

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 one of the following occurs:

- (1) The PCSA receives a report of alleged child abuse or neglect and a determination is made that the child and his parent, guardian, or custodian actually reside in another county or state.
- (2) The PCSA receives a report of alleged child abuse or neglect, but the child, his parent, guardian, or custodian has moved to another county or state before an assessment/investigation can be started or completed.
- (3) The PCSA determines that supportive services are needed but the child, his parent, guardian, or custodian moves to another county or state before or during the provision of these services.
- (4) The PCSA receives a report that a child residing in or visiting another county or state is at risk of maltreatment and an assessment/investigation is needed.
- (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:

- (1) If an emergency exists, the PCSA shall immediately telephone the appropriate PCSA or 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 PCSA or CSA.
- (2) If no emergency exists, the PCSA may 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 shall include, but is not limited to, the following:
 - (a) 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 child, his parent, guardian, or custodian and other involved persons'

relationship(s) to each other.

(c) 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) Summary of the referring PCSA's involvement with the child, his parent, guardian, or custodian and the current case status.

(e) A copy of the safety assessment and/or family assessment, if applicable.

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

(g) The PCSA contact person.

(h) What 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) Upon receipt of an intrastate or interstate referral, the PCSA shall comply with the following procedures:

(1) Screen the referral 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, update the 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.

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