



Ohio Administrative Code Rule 5101:2-50-08 Case records for bridges.

Effective: February 7, 2020

(A) Bridges representatives are to record case information in the statewide automated child welfare information system (SACWIS). Case information that cannot be recorded in SACWIS is to be maintained as hard copy files, electronic files or as a combination of both.

(B) All bridges case records prepared, maintained, and permanently kept by the bridges representative are confidential. Information contained in SACWIS is confidential pursuant to section 5101.131 of the Revised Code. Access to bridges case records and the release of bridges case record information is to be conducted pursuant to and in accordance with the requirements outlined in rule 5101:2-33-21 of the Administrative Code.

(C) The bridges representative is to prepare, maintain, and permanently keep records for all of the following:

- (1) Bridges assessment reports;
- (2) Bridges plan reports;
- (3) Bridges review reports;
- (4) Bridges eligibility documentation, including, but not limited to and as applicable;
 - (a) Application eligibility documents;
 - (b) Ongoing eligibility documents;
 - (c) Provisional agreement document;
 - (d) Bridges eligibility acknowledgement form;



(e) JFS 01621 "Voluntary Withdrawal Request";

(f) JFS 01619 "Notice of Ineligibility"; and

(g) JFS 01620 "Notice of Termination."

(5) Bridges authorization to exchange information; and

(6) Tier screening tool.

(D) The bridges representative is to prepare, maintain and permanently keep records on all cases for which the bridges representative provided the following services including but not limited to:

(1) Transition planning services:

(a) Transition plans;

(b) Health and education records;

(c) Bridges participants' budgets; and

(d) Life skills development records.

(2) Housing services:

(a) Host home agreement;

(b) Lease agreement and other housing agreements; and

(c) Eviction notices.

(E) Each case record prepared, maintained and permanently kept in accordance with this rule is to



include the following information, but not limited to and as applicable:

(1) Reports from service providers, including but not limited to:

(a) Medical reports;

(b) Educational reports;

(c) Psychological reports;

(d) Diagnostic reports; and

(e) Treatment reports.

(2) Copies of applications and documentation supporting eligibility determinations made for financial or social service support programs including, but not limited to:

(a) Ohio works first (OWF);

(b) Prevention, retention, and contingency (PRC) program;

(c) Medical assistance; and

(d) Supplemental social security income (SSI).

(3) Correspondence pertaining to the bridges participant.

(4) A copy of any juvenile court:

(a) Orders;

(b) Findings;



(c) Written determinations; and

(d) Journalized entries.

(5) A copy of the bridges participant's social security card.

(6) A copy of the bridges participant's birth certificate.

(F) The bridges representative is to maintain case records that cannot be maintained in SACWIS in a consistent and organized manner such that information set forth in this rule can be readily located. If the bridges representative maintains any information set forth in this rule in a location other than the case record, it is to be noted in the case record where the information can be found.

(G) When requested by the bridges participant, copies of the case records as outlined in paragraphs (C)(1) to (C)(5), (D), and (E)(4) to (E)(6) of this rule are to be provided to the bridges participant.