

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. 2/2006~~) (rev. 7/2006) ~~shall be completed~~ for ~~all~~ both of the following reports:

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

(2) Dependency reports.

~~(B) Completion of the JFS 01400 is optional for any intakes classified under the family in need of services intake category pursuant to rule 5101:2-36-01 of the Administrative Code.~~

~~(C)~~(B) The PCSA shall complete the JFS 01400 ~~shall be completed~~ on all cases transferred for ongoing ~~public children services agency (PCSA)~~ 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)~~(C) The PCSA shall complete ~~the one~~ one JFS 01400 per episode of PCSA case involvement regarding the family of the alleged child victim. For the purpose of completing the JFS 01400, 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, guardian, ~~or~~ custodian or caretaker residing in the home of the alleged child victim.

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

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

~~(E) The PCSA shall complete the JFS 01400 within thirty days from the date the report was screened in or within forty five days when sufficient information is not available and a justification to extend the time frame has been completed and approved by the supervisor pursuant to rule 5101:2-36-11 of the Administrative Code.~~

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

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

Effective:

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Certification

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Date

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