

Gallia County Family and Children First Council Bylaws

Article I. **Name**

- Section 1.1 The name of this organization shall be the Gallia County Family and Children First Council (hereinafter called the Council).

- Section 1.2 The designated service area of the Council shall be Gallia County, Ohio.

- Section 1.3 The principle office and place of business of the Council shall be located in the Gallia County, Ohio, or at such place as designated from time to time by the Council.

Article II. **Purpose (and Duties)**

- Section 2.1 The authority for existence and the purpose or purposes of the Council are those authorized under Chapter 121.37 of the Ohio Revised Code; and shall be interpreted to accomplish, but not be limited to, the following:
 - 2.1.1 Referrals to the (**Governor’s**) Cabinet Council of those children for whom the county Council cannot provide adequate services.

 - 2.1.2 Development and implementation of 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.

 - 2.1.3 Participation in the development of a countywide, comprehensive, coordinated, multi-disciplinary, interagency system for infants and toddlers with developmental disabilities or delays and their families, as established pursuant to federal grants received and administered by the Department of Health for early intervention services under the “Education of the Handicapped Act Amendments of 1986.”

 - 2.1.4 Maintenance of an accountability system to monitor the county Council’s progress in achieving results for families and children.

 - 2.1.5 Establishment of a mechanism to ensure ongoing input from a broad representation of families who are receiving services within the county system.

- Section 2.2 The Council shall develop and implement the following:
 - 2.2.1 An interagency process to establish local indicators and monitor the county’s progress toward increasing child well-being in the

county;

- 2.2.2 An interagency process to identify local priorities to increase child well-being. The local priorities shall focus on expectant parents and newborns thriving; infants and toddlers thriving; children being ready for school; children and youth succeeding in school; youth choosing healthy behaviors; and youth successfully transitioning into adulthood and take into account the indicators established by the cabinet council under division (A)(4)(a) of O.R.C. 121.374.

On an annual basis, the council shall submit a report on the status of efforts by the county to increase child well-being in the county to the county's board of commissioners and the cabinet council. This report shall be made available to any other person on request.

Section 2.3 Except as provided in division (B) (3) (b) of ORC Section 121.37, a county Council shall comply with the policies, procedures, and activities prescribed by the rules or interagency agreements of a state department participating on the Cabinet Council whenever the county Council performs a function subject to those rules or agreements.

- 2.3.1 In case of exemption any agency can apply for the rules of exemption that would be necessary for the council to implement an alternative program or approach for service delivery to families and children.
- 2.3.2 Each county Council shall designate and administrative agent for the Council from among the following public entities; the Board of Alcohol and Drug Addiction, and Mental Health Services, including a Board of Alcohol and Drug Addiction or a community Mental Health Board if the county is served by separate boards; the Board of County Commissioners; any Board of Health of the county's city and general health districts; the county Department of Job and Family Services; the county agency responsible for the administration of Children Services pursuant to section 5153.15 of the Revised Code; the county Board of Mental Retardation and Developmental Disabilities; any of the county's Boards of Education or governing Boards of Educational Service Centers; or the county's Juvenile Court. Any of the foregoing public entities, other than the Board of County Commissioners, may decline to serve as the Council's administrative agent.
- 2.3.3 A county Council's administrative agent shall serve as the Council's appointing authority for any employees of the Council. The Council shall file an annual budget with its administrative agent, with copies filed with the County Auditor and with the Board of County Commissioners, unless the Board is serving as the Council's administrative agent. The Council's administrative agent shall ensure that all expenditures are handled in accordance

with policies, procedures, and activities prescribed by state departments in rules or interagency agreements that are applicable to the Council's functions. For duties of the administrative agent, see ORC 121.37 Section 4A (1)-4B (iii).

- 2.3.4 Two or more county Councils may enter into an agreement to administer their county Councils jointly by creating a Regional Family and Children First Council. A Regional Council possesses the same duties and authority possessed by a county Council, except that the duties and authority apply regionally rather than to individual counties. Prior to entering into an agreement to create Regional Council, the members of each county Council to be part of the Regional Council shall meet to determine whether all or part of the members of each county Council will serve as members of the Regional Council.
- 2.3.5 County Council may be required to submit a statement to County Commissioners each time the Council proposes to enter into an agreement, adopt a plan, or make a decision, other than a decision pursuant to section 121.38 of the ORC that requires the expenditure of funds for two or more families. The statement shall describe the proposed agreement, plan or decision. Approval shall be in accordance with process and deadline of the Ohio Revised Code.
- 2.3.6 Each county shall develop a county service coordination mechanism. The mechanism shall be developed and approved with the participation of the county entities representing Child Welfare; MR/DD, BADAMHS, Juvenile Judges, Education, FCFC and Early Intervention Collaborative established pursuant to the federal Early Intervention Program operated under the "Education of the Handicapped Act Amendments of 1986." The county shall establish an implementation schedule for the mechanism. The Cabinet Council may monitor the implementation and administration of each county's service coordination mechanism. The mechanism shall include all points in ORC 121.37 Section 6C.

Article III. Vision & Mission

Section 3.1 Vision Statement:

The vision of the Council is to provide a complete and easily accessible collaborative service delivery system for multi-need children and families. This unified process will enable the family to become a partner in planning and decision-making and will strive to meet the physical, emotional, intellectual, educational and social needs of families and children. The Council believes in the integrity of the family and maximum utilization of community services, which may be comprehensive in nature.

Section 3.2 Mission Statement

The mission of the Council shall be:

- To develop programming that wraps services around the family with a nonjudgmental approach.
- To empower families to identify their strengths, priorities, concerns and needs.
- To ensure family centered, culturally sensitive, individual services and supports based on strengths and needs.
- To develop community based awareness of various systems that provide services and supports to families.
- To focus on a continuum of services for multi-need children and families of Gallia County.
- To focus on a system that pools and maximizes county resources and utilizes local dollars to access state and federal funds.
- To ensure availability of service coordination in a consumer friendly, non-categorical approach.
- To affirm that the community is a part of the solution, and that public/private partners will commit their time and resources.
- To affirm that all families are partners in defining the issues for planning a solution, using the least restrictive community based services and supports.
- Measure and promote the effectiveness of the services offered in achieving results for families and children.

Article IV. Membership **Membership in the Council shall be of two types: Members or Associates.**

Section 4.1 Each Board of County Commissioners shall establish a county Family and Children First Council. The Board may invite any local public or private agency or group that funds, advocates, or provides services to children and families to have a representative become a permanent or temporary member of its county Council. Each county Council must include the following individuals:

- At least three individuals who are not employed by an agency represented on the council and whose families are or have received services from an agency represented on the council or another county's council. Where possible, the number of members

representing families shall be equal to twenty per cent of the council's memberships.

- The Director of the Board of Alcohol, Drug Addiction, and Mental Health Services that serves the county, or, in the case of a county that has a Board of Alcohol and Drug Addiction Services and a Community Mental Health Board, the Directors of both Boards. If a Board of Alcohol, Drug Addiction, and Mental Health Services covers more than one county, the Director may designate a person to participate on the county's Council.
- The Health Commissioner, or the Commissioner's designee, of the Board of Health of each city or general health district in the county;
- The Director of the County Department of Job and Family Services;
- The Executive Director of the public children services agency;
- The Superintendent of the County Board of Mental Retardation and Developmental Disabilities;
- The Superintendent of the city, exempted village, or local school district with the largest number of pupils residing in the county, as determined by the Department of Education, which shall notify each county of its determination at least biennially;
- A School Superintendent representing all other school districts with territory in the county, as designated at a biennial meeting of the Superintendents of those districts;
- A Representative of the municipal corporation with the largest population in the county;
- The President of the Board of County Commissioners, or an individual designated by the Board;
- A Representative of the Regional Office of the Department of Youth Services;
- A Representative of the county's Head Start Agencies, as defined in section 3301.31 of the revised code;

- A Representative of the county’s Early Intervention Collaborative established pursuant to the federal Early Intervention Program operated under the “Individuals with Disabilities Education Act of 2004”,
- A Representative of a Local Nonprofit Entity that funds, advocates, or provides services to children and families.

Notwithstanding any other provision of law, the public members of a county council are not prohibited from serving on the council and making decisions regarding the duties of the council, including those involving the funding of joint projects and those outlined in the county’s service coordination mechanism.

The Cabinet Council shall establish a state appeals process to resolve disputes among the members of a county council concerning whether reasonable responsibilities as members are being shared. The appeals process may be accessed only by a majority vote of the council members who are required to serve on the council. Upon appeal, the cabinet council may order that state funds for services to children and families be redirected to a county’s board of county commissioners.

The county’s juvenile court judge senior in service or another judge of the juvenile court designated by the administrative judge or, where there is no administrative judge, by the judge senior in service shall serve as the judicial advisor to the county Family and Children First Council. The judge may advise the county council on the court’s utilization of resources, services, or programs provided by the entities represented by the members of the county council and how those resources, services, or programs assist the court in its administration of justice. Service of a judge as a judicial advisor pursuant to this section is a judicial function.

4.1(a) Family Representatives and Non-profit Representatives:

Council shall nominate each family representative and non-profit representatives once a year. Family representatives shall be compensated or reimbursed for expenses as approved by Council. Non-profit representatives will not.

4.1(a).1 The term of service shall begin on July 1 of each calendar year.

4.1(a).2 Vacancies in any office of the Council may be filled by the Council at any meeting of the Council, or at a special meeting called for that purpose.

Section 4.2 Associates:

Family members, public or private agencies or groups that fund, advocate or provide services to families whose interests, public responsibilities, or organizational mission is consistent with, and supportive of the purpose

and mission of the Council, may request in writing to become a voting member. The agency or person requesting voting membership must be approved by a majority vote of council members. A maximum of one vote per agency is permissible.

Section 4.3 Members shall have voting rights and be eligible to hold office in the organization. Each member organization shall be eligible to cast one vote per motion. The record of meetings shall reflect those agencies/organization/individuals who voted.

Section 4.4 A representative shall be sent with the authority to make decisions for the agency/group that they represent. A written statement, which includes the representative having such authority, shall be on file with the Family and Children First Council before that representative can vote.

Section 4.5 The membership of the Council shall meet at least bi-monthly. Special meetings may be called on as needed basis by the Chairman. The Chairman may cancel any meeting provided the membership is notified one week prior to the stated meeting. All meetings of the Council shall be open to the public in compliance with the Sunshine Law.

A simple majority of the members in good standing of the Council, at the time of the meeting, shall constitute a quorum necessary for the official conduct of the business of the Council.

When a quorum is present, a majority vote shall prevail in the decision of any matters brought before the meeting of the Council, except where prohibited by these bylaws.

Section 4.6 Absenteeism:

4.6.1 The administrative agent of a county Council shall send a notice of a member's absence if a member has been absent from either three consecutive Business meetings of the county council or a county council subcommittee, or from one-quarter of such meetings in a calendar year, whichever is less. The notice shall be sent to the board of county commissioners that establishes the county Council and, to the governing boards overseeing the respective entity. Mandated members that miss three consecutive Business meetings will not be considered in good standing in meeting quorum requirements.

4.6.2 Non-mandated members of the Council that miss three consecutive Business meetings of the Council, will be notified by the Council Coordinator and will be considered resigned if the fourth meeting is missed.

Article V. Governance – Council Structure

Section 5.1 Authority. The governing authority of the Council shall be vested in the full Council who shall have and exercise any and all decisions of the management of the members of the Council. The officers of the Council shall form an Executive Committee and, shall exist in order to perform necessary administrative duties.

Article VI. Officers of the Council/Executive Committee

Section 6.1 Composition. The officers of the Council shall be elected in November from a Council approved slate of nominees presented by the Nominating Committee. Nominees for office must be Council Members.

6.1.1 Each officer shall serve for a one (1) year term. However, no officer shall serve for more than three consecutive terms in the same office.

6.1.2 The term of office for all officers shall begin on January 1 of each calendar year.

6.1.3 Vacancies in any office of the Council may be filled by the Council at any meeting of the Council, or at a special meeting called for that purpose.

6.1.4 The officers shall comprise the Executive Committee.

Section 6.2 Powers and Duties. The officers of the Council shall have such powers and duties as generally pertain to their respective offices, and such other powers and duties as from time to time may be conferred by the Council, including, but not limited to the following:

6.2.1 Chairperson – presides at all meetings of the Council and the Executive Committee; serves as an ex-officio member of all committees; represents and acts on behalf of the Council; and exercises such other duties as may pertain to the office.

6.2.2 Vice Chairperson – exercises the authority and fulfills the duties of the Chairperson in absence of that officer; and exercises such other duties as may be assigned by the Council Chairperson.

6.2.3 Secretary – verify a record of proceedings of all meetings of the Council and the Executive Committee; serve as Chairperson of the Council’s Nominating Committee; and exercise such other duties as may be assigned by the Council Chairperson.

- 6.2.4 Treasurer – verifies a financial report for all regularly scheduled meetings; serves as Chairperson of Finance Committee; and exercise such other duties as may be assigned by the Council Chairperson.

Article VII. Committees

Section 7.1 Special Committees. The Chairperson of the Council may authorize and empower special committees as may be deemed necessary and appropriate to carry out the purpose and mission of the Council. A committee term shall last one year. A simple majority of the committee will constitute a quorum. Re-authorization will be required of any special committee beyond the twelve (12) month period.

- 7.1.1 The membership of a special committee shall be appointed from among the membership and associates of the Council by the Chairperson.
- 7.1.2 The Chairperson shall appoint a council member as Chairperson of a committee.
- 7.1.3 If a dispute arises on the Council concerning services being provided by an agency, the Dispute Resolution Plan will be utilized with a Dispute Resolution Committee (Council’s Executive Committee) of odd numbers to be formed by the Chairperson. The agency involved in the dispute will not be represented on the Committee. See Addendum 1

Section 7.2 Standing Committees. For the purposes of managing business in a most efficient manner, there shall be created Standing Committees. A simple majority of the committee will constitute a quorum.

- 7.2.1 There shall be an Executive Committee (see Article VI). The purpose of the Executive Committee shall be to perform their designated functions (see Section 6.2) and to make decisions, which require immediate attention and cannot wait for a regularly scheduled Council meeting. The Executive Committee will also act as the Dispute Resolution Committee if needed.
- 7.2.2 There shall be a Finance/Audit Committee with the purpose being to oversee the financial matters of the Council by monitoring financial reports, expenditures, contracts, etc. The Committee shall be accountable to the Council and shall report its findings and activities to the Council.
- 7.2.3 There shall be a Bylaws Committee that reviews the bylaws annually and deals with issues referred to them by the Council.

- 7.2.4 There shall be a Nominating Committee that will meet annually to nominate and present a slate of officers to the Council for appointment once yearly.
- 7.2.5 There shall be a Leadership and Review Team that provides oversight and reviews service plans for individual multi-system children and families. This Committee meets monthly with emergency meetings as directed by the Council Coordinator.
- 7.2.6 There shall be an Early Childhood Coordinating Committee (ECCC) established in accordance to Ohio Department of Health policy for Help Me Grow. Membership of the ECCC shall include:
- FCFC Coordinator;
 - Help Me Grow Project Director;
 - One or more representatives from local school districts;
 - At least one (1) representative from a local Health Department;
 - At least one (1) representative from the county Department of Job and Family Services who is able to represent Medicaid;
 - At least one (1) representative from Children’s Services who is able to represent foster care;
 - At least one (1) representative from the county Board of MR/DD;
 - At least one (1) representative from the ADAMHS Board;
 - At least one (1) representative from the FCFC Administrative Agent;
 - At least one (1) representative from the local Head Start and/or Early Head Start;
 - At least one (1) representative from a child care agency or child care resource and referral;
 - At least one (1) representative for coordinating educational services to homeless children;
 - At least (20%) parent membership, reflecting the diversity of the county and having children with or at risk for disabilities age twelve (12) or younger. At least one parent member must have a child age six (6) or younger
 - At least 10% of the ECCC members shall be parents of children with disabilities;
 - At least 10% of the ECCC members shall be parents of children at risk for disabilities and/or delays

Addendum 2 outlines specific procedures for the ECCC. The operations of the ECCC will provide reviews of program reports to

ensure compliance of Program Components (see Addendum 3) and ODH policies concerning the Help Me Grow program.

Stipends should be provided to representative families, based on FCFC protocol, and may be supported with Help Me Grow funds. Paid staff cannot serve as a parent representative.

- 7.2.7 There shall be a Child Abuse/Neglect Prevention Advisory Board. In accordance with Section 3109.18 of the Ohio Revised Code, each Board of County Commissioners has designated FCFC to fulfill the function of a Local Advisory Board. Each board shall have an odd number of members including all of the following:
- A representative of an agency responsible for the administration of Children’s Services.
 - A provider of alcohol or drug addiction services or a representative from the BADAMHS.
 - A providers of mental health services or a representative from the Board of Mental Health Services
 - A representative of MR/DD
 - A representative of the schools
- See Addendum 3 for responsibilities of the Advisory Board.

Section 7.3 Meetings. Any authorized special or standing committee shall meet as necessary to accomplish their responsibilities, with meetings called by the Chairperson of the Council, the Chairperson of the Committee, or by written request of at least three members of the Committee, at such time, place and agenda as may be determined by the Chairperson of the Committee.

Article VIII. Rules of Order

Section 8.1 Meeting Procedures. All meetings of the Council, Executive Committee, or committees will be conducted according to generally accepted procedures for the conduct of meetings.

- 8.1.1 Should a procedural dispute arise, the official presiding will seek consensus on dispute resolution among the members present.
- 8.1.2 If the procedural dispute cannot be resolved in a reasonable amount of time, the most recently published version of Robert’s Rules of Order will be used to resolve the disputed procedure.
- 8.1.3 All meetings of the Council shall be open to the public in compliance with the Sunshine Law.

Article IX. Amendments

Section 9.1 Proposed Amendments. Amendments to these bylaws may be proposed in writing to the Council at any regularly scheduled Council meeting.

Section 9.2 Amendment Approval. Amendments to these bylaws may be proposed in writing at any meeting of the Council. The proposal will be referred to the Bylaws Committee for their review and comment prior to the next Council meeting. At that subsequent meeting the Council will consider the proposal and make any germane revisions or additions to the proposal that the Council sees fit. Amendments require a simple majority vote.

Adopted this _____ day of _____ 2008.

Chairperson _____

Secretary _____

Addendum 1

Dispute Resolution

Grievance Procedure (Dispute Resolution)

1. A grievance or dispute resolution is a method to resolve conflicts between parties. The grievance/dispute resolution in this scenario will refer only to those cases that have been referred to Service Coordination. The Family and Children First Council decided setting time frames on the families and the systems involved would be inappropriate and difficult to meet in some circumstances. The recommendation is that the entire process will be completed in 90 days or less. The Council Coordinator will ensure that the procedure is followed and responded to in an expeditious manner. ***In the event this is a Part C child in the Help Me Grow Program, the process from Procedural Safeguards by the Ohio Department of Health will be implemented.***

Grievances or disputes will be addressed in the following manner:

- a) If a family wishes to grieve the formation of a service plan, the family shall notify the Council Coordinator to discuss the complaint. The Council Coordinator will determine whether the complaint is actually agency specific or if it is regarding the identified plan.
 - i. The Council Coordinator facilitates problem solving.
 - ii. If the complaint is agency specific, then the Council Coordinator will direct the parent/guardian to the appropriate agency representatives and or contacts. The Chair will contact agency management to make them aware that a family has made a complaint and how and to whom they were directed.
 - 1) The Council Coordinator will receive notification from the system involved on the outcome of the parent/guardian complaint.
 - iii. If the complaint is regarding the identified plan, then all agencies involved with the case will be called to a meeting to discuss the concerns of the family and modify the plan as needed.
 - iv. A written report will be forwarded to the parent/guardian and a copy provided to all agencies involved.
- b) If parent/guardian is satisfied, the process ends. If the parent/guardian still has a complaint about the plan, the parent/guardian can take it to the next step.
 - i. The Council Coordinator will assist the family in completing a formal grievance to the Service Coordination Team.
 - ii. The Chair will forward the letter of complaint and schedule a meeting to review the case and make necessary modifications.
 - 1) Agency heads are notified and they will designate the appropriate representatives to the meeting.
 - iii. A written report will be forwarded to the parent/guardian and a copy provided to all agencies involved.
- c) If the parent/guardian is satisfied, the process ends. If the parent/guardian is still unhappy with the decision, then they may file an appeal decision.

- i. The Council Coordinator will assist the family with filing an appeal to the Family and Children First Council.
- ii. The Council Coordinator will schedule a meeting to review the case.
- iii. The Executive Committee will review the appeal. The subcommittee will not consist of a representative of the agency involved. A written report of the investigation by Council will be forwarded to the parent/guardian and a copy provided to all members of the Family and Children First Council for Gallia County Families.

Addendum 2

Early Childhood Coordinating Committee Policy

The Early Childhood Coordinating Committee (ECCC) is a committee of each county Family and Children First Council (FCFC). The ECCC assists the FCFC in the design, coordination and implementation of a comprehensive, coordinated, interdisciplinary, family-centered Help Me Grow system of service for families with an infant or toddler at risk for or with developmental/delays.

The ECCC committee of the FCFC may choose to address broader early childhood issues. Composition of the ECCC shall include representatives of local agencies and services that meet the needs of all infants and toddlers including children who are minority, low-income, homeless, in foster care or live in inner city and/or rural communities.

Procedures

1. The ECCC shall assist the county FCFC in assuring the implementation of the Help Me Grow program components.
2. The ECCC shall assist in:
 - a. The development and implementation of a process that annually evaluates and prioritizes services, fills service gaps where possible, and invents new approaches to achieve better results for families with young children; and
 - b. The maintenance of an accountability system to monitor the county council's progress in achieving results for families with young children.
3. At a minimum, the ECCC must address the coordination of service delivery to children birth to three (3) years of age. The ECCC may expand its scope to include services for children birth to five (5) years of age as well, as directed by the FCFC.
4. The FCFC may provide for additional membership. This membership may come from other agencies or services that meet the needs of children and families.
5. The operations of the ECCC shall be governed by the FCFC by-laws and procedures.

Reference:

Public Law 108-446 (IDEA), Sec. 641 (b)(1)

Legislation of Ohio Family and Children First, 121.37 (B)(2)(b), (d)

Addendum 3

Help Me Grow Program Components

1. Outreach/Child Find/Intake/Procedural Safeguards
 - Central intake and referral
 - Public awareness activities
 - Education to physicians/health care providers/other community providers
 - Partnership with local schools/Head Start to continue child find activities to identify children 0-3 with delays and disabilities
 - Data coordination with Early Track data
 - Provide information on parent's rights for Part C and assure that a system is in place to address complaints
 - Attend required trainings
2. Prenatal Visit
 - Home visit to include health and prenatal education to expectant parents
 - Provide education and materials on maternal and child health/development, safety, and literacy (i.e., Wellness Guide and other materials)
 - Identify and establish medical/health home
 - Information on all available community resources
 - Referrals to other programs (e.g., CHIP, WIC, CFHS)
 - Attend required trainings
3. Newborn Home Visit
 - Conducted by registered nurses
 - Health and physical assessment of baby and mother
 - Identify and establish medical/health home
 - Provide education and materials on maternal and child health/development, safety, and literacy (i.e., Wellness Guide and other materials)
 - Information on all available community resources
 - Referrals to other programs (e.g., CHIP, WIC, CFHS)
 - Attend required trainings
4. Home Visiting Services
 - Ongoing home visits as determined by family needs
 - Identify and establish medical/health home
 - Provide education and materials on maternal and child health/development, safety, and literacy (i.e., Wellness Guide and other materials)
 - Information on all available community resources
 - Referrals to other programs (e.g., CHIP, WIC, CFHS)
 - Use of Birth to Three curriculum including PAT
 - Developmental Screening (DDST, ASQ screening tools)
 - Parent/Caregiver and Child Interaction (NCAST, HOME)
 - Attend required trainings
5. Service Coordination/IFSP Development, Implementation and Review

- Referral and coordination of evaluation in all 5 developmental domains to determine eligibility for Part C
 - Facilitate and participate in the development, implementation, review and monitoring of the IFSP
 - Facilitate development of family goals
 - Identify and establish medical/health home
 - Identify specialized services and other providers
 - Provide choice to families by identifying all available service providers
 - Inform families of the availability of advocacy services
 - Coordinate and monitor the delivery of available services
 - Coordinate with medical and health providers
 - Coordinate transition to other programs and services
 - Attend required trainings
6. Home Visiting Services
- Provide parent mentoring/parent to parent support contacts
 - Parent group activities (i.e., Playgroups, Support Groups)
 - Transition from hospital to home activities
 - Transportation costs for parents to attend appointments and meetings
 - Parent stipends to attend meetings
 - Attend required trainings
7. Multi-disciplinary Evaluation
- Multi-disciplinary evaluations to determine eligibility for Part C in all 5 developmental domains
 - Social/Emotional
 - Communication
 - Cognitive
 - Physical (to include hearing, vision and nutrition)
 - Adaptive
8. Specialized Services in everyday routine, activities and places
- Respite services for parents
 - Assessments and interventions to meet goals on IFSP
 - Psychology
 - Family Counseling
 - Social Work
 - Occupational, Physical, and Speech/Language Therapies
 - Developmental or specialized instruction
 - Nursing
 - Health
 - Nutrition
 - Hearing and Vision
 - Assistive technology

Addendum 4

Local Advisory Board

Child Abuse and Neglect Prevention (OCTF)

Responsibilities

- Meet as a body at least twice a year
- Conduct a biennial assessment to identify local needs for child abuse/neglect prevention services and prioritize those needs
- Assure that any Local Advisory Board member affiliated (by virtue of employment, appointment or other capacity) with an entity that intends to apply for OCTF monies, immediately suspend their Advisory Board membership during the application and selection process
- Determine procedures required by the county for award and disbursement of funds (such as competitive bidding, contracts, grant agreements, invoicing specifications) and assure that these are adhered to
- Provide effective public notice to advise potential applicants about identified prevention needs and priorities, the availability of funds from the OCTF, the application procedures, local match requirement and the deadline for applying
- Make application forms prescribed by the Trust Fund available to all interested parties
- Evaluate application based on local prevention priorities and guidelines in the current OCTF State Plan
- Establish any reporting requirements for fund recipients beyond the written Semi-Annual Grantee Progress Report required by OCTF, and establish procedures for monitoring to assure program/service effectiveness and fiscal accountability
- Submit a Local Allocation Plan for preventing child abuse and neglect to the Ohio Children's Trust Fund Board by the deadline specified in the current State Plan
- Monitor grantee compliance with program evaluation requirements specified by OCTF
- Return to the state all monies that are not expended
- Maintain records of services provided and financial expenditures for at least five years following the end of the state fiscal year, and make those records available for review by OCTF staff or designees
- Perform other duties as required by the Trust Fund Board to assure effective services and fiscal accountability
- Submit an Annual Report which incorporates information from all grantees on forms prescribed by the OCTF

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