

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) if one of the following occurs:
- (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 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 and provide the referral information.
  - (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) 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.
- (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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Certification

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Date

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