



## Ohio Administrative Code

### Rule 5101:2-36-13 Intrastate and interstate referral procedures for children's protective services.

Effective: June 17, 2018

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(A) A public children services agency (PCSA) shall complete an intrastate referral to another PCSA if the PCSA receives a report of alleged child abuse or neglect, and determines the child and his or her custodial parent, legal guardian, or legal custodian reside or have moved to another county before an assessment/investigation has been initiated.

(1) If an emergency exists, the PCSA shall immediately telephone the appropriate PCSA and provide the referral information.

(2) If no emergency exists, the PCSA shall provide the referral information by telephone within twenty-four hours.

(3) The referral information provided to the PCSA shall include, but is not limited to, the following:

(a) The case identification number established within the statewide automated child welfare information system (SACWIS).

(b) The case reference person established within SACWIS.

(c) The intake identification number established within SACWIS, as applicable.

(d) Location, including the address, of the child and his or her custodial parent, legal guardian, or legal custodian.

(B) A PCSA shall complete an intrastate referral to another PCSA if the PCSA initiates an abuse or neglect report and determines the alleged child victim and his or her custodial parent, legal guardian, or legal custodian reside in another county.

(1) If an emergency exists, the PCSA shall immediately telephone the appropriate PCSA to inform of



the report and the information obtained as a result of the initiation or other contacts. If no emergency exists, the PCSA shall telephone the appropriate PCSA within twenty-four hours.

(2) The PCSA receiving the intrastate referral shall determine one of the following:

(a) A case transfer shall be accepted regarding the current report. The receiving PCSA becomes the lead agency and is responsible for the completion of the assessment/investigation activities including arriving at a report disposition and case decision.

(b) A case transfer shall not be accepted. The PCSA that initiated the report shall remain the lead agency and retain responsibility for the completion of the assessment/investigation, including completing requests for required non-lead interviews.

(C) A PCSA shall make an intrastate referral to another PCSA if the PCSA determines that protective services are needed but the child and his or her custodial parent, legal guardian, or legal custodian moves to another county before or during the provision of protective services and the child remains at risk of abuse or neglect.

(D) A PCSA shall make an interstate referral to a children's services agency (CSA) if the PCSA receives a report of alleged child abuse or neglect, and determines the child and his or her custodial parent, legal guardian, or legal custodian reside in or have moved to another state. The PCSA shall comply with the following procedures if making a referral to a CSA:

(1) If an emergency exists, the PCSA shall immediately telephone the appropriate CSA with the referral information. Within three working days of the date of the telephone referral, the PCSA shall follow-up with a written referral to the CSA.

(2) If no emergency exists, the PCSA shall provide the referral information by telephone within twenty-four hours. Within three working days of the date of the telephone referral, the PCSA shall follow-up the telephone referral with a written referral to the CSA.

(3) The referral shall include, but is not limited to, the following:



- (a) All available identifying information on the child, his or her parent, guardian, or custodian and other involved people, including names, dates of birth, ages, and social security numbers.
  - (b) The child, his or her parent, guardian, or custodian and other involved persons' relationships to each other.
  - (c) Location, including address of the child and his or her parent, guardian or custodian.
  - (d) Summary of the referring PCSA's involvement with the child, his or her parent, guardian, or custodian and the current case status.
  - (e) A copy of the completed JFS 01401 "Comprehensive Assessment Planning Model - I.S., Safety Assessment" (rev. 2/2006) and the JFS 01400 "Comprehensive Assessment Planning Model - I.S., Family Assessment" (rev. 7/2006), or JFS 01419 "Alternative Response Family Assessment" (rev. 7/2008) if applicable.
  - (f) The nature of the request for the provision of protective services.
  - (g) The referring PCSA contact person.
  - (h) The information the referring PCSA needs in response to the referral.
- (4) Confidential information regarding the child, his or her parent, guardian, or custodian may be released to the CSA pursuant to rule 5101:2-33-21 of the Administrative Code.
- (5) The PCSA shall cooperate with the CSA, and if necessary, lead the assessment/investigative efforts if the child is located within Ohio and the abuse or neglect is alleged to have occurred within Ohio.