



Ohio Administrative Code

Rule 5101:2-20-17 Adult protective services disaster preparedness plan requirements.

Effective: October 1, 2021

(A) Each county department of job and family services (CDJFS), or its designated agency, will have, in writing, a disaster preparedness plan and include this plan in its agency adult protective services (APS) policy. In the event that all of the components of this rule are currently addressed, existing emergency preparedness plans within a separate CDJFS department may be used and/or modified in lieu of creating an emergency preparedness plan specific to APS.

(B) The following areas are to be addressed in each CDJFS disaster preparedness plan:

(1) Identification of essential personnel needed for the operation of the agency.

(2) Alternative physical work locations including provisions for temporary work sites.

(3) Communication plan for agency staff, designated agency staff, and other critical team members with or without e-mail, internet, Ohio database for adult protective services information system (ODAPS) or telephone access.

(4) Identification of essential work activities that are to continue in order to ensure the safety of adults being served.

(5) Procedures for handling referrals.

(6) Procedures for tracking clients with or without ODAPS or other technical systems in place.

(7) Continuity of services to adults receiving in-home supportive services.

(8) Maintenance and security of agency records not included in ODAPS, including hard copies and soft copies stored in other software applications.



(9) Maintenance and security of court records for APS cases.

(10) Coordination of services with law enforcement, hospitals/medical providers or other disaster response agencies for adults with court orders of protective services.

(C) The emergency preparedness rule may be outlined within the county's memorandum of understanding established pursuant to rule 5101:2-20-06 of the Administrative Code.