

5101:2-20-11

**Adult protective services screening.**

- (A) The county department of job and family services (CDJFS), or its designee, shall have the ability to receive and screen the written and/or oral referrals of adult abuse, neglect and/or exploitation twenty-four hours a day seven days a week.
- (B) The screening decision protocol for referrals received on a day that is not a working day as defined in section 5101.60 of the Revised Code and after business hours on working days may be outlined within the county's memorandum of understanding established pursuant to rule 5101:2-20-06 of the Administrative Code.
- (C) The CDJFS, or its designee, shall attempt to obtain, at a minimum, the following information from a referent making a referral regarding alleged adult abuse, neglect and/or exploitation and arrive at a screening decision. Receipt of all of the following information is not required in order to screen in a report:
- (1) The name(s) and address(es) of the adult and the adult's caregiver or guardian and all household members.
  - (2) The adult's age.
  - (3) The adult's race and ethnicity.
  - (4) Circumstances regarding the abuse, neglect, and/or exploitation.
  - (5) Alleged perpetrator's access to the adult, if applicable.
  - (6) The adult's current condition.
  - (7) The adult's current location.
  - (8) Information regarding any evidence of previous abuse, neglect and/or exploitation.
  - (9) Any other information that might be helpful in establishing the cause of the known or suspected abuse, neglect and/or exploitation.
- (D) The CDJFS, or its designee, will complete the screening decision and determine the priority for an agency response within twenty-four hours from receipt of the information from the referent.
- ~~(D)~~(E) The report shall be deemed an emergency if an adult is reported to be living in a condition which presents substantial risk of immediate physical harm or death. The risk can be the result of the adult's own action or inflicted on the adult by another person.

- (1) Emergency reports shall be initiated within twenty-four hours from receipt of the report.
- (2) Non-emergency reports shall be initiated within three working days from the receipt of the report.

(F) The CDJFS, or its designee, will do each of the following to initiate a report:

- (1) Attempt face-to-face contact with the adult and ensure the adult is not at imminent risk of harm;
- (2) At the time of the initial interview, give written notice of the intent to investigate and explain the notice in language reasonably understandable to the adult who is the subject of the investigation. The CDJFS, or its designee, will arrange for translator/interpreter services if needed.

(G) The initiation activities outlined in paragraph (F) of this rule may be completed by another entity if the activities required by this rule are included in the memorandum of understanding established pursuant to rule 5101:2-20-06 of the Administrative Code.

(H) If the initial attempt for face-to-face contact is unsuccessful, the CDJFS, or its designee, will complete a minimum of two additional attempts.

(I) The CDJFS, or its designee, will enter the screening decision and documentation of the initiation activities in Ohio database for adult protective services no later than three working days after the occurrence of the event.

~~(E)~~(J) The CDJFS, or its designee, may upon request of the referent, inform the referent of the screening decision. The CDJFS, or its designee, shall not share any additional case information with the referent.

Effective:

Five Year Review (FYR) Dates: 8/1/2021

---

Certification

---

Date

Promulgated Under: 111.15  
Statutory Authority: 5101.71  
Rule Amplifies: 5101.61, 5101.652  
Prior Effective Dates: 03/17/2003, 01/01/2004, 12/01/2007, 08/01/2012,  
08/01/2016