As a Family Care Coordinator

You are responsible to advocate for and support the child/youth and family in utilizing the Children's Mental Health Waiver to the fullest benefit possible. You are also responsible to:

- Advocate on behalf of the child/youth and family in the state mental health service system.
- Initiate and oversee completion of needed assessments and evaluations as identified by the Family Care Team.
- Initiate and oversee re-evaluation of the child/youth's level of care for continued eligibility.
- Facilitate the development of a multi-service individual community based service plan that supports access to clinical and non-clinical services and information, community resources, and natural relationships.
- Consult with a Qualified Mental Health Professional to ensure that the individual service plan supports ongoing clinical services.
- > Share service plan information with all service providers and family supports as identified by the plan.
- ➤ Locate, arrange, and refer child/youth and family to direct services as identified in the service plan.
- Provide a link to HEALTH CHECK, Wyoming's EPSDT program.
- > Complete and report at least monthly monitoring of the child/youth's health and welfare as well as status of service provision outlined in the service plan.
- Facilitate regular service plan reviews to monitor continued appropriateness and adequacy of services and ensure services continue to be responsive to the child/youth and family's needs and preferences.
- Coordinate transition for child/youth that may be served in out of home care and/or for child/youth leaving waiver services, for whatever reason.
- Formally evaluate child/youth and family's satisfaction of waiver program at time of exit from services.
- Act as child/youth and family's first contact for registering complaints or grievances.
- ➤ Be available to child/youth and family at times and places convenient for them and provide emergency contact information and back-up when unavailable.
- Ensure that all applicable waiver procedures associated with Family Care Coordination service provision and responsibilities are carried out.
- Maintain waiver provider qualifications and certification requirements.

NOTE:

- The scope of care coordination services may not include activities or services that constitute provision of direct services that are normally covered as distinct services.
- A Family Care Coordinator MAY NOT provide any waiver services to his/her own child/youth or any children/youth of his/her relatives.
- ➤ For Family Care Coordinators also certified to provide Family Training and Support and/or Individualized Child Training and Support you may only act as a Family Trainer or Child Trainer for Individual Service Plans coordinated by another Family Care Coordinator.

Caseload Limitations

Caseloads are limited to a maximum of 10 children/youth at any given time – this is done to insure that children/youth and families served will receive the individualized support and services they need, based on the importance of the Family Care Coordinator's role, responsibilities, and associated time lines of this position.

The Waiver Program allows for the addition of one child/youth to the Family Care Coordinator's caseload if the following criteria are met:

- Transition of a child/youth off the waiver is in process
- A time line has been established for this transition
- The time line is within one month of taking on the additional case

Continuing Education Requirements for Re-Certification

A Family Care Coordinator is required to complete 10 hours of continuing education opportunities to meet annual re-certification requirements, regardless of certification for other waiver services (Family Training and Support and/or Individualized Child Training and Support).