

BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 1.20	SUBJECT: Two Parent Engagement Policy
OAC: 5101:2-1-01	EFFECTIVE DATE: 7/17
	REVISION DATE:
	REVIEW DATE:

PURPOSE: Butler County Children Services recognizes both parents are important in the lives of their children. This policy intends to formalize engagement efforts caseworkers make in regard to 1) informing both parents of BCCS involvement and the current status of their case 2) providing both parents with the opportunity to engage in case plan services 3) seeking input from both parents regarding their child's placement options and permanency plan.

POLICY: To provide quality casework to our children; we will exercise due diligence in identifying relatives for all children and families involved with Butler County Children Services.

Relative is defined as the following:

(a) Individuals related by blood or adoption:

- Parents, grandparents, including grandparents with the prefix "great", "great-great", "grand", or "great-grand";
- Siblings;
- Aunts, uncles, nephews, and nieces, including such relative with the prefix "great," "great-great," or "great-grand;"
- First cousins and first cousins once removed.

(b) Stepparents and stepsiblings;

(c) Spouses and former spouses of individuals listed above.

Although the presumption is to engage all parents, caseworkers should conference with their supervisor circumstances of serious domestic violence, violent crimes, or sexual abuse again children or family members.

PROCEDURE:

Intake

Screeners are information gatherers and will be able to obtain vital information regarding fathers and family members in the initial stages of our involvement. This information will be captured in SACWIS.

1. The screeners will make sure to ask all reporters for both biological parents information including name, d.o.b. (possible age), social security number, address (last known), and/or last contact.
2. The screeners will document all information from the call and then would also check CRIS-E, CSB View, and the Butler County Auditor's website to obtain any additional information (ie: Birth Certificate, attending school, address of absent parent).
3. The screeners will contact Child Support Enforcement Agency (CSEA) to determine if a parent has been identified as paying child support.

Investigative Phase

The agency will make every effort to engage and include both parents in meaningful involvement with their children, while ensuring the children's safety.

1. During the investigation, the caseworker will make diligent efforts to gather information regarding both biological parents and paternal and maternal relatives and other resources for children. The caseworker will completing any or all of the following activities within ten (10) business days of the initiation of the investigation to determine the absent parent's identity:
 - Check Clerk of Court website for any existing Shared Parenting agreement
 - Contact School to see if both parents or other relatives are listed on paperwork
 - Contact Butler County Metropolitan Housing- see who is on the lease
 - Search Butler, Hamilton, Warren, and Montgomery County Jail roster.
 - Check background checks and police reports
 - Ask family about children's contact with nonresidential parent
2. If the caseworker determines that the child visits with a nonresidential parent in that parent's home, the caseworker shall make every effort to complete a home visit with the nonresidential parent to inform them of the investigation.
3. If the caseworker determines that the child has contact with the nonresidential parent, the worker should contact the nonresidential parent via phone to notify them of the investigation.
4. If the caseworker determines that he child does not have contact with the nonresidential parent the caseworker and supervisor will staff the case to determine if contact can be waived.

5. The caseworker will document all responses and activities into a Family Search and Engagement activity logs in SACWIS within five (5) business days.

Case Plan Development

Both biological parents shall be listed as participants on the initial case plan and notified that the case is being transferred for ongoing development.

1. If the caseworker is unable to determine a parent's whereabouts the worker will complete the following activities:
 - CRIS-E Check
 - CSEA check
 - Postings (if court involved)
 - Accurint Search
 - Contact maternal/parental relatives (via phone contact or mailings)
 - Attempt home visit to the last known address (LKA)
2. The caseworker will document all responses and activities into a Family Search and Engagement activity logs in SACWIS within five (5) business days.
3. Prior to a biological parent being removed from a Case Plan, the following must occur:
 - Caseworker must attempt three (3) home visits per month for three (3) consecutive months without having any form of contact with the parent (including phone contact). At the beginning of the third (3rd) month without contact, a letter shall be sent to the last known address (LKA) stating that they are at risk of being removed from the case plan if they fail to make contact with the caseworker by the end of the month. The letter will also detail the necessary steps to be placed back on the case plan once they are removed.
 - The biological parent is not having visitation with their child(ren)
 - A staffing will be held between the caseworker and supervisor to identify any barriers to relative identification and engagement.

Incarcerated Parents

Incarcerated parents must be made aware of child(ren)'s involvement with BCCS. In addition, incarcerated parents can provide valuable input into their child's placement options and permanency plans. Caseworker shall make efforts to engage incarcerated parents whenever possible regardless of location or length incarceration.

Incarcerated parents shall be listed as participants on case plan if they incarcerated in Butler County and/or if they will be incarcerated for less than three (3) months (regardless of the location of their correctional facility).

1. Prior to removing a parent from the case plan or not adding them to the initial case plan, the following must occur:
 - The caseworker must make face-to-face contact with the parent in the correctional facility.
 - The caseworker will provide the parent with a letter detailing the necessary steps to be place on the case plan once they a released.
 - The caseworker will inform the parent of what their case plan services were/ or anticipated to be to allow the parent the opportunity to engage in services while incarcerated.

2. If the parent's sentence is for an extended period of time (twelve months or longer), the caseworker will mail a letter to the incarcerated parent requesting the identity and location of relatives, within five (5) business days following the completion of the Semi-Annual Review (SAR).

7-25-17
APPROVAL DATE:


William Morrison, Executive Director