

BUTLER COUNTY CHILDREN SERVICES

POLICY NO: 1.9	SUBJECT: COURTESY SUPERVISION AND JOINT INVESTIGATIONS
OAC: 5101: 2-36-03	EFFECTIVE DATE: 6/22/04
ORC:	REVISION DATE: 10/07
	REVIEW DATE: 6/28/05, 10/24/06, 10/07

PURPOSE:

To clarify the responsibilities of the staff of Butler County Children Services when responding to requests for courtesy supervision or joint investigations coming from another county's PCSA. This policy also clarifies the responsibilities of BCCS staff and our agency's expectations for the other PCSA when our staff are making similar requests to the other agency.

POLICY:

BCCS shall work cooperatively with other PCSAs when situations arise which call for collaboration in investigation or placement approval or courtesy supervision.

A. REQUESTS FOR COURTESY SUPERVISION:

1. If BCCS seeks to place a child who is in its custody or protective supervision in another county,
 - a. BCCS shall request the other county's PCSA do a homestudy on that placement/substitute caregiver and, if they approve, shall request the other PCSA to provide courtesy supervision.
 - b. BCCS shall provide the other PCSA with all pertinent information (e.g.; social history, summary of referrals) when making these requests.

2. If a child in the custody or under protective supervision of another county's PCSA is to be placed in Butler County,
 - a. Shall respond within thirty (30) days to a request made by the other county's PCSA to do a homestudy on a placement/substitute caregiver residing in Butler County (by approving or disapproving the request) and to a subsequent request to provide courtesy supervision.
(see policy no. 3.1 approval of relative/non-relative)

3. Requests for Courtesy Supervision shall be approved or disapproved within one (1) working day and, if approved, investigatory responsibilities shall be completed within thirty (30) days.

B. JOINT INVESTIGATIONS:

1. If BCCS screens in a Child Abuse or Neglect allegation regarding;
 - a. A child whose county of residence differs from his/her parent', or
 - b. A child of undetermined residence where the location of the alleged incident differs from the county of the child's parents' residence, then the PCSA of the county where the alleged child victim's parent(s), guardian or custodian resides shall be the LEAD AGENCY for the investigation of the allegation(s) involving that child.
 - c. The Lead Agency shall be responsible for development of the investigative plan, and shall contact other PCSAs when necessary to enlist their cooperation and assistance.
 - d. When a principal(s) of the case resides outside the Lead Agency's county, the PCSA in their county of residence will conduct the interview(s) with the principal(s) located within its jurisdiction.
2. If it is not clear where the alleged child victim's parent(s), guardian or custodian resides, the PCSA of the county where the alleged child victim is located (resides) shall be the Lead Agency.
3. In accordance with the following procedures, BCCS shall assume the role of the Lead Agency in some Joint Investigations, and shall cooperate with the lead Agency (the other county's PCSA) in other Joint Investigations, depending on the circumstances in the particular case.

PROCEDURES

A. Requests for Homestudies and/or Courtesy Supervision:

1. When BCCS desires to place a child in a county outside of Butler, the following protocols apply:
 - a. The assigned worker must consult with his/her supervisor prior to pursuing a placement in another county.
 - b. The worker must contact that county's PCSA and provide all pertinent case information, including a social history and any relevant issues/concerns, and request that the PCSA complete a homestudy. The first request may be verbal, but a written request must be sent within 48 hours.
 - c. Verbal approval from the other PCSA regarding the homestudy must be received (and documented) by BCCS prior to placing the child(ren).
 - d. If the other county's PCSA requires any further information on the case, the request will be handled by the same BCCS worker or supervisor who handled the initial request.

- e. The worker may then request the other PCSA to provide courtesy supervision of the child. BCCS shall continue to be responsible for Semi-Annual Reviews (SARs) and for communicating all changes in plan or status to the other PCSA.
 - f. The worker should request that the other PCSA will send us a brief, written communication at least monthly, regarding the status of the child.
2. When another county's PCSA desires to place a child in Butler County, the following protocols apply:
 - a. When staff from another county's PCSA contact BCCS to request that we complete a homestudy, the request shall be forwarded to the Homestudy Unit.
 - b. The Homestudy Unit shall request that the other PCSA provide us with all pertinent case information, including a social history of the child and any relevant issues and concerns.
 - c. If the other county's PCSA then requests that BCCS provide courtesy supervision of the child, BCCS shall provide it, but the other county's PCSA will continue to be responsible for the SARs and for communicating all changes in plan or status back to our agency. These cases will be dispersed amongst the Family Support and Placement Services Division.
 3. If a family moves out of Butler County to another Ohio county after our Juvenile Court has made a disposition of protective supervision to BCCS, then one of the following actions must be taken:
 - a. The other county's PCSA (after being notified) may be requested to provide courtesy supervision while BCCS retains legal responsibility. In this case, Butler County's Juvenile Court would retain jurisdiction and continue to hold review hearings.
 - b. BCCS may file motions asking our Juvenile Court to transfer the case to the Juvenile Court in the new county, and to change the dispositional order to commit the children to the protective supervision of the PCSA in the new county. The agency in the new county must be notified and served a copy of the motion.
 - c. If the time remaining on the order is less than thirty (30) days, then after notifying the other county agency, we could simply continue our protective supervision services until the order expires (if the family appears to be doing well).

B. REQUESTS FOR JOINT INVESTIGATIONS:

1. When BCCS receives a referral from another county's PCSA regarding an incident of CA/N which occurred in Butler County but involved children who are residents of another county, the following protocols apply:
 - a. The BCCS Screener Supervisor will review the referral prior to assignment. All accepted referrals will:
 - Meet BCCS guidelines for accepting a referral
 - Allege abuse or neglect to child(ren).
 - Meet the jurisdictional requirement (parent or child resides in, or the abuse/neglect occurred in, Butler County).

- b. The Intake worker will interview the referral source and attempt to determine where the principals reside. The PCSA of the county where the alleged child victim's parent(s), guardian or custodian resides, shall be the LEAD AGENCY for the investigation.
 - c. Once the screening decision is made, it must be communicated to the referring PCSA within 24 hours of the receipt of the referral.
 - If the referral is screened in, a discussion of Lead Agency responsibilities must occur. Both PCSAs will discuss in which county the case principals, witnesses, and other collateral sources reside.
 - If the referral is screened out (not accepted), the worker who handled the call will inform the referral source of the decision.
 - If after explanation, the referral source questions the decision the referral source will be referred to the Screener Coordinator.
2. When BCCS is determined to be the LEAD AGENCY with respect to the investigation of an allegation, the following protocols apply:
 - a. If the referral involves principals who reside in another county, BCCS shall request the cooperation of the other county's PCSA in order to perform interviews as needed for the Joint Investigation.
 - b. Before making the request, the worker should consult with her/his supervisor.
 - c. BCCS is responsible for developing the investigative plan, completing the case evaluation, making a case disposition, and submitting the CA/N Registration Report, all within the mandated time limits.
 3. When another county's PCSA has been determined to be the LEAD AGENCY with respect to the investigation of an allegation, and that PCSA contacts BCCS, the following protocols apply:
 - a. BCCS shall complete interviews with the case principals, witnesses and collateral sources residing in Butler County, within thirty (30) days.
 - b. Within one (1) working day of the completion of the required investigative activities, BCCS shall contact the other county's PCSA and share the investigative findings and also indicate if services are needed or have been provided.
 - c. Written findings will be sent within three (3) working days of the completion of investigative activities.

Michael A. B. F.