Children Co-Served by Different Regions for Regions with Single Fiscal Agent Contract Guidance

This guidance is meant to support situations in which, because of shared legal parental custody or other arrangement (ex. child care enrollment), a child spends equally significant amounts time in two regions, resulting the need for CIS services to be delivered in both regions.

a. It is important that CIS providers ensure parents understand the choices they have about matching services with their needs and the impact of their choices. (i.e. if they choose to go against the guidance/policies CIS sets regarding this topic, what impact, if any, might that have on the scope of their child's supports and their transition to services after exiting CIS).
b. Assignment of the Primary Service Coordinator and sub-contracting for direct services from a co-serving region
c. The Primary service coordinator should be assigned from the community where the family anticipates their child will attend public school (ex. when parents have shared legal custody but live in different regions, the family should indicate in which region they anticipate the child will ultimately be enrolled in public school).
d. One Plan direct services are sub-contracted by the Primary Service Coordinator's region's fiscal agent to the designated co-serving region, which will provide these direct services (except for out-of-bundle services, which do not need a sub-contract).
e. The regional fiscal agent hosting the primary service coordinator counts this child toward their monthly minimum caseload number for billing purposes.
f. The Primary Service Coordinator responsibilities include:
    - Promoting and facilitating communication among all team members;
    - Assuring coordination of services.
    - Serving as a single point of contact in helping parents to obtain the resources and services they need.

g. Facilitating and/or performing screenings, initial evaluations or ongoing assessments as needed for determination of eligibility, progress and/or program planning within defined timelines:
   - The initial One Plan development meeting must occur within 45 days of assignment to primary service coordinator.
   - Services identified in the One Plan must begin within 30 days of signed consent of the One Plan document.
   - Including the family's service providers on the individual child/family team (including school personnel, health care providers, juvenile justice, law enforcement, other AHS staff, and others at family request).
   - Ensuring the provision of year round services for pregnant women and children from birth to age 6 and their families through appropriate activities as indicated in the One Plan.
   - Consulting with and providing interpretation/synthesis of information to parents/caregivers.
   - Providing direct instruction/modeling of prevention/intervention techniques and strategies to families, caregivers, and other providers.
   - Designing appropriate learning environments and activities that promote an individual or family's acquisition of skills that promote healthy development in all areas.
   - Utilizing the CIS Consultation Team as family/individual needs are identified to help inform the One Plan.

h. Identifying how services are delivered and/or supported within the child care setting when child care is part of a child/family's plan.

i. Providing written notification to families of their exit from CIS services because of inability to contact.

j. Reviewing and updating the One Plan at least every six months or more often as needed or when there is a change identified.

k. Submitting required documentation to the State, especially for out-of-bundle services (ex. POLR & nursing PA's).

l. If the service intensity of a shared client has a significant negative fiscal impact on a region, the Primary Service Coordinator is responsible for notifying his/her

CIS Technical Assistance Liaison. The TA Liaison will bring the information to the CIS State Team for review.

m. Recommendations for inclusion in sub-contracts:
   - Ensure both regions are represented at all One Plan team meetings (beginning with the initial meeting).
   - A clear communication protocol articulated between both regions.
   - Service provider and location of service delivery clearly identified.
   - Identify how out-of-bundle CIS services will be delivered and how required documentation will be managed.
   - Articulate how (in-bundle) payments for CIS services will be disbursed to the non-primary service coordinator region (ex. monthly invoices).