

**Cuyahoga County
Department of Health and Human Services
Division of Children and Family Services
Policy Statement**

Policy Chapter: Substitute Care
Policy Number: 6.02.21
Policy Name: Exit Interviews; When a Child in Custody Leaves an Out-of-Home Placement

Original Effective Date: 11/20/2013
Revision Date(s): 11/01/2016
Current Revision Date: 11/01/2016
Approved By: Thomas D. Pristow

PURPOSE: To improve outcomes for children by ensuring they are afforded the opportunity to provide feedback in the form of an exit interview related to their out of home foster care placement experience. This interview will serve to document the child's assessment of their experience in the home from which they are leaving. This policy is written in accordance with **Ohio Administrative Code: 5101:2-42-65.1.**

SCOPE: This policy applies to any child, age five and older, who is in the custody of Cuyahoga County Division of Children and Family Services (CCDCFS) and placed in the home of a foster care provider. The policy shall be adhered to by all CCDCFS staff members, foster parents and contracted network placing agencies.

POLICY

CCDCFS conducts a face to face interview for all children, age five and over, within seven days of his/her exit from each foster care placement. Additionally, within seven days of the completed interview, the Office of the Deputy Director of Resources and Placement forwards a copy of the completed interview form to the licensing agency.

1. CCDCFS documents a face to face interview on the state mandated Foster Care Exit Interview (FC Exit Interview) Form JFS 01678 and enters the information into the Statewide Automated Child Welfare Information System (SACWIS).
 - a. The FC Exit Interview Form is located in SACWIS, in the family case, via a hyperlink located to the right of the Placement record and below the Leave hyperlink. This hyperlink is displayed once the placement record has an end-date.

2. The face to face interview and documentation is completed by either the child's Child Protection Specialist (CPS) or the substitute caregiver's resource manager, dependent upon the following criteria.
 - a. The (CPS) completes the FC Exit Interview and Form, if the child is exiting a network foster home or if the child's exit is due to termination of custody, AWOL or placement into a more restrictive setting.
 - b. The foster care provider's resource manager completes the FC Exit Interview and Form, if the child is exiting an agency foster home and is being placed in another agency foster home.
 - c. Resource Managers conduct a person search, within the FC Exit Interview Form, and add their name as the person conducting the interview.
 - d. The interview and form documents the child's report of their experience while placed in the foster care provider's home that he/she has exited.
 - e. If concerns of possible abuse, neglect or other maltreatment arise, based upon the information received during the interview, the person conducting the interview is required to make a report, to the hotline, in accordance with section 2151.421 of the Ohio Revised Code.
3. The employee who conducts the interview with the child shall complete an activity log in SACWIS, documenting the completion of the FC Exit Interview form.
 - a. The activity log must be entered under the family case number.
 - b. The activity log shall be detailed as contact type: INTERVIEWS, category: PARTIES TO THE CASE, and sub-category: CHILD.
 - c. The activity log shall identify the child participant as COMPLETED.
 - d. The activity log narrative shall include whether the interview was successfully completed or waived, and whether a report of possible abuse or neglect was made to the hotline.
4. A cover sheet, documenting the child and foster home's SACWIS identification information, family case chain of command and confirmation of activity log completion is completed by the employee who conducts the interview.
5. The employee submits the completed cover sheet and interview form within 7 days of the exit from placement, to office of the Deputy Director of Resources and Placement.
6. The Office of the Deputy Director of Resources and Placement ensures the Exit Interview is forwarded to the licensing agency in accordance with the requirements outlined by OAC 5101:2-42-65.1.

SEE ALSO:

Ohio Administrative Code Section 5101:2-42-65.1
Ohio Revised Code Section 2151.421

RELATED FORMS:

Foster Care Exit Interview Form - JFS 01678

Foster Care Exit Interview Cover Sheet