

5101:2-36-13

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

(A) A public children services agency (PCSA) shall ~~make complete~~ an intrastate or interstate referral to another PCSA or children's services agency (CSA) if one of the following occurs: the PCSA receives a report of alleged child abuse or neglect, and determines the child and his or her custodial parent, legal guardian, or legal custodian reside or have moved to another county before an assessment/investigation has been initiated.

(1) If an emergency exists, the PCSA shall immediately telephone the appropriate PCSA and provide the referral information.

(2) If no emergency exists, the PCSA shall provide the referral information by telephone within twenty-four hours.

(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).

(b) The case reference person established within SACWIS.

(c) The intake identification number established within SACWIS, as applicable.

(d) Location, including the address, of the child and his or her custodial parent, legal guardian, or legal custodian.

~~(1) The PCSA initiates an abuse or neglect report and determines the alleged child victim and his or her parent, guardian, or custodian 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 the child and his or her parent, guardian, or custodian have moved to another county or state before an assessment/investigation can be initiated.~~

~~(3) The PCSA determines that 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 protective services and the child remains at risk of abuse or neglect.~~

~~(4) The PCSA receives an abuse or neglect report and determines the alleged child victim is residing in or visiting another county or state and assistance with the 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.~~

(B) ~~The A~~ PCSA shall complete an intrastate referral to another PCSA if the PCSA initiates an abuse or neglect report and determines the alleged child victim and his or her custodial parent, legal guardian, or legal custodian reside in another county.~~comply with the following procedures when making a referral to another PCSA:~~

(1) ~~If an emergency exists, the~~The PCSA shall immediately telephone the appropriate PCSA if an emergency exists to inform of the report and the information obtained as a result of the initiation or other contacts. If no emergency exists, the PCSA shall telephone the appropriate PCSA within twenty-four hours and provide the referral information.

(2) The PCSA receiving the intrastate referral shall determine one of the following:

(a) A case transfer shall be accepted regarding the current report. The receiving PCSA becomes the lead agency and is responsible for the completion of the assessment/investigation activities including arriving at a report disposition and case decision.

(b) A case transfer shall not be accepted. The PCSA that initiated the report shall remain the lead agency and retain responsibility for the completion of the assessment/investigation, including completing requests for required non-lead interviews.

(2) ~~If no emergency exists, the PCSA shall provide the referral information by telephone or in writing.~~

(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).~~

(b) ~~The case reference person established within SACWIS.~~

(c) ~~The intake identification number established within SACWIS, as applicable.~~

(d) ~~Location, including the address, of the child and his or her parent, guardian, or custodian.~~

(e) ~~Summary of the referring PCSA's involvement with the child, his or her~~

~~parent, guardian, or custodian.~~

~~(f) The nature of the request for provision of protective services.~~

~~(g) The referring PCSA contact person.~~

~~(h) The information the referring PCSA needs in response to the referral.~~

(C) A PCSA shall make an intrastate referral to another PCSA if the PCSA determines that protective services are needed but the child and his or her custodial parent, legal guardian, or legal custodian moves to another county before or during the provision of protective services and the child remains at risk of abuse or neglect.

~~(C)~~(D) A PCSA shall make an interstate referral to a children's services agency (CSA) if the PCSA receives a report of alleged child abuse or neglect, and determines the child and his or her custodial parent, legal guardian, or legal custodian reside in or have moved to another state. 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 within twenty-four hours 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)~~ relationships 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), or JFS 01419 "Alternative Response Family Assessment" (rev. 7/2008) 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.
- (5) The PCSA shall cooperate with the CSA, and if necessary, lead the assessment/investigative efforts if the child is located within Ohio and the abuse or neglect is alleged to have occurred within Ohio.
- ~~(D) Upon receipt of an intrastate referral, the receiving PCSA shall comply with the following procedures:~~
- ~~(1) Record, categorize, and complete a screening decision on the referral information 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 the SACWIS.~~
- ~~(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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