

**Cuyahoga County Division of Children and Family Services
(CCDCFS)
Policy Statement**

Policy Chapter: Referrals
Policy Number: 2.01.05
Policy Name: Referrals on Employees of CCDCFS

Original Effective Date: 06/30/1994
Revision Date(s): 12/01/2022, 08/01/2019, 07/01/2015, 12/01/2014, 04/15/2009
Current Revision Date: 03/01/2023
Approved By: Jacqueline M. Fletcher, Interim Director

PURPOSE: This policy ensures that timely, consistent, and impartial investigations are conducted in response to allegations of child abuse or neglect (CA/N) that identify agency staff as a principal of the report.

SCOPE: This policy applies to all reports received regarding employees of CCDCFS where there are allegations of CA/N, dependency, or families in need of services that are received by the 696-KIDS Hotline in accordance with 5101:2-36-08 of the Ohio Administrative Code (OAC).

POLICY

- A. When the CCDCFS Hotline receives a report of CA/N, dependency, or family in need of services, involving an employee of CCDCFS and the employee is listed as a principal party, the investigation is set up and assigned to the agency's Special Investigations Unit (SIU) to avoid potential for breaches of confidentiality and / or conflicts of interest. As defined by OAC 5101:2-1-01, "Principals of the report or case" are the alleged child victim, the parent or caretaker, and the alleged perpetrator.

PROCEDURES

- A. All reports of CA/N, dependency, and family in need of services are reported to the Hotline. Hotline staff determines whether the report involves an employee of CCDCFS as a principal party [principal party is defined as the alleged child victim (ACV), parent or caretaker, or alleged perpetrator (AP)].
- B. The Hotline assigns the case to the Special Investigations Unit to avoid potential for breaches of confidentiality and/or conflicts of interest.
- C. All intake referrals involving employees, regardless of the screening decision, are reported to the Hotline Senior Manager, who notifies the agency Director, and Deputy Director in the employee's chain of command.

- D. For screened in reports, Hotline Supervisor restricts the case in the Statewide Automated Child Welfare Information System (SACWIS) and emails the intake report to a SIU Supervisor.
- E. SIU Supervisor completes an alert and the Deputy Director makes a decision regarding desk duty assignment.
- F. SIU Supervisor contacts the employee's Senior Manager or designee to set up a meeting to inform the employee of the report, their work duty status, and right to Union representation, if applicable, and verifies the desired outcome of the employees work status.
- G. If the employee is listed as an alleged perpetrator of CA/N, the employee is placed on "desk duty" pending the outcome of the investigation. The employee's Senior Manager has the discretion as to what activities the employee can perform while on "desk duty".
 - 1. "Desk Duty" typically means the employee is restricted to activities that can be completed in the office, and the employee does not have any unsupervised contact with his/her clients.
 - 2. If the assigned Senior Manager determines that "desk duty" is not appropriate, he/she will consult with the Deputy Director/Administrator and/or Human Resources for further instruction.
- H. SIU Child Protection Specialist (SIU CPS) or designee requests a courtesy investigation to be completed by a contiguous (non-lead) PCSA within one working day of receipt of the report.
 - 1. For emergency reports: If the non-lead PCSA is unable to respond to the ACV within one hour, the SIU CPS will respond and assess the safety of the ACV.
 - 2. If the non-lead PCSA declines the request of the lead PCSA for a courtesy investigation, the lead SIU CPS will document the decline and complete the investigation.
 - 3. SIU CPS will follow up on, receive, and review the investigation completed by the non-lead PCSA.
 - 4. SIU CPS makes the disposition and determines whether the family needs services and transfers or closes the case accordingly.
 - 5. If the non-lead PCSA agrees to accept the investigation in its entirety, (Cuyahoga County is no longer assigned to the case in SACWIS), that PCSA will make the disposition and determine whether the family needs services and transfers or closes the case accordingly.
- I. SIU Supervisor completes a follow up alert to the agency Director and Deputy Directors/Administrators notifying them of the investigation findings and case status.
- J. The employee's Deputy Director reviews the outcome of the investigation and determines if the employee can return to regular duties.

SEE ALSO:

Ohio Administrative Code:

Section 5101:2-36-08 "PCSA requirements for involving a third party in the assessment/investigation of child abuse or neglect report"

Cuyahoga County Division of Children and Family Services Policies and Procedures Manual

Policy 2.03.00 – Investigations and Assessments