

**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

Original Effective Date: 09/01/2008
Revision Date(s): 07/01/2015
Current Revision Date: 08/01/2018
Approved By: Cynthia G. Weiskittel

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 is lowered 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. Prevent placement, if possible, of the child in substitute care, assist in reunifying the child with the child's parent, guardian, or custodian, or establish a permanent placement for the child.
 6. Determine next steps based on the progress of the family (continue with services, file for court intervention, close the case).
- B. The Case Review is completed no later than every ninety (90) 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 parent, guardian, or custodian signature on the case plan for In-Home Supportive Services (IHSS)/voluntary cases only; or
 5. Date of completion of the Alternative Response (AR) Family Assessment.

- C. The Case Review Tool is completed in SACWIS.
- D. Case Reviews are completed for all non-emergency staffings that take place after a case plan is completed.
- E. 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 of the following activities occurs first:
 - 1. Original court complaint date;
 - 2. Date of placement;
 - 3. Date of PSUP;
 - 4. Date of parent, guardian, or custodian signature on the case plan for IHSS;
 - 5. Date of completion of the AR-Family Assessment for AR only.
- B. The SAR is completed no more than thirty (30) days prior to the due date.
- C. The Case Review tool is included and completed in conjunction with the SAR.
- 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 parent, guardian, or custodian, unless the child is in permanent custody.
 - 2. The pre-adoptive parent of the child in an adoptive placement.
 - 3. The child, age 13 and above and developmentally appropriate.
 - 4. The guardian ad litem (GAL) and / or court appointed special advocate (CASA), if one has been appointed.
 - 5. The child's substitute caregiver, including the relative providing care for the child, if applicable.
 - 6. The child's attorney, if applicable.
 - 7. The Indian custodian, if any, and the child's Indian tribe and extended relatives.
 - 8. Any party identified by the court as a party to the case.

9. Any service provider and/or community partners (collaborative) working with the family.
- G. The agency provides written invitation including the date, time, and place for the SAR, to the child's parent, guardian, custodian, substitute caregiver, GAL/CASA, and child age thirteen (13) and above and developmentally appropriate, no less than seven (7) days prior to the SAR.
- H. 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 parent, 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 COPS must be continued or terminated and an estimated date of when IHSS, AR, or COPS 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 ninety (90) 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 parent, 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 plan is developed and attached to the case plan. 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 to assist a child attaining the age of fourteen (14) to prepare for the transition from substitute care to independent living.
 15. The agency's recommendation regarding the child's custody arrangement for the next ninety (90) day period.
 16. The agency's recommendation regarding the termination of parental rights 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.
 17. A review of the updated JFS 1443 "Child's Education and Health Information" (Medical/Education form)
- I. A copy of the SAR summary is provided to all parties in the SAR no later than seven (7) days after completion of the SAR.
 - J. For each child in custody who has attained the age of fourteen (14), the agency requests a credit report from each of the three major credit reporting agencies (CRA) each year until the child is discharged from substitute care. This may be completed simultaneously or separately throughout the year. A request is submitted to at least one CRA by the first SAR held after the child attains the age of fourteen (14). The agency provides the child with a copy of the report and assists the child interpreting the credit report and resolving inconsistencies. This information is included in the SAR summary.
 - K. For court involved cases, the agency files with the court a copy of the SAR summary no later than seven (7) days after completion of the SAR.
 - L. For court involved cases, the agency provides a copy of the SAR report and summary to all parties on the case plan before the end of the next day after filing the summary with the court. 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 TDM staffings, 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 every ninety (90) days and in conjunction 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 parent, guardian/custodian case plan signature

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 SAR/Case Reviews for cases under their supervision. The supervisor schedules SAR/Case Reviews 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/Case Review 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 SAR/Case Review tool 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. The SAR/Case Review is 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 the review or SAR without the consent of the parent.
- G. The supervisor approves the completed Case Review and completes the written summary for the SAR.
- H. At the conclusion of the review, the supervisor provides SAR copies to all meeting participants. A copy of the Case Review is only required to be provided when held in conjunction with an SAR.

- I. If the parents are not in attendance, the supervisor mails the completed paperwork to them with a cover letter (see Case Review / SAR Summary Cover Letter) 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 documents is maintained in the case record. The WOR submits the SAR documents to be scanned no later than fourteen (14) days after completion of the SAR.

II. Court Involved Cases

- A. All cases with court involvement initiated by the agency and/or indicated in SACWIS are scheduled for case reviews and 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 navigates SARA to view the day, time, and location for upcoming SAR/Case Reviews. SARA should be navigated at least weekly 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 a part of the invitee list in SARA. The WOR reviews the invitee list at least thirty (30) days prior to each scheduled SAR/Case Review. 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 two 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 or SAR 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 will review the tool and paperwork prior to the scheduled review.

- F. All reviews require the following paperwork to be completed by the WOR:
1. Custody SAR & Case Review Preparation Tool.
 2. Case review tool in SACWIS. Tool is completed as part of the SAR tool for all scheduled SARs.
 3. Updated and stamped case plan which includes the concurrent plan (PSUP cases do not require a concurrent plan).
 4. ODJFS 1443 (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 profiled is updated and accurate. The person profile provides the information for the ODJFS 1443. Children not of school age do not require an Educational form. Children in PSUP status do not require an ODJFS 1443.
 5. Completed SAR cover sheet listing all required parties.
 6. Documentation from service providers as applicable.
 7. Written comments from parties unable to attend.
 8. Signed release of information for providers / community partners to attend.
 9. Family tree form completed with all known information. This form is discussed during the review and updated as appropriate.
 10. For every child in custody, WOR brings an updated photo (within 1 year) of that child.
 11. Reunification assessment. Not required for COPS cases.
 12. Completed IL assessment and plan for youth (14) and older.
 13. A Transition Plan for all youth 90 days prior to (18th) birthday or emancipation date.
 14. Child Study Inventory updated within the last 30 days (PC children).
 15. Adoption Matching Conference paperwork (PC children).
- G. When the review is an SAR, the WOR initiates the SAR tool in SACWIS prior to the scheduled meeting. The WOR completes the identifying information, safety review, service review, strength and needs update, risk reassessment, case analysis, and reunification assessment sections at least five (5) business days prior to the scheduled meeting. The facilitator completes the remaining sections and approves the document following the meeting. When the review is a Three (3) Month Case Review, the worker completes all sections and the facilitator validates the tool in SACWIS after reviewing.
- H. The SAR is held at the scheduled meeting time with a minimum review panel that consists of the WOR or worker familiar with the case plan/ family service plan; a Case Review facilitator; and supervisor or designee. However, a supervisor is not required to attend Case Reviews.
1. The WOR contacts all required parties (including parents, substitute caregivers, GAL, and network providers) at least five (5) business days prior to any scheduled SAR to remind them of the meeting and encourage their attendance.
 2. Assigned resource managers and/or any other agency staff working with the child and/or caregiver is expected to attend all reviews.

- I. Agency staff encourages participation and input from all parties present. No party outside of required agency personnel or legal parties to the case (including GAL and substitute caregiver) participates in the review without the consent of the parent/guardian. All parties present at reviews are treated with respect and are considered active participants in the review and decision making of the child.
- J. Meeting participants receive a handwritten, meeting summary as they leave the meeting. Required parties receive the court stamped version of the SAR/Case Review by mail. For SAR's, the court stamped version is mailed by the Case Review department to the parties listed on the SAR cover sheet.
- K. If a review needs to be rescheduled due to a conflict with court, an emergency with the child, or an emergency with the family, the WOR or supervisor will contact the Case Review department immediately. Reviews are not rescheduled for the convenience of agency staff.
- L. If a review is missed by the WOR and needs to be rescheduled, the attendance of the Supervisor and Senior Supervisor is required.

SEE ALSO:

Ohio Administrative Codes:

- 5101:2-38-09 PCSA Requirements for Completing the Case Review
- 5101:2-38-10 Requirements for Completing the Semiannual Administrative Review

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:

- SAR Report Cover Sheet
- Navigating SARA
- Semi-Annual Review Meeting notice
- Family Tree
- Custody SAR & Case Review Preparation Tool