

5101:2-36-13

Intrastate and interstate referral procedures for children's protective services.

(A) A public children services agency (PCSA) shall make an intrastate or interstate referral to another PCSA or children's services agency (CSA) ~~when~~ if one of the following occurs:

- (1) The PCSA ~~receives a~~ initiates an abuse or neglect report and determines the alleged child victim of alleged child abuse or neglect and a determination is made that the child and his or her parent, guardian, or custodian ~~actually~~ reside in another county or state and assistance to complete the assessment/investigation is needed to assess the safety of the alleged child victim.
- (2) The PCSA receives a report of alleged child abuse or neglect, and determines ~~but the child;~~ and his or her parent, guardian, or custodian ~~has have~~ moved to another county or state before an assessment/investigation can be initiated started or completed.
- (3) The PCSA determines that ~~supportive~~ protective services are needed but the child; and his or her parent, guardian, or custodian moves to another county or state before or during the provision of ~~these~~ protective services and the child remains at risk of abuse or neglect.
- (4) The PCSA receives a ~~an~~ abuse or neglect report and determines the alleged child victim is that a child residing in or visiting another county or state ~~is at risk of maltreatment~~ and assistance with the an assessment/investigation is needed to assess the safety of the alleged child victim. If the parent, guardian, or custodian has arranged for the alleged child victim to reside with a relative or kin in another state, provisions of rules 5101:2-52-04 and 5101:2-52-06 of the Administrative Code do not apply.
- (5) ~~The PCSA receives a report that a child has been placed by the parent guardian, or custodian with a relative in another county or state and there is reason to believe that the child is at risk of abuse or neglect and an assessment/investigation is needed. This does not apply to an interstate compact placement made pursuant to rule 5101:2-42-22 of the Administrative Code.~~

(B) The PCSA shall comply with the following procedures when making a referral to another PCSA:

- (1) If an emergency exists, the PCSA shall immediately telephone the appropriate PCSA ~~or CSA with~~ and provide the referral information. ~~Within three~~

~~working days of the date of the telephone referral, the PCSA shall follow up with a written referral to the PCSA or CSA.~~

- (2) If no emergency exists, the PCSA ~~may~~ shall provide the referral information by telephone or in writing. ~~Within three working days of the date of the telephone referral, the PCSA shall follow up with a written referral to the PCSA or CSA.~~
- (3) The referral information provided to the PCSA shall include, but is not limited to, the following:
 - (a) The case identification number established within the statewide automated child welfare information system (SACWIS) ~~All available identifying information on the child, his parent, guardian, or custodian and other involved persons, including names, dates of birth, ages, and social security numbers.~~
 - (b) The case reference person established within SACWIS ~~child, his parent, guardian, or custodian and other involved persons' relationship(s) to each other.~~
 - (c) The intake identification number established within SACWIS, as applicable ~~Location including address if known of the child, his parent, guardian, or custodian. When the address is unknown the PCSA must issue a protective service alert pursuant to rule 5101:2-36-14 of the Administrative Code.~~
 - (d) Location, including the address, of the child and his or her parent, guardian, or custodian ~~Summary of the referring PCSA's involvement with the child, his parent, guardian, or custodian and the current case status.~~
 - (e) Summary of the referring PCSA's involvement with the child, his or her parent, guardian, or custodian ~~A copy of the safety assessment and/or family assessment, if applicable.~~
 - (f) The nature of the request for provision of supportive protective ~~supportive~~ services.
 - (g) The referring PCSA contact person.
 - (h) ~~What~~ The information the referring PCSA needs in response to the referral.

- ~~(4) Confidential information regarding the child, his parent, guardian, or custodian may be released to an out of state CSA pursuant to rule 5101:2-33-22 of the Administrative Code.~~

(C) The PCSA shall comply with the following procedures when making a referral to a CSA:

- (1) If an emergency exists, the PCSA shall immediately telephone the appropriate CSA with the referral information. Within three working days of the date of the telephone referral, the PCSA shall follow-up with a written referral to the CSA.
- (2) If no emergency exists, the PCSA shall provide the referral information by telephone or in writing. Within three working days of the date of the telephone referral, the PCSA shall follow-up the telephone referral with a written referral to the CSA.
- (3) The referral shall include, but is not limited to, the following:
 - (a) All available identifying information on the child, his or her parent, guardian, or custodian and other involved people, including names, dates of birth, ages, and social security numbers.
 - (b) The child, his or her parent, guardian, or custodian and other involved persons' relationship(s) to each other.
 - (c) Location, including address of the child and his or her parent, guardian or custodian.
 - (d) Summary of the referring PCSA's involvement with the child, his or her parent, guardian, or custodian and the current case status.
 - (e) A copy of the completed JFS 01401 "Comprehensive Assessment and Planning Model - I.S., Safety Assessment" (rev. 2/2006) and the JFS 01400 "Comprehensive Assessment and Planning Model - I.S., Family Assessment" (rev. 7/2006), if applicable.
 - (f) The nature of the request for the provision of protective services.
 - (g) The referring PCSA contact person.
 - (h) The information the referring PCSA needs in response to the referral.
- (4) Confidential information regarding the child, his or her parent, guardian, or custodian may be released to CSA pursuant to rule 5101:2-33-21 of the Administrative Code.

~~(C)~~(D) Upon receipt of an intrastate ~~or interstate~~ referral, the receiving PCSA shall comply with the following procedures:

- (1) Record, categorize, and complete a screening decision on ~~Screen~~ the referral information ~~which alleges the abuse or neglect of a child~~ according to the procedures outlined in rule 5101:2-36-01 of the Administrative Code.
- (2) If the referral is screened in as a report, record the assessment/investigation activities within ~~update the SACWIS case record summarizing the assessment/investigation or the plan for the provision of supportive services~~ and send a summary to the referring agency, within three working days of completion of assessment/investigation activities.
- ~~(3) Upon receipt of a referral for supportive services only, the PCSA shall follow the applicable case plan rule as follows:~~
 - ~~(a) Rule 5101:2-38-05 of the Administrative Code, if the child is in the custody of or under an order of protective supervision by the PCSA.~~
 - ~~(b) Rule 5101:2-38-01 of the Administrative Code, if the child is receiving in-home supportive services without a court order.~~

(E) Upon receipt of an interstate referral the receiving PCSA shall comply with the following procedures:

- (1) Record, categorize, and complete a screening decision on the referral information in the SACWIS according to the procedures outlined in rule 5101:2-36-01 of the Administrative Code.
- (2) If the referral is screened in as a report, update the case record summarizing the assessment/investigation or the plan for the provision of protective services and send a summary to the referring agency, within three working days of completion of assessment/investigation activities.

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