

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

Policy Chapter: Referrals
Policy Number: 2.01.09
Policy Name: Courtesy Supervision and Joint Investigations

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Approved By: Thomas D. Pristow

PURPOSE: To outline requirements of Cuyahoga County Division of Children and Family Services (CCDCFS) staff when responding to requests for a home study, courtesy supervision, or joint investigations coming from another county's Public Children's Services Agency (PCSA). This policy also outlines CCDCFS staff's responsibilities when making similar requests/referrals to another PCSA agency - regarding both intrastate (non-contiguous counties within Ohio) and interstate (between two states).

SCOPE: This policy applies to all Direct Service, Hotline, and Out of Town Investigation/Interstate Compact on the Placement of Children staff (OTI/ICPC).

POLICY

CCDCFS believes in working cooperatively with other PCSAs when there is a need for collaboration in placement approval, courtesy supervision, and/or investigation. It is in the best interest of children to respond timely to any request/referral from another state or county. Child safety is best achieved through active, collaborative, and respectful engagement of parents, family, community, agency stakeholders, and all other child protective agencies within and outside the state.

- I. A home study evaluation is requested when:
 - A. CCDCFS holds custody and seeks to place a child in another county,
 - B. Another PCSA contacts the hotline seeking to place a child in their custody in Cuyahoga County,
 - C. A court sends an inquiry to CCDCFS with specific requirements.

- II. Courtesy supervision is requested when:
 - A. Another PCSA places a child into Cuyahoga County, the PCSA holding custody can request supportive services for the child; however, monthly visits and contact must be made by the sending PCSA who has full responsibility over the case planning and case management.

- III. A joint investigation is requested when:
 - A. CCDCFS screens in a report and parties who need interviewed reside outside of Cuyahoga County.
 - B. Non-contiguous PCSA requests interviews with parties residing in Cuyahoga County.
- IV. Lead agency is defined as the PCSA of the county or state where the child's parent/custodian resides.

PROCEDURES

- I. Requests for Home Study and/or Courtesy Supervision
 - A. When CCDCFS has custody and wants to place a child in a county outside of Cuyahoga County:
 - 1. Worker of record (WOR) consults with supervisor prior to pursuing placement in another county.
 - 2. WOR contacts other county's PCSA and provides all pertinent case information, including social history, court documentation with jurisdiction, and requests for the PCSA to complete a home study. A written request on CCDCFS letterhead is sent within 48 hours of receipt if request is verbal.
 - 3. Written approval from the other PCSA regarding the home study must be received and reviewed by CCDCFS WOR and supervisor prior to placing child(ren).
 - 4. If placement in the other county occurs, CCDCFS WOR may also request the other PCSA to provide supportive services and courtesy supervision for the child until a permanency plan is identified. CCDCFS continues to be responsible for all Team Decision Making Meetings (TDMs), court proceedings, and communicating all case updates to the other PCSA.
 - B. When a non-contiguous county's PCSA has custody and requests to place a child(ren) in Cuyahoga County, the following procedures applies:
 - 1. If the other PCSA has custody or protective supervision, the home study request is forwarded to the OTI/ICPC unit,
 - 2. The OTI/ICPC worker requests the other PCSA to provide all pertinent case information, including a social history of child along with any other relevant information and court documentation indicating jurisdiction.
 - 3. If the other county's PCSA places a child in Cuyahoga County, the OTI/ICPC Unit provides supportive services. Monthly visits and contact must be made by the PCSA who has full responsibility over the case planning and case management services.

- II. Requests for Joint Investigation/Courtesy Interviews
 - A. When CCDCFCS receives a report from another PCSA regarding either
 - a) an incident of CA/N which occurred in Cuyahoga County or
 - b) a request for a required non-lead PCSA interview when involved children are residents of another county or state), the following procedures apply:
 - 1. The report will be screened in according to SACWIS rules along with agency and state screening guidelines.
 - 2. If the report involves principals who resides in another county, CCDCFCS requests the other county or state's PCSA to conduct needed interviews for the joint investigation.
 - B. When another county's PCSA has been determined to be the lead agency with respect to the investigation of report and that PCSA contacts CCDCFCS, the following procedures apply:
 - 1. CCDCFCS completes interviews with the involved parties, witnesses, and any collateral sources residing in Cuyahoga County within forty five days of the report.
 - 2. CCDCFCS contacts the other county's PCSA and shares the assessment/investigation findings and documents all appropriate activity logs in SACWIS. CCDCFCS indicates if services are needed or have been provided.
 - C. If CCDCFCS receives a report and determines the child and his/her legal guardian resides or moved to a non-contiguous county CCDCFCS completes an intrastate referral to a non-contiguous county's PCSA:
 - 1. CCDCFCS supervisor contacts the other county's SACWIS transfer administrator to determine if the other county is willing to accept the referral. If other county agrees then:
 - a) CCDCFCS contacts other PCSA by phone immediately if an emergency exists on the case. If an emergency does not exist on the case, CCDCFCS contacts other PCSA within 24 hours of receipt of the report.
 - b) CCDCFCS SACWIS Administrator or senior supervisor transfers case to the other PCSA.
 - 2. If the case transfer is accepted, the receiving PCSA becomes the lead agency and is now responsible for the completion of the report activities including arriving at a disposition (if applicable) and case decision.
 - 3. If the case transfer is not accepted, CCDCFCS remains the lead agency and retains responsibility for the completion of the report, including requests for required non-lead interviews.
 - D. If CCDCFCS receives a report of alleged abuse or neglect and determines the child and his/her legal guardian resides or moved to another state then CCDCFCS completes an interstate report to the other state:
 - 1. If an emergency exists on the report, CCDCFCS contacts other state's PCSA by phone immediately. Within three working days of

the telephone report, CCDCFS follows up with a written report to other state's PCSA.

2. If an emergency does not exist on the case, CCDCFS contacts other state's PCSA within 24 hours. Within three working days of the telephone report, CCDCFS follows up with a written report to other state's PCSA. The report includes (but not limited to):
 - a) All available identifying information on the child, his/her parent or guardian, including names, dates of birth, ages, and social security numbers,
 - b) the child, his or her parent or legal guardian and other involved persons' relationships to each other,
 - c) location, including address of the child and his or her parent or legal guardian,
 - d) summary of CCDCFS involvement with child, parent/legal guardian and current case status,
 - e) copy of any CAPMIS tools,
 - f) referring CCDCFS contact person.

SEE ALSO:

- **Ohio Administrative Codes:**

Section 5101:2-34 Reports of Alleged Child Abuse and Neglect

Section 5101:2-36 Screening and Investigation

Section 5101:2-37 Assessments

Section 5101:2-38 Case Planning and Reviews

Section 5101:2-39 Removals

Section 5101:2-40 Supportive Services

Section 5101:2-42 Substitute Care

Section 5101:2-52 Interstate Placement of Children

EXAMPLES

- 1) Child runs away to Cuyahoga County and custodial parent lives in another non-contiguous county. *CCDCFS interviews child for abuse and neglect and share findings with PCSA in other county. The other PCSA is the lead agency.*
- 2) Child is abused or neglected in another county, and the custodial parent (whose legal residence is in Cuyahoga County) is unable to care for the child due to being incarcerated or otherwise not available. *CCDCFS is the lead agency since Cuyahoga County is where the custodial parent has residence.*
- 3) Child is found in a parking lot in Cleveland and parents' whereabouts are not known at this time. *CCDCFS is the lead agency since the child is located in Cuyahoga County.*
- 4) Divorced parents hold joint custody of child and live in non-contiguous counties. *The county where child resides majority of the time is the lead agency, if school aged, school residence is used.*
- 5) Custodial parent (residing in Cuyahoga County) passes away or location unknown and the non-custodial parent lives in another non-contiguous county. *CCDCFS is the lead agency and contacts the PCSA in the county where the non-custodial parent is located and formulates a plan in best interest of child.*
- 6) Custodial parent from another county leaves the child in care of person in Cuyahoga County. However, this person no longer wants the child. *Lead county is where the custodial parent resides. CCDCFS informs other county of the situation. CCDCFS would be responsible for interviewing all parties in Cuyahoga County and other county would be responsible for full investigation.*