



Agency Procedures

Police Removal (Juvenile Rule 6)

CURRENT BINDINGS

Departments: Intake
Legal & Risk Management

ORC: NA

OAC: NA

USC: NA

CFR: NA

Effective/Revision Date: 05/23/07

Statement of procedure:

To assure each incident involving custody pursuant to emergency police removal (Juvenile Rule 6) not identified for court intervention is thoroughly reviewed by workers and supervisory and administrative staff members for an appropriate safety response.

Procedural steps:

Upon receiving custody of child(ren) pursuant to emergency police removal (Juvenile Rule 6), the assigned social worker and supervisor will immediately assess the family situation, level of risk, review history, and determine whether court intervention should be requested. If assigned supervisor and social worker desire to allow the Juvenile Rule 6 custody to lapse without court intervention, the Juvenile Rule 6 panel will be notified immediately to convene for a staffing at 11:00 a.m. that same day before the Juvenile Rule 6, 24-hour expiration deadline.

All Juvenile Rule 6 custodies received by SCCS considered for expiration or expired as a result of non-jurisdiction, immediate reunification, etc, must be brought before the panel.

Panel members will consist of the assigned social worker, assigned supervisor, Department Director, Legal Department representative, and Performance Evaluation and Training Department representative. Other staff (i.e. beeper worker, previous assigned worker) may attend the meeting if they have information which contributes to the initial assessment and decision-making.

In considering whether to allow the Juvenile Rule 6 to expire, the panel will review current referral/case plan information, prior agency involvement/history, and current and past criminal activity. The assigned social worker and supervisor will be prepared to discuss the incident for which Juvenile Rule 6 was issued, history, current assessment, and rationale for allowing the Juvenile Rule 6 to expire. The assigned social worker, supervisor, and panel members will jointly review all information and recommend, but not limited to, one of the following recommendations:

- Interim Order
- File for Emergency Temporary Custody to SCCS
- File for Permanent Custody to SCCS
- File for Temporary Custody to SCCS
- File for Protective Supervision to SCCS
- File for Emergency Temporary Custody to relative, non-custodial parent, etc.
- File for Temporary Custody to relative, non-custodial parent, etc.
- Take no action and allow Juvenile Rule 6 to expire
- Allow Juvenile Rule 6 to expire with other action to be taken
- Contingency plan

If a recommendation cannot be made at the staffing because further assessment, information gathering is needed, the Department Director or assigned supervisor will consult with panel members later in the day to give an update and make any preliminary recommendations final. If panel members are unable to reach consensus, the Director of Social Services will become involved to issue a final decision. At the conclusion of the staffing, the assigned supervisor will document the decision in the Family Information Button in the computer.

Purpose of the procedure:

To assure all Juvenile Rule 6 custodies being considered for expiration are thoroughly reviewed and appropriate safety measures have been accomplished. To improve service delivery to clients and provide a consistent response to the assessment of the Juvenile Rule 6.

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Agency Procedures

Processing Information in the Phone Room

CURRENT BINDINGS

Departments: **Intake**

ORC: 2151.03; 2151.031; 2151.04; 2151.05; 5153.16; 2151.421

OAC: 5101:2-1-01; 5101:2-34-06; 5101:2-34-32

USC: 42 USC 5106a

CFR: 45 CFR 1304.14

Effective/Revision Date: August 2005

Procedure: Processing of Information in the Phone Room

Procedure No.: _____

Statement of procedure:

All information called into the phone room at Summit County Children Services (SCCS) will go through a process of assessment to determine information as an Abuse/Neglect/Dependency Report, a Legal Request for Service Call, a Non-Mandated Service Call, a General Request for Service Call, or a Decline to Accept Call. The agency will follow the Ohio Administrative Code Rule 5101:2-34-06, Screening Child Abuse and Neglect Reports, when determining when a call will be declined for services. For definition of Service categories, reference the Categorization of Reports and Services Procedure. This procedure helps define that process and the steps involved.

Use of The Phone Room Screening Guide

SCCS phone room staff receives information from persons in the community regarding concerns of abuse, neglect, dependency, and/or other requests for services. The phone room staff will use the "Hotline Assessment Screening Guide" on these types of calls to help ensure that the appropriate information is gathered and documented, as well as categorize the type of call they are responding to. The four categories include: Abuse/Neglect/Dependency, Legal Request for Services, Approved Non-Mandated Services and General Request for Services. A screening guide does not need to be implemented on calls placed in the Legal Request for Services or Non-Mandated Services Categories. All completed Hotline Assessment Screening Guides are printed and stored in the Intake Records Department. The Screening Guide will be reviewed and updated each year or when there are changes made within the Agency, the Ohio Revised Code, or the Ohio Administrative Code.

Accepting the Call as a Report

APPENDIX B

A call does not constitute a report of Abuse/Neglect/Dependency until an allegation type is assigned. Ohio Administrative Code compliance time lines are triggered on the date and time of the selection of the allegation type.

Establishing Immediacy of Response

The phone room social worker will determine the immediacy of need for agency response on Abuse/Neglect/Dependency Reports. The following will be utilized:

1. **Emergency:** when there is imminent risk of serious harm to the child, there is insufficient information to determine whether or not the child is safe, or when a one hour response time is required. Law Enforcement will be contacted for assistance on Emergencies.
2. **Urgent and Regular Reports:** for all other reports that are not an emergency and will have contact initiated within twenty-four hours.

All reports involving serious injury to a child or a potential high profile or media attention case will be brought to the attention of the Phone Room Supervisor immediately. The Phone Room Supervisor will contact the Director of the Intake Department and the Director of Social Services and then follow-up with an e-mail cc to the Deputy Executive Director/General Council and the Executive Director.

Service Level

The phone room social worker will determine the service level for each call. The following is the procedure and rationale directing the determination of service level:

1. An Abuse/Neglect/Dependency Report will be sent and assigned to a social service supervisor when one or more of the following are determined:
 - A. There is imminent risk of serious harm to the child or there is insufficient information to determine whether or not the child is safe.
 - B. There is specific abuse, neglect, and dependency issues/concerns that need to be assessed.
 - C. The family has past abuse/neglect history with the agency, police, and/or other agencies that warrant a full family assessment.
 - D. The child is 0-24 months of age. (SCCS Board Resolution 11-2004-)
2. General Request for Service Calls will be assigned to a phone room social worker when:

- A. There is no potential risk to a child based on the allegations and current information.
 - B. There is a lack of specific abuse, neglect, and dependency allegations or concerns.
 - C. The referent's information and concerns are outside the mandated services of SCCS.
3. According to Ohio Administrative Code 5101:2-34-06, Screening Child Abuse and Neglect Reports, at a minimum, a report of child abuse and neglect should contain, if known:
- A. The names and addresses of the child and his parents or the person or persons having custody of the child.
 - B. The child's age.
 - C. The type, extent, and duration of the abuse or neglect.
 - D. Circumstances regarding the abuse or neglect, including any evidence of previous injuries, abuse, or neglect.
 - E. The child's current condition.
 - F. Any information that might be helpful in establishing the cause of the known or suspected injury, abuse, or neglect or the known or suspected threat of injury, abuse, or neglect.

If the referent does not provide information regarding the address of the family, the following steps will be taken to try to obtain an address:

1. CRISE will be completed, if the service is available through ODJFS.
2. A search will be done by using the LEXIS or OPEN system, or any other equivalent online background search system.
3. Haines Directory will be checked if a phone number was provided.
4. If children are school-aged the schools will be contacted.
5. If known community providers are involved with a family they will be contacted.

If all attempts to obtain further information are unsuccessful, **SCCS will decline to accept the information as a report.**

APPENDIX B

Clearing Clients

Every client will be cleared through the Agency computer system. The clearing process will:

1. Determine if and when the client has had history with the agency, specifically identifying if this is a third report within six months.
2. Determine the appropriate social service supervisor the report will be sent to.

Call Review Process

After the phone room staff have completed the screening guide and clearing process, they will determine if the call will go forward as an abuse/neglect/dependency report, place the call in pending status, or categorize the call as a General Request for Services.

Calls that are categorized as Abuse/Neglect/Dependency, and considered to be an emergency or of urgent nature will be sent directly to the designated supervisor.

Calls that are placed in pending status will require additional screening from the phone room staff. The staff will try to find factual or obtain sufficient information to make a determination if this is a call that will be turned into a report and accepted for services. This needed information will be gathered by the phone room staff by making collateral phone calls with any service providers or professionals that may have information about the child or family. The phone room staff will have no more than eight hours to complete this process.

Calls that are placed in the General Request for Services Category are calls that the phone room staff have determined the concern does not need service from the agency and these types of calls will be referred to the appropriate community resource that is better-equipped to meet the family needs. The phone room staff will have 24 to 48 hours to complete these types of calls.

Required Follow up Information Gathering

The following will be completed on each report received:

1. Internet criminal background checks through Summit County Clerk of Courts and the Municipal Court Systems will be completed on all adults reported to live in the home. LEXIS, OPEN, or any other equivalent online background search systems will be completed for out of county checks.
2. CRISE check
3. Internet sex offender registry check.
4. If the agency receives information that a child is coming into care, the phone room social worker will review person notes, placement and

custody screens, and review the family information screens on past referrals. The phone room social worker will then document this information in the phone worker notes (this will assist the assigned supervisor and worker with placement options for the child).

5. A summary of past indicated or substantiated reports will be completed and documented in the phone worker notes.

Compliance Standards

All reports will be in compliance with the Ohio Administrative Code Rule 5101:2-34-32, PCSA Requirements for Assessments and Investigations. The rule states for non-emergency reports, the agency shall attempt a face-to-face or telephone contact within twenty four hours with a principal or collateral source to ensure that the child is safe. The phone room staff will be responsible for attempting the telephone contact with a principal or collateral source before they send the report to the designated supervisor.

Assignment of Abuse/Neglect/Dependency Calls

All allegation types under the Abuse/Neglect/Dependency Category will be sent to an intake rotation supervisor, if there are no current reports already open on the family.

If an open report already exists and new concerns are being reported, a new report will be generated and sent to the assigned supervisor. If the concerns are identical to those of the existing report, the phone room social worker will generate a contact for the already existing report. They will then e-mail the phone room supervisor, the assigned social worker and assigned supervisor that a contact was entered in reference to the existing report. The phone room worker will also make a follow-up phone call to the assigned worker letting them know someone called in about a family they are working with and the information is found in their contacts.

Reports received on an open case plan will be sent to the supervisor assigned to the case plan. The only exception will be third party reports which includes, according to the Ohio Administrative Code, any institution, facility, foster or pre-finalized adoptive home which is licensed, or certified by ODJFS and operated or supervised by the PCSA; Any employee, or agent of ODJFS or the PCSA; or Any authorized person who is representing ODJFS or the PCSA and who is providing services for payment or as a volunteer. These third party reports will be assigned to the intake supervisor on rotation.

In the Intake Department, if a report comes in within 30 days or less of the "conclude referral date" in the Agency computer system, of a previously closed report, the report will be assigned to the social worker who most recently serviced the family. If the social worker has terminated employment or transferred to another department, the report will be assigned to the appropriate intake rotation supervisor.

If a report comes in on a case plan that was closed fewer than 15 days, the report will be assigned to the most recent assigned social worker. If the social worker has terminated employment or transferred to another department, the report will be assigned to the appropriate intake rotation supervisor.

APPENDIX B**Assignment of Legal Request for Services and Approved Non-Mandated Services**

The service types under the Legal Request for Service Category and the Approved Non-Mandated Service Category will be assigned to the designated supervisor that is programmatically responsible for providing the appropriate service need that is being requested, unless the request is on a client who already has a open report or case plan. The allegation types and supervisor assignment is listed below:

Legal Request for Services:

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Courtesy Interview 2. Out of Town Inquiry (OTI) – Assessment 3. Out of Town Inquiry (OTI) – Record Summary 4. Special Study – Assessment 5. Special Study – Summary 6. Post Adoption Inquiry 7. Post Adoption Assessment 8. Rules Violation 9. Desertion | <ol style="list-style-type: none"> Intake Special Studies Special Studies Special Studies Special Studies Post Adoption Post Adoption Foster Care Intake |
|---|---|

Approved Non-Mandated Services:

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Child Care Now 2. Child Death - Accident 3. Child Death - Natural | <ol style="list-style-type: none"> Phone Room Supervisor Phone Room Supervisor Phone Room Supervisor |
|--|---|

Assignment of General Request for Services

When the phone room social worker has determined the information that has been called into the Hotline does not constitute an Abuse/Neglect/Dependency Report, a General Request for Service Call may be generated if the call is not disposed of. The phone room social worker will assign the General Request for Services Call to them self and complete the necessary follow-up to bring the call to closure.

The Administrative Review Team will meet as necessary to review General Request for Service Calls to determine if it received the appropriate categorization. If the Administrative Review Team determines that a General Request for Service Call needs to become an Abuse/Dependency/Neglect Report, the phone room supervisor will change the category from General Request for Services to Abuse/Neglect/Dependency and forward the report to the intake rotation supervisor.

At the time of closure of a General Request for Services, the documentation in the Agency computer system will reflect what type of community service(s) were recommended to the client as listed below.

1. Mental Health Professional - Child
2. Mental Health Professional – Adult

3. Health Department
4. Law Enforcement
5. Juvenile Court
6. Domestic Relations Court
7. Probation Department
8. School Board
9. School Personnel
10. Info Line
11. Hospital
12. MRDD Services
13. Help Me Grow
14. Navigator Program
15. SCCS Legal and Risk Management Division
16. Child Support Enforcement Agency
17. Other County- In State
18. Other County – Out of State
19. Medical Profession
20. Attorney
21. Shelters
22. Mediation Services

Also at the time of closure, the Agency computer system will reflect the Ohio Administrative Code Rule as to why the call will not be forwarded for complete assessment.

Purpose of the procedure:

This procedure is designed to give guidance to the phone room staff as to how to process information received by SCCS.

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Agency Procedures

Conducting Assessments and Investigations

CURRENT BINDINGS

Departments: Intake

ORC: 2151.421, 5153.16, 2151.3518, 5153.166

OAC: 5101:2-1-01, 5101:2-34-37, 5101:2-34-33, 5101:2-34-36, 5101:2-34-34, 5101:2-34-32, 5101:2-34-35, 5101:2-39-07

USC: NA

CFR: NA

Effective/Revision Date: 04/04, 05/24/07

Statement of procedure:

Summit County Children Services (SCCS) is responsible for assessing and investigating reports of child abuse and neglect in Summit County in order to determine safety and risk factors of children. The assessment and investigative process involves gathering information from family members and collateral sources in a timely and efficient manner.

PROCEDURAL STEPS

1. The social worker will utilize the Summit County Children Services Memorandum of Understanding and will cross refer to the designated law enforcement authority and/or the prosecuting attorney when there is a report of physical abuse, neglect, and sexual abuse. Summit County Children Services must make a cross referral to law enforcement if the report alleges a criminal offense, if the Public Children Services Agency (PCSA) requires assistance in the investigation, or if a third party investigation is required. When necessary, assigned staff should coordinate interviewing activities for criminal investigation and prosecution with the Child Advocacy Center, Summit County Prosecutor's office, and local law enforcement. This is to minimize or eliminate multiple interviews with the alleged child victim. Requests for assistance or involvement of law enforcement or the prosecutor's office will be documented in the case record.

A request for assistance by law enforcement may be made when one or more of the following situations exist:

- There is reason to believe that a child is in immediate danger of serious harm.
- There is reason to believe that a worker is, or will be, in danger of harm.
- There is reason to believe that a crime is being, or has been committed against a child.

Law enforcement and/or the county prosecutor may also be contacted when the agency is refused access to the alleged child victim or any records required to conduct the

assessment/investigation.

2. The social worker will develop an assessment plan prior to initiating and throughout completion of the assessment process with the family. The plan should include, but not be limited to, the following activities:
 - Review current referral and any collateral information;
 - Review historical information, including both agency and criminal history;
 - Make a determination as to who will be interviewed and in what order;
 - Make a determination as to who should be present at each interview (i.e. law enforcement, teacher, non-offending parent, therapist, etc.)
 - Coordinate with collateral sources involved with the family;
 - Have ongoing communication with the supervisor regarding status of the case and decision-making regarding risk and safety.

3. A face-to-face contact is required with the alleged child victim during the assessment process to discuss specific allegations and observe interactions.
 - For Emergency reports, an attempted face-to-face contact with the alleged child victim(s) shall occur within one hour of the receipt of the report. A report will be considered an emergency if there is an apparent immediate threat of serious harm to the child or there is insufficient information to determine whether or not the child is safe at the time of the report.
 - For Urgent reports, an attempted face-to-face contact with the alleged child victim(s) shall occur within 24 hours of the receipt of the report.
 - For all other reports, the social worker shall attempt a face-to-face or telephone contact within 24 hours with a principal or collateral source (excluding the referent/reporter) to ensure that the child is safe, and attempt face-to-face contact with the alleged child victim(s) within three calendar days of receipt of the report.
 - If the social worker has attempted face-to-face contact with the alleged child victim(s) and the alleged child(ren) was/were not available, continued attempted face-to-face contacts shall be made at least every 5 working days until the child(ren) is/are seen or until the case disposition and resolution must be made.
 - The alleged child victim shall not be interviewed without parental consent, unless one or more of the following circumstances exists:
 - There is credible information to indicate that the child is in immediate danger of serious harm.
 - There is credible information to indicate that the child will be in immediate danger of serious harm upon return home from their current location.
 - There is credible information indicating that the child may be intimidated from discussing the alleged abuse or neglect in their home.
 - The child requests to be interviewed at a location other than their home due to one of the above listed circumstances.

Interviews of siblings to the alleged child victim or other children living in the home shall not be interviewed without parental consent, unless one of the circumstances outlined above applies to the other child(ren) as well. When an alleged child victim or other child is interviewed without parental consent, the applicable circumstances will be documented in the case record.

APPENDIX B

4. The interview process includes a face-to-face interview with the primary caregiver(s), the alleged perpetrator(s), and all other adults and children that reside in the home. Upon the initial contact (i.e. when information is gathered as part of the investigation process) with the principals of the case, they shall be advised of the specific allegations and provided with the booklet, "When Help is Needed," outlining their rights and the agency grievance process. The principals will also be notified of the assessment/investigation procedures by the worker, in addition to this information being included in the "Help is Needed" booklet. Child Abuse Prevention and Treatment Act (CAPTA) guidelines/requirements will be followed when completing all interviews.

Any infant born affected by illegal substance abuse or withdrawal symptoms resulting from prenatal drug exposure will receive an assessment to determine the level of existing safety and risk. Also any calls received by the agency's 24-hour hotline involving a child 0 to 24 months in age with allegations of abuse, neglect, or dependency will receive a full assessment.

Interviews will be conducted with all persons living in the home in order to:

- Assess the adults' knowledge of the allegations.
- Observe the interaction between the adults and the alleged child victim.
- Obtain relevant information regarding the risk to the child.
- Evaluate each child's condition and safety.
- Obtain each child's explanation of the allegations. (When possible, each child should be interviewed separately from the alleged perpetrator.)

Children may not be interviewed if they do not have sufficient verbal skills or if it is determined that additional interviews would be detrimental.

At times, in accordance with the Memorandum of Understanding, the interview of an alleged perpetrator may be deferred to the police or the county prosecutor. When this occurs, or when any person living in the home is not interviewed, it will be documented in the record.

When meeting with family members, their religious, racial, ethnic and cultural backgrounds, and any communication or language barriers will be acknowledged as an important component of the assessment/investigation process. Every effort will be made to accommodate the family's unique characteristics when interacting and providing services. In the event a principal in the case does not understand English, an interpreter will be engaged (see Services to Clients with Limited English Proficiency and Hearing Impairments Procedure).

5. Conduct a home visit and view the entire physical environment as a part of the assessment/investigation process.
6. Known reporters and collateral sources will be contacted in person, by telephone or in writing during the assessment/investigation process in order to confirm information provided by family members and gather additional information to aid in the determination of safety and service need. Discretion shall be exercised in the selection of collateral sources to protect the family's right to privacy. Persons shall not be randomly interviewed.
7. In addition to completing interviews and telephone contacts as described above, the

following activities may be performed in order to assess the risk to the child:

- Taking photographs of areas of trauma on the child's body.
- Taking photographs of the child's environment (with caretaker's consent).
- Securing a medical and/or psychological evaluation of the child (with consent of the child, parent, guardian or custodian or with a court order).
- Securing any relevant records, including but not limited to, school, medical, mental health, and criminal history.

8. Information obtained from all sources, including family members, service providers, caretakers, and previous records shall be utilized in order to determine family strengths, risk factors, protective capacities, service need, and the case disposition. This process occurs and is documented in the form of a standardized risk assessment tool during the initial assessment/investigation process, and throughout the life of the case. The standardized risk assessment tool shall be utilized and updated at key points in the case, including:

- When a child is removed from the home;
- When a child is returned to his/her home;
- When the semiannual administrative review occurs;
- When the case is closed;
- When a new allegation of abuse or neglect is received.

At the conclusion of the assessment/investigation process, the caseworker, in consultation with the supervisor, will determine if there is a need for further agency involvement, referrals to community resources or if the case can be closed.

If it is determined there is an immediate threat of serious harm, a safety plan will be developed and implemented immediately in order to reduce the level of risk. The safety plan may include in-home supportive services with the child remaining in the home or voluntarily placed out of the home, or the child may be removed from the home with custody to the agency or a third party.

When it is determined that there is a need for continued agency involvement, a case plan will be developed that addresses the family's strengths and areas of need in order to provide specific services in the least restrictive manner.

Any referrals made for services will be documented in the case record.

9. When requested by another Public Children Services Agency (PCSA), either verbally or in writing, SCCS (the non-lead PCSA) will:

- Conduct interviews of any principals and collateral sources presently located within its jurisdiction and assist in the completion of the Risk Assessment Matrix/ Family Risk Assessment Matrix/Family Assessment/Safety Assessment/Structured Decision Making.
- Will coordinate interviews with the Child Advocacy Center, local law enforcement, and the local or county prosecutor.
- Provide a written summary of interviews to the lead PCSA within 30 to 45 days.

10. If there is a substantiated disposition of abuse or neglect referral/report on a child under the age of 3 years, a referral will be made to "Help Me Grow" within 2 working days of the

APPENDIX B

concluded disposition.

11. Within 2 working days of the determination of the disposition the social worker will advise the parent or legal custodian/guardian of the child and the child, (the child needs to be included if the child has the developmental capacity and understanding) in writing of the referral/report disposition and referral/report resolution (will the referral be opened to a case plan for on going services or not).

Within 2 working days of the determination of the disposition and conclude discovery date in the agency computer the social worker will advise the alleged perpetrator in writing of the referral/report disposition and the right to and method for filing an appeal of the referral/report disposition.

Completion of the report dispositions includes all notifications of the disposition within the required time frames to alleged child victim(s), alleged perpetrator(s) (unless unable to locate), alleged child victims' guardian(s), local school superintendent and state board of education, and out of home care administrator(s).

12. The assessment/investigation documentation and any material obtained as a result of the assessment/investigation, shall be maintained in the referral/report/case plan record.
13. When an assessment/investigation requirement cannot be completed, a waiver must be requested and approved by the assigned supervisor and department director during the assessment. A waiver must specify what assessment requirement was not met and why the requirement was not accomplished. The list of waiver/justifications include the following:
 - Completion of the assessment/investigation if the report disposition is family moved or unable to locate.
 - Completion of the family assessment if the report disposition is family moved or unable to locate.
 - Completion of face-to-face contact with the alleged child victim.
 - Completion of face-to-face contact with the alleged perpetrator
 - Completion of face-to-face contact with each adult residing within the home (including the caregiver).
 - Completion of face-to-face with the other children.
 - Completion of face-to-face or phone contact with witnesses or collaterals.
 - Completion of the report disposition shall not be waived.
14. The worker must reach a case resolution that includes the case disposition no later than 30 days from receipt of the report. When the requirement for assessment and case resolution cannot be completed within the allotted 30 day timeframe, a 15 day extension may be requested. Extensions justifications must be requested and approved by the assigned supervisor and department director by the end of the 25th day of a report. Worker must specify what assessment requirement has yet to be met and why it has not been met within the 30 day timeframe. Worker must also state how the uncompleted case activity will be accomplished during the 15 day extension period.

Purpose of the procedure:

To provide a standard and consistent response to child abuse and neglect reports through the gathering of information, conducting interviews with all principals, determining the level of safety and risk, and providing the appropriate resources and services to the family.

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APPENDIX B



Agency Procedures

Requirements for a Deserted Child Assessment

CURRENT BINDINGS

Departments: Intake

ORC: 2151.3516, 2151.421, and 5153.16

OAC: 5101:2-34-32.01, 5101:2-34-32, 5101:2-34-33

COA: G-8; G-9; S-5; S-10

Effective/Revision Date: January 26, 2006

Statement of procedure:

When a child is deserted by a parent and left with an emergency medical worker, peace officer, or hospital employee the Ohio Administrative Code requires SCCS to take specific action to secure the child into care.

Procedural Steps

- A. Upon receipt of a report that a parent has delivered a child to an emergency medical worker, peace officer, or hospital employee pursuant to section 2151.3516 of the Ohio revised code, SCCS shall:
1. Consider the child to be a deserted child as defined by Rule 5101:2-1-01 of the Ohio Administrative Code.
 2. Consider the child to be in need of public care and Protective Services.
 3. Review all established protocols between agencies and proceed accordingly.
 4. Make face-to-face contact with the child within **one hour** of receipt of the report.
 5. Complete the following activities within one hour of face to face contact with the child:
 - a. If necessary, transport the child or arrange for transportation of the child to the nearest appropriate hospital emergency department;
 - b. Make arrangements for the child to be examined by SCCS clinic or hospital emergency room to assess the health and well-being of the child as well as assess indications of abuse and/or neglect.
 - c. Prior to placement in substitute care, obtain a copy of the report from any medical examination completed by a physician.

- d. Accept and take emergency temporary custody and place the child in substitute care pursuant to rule 5101:2-42-04 of the Ohio administrative code.
 - e. Initiate an investigation concerning the child.
- B. To conduct an investigation concerning a deserted child, the social worker shall:
1. Contact the individual who took possession of the child to determine:
 - a. The time that the child was delivered;
 - b. Any information regarding the child that the parent who delivered the child may have given;
 - c. Whether the parent who delivered the child completed the ODJFS form 01672 "voluntary medical history."
 2. Obtain the ODJFS form 01672 "voluntary medical history", if available.
 3. Secure all clothing or other articles that were left with the child;
 4. Contact the following agencies to determine if a child matching the description of the child has been reported missing:
 - a. Local law enforcement agencies;
 - b. Ohio's missing children's information clearinghouse;
 - c. National Center for Missing and Exploited Children.
 5. Conduct any necessary activities to obtain a birth certificate and a social security card for the child.
- C. The social worker shall document in the case record that all activities were completed.
- D. The social worker shall complete the deserted child investigation **within thirty days** from the : of the report.
- E. The child shall be considered to be abused or neglected pursuant to rule 5101:2-1-01 of the Ohio Administrative Code if:
1. The child has suffered a physical or mental wound; injury or the child's condition is of a nature that reasonably indicates abuse or neglect;
 2. It is determined that someone other than the parent delivered the child to the approved authorities above;
 3. The child is determined to be more than seventy-two hours old at the time the child was delivered to the approved authorities above.
- F. If the child is determined to be abused or neglected, the social worker shall:

APPENDIX B

1. Complete the following activities:
 - a. Consider the child to be in need of Public Care and Protective Services.
 - b. Accept and take Emergency Temporary Custody and place the child in substitute care pursuant to rule 5101:2-42-04 of the Ohio Administrative Code.
 - c. A referral will be made to "Help Me Grow" within 2 working days a disposition of substantiated.
2. Make all possible attempts to identify and locate the parent(s);
3. Conduct an assessment/ investigation pursuant to rules 5101:2-34-32 and 5101:2-34-33 of the Ohio Administrative Code.

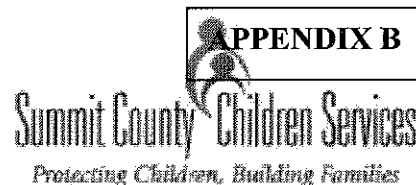
Purpose of the procedure:

This procedure is designed to provide guidance as to what processes need to be followed and completed by the assigned social worker and supervisor at SCCS regarding a referral about a deserted child.

FILE: x Requirements for a Deserted Child Investigation1.26.06Final.doc

Created On 4/28/2006 3:57:58 PM

Last Modified: 5/7/2007 12:51:00 PM



Agency Procedures

Agency Response to Serious Injuries, Critical Event or Death of a Child Under Agency Protection

CURRENT BINDINGS

Divisions: **Social Services**

Effective/Revision Date: 9/15/05

Statement of procedure:

High Media and Critical Issue Events

Notification

Upon discovery by any staff member or intake phone room of a serious injury or death of a child receiving agency services – or a potential high media or critical issue event – in any service area or location, the immediate supervisor, Department Director, Director of Social Services, Public Relations Director, Deputy Executive Director/General Counsel, Senior Leadership Team and Executive Director shall be notified immediately by email/telephone.

When a telephone call is received in the intake phone room that appears to be a potential high media, serious injury, child death or other critical issue event, the Phone Room supervisor will immediately notify the Intake Department Director, who will notify the Director of Social Services.

If a child death occurs as a result of abuse or neglect, The Phone Room supervisor or the assigned supervisor will complete the State Child Fatality Report and facilitate COA notification. These forms will then be given to the Intake Department Director's assistant for typing and the assistant will fax the forms to the Ohio Department of Job and Family Services. A copy will be returned to the supervisor to be placed in the record.

In the case of an injury, threat or other critical incident, the assigned social worker will complete an agency Incident Report and forward it to their supervisor and the Agency Ombudsman.

If an event occurs after normal business hours, the night or weekend supervisor will notify the administrative supervisor on call of the situation. The administrative supervisor will notify the Director of Social Services, or his/her designee, immediately. The Director of Social Services will then notify the Executive Director.

The Executive Director will notify the Board of Trustees within one hour of the critical issue event. The Executive Director's office will take responsibility for advising the chair of the board of trustees and other board members as appropriate.

Agency's Response to Critical Issues or Death of Child Under Care

The Executive Director and Director of Public Relations or their designees are the only individuals authorized to make statements to the media or community.

The Executive Director's office will take responsibility for advising the chair of the board of trustees and other board members as appropriate.

If the case is currently active with the Agency, the current worker, supervisor and foster parents are not to discuss any case information without the expressed consent of the Executive Director's office.

Any staff person having previously provided services or having knowledge of relevant case information is also restricted from discussing the case with anyone within or outside the Agency.

APPENDIX B

The Executive Director will develop a standardized statement for use by Agency staff. In addition, any staff member contacted by the media or individuals in the community with respect to this specific case must immediately notify his/her supervisor who in turn will notify the Executive Director's office.

Case Record Retrieval

Immediately upon notification of the death or serious injury of a child, the case records and any other related records(s) will be assembled by the appropriate division director and delivered to the Executive Director's office for secure storage. Case record information includes any current case record material, any previous case record material, or related information contained in other files including fiscal services records and those maintained by the agency clinic.

The applicable Department Director will personally review any closed and or rejected intake calls received by the Intake Hotline for active cases. The Intake Department Director will personally review any closed and/or rejected intake calls received by the Intake Hotline for Intake hotline.

Computer Access

Upon report of the death or serious injury of a child, the appropriate Department Director will secure any existing data on the agency computer system.

Support Staff Assignments

The Executive Director will convene a meeting of the Senior Leadership Team within one or two days after the event. It is understood that during a crisis situation all members of Senior Leadership Team will be available via pager, twenty-four hours a day.

Confidential secretaries shall immediately be placed on standby, in the event that materials need to be typed, reproduced or for any other special needs which may arise in respect to clerical activities.

Security Procedures

If threats are made against agency personnel, the Director of Human Resources may initiate the following procedures:

Additional security staff may be added to the administration building or other campus locations;

Security staff stationed at the front desk shall remain there until relieved. No one will be allowed to enter the administration building without proper ID and verification that he/she is engaged in legitimate agency business; and

Additional security personnel may be stationed in the parking areas to patrol the perimeter of the campus. Security personnel will carefully scrutinize individuals coming to the Agency for any concealed weapons.

The Case Review Process

The Executive Director may order an independent administrative case review to evaluate whether agency policies and procedures were followed, as well as, to ensure the Agency carried out its responsibilities in providing adequate care and protection for the child. The case review process will include the following:

The Executive Director will assign the review to the **Critical Review Team**. These administrators will convene individual meetings with all parties connected to the case including, but not limited to, the assigned social worker, the immediate supervisor, the Department Director and appropriate community agencies. In addition to these contacts, they will review the case records in detail along with the supervisor's notes and instructions. A written report must be prepared for the Executive Director within ten days of the date when the incident became known;

The written report shall address the following areas; detailed information regarding the injuries and their probable cause; a determination as to whether services provided were in compliance with agency policies and Ohio Department of Human Services rules; and pertinent recommendations regarding changes in agency practice,

programming and/or policy and service delivery.

APPENDIX B

Upon receipt of this report, the Executive Director shall submit copies to the Board of Trustees.

FILE: Agency's response to Serious Injuriesfinal.9.15.05.doc

Created On 10/13/2005 10:16:47 AM

Last Modified: 5/8/2006 10:41:11 AM

Summit County Children Services
OHIO WORKS FIRST (OWF)

TANF REUNIFICATION WITHIN 6 MONTHS

Child's Name: _____ ID #: _____

Child's DOB: _____ SSN: _____

PARENT INFORMATION

Mother's Name: _____ SSN: _____

Father's Name: _____ SSN: _____

Date child placed into SCCS custody: _____

Date 6 month reunification plan starts: _____

Date of expected 6 month reunification plan completion: _____

Is child currently in relative placement? Yes No

SCCS RESPONSIBILITY

I affirm that the statements given above are true and correct to the best of my knowledge:

SCCS Caseworker: _____ Date: _____
 (Signature)

Phone: (330) _____

****Please fill out a separate sheet for each child on the reunification plan.**

1. Please Fax this form (and the Case Plan Objectives, if available) to **Vonda Johnson**, Summit County JFS (330) 643-7169.
2. Send a copy of this form to Stephanie Capps in Accounting Services, SCCS.

