

RIFIS UPDATE: Definitions of FCCP Close Reasons

1/26/2013

Close Reason	Definition
Another child in the family opened to DCYF and remained in home	As stated
Another child in the family opened to DCYF and removed from home	As stated
Change in target child	Open < 30 days, edit Demographics page Open > 30 days, close record. Open a new record for new target child.
Family declined service	Use if this occurs before Intake. Family has spoken to staff and declined service.
Family moved out of area	Family moved and no goals have been met. If some goals met, use a Phase of Wrap close reason.
FCCP declined to service the family (Specify reason below in "other" close reason	The family is eligible but we have chosen not to serve them. For example,
Phase I of Wrap: Engagement – most/all goals/needs met	<p><i>The Engagement Process:</i></p> <ul style="list-style-type: none"> • Meet with the family, address immediate needs, crisis stabilization and develop a written Immediate Crisis Stabilization or Risk Management plan (to include non-negotiables) with every family. The plans identifies who will do what when things go wrong, who should be called and in what order. This plan will be reviewed throughout all phases. The Verbal Functional Assessment should begin (discussion around triggers, causes of the problem) • Family vision • Gather the family story to begin the SNCD process • Generate a strengths list • Generate a team member list which includes natural supports • Agree on first team meeting date • Agree on who will contact potential team members • Give more information about the wraparound process
Phase I of Wrap: Engagement – partial goals/needs met	
Phase I of Wrap: Engagement – no/little goals/needs met	
Phase II of Wrap: Planning – most/all goals/needs met	<p><i>The Planning Process:</i></p> <ul style="list-style-type: none"> • Coordination of first family team meeting • Record and share family strengths with team • Develop a Team Mission Statement that reflects that the family and other team members are committed to the process • Complete all required assessment (i.e NCFAS, Ohio and Ages and Stages) that will assist in guiding the planning process (appropriate assessments should be completed as necessary) • Review needs that reflect the family’s concerns as well as any non-negotiables. • Identify a few immediate needs that match the family’s strengths to keep the family and the team from becoming overwhelmed • Brainstorm a variety of strategies to meet those needs which identifies action steps, time frames and who is responsible (goals & objectives) • All team members are reflected as doing something in the plan • The family wrap plan is distributed to and signed by all team members (including age appropriate children and youth)
Phase II of Wrap: Planning – partial goals/needs met	
Phase II of Wrap: Planning – no/little goals/needs met	

	<ul style="list-style-type: none"> Proactive Crisis planning (The plans identifies who will do what when things go wrong, who should be called and in what order-this plan will be reviewed throughout all phases and will include all non-negotiable)
Phase III of Wrap: Implementation – most/all goals/needs met	<p>The Implementation Process:</p> <ul style="list-style-type: none"> Coordinate and document all activities being provided Accomplishments that can be measured in benchmarks and barriers to transition are reviewed and recorded On-going assessment of the plan is occurring Team is meeting often enough to assess wrap plan’s goal and measurement of objectives (team members may change throughout the process) Family is being asked if the wrap plan is meeting their needs Adjustment to the plan is occurring based on the family’s and team’s feedback Assignments are being made and recorded at each team meeting Copies of the updated family wrap plan are provided to all team members The team reviews and practices (fire drills) with the family which identifies what all members are to do if a crisis occurs Schedule and plan for ongoing meetings
Phase III of Wrap: Implementation – partial goals/needs met	
Phase III of Wrap: Implementation – no/little goals/needs met	
Phase IV of Wrap: Transition – most/all goals/needs met	<p>The Transition Process:</p> <ul style="list-style-type: none"> The team has held practice crisis drills and are confident the family know what to do if things go wrong The family has a way to access services in the future The family is connected to their team members (natural and community supports) for continuation after it has been agreed upon that the FCCP wraparound process has been completed The family has a list of team member phone numbers who they can contact if needed Create a document that describes the strengths of the family and lessons learned from the wrap process that shows the achievement of the team mission A culturally appropriate commencement should occur upon transition The team reviews and practices (fire drills) with the family which identifies what all members are to do if a crisis occurs
Phase IV of Wrap: Transition – partial goals/needs met	
Phase IV of Wrap: Transition – no/little goals/needs met	
Target child opened to DCYF and remained in home	As stated
Target child opened to DCYF and removed from home	As stated
Target child opened to DCYF FSU and/or probation	When target child opens to probation, FCCP has to close record.
Unable to contact family	Before intake paperwork is completed and family <i>did not say</i> they decline services.
Unable to contact family and referred back to DCYF	Only use this reason for families that were referred by DCYF. Outreach was attempted but contact was unsuccessful.