

MONROE COUNTY DEPARTMENT AND JOB AND FAMILY SERVICES
FOSTER CARE **PCSA POLICY**

In accordance with OAC 5101:2-5-13 and 5101:2-5-13.1 and 5101:2-5-20

ODJFS Policy: 5101:2-5-13 (A)(1)	Policy Number: 5.1	Policy Name: Discipline
Review Date: 11/2021	Revision Date: 12/01/2017	Effective Date: 12/31/17

DISCIPLINE POLICY

Monroe County Department of Job and Family Services prohibits the use of any type of restraint.

Monroe County follows the rules regarding discipline according to 5101:2-7-09 and 5101:2-7-10

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ODJFS Policy: 5101:2-5-13 (A)(2)	Policy Number: 5.2	Policy Name: RECRUITMENT PLAN
Review Date: 11/2021	Revision Date: 12/01/2017	Effective Date: 12/31/17

RECRUITMENT PLAN

Monroe County Department of Job and Family Services (hereafter referred to as MCDJFS) makes an effort to reach out to all families interested in foster care and adoption throughout the community and county of Monroe. This is done through presentations, informational packets, open houses, satellite recruitment events to neighboring communities, and the local media.

MCDJFS, in an effort to allow the opportunity to adopt be made equally available to all families, shall not charge a fee. This policy includes:

- (a) A description of the characteristics of foster children served by the agency include the following:
 - (i) Ages
 - (ii) Developmental needs.
 - (iii) Emotional needs.
 - (iv) Physical needs.
 - (v) Race, color and national origin backgrounds.
 - (vi) Levels of care needed.
- (b) Diverse methods of disseminating general information regarding the children served by the agency.
- (c) Specific strategies to reach all parts of the community as defined by the agency.
- (d) Strategies for assuring that prospective foster caregivers have access to the application process, including the flexibility of service to the community served by the agency.
- (e) Strategies for training staff to work with diverse cultural, racial, ethnic and economic communities.
- (f) Strategies for dealing with linguistic barriers.
- (g) Procedures for a timely search for foster caregivers, including the use of interagency efforts, provided that such procedures ensure that placement of a child in an appropriate household is not delayed by the search for a same race or ethnic placement.
- (h) A statement of assurance that all foster caregiver recruitment activities and materials shall be in compliance with MEPA and Title VI, the Indian Child Welfare Act of 1978, 25 U.S.C. 1901 and the Adoption and Safe Families Act of 1997.

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Description of Children in the County

Monroe County serves foster children either sex from birth to the age of 18 and any child with any medical, physical, emotional and behavioral handicaps. Children who have special needs can be described as having mild to moderate emotional, behavioral management and developmental problems. These children may display a mild to moderate degree of acting out marked by aggressiveness and/or delinquent behavior such as truancy or running away, substance abuse, or any other emotional problems. They may also have a physical condition determined by a physician which requires specialized care or may also have developmental delays which require specialized care from community resources as well.

Methods of Disseminating Recruitment Information and Activities

Methods used by MCDJFS to disseminate general, targeted and child specific information include making contact with other counties, OAPL and Pre-Service training, provide public service announcements and information via the local newspaper and by distribution of flyers or brochures describing the agency's Foster Care and Adoption program. The agency will participate in local events and will distribute literature at the county fair.

Recruitment efforts continue in order to locate and certify homes/Home Study & Pre-Service Training Strategies

MCDJFS will provide foster/adoptive home study services to families in Monroe County who are seeking to foster/adopt children. The pre-service training that takes place in surrounding counties is offered to foster/adoptive applicants.

Home Study Assurance Strategies

MCDJFS foster care/adoption staff are available to conduct home study activities in our county on 24/7 schedule. Prospective parents are advised of this information when they submit an application or within seven (7) days of inquiry. MCDJFS will conduct a home study in any area of the county.

Inquiry Response Procedures

MCDJFS will send a copy of the agency foster care and adoption policy, ODJFS 1675 Ohio Adoption Guide, and information regarding IV-E adoption assistance, how to receive an application the need for fingerprint background checks, training. This will be verified by case notes within the file of the family and a copy of the letter indicating the date the above information was mailed to the family or individual. All of the above information shall be made available to the foster/adoptive family within 7 days from the date of inquiry.

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Staff Training Strategies

Staff to receive training through the regional training center and any other training available that addresses working with diverse cultural, racial, ethnic and economic communities.

Linguistic Barriers Strategies

MCDJFS will provide interpreter services (including for those with hearing impairments) by contacting the local community colleges for names of those capable of offering interpretation services, in order to contact them for service if the need should be presented.

Timely Search/Match Procedures

MCDJFS will conduct a timely search for prospective parents and families approved for adoption of child/ren in custody of the agency, including the use of OAPL, Adopt Ohio Web Page and SACWIS. The timely search for foster and adoptive caregivers for children will include the use of interagency efforts, such as, internal staffing, Family Team Meetings and 90 day and Semi-Annual reviews

Statement of Assurance

MCDJFS assures that all adoptive and foster caregiver recruitment activities and materials shall be in compliance with MEPA and Title VI, The Indian Child Welfare Act of 1978, 25 **U.S.C.** 1901, et seq., as amended, and The Adoption and Safe Families Act of 1997.

Placement of a child in the appropriate household will not be delayed or denied by a search for the same race or ethnic placement, geographic boundaries, geographic location, race, color, creed, religion, ethnicity, national origin, handicap or age.

An applicant cannot be delayed nor denied based upon race, color, creed, religion, ethnicity, national origin, handicap or age (unless the age is less than 21 years).

In addition to these subjects specifically addressed in this Recruitment Plan, the agency will adhere to the guidelines of OAC 5101:2-48-05.

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In accordance with OAC 5101:2-5-13 and 5101:2-5-13.1 and 5101:2-5-20

ODJFS Policy: 5101:2-5-13 (A)(3)	Policy Number: 5.3	Policy Name: FOSTER TO ADOPT
Review Date: 11/2021	Revision Date: 12/01/2017	Effective Date: 12/31/17

FOSTER TO ADOPT POLICY

Monroe County Children Services will inform all persons who inquire about becoming a certified foster or adoptive home that they can be simultaneously approved for foster care and as an adoptive home in accordance with the process outlined in 5101:2-5-20 and 5101:2-48-12. Applicants, who inquire about becoming certified as a treatment home, will be informed that our county only certifies family foster homes. Those who are interested in becoming a treatment foster caregiver **or international caregiver** will be referred to ODJFS for current list of available agencies.

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In accordance with OAC 5101:2-5-13 and 5101:2-5-13.1 and 5101:2-5-20

ODJFS Policy: 5101:2-5-13 (A)(4)	Policy Number: 5.4	Policy Name: ASSESSMENT
Review Date: 11/2021	Revision Date: 12/01/2017	Effective Date: 12/31/17

ASSESSMENT POLICY (FOSTER CARE ACTIVITIES)

In addition to the requirements already in place via Chapter 2-5 or Chapter 5101:2-7 to become a certified foster/adopt home, Monroe County Department of Job and Family Services requires the following additional pre-requisites:

- First Aid/CPR certification
 - **Applicants are required to obtain certification by American Red Cross or American Heart Association in adult/child/infant CPR and First Aid prior to initial recommendation.**
 - **All current foster caregivers are required to obtain certification by American Red Cross or American Heart Association in adult/child/infant CPR and First Aid per their ITNA.**
 - **All foster caregivers are required to maintain continued maintenance of American Red Cross or American Heart Association for Adult/Child/Infant CPR and First Aid**

On line classes for CPR/FA shall be approved prior to registration by supervisor. Applicants/Foster caregivers must attend and receive classroom instruction for skill technique as required for CPR/FA by American Red Cross or American Heart Association.

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ODJFS Policy: 5101:2-5-13 (A)(5)	Policy Number: 5.5	Policy Name: REIMBURSEMENT
Review Date: 05/2023	Revision Date: 12/01/2017	Effective Date: 12/31/17

REIMBURSEMENT POLICY

Foster caregivers receive a per diem reimbursement for expenses involved in caring for foster children. Additional reimbursement is available to foster caregivers for travel related to children’s needs, clothing needs of the foster children, and pre-placement/continuing training.

Daily per diem rates for foster care:

****Children ages 0-5 = \$20 per day**

****Children ages 6-12 = \$22 per day**

****Children ages 13-18 = \$24 per day**

These per diem rates are set forth by Commissioners Resolution dated 05/15/2023. Any children placed in foster care prior to November 1, 2009 will remain at the previous per diem rate of \$27.00 per day. All other changes listed below will apply to children currently in foster care AND any children coming into foster care.

Clothing

An initial clothing voucher may be issued for each child coming into care. The amount of the voucher is based on the age of the child as indicated in the chart below.

A child will be eligible for up to \$100.00 after 6 months of placement. The caseworker will submit a clothing inventory for the child prior to any initial or subsequent voucher being issued. All vouchers must be approved and signed by the Executive Director. Any unauthorized clothing purchase or payment of sales tax by the foster parent will not be reimbursed by the agency. The foster parent

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must submit a receipt to the agency within 10 calendar days of all clothing purchased.

****If a child leaves care between the first month and the sixth month and comes back into care, they will not be eligible for the initial clothing voucher at the second placement, but will be eligible for the \$75.00 voucher after 6 months of placement. Any exceptions will be approved by the Executive Director.**

****If a child leaves care after the initial **and** 6 month clothing vouchers are issued and the child comes back into care before 12 months from the date that they left care, they will **not be eligible for either voucher at that time**. Any exceptions will be approved by the Executive Director.**

The daily per diem rates will serve to cover any future clothing expenses beyond those mentioned above. Participation in any back to school clothing program offered by MCDJFS is encouraged.

Initial Clothing Voucher Amounts

Children 0-5 years - \$ 150.00

Children 6-12 years - \$200.00

Children 13-18 years - \$250.00

6 Month Clothing Voucher

Children 0-5 years - \$ 100.00

Children 6-12 years - \$ 150.00

Children 13-18 years - \$200.00

Mileage

Foster parents will be paid per mile (amount as adopted by the Monroe County Commissioners) for mileage expenses **not to exceed \$100 per month per child**. If there is an exceptional need beyond this maximum, it will be evaluated and approved by the Executive Director. Reimbursement will be provided for doctor appointments, mental health/substance abuse appointments, family visitation, transportation to and from work, and court hearings. Recreational activities and errands such as purchasing clothing, groceries, supplies, etc will not be reimbursed.

Foster parents must turn in original mileage sheets by the third business day of every month to receive reimbursement. Verification of all appointments from providers in regard to the care of the foster child for the preceding month must be attached to the mileage sheets. If the mileage is not turned in by the 3rd business day, it will not be processed with the County Auditor during the first week of the month. If it is turned in after the 3rd business day, it will be processed the following month. **Please note that no reimbursement will be paid if the invoice is not turned in by the last business day of the following month. (Example, travel for the month of May must be turned in by no later than the last business day in June to receive reimbursement for May.) Otherwise, payment is forfeited.**

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Foster parents are encouraged to use N.E.T. (Non-Emergent Transportation) services provided through MCDJFS. **The \$100 maximum above does not apply to NET services.**

Medical

All children in custody will be issued a Medicaid card. The agency will pay for any out of pocket expense in an emergency situation. If a child is not eligible for a Medicaid card, ask the provider to bill the agency.

Foster parents shall not pay any medical expenses for which they would ask reimbursement by the agency. The agency cannot submit receipts to Medicaid or any other insurance company for reimbursement if a bill has been paid by a foster parent. Failure to adhere to this policy may result in the inability of a foster parent to recover their cost.

NOTE: General over-the-counter items are considered as household items and the foster parent is responsible to provide these items as needed to the foster child (i.e. Tylenol, cough syrup, medicine dispensers, lice treatment, etc).

School related expenses

The agency will not provide funding for school supplies.

The agency will allot a maximum of \$500 for graduation expenses. This would include class ring (Executive Director approval required for the purchase of a class ring), cap and gown, tux/dress, invitations to graduation ceremony, and senior pictures.

The foster parent must submit a request in writing at least 30 days in advance for any of these items.

School Lunches

All foster children are entitled to free school lunches. Forms are available through the school. If you need assistance with these, contact the foster care coordinator at the agency.

Personal Hygiene

The agency does not pay for any personal hygiene items as they are considered part of the per diem rate.

The agency will not provide formula for infants. The foster parent is to apply for WIC immediately.

Hair cuts are not paid for by the agency.

Holidays

Foster parents are responsible for holiday expenses. The agency encourages foster parents to participate in any community programs such as Secret Santa, Toys for Tots, etc.

Babysitting

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Please notify the foster care/adoption supervisor if you are in need of babysitting services. Foster children must be with a foster parent or a certified day care specialist for the agency to pay for babysitting services.

Respite

Each foster caregiver is encouraged to identify another foster caregiver who routinely will provide respite for children in their home. Respite plans should be made in advance and approved by the childrens' caseworker. The agency must know at all times where foster children are. Payment for respite care will be to the respite provider and will be the same normal rate for care. The days will be figured as they are for foster payment: if the foster child goes to respite after school on Friday and returns to the foster home on Sunday, that is 2 days of respite. The foster parent will show the respite dates and name of provider on their billing form. The respite provider will bill for days of respite on their billing form and will be paid directly by the agency. When a child goes to respite, the foster parent will see that the respite provider has the following information: child's care needs, child's medications, sufficient changes of clothing, billing form, etc. If the foster family wishes to have a friend or family member provide respite care, the stay in the uncertified home must not exceed 14 days, and there needs to be a basic background check, fingerprinting, and safety evaluation done by the home. There must be written approval to use the home.

Training reimbursement

For Pre-Placement training a lump sum payment shall be equivalent to ten dollars (\$10) per training hour multiplied by the minimum required training hours and deferred until certification and for continuing training ten dollars per hour completed within a training session that is a minimum of one hour and paid within 60 days of completion of the training event)

Taxes

At this time, the IRS regards the foster care per diem as a reimbursement for cost of care and not as income. This recognizes the fact that foster care is not being provided as a means of employment. It also recognizes that a household must be able to support itself without the per diem reimbursements from fostering.

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ODJFS Policy: 5101:2-5-13 (A)(6)	Policy Number: 5.6	Policy Name: FC AND APPLICANTS GRIEVANCE
Review Date: 11/2021	Revision Date: 12/01/2017	Effective Date: 12/31/17

FOSTER CARE AND APPLICANTS GRIEVANCE POLICY

Policy:

The agency shall provide the opportunity for hearing grievances and promoting the resolution of problems related to foster homes and the foster care program.

Procedures:

The agency hears grievances and resolves differences with foster caregivers and applicants per the requirements of 5101:2-7 and agency policies. The agency will follow the outlined steps:

Step 1. The person who is affected by the concern/problem must make the complaint. The first step is to informally discuss it with the foster care coordinator within 5 calendar days. If there is not a satisfactory resolution, proceed to Step 2.

Step 2. The foster caregiver or applicant shall file a written formal complaint to the Children Services Supervisor within 5 calendar days of the conclusion of Step 1. The Supervisor shall schedule a face to face meeting with the foster caregiver(s) or applicant(s) and other appropriate parties within 5 calendar days of the Supervisor receiving the written complaint.

Step 3. Within 5 calendar days of Step 2 meeting the foster caregiver(s) or applicant(s) will be notified in writing of the decision.

Step 4. Should the foster caregiver(s) or applicant desire to appeal the decision within 5 calendar days of the receipt of the Step 3 decision they can file a written

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appeal with the agency director. The director shall notify the foster caregiver of applicant or other appropriate parties in writing of the decision within 5 calendar days of the director receiving the written complaint.

Review by the highest administrative employee or designee for any unresolved grievances within thirty calendar days of filing the grievance.

The decision of the agency director or designee is final.

ODJFS Policy: 5101:2-5-13 (A)(7)	Policy Number: 5.7	Policy Name: FOSTER TO ADOPT NOTIFICATION
Review Date: 11/2021	Revision Date: 12/01/2017	Effective Date: 12/31/17

FOSTER TO ADOPT NOTIFICATION

Monroe County Department of Job and Family Services shall have a written policy for situations when the custodial agency is different than the recommending agency of a foster home and a foster child placed with the foster caregiver becomes available for adoption. The notification shall be consistent with the requirements contained in **section 5103.161 of the Ohio Revised Code**.

Procedure:

Monroe County Department of Job and Family Services will notify the recommending agency and also foster caregivers in writing within 30 days of the file stamp of a permanent custody order that a child is available for adoption.

Regardless of geographic location, the following preferential order shall be given when considering families in the matching process:

- 1.) All adult relatives of the child. This includes a relative or non-relative who the birth mother has indicated by name as a potential resource to adopt her child. The identified relative or non-relative shall have, at a minimum, a signed JFS 01691 "Application for Child Placement" (rev 12/2006) or other signed adoption application on file with another state at least 5 working days prior to the matching conference. The identified relative or non-relative shall meet all relevant state child protection standards unless the PCSA or PCPA determines that the placement is not in the best interest of the child.

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- 2.) The child’s foster caregiver who is approved to adopt or who has completed the JFS 01691 at least 5 working days prior to the matching conference unless the agency determines that the placement is not in the best interest of the child.
- 3.) Other suitable approved prospective adoptive families.

ODJFS Policy: 5101:2-5-13 (A)(8)	Policy Number: 5.8	Policy Name: Policies to be explained to potential foster caregivers during initial orientation
Review Date: 11/2021	Revision Date: 12/01/2017	Effective Date: 12/31/17

**POLICIES TO BE EXPLAINED TO POTENTIAL FOSTER CAREGIVERS
DURING INITIAL ORIENTATION**

The Monroe County Department of Job and Family Services does not provide liability insurance for damages done by foster children in the home and/ or vehicle. The agency will not provide compensation for damages done by children placed in foster care. Foster children are not allowed to have a driver’s license. The foster parent should refer to their own insurance agent for complete understanding of the protection that the foster parent’s policies provide.

For counseling services, see the Assessment Policy.

The Monroe County Department of Job and Family Services will cooperate with the law enforcement agent of jurisdiction, prosecution, and courts of jurisdiction. The Agency will not conduct an investigation of child abuse and neglect in the foster home, where the foster parents and/or other adults in the home are parties. This investigation will be handled by law enforcement or the Prosecutor’s office.

LEGAL REPRESENTATION, LEGAL FEES, COUNSELING / LEGAL ADVICE

The Monroe County Department of Job & Family Services does not provide for any legal fees for legal representation, counseling or legal advocacy for foster caregivers for matters directly related to the proper performance of their roles.

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The foster parent must either utilize their own attorney or seek assistance through the services or Legal Aid.

INVESTIGATIONS OF ABUSE/NEGLECT

If our agency has knowledge of rule noncompliance or receives an allegation of a rule violation of Chapter 5101:2-5-28 of the Administrative Code for a currently certified foster home, our agency shall comply with the following.

If the agency receives an allegation against the caregiver, the investigation shall be initiated by either the recommending agency or third party as identified as either another recommending agency and/or Sheriff's Department.

MCDJFS will:

1. Begin an investigation of all allegations of rule noncompliance of Chapter 5101:2-7 of the Administrative Code within 3 calendar days of receipt of an allegation of a rule violation.
2. Complete the investigation within 30 calendar days of beginning the investigation unless the investigation of rules violation conflicts with any other third party or law enforcement investigation.
3. Document and maintain the following results in the foster caregiver record:
 - a. Investigations conducted pursuant to this paragraph.
 - b. If noncompliance is found, the development and implementation of corrective action plans as required by the agency or the recommendation to deny or revoke the certification of the foster home.
 - c. If noncompliance is not found, a statement explaining the result.

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In accordance with OAC 5101:2-5-13 and 5101:2-5-13.1 and 5101:2-5-20

ODJFS Policy: 5101:2-5-13 (A)(9)	Policy Number: 5.9	Policy Name: POLICY REGARDING FOSTER CAREGIVER'S FAILURE TO COMPLETE REQUIRED TRAINING
Review Date: 11/2021	Revision Date: 12/01/2017	Effective Date: 12/31/17

**POLICY REGARDING FOSTER CAREGIVER'S FAILURE TO COMPLETE
REQUIRED TRAINING (GOOD CAUSE POLICY)**

Each foster caregiver is required by the State of Ohio to complete 40 hours of continuing training per certification period. (Rule OAC 5101:2-5-33) Failure to complete the training hours as required may result in the revocation or denial of recertification of a foster caregiver's certification unless they can show "good cause" for the non-completion.

"Good cause" includes, but is not limited to:

1. Documented illness
2. Critical emergency
3. Lack of accessible training programs
4. Service in active duty outside of Ohio with a branch of the armed forces of the United States for more than 30 days in the preceding 2 year period
5. Service in active duty as a member of Ohio organized militia (ORC 5923.01) which includes the Ohio national guard, the Ohio naval militia and the Ohio military reserve for more than 30 days in the preceding 2 year period AND that active duty relates to either an emergency in or outside of Ohio or to military duty in or outside of Ohio.
6. The additional time for a caregiver who has served in active duty shall be one month for each month the caregiver was on active duty. Any required training that is not met at the end of a foster caregiver's certification period applying the preceding

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sentence shall be waived by the agency. When a waiver of training is approved by an agency under this paragraph, the required training for the next certification period shall be the same as for any other caregiver operating a foster home of the type for which the foster caregiver is certified. The agency shall document any such extension of time in the foster caregiver's record

The foster caregiver shall cooperate with the agency to develop and sign an agreed corrective action plan to obtain all hours yet to be completed from the certification period. The plan shall set a target date for completion of the required hour for recertification.

Procedures for developing a corrective plan that provides for the prompt completion of the continuing training are as follows:

1. Not less than 90 or more than 120 calendar days prior to the expiration (or anniversary date) of their certificate, the foster caregiver will be notified in writing of the following:
 - a. Number of training hours they have completed to date
 - b. The number of training hours they need to complete by the anniversary date
 - c. Failure to complete the required training may result in denial of recertification or the revocation of their certificate to board children unless they can show 'good cause', as described in Section A of this policy, prior to the expiration (or anniversary date) of their certificate.
2. If 'good cause' is determined according to agency policy, a corrective action plan will be developed by the foster care caseworker detailing the following:
 - a. Number of hours to be completed
 - b. Trainings available to the foster caregiver as scheduled by ECORTC, the agency, other community resources books and videos.
 - c. The date by which the training must be completed as agreed upon by the agency and the foster caregiver.

If a foster caregiver fails to comply with the corrective action plan, the agency will recommend denial of recertification or revocation of a family foster home certificate pursuant to rule 5101:2-5-07 or 5101:2-5-26 of the Ohio Administrative Code.

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ODJFS Policy: 5101:2-5-13 (A)(17)	Policy Number: 5.17	Policy Name: FOSTER HOME DISCHARGE
Review Date: 11/2021	Revision Date: 12/01/2017	Effective Date: 12/31/17

FOSTER HOME DISCHARGE POLICY

Advance notice will be given for a child's discharge/change in placement whenever possible. However, emergencies may occur and a disruption in the child's placement is necessary.

Conditions for Discharge:

- Reunification
- Adoptive placement
- Emancipation
- Court ordered discharge

Procedures:

- 1-When a child's placement ends as a result of reunification, the child's caseworker will give at least 5 calendar days notice to the foster family of the planned date of reunification. An exception may be made if the court terminates the placement against the recommendation of the child's caseworker.
- 2-If there is a circumstance in the foster family which requires a disruption for children in their care, they shall give as much notice as possible to the child's caseworker and the foster coordinator. Arrangements shall be made for respite care or alternative placement until the crisis is resolved.

Emergency Discharges (not in accordance with service plan)

- Extended hospitalizations (defined by the agency)
- AWOLS
- Increased level of care

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Foster caregiver request
Incarceration

Procedures:

1-If there is a disruption in the child's placement because the foster family requests removal of the child from their home, the family shall give at least 5 calendar days notice, unless an emergency exists, giving reasons why they are unable to continue care for the child. The child's caseworker and foster coordinator shall make efforts to resolve the problem if possible. If not, the child's caseworker and foster care coordinator will locate a new placement for the child and assist with the transition.

2-Whether the child's departure from the home is planned or unplanned, the foster care coordinator shall meet with the family to discuss the placement experience and any related issues. This information shall be kept in the foster caregiver's file.

3-Within 24 hours and not later than 7 calendar days the child's personal belongings will be retrieved from the foster parents' home and stored at the agency or given back to the biological parent, as appropriate.

RESIDENTIAL/SPECIAL FOSTER HOME DISCHARGE

(A) When a child is planned to be or is discharged from a residential facility or a specialized foster home, the agency shall prepare a written discharge summary. The discharge summary shall be prepared no earlier than thirty days before and no later than thirty days after the date of discharge. A copy of the discharge summary shall be maintained within the record prescribed by rule 5101:2-5-10 of the Administrative Code and a copy shall be provided, no later than ten days after the discharge summary is completed, to the custodial agency which placed the child, or to the parent, guardian or custodian in the case of a direct placement.

(B) The discharge summary required by paragraph (A) of this rule shall contain at a minimum:

- (1) The reason for discharge.
- (2) A summary of the child's adjustment and results of the placement.
- (3) A brief summary of medical, dental, optical, and therapeutic services which were provided to the child.
- (4) The name and official title or relationship of the person to whom the child was released.
- (5) The new location of the child.
- (6) Any recommendations for ongoing treatment, including the identification of service providers whenever possible.

(C) When a child is placed from a foster home into a respite care setting, a discharge summary is not required, provided the child is expected to return to the foster home when the period of respite care has ended.

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In accordance with OAC 5101:2-5-13 and 5101:2-5-13.1 and 5101:2-5-20

ODJFS Policy: 5101:2-5-13 (A)(18)	Policy Number: 5.18	Policy Name: ACCESSIBILITY OF THE ADMINISTRATOR
Review Date: 11/2021	Revision Date: 12/01/2017	Effective Date: 12/31/17

ACCESSIBILITY OF THE ADMINISTRATOR

The Monroe County Department of Job and Family Services will ensure the accessibility of the Director or a designee with executive authority (Jeanette L. Schwall), to the agency staff and representatives of the Ohio Department of Job and Family Services at all times.

The Administrator or designees, who have executive authority, can be accessed by agency staff or ODJFS 24 hours a day, seven days a week. During business hours the Monroe CDJFS office is staffed and able to provide information for contacting the administrator or designees. The agency's phone message system will be turned on whenever the office is not manned. The message will include emergency contact numbers and information for the administrator and designees. The administrator or designee will respond to all contacts and ensure access to ODJFS at all times.

The agency is open Mon- Thurs from 7:00 a.m. to 4:30 p.m. and the Director or designee can be reached at 740-472-1602. After hours and on the weekend the Director or designee can be reached by contacting the on-call emergency phone number at 740-213-5794.

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In accordance with OAC 5101:2-5-13 and 5101:2-5-13.1 and 5101:2-5-20

ODJFS Policy: 5101:2-5-13 (A)(19) ODJFS Rule: 2-33-23, 2-48-23, 2-5-29	Policy Number: 5.19	Policy Name: MAINTANENCE OF RECORDS
Review Date: 11/2021	Revision Date: 12/01/2017	Effective Date: 12/31/17

MAINTANENCE OF RECORDS POLICY

5101:2-33-23 CASE RECORDS FOR CHILDREN SERVICES

(A) The public children services agency (PCSA) shall record case information in the statewide automated child welfare information system (SACWIS). Case information that cannot be recorded in SACWIS shall be maintained as hard copy files, electronic files or as a combination of both.

(B) All case records prepared, maintained, and permanently kept by the PCSA are confidential. Access to PCSA case records and the release of PCSA case record information shall be conducted pursuant to and in accordance with the requirements outlined in rule 5101:2-33-21 of the Administrative Code.

(C) The PCSA shall prepare, maintain, and permanently keep records for all referrals, related screening decisions, and information received by the agency pursuant to rule 5101:2-36-01 of the Administrative Code .

(D) The PCSA shall prepare, maintain, and permanently keep records for all of the following intake categories which the PCSA has received and/or conducted an assessment/investigation and required activities pursuant to Chapters 5101:2-36 and 5101:2-37 of the Administrative Code:

- (1) Child abuse and/or neglect reports.
- (2) Dependency reports.
- (3) Family in need of services reports.
- (4) Information and/or referral intakes.

(E) The PCSA shall prepare, maintain and permanently keep records on all cases for which the PCSA provided services including:

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- (1) Voluntary supportive services cases pursuant to Chapters 5101:2-37, 5101:2-38, and 5101:2-40 of the Administrative Code.
 - (2) Court ordered protective supervision cases pursuant to Chapters 5101:2-37, 5101:2-38, and 5101:2-40 of the Administrative Code.
 - (3) Substitute care cases pursuant to Chapters 5101:2-37, 5101:2-38, 5101:2-39, 5101:2-40, 5101:2-42, and 5101:2-47 of the Administrative Code.
 - (4) Adoption cases pursuant to Chapters 5101:2-37, 5101:2-38, 5101:2-39, 5101:2-40, 5101:2-42, 5101:2-48 and 5101:2-49 of the Administrative Code.
- (F) Each case record prepared, maintained and permanently kept in accordance with this rule shall contain, but not be limited to, the following information, as applicable:

- (1) Documentation that the PCSA has attempted to locate the correct address of the principals of the report, if necessary, and make required face-to-face contacts with the principals of the report as required in rule 5101:2-36-01 of the Administrative Code.
- (2) Documentation of the PCSA's request and the corresponding rationale for requesting assistance from law enforcement during the course of the PCSA's assessment/investigation of a family, if applicable.
- (3) Documentation of any involvement the PCSA had with law enforcement regarding missing children, death of a child, third-party investigative procedures, or any other assistance the PCSA requested from law enforcement as stipulated in the county child abuse and neglect memorandum of understanding.
- (4) Reports from service providers, including but not limited to medical, educational, psychological, diagnostic, and treatment.
- (5) Documentation of verbal, written, or electronic referrals and provision of services by the PCSA, county department of job and family services (CDJFS), other public and private agencies and community service providers on behalf of children and families being served by the PCSA, including any oral and/or written reports and the dates when services were delivered.
- (6) Correspondence pertaining to the child and his family or caretaker.
- (7) A copy of all complaints, motions, petitions, pleadings, and other documents submitted to the juvenile court by the PCSA or any other party.
- (8) A copy of all court orders, findings, written determinations, and journalized entries from the juvenile court.
- (9) Copies of supplemental plans, as applicable.
- (10) A copy of any written materials presented during the semiannual administrative review(s).
- (11) Transfer summaries prepared by the PCSA.
- (12) Copies of applications for financial or social service support programs including, but not limited to Ohio works first (OWF), prevention, retention

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and contingency program, Title IV-B, Title IV-E, Title XX, medical assistance, supplemental security income, or children with medical handicaps program, and documentation supporting eligibility determinations made.

(13) A copy of the child's social security card or application for same.

(14) A copy of the child's birth certificate.

(G) The PCSA shall maintain case records that cannot be maintained in SACWIS in a consistent and organized manner such that required information set forth in this rule can be readily located. If the PCSA maintains any required information set forth in this rule in a location other than the case record, it shall be stated in the PCSA policy or noted in the case record where the information can be found.

5101:2-48-23 Preservation of Adoptive Child Case Record

(A) The public children services agency (PCSA) which has placed a child for adoption and for whom the adoption has been finalized, shall permanently maintain an adoptive child case record.

(B) An adoptive child case record shall contain all papers and records pertaining to the adoption, including:

- A copy of the petition to adopt filed in a probate court.
- A copy of the child's original birth certificate.
- The JFS 01616 "Social and Medical History" (rev. 6/2009) pursuant to rule 5101:2-48-03 of the Administrative Code.
- A copy of the JFS 01699 "Prefinalization Adoption Assessment Report" (rev. 12/2006) pursuant to rule 5101:2-48-17 of the Administrative Code, and a redacted copy of the JFS 01699 pursuant to section 3107.12 of the Revised Code.
- A copy of the final decree of adoption or the interlocutory order of adoption.
- A copy of the child's lifebook pursuant to rule 5101:2-42-67 of the Administrative Code.
- A copy of the JFS 01689 "Documentation of the Placement Decision Making Process" (rev. 7/2012) pursuant to rules 5101:2-48-13 and 5101:2-48-16 of the Administrative Code.
- The JFS 01688 "Individualized Child Assessment" (rev. 4/2014) and any reports(s) submitted by the licensed professional associated with the JFS 01688, if applicable pursuant to rule 5101:2-48-13 of the Administrative Code.
- A copy of the JFS 01610 "Child's Permanency Planning Data Summary" (rev. 02/2005) pursuant to rule 5101:2-48-16 of the Administrative Code.
- A copy of all medical or psychological evaluations, school records or other material documented.

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- A copy of the JFS 01690 "Documentation of the Pre-adoptive Staffing and Updates" (rev. 2/2014).

(C) The agency shall maintain case records in a consistent and organized manner such that the required information set forth in this rule can be readily located. If the agency maintains any required information set forth in this rule in a location other than the case record, it shall be stated in the agency policy or noted in the case record where the information can be found.

(D) Upon the issuance of a final decree of adoption by a probate court or the finalization of an interlocutory order of adoption, the PCSA or PCPA shall mark the adoptive child case record as confidential and permanently secure such record from release or inspection of any information, except under the following conditions:

(1) Consent is given by the probate court.

(2) The PCSA or PCPA needs to examine its own papers, books, and records pertaining to a placement or adoption for official administrative purposes, including examining the records to obtain non-identifying information.

(E) ODJFS may examine its own papers, books and records pertaining to a placement or adoption of a child and ODJFS may inspect the papers, books and records of a PCSA or PCPA for official administrative, certification and eligibility determination purposes once the adoptive child case records have been secured after a final decree of adoption has been issued or an interlocutory order of adoption has been finalized.

(F) If an agency has maintained any of the original documents outlined in paragraph (B) of this rule, the agency shall return the original documents to the PCSA or PCPA that had permanent custody of the child prior to finalization.

(G) The PCSA, PCPA and PNA shall comply with requirements of section 3107.17 of the Revised Code and paragraph (D) of this rule regarding the release of information pertaining to the adoption.

5101:2-5-29 Agency Requirements for Foster Home Records

(A) An agency shall create a separate record for each foster home.

(B) All documentation required by Chapters 5101:2-5 and 5101:2-7 of the Administrative Code shall be contained in the individual foster home record pursuant to paragraph (A) of this rule.

(C) An agency shall maintain in each foster home record a log of all children placed in the foster home. The log shall contain, at a minimum:

(1) The name of the foster child.

(2) The child's date of birth.

(3) The date of placement in the foster home.

(4) The date of discharge/removal from the foster home and reason.

(5) The new location of the child.

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(6) If the foster home is a specialized foster home, the use of any planned or crisis respite care for children placed in the home shall be documented in the log.

(a) At a minimum, the documentation shall show the starting and ending dates of any respite care services received by the child and where the respite care was provided.

(b) If the approved respite care provider is a certified foster caregiver, the name of the child and the starting and ending dates of any respite care services provided by the foster caregiver shall also be documented in the log for the foster home providing the respite care.

(D) All closed foster home records shall be maintained by the agency for a period of five years following the date of closing of the home.

(E) If an agency has implemented the statewide automated child welfare information system (SACWIS), the agency shall maintain any requirement of this rule in SACWIS if the system has the ability to record the required information.

ODJFS Policy: 5101:2-5-13 (A)(20)	Policy Number: 5.19	Policy Name: CONFIDENTIALITY
Review Date: 11/2021	Revision Date: 12/01/2017	Effective Date: 12/31/17

CONFIDENTIALITY POLICY

Monroe County written policy which protects the confidentiality of information concerning a child and the child's family. All employees of Monroe County Department of Job and Family Services, foster parents, and adoptive parents shall maintain the confidentiality of all information regarding the foster children, their families, and their histories that brought them into placement. Confidential information may be shared with service providers such as doctors, therapists, etc., for therapeutic reasons on an as needed basis. All agency employees, foster parents and adoptive parents shall comply with HIPPA regulations.

Information requests should be sent to the
Monroe County Department of Job and Family Services
100 Home Avenue Woodsfield, OH 43793
Attention: Director

CHILD FATALITY REVIEW BOARD REQUESTS

In the event of a child fatality in Monroe County, all information requests from a child fatality review board will go to the Director, Jeanette L. Schwall or her designee, Lisa Swisher SSW Supervisor. (100 Home Avenue Woodsfield, OH 43793) No information will be released by any other employee at MCDJFS.

This also applies to television and news media reports.

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In accordance with OAC 5101:2-5-13 and 5101:2-5-13.1 and 5101:2-5-20

ODJFS Policy: 5101:2-5-13 (A)(21)	Policy Number: 5.21	Policy Name: HUMAN RESEARCH PROJECTS, FUND RAISING, AND PUBLICITY ACTIVITIES
Review Date: 11/2021	Revision Date: 12/01/2017	Effective Date: 12/31/17

**HUMAN RESEARCH PROJECTS, FUND RAISING, AND PUBLICITY
ACTIVITIES**

The Monroe County Department of Job and Family Services shall not involve any child in human research projects, fund raising events, and/or publicity activities without the prior informed, written consent of the parent, guardian or legal custodian and the child. In seeking the written consent of the child, the Monroe County Department of Job and Family Services will first consider the child's age and functioning level. If it is determined after reviewing the child's age and functioning level that the child is unable to understand the significance of giving the written consent, the agency will proceed without obtaining the written consent of the child. Such written consent shall be maintained in the child's case record.

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In accordance with OAC 5101:2-5-13 and 5101:2-5-13.1 and 5101:2-5-20

ODJFS Policy: 5101:2-5-13 (A)(22)	Policy Number: 5.22	Policy Name: PERSONNEL
Review Date: 11/2021	Revision Date: 12/01/2017	Effective Date: 12/31/17

PERSONNEL

MCDJFS maintains a personnel policy that is provided and available to all employees at any time.

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In accordance with OAC 5101:2-5-13 and 5101:2-5-13.1 and 5101:2-5-20

ODJFS Policy: 5101:2-5-13 (A)(23)	Policy Number: 5.23	Policy Name: VOLUNTEER AND COLLEGE INTERNS
Review Date: 11/2021	Revision Date: 12/01/2017	Effective Date: 12/31/17

VOLUNTEER AND COLLEGE INTERNS

When volunteers and/ or college interns are engaged in work activities with Monroe County Department of Job and Family Services, they shall be required to undergo screening which includes conducting criminal background checks, orienting, training, supervising, and assignment as appropriate to the function to be performed, all in accordance with the provisions of 5101:2-5-15 and 5101:2-9. Additionally, a minimum of at least three (3) references will be obtained for each volunteer or college intern on assignment with MCDJFS. Each volunteer or college intern will also be provided a written job description delineating the functions he/ she will be performing while assigned to MCDJFS.

A written agreement will be secured with each school that is being attended by the volunteer and/ or college interns. This agreement shall include:

- 1-A statement of the student's roles
- 2-A description of the minimum qualifications the student must possess
- 3-A statement outlining the respective supervisory and evaluation responsibilities of the agency and the placing school

Volunteers or college interns whose duties include the same general duties as child care staff shall be trained in the mission of the out-of-home care settings to which they are assigned; shall receive training pursuant to OAC 5101:2-9-03; shall be supervised by agency staff; and shall participate in at least monthly face-to-face supervisory conferences. Volunteers or college interns shall not be

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counted to meet required staff ration as required by OAC 5101:2-9-02.

Volunteers or college interns shall not be used as a replacement for paid staff.

The volunteers and college interns will sign a confidentiality statement which shows that they will not release any confidential information about the families with which we work.

They will be oriented to the agency by receiving a copy of the policy manual and a conference as to the expectations of the duties they will be completing, they shall receive training and supervision by shadowing social worker. The volunteer or college intern will receive at least monthly face-to-face supervisory conferences. Their work will be directly supervised by a social worker with the agency.

A volunteer or college intern must notify the agency within 24 hours of any charge of criminal offense listed in rule 5101:2-5-09. A failure to do so will be grounds for an immediate dismissal from the agency.

If the charges result in a conviction, the volunteer or college intern shall notify the agency within 24 hours of the conviction. Failure to notify the agency of any conviction of any of the crimes listed in rule 5101:2-5-09 while serving as a volunteer or college intern for the agency shall result in the immediate dismissal of the volunteer or college intern from the agency.

If there is a conviction of any of the crimes listed in 5101:2-5-09 while serving as a volunteer or college intern shall result in immediate dismissal of the volunteer or college intern.

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In accordance with OAC 5101:2-5-13 and 5101:2-5-13.1 and 5101:2-5-20

ODJFS Policy: 5101:2-5-13 (A)(24)	Policy Number: 5.24	Policy Name: ASSURANCE OF PROTECTION OF CIVIL RIGHTS
Review Date: 11/2021	Revision Date: 12/01/2017	Effective Date: 12/31/17

ASSURANCE OF PROTECTION OF CIVIL RIGHTS

The agency will assure the protection of a child's civil rights; this is protection against unlawful discrimination on the basis of race, color, religion, disability, age, gender and national origin.

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In accordance with OAC 5101:2-5-13 and 5101:2-5-13.1 and 5101:2-5-20

ODJFS Policy: 5101:2-5-13 (A)(25)	Policy Number: 5.25	Policy Name: NON DISCRIMINATION
Review Date: 11/2021	Revision Date: 12/01/2017	Effective Date: 12/31/17

NON DISCRIMINATION POLICY

Monroe County DJFS/Children Services complies with the policies/procedures outlined in JFS 01611. The JFS 01611 is attached.

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In accordance with OAC 5101:2-5-13 and 5101:2-5-13.1 and 5101:2-5-20

Ohio Department of Job and Family Services
**NON-DISCRIMINATION REQUIREMENTS FOR FOSTER CARE AND
ADOPTIVE PLACEMENTS**

The Multiethnic Placement Act, Oct. 20, 1994, P.L. 103-382, as amended by Section 1808 of the Small Business Job Protection Act of 1996, Aug. 20, 1996, P.L. 104-188 (MEPA) and the Civil Rights Act of 1964 (Title VI), as it applies to the foster care and adoption process, are designed to decrease the time children wait for foster care and adoption placement, prevent discrimination in the placement of children, and aid in the identification and recruitment of foster and adoptive families who can meet each child's needs. They prohibit any agency using federal funds from denying any person the opportunity to become an adoptive parent or foster caregiver on the basis of race, color or national origin (RCNO) of that person, or of the child involved and from delaying or denying the placement of a child for adoption or foster care on the basis of race, color or national origin of the adoptive parent or parents, of the foster caregiver or caregivers, or the child involved.

Under MEPA and Title VI, no agency may routinely consider RCNO as a factor in assessing the needs or best interests of children. In each case, the only consideration shall be the child's individual needs and the ability of the prospective foster caregiver or adoptive parent to meet those needs. Only the most compelling reasons may serve to justify consideration of RCNO as part of a placement decision. Such reasons emerge only in the unique and individual circumstances of each child and each prospective foster caregiver or adoptive parent. In those exceptional circumstances when RCNO needs to be taken into account in a placement decision, such consideration must be narrowly tailored to advance the child's best interest. Even when the facts of a particular case allow consideration related to RCNO, this consideration shall not be the sole determining factor in the placement decision.

The following actions by a PCSA, PCPA, or PNA are permitted under MEPA and Title VI:

- Asking about and honoring any choice made by prospective foster caregivers or prospective adoptive parents regarding the child's RCNO the prospective foster caregivers or prospective adoptive parents will accept.
- Honoring the decision of a child over 12 years of age to not consent to an adoption, unless the court finds that the adoption is in the best interest of the child and the child's consent is not required.
- Providing information and resources about adopting a child of another RCNO to prospective foster caregivers or prospective adoptive parents who request such information and making known to all families that such information and resource are available.
- Considering the request of a birth parent(s) to place the child with a relative or nonrelative identified by name.

This form is used in compliance with the Ohio Administrative Code rules 5101:2-48-05 and 5101:2-42-18.1

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In accordance with OAC 5101:2-5-13 and 5101:2-5-13.1 and 5101:2-5-20

- Considering the RCNO of the child as a possible factor in the placement decision when compelling reasons serves to justify that RCNO needs to be a factor in the placement decision. Even when the facts of a particular case allow consideration related to RCNO, this consideration shall not be the sole determining factor in the placement decision.
- Promoting cultural awareness, including awareness of cultural and physical needs that may arise in the care of children of different races, ethnicities, and national origins as part of the training which is required of all applicants who seek to become foster caregivers or adoptive parents.
- Documenting verbal comments, verbatim, or documenting in detail any other indication made by a prospective foster caregiver or prospective foster caregiver family member or prospective adoptive parent or prospective adoptive family member living in the household reflecting a negative perspective regarding the RCNO of a child for whom they have expressed an interest in fostering or adopting and indicating whether those comments were made before or after completion of the cultural diversity training which is required for prospective foster care and adoptive applicants.

The following are examples of actions prohibited under MEPA and Title VI:

- Using the RCNO of a prospective foster caregiver or prospective adoptive parent to differentiate between adoptive placements for a child.
- Honoring the request of a birth parent(s) to place a child with a prospective foster caregiver of a prospective adoptive parent of a specific RCNO.
- Requiring a prospective foster caregiver or prospective adoptive family to prepare or accept a transracial foster care or adoption plan. Using "culture" or "ethnicity" as a proxy for RCNO.
- Delaying or denying placement of a child based upon the geographical location of the neighborhood of the prospective foster caregiver or a prospective adoptive family whenever geography is being used as a proxy for the racial composition of the neighborhood, the demographics of the neighborhood, the presence or lack of presence of a significant number of persons of a particular RCNO in the neighborhood or any similar purpose.
- Requiring extra scrutiny, additional training, or greater cultural awareness of individuals who are prospective foster caregivers or prospective adoptive parents of children of a different RCNO than required of other prospective foster caregivers or prospective adoptive parents.
- Relying upon general or stereotypical assumptions about the needs of children of a particular RCNO.

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In accordance with OAC 5101:2-5-13 and 5101:2-5-13.1 and 5101:2-5-20

- Relying upon general or stereotypical assumptions about the ability of prospective foster caregivers or prospective adoptive parents of a particular RCNO to care for or nurture the sense of identity of a child of a different RCNO.
- "Steering" prospective foster caregivers or prospective adoptive parents away from parenting a child of a different RCNO. "Steering" is any activity that attempts to discourage prospective foster caregivers or prospective adoptive parents from parenting a child of a particular RCNO.

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In accordance with OAC 5101:2-5-13 and 5101:2-5-13.1 and 5101:2-5-20

ODJFS Policy: 5101:2-5-13 (A)(26) ODJFS Rule: 5101:2-333-11	Policy Number: 5.26	Policy Name: MEPA Plan
Review Date: 11/2021	Revision Date: 12/01/2017	Effective Date: 12/31/17

MEPA Plan

The Monroe County Department of Job and Family Services has established the following Standards of Conduct with regard to the performance of employees and contractors/providers related to compliance with the Multiethnic Placement Act of 1994 as amended by Section 1808 of the Small Business Job Protection Act of 1996, 42 U.S.C. 622(b)(9), 671(a)(18), 674(d) and 1996(b) (MEPA) , (1/2/06), and Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, (1/2/06), as they apply to the foster care and adoption process(Title VI),. These Standards of Conduct prohibit policies, procedures or actions which serve to:

- Deny any person the opportunity to become a foster caregiver or an adoptive parent on the basis of race, color or national origin of that person, or of the child involved; or
- Delay or deny any placement of a child in foster care or for adoption on the basis of the race, color or national origin of the foster caregiver(s), of the adoptive parent(s) or of the child involved.

The written standards of conduct prohibit denying any person the opportunity to become a foster caregiver or an adoptive parent on the basis of race, color or national origin of that person, or of the child involved; or delaying or denying any placement of a child in foster care or for adoption on the basis of race, color or national origin of the foster caregiver(s), of the adoptive parent(s) or of the child involved.

The written standards of conduct include enforcement requirements to be used whenever an agency employee or contractor engages in discriminatory acts, policies, or practices involving race, color, or national origin in the foster care or adoption process as determined by ODJFS upon completion of the investigation conducted pursuant to rule 5101:2-33-03 of the Administrative Code.

The enforcement requirements include standards governing penalties, sanctions, and other disciplinary actions, which could include suspension and/or removal, to be applied in accordance with applicable employment law and union contract.

The standards provide for the submission of a corrective action plan whenever an investigation conducted by ODJFS, pursuant to rule 5101:2-33-03 of the Administrative Code, results in a finding that an agency employee or contractor

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engaged in discriminatory acts, policies, or practices

The standards require that the corrective action plan will address how the agency will prevent future violations by that employee or contractor.

The standards require that the corrective action plan be submitted to ODJFS within thirty days of notification of the findings of the investigation.

The standards document that the agency shall provide a copy of the written standards of conduct to each employee or contractor who is engaged in the placement of children into foster care or for adoption, or engaged in the recruitment, assessment, approval, or selection of a foster caregiver(s) or adoptive family

The standards document that new employees or contractors shall receive a copy of the written standards of conduct within thirty days of their hire date or the effective date of their contract.

The standards document that the agency shall not require an ongoing, foster care or adoption worker to justify a proposed placement for the reason that the race, color or national origin of the child is different from that of the family whom the worker is proposing as the child's foster caregiver or adoptive parent.

Permissible Actions:

MEPA and Title VI permit the following actions as they apply to the foster care or adoption process:

1. Asking about and honoring any initial or subsequent choices made by prospective foster or adoptive parents regarding what race, color, or national origin of child the prospective foster or adoptive parents will accept.
2. Honoring the decision of a child twelve years of age or older to not consent to an adoption when that decision has been approved by a court pursuant to section 3107.06 of the Ohio Revised Code.
3. Providing information and resources about fostering or adopting a child of another race, color or national origin to prospective foster or adoptive parents who request such information and making known to all families that such information and resources are available.
4. Considering the request of a birth parent(s) to place the child with a relative or non-relative identified by name.
5. Considering the race, color or national origin of the child as a possible factor in the placement decision when compelling reasons serve to justify that race, color or national origin need to be a factor in the placement decision pursuant to 5101:2-48-13 and 5101:2-42-18.1 of the

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In accordance with OAC 5101:2-5-13 and 5101:2-5-13.1 and 5101:2-5-20

Ohio Administrative Code. These rules permit consideration of race, color or national origin if an Individualized Child Assessment (JFS 01688) completed pursuant to these rules indicates the child has needs related to race, color or national origin that should be taken into account when placing the child. Even when the facts of a particular case allow consideration related to race, color, or national origin, this consideration shall not be the sole determining factor in the placement decision.

6. Promoting cultural awareness, including awareness of cultural and physical needs that may arise in the care of children of different races, ethnicities, and national origins as part of the training which is required of all applicants who seek to become foster or adoptive parents.

7. Documenting verbal comments, verbatim, or describing in detail any other indication made by a prospective foster or adoptive family member living in the household or any other person living in the household reflecting a negative perspective regarding the race, color or national origin of a child for whom the prospective foster or adoptive family has expressed an interest in fostering or adopting. The documentation shall indicate whether those comments were made before or after completion of the cultural diversity training which is required for all foster and adoptive applicants. Documentation shall be included in the family's homestudy, update, or an addendum to the homestudy or update prior to consideration of placement or a matching conference. A matching conference is the process of determining the most appropriate adoptive family for the child based on the child's special needs. The matching committee may consider the information in determining if the placement is in the child's best interests.

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In accordance with OAC 5101:2-5-13 and 5101:2-5-13.1 and 5101:2-5-20

Prohibited Actions:

MEPA and Title VI prohibit the following actions as they apply to the foster care or adoption process:

1. Using the race, color or national origin of a prospective foster or adoptive parent to differentiate between placements.
2. Honoring the request of a birth parent(s) to place a child with prospective foster or adoptive parent(s) of a specific race, color or national origin, unless the birth parent(s) identifies a relative or non-relative by name and that person is found to meet all relevant state child protection standards, provided that the agency determines that the placement is in the best interests of the child.
3. Requiring a prospective adoptive family to prepare or accept a transracial adoption plan.
4. Using "culture" or "ethnicity" as a proxy for race, color or national origin.
5. Delaying or denying placement of a child based upon the geographical location of the neighborhood of the prospective foster or adoptive family whenever geography is being used as a proxy for:
 - the racial or ethnic composition of the neighborhood;
 - the demographics of the neighborhood; or
 - the presence or lack of presence of a significant number of persons of a particular race, color, or national origin in the neighborhood or any similar purpose.
6. Requiring extra scrutiny, additional training, or greater cultural awareness of individuals who are prospective foster or adoptive parents of children of a different race, color or national origin than required of other prospective foster or adoptive parents.
7. Relying upon general or stereotypical assumptions about the needs of children of a particular race, color or national origin.
8. Relying upon general or stereotypical assumptions about the ability of prospective foster or adoptive parents of a particular race, color or national origin to care for or nurture the sense of identity of a child of another race, color, or national origin.
9. "Steering" prospective foster or adoptive parents away from parenting a child of another race, color, or national origin. "Steering" is any activity that attempts to discourage prospective foster or adoptive parents from parenting a child of a particular race, color or national origin.
10. Requiring an ongoing, foster care or adoption worker or contractor to justify a proposed placement for the reason that the race, color or national origin of the child is different from that of the family whom the worker is proposing as the child's foster caregiver or adoptive parent.

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In accordance with OAC 5101:2-5-13 and 5101:2-5-13.1 and 5101:2-5-20

Prohibition on Retaliation:

MCDJFS employees and contractors/providers may not intimidate, threaten, coerce, discriminate against or otherwise retaliate against any individual who makes a complaint, testifies, assists or participates in any manner in an investigation related to alleged discrimination on the basis of race, color or national origin in the foster care or adoption process.

Additional Information:

Employees or contractors/providers who desire more information about MEPA and Title VI as related to the adoption and foster care process may contact:

- Jeanette Schwall, MCDJFS MEPA Monitor
(740) 472-1602

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In accordance with OAC 5101:2-5-13 and 5101:2-5-13.1 and 5101:2-5-20

ODJFS Policy: 5101:2-5-13 (A)(27)	Policy Number: 5.27	Policy Name: MEPA COMPLAINT
Review Date: 11/2021	Revision Date: 12/01/2017	Effective Date: 12/31/17

MEPA COMPLAINT PROCEDURE

The agency will provide written notice of the procedure for any complaints of discrimination in the foster care or adoption process that involve race, color or national origin (RCNO) to all individuals inquiring about or applying to be a foster caregiver or adoptive parent. Written notice shall be provided within seven days of the individual's first contact with the agency. Any person who believes that MCDJFS, any other public or private Ohio adoption or foster care agency, or the Ohio Department of Job and Family Services has policies or procedures that violate MEPA and Title VI may file a complaint. In addition, anyone who believes that he or she was intimidated, threatened, coerced, discriminated against or otherwise retaliated against **in some way by the agency due to the individual making a complaint, testifying, assisting, or participating** in any manner in an investigation, proceeding or hearing related to alleged discrimination on the basis of race, color or national origin in the foster care or adoption process may also file a complaint. Individuals who may file a complaint include but are not limited to the following:

- a foster or adoptive parent or other member of a foster or adoptive family
- a prospective foster or adoptive parent or other family member
- an employee or former employee of MCDJFS or of any other Ohio adoption or foster care agency

Individuals who wish to file a complaint must complete the "Discrimination Complaint Form" (JFS 02333). This complaint may be filed with any of the following:

- Monroe County Department of Job and Family Services
Attn: William Long, MEPA Monitor
100 Home Avenue
Woodsfield, OH 43793
- Ohio Department of Job and Family Services
Bureau of Civil Rights
30 E. Broad Street, 37th Floor
Columbus, OH 43266-0423
- Any other public or private Ohio foster care or adoption agency

The complaint shall be filed within two years from the date of the occurrence of the alleged discriminatory act; or two years from the date upon which the complainant learned or should have known of a discriminatory act, policy or practice.

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If the complaint is filed with MCJFS's MEPA Monitor or with any other public or private Ohio foster care or adoption agency, the MEPA Monitor or other public or private agency must forward the complaint within 3 business days of the date of receipt of the complaint to the Bureau of Civil Rights of ODJFS for investigation. ODJFS must complete the investigation within 90 days of receipt of the complaint, unless unusual circumstances prevent it from completing the investigation within that timeframe. ODJFS will provide a copy of the investigation report to the complainant and to the agency that is the subject of the complaint.

If the agency is the subject of the complaint, shall not initiate, conduct or run concurrent investigations surrounding the complaint or take any further action regarding the complainant or the subject of the complaint until the issuance of the final investigation report by ODJFS, unless approved by ODJFS. The agency shall cooperate fully with ODJFS during the course of the investigation and shall submit any information requested by ODJFS not later than fourteen days from the date of the request, unless otherwise agreed upon.

Enforcement Requirements:

These standards of conduct include enforcement requirements to be used whenever an agency employee or contractor/provider engages in discriminatory acts, policies, or practices involving race, color, or national origin in the foster care or adoption process as determined by the Bureau of Civil Rights of ODJFS upon completion of the investigation conducted pursuant to rule 5101:2-33-03 of the Administrative Code.

For MCDJFS employees, these enforcement requirements shall include employee discipline in accordance with either Sections 7.0 through 7.3 of the Monroe County Board of County Commissioners Personnel Policy Manual or Article 7 of the collective bargaining agreement between MCDJFS and AFSCME Local 1768.

For contractors/providers performing foster care or adoption services on behalf of MCDJFS, these enforcement requirements shall include discipline in accordance with the contractor/provider's personnel policy and may include contract termination. Enforcement requirements for contractor/provider subcontractors shall include corrective action in accordance with the contractor/provider's contract with the subcontractor and may include contract termination.

These enforcement requirements are applied in accordance with applicable employment law and union contracts.

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In accordance with OAC 5101:2-5-13 and 5101:2-5-13.1 and 5101:2-5-20

Corrective Action Plan:

MCDJFS shall provide for the submission of a corrective action plan whenever an investigation conducted by ODJFS, pursuant to rule 5101:2-33-03 of the Administrative Code, results in a finding that an agency employee or contractor/provider engaged in discriminatory acts, policies, or practices. If the finding involves a discriminatory act, policy or practice by a contractor/provider or subcontractor, MCDJFS shall develop the corrective action plan in collaboration with the contractor/provider or in collaboration with the contractor/provider and subcontractor.

The corrective action plan shall:

- Address how MCDJFS will prevent future violations by that employee or contractor/provider or subcontractor, and
- Be submitted to ODJFS within thirty days of notification of the findings of the investigation.

MCDJFS shall provide a copy of these Standards of Conduct to each employee or contractor/provider who is:

- Engaged in the placement of children into foster care or for adoption, or
- Engaged in the recruitment, assessment, approval, or selection of foster or adoptive families.

Employees or of Conduct are revised, employees and contractors/providers shall receive a copy of the revised Standards of Conduct within 30 days of the completion of any revisions. New employees or contractors/providers contractors/providers shall receive a copy of the written Standards of Conduct no later than December 31, 2011. New employees shall receive a copy of the written Standards of Conduct within thirty days of their hire date or the effective date of their contract. MCDJFS and contractors/providers shall ensure that these Standards of Conduct are provided to their employees and subcontractors.

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In accordance with OAC 5101:2-5-13 and 5101:2-5-13.1 and 5101:2-5-20

ODJFS Policy: 5101:2-5-13 (A)(28)	Policy Number: 5.28	Policy Name: NOTIFICATION TO THE CUSTODIAL AGENCY OF INCIDENTS WITH FOSTER CHILDREN
Review Date: 11/2021	Revision Date: 12/01/2017	Effective Date: 12/31/17

POLICY AND PROCEDURES FOR NOTIFICATION TO THE CUSTODIAL AGENCY OF INCIDENTS WITH FOSTER CHILDREN

If a recommending agency has a foster home that is providing care for a child in the custody of another agency, the recommending agency shall have a written policy and procedure to notify the custodial agency if any of the following incidents occur:

1. A serious injury or illness involving medical treatment of the foster child.
2. The death of the foster child.
3. Unauthorized absence of the foster child from the home.
4. Removal or attempted removal of the foster child from the home by any person or agency other than the placing agency.
5. Any involvement of the foster child with law enforcement authorities.

The foster caregiver shall notify the recommending agency as well as the placing agency immediately of any of the above listed incidents. The recommending agency shall follow up the next business day, following notification, with the placing agency.

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ODJFS Policy: 5101:2-5-13 (A)(13.1)	Policy Number: 13.1	Policy Name: DISASTER PREPAREDNESS PLAN
Review Date: 11/2021	Revision Date: 12/01/2017	Effective Date: 12/31/17

DISASTER PREPAREDNESS PLAN

PURPOSE

The purpose of the Disaster Relief Plan is to provide guidance for personnel of the Monroe County Department of Job & Family Services, should a disaster occur within Monroe County. Due to the rapidly changing situation, the anxiety, suffering, and hardship that normally accompany a disaster, and the need for various services that will arise, flexibility is essential in order to adapt to the situation.

COMMUNICATION PLAN

If services remain intact (i.e. telephone, Internet, Groupwise, SACWIS, CRISE, SETS), then communication will continue as normally delivered. Interagency communications will be delivered daily (even multiple times each day) from the Director, using any available means (i.e. intercom, e-mail, group meetings) and any external communications will also use any available means (i.e. public service announcements, local television network, local radio, newspapers). In the absence of the Director, the Assistant Director will assume the responsibility of full-agency communications. In the case of families that may not be able to be reached through other means, and who may have a stronger need for services (i.e. PCSA children, elderly adults, those living alone, remote area community members), home visits will be conducted as possible by any MCDJFS staff directed by their supervisor or by the Director. Cell phones (the agency has seven) will be given to those doing the home calls with instructions on when and who to report to once the visit is completed.

ESSENTIAL WORK ACTIVITIES AND SERVICES TO BE PROVIDED

The Monroe County Department of Job & Family Services will provide the following services to all persons within the County who have an immediate or non-deferrable need as a result of the disaster:

Food - The County Department of Job & Family Services will certify households affected by the disaster in accordance with instructions contained in the Ohio Department of Job & Family Services Food Assistance Certification Handbook. In the event food assistance card technology is non-functioning or the household lacks cooking facilities, food orders will be issued or meal tickets provided,

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whereby the recipient can purchase meals at a restaurant or provisions from local grocers.

Shelter - Temporary shelter will be provided through a vendor purchase agreement, whereby the County Department of Job & Family Services will pay reasonable costs for those persons who are without shelter or lodging.

Clothing - Serviceable used clothing will be provided without cost from clothing donated to the agency. In those cases where adequate clothing is not available within the agency or from other charitable organizations, purchase orders for vendor payment will be issued by the agency for necessary clothing and shoes.

PRC (Prevention, Retention & Contingency):

The following states how Monroe County's PRC Plan has been amended to reflect the contingency of a disaster within the county:

If the Governor declares Monroe County as a disaster area and provides additional PRC funds for disaster related services, the following will apply:

Assistance Groups, with at least one minor child in the household, is affected by the disaster will be eligible for up to \$1,500 to replace housing or personal related needs. Eligibility for this assistance will be determined via the various Disaster Assistance Organizations and/or the Monroe County Department of Job & Family Services, with all invoices for payment going to the Monroe County Department of Job & Family Services. Applications for services will be done by using either the various Disaster Assistance Organizations application(s) or the PRC Application of the Monroe County Department of Job & Family Services. In either case, each must show that the household was affected by the disaster and that a minor child is in the residence.

Due to immediate and urgent needs of the household, the requirement of obtaining three or more quotes will be waived in order to provide immediate aid to the affected households.

There will be no requirement to pay back or work off these allocated funds. In addition, prior obtainment of PRC for other related items will not affect the receipt of these specific funds. Lastly, future eligibility for regular PRC will not be affected due to receipt of these disaster PRC funds.

Applications for these funds will be accepted within 60 days of the Governor's declared disaster emergency.

There will be no household income limits for disaster related PRC.

The following applicants will be ineligible for disaster PRC funds:

- A.) Single persons, childless couples, and parents without a minor child.
- B.) Households containing a fugitive felon or probation/parole violator.

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C.) Because the PRC Program is funded with Federal Title IV-A Block Grant Funds, no medical expenses for applicants are covered except pre-pregnancy family planning services.

D.) Residence outside of Monroe County, Ohio.

E.) Any household which contains an illegal alien.

Public Children Services Agency (PCSA)

During the time of any disaster, it will be necessary to continue with essential work activities that will ensure the safety of children, support caregivers and service providers. Monroe County PCSA will respond to any reports of abuse or neglect and will screen them in or out as appropriate. Tracking will be done in SACWIS, or if necessary, on hard-copy manual records. Investigations will be initiated timely and all information will be documented then completed in SACWIS within a designated time period following the disaster period.

In order to preserve continuity of services to families receiving in-home supportive services, services to children in substitute or kinship care, Monroe County PCSA will make contact with each of the families either by phone or by home visit within 24 hours of the disaster, to determine any identifiable needs to the family. Those needs may include emergency food, shelter, or medical assistance, with referrals to be made to the appropriate departments of MCDJFS. To allow maximization of available man-power within the agency, Monroe County PCSA will notify ODJFS of any deadlines or time frames that may be exceeded with reports, etc., and will also identify when the required information or report can be expected to be filed, upon the ending of the disaster period.

Children Services

Upon receipt of any complaint of abuse or neglect of Monroe County children during a period of disaster, the PC SA worker assigned to that case will develop a hard-copy file. The file will contain all minimum required information to complete the complaint procedures. These files will be held in the office of the Social Services Supervisor for central location, and will be secured by at least one locked entry to that location. Foster parent and other substitute caregivers' files are maintained in hard-copy and those, too, will be located in the Supervisor's office to enhance retrieval efforts. Databases created for record creation and retention during this period shall be set up with password authority only, to minimize security risks. Any information that should be tracked on any individual case will be done either in SACWIS, and if it is not operational, in a self-devised database, clearly labeled as 'Disaster Period' and the dates. If there is no ability to create a database due to power outages, hard-copy information will be maintained in ledgers created by the Supervisor. Upon regaining utilization of SACWIS, all information will be entered into the system within a designated time period, not to exceed two weeks, unless extended by the

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Director. All other hard-copy documents that are delivered to the agency such as court orders or adoption records shall be maintained in the Supervisor's office.

Monroe County PCSA will provide specialized staff at any shelter that identifies a need for child protective services.

During other than normal office hours, personnel will be notified by telephone or personal contact.

Personnel and/or agencies to contact in event of disaster or emergency are:

American Red Cross - Monroe County (740) 472-2377

American Red Cross - Disaster Services, Jan Packer (740) 373-0281

Jeanette Schwall, MCDJFS Director (740) 472-1602 ext.241

Phillip Keevert, County EMS Coordinator (740) 472-2144 (W)

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In accordance with OAC 5101:2-5-13 and 5101:2-5-13.1 and 5101:2-5-20

ODJFS Policy: 5101:2-5-13 (A)(29)	Policy Number: 5.29	Policy Name: PSYCHOTROPIC MEDICATION
Review Date: 11/2021	Revision Date: IN PROCESS	Effective Date:

PSYCHOTROPIC MEDICATION POLICY/PROCEDURES FOR CHILDREN IN CUSTODY

Definitions

Psychotropic Medication – Medications used to treat mental health conditions. Has the effect to alter a person’s thoughts, feelings, mental/physical activity, mood or behavior.

Antipsychotic Medications – A class of psychotropic medications approved for treatment of autism, schizophrenia, bipolar disorder and severe aggressive behavior in children.

Polypharmacy – Use of more than one (1) psychotropic medication concurrently.

Authority to Grant Informed Consent

PCSA caseworker of Monroe County Department of Job and Family Services (MCDJFS) will provide informed consent for psychotropic medication use for children in custody of the Agency. The informed consent will be necessary for any new medication prescribed to treat any behavioral health disorder, as well as for changes in dosages of psychotropic medications. Informed consent must be given before the medication is given to the child except in psychiatric emergencies.

Prescriber Limitations

Psychotropic medications will only be prescribed to children in custody of MCDJFS if the prescriber is one of the following:

- a. A Board Certified or Eligible Child and Adolescent Psychiatrist or Adult Psychiatrist with child experience;
- b. An Advance Practice Nurse (APN) with Prescriptive Authority who is certified in child psychiatry;
- c. A Pediatrician, Family Practice Physician, APN with Prescriptive Authority or Physician’s Assistant for psychotropic medications that have been originally prescribed by a clinician listed in a or b, when the medication

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has stabilized the behaviors and the medication at the same dosage needs to be periodically re-prescribed for maintenance of symptom change.

Covered Medications

Medications requiring informed consent shall be defined as any medication that is used to treat symptoms related to a behavioral health diagnosis. This includes the following:

- a. Psychotropic medications as described above;
- b. Non-psychiatric medications that are used for symptoms related to a behavioral health diagnosis;
- c. Over the Counter (OTC) medications if prescribed for symptoms related to a behavioral health diagnosis; and
- d. All psychiatric medications will be included if used for a condition NOT related to a diagnosis found in the DSM IV.

After Hours/Emergency Informed Consent

A psychiatric emergency exists when a child needs to be treated by emergency healthcare providers for conditions, symptoms or behaviors that are causing or might cause a danger to self or others and are or might be related to a diagnosable behavioral health condition. If child is admitted to an emergency room (ER) due to a psychiatric emergency, the ER contacts our agency for Permission to Treat. Permission to Treat shall cover any psychotropic medications prescribed during ER admission and any prescriptions written by ER personnel for 24 hours post discharge. If the child is transferred to a locked, inpatient child psychiatry unit/hospital, Permission to Treat at that site shall be considered informed consent for the use of psychotropic medications, as ordered by the treating physician, for the first 24 hours of his/her stay there. Except in an emergency while inpatient, hospitals shall follow the procedures described below to obtain informed consent from the ED for use of psychotropics. **A psychiatric emergency while in an inpatient setting shall be considered when a set of behaviors or symptoms exist that are related to the child's psychiatric diagnosis, and may result in imminent harm to self or others.** Psychotropic medications may be used by the treating physician in the event of an inpatient emergency with simple notification of on call staff.

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Procedure

Informed Consent for Youth on Psychotropic Medication when Taken into Custody

1. Within the first 72 hours after being taken into custody, the caseworker shall complete the **Psychotropic Medication Information Checklist (Attachment 2)**.
2. At the same time a Request for Release of Information shall be sent to the prescriber requesting the following:
 - a. Current psychotropic medications, dosage, route and times;
 - b. Diagnostic assessment with DSM diagnosis, if not available then 5 Axis DSM IV diagnosis;
 - c. Individualized Service Plan (ISP) if available;
 - d. Obtain medication history (may be part of diagnostic assessment if available); and
 - e. Most recent MD progress note.
3. The caseworker shall create a psychotropic medication file for the child.
4. The caseworker shall enter all existing information on the Psychotropic Data Collection spreadsheet.
5. Following review of the above, the caseworker shall grant informed consent based on the judgment of the previous custodian in consultation with the prescriber unless the medication is outside of the prescribing parameters. In that case the caseworker shall discuss this medication with the prescriber.
6. Informed consent for these medications will be sent to the prescriber by the caseworker using the **Request to Administer Psychotropic Medication form** completed by caseworker upon receipt of the information listed above.
7. Upon receipt of the information outlined above (#'s 1 & 2), the caseworker will document the information in SACWIS via the child's education and Health information form (JFS #1443). In addition, the caseworker will make a copy of the information to place in the child's case record.
8. Caseworker regularly monitors medication adherence and role of child and care-giver in adherence and documents in SACWIS.
9. Informed consent for new medications is described below.

Informed Consent for Newly Prescribed Psychotropic Medications

1. As soon as possible after being taken into custody, the child shall receive a psychological evaluation. If this evaluation indicates that the child may benefit from psychotropic medication and other behavioral health services, or if the child's team believes at any time that this may be needed, the child shall be referred for a comprehensive diagnostic assessment.

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2. The caseworker shall notify the caregiver of the recommendation and provide the name of a provider to assess the child.
3. The caseworker is responsible for assuring the appointment is made, and communicating appointment date and time to the substitute caregiver.
4. The caseworker informs the provider of agency policies on psychotropic medications before the appointment or during the appointment.
5. The appointment and communication for informed consent:
 - a. The caseworker attends the initial appointment. For youth placed out of county, caseworker attends psychiatric appointments at least quarterly.
 - b. The caseworker assures that the prescriber documents diagnosis, symptoms to be addressed with medications, potential risks, expected benefits, medication name, route, dose, and time(s) to be administered.
 - c. The caseworker ensures that the child and substitute care provider understand the name of the medication, the benefits and any potential side effects (as appropriate considering child's developmental level).
 - d. The caseworker assures that the provider completes **Request to Administer Psychotropic Medication form**.
 - e. The provider may request informed consent for a medication and indicate the maximum dosage he/she will titrate up to. This is to avoid repeated informed consent requests for a single medication titration.
 - f. Caseworker provides informed consent for the psychotropic medications.
 - g. The caseworker communicates the final decision to the prescriber, care provider, child and biological parent unless contraindicated.
 - h. Out of home care provider fills and administers only after approval received.**
 - i. The caseworker documents all the information in SACWIS. The caseworker makes the appropriate changes to the Psychotropic Medication File and adds the data to the spreadsheet.

Informed Consent for Changes in Type, Dose or Route of Psychotropic Medication

When an approved prescriber wishes to make changes to the medication and/or adjust the dose or route, the following shall occur:

1. The prescriber shall complete the **Request to Administer Psychotropic Medication form** and faxes or emails it to the caseworker. If the prescriber has an internal form with identical information, this form may be substituted. The provider may request informed consent for a medication and indicate the maximum dosage he/she will titrate up to. This is to avoid repeated informed consent requests for a single medication titration.
2. If the medication changes do not fall outside of the prescribing parameters and have the support of the caseworker and care giver, this will be faxed or emailed back to the provider within 24 hours of receipt of the request.

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3. The caseworker communicates to the child and substitute caregiver the name of the medication, and other changes and ensures he/she understands benefits and potential side effects (as appropriate considering child's developmental level). The caseworker obtains/documents their input into the decision.
4. The caseworker informs the biological parent of the medication or change unless contraindicated.
5. The caseworker communicates the final decision on informed consent to the care provider, child and biological parent (unless contraindicated).
6. **Out of home care provider fills and administers only after approval received.**
7. The caseworker documents all the information in SACWIS and makes the appropriate changes to the Psychotropic Medication File and adds the data to the spreadsheet.

Informed Consent During Inpatient or Residential Placement

1. A psychiatric emergency while in an inpatient or residential setting shall be considered when a set of behaviors or symptoms exist that are related to the child's psychiatric diagnosis, and may result in imminent harm to self or others. Psychotropic medications may be used by the treating physician in the event of an inpatient or residential emergency with simple notification of on call staff.
2. Other changes to psychotropic medications, types, doses or routes shall follow the procedure outlined below:
 - a. The prescriber shall complete the **Request to Administer Psychotropic Medication form** and faxes or emails it to the caseworker. If the prescriber has an internal form with identical information, this form may be substituted.
 - b. If the medication changes do not fall outside of the prescribing parameters and have the support of the caseworker and care giver, this will be faxed or emailed back to the provider within 24 hours of receipt of the request.
 - c. The caseworker communicates to the child the name of the medication, and other changes and ensures he/she understands benefits and risks (as appropriate considering child's developmental level). The caseworker obtains/documents his/her input into the decision.
 - d. The caseworker informs the biological parent of the medication or change unless contraindicated.
 - e. The caseworker notifies the prescriber of informed consent by fax or email within 24 hours.
 - f. The caseworker communicates the final decision to the treatment team, child and biological parent (unless contraindicated).
 - g. **Inpatient or residential provider administers only after approval received.**

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- h. The caseworker documents all the information in SACWIS and makes the appropriate changes to the Psychotropic Medication File and adds the data to the spreadsheet.

Orientation and Training

1. Training in this policy/procedure shall be provided to caseworkers, care givers and supervisory staff. This training shall include the following:
 - a. An overview of the statutory mandate requiring this policy;
 - b. An overview of the difference in prescribing patterns for children in the child welfare system;
 - c. Basic review of the risks and benefits of psychotropics and best practices when medication is accompanied by individual, family and group therapies;
 - d. Provide a list of preferred providers;
 - e. An explanation of each procedure and form.