

5101:2-37-01      **PCSA requirements for completing the safety assessment.**

- (A) The public children services agency (PCSA) shall complete the JFS 01401 "Comprehensive Assessment ~~and~~ Planning Model - I.S., Safety Assessment" (rev. 2/2006) for all of the following:
- (1) Intra-familial child abuse and neglect reports, including those which are screened in as a third party investigation.
  - (2) Dependency reports.
  - (3) Stranger danger investigations.
- (B) The PCSA shall complete the JFS 01401 regarding the family of the alleged child ~~victim~~victim/child subject of the report. For the purpose of completion of the JFS 01401, family includes all of the following individuals, as applicable:
- (1) Alleged child ~~victim~~victim/child subject of the report.
  - (2) Siblings of the alleged child ~~victim~~victim/child subject of the report, including step or half siblings residing in the home.
  - (3) Parent(s), guardian, or custodian of the alleged child ~~victim~~victim/child subject of the report.
  - (4) Paramour of the custodial parent, guardian, or custodian who is residing in the home.
  - (5) Children of the paramour residing in the home.
  - (6) Other children residing in the home of whom the parent, guardian, or custodian has custody or guardianship.
  - (7) A related or unrelated adult residing in the home who has routine responsibility for the care of the alleged child ~~victim~~victim/child subject of the report and siblings.
- (C) The PCSA shall document the assessment of safety threats, past history, child vulnerability, and family protective capacities on the JFS 01401 to determine the safety response.
- (D) ~~To complete the JFS 01401, the~~The PCSA shall, at a minimum, conduct a

face-to-face interview with each alleged child ~~victim~~victim/child subject of the report and at least one parent, guardian, or custodian or a caretaker having routine responsibility for the care of the alleged child ~~victim~~victim/child subject of the report within the first four working days from the date the report was screened in as a child abuse, neglect, or dependency report to assess the safety of the child and complete the JFS 01401. If the initial attempt to make face-to-face contact is unsuccessful, the PCSA shall make an additional attempt within the first four working days from the date the report was screened in.

(E) If an order of shared parenting has been issued and there has not been a residential parent designated by the court, the PCSA shall complete the JFS 01401 with each alleged child ~~victim~~victim/child subject of the report and at least the parent or caretaker having routine responsibility in the home of the parent who has physical care of the alleged child ~~victim~~victim/child subject of the report at the time the incident occurred within the first four working days from the date the report was screened in as a child abuse, neglect, or dependency report to assess the safety of the child and complete the JFS 01401.

~~(E) The PCSA shall complete the JFS 01401 within four working days from the date the report was screened in for assessment/investigation.~~

(F) The PCSA shall record the JFS 01401 in the statewide automated child welfare information system (SACWIS) within seven working days from the date the report was screened in as a child abuse, neglect, or dependency report.

(G) If the PCSA has attempted to make face-to-face contact with the alleged child ~~victim~~victim/child subject of the report and at a minimum one parent, guardian, or custodian and one or more of the parties was unavailable, the PCSA shall attempt at least one additional face-to-face contact within the first four working days from the date that the referral was screened in as a report, in order to complete the JFS 01401 pursuant to paragraph (D) of this rule.

~~(F) If the PCSA is not able to complete the JFS 01401 within four working days from the date the report was screened in due to the agency's inability to interview each alleged child ~~victim~~victim and at least one parent, guardian, or custodian or caretaker having routine responsibility for the care of the alleged child ~~victim~~victim, a justification to extend the completion time frame shall be completed by the caseworker and approved by the supervisor no later than the expiration of the four working day time frame pursuant to rule 5101:2-36-11 of the Administrative Code.~~

~~(G)~~(H) If the PCSA has attempted to make face-to-face contact pursuant to paragraphs (D) and (G) of this rule with the alleged child ~~victim~~victim/child subject of the report and his or her parent, guardian, or custodian or caretaker having routine responsibility for the care of the alleged child ~~victim~~victim/child subject of the report and they are unavailable, the PCSA shall do ~~both~~all of the following:

- (1) Create and approve a request to extend the completion time frame prior to the expiration of the fourth working day time frame from the date the report was screened in as a child abuse, neglect, or dependency report pursuant to rule 5101:2-36-11 of the Administrative Code.
- ~~(1)~~(2) Continue making attempts of face-to-face contact pursuant to rule 5101:2-36-03, 5101:2-36-05, or 5101:2-36-09 of the Administrative Code, as applicable.
- ~~(2)~~(3) Complete the JFS 140101401 within three the next working daydays after face-to-face contact is made with each alleged child victimvictim/child subject of the report and the parent, guardian, or custodian or caretaker having routine responsibility for the care of the alleged child victimvictim/child subject of the report.
- ~~(H)~~(I) If additional child abuse, and/or neglect, and/or dependency reports are screened in for assessment/investigation within four working days after acceptance of a child abuse, and/or neglect, and/or dependency report and prior to the completion of the initial JFS 01401, the PCSA shall do one of the following: complete one JFS 01401 concerning all reports within four working days from the date the initial report was screened in for assessment/investigation.
- (1) Complete one JFS 01401 concerning all reports within four working days from the date the initial report was screened in for assessment/investigation and record the JFS 01401 in SACWIS within seven working days.
- (2) Complete a JFS 01401 for each report screened in for assessment/investigation within four working days from the date each report was screened in respectively and record the JFS 01401 in SACWIS within seven working days.
- (J) The completion of one JFS 01401 shall be permitted if a request for an extension of the JFS 01401 has been approved and a subsequent report has been received prior to the PCSA successfully completing the required face-to-face contacts for the assessment of safety.
- ~~(I) If additional child abuse and/or neglect reports are screened in for assessment/investigation after the first four working days of the assessment/investigation have passed or after completion of the initial JFS 01401, the PCSA shall complete an additional JFS 01401 concerning the subsequent child abuse and/or neglect report pursuant to paragraph (F) of this rule.~~
- ~~(J) In addition to completion of the JFS 01401 pursuant to paragraph (A) of this rule, the PCSA may complete the JFS 01401 any time there are concerns regarding child~~

~~safety.~~

(K) The PCSA shall maintain a copy of the JFS 01401 in the case record.

Effective: 03/01/2014

R.C. 119.032 review dates: 11/21/2013 and 03/01/2019

CERTIFIED ELECTRONICALLY

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Certification

01/30/2014

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Date

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