

5101:2-33-23Case records for children services.

(A) The public children services agency (PCSA) shall permanently keep records of all cases for which the PCSA has received an intake or conducted an assessment/investigation. Information received by the PCSA on an open or active case, which is not determined to be a report pursuant to rule 5101:2-36-01 of the Administrative Code, shall be recorded and maintained in the case record.

(B) Each case record prepared and maintained in accordance with paragraph (A) of this rule shall contain, but not be limited to, the following information, as applicable:

(1) Documentation of the intake information and screening decision pursuant to rule 5101:2-36-01 of the Administrative Code.

(2) Documentation that the PCSA has attempted to locate the correct address of the principals of the case, if necessary, and make required face-to-face contacts.

(3) Justification for not completing any information gathering activity as set forth in rule 5101:2-36-11 of the Administrative Code.

(4) Copies of all safety and family assessments used in assessing/investigating child abuse, neglect and dependency reports.

(5) Copies of all safety and family assessments used in assessing/investigating family in need of services reports.

(6) Copies of all JFS 01409 "Comprehensive Assessment and Planning Model - I.S., Safety Plan for Children" (rev. 2/2006).

(7) Case notes and dictation concerning the activities and statements of persons involved in the case, describing the activity or statement, naming the persons involved, and stating the date of the occurrence. Such case notes or dictation shall be prepared at or near the time of the occurrence being recorded and shall be prepared by or under the supervision of the staff member with the most direct knowledge of the occurrence. Opinions of PCSA staff and others included in case notes or dictation shall be identified as such.

(8) Reports from service providers, including but not limited to medical, educational, psychological, diagnostic, and treatment.

(9) Documentation of referrals and provision of services by the PCSA, county department of job and family services (CDJFS), other public agencies and community service providers, including any oral and/or written reports and the dates when services were delivered.

(10) Correspondence pertaining to the child and his family or caretaker.

(11) Written consent of the referent/reporter or any collateral source to release or

affirm their identity.

- (12) Copies of written notification to the prosecuting attorney when a mandated referent/reporter fails to make a report of child abuse or neglect.
  - (13) Documentation of involvement with law enforcement for missing children, death of a child, and third-party investigations, as stipulated in the county child abuse and neglect memorandum of understanding.
  - (14) Copies of third-party investigation reports as set forth in rule 5101:2-36-04 of the Administrative Code.
  - (15) Documentation and/or copies of all required notifications and referrals.
  - (16) Copies of protective service alerts, interstate protective service referrals, and intrastate protective service referrals.
  - (17) Documentation of any information provided to a local or regional child fatality review board.
  - (18) Required notations and copies of any forms for any release of information including written permission from the director or his designee, when information is released as set forth in rule 5101:2-33-21 of the Administrative Code.
  - (19) A copy of all complaints, motions, petitions, pleadings, and other documents submitted to the juvenile court by the PCSA or other party.
  - (20) A copy of all court orders, findings, written determinations, and journalized entries.
- (C) The PCSA shall permanently keep records of all cases for which the PCSA has received an order of protective supervision or holds temporary or permanent custody of a child, whether custody is by agreement or commitment.
- (D) Each case record prepared and maintained in accordance with paragraph (C) of this rule shall contain, but not be limited to the following information, as applicable:
- (1) The information outlined in paragraph (B) of this rule.
  - (2) The JFS 01647 "Face Sheet" (rev. 2/2006).
  - (3) Reason and date for case opening.
  - (4) Copies of the JFS 01410 "Comprehensive Assessment and Planning Model - I.S., Case Plan" (rev. 2/2006), and any amendments and attachments to the JFS 01410. Case notes and dictation referred to in paragraph (B)(7) of this

rule shall include, but not be limited to, an ongoing description of the specific steps taken to implement the JFS 01410 and of the progress or lack of progress of the parties toward accomplishing the goals of the JFS 01410.

- (5) Copies of supplemental plans.
- (6) Copies of the JFS 01413 "Comprehensive Assessment and Planning Model -I.S., Case Review" (rev. 2/2006), prepared in accordance with rule 5101:2-38-09 of the Administrative Code.
- (7) A copy of the JFS 01412 "Comprehensive Assessment and Planning Model - I.S., Semiannual Administrative Review" (rev. 2/2006), prepared in accordance with rule 5101:2-38-10 of the Administrative Code.
- (8) A copy of any written materials presented during the semiannual administrative review.
- (9) Transfer summaries prepared by the PCSA.
- (10) The reason and date for case termination.
- (11) Documentation of reasonable efforts made by the PCSA to prevent placement; the condition upon which any decision for removals was made; attempts to provide the parent, guardian, or custodian with notification of the child's removal; attempts to provide the parent, guardian, or custodian with notification of any court hearings.
- (12) If a child came into care as a result of a court order, a copy of the court certification stating:
  - (a) Whether the PCSA made reasonable efforts to prevent the placement; to reunify the child with the family; or that reasonable efforts to prevent the placement or reunify the child with the family were not required pursuant to rule 5101:2-39-05 of the Administrative Code.
  - (b) That continuation of the child in the home would be contrary to the welfare of the child or that placement outside the home is in the best interest of the child.
  - (c) That the child's placement is in the most family-like and least-restrictive setting available and in close proximity to the parent's home, consistent with the best interest and special needs of the child.
- (13) All copies of JFS 01645 "Agreement For Temporary Custody of Child" (rev. 12/2005).
- (14) Copies of applications for financial or social service support programs

including, but not limited to Ohio works first (OWF), prevention, retention and contingency program (PRC), Title IV-B, Title IV-E, Title XX, medical assistance, supplemental security income, or children with medical handicaps program, and documentation supporting eligibility determinations made.

- (15) A copy of the child's social security card or application for same.
- (16) A roster indicating the dates and location of each placement for the child, including returns to the family's home, and copies of any reports, correspondence, or information concerning interstate placements.
- (17) Documentation of services provided to the child in preparation for his removal from substitute care.
- (18) Notes or other documentation evidencing written or oral notice to a caregiver, including any agreement by the caregiver to less than five days advance notice of removal.
- (19) Documentation of lifebook activities as required by rule 5101:2-42-67 of the Administrative Code.
- (20) Documentation of any application and assessment of a relative or nonrelative home placement setting as required by rule 5101:2-42-18 of the Administrative Code.
- (21) A color photograph of the child who is in the temporary or permanent custody of the agency. The photograph shall be updated on an annual basis.
- (22) A copy of the OWF self-sufficiency contract when a PCSA family is receiving assistance and services from the CDJFS.

  - (a) When a PCSA family is receiving assistance and services from the CDJFS and the CDJFS has not provided a copy of the OWF self-sufficiency contract to the PCSA, the PCSA shall indicate in the case record the date that the request was made to the CDJFS.
- (E) The PCSA shall maintain case records in a consistent and organized manner such that required information set forth in this rule can be readily located. When the PCSA maintains any required information set forth in this rule in a location other than the case record, it shall be stated in the PCSA policy or noted in the case record where the information can be found.
- (F) Case records can be maintained as hard copy files, electronic files or as a combination of both.

Replaces: 5101:2-39-02  
Effective: 03/01/2006  
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CERTIFIED ELECTRONICALLY

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Certification

02/03/2006

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Date

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