

5101:2-5-34

PCPA and PNA case plans and administrative case reviews for direct placements.

- (A) A private child placing agency (PCPA) or private noncustodial agency (PNA) which accepts a direct placement of a child from a parent, guardian or custodian, shall develop and prepare a case plan within thirty days from the date of placement on the child and family which shall be a separate part of the case record. If the child is placed for less than thirty consecutive days, a case plan is not required.
- (B) A PCPA or PNA shall develop, review or amend the case plan only with the participation of the child's parent, guardian or custodian. A case plan or amendment to the case plan shall be signed by the child's parent, guardian or custodian. A copy of the signed case plan or any amendment to the case plan shall be provided to the child's parent, guardian or custodian.
- (C) A PCPA or PNA which has accepted a direct placement of a child shall complete an administrative review of the case plan no later than six months after the date of placement.
- (D) After the first administrative review, the PCPA or PNA shall continue to conduct administrative reviews every six months.
- (E) Each administrative review required for a child in a direct placement shall comply with the following requirements:
 - (1) The administrative review shall be conducted by a review panel of at least three persons. The review panel shall include at a minimum:
 - (a) A caseworker with day-to-day responsibility for, or familiarity with the management of the child's case plan; and
 - (b) A person who is not responsible for the management of the child's case plan, or the delivery of services to the child or his parent, guardian, or other individual holding custody of the child.
 - (2) The administrative review shall include a joint meeting by the review panel with:
 - (a) The child if age appropriate.
 - (b) The child's parent, guardian, or custodian.
 - (c) The child's substitute caregiver.
 - (d) Any other person the agency deems appropriate.

- (3) All persons shall be given the opportunity to submit any written materials to be included in the child's case record. If a parent, guardian, custodian or substitute caregiver declines to participate in the administrative review after being contacted, the PCPA or PNA does not have to include them in the joint meeting.
- (4) The administrative review shall be summarized in writing by the PCPA or PNA to include all of the following:
 - (a) A conclusion regarding the appropriateness of the child's placement;
 - (b) The extent of compliance by all parties with the case plan;
 - (c) The extent of progress made toward alleviating the circumstances that precipitated the parent, guardian or custodian to enter into a direct placement agreement with the agency;
 - (d) An estimated date by which the child may be returned home, placed with a relative or other suitable nonrelative or prepared for independent living;
 - (e) An explanation regarding any changes that the PCPA or PNA is proposing in the case plan; and
 - (f) The names of all persons who participated in the administrative review.

Five Year Review (FYR) Dates: 4/2/2018 and 04/02/2023

CERTIFIED ELECTRONICALLY

Certification

04/02/2018

Date

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