

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

Policy Chapter: Case Review
Policy Number: 5.02.02
Policy Name: Case Reviews / Semi-Annual Administrative Reviews

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Approved By: Jacqueline M. Fletcher

PURPOSE: To establish a process for completing required case reviews and Semi-Annual Administrative Reviews (SAR) which will promote timely and appropriate service delivery to families through frequent and increased parental involvement.

SCOPE: This policy applies to all CCDCFS Direct Services staff. All cases with an active case plan/family service plan are subject to a Case Review.

POLICY

I. Case Review

- A. The purpose of a Case Review is to ensure continued efforts are made to:
 - 1. Assess child safety.
 - 2. Evaluate whether risk to the child has decreased or increased.
 - 3. Evaluate the effectiveness of supportive services offered and provided to the child, his or her parent, guardian, custodian, or pre-finalized adoptive parent, or substitute caregiver.
 - 4. Identify barriers to the provision of services.
 - 5. Determine next steps based on the progress of the family (continue with services, staff for court intervention, close the case).

- B. The Case Review Tool is completed in SACWIS, by WOR and approved by Supervisor, at least (5) days prior to the SAR.

- C. Case Reviews are completed at the time of case closure unless:
 - 1. The case is closed within thirty days after completion of a Case Review and the intent to close was indicated on the Case Review.
 - 2. The case is closed prior to the completion of the case plan and the timeframe for completion of the case plan has not lapsed.

II. Semi-Annual Administrative Review

- A. The SAR is required no later than every one hundred eighty (180) days from whichever comes first:

1. Original court complaint date;
 2. Date of placement;
 3. Date of court ordered protective supervision (PSUP);
 4. Date of parents, guardian, or custodian signature on the case plan for In-Home Supportive Services (IHSS);
 5. Date of completion of the Alternative Response (AR) Family Assessment.
- B. The SAR is completed no more than thirty (30) days prior to the due date.
- C. The Case Review tool is approved by the supervisor prior to the SAR meeting.
- D. For AR and IHSS cases, a review panel of at least two people conducts the SAR. The review panel consists of the WOR and supervisor or designee. The annual review is conducted by a facilitator, and every six (6) months thereafter, until AR service/case plan is closed.
- E. For all court involved cases, a review panel of at least three people conducts the SAR. The review panel consists of the WOR or worker familiar with the AR service/case plan; a case review facilitator; and supervisor or designee.
- F. The following individuals are invited to the SAR:
1. The child's parents, guardian, or custodian, unless the child is in permanent custody.
 2. The pre-finalized adoptive parent of the child in an adoptive placement.
 3. The child, age 13 and above and developmentally appropriate.
 4. For youth 14 and above, the two individuals selected by the youth (Youth Support Person(s)).
 5. The guardian ad litem (GAL) and / or court appointed special advocate (CASA), if one has been appointed.
 6. The child's substitute caregiver, including the relative providing care for the child, if applicable.
 7. The child's attorney, if applicable.
 8. The Indian custodian, if any, and the child's Indian tribe and extended relatives.
 9. Any party identified by the court as a party to the case.
 10. Any service provider and/or community partners (collaborative) working with the family.
- G. WOR notifies any involved agency staff and reminds all parties of the meeting at least (5) business days before the meeting and encourages attendance.
- H. Agency staff encourages participation and input from all parties present. No party outside of required agency personnel or legal parties to the case (including substitute caregiver) participates in the review without the consent of the parents/guardian. All parties present at reviews are treated

with respect and are considered active participants in the review and decision making of the child.

- I. The agency provides written invitation including the date, time, and place for the SAR, to the child's parents, guardian, custodian, substitute caregiver, GAL/CASA, child aged thirteen (13) and above, (if developmentally appropriate), and the youth support person(s) no less than fourteen (14) days prior to the SAR.
- J. CCDCFS provides a written summary for each SAR required for a child receiving services using the SAR tool in SACWIS. The summary contains the following information:
 1. The extent of progress made toward alleviating the safety threats, risk, and/or circumstances requiring the agency to provide services, assume protective supervision, or assume temporary custody of the child.
 2. A conclusion regarding the appropriateness of the supportive services provided to the child and the child's parents, guardian, or custodian, or pre-finalized adoptive parent, or substitute caregiver.
 3. An assessment of the appropriateness of the case plan for the child and the extent of compliance by all case plan participants.
 4. If applicable, a summary of why IHSS, AR, or PSUP must be continued or terminated and an estimated date of when IHSS, AR, or PSUP may be terminated.
 5. Description of how the child's current living arrangement is appropriate and provides for the child's specific safety needs and meets the child's basic and special needs.
 6. The agency's recommendation regarding the child's custody arrangement for the next one hundred and eighty (180) day period.
 7. The names of all parties participating in the SAR.

For Children in Substitute Care the Summary also Includes:

8. Evaluation of whether services provided to the child and the child's parents, guardian, or custodian will help the child return to a safe environment, if applicable.
9. A summary of the ongoing efforts to identify an appropriate potential relative or kin placement.
10. An estimated date the child may be returned and safety maintained at home, placed with a relative or other suitable non-relative, placed in a planned permanent living arrangement, placed for adoption or finalized in an adoptive home, or prepared for independent living.
11. A determination of whether a child with a legal status of planned permanent living arrangement should continue in that status or whether the agency shall file a motion with the court requesting permanent custody of the child.
12. The extent of progress made towards meeting the needs of the child in a planned permanent living arrangement or in the permanent custody of the agency.

13. The concurrent/supplemental plan is developed with the family and documented via SACWIS activity log. The plan identifies alternative permanency options for child(ren) which may be made concurrently with reasonable efforts to safely return the child home. The agency's progress toward implementation and whether any amendments need to be made are documented.
14. A review of the life skill services for all children fourteen (14) and older.
15. A review of credit report information for all children who have obtained the age of fourteen (14) and older.
16. The agency's recommendation regarding the child's custody arrangement for the next one hundred eighty (180) day period.
17. The agency's recommendation regarding permanency for the child who is in the temporary custody of the agency for twelve (12) or more of the previous twenty-two (22) consecutive months.
18. A review of the updated JFS 01443 "Child's Education and Health Information" (Medical/Education form)

For Children in Substitute Care and Placed in a Qualified Residential Treatment Program (QRTP) the Summary also Includes:

19. Evidence that the ongoing assessment of the strengths and needs of the child continues to support the determination that the needs of the child cannot be met through placement in a less restrictive setting.
 20. Documentation that the placement of the child in the QRTP provides the most effective level of care for the child in the least restrictive environment.
 21. Documentation that continued placement in the QRTP is consistent with the short-term and long-term goals for the child, as specified in the family case plan for the child.
 22. Documentation of the specific treatment or service needs that will be met for the child in the QRTP and the length of time the child is expected to need the treatment or services.
 23. Documentation of the efforts made to prepare the child to return home or to be placed with a fit and willing kinship caregiver, legal guardian, adoptive parent, or in a foster home.
- K. All meeting participants receives a copy of the SAR summary at the conclusion of the meeting. A copy of the SAR summary is provided to all case plan participants before the end of the next business day, after filing the SAR with the court.
- L. For court involved cases, the agency files a copy of the SAR summary with the court no later than (7) days after completion of the SAR.
- M. For court involved cases, the agency indicates, in writing, the parties have seven (7) days from notice of filing the required SAR report and summary with the court to object to proposed changes made in the case plan as a result of the SAR and request a hearing on the proposed change. The substitute caregiver or relative providing care for the child is not considered parties to the SAR unless otherwise determined by the court.

PROCEDURES

The procedures outlined in this section are for those reviews required by Ohio Administrative Code. Additionally, a Case Review tool is completed in SACWIS for case closures, or any time during the life of a case following a case plan/case service plan. For the procedures on those additional Case Reviews refer to TDM/Staffing policy, IHSS policy, and/or seek guidance from your supervisor.

A Case Review is required with the SAR every one hundred eighty (180) days from whichever date occurs first:

- Date court complaint filed
- Date of placement
- Date Protective Supervision (PSUP) granted
- Date of parents, guardian/custodian case plan signature
- Date of completion of the Alternative Response (AR) Family Assessment

I. Non-Court Involved Cases (AR, IHSS)

- A. The worker of record (WOR) reviews ticklers in SACWIS as a reminder of upcoming due dates for case reviews and SAR's. When a Case Review/SAR is due, the WOR works with their supervisor to ensure the review is scheduled.
- B. The supervisor tracks the due dates of all Case Reviews and SARs for cases under their supervision. The supervisor schedules Case Reviews and SARs with the WOR and all parties on a date prior to the due date. For any voluntary case opened twelve (12) months, assigned staff schedules the SAR with a Case Review Facilitator. Parties are provided no less than fourteen (14) days' notice of the review.
- C. The WOR invites all required parties to an SAR by producing an SAR notification letter in SACWIS and mails it to all required participants at least seven (7) days in advance. Although the WOR is not required to invite parties to a Case Review, it is strongly encouraged. The information covered in a Case Review is discussed with the family during their next monthly face to face contact.
- D. The WOR completes the Case Review and SAR tools in SACWIS no less than five (5) business days prior to the scheduled review. The supervisor reviews the information in advance of the scheduled review.
- E. Case Reviews and SARs are held at the designated time with no less than the worker familiar with the case plan/case service plan and a supervisor or designee (at a supervisor level).
- F. The supervisor facilitates the meeting and encourages participation and input from all parties present. No party outside of required agency personnel participates in Case Reviews and SARs without the consent of the parent.

- G. The supervisor approves the completed Case Review and SAR.
- H. At the conclusion of the review, the supervisor provides SAR copies to all meeting participants.
- I. If the parents are not in attendance, the supervisor mails the completed report to them within one business day. The WOR reviews the information in the Case Review and SAR with the family during their next monthly face to face contact.
- J. A copy of the SAR document is maintained in the case record. The WOR uploads the SAR document to Traverse within one business day of the review.

II. Court Involved Cases

- A. All cases with court involvement initiated by the agency and/or indicated in SACWIS are scheduled for SARs by the case review department in the Semi-Annual Review Application (SARA) schedule system. It is the responsibility of the WOR and supervisor to ensure that all cases are reviewed timely. If a case is not scheduled timely, the WOR notifies the Case Review department so the case is manually scheduled.
- B. The WOR reviews SARA weekly for the date, time, and location of upcoming SARs, as the schedule is subject to change.
- C. The WOR ensures that the contact information for all required parties is accurate and up to date in SACWIS and listed as an invitee in SARA. The WOR reviews the invitee list at least thirty (30) days prior to each scheduled SAR. This will assure that the proper participants are notified at the correct address at least two weeks prior to the scheduled review. Persons and addresses must be entered in SACWIS to become part of the invitee list. The Case Review department provides notification of the review for all parties listed on the invitee list. If the invitee list is not updated within two weeks of the review, the WOR invites the party by producing an SAR notification letter in SACWIS and mails it to all required participants at least seven (7) days in advance.
- D. Circumstances may exist that require the scheduling of extended and separate meetings (e.g. domestic violence, protection orders, and other court orders) to maintain a separation of parties. When those circumstances exist, the WOR notifies the Case Review scheduling department as soon as possible so arrangements can be made.
- E. The WOR completes the Case Review tool in SACWIS and all additional paperwork is submitted to the supervisor no less than five (5) business days prior to the scheduled review. The supervisor reviews and approves the tool and any related paperwork prior to the scheduled SAR.

- F. If a review needs to be rescheduled due to a conflict involving court or child/family related emergency, the WOR or supervisor shall contact the Case Review department immediately. Reviews are not rescheduled for the convenience of agency staff.
- G. If a review is missed by the WOR and needs to be rescheduled, the attendance of the Supervisor and Senior Supervisor is required.
- H. All SARs require the following paperwork to be completed:
 1. Case Review tool in SACWIS approved by supervisor prior to the meeting.
 2. Updated and filed case plan with signature of participants.
 3. ODJFS 01443 (Medical / Educational Forms) completed and saved in SACWIS at least every six (6) months for the SAR. WOR ensures all medical and education information on the child's person profile is updated and accurate. The person profile provides the information for the ODJFS 01443. Children not of school age do not require an Educational form. Children in PSUP status do not require an ODJFS 01443.
 4. SAR cover sheet listing all legal parties and addresses are completed in Traverse and provided to the facilitator.
 5. Documentation from service providers as applicable.
 6. Written comments from parties unable to attend.
 7. Signed release of information for providers/community partners to attend.
 8. Family tree/genogram completed with all known information. Kinship contacts, search and engagement is discussed.
 9. For every child in custody, WOR shares an updated photo (within 1 year) of that child and uploads to Traverse.
 10. Completed credit report, IL assessment and plan for youth (14) and older.
 11. A Transition Plan for all youth 90 days prior to emancipation date.
- I. For children in permanent custody, staff must be prepared to discuss in detail the Child Study Inventory and Adoption Matching Conference.

SEE ALSO:

Ohio Administrative Codes:

- 5101:2-38-09 PCSA requirements for completing the case review
- 5101:2-38-10 PCSA requirements for completing the semiannual administrative review
- 5101:2-42-12 Assessment to determine child's placement into a qualified residential treatment program

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

- Policy 5.01.01 In-Home Supportive Services
- Policy 5.01.02 Case Plan / Family Service Plan
- Policy 5.02.01 TDM / Staffings Policy

Ohio's Child Protective Services Worker Manual and CAPMIS Field Guides

FORMS/TOOLS

Location: Traverse

SAR Report Cover Sheet

Teen Waiver Form

Placement Preservation Worksheet

Location: DCFS Intranet

Case Review Requirements and Checklist

Permanency Planning Checklist

Navigating SARA

Location: Agency PC Desktop

Emancipation Guide

Teen Reference Guide