

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) shall complete a justification for extension if the PCSA is unable to complete specific assessment/investigative activities pursuant to the time frames established within Chapters 5101:2-36 and 5101:2-37 of the Administrative Code. The justification for extension shall:

- (1) Contain written justification for not meeting the established time frame.
- (2) Contain supervisory approval of the written justification prior to the expiration of the established time frame.
- (3) Be maintained in the case record.

(B) . A justification for extension is permitted for the following assessment/investigative activities:

- (1) Completion of the JFS 01401 "Comprehensive Assessment and Planning Model - I.S., Safety Assessment" (rev. 2/2006) . The time frame may be extended until face-to-face contact with each required participant is completed or until the PCSA is required to make a report disposition or final case decision.
- (2) Obtaining the signature of the parent, guardian, or custodian, or person(s) responsible for an action step on the JFS 01409 "Comprehensive Assessment and Planning Model - I.S., Safety Plan for Children" (rev. 2/2006) within twenty-four hours from receipt of the verbal authorization. The time frame 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. 7 /2006) . The time frame 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. 7/2006). The time frame 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) . The time frame of the extension shall not exceed fifteen days.
- (6) Completion of the report disposition. The time frame of the extension shall not exceed fifteen days.

- (C) The PCSA shall complete a waiver justification if the PCSA is unable to complete specific assessment/investigative activities pursuant to the requirements established within Chapters 5101:2-36 and 5101:2-37 of the Administrative Code. The waiver justification shall:
- (1) Identify the reason each assessment/investigation activity can not be completed.
 - (2) Contain the director's or designee's approval of the written justification prior to the termination of the established time frame, or extended time frame, for the assessment/investigation activity.
 - (3) Be maintained in the case record.
- (D) A waiver justification is permitted for the following assessment/investigation activities:
- (1) Completion of the face-to-face interview with the alleged child victim or child subject of the report. .
 - (2) Completion of the face-to-face interview with each child in the home of the alleged child victim or child subject of the report.
 - (3) Completion of the face-to-face interview with each adult residing in the home of the alleged child victim or child subject of the report, including the parent(s), guardian, or custodian.
 - (4) Completion of the face-to-face interview with the alleged perpetrator.
 - (5) Completion of face-to-face or telephone interviews with any identified witnesses and collateral sources.
 - (6) Completion of the JFS 01400 , the JFS 01401 , JFS 01402, or JFS 01403 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.

- (7) Completion of the JFS 01400, JFS 01401, JFS 01402, or JFS 01403 if all of the following apply:
- (a) The PCSA has not successfully gathered sufficient information from any principal of the report, identified witness, or collaterals in order to complete the JFS 01400, JFS 01401, JFS 01402, or JFS 01403.
 - (b) The parent, guardian, or custodian of the alleged child victim refused the PCSA to have contact with family members, including principals of the report, to complete the required assessment activities.
 - (c) The PCSA consulted legal counsel regarding the report and the family's refusal to engage in the assessment/investigation process.
 - (d) The PCSA's legal counsel advised the PCSA no legal action will be pursued.
 - (e) The PCSA report disposition is unsubstantiated, substantiated, or indicated.
- (E) The PCSA shall not complete a justification to waive or extend the completion time frame for any assessment/investigation activity not identified within this rule.

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CERTIFIED ELECTRONICALLY

Certification

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Date

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