

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

Policy Chapter: Substitute Care
Policy Number: 6.02.02
Policy Name: Required Information for Out of Home Care Providers

Original Effective Date: 01/01/1994
Revision Date(s): 10/01/2015, 06/01/2006
Current Revision Date: 12/01/2018
Approved By: Cynthia G. Weiskittel

PURPOSE: To ensure that all agency licensed & contracted foster parents, court ordered placements, interested individuals and approved relatives who provide care to child/children in the custody of the Cuyahoga County Division of Children and Family Services (CCDCFS) receive all information known by CCDCFS in accordance with the Ohio Administrative Code (OAC) Section 5101:2-42-90 and pertinent to the child.

SCOPE: This policy applies to all staff of the (CCDCFS), all agency licensed & contracted foster parents, private foster care agencies that provide contracted services to CCDCFS and relative caregivers who provide care for children in custody of CCDCFS.

POLICY

- I. Prior to placing a child in a substitute care setting, CCDCFS provides the prospective caregiver with all information regarding the child(ren) specific needs as outlined in the OAC Section 5101:2-42-90 and ensures that the prospective caregiver is willing and able to meet the child(ren) needs.
- II. Pursuant to the Ohio Revised Code (ORC) Section 2152.72G and 2152.99, it is a minor misdemeanor for any person, including staff of a Public Children's Services Agency (PCSA) responsible for a child's placement in a foster home, or staff person responsible for the supervision of a child's placement in a foster home, to fail to provide the foster caregiver with the information required by this rule. It is not a violation of confidentiality to provide such information.
- III. Information regarding the child(ren) is provided to the identified caregiver during the initial placement into the home and throughout the duration of the placement. As new information is obtained and/or circumstances change, information is shared in accordance with the family's right to confidentiality as outlined in CCDCFS Policy 7.04.01. Information is also provided to school districts and juvenile courts as applicable.

PROCEDURES

- I. Prior to placing a child in a substitute care setting, the assigned WOR Worker of Record (WOR) meets with the placement department staff to complete the Child Assessment Inventory Tool to identify the child's specific needs and determine the Level of Care required.
- II. In conjunction with the Child Assessment Inventory Tool, the WOR completes the Individual Child Care Agreement (ICCA). Information provided for the ICCA includes:
 - A. the name, address and telephone number of the placing agency and WOR assigned to the child;
 - B. the child's full name and date of birth;
 - C. history and background information known about the child which may include:
 1. positive attributes, characteristics or strengths of the child;
 2. physical, intellectual and social development of the child;
 3. psychiatric and/or psychological evaluation of the child, as needed;
 4. immediate health needs and current prescribed medication;
 5. attachment and bonding between child and caregivers and siblings;
 6. current and/or past history of abuse or neglect of the child;
 7. if the child is alleged to be delinquent, a description of the act which resulted in the adjudication and the disposition made by the court;
 8. information known about any other violent acts committed by the child.
 - D. information regarding the child's need for placement;
 - E. procedures for meeting the child's emergency and non-emergency medical needs, including information about the child's Title XXI medical assistance eligibility;
 - F. services to be provided to the child or the substitute caregiver including mental health or substance abuse services when applicable, as well as the name and telephone number of the individual or organization providing the service;
 - G. services to be provided to the child by the substitute caregiver;
 - H. estimated duration of stay in substitute caregiver;
 - I. child's visitation plan with parents, siblings or others significant in the life of the child as appropriate;
 - J. transportation arrangements and/or other activities in accordance with CCDCFS Policy 6.05.01 Family Visits and 6.01.03 Placement Into Out of Home Care Setting;
 - K. any special needs of the child including special dietary restrictions, therapy, tutoring, learning disabilities, and other needs requiring assistance from the substitute caregiver;
 - L. a statement of the only approved discipline for all children in the custody of CCDCFS who require placement in accordance with CCDCFS Policy 6.01.06 Discipline of Children in Substitute Care and OAC 5101:2-7-09 or 5101:2-9-21;
 - M. the agency's billing procedures if applicable;

- N. rights and responsibilities of the placing agency, the custodial agency, the substitute caregiver and the service providers as applicable;
 - O. a statement which assures that all applicable data to enable CCDCFS to report to ODJFS all information required by section 479 of the Social Security Act (42 USC section 679) and 45CFR parts 1355, 1356 and 1357 for the Adoption and Foster Care Analysis and Reporting System (AFCARS) must be provided to CCDCFS by the substitute caregiver or agency providing services.
- III. The ICCA outlines the rights and responsibilities of all parties. The agreement must be executed prior to the child's placement or no later than one week after placement. The ICCA must be signed by the substitute caregiver(s), WOR worker and supervisor. When the placement is secured through a contracted network family foster home, a network representative is required to sign the ICCA. A copy of the completed ICCA is given to the substitute caregiver and the network case manager assigned to the family foster home. If a child is placed in a setting where the caregiver is currently in the process of completing the home study for family foster care licensure and/or adoption approval, a copy of the ICCA must be distributed to the assigned home study assessor. The original document is maintained in the child/family case record.
- IV. When placement of a child into a substitute care setting occurs outside of normal business hours, the substitute caregiver is provided with all known and required information about the child within 96 hours of placement.
- V. When a child is alleged to be delinquent for the commission of any of the following offenses and is being placed into substitute care setting, a written report shall be provided to the substitute caregiver prior to the placement unless placement is made on an emergency basis:
- A. aggravated murder
 - B. murder
 - C. voluntary manslaughter
 - D. involuntary manslaughter
 - E. felonious assault
 - F. aggravated assault
 - G. assault
 - H. rape
 - I. sexual battery
 - J. gross sexual imposition
 - K. conspiracy involving an attempt to commit aggravated murder, murder, or
 - L. any other offense that would be felony if committed as an adult, and the child, upon committing the offense, was found to using or in possession of a firearm
- VI. The report required in part "V" of this policy must include the following information:
- A. a description of the child's social history;

- B. unless the child's record has been sealed pursuant to section 2151.358 of the Revised Code, a description of all known acts committed by the child which resulted in the adjudication of delinquency as well as the disposition made by the court;
 - C. if the child's record has been sealed pursuant to section 2151.358 of the Revised Code, the substitute caregiver shall be informed in writing by the agency that the child's record of previous delinquent adjudications has been sealed;
 - D. a description of any other known violent acts committed by the child;
 - E. the substantial and material conclusions of any psychiatric or psychological assessments conducted on the child.
- VII. When a child is placed in a network or contracted services placement setting, the agency accepting the placement is provided with information concerning the child's present condition, history of maltreatment, and adjudications of unruliness or delinquency.
- A. When a child is placed in a family foster home outside of the residing county prior to removal and will be attending school in the district in which the placing family foster home is located, the placement department submits a written communication to the representative of the school district's Board of Education within 24 hours. The written communication includes:
 1. the name, address and telephone number of the agency directly responsible for monitoring the child's placement and the name, address and telephone number of that agency's representative;
 2. the name, address and telephone number of the agency holding custody of the child and the WOR for the child;
 3. a discussion of safety and well-being concerns regarding the child and, if the child attends school, the students, teachers, and personnel of the school;
 4. a brief description of the reasons the child was removed from their home;
 5. the services the child will be receiving;
 6. the name of the previous school district attended by the child;
 7. the last known address of the child's parents.
- VIII. When placing a child who is alleged to be unruly or delinquent in a family foster home located outside of Cuyahoga County, the placement department staff provides, in writing, the following information to the Juvenile Court of the county in which the child is placed:
- A. the services the child will be receiving;
 - B. the name, address and telephone number of the agency directly responsible for monitoring the child's placement and the name, address and telephone number of that agency's representative;
 - C. the name, address and telephone number of the agency holding custody of the child and the WOR of the child;
 - D. a brief description of the facts supporting the adjudication of unruliness and or delinquency;
 - E. the name, address and telephone number of foster caregiver;

- F. safety and well-being concerns with respect to the child and the community.
- IX. No agency staff will provide any part of a psychological, psychiatric, or mental and emotional disorder examination as required by part (B) (3c) of this policy other than the substantial and material conclusions and recommendations of the examination.
- X. Substitute caregivers are invited to attend all scheduled Semi-Annual Administrative Reviews, Family Team Meetings, WRAP Meetings, and Team Decision Making Meetings (TDMs) and are informed of all Juvenile Court proceedings.
- XI. Substitute caregivers are provided with a copy of the family Case Plan and all amendments made as applicable.
- XII. Substitute caregivers are provided with a copy of the child's ODJFS 01443 Education and Health Information form.
- XIII. Any changes or updates made to the ICCA, Case Plan, or Educational and Health Information forms are provided to the substitute caregiver at the time the new plan is completed and/or the update is made.

SEE ALSO:

Ohio Administrative Code

Section: 5101:2-42-90

Section: 5101:2-7-09

Section: 5101:2-9-21

Ohio Revised Code

Section: 2152.72

Section: 2152.99

Section: 2151.358

Section: 2151.55

Section: 2151.551

Section: 2151.552

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

Policy 6.01.03 – Placement Into Out of Home Care Setting

Policy 6.01.06 – Discipline of Children in Substitute Care

Policy 6.05.01 – Family Visits

Policy 7.04.01 – Sharing and Dissemination of Confidential Client Information