requests for Mentoring services must identify targeted timeframes in which services will start/end as well as identify specific goals to be accomplished. Both the timeframe and goals should be collaboratively developed with the case manager, provider, family and youth.
Transportation	Gas cards, bus passes, taxis, or other means of transportation that is essential for accomplishing a necessary life function.
Camp	Day camp or overnight camp. Overnight camp is limited to six (6) days per year; however there is no limit for day camp.
Non-Clinical In Home Parent/Child Coaching	Non-clinical intensive program where a parent coach works with the family in the home to improve parenting and communication skills, address specific behavior and reduce family stress through a strengths-based, individual family-centered approach.
Parent Education	Curriculum used provides guidance in developing and practicing positive parenting techniques.
Social/Recreational Activities	Activities that provide social or recreational outlets for children and/or their families that will improve functioning/skills and increase social/recreational opportunities. (i.e., sports fees/equipment, clubs, creative arts activities, games, personal hobbies, community recreational activities.
Structured Activities to Improve Family Functioning	Activities that support the family's ability to interact more effectively; involves togetherness of the family unit. (i.e., playing board games together, family outings, family garden, cooking, educational walk, bicycling or family picnic).
Non-Clinical Parent Support Groups	Non-clinical parent support groups that offer Peer-to-Peer support. Includes opportunities for parents to network/interact, share experiences, provide peer support and lessen feelings of isolation. DO NOT include sessions that require the participation, facilitation and/or leadership skills of a trained clinician.
Safety and Adaptive Equipment	Includes devices that are used to assist children with physical or mental disabilities in completing activities of daily living. DO NOT include equipment that is considered medical equipment and is eligible to be paid through Medicaid and/or the families' private insurance, is the responsibility of schools to provide on an IEP or should be provided through another government or community non-profit organization.
Parent Advocacy	Assist families to navigate various child-serving systems which their children may be involved, research options available and work effectively with professionals to achieve best outcome for their children. The services and approaches used by SRC funded advocates must align with the Guiding Principles of the Stark County Family Council.
Youth/Young Adult Peer Support	A Peer Support Specialist is an individual with a lived experience of mental illness and recovery who provides peer support to individuals. A Certified Peer Support Specialist is a peer who has completed professional training in order to advance their skills and competencies. The Ohio Empowerment Coalition ( <a href="http://www.ohioempowerment.org/youngadult.htm">http://www.ohioempowerment.org/youngadult.htm</a> ) is ODMHAS' designee to certify Peer Support Specialists for the State of Ohio. Peer support services are programs, discussions, events, groups, etc. within the mental health system that are led by people in recovery and based on the philosophy of peer support. Peer support services take place within the structure of an agency and are provided as a service by a trained peer specialist. As young adults transition out of child mental health services and into the adult system which can be very daunting, youth/young adult peer support

	services can assist with these transition challenges. Peer Support Specialist can serve individuals as early as 13 years old and through the age of 25
Other	Other types of requests will also be considered

### FUNDING PARAMETERS:

- ✓ No service (with the possible exception of mentoring) will be funded for more than sixty (60) days at a time. The expectation is that the family and lead service coordinator will be actively engaged in identifying a more natural, unpaid source to meet longer term on-going needs.
- ✓ Lead Service Coordinators/Case Managers may be asked to present to SRC when requesting extended funding and/or if there are questions about services or Plans of Care.
- ✓ Systems cannot pay funds directly to family members for goods or services, with the exception of family members who are certified providers through the Department of Disabilities.
- ✓ Parents must cover a portion of the costs (even if minimal)

### REQUIREMENTS:

1. Requests **must** include:
  - ✓ fully completed Funding Request Form filled out electronically (attached)
  - ✓ youth/family narrative that describes the presenting issues (first time request form, attached) or narrative that provides updates and describes family/youth progress (renewal request form, attached)
  - ✓ copy of the family's individualized service plan that reflects the need for the requested service
  - ✓ copy of a signed release of information (attached)
  - ✓ **\*\*incomplete forms will be returned to sender**
2. Requests must be received by end of business on Monday in order to be presented to the SRC on Wednesday. Any requests received after Monday will not go forward until the following Wednesday.
  - ✓ Due to confidentiality, no emailed requests will be accepted

#### Fax/Deliver all completed requests to:

Dan Gichevski  
 Stark County Family Council  
 6057 Strip Avenue NW, North Canton, OH 44720  
 Phone: 330.492.8136 ext. 1481  
 Fax: 330.491.9731

3. The Lead Service Coordinator will receive a faxed notification of all decisions made by the SRC within 2 business days. The Lead Service Coordinator should immediately notify the provider.

### COMPLETING THE FUNDING REQUEST FORM:

#### FOR PROFESSIONALS - Be sure to:

- Fully provide Youth Information
- Verify system involvement and check appropriate boxes. Youth must be multi-system involved and/or are at risk of removal from their home
- Include your contact information and fax number
- Identify all Requested Service information
- Identify whether or not there is parental and/or youth approval for the service
- Obtain all 3 required signatures:
  - Your supervisor must sign the request form, indicating his/her approval for the request
  - The person/agency providing the service must sign the form prior to submitting the request, confirming the rate, availability, frequency and total cost
  - Parent/caregiver must sign the form prior to submitting the request, confirming their parental contribution.

#### FOR PARENTS/YOUTH – Be sure to:

- Fully provide Youth Information
  - Verify system involvement and check appropriate boxes. Youth must be multi-system involved and/or are at risk of removal from their home
  - Include your contact information (and fax number if available)
  - Identify all Requested Service information
  - Obtain required signatures prior to submitting request:
    - The person/agency providing the service must sign the form prior to submitting the request, confirming the rate, availability, frequency and total cost
    - Parent/caregiver/youth must sign the form prior to submitting the request, confirming their parental contribution
- Family/youth applicant who desires support or assistance with completing the forms should contact Dan Gichevski.