

BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 1.19	SUBJECT: Responding to Information on Active/Open Case
OAC: 5101:2-36-03	EFFECTIVE DATE: 2/6/13
	REVISION DATE: 2/6/13

PURPOSE: The purpose of this policy is to establish reporting procedures for BCCS staff to refer suspected abuse or neglect pursuant to ORC 2151.421. This policy establishes procedures for staff to respond to information on open cases that does not rise to the level of an abuse or neglect allegation.

POLICY: A report to the screening department is required when a mandated person is acting in an official or professional capacity and knows or suspects that a child has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect of the child.

All information reported to the screening department that alleges known or suspected child abuse, neglect, or dependency, or indicating a family is in need of PCSA services shall be recorded in the statewide automated child welfare information system (SACWIS). The screening department shall complete the screening decision and determine the immediacy of need for agency response to ensure child safety within twenty-four hours from receipt of the information and following the categorization of the referral information in accordance with OAC 5101:2-36-01 paragraphs (E) (1), (E)(2), and (E)(3).

PROCEDURE:

Staff will refer information that rises to the level of possible or suspected abuse and neglect to the screening department. All information received through the screening department must be reviewed and the action or inaction will be documented in SACWIS in the activity log or new intake.

When a screening decision is made regarding information received on an active case, the screener will notify the primary supervisor and worker via email, the new information and the intake categorization.

For **screened out allegations**, the worker and supervisor will review the information and document in the activity log what course of action will be taken to respond to the information. Screened out information shall not be investigated, however, the agency shall continue to assess risk and may take action on an open case to assure child safety.

For **Information and Referrals (I and Rs)**, the worker and supervisor will review the information and document in the activity log what course of action will be taken to respond to the information. Should

a response be required it will be completed and documented within 5 working days. The appropriate intake will be linked to the activity log documenting the response to the information.

Screened in reports will be assigned to and assessment/investigation worker in intake to complete the investigation pursuant to OAC 5101: 2-36-03.

APPROVAL DATE: 6/26/2013



Jerome Kearns, Executive Director