

5101:2-36-11      **Justification to extend time frames for completion or waive completion of assessment/investigation activities.**

(A) The public children services agency (PCSA) may extend time frames for completing all of the following assessment/investigation activities outlined below with written justification and supervisory approval. The approved justification must be documented in the case record.

(1) Completion of the JFS 01401 "Comprehensive Assessment and Planning Model - I.S., Safety Assessment" (rev. 2/2006) within four working days pursuant to rule 5101:2-37-01 of the Administrative Code. The time frame may be extended until face-to-face contact with each alleged child victim and at least one parent, guardian, or custodian or caretaker having routine responsibility for the care of the alleged child victim is conducted or until a report disposition or final case decision is made.

(2) Obtaining the signature of the parent, guardian, or custodian on the JFS 01409 "Comprehensive Assessment and Planning Model - I.S., Safety Plan for Children" (rev. 2/2006) within one working day pursuant to rule 5101:2-37-02 of the Administrative Code. The length of the extension shall not exceed five working days.

(3) Completion of the JFS 01400 "Comprehensive Assessment and Planning Model - I.S., Family Assessment" (rev. 2/2006) within thirty days from the date the report was screened in for assessment/investigation pursuant to rule 5101:2-37-03 of the Administrative Code. The length of the extension shall not exceed fifteen days.

(4) Completion of the JFS 01402 "Comprehensive Assessment and Planning Model - I.S., Ongoing Case Assessment/Investigation" (rev. 2/2006) within thirty days from the date the report was screened in for assessment/investigation pursuant to rule 5101:2-37-03 of the Administrative Code. The length of the extension shall not exceed fifteen days.

(5) Completion of the JFS 01403 "Comprehensive Assessment and Planning Model - I.S., Specialized Assessment/Investigation" (rev. 2/2006) within thirty days from the date the report was screened in for assessment/investigation pursuant to rule 5101:2-36-04 of the Administrative Code. The length of the extension shall not exceed fifteen days.

(6) Completion of the report disposition within thirty days pursuant to rules 5101:2-36-03, 5101:2-36-04, and 5101:2-36-05 of the Administrative Code. The length of the extension shall not exceed fifteen days.

(B) The PCSA may waive completion of the assessment/investigation activities outlined in this paragraph. Written justification for not completing each assessment/investigative activity, including the reason the activity cannot be

completed, must be approved by the director or his designee, and documented in the case record. All of the following assessment/investigation activities as outlined in rules 5101:2-36-03, 5101:2-36-04, and 5101:2-36-09 of the Administrative Code may be waived:

- (1) Face-to-face interview with each child in the home of the alleged child victim, including the alleged child victim.
- (2) Face-to-face interview with each adult residing in the home of the alleged child victim, including the parent(s), guardian, or custodian.
- (3) Face-to-face interview with the alleged perpetrator.
- (4) Face-to-face or telephone interviews with any identified witnesses and collateral sources.
- (5) Completion of the JFS 01400 pursuant to rule 5101:2-37-03 of the Administrative Code, the JFS 01401 pursuant to rule 5101:2-37-01 of the Administrative Code, or the JFS 01402 pursuant to rule 5101:2-36-03 of the Administrative Code if the report disposition is one of the following:
  - (a) Family moved: unable to complete assessment/investigation.
  - (b) Family moved out of county: refer to appropriate PCSA.
  - (c) Unable to locate.

(C) Completion of the report disposition shall not be waived.

(D) The PCSA shall not waive or extend the completion time frame for any of the following assessment/investigation activities as outlined in rule 5101:2-36-03, 5101:2-36-04, or 5101:2-36-09 of the Administrative Code:

- (1) Time frame for attempting the initial face-to-face contact with the principals of the case, including the alleged child victim or the telephone contact with the collateral source.
- (2) Requesting assistance from the county prosecutor, the PCSA's legal counsel, or the court, when refused access to the alleged child victim or any record needed to conduct the assessment/investigation.
- (3) All of the following notifications:
  - (a) Notifying the child, unless child is not of an age or developmental capacity to understand, and the child's parent, guardian, or custodian of the report disposition unless the disposition is unable to locate or family moved - unable to complete assessment/investigation.

- (b) Notifying the alleged perpetrator in writing of the report disposition unless the disposition is unable to locate, family moved - unable to complete assessment/investigation, or the alleged perpetrator is unknown.
  - (c) Notifying the alleged perpetrator of the allegations made against him/her at the time of the initial contact with the individual unless the PCSA did not make contact with him/her during the assessment/investigation.
  - (d) Notifying the administrator, director, or other chief administrative officer of the out-of-home care entity of the allegations contained in the child abuse or neglect report and the person named as the alleged perpetrator.
  - (e) Notifying the administrator, director, or other chief administrative officer of the out-of-home care entity in writing of the disposition.
  - (f) Notifying the appropriate licensing and supervising authorities of a child abuse or neglect report involving an out-of-home care entity.
  - (g) Notifying law enforcement regarding a request for a third party investigation if a child abuse or neglect report alleges a criminal offense.
- (4) Providing required information to mandated reporters, upon request.
  - (5) Providing licensing and supervising authorities with information regarding the investigation of an out-of-home care abuse or neglect report.
  - (6) Providing written notice of the right to appeal the report disposition and the method for filing the appeal to the alleged perpetrator at the time of the official notification of the report disposition unless notification is waived pursuant to paragraph (E)(3)(b) of this rule.
  - (7) Referring any child under the age of three who is involved in a substantiated case of child abuse or neglect to "Help Me Grow" for early intervention services.
  - (8) Referring any infant that has been born and identified as affected by an illegal substance or withdrawal symptoms resulting from prenatal exposure to "Help Me Grow."
  - (9) Making a screening decision to investigate child abuse, neglect, or dependency reports.
  - (10) Providing an interpreter for all interviews when the PCSA has determined that a principal of the case has a language or any other impairment that causes a

barrier in communication, e.g., deaf or hearing impaired, has limited English proficiency, or is developmentally delayed.

Replaces: Part of 5101:2-34-32  
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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