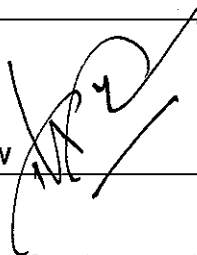


**Cuyahoga County Division of Children and Family Services  
(CCDCFS)  
Policy Statement**

**Policy Chapter:** Child Health Care  
**Policy Number:** 9.00.02  
**Policy Name:** Help Me Grow Services (HMG)

**Original Effective Date:** 01/01/2006  
**Revision Date(s):** 06/01/2009  
**Current Revision Date:** 09/01/2015  
**Approved By:** Thomas D. Pristow



**PURPOSE:** To set forth a policy and protocol for the provision of Help Me Grow (HMG) services for children involved with the Cuyahoga County Division of Children and Family Services (CCDCFS), pursuant to Ohio Department of Job and Family Services (ODJFS) Rule 5101:2-42-66.1 Comprehensive Health Care for Children in Placement and 5101:2-36-03 PCSA Requirements for Intra-Familial Child Abuse and/or Neglect Assessment/Investigations.

**SCOPE:** This policy applies to all CCDCFS staff who work with custody and non-custody children.

### **POLICY**

CCDCFS coordinates referrals to HMG when a child under the age of three is involved with a substantiated case of child abuse or neglect as mandated by the Child Abuse Protection and Treatment Act (CAPTA) amendment Keeping Children and Families Safe Act of 2003. In addition, CCDCFS refers families identified in the CCDCFS/HMG referral agreement related to specific triggers for referrals spelled out in the procedures below.

### **PROCEDURES**

- I. Within two (2) business days after abuse or neglect is substantiated, CCDCFS refers an involved child under the age of three (3), to Help Me Grow (HMG) for services pursuant to the Child Abuse Prevention and Treatment and Adoption Reform Act (CAPTA).
- II. CCDCFS staff refers all children under age three (3) who are identified on an Alternative Response case in the CCDCFS system.
- III. CCDCFS refers all children under age three (3) who are suspected of having a developmental delay.

- IV. For children under the age of three (3) with an indicated case of child abuse or neglect, The Worker of Record (WOR) presents HMG information to the family, encourages the family to participate, and refers those families interested in services. The WOR presents HMG information again throughout the case to a family that initially declined services.
- V. For all other families with children under the age of three (3), and for cases involving pregnant mothers, the WOR presents information about Help Me Grow Services, encourages families to participate, and makes referrals for those who are interested in HMG services.
- VI. CCDCFS staff refers children in CCDCFS custody who are being reunified with parent(s) at the time of approval for overnight visits.
- VII. CCDCFS utilizes the appropriate referral forms in the referral process.
- VIII. Completed referrals are submitted to the CCDCFS Help Me Grow Liaison for forwarding. Upon receipt, the Help Me Grow Liaison scans and e-mails the completed referrals to the HMG Intake & Referral Specialist. CCDCFS staff located in a neighborhood office may fax completed referrals to the Help Me Grow Liaison at (216) 432-5037.

**SEE ALSO:**

**Ohio Administrative Code**

Section: 5101:2-40-02 Supportive Services for Prevention of Placement, Reunification and Life Skills Comprehensive Health Care for Children in Placement

Section: 5101:2-42-66.1 Comprehensive Health Care for Children in Placement

Section: 5101:2-36-03 PCSA Requirements for Intra-Familial Child Abuse and/or Neglect Assessment/Investigations

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

Policy 2.03.00 – Investigation and Assessments

Policy 9.00.01 – Comprehensive Health Care for Children in Placement and HIPPA Signature Approval

**FORMS:**

Referral to Help Me Grow – Public Children's Services Agency Form

HEA #8021 Form for CAPTA and Alternative Response Referrals