

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 Planning Model - I.S., Family Assessment" (rev. 7/2006)~~ "Family Assessment" in the statewide automated child welfare information system (SACWIS) for both of the following reports:

(1) Intra-familial child abuse and neglect reports assigned to alternative or traditional response pathway, 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):~~

~~(C)~~(B) The PCSA shall complete the ~~JFS 01400~~ "Family Assessment" 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)~~(C) The PCSA shall complete the ~~JFS 01400, 01402, 01419, or 01423~~ "Family Assessment" regarding the family of the alleged child victim/child subject of the report. ~~For the purpose of completing the JFS 01400, 01402, 01419, or 01423 family~~ 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, guardian, custodian or caretaker residing in the home of the alleged child 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/child subject of the report and siblings.
  - (8) An individual having regular contact with the alleged child victim/child subject of the report who may contribute to the risk of maltreatment to the child based upon their behaviors and interactions with the child or family.
- ~~(G)~~(D) 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~~ "Family Assessment" 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.
- (E) For all reports involving an infant identified as affected by legal or illegal substance abuse or withdrawal symptoms resulting from prenatal or postnatal substance exposure as defined in rule 5101:2-1-01 of the Administrative Code the PCSA is to document at case closure in the "Family Assessment" the plan of safe care as prescribed in paragraph (S) of rule 5101:2-36-03 of the Administrative Code.
- ~~(H)~~(F) The PCSA shall complete the ~~JFS 01400, 01402, 01419, or 01423~~ "Family Assessment" no later than forty-five days from the date the PCSA screened in the report. The PCSA may extend the time frame by a maximum of fifteen days if information needed to complete the ~~JFS 01400, 01402, 01419, or 01423~~ "Family Assessment" cannot be obtained within forty-five days and the reasons are documented in the case record pursuant to rule 5101:2-36-11 of the Administrative Code.
- ~~(I) The PCSA shall complete and maintain the JFS 01400, 01402, 01419, or 01423 and the documentation 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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