

5101:2-36-01

**Intake and screening procedures for child abuse, neglect, dependency and family in need of services reports; and information and/or referral intakes.**

(A) A public children services agency (PCSA) shall attempt to obtain, at a minimum, the following information from a referent/reporter upon receipt of an intake in order to arrive at a screening decision:

(1) The name(s) and address(es) of the child and his parent, guardian or custodian.

(2) The child's age.

(3) The type, extent, frequency, and duration of the abuse, neglect or dependency, if applicable.

(4) Alleged perpetrator access to the child, if applicable.

(5) The child's current condition.

(6) The child's current location.

(7) Circumstances regarding the abuse, neglect, or dependency or the circumstances indicating a need for PCSA services.

(8) Information regarding any evidence of previous injuries, abuse, or neglect.

(9) Any other 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 or the case circumstances that support the family is in need of PCSA services.

(B) The PCSA may request that a referent/reporter providing information submit the allegations in writing. The PCSA shall not delay making the screening decision while waiting for the written information from the referent/reporter.

(C) All information reported to a PCSA alleging known or suspected child abuse, neglect, or dependency, or indicating a family is in need of PCSA services shall be recorded in the statewide automated child welfare database and a screening decision shall be made within four hours from receipt of the information.

(D) If the intake information indicates an immediate threat of serious harm or is insufficient to determine whether or not the child is safe at the time of the referral, the agency shall make a screening decision within one hour of receipt of the information and record the decision in the statewide automated child welfare database within that hour.

(E) Within four hours from receipt of the information, the PCSA shall make a determination as to what category the information received applies and assign the

information to one of the following four intake categories and record it in the statewide automated child welfare database:

(1) Child abuse and/or neglect report.

- (a) Physical abuse, in accordance with section 2151.031 of the Revised Code.
- (b) Sexual abuse, in accordance with section 2151.031 of the Revised Code and Chapter 2907. of the Revised Code.
- (c) Emotional maltreatment/mental injury, in accordance with section 2151.011 or 2151.031 of the Revised Code.
- (d) Neglect, in accordance with section 2151.03 of the Revised Code.
- (e) Medical neglect, in accordance with section 2151.03 of the Revised Code.
- (f) Disabled infant, also known as "Baby Doe", in accordance with rule 5101:2-36-07 of the Administrative Code.

(2) Dependency report.

- (a) Dependent child, as defined in section 2151.04 of the Revised Code.

(3) Family in need of services report.

- (a) Emancipated youth, in accordance with rule 5101:2-42-19.2 of the Administrative Code.
- (b) Permanent surrender, in accordance with rule 5101:2-42-09 of the Administrative Code.
- (c) Deserted child, as defined in rule 5101:2-1-01 of the Administrative Code and in accordance with rules 5101:2-36-06 and 5101:2-42-04 of the Administrative Code.
- (d) Stranger danger investigation, in accordance with rule 5101:2-36-05 of the Administrative Code.
- (e) Post-finalization adoption services, in accordance with rule 5101:2-1-01 of the Administrative Code.
- (f) Preventive services, in accordance with rule 5101:2-1-01.1 of the Administrative Code.
- (g) Unruly child/delinquent child, in accordance with section 5153.16 of the Revised Code and rule 5101:2-33-26 of the Administrative Code.

- (h) Child fatality, not as a result of child abuse and/or neglect, in accordance with rule 5101:2-42-89 of the Administrative Code.
        - (i) Required non-lead PCSA interviews, in accordance with rules 5101:2-36-03, 5101:2-36-04, 5101:2-36-09, and 5101:2-42-20 of the Administrative Code and sections 5103.20 and 2151.56 of the Revised Code.
        - (j) Courtesy supervision in accordance with rule 5101:2-42-20 of the Administrative Code and sections 5103.20 and 2151.56 of the Revised Code.
        - (k) Home evaluation/visitation assessment, in accordance with rules 5101:2-1-01.1 and 5101:2-42-18 of the Administrative Code or in response to a request from another PCSA or a court exercising appropriate jurisdiction.
        - (l) Postnatal placement services to an infant of an incarcerated mother, in accordance with rule 5101:2-42-60 of Administrative Code.
        - (m) Adoption subsidy only in accordance with Chapter 5101:2-49 of the Administrative Code.
      - (4) Information and/or referral, pursuant to 5101:2-1-01.1 of the Administrative Code, shall be recorded in the statewide automated child welfare database to document when one of the following activities occurs.
        - (a) Directed/advised to contact non-PCSA service provider within the county.
        - (b) Directed/advised to contact non-PCSA service provider outside the county.
        - (c) Information only provided/no referral made.
        - (d) Violation of any licensing rule(s) in Chapter 5101:2-5, 5101:2-7 or 5101:2-9 of the Administrative Code.
        - (e) Additional information received on an open case with no allegations of child abuse and/or neglect.
- (F) Within four hours from receipt of the information and following categorization of the referral in accordance with paragraph (E)(1), (E)(2) or (E)(3), the PCSA shall make a screening decision to determine whether or not the referral meets the criteria to be accepted and assigned for assessment/investigation and then do one of the following:

- (1) Screen in the referral and commence an assessment/investigation in accordance with rules contained in Chapter 5101:2-36 of the Administrative Code.
- (2) Screen out the referral.
- (G) Within four hours from receipt of the information categorized in accordance with paragraph (E) (4) of this rule as an information and/or referral, the PCSA shall comply with the requirements specified in rule 5101:2-36-10 of the Administrative Code and record the information in the statewide automated child welfare database.
- (H) The PCSA shall maintain a log of all information screened out, including:

  - (1) The date and time information received.
  - (2) The name of referent/reporter, if known.
  - (3) Whether or not the referral was made by a mandated reporter.
- (I) The PCSA may refer the referent/reporter to the county prosecutor pursuant to the county child abuse and neglect memorandum of understanding developed pursuant to section 2151.421 of the Revised Code.
- (J) The PCSA shall not categorize information as anything other than the intake categories listed in paragraph (E) of this rule.
- (K) Should additional child abuse and/or neglect allegations be screened in within the first four working days after acceptance of a child abuse and/or neglect report and prior to the completion of a safety assessment, the additional child abuse and/or neglect allegations shall be added to the initial report and assessed/investigated concurrently with the allegations received initially. Initiation of the subsequent allegations pursuant to rule 5101:2-36-03 of the Administrative Code is not required.
- (L) Additional child abuse and/or neglect allegations screened in after the first four working days of the assessment/investigation have passed, and/or after completion of the safety assessment shall be considered a subsequent child abuse and/or neglect report and is subject to the requirements contained in rule 5101:2-36-03 of the Administrative Code.

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Certification

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Date

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