

BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 9.4	SUBJECT: ACCURINT SEARCHES/FAMILY SEARCH AND ENGAGEMENT
OAC: 5101:2-39-01 (H)	EFFECTIVE DATE: 10/17
	REVISION DATE:
	REVIEW DATE:

PURPOSE: To exercise due diligence to notify all close adult relatives of a child (including any other adult relatives suggested by the parents) within thirty (30) days of the child’s removal from the parent, of their options to participate in the care and placement of the child. Due diligence in continued relative search and notification is necessary throughout the life of a case.

POLICY: To ensure that all children involved with BCCS have permanent connections, by ensuring that Family Search and Engagement activities are completed at all stages of a case. BCCS shall complete Accurint Searches utilizing the procedures outlined below:

PROCEDURE:

Accurint searches will be completed at a minimum:

- Within three (3) business days of BCCS obtaining custody of a child;
 - At six (6) month Semi-Annual Reviews;
 - Prior to Permanent Custody staffings.
1. The assigned caseworker will email the PRT Coordinator, Kinship Supervisor or the Permanency Administrator the following information to complete an Accurint search:
 - (a) Full name of the biological parent and/or custodian
 - (b) Date of birth and Social Security Number of the parent and/or custodian
 2. Once the Accurint search is completed, the results will be provided to the assigned caseworker via email.
 3. The assigned caseworker will print out the results to be scanned into CSB View.
 4. The assigned caseworker will contact potential kinship resources identified by the Accurint search via telephone. If telephone contact is not possible, the Accurint letter will be sent to the address of identified kinship resources within thirty (30) days of obtaining custody. This letter can be found on the Shared Drive/Public/Programs/Kinship/Accurint Letter.
 5. The assigned caseworker will document in an activity log all contact that has been attempted and/or completed with identified potential kinship resources using the subcategory ‘Family Search and Engagement’ within five (5) business days. The assigned

worker will complete one activity log entry for multiple attempted and/or completed contacts with identified potential kinship resources that are completed on the same day. The assigned worker will list the names of the identified potential kinship resources within the activity log.

6. The assigned worker will document all responses in an activity log using the subcategory 'Family Search and Engagement' within five (5) business days.

10-17-17
APPROVAL DATE:


William Morrison, Executive Director