

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 Planning Model - I.S., Safety Assessment" (~~rev. 2/2006~~) in the statewide automated child welfare information system (SACWIS) for all of the following when the child is not in the permanent custody of the PCSA:
- (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~~ "Safety Assessment" regarding the family of the alleged child victim/child subject of the report. For the purpose of completion of the ~~JFS-01401~~ "Safety Assessment", family includes all of the following individuals, as applicable:
- (1) Alleged child victim/child subject of the report.
  - (2) Siblings of the alleged child 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/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/child subject of the report and his/her siblings.
- (C) The PCSA shall document the assessment of safety threats, past history, child vulnerability, and family protective capacities on the ~~JFS-01401~~ "Safety Assessment" to determine the safety response.
- (D) The PCSA shall, at a minimum, conduct a face-to-face interview with each alleged child 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/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~~ and record it on the "Safety Assessment".

- (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~~ an assessment of safety with each alleged child 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/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~~ to be recorded on the "Safety Assessment". JFS-01401.
- (F) The PCSA shall record the ~~JFS-01401~~ "Safety Assessment" in the ~~statewide automated child welfare information system (SACWIS)~~ SACWIS within ~~seven~~ ten working days from the date the report was screened in as a child abuse, neglect, or dependency report. The PCSA is to approve the "Safety Assessment" within two working days from the date of submission in SACWIS.
- (G) If the PCSA has attempted to make face-to-face contact with the alleged child 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~~ an assessment of safety pursuant to paragraph (D) of this rule.
- (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/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/child subject of the report and they are unavailable, the PCSA ~~shall~~ is to do 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.
  - (2) Document the reasons for the extension request.
  - ~~(2)~~(3) 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.

- ~~(3)~~(4) Complete the ~~JFS-01401~~ "Safety Assessment" in SACWIS within three working days after face-to-face contact is made with each alleged child victim/child subject of the report and the parent, guardian, or custodian or caretaker having routine responsibility for the care of the alleged child victim/child subject of the report.
- (I) If additional child abuse, neglect, and/or dependency reports are screened in for assessment/investigation after acceptance of a child abuse, neglect, and/or dependency report and prior to the completion of the initial ~~JFS-01401~~ "Safety Assessment", the PCSA shall do one of the following:
- (1) Complete ~~one~~ the JFS-01401 assessment of safety concerning all reports within four working days from the date the initial report was screened in for assessment/investigation and record the ~~JFS-01401~~ "Safety Assessment" in SACWIS within ~~seven~~ ten working days. The PCSA is to approve the "Safety Assessment" within two working days from the date of submission in SACWIS.
  - (2) Complete ~~a~~ JFS-01401 an assessment of safety 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~~ "Safety Assessment(s)" in SACWIS within ~~seven~~ ten working days. The PCSA is to approve the "Safety Assessment" within two working days from the date of submission in SACWIS.
- (J) The completion of one ~~JFS-01401~~ "Safety Assessment" 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.
- ~~(K) The PCSA shall maintain a copy of the JFS-01401 in the case record.~~

Effective:

Five Year Review (FYR) Dates: 2/24/2020

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Certification

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Date

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