

5101:2-5-13.1 **Disaster preparedness plan requirements.**

- (A) A public children services agency (PCSA), private child placing agency (PCPA), private non-custodial agency (PNA), and any residential facility ~~that is in operation on the effective date of this rule~~ shall create, in writing, a disaster preparedness plan ~~within sixty days of the effective date of this rule~~ and include this plan in its agency foster care policy. All residential facilities shall comply with this rule in addition to rule 5101:2-9-07 of the Administrative Code.
- (B) A PCSA, PCPA, PNA or residential facility shall submit its plan to the Ohio department of job and family services (ODJFS) at any of the following times:
- (1) At the time of application for initial certification or recertification.
  - (2) Upon review of PCSA foster home records by ODJFS.
  - (3) Within ten days of a foster care policy change that would have an effect on the disaster preparedness plan.
- (C) The following areas shall be addressed in a PCSA or a PCPA disaster preparedness plan:
- (1) Identification of essential personnel needed for the operation of the agency.
  - (2) Alternative physical work location including provisions for temporary work sites.
  - (3) Communication plan for agency staff, substitute caregivers, and other critical team members with or without e-mail, internet, statewide automated child welfare information system (SACWIS) or telephone access.
  - (4) Identification of essential work activities that must continue in order to ensure the safety of children, support caregivers and service providers.
  - (5) Procedures for handling new reports of child maltreatment if the agency is responsible for responding to reports concerning children.
  - (6) Procedures for tracking clients and substitute caregivers with or without SACWIS or other technical system in place.
  - (7) Continuity of services to families receiving in-home supportive services.
  - (8) Continuity of services to children in substitute care and kinship care placements.
  - (9) Maintenance and security of agency records not included in SACWIS including soft copies stored in other software applications ~~or~~ and hard copies.

- (10) Maintenance and security of court records for child protective services cases and PCPA adoption court records.
  - (11) Coordination of services with law enforcement, hospitals/medical providers or other disaster response agencies for the following:
    - (a) Children in agency custody.
    - (b) Children with no known or available parent, guardian or custodian.
  - (12) Working with emergency shelters for the following:
    - (a) Staff training in disaster preparedness.
    - (b) Coordination of services for children and families in emergency shelters (physical location; shared responsibilities).
    - (c) Volunteers.
  - (13) Plans of cooperation/memoranda of understanding with another agency which, at a minimum, would address duties and requirements.
- (D) The following areas shall be addressed in a disaster preparedness plan for a PNA or any residential facility including those residential facilities operated by a PCPA or PCSA:
- (1) Identification of essential personnel needed for the operation of the agency.
  - (2) Identification of an alternative physical work location including provisions for temporary work sites.
  - (3) Communication plan for agency staff, substitute caregivers, and other critical team members with or without e-mail, internet, SACWIS or telephone access.
  - (4) Identification of essential work activities that must continue in order to ensure child safety and support caregivers, youth and service providers, and facility staff, if applicable.
  - (5) Procedures for tracking clients and substitute caregivers.
  - (6) Continuity of services to children in substitute care.
  - (7) Maintenance and security of agency records.

Effective: 5/1/2019  
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CERTIFIED ELECTRONICALLY

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Certification

03/14/2019

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Date

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