5101:2-37-03   **PCSA requirements for completing the family assessment.**

(A) The public children services agency (PCSA) shall complete the JFS 01400 "Comprehensive Assessment ~~and~~ Planning Model - I.S., Family Assessment" (rev. 7/2006) for both of the following reports:

(1) Intra-familial child abuse and neglect reports, including third party.

(2) Dependency reports.

(B) If the report identified in paragraph (A) of this rule is linked to a case currently receiving ongoing protective services from the PCSA, the PCSA shall complete the JFS 01402 "Comprehensive Assessment Planning Model - I.S., Ongoing Case Assessment/Investigation" (rev. 7/2006).

~~(B)~~(C) The PCSA shall complete the JFS 01400 on all cases transferred for ongoing PCSA services prior to completion of the case plan pursuant to rule 5101:2-38-01 or 5101:2-38-05 of the Administrative Code, except for the following family in need of services reports:

(1) Deserted child.

(2) Emancipated youth.

(3) Permanent surrender.

(4) Interstate compact on placement of children.

(D) The PCSA shall complete the JFS 01419 "Comprehensive Assessment Planning Model - I.S., Alternative Response Family Assessment" (rev. 7/2008) for intrafamilial abuse or neglect reports assigned to the alternative response pathway.

(E) If the report identified in paragraph (D) of this rule is linked to a case currently receiving ongoing protective services from the PCSA through the alternative response pathway, the PCSA shall complete the JFS 01423 "Comprehensive Assessment Planning Model - I.S., Alternative Response Ongoing Case Assessment" (rev. 7/2008).

~~(C)~~(F) The PCSA shall complete ~~one~~the JFS 01400, 01402, 01419, or 01423 ~~per episode of PCSA case involvement~~ regarding the family of the alleged child ~~victim~~victim/child subject of the report. For the purpose of completing the JFS 01400, 01402, 01419, or 01423 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, guardian, custodian or caretaker residing in the home of the alleged child ~~victim~~victim/child subject of the report.

(4) Paramour of the custodial parent, guardian, custodian or caretaker 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, custodian or caretaker has custody or guardianship.

(7) A related or unrelated adult residing in the home having routine responsibility for care of the alleged child ~~victim~~victim/child subject of the report and siblings.

(G) 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 1400, 01402, 01419, or 01423 on the family members residing with the custodian who has physical care of the alleged child victim/child subject of the report at the time the incident occurred.

~~(D)~~(H) The PCSA shall complete the JFS 01400, 01402, 01419, or 01423 no later than ~~thirty~~forty-five days from the date the PCSA screened in the report. The PCSA may extend the ~~timeframe~~time frame by a maximum of fifteen days if information needed to complete the JFS 01400, 01402, 01419, or 01423 cannot be obtained within ~~thirty~~forty-five days and the reasons are documented in the case record pursuant to rule 5101:2-36-11 of the Administrative Code.

~~(E)~~(I) The PCSA shall complete and maintain the JFS 01400, 01402, 01419, or 01423 and the ~~justification~~documentation to extend the time frame, if applicable, in the case record.

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CERTIFIED ELECTRONICALLY

Certification

01/30/2014

Date

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