

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) ~~shall be completed~~ 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) Completion of the JFS 01401 is optional for any reports classified under the family in need of services intake category, except for stranger danger investigations.~~

~~(C)~~(B) The PCSA shall complete the JFS 01401 ~~shall be completed~~ regarding the family of the alleged child victim. For the purpose of completion of the JFS 01401, family includes all of the following individuals, as applicable:

- (1) Alleged child victim.
- (2) Siblings of the alleged child victim, including step or half siblings residing in the home.
- (3) Parent(s), guardian, or custodian of the alleged child victim.
- (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 and siblings.

~~(D)~~(C) The ~~public children services agency (PCSA)~~ 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)~~(D) To complete the JFS 01401, the PCSA shall, at a minimum, conduct a face-to-face interview with each alleged child victim and at least one parent, guardian, or custodian or a caretaker having routine responsibility for the care of the alleged child victim. 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)~~(E) The PCSA shall complete the JFS 01401 ~~shall be completed~~ within four working days from the date the report was screened in for assessment/investigation.

~~(F)~~(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 and at least one parent, guardian, or custodian or caretaker having routine responsibility for the care of the alleged child victim, a justification to extend the completion time frame ~~pursuant to rule 5101:2-36-11 of the Administrative Code~~ 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)~~(G) If the PCSA has attempted to make face-to-face contact with the alleged child victim and ~~his/her~~his or her parent, guardian, or custodian or caretaker having routine responsibility for the care of the alleged child victim and ~~the child and his parent, guardian, or custodian or caretaker having routine responsibility for the care of the alleged child victim~~ they are unavailable, the PCSA shall do both of the following: continue to make attempts pursuant to rule 5101:2-36-03, 5101:2-36-05, or 5101:2-36-09 of the Administrative Code, as applicable.

(1) Continue making attempts pursuant to rule 5101:2-36-03, 5101:2-36-05, or 5101:2-36-09 of the Administrative Code, as applicable.

(2) Complete the JFS 1401 the next working day after face-to-face contact is made with each alleged child victim and the parent, guardian, or custodian or caretaker having routine responsibility for the care of the alleged child victim.

~~(I)~~ After face-to-face contact is made with each alleged child victim and the parent, guardian, or custodian or caretaker having routine responsibility for the care of the alleged child victim, the JFS 01401 shall be completed by the next working day.

~~(H)~~(H) If additional child abuse and/or neglect reports are screened in for assessment/investigation within four working days after acceptance of a child abuse and/or neglect report and prior to the completion of the initial JFS 01401, the PCSA shall complete one JFS 01401 concerning all reports within four working days from the date the initial report was screened in for assessment/investigation.

~~(K)~~(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.

~~(L)~~(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.

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

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Certification

Date

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