



January 19, 2022

Family, Children and Adult Services Manual Transmittal Letter No. 482

To: Family, Children and Adult Services Manual Holders

From: Matt Damschroder, Director

Subject: **Public Children Services Agency (PCSA) Family Case Plans**

This letter transmits two Ohio Administrative Code (OAC) rules 5101:2-38-01 and 5101:2-38-05 which are amended as part of the five-year rule review. These rules set forth the requirements that apply to a Public Children Services Agency (PCSA) when developing and completing a family case plan. These rules will become effective February 1, 2022.

The following is a brief explanation of the changes to these rules:

OAC 5101:2-38-01 entitled **Requirements for PCSA Family Case Plan for In-home Supportive Services without a Court Order**. The paragraph order within the rule has been restructured and language has been updated to reflect the changes to the family case plan. Revisions were made to require PCSAs to document and monitor engagement with required family case plan members. The revisions promote the ability to report on the ongoing contacts and attempts to engage family case plan participants and discourage the removal of parties from the family case plan. Documentation and supervisory oversight will be required for ongoing accountability when completing family search and engagement efforts for an adult party to the family case plan when required face-to-face contact is unable to be successfully completed by a PCSA. Requirements for converting a Prevention Services Plan to a Family Case Plan have been added.

OAC 5101:2-38-05 entitled **PCSA Family Case Plan for Children in Custody or Under Protective Supervision**. The paragraph order within the rule has been restructured and language has been updated to reflect the changes to the family case plan. Requirements regarding the documentation of the family and permanency team for a child placed in a qualified residential treatment program (QRTP) have been added. Revisions were made to require PCSAs to document and monitor engagement with required family case plan members. The revisions promote the ability to report on the ongoing contacts and attempts to engage family case plan participants and discourage the removal of parties from the family case plan. Documentation and supervisory oversight will be required for ongoing accountability when completing family search and engagement efforts for an adult party to the family case plan when required face-to-face contact is unable to be successfully completed by a PCSA. Requirements regarding independent living skills assessments and plans were clarified. Additionally, activities addressing PCSAs to exercise due diligence

to inform relatives and kin of their options to care and support a child removed from their home were added.

INSTRUCTIONS:

The following chart indicates the materials that should be removed from the Family, Children and Adult Services Manual (FCASM) and the materials that should be added.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
SOCIAL SERVICES	5101:2-38-01	5101:2-38-01
SOCIAL SERVICES	5101:2-38-05	5101:2-38-05
Transmittal Letters		FCASMTL No. 482

5101:2-38-01 **Requirements for PCSA family case plan for in-home supportive services without court order.**

(A) The public children services agency (PCSA) shall develop and complete ~~a case plan utilizing the JFS 01410 "Comprehensive Assessment Planning Model - I.S., Case Plan" (rev. 2/2006)~~ the family case plan if in-home supportive services for the child and the child's custodial parent, non-custodial parent, guardian, or custodian are agreed upon and there is no court order.

(B) The ~~JFS 01410~~ family case plan shall be based on the completion of the ~~JFS 01400 "Comprehensive Assessment Planning Model - I.S., "Family Assessment," (rev. 7/2006)~~.

~~(C) Completion of the JFS 01400 is not required in order to complete a JFS 01410 resulting from the following family in need of service reports:~~

~~(1) Deserted child.~~

~~(2) Emancipated youth.~~

~~(3) Permanent surrender.~~

~~(4) Interstate compact on the placement of children.~~

~~(D)~~ (C) The following are considered parties to the family case plan:

(1) The child's custodial parent, non-custodial parent, guardian, or and custodian as applicable.

(2) The child age fourteen and older.

(3) The child under age fourteen if developmentally appropriate.

(4) The Indian custodian if any, and child's Indian tribe and extended relatives as defined in rule 5101:2-53-01 of the Administrative Code, if applicable.

~~(E)~~ (D) ~~If~~ When initiating the family case planning process, the PCSA shall:

(1) ~~Provide verbal or written notification no less than seven days prior to case plan completion to the parties to the case plan as outlined in paragraph (D) of this rule of their responsibility to work with the agency in jointly developing, implementing, and reviewing the case plan~~ Unless the family agrees to waive the right to the seven days' notice, the PCSA is to provide at least seven days' notice to the parties in paragraph (C) of this rule of the responsibility to work with the agency to jointly develop the family case plan.

- (2) Document the date and method of notification to all parties to the family case plan ~~in the statewide automated child welfare information system (SACWIS).~~
- (E) Completion of the "Family Assessment" is not required in order to complete a family case plan resulting from the following family in need of service reports:
- (1) Deserted child.
 - (2) Emancipated youth.
 - (3) Permanent surrender.
 - (4) Interstate compact on the placement of children.
- (F) The PCSA shall obtain agreement on the contents of the ~~JFS 01410~~family case plan; obtain signatures from the child's custodial parent, non-custodial parent, guardian, or custodian; and provide each with a copy of the ~~JFS 01410~~family case plan no later than ~~seven~~fourteen days from the child's custodial parent, non-custodial parent, guardian, or custodian's signature, not including the date of signature.
- (G) The PCSA shall develop and complete the ~~case plan~~family case plan no later than thirty days after whichever of the following occurs first:
- (1) The case decision indicates the need for services and the child's custodial parent, non-custodial parent, guardian, or custodian agrees to the provision of supportive services.
 - (2) The child's custodial parent, non-custodial parent, guardian, or custodian voluntarily requests services and the PCSA determines that the requested services can be provided.
- (H) The ~~JFS 01410~~family case plan shall be considered complete once the child's custodial parent, non-custodial parent, guardian, or custodian signs the family case plan indicating their agreement to participate in services.
- (I) If sufficient information is not available to complete any element contained on the ~~JFS 01410~~family case plan, the PCSA shall:
- (1) Specify in the ~~JFS 01410~~family case plan, ~~developed pursuant to paragraph (E) of this rule,~~ the additional information needed in order to complete all parts of the family case plan and the steps to take to obtain the missing information.

- (2) Obtain the missing information and complete the missing elements of the ~~JFS 01410~~family case plan no later than thirty days after the date the incomplete ~~JFS 01410~~family case plan was signed.
- (J) The PCSA shall develop one family case plan per case.
- (K) The PCSA shall make face-to-face contact with each custodial parent, non-custodial parent, guardian, or custodian, and child participating in and being provided services through the JFS 01410 family case plan no less than monthly to monitor progress on the family case plan objectives.
- (1) The PCSA shall have at least one contact every other month in the child's home.
- (2) The PCSA shall document home visits, attempts, and all contacts ~~in SACWIS~~.
- (L) If the initial attempt to complete a face-to-face contact pursuant to paragraph (K) of this rule is unsuccessful, the PCSA shall make a minimum of two additional attempts to complete the face-to-face contact within the ~~calendar~~ month.
- (M) For an adult who is a party to the family case plan where minimum face-to-face contacts cannot be completed pursuant to paragraph (K) of this rule and the attempts of face-to-face contact pursuant to paragraph (L) of this rule have been completed, the subsequent month(s) the PCSA is to identify and document the following information and provide regulatory review of the contact status with the individual:
- (1) The case circumstance, identifying the barrier to completing the face-to-face contact.
- (2) Identify alternative forms of contact, if possible, to be completed with the individual in lieu of the face-to-face contact (telephone, video conference, electronic communication, etc).
- (3) The plan of diligent efforts to successfully resume monthly face-to-face contact with the individual.
- (4) Supervisory approval.
- ~~(M)~~(N) The PCSA shall complete an ~~amendment~~update to the ~~JFS 01410~~family case plan if the child is placed in substitute care or if there is a change in any of the following:
- (1) Services.
- (2) Participant(s).

- (3) Case plan goal.
- (4) Case plan activities.
- (5) Legal status of the child.
- (6) Completion of the ~~JFS 01413 "Comprehensive Assessment Planning Model - I.S., "Case Review" (rev. 8/2010)~~ or the ~~JFS 01402 "Comprehensive Assessment Planning Model - I.S., "Ongoing Case Assessment/ Investigation" (rev. 7/2006)~~ indicates a change in the safety or risk to the child.

(O) If a prevention services plan under the "Prevention Services" case category in SACWIS is to transfer without a court order to a family case plan under the "Ongoing" case category in SACWIS pursuant to rule 5101:2-40-05 of the Administrative Code, the PCSA is to create and submit a family case plan and do the following as applicable:

- (1) Contact the child's custodial parent, non-custodial parent, guardian, or custodian and seek an agreement for the development of the family case plan.
- (2) Obtain signatures from the child's custodial parent, non-custodial parent, guardian, or custodian.
- (3) Provide each custodial parent, non-custodial parent, guardian, or custodian with a copy of the family case plan within fourteen days of the update, not including the date of signature.

~~(N)~~(P) If an amendment update to the JFS 01410 family case plan is required, the PCSA shall complete the JFS 01411 "Comprehensive Assessment Planning Model - I.S., Amended Case Plan Cover Sheet" (rev. 2/2006) update the family case plan and do the following as applicable:

- (1) If the PCSA is providing in-home supportive services with no court order, the PCSA shall do all of the following:
 - (a) Contact the child's custodial parent, non-custodial parent, guardian, or custodian and seek an agreement for an ~~amendment of~~update to the JFS 01410 family case plan.
 - (b) Obtain signatures from the child's custodial parent, non-custodial parent, guardian or custodian.
 - (c) Implement the amendment update to the family case plan once the custodial parent, non-custodial parent, guardian, or custodian agrees to the change.

- (d) Provide each custodial parent, non-custodial parent, guardian, or custodian with a copy of the amendment updated family case plan within seven days of the amendment update, not including the date of signature.
- (2) If the PCSA ~~amends~~ updates the ~~JFS-01410~~ family case plan due to court ordered placement of the child in substitute care, the PCSA shall complete the amendment update in accordance with rule 5101:2-38-05 of the Administrative Code and submit the amendment updated family case plan to the court within seven days of the child's placement in substitute care, not including the date of placement.
- (3) If the PCSA ~~amends~~ updates the ~~JFS-01410~~ family case plan due to change in legal status, the PCSA shall complete the amendment update in accordance with rule 5101:2-38-05 of the Administrative Code and submit the amendment updated family case plan to the court within seven days of filing a complaint, not including the date of filing.
- ~~(O)~~ (Q) If the PCSA and the child's custodial parent, non-custodial parent, guardian, or custodian no longer agree on the family case plan, the PCSA shall do one of the following:
- (1) Discontinue supportive services to the family by closing the case in accordance with paragraph ~~(S)~~ (U) of this rule.
- (2) File a complaint with the court pursuant to section 2151.27 of the Revised Code if the child is an abused, neglected, or dependent child or may become abused, neglected or dependent; and intervention of the court is needed for the child's protection.
- ~~(P)~~ (R) The PCSA shall review the progress of the family case plan objectives by completing the ~~JFS-01413~~ "Case Review" pursuant to rule 5101:2-38-09 of the Administrative Code.
- ~~(O)~~ (S) The PCSA shall conduct a semiannual administrative review by completing the ~~JFS-01412 "Comprehensive Assessment Planning Model -- I.S., "Semiannual Administrative Review (SAR)" (rev. 7/2016)~~ pursuant to rule 5101:2-38-10 of the Administrative Code.
- ~~(R)~~ (T) If a case review or a semiannual administrative review results in a recommendation for a family case plan amendment update, the PCSA shall involve the child's custodial parent, non-custodial parent, guardian, or custodian and child age fourteen and older in the development of the amendment updated family case plan.
- ~~(S)~~ (U) The PCSA shall do all of the following to close a case:

- (1) Complete the ~~JFS-01413~~ "Case Review" to assess there are no active safety threats and the overall level of risk is reduced.
 - (2) Notify parties to the family case plan as outlined in paragraph ~~(D)~~(C) of this rule of the intent to close the case and document the date and method of notification.
 - (3) ~~Complete the JFS-01411~~ Update the family case plan.
- ~~(F)~~(V) The PCSA shall maintain a copy of the original ~~JFS-01410~~ family case plan, all ~~amendments~~ updates, and documentation of the face-to-face contacts, including attempted contacts and home visits to monitor progress on the family case plan objectives ~~in SACWIS~~.

Effective: 2/1/2022

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CERTIFIED ELECTRONICALLY

Certification

01/18/2022

Date

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5101:2-38-05

PCSA family case plan for children in custody or under protective supervision.

(A) The public children services agency (PCSA) shall develop and complete ~~a case plan utilizing the JFS 01410 "Comprehensive Assessment Planning Model - I.S., the family case plan Case Plan" (rev. 2/2006)~~ if services are provided to the child in the child's own home or in a substitute care setting and file with the court no later than thirty days from when one of the following occurs:

- (1) The PCSA files a complaint pursuant to section 2151.27 of the Revised Code alleging the child is an abused, neglected, or dependent child.
- (2) The PCSA has court ordered temporary custody or permanent custody of the child.
- (3) The court orders the PCSA to provide protective supervision for a child living in the child's own home.
- (4) The court orders the PCSA to place the child, sixteen or older, in a planned permanent living arrangement.

~~(B) Completion of the JFS 01400 "Comprehensive Assessment Planning Model - I.S., Family Assessment" (rev. 7/2006) is not required in order to complete a case plan resulting from the following family in need of service reports:~~

- ~~(1) Deserted child.~~
- ~~(2) Emancipated youth.~~
- ~~(3) Permanent surrender.~~
- ~~(4) Interstate compact on the placement of children.~~

~~(C) Notification and participation of the child or parent is not required for the development of the case plan or any amendments to the case plan if the child has been adjudicated as a deserted child pursuant to section 2151.3519 of the Revised Code.~~

~~(D)~~**(B)** The PCSA shall develop one family case plan per case unless directed otherwise by an order of the court.

~~(E)~~**(C)** The following are considered parties to the family case plan:

- (1) Child's parent (including non-custodial parent), guardian, or custodian.
- (2) Pre-finalized adoptive parent, if applicable.

- (3) Guardian ad litem and or court appointed special advocate, if one has been appointed.
- (4) Child age fourteen and older.
- (5) Child under age fourteen if developmentally appropriate.
- (6) The Indian custodian, if any, and child's Indian tribe and extended relatives as defined in rule 5101:2-53-01 of the Administrative Code, if applicable.
- (7) Child's attorney, if applicable.
- (8) Any other party specifically identified by the court as a party to the family case plan.

~~(F)~~(D) The ~~JFS-01410~~family case plan shall be based on the completion of the ~~JFS 01400~~"Family Assessment.":

(E) Completion of the "Family Assessment" is not required in order to complete a family case plan resulting from the following family in need of service reports:

- (1) Deserted child.
- (2) Emancipated youth.
- (3) Permanent surrender.
- (4) Interstate compact on the placement of children.

(F) Notification and participation of the child or parent is not required for the development of the family case plan or any updates to the family case plan if the child has been adjudicated as a deserted child pursuant to section 2151.3519 of the Revised Code.

(G) ~~When~~ initiating the family case planning process, the PCSA shall:

- (1) Unless the family agrees to waive the right to the seven days' notice, the PCSA is to provide at least seven days' notice of the opportunity to participate in the development of the family case plan to the following~~No less than seven days prior to case plan completion, provide verbal or written notification of the opportunity to participate in the development, implementation, and review of the case plan to the following:~~

- (a) All parties to the family case plan as outlined in paragraph ~~(E)~~(C) of this rule.

- (b) The substitute caregiver as defined in rule 5101:2-1-01 of the Administrative Code.
- (c) For substitute care cases in which the child is age fourteen and older, two individuals, at the option of and as selected by the child, pursuant to rule 5101:2-42-905101:2-42-19 of the Administrative Code and in accordance with the JFS 01677 "Foster Youth Rights Handbook," ~~(rev. 5/2015)~~:
 - (i) One of the individuals selected by the child may be designated to be the child's advisor and advocate regarding application of the prudent parent standard.
 - (ii) A PCSA may reject individuals referenced in paragraph (G)(1)(c) of this rule if the agency has good cause to believe the individual(s) would not act in the best interest of the child. The agency shall document in an activity log the individual's name and the reason the agency found the individual would not act in the best interest of the child.
- (d) The permanency team for substitute care cases in which a child is placed in an approved qualified residential treatment program (ORTP) determined by the assessment pursuant to rule 5101:2-42-12 of the Administrative Code.
- (2) Document the date and method of notification, along with any waivers of notification.
- ~~(2)~~(3) Work with all parties on the development, ~~implementation, and review~~ of the family case plan; attempt to obtain agreement of the contents of the family case plan by the parties outlined in paragraph ~~(E)~~(C) of this rule and provide each party with a copy of the ~~JFS 01410~~family case plan no later than seven days from the child's parent (including non-custodial parent), guardian, or custodian's signature not including the date of signature.
- ~~(3)~~(4) Inform all parties identified in paragraph ~~(E)~~(C) of this rule if agreement cannot be obtained on the contents of the family case plan, the parties may present evidence at the dispositional hearing and the court will determine the contents of the family case plan based upon the evidence presented.
- (H) The ~~JFS 01410~~family case plan shall include a written visitation plan for siblings removed from their home and not jointly placed pursuant to rules 5101:2-42-92 and 5101:2-39-01 of the Administrative Code. The visitation plan shall provide for

regular, ongoing visitation and interaction between the siblings no less than monthly unless the PCSA has documented that it would be contrary to the safety or well-being of any child.

- (I) For all children receiving PCSA services pursuant to rule 5101:2-42-92 of the Administrative Code the ~~JFS 01410~~family case plan shall include a written visitation plan for the child's parent (including non-custodial parent), guardian, or custodian. The visitation plan shall provide for regular, ongoing visitation and interaction between the child placed in substitute care and the parent (including non-custodial parent), guardian, or custodian.
- (J) The PCSA shall attach the JFS 01443 "Child's Education and Health Information," (~~rev. 8/2010~~), to the ~~JFS 01410~~family case plan for each child placed in a substitute care setting.
- (K) The family case plan is to contain required documentation of the family and permanency team for a child placed in a qualified residential treatment program (QRTP) pursuant to rules 5101:2-38-05.1 and 5101:2-42-12 of the Administrative Code.
- ~~(K)~~(L) The PCSA shall act in accordance with Chapter 5101:2-53 of the Administrative Code for children identified as Indian. Services provided shall be specifically designed for the Indian family if available, including resources of the extended family, the tribe, Indian organizations, tribal family service programs and individual Indian caregivers.
- ~~(L)~~(M) If sufficient information is not available to complete any element contained on the ~~JFS 01410~~family case plan, the PCSA shall do all of the following:
- (1) Specify in the ~~JFS 01410~~family case plan developed pursuant to paragraph (G) of this rule, the additional information needed in order to complete all parts of the family case plan and the steps needed to obtain the missing information and file with the court.
 - (2) Obtain the missing information, complete the missing elements of the ~~JFS 01410~~family case plan, and submit to the court no later than thirty days after the adjudicatory hearing or by the date of the dispositional hearing.
- ~~(M)~~(N) The ~~JFS 01410~~family case plan shall serve as the permanency plan for the child.
- ~~(N)~~(O) Once the court journalizes the ~~JFS 01410~~family case plan, the parties including PCSA staff, are bound by the provisions outlined in the journalized family case plan. Failure to comply with the family case plan by any party to the family case plan may result in a finding of contempt of court.

~~(O)~~(P) The PCSA shall complete contact in accordance with the following:

(1) For court-ordered protective supervision cases the PCSA shall:

- (a) Complete face-to-face contact with each parent (including non-custodial parent), guardian, or custodian, or if applicable, pre-finalized adoptive parent, and child participating in and being provided services listed in the family case plan no less than monthly to monitor progress on the family case plan objectives.
- (b) Complete at least one contact every other ~~calendar~~ month in the child's parent (including non-custodial parent), guardian, or custodian's home, or if applicable, pre-finalized adoptive parent's home.

(2) For cases with children in temporary custody of the PCSA, the PCSA shall:

- (a) Complete face-to-face contact with the child pursuant to rule 5101:2-42-65 of the Administrative Code.
- (b) Complete face-to-face contact with each parent (including non-custodial parent), guardian, or custodian, or if applicable, pre-finalized adoptive parent participating in and being provided services listed in the family case plan no less than monthly to monitor progress on the family case plan objectives.
- (c) Complete at least one contact every other month in the child's parent (including non-custodial parent), guardian, or custodian's home, or if applicable, pre-finalized adoptive parent's home.

(3) For cases with children in the permanent custody of the PCSA, the PCSA shall:

- (a) Complete face-to-face contact with the child pursuant to rule 5101:2-42-65 of the Administrative Code.
- (b) Complete face-to-face contacts pursuant to rule 5101:2-48-17 of the Administrative Code, as applicable.

~~(P)~~(Q) If the initial attempt to complete face-to-face contact pursuant to paragraph ~~(O)~~(P) of this rule is unsuccessful, the PCSA shall make a minimum of two additional attempts to complete the face-to-face contacts within the ~~calendar~~ month.

(R) For an adult who is a party to the family case plan where minimum face-to-face contacts cannot be completed pursuant to paragraph (P) of this rule and the attempts of face-to-face contact pursuant to paragraph (Q) of this rule have been completed, the

subsequent month(s) the PCSA is to identify and document the following information and provide regulatory review of the contact status with the individual in SACWIS:

- (1) The case circumstance, identifying the barrier to completing face-to-face contact.
- (2) The alternative forms of contact, if possible, to be completed with the individual in lieu of face-to-face contact (telephone, video conference, electronic communication, etc).
- (3) The plan of diligent efforts to successfully resume monthly face-to-face contact with the individual.
- (4) Supervisory approval.

~~(Q)~~(S) The PCSA may suspend home visits with the child's parent (including non-custodial parent), guardian, or custodian of a child in PCSA custody if conducting visits in the home presents a threat to the safety of the caseworker. A written justification to suspend visits in the home shall be documented in the case record and shall include all of the following:

- (1) Identification of the specific threat to the caseworker's safety and the person posing the threat.
- (2) Identify alternative forms of contact, if possible, to be completed with the individual in lieu of face-to-face contact (telephone, video conference, electronic communication, etc)~~Documentation of other measures taken to assure worker safety prior to suspension of home visits.~~
- (3) The plan of diligent efforts to successfully resume monthly face-to-face contact with the individual~~The anticipated length of time home visits are to be suspended.~~
- (4) Authorization of the executive director or his or her designee to suspend home visits.

~~(R)~~(T) If home visits are suspended pursuant to paragraph ~~(Q)~~(S) of this rule, the PCSA shall complete face-to-face contact with the child's parent (including non-custodial parent), guardian, or custodian no less than monthly in a location that assists in ensuring the safety of the caseworker.

~~(S)~~(U) If a voluntary family case plan had been implemented pursuant to rule 5101:2-38-01 of the Administrative Code and the PCSA determines the involvement of the court is necessary, the PCSA shall ~~amend~~ update the family case plan ~~by completing the JFS 01411 "Comprehensive Assessment Planning Model - I.S. Amended Case Plan Cover~~

~~Sheet~~" (rev. 2/2006) and submit the ~~amended~~updated ~~JFS 01410~~family case plan to the court within ~~seven~~fourteen days of the event listed in paragraph (A) of this rule.

(V) If a prevention services plan under the "Prevention Services" case category in SACWIS is to transfer to a family case plan under the "Ongoing" case category in SACWIS pursuant to rule 5101:2-40-05 of the Administrative Code, the PCSA is to create and submit a family case plan to the court within fourteen days of the event listed in paragraph (A) of this rule.

~~(F)~~(W) The PCSA shall contact the parties to the family case plan as outlined in paragraph ~~(E)~~(C) of this rule and seek agreement and obtain the signatures of the parties to the family case plan for any ~~amendment~~update to the family case plan if any of the following occurs:

- (1) The conditions of the child or the child's parent (including non-custodial parent), guardian, or custodian, or if applicable, pre-finalized adoptive parent change; and the change affects the legal status of the child or the provision of supportive services.
- (2) There is a change in the goal for the child and/or changes that family members need to address to alleviate concerns.
- (3) The child needs to be placed in a substitute care setting; reunified with the child's parent (including non-custodial parent), guardian, custodian, or pre-finalized adoptive parent; or moved to another substitute care setting.
- (4) The child attains the age of fourteen, has had a completed life skills assessment, and an independent living plan is developed pursuant to rule 5101:2-42-19 of the Administrative Code~~and life skill services are offered~~.
- (5) The child attains the age of sixteen and the court orders the PCSA to place the child in a planned permanent living arrangement.
- (6) A change in the visitation plan for a child.
- (7) A party must be added or deleted from the ~~JFS 01410~~family case plan.

~~(U)~~(X) The PCSA shall record, on the ~~JFS 01411~~family case plan, the reasons for any agreed upon ~~amendment~~update made and submit the ~~amendment~~updated family case plan to the court within seven days of the ~~agreement~~change.

~~(V)~~(Y) If agreement as described in paragraph ~~(U)~~(X) of this rule is not obtained, the PCSA shall request a change in the family case plan by filing the proposed change with the court and do the following:

- (1) Provide written notice of the proposed change to all parties listed in paragraph ~~(E)~~(C) of this rule.
 - (a) Written notice of the proposed change shall be provided no later than the close of business of the day after the proposed change is filed with the court.
 - (b) Notify parties listed in paragraph ~~(E)~~(C) of this rule; that if a party disagrees with the change in the family case plan, the party may request a court hearing of the proposed change within seven days of the filing with the court, not including the date of filing.
- (2) The PCSA may implement the ~~amendment~~update fifteen days after it is filed with the court if:
 - (a) The court does not approve or disapprove the change.
 - (b) The court does not schedule a hearing.
 - (c) The court journalizes the ~~case plan amendment~~updated family case plan.
- ~~(W)~~(Z) In an emergency situation or if a child is in immediate danger of serious harm, the PCSA shall implement the change, ~~amend the case plan~~update the family case plan, and do all of the following:
 - (1) Notify all parties of the family case plan, as outlined in paragraph ~~(E)~~(C) of this rule, and the court of the change no later than the next day.
 - (2) File a statement of the change with the court within three days of the change.
 - (3) Provide to all parties to the family case plan as outlined in paragraph ~~(E)~~(C) of this rule the following:
 - (a) A copy of the statement filed with the court within three days of the change.
 - (b) Notification that if any party disagrees with the change in the family case plan, the party has ten days to object to the change and to request a court hearing.
 - (4) Continue to implement the change unless the court disapproves.
 - (5) Revert back to implementing the provisions of the journalized family case plan if the court does not approve the change.

~~(X)~~(AA) The PCSA shall review the progress in achieving the family case plan objectives and services by completing the ~~JFS 01413 "Comprehensive Assessment Planning Model - I.S.", "Case Review" (rev. 8/2010)~~ pursuant to rule 5101:2-38-09 of the Administrative Code and the ~~JFS 01412 "Comprehensive Assessment Planning Model - I.S.", "Semiannual Administrative Review (SAR)" (rev. 7/2016)~~ pursuant to rule 5101:2-38-10 of the Administrative Code.

~~(Y)~~(BB) The PCSA may develop a supplemental plan for locating a permanent family placement for a child concurrently with reasonable efforts to preserve and reunify families. The supplemental plan shall not be considered a part of the family case plan and does not require agreement or approval by the parties to the family case plan as outlined in paragraph ~~(E)~~(C) of this rule. Any supplemental plan shall be discussed and reviewed with the parent (including non-custodial parent), guardian, or custodian. The PCSA is to exercise due diligence in informing relatives and kin of their options pursuant to rule 5101:2-39-01 of the Administrative Code.

~~(Z)~~(CC) The PCSA shall maintain a copy of the original ~~JFS 01410~~family case plan, all ~~amendments~~updates,; documentation of the face-to-face contacts, home visits, including attempted contacts and home visits to monitor progress on the family case plan objectives ~~in the statewide automated child welfare information system (SACWIS).~~

~~(AA)~~(DD) Upon determining case closure the PCSA shall do all of the following:

- (1) Notify all parties of the family case plan as listed in paragraph ~~(E)~~(C) of this rule of the case closure and document in SACWIS the date and method of notification.
- (2) ~~Complete and sign the JFS 01411~~ Update family case plan.

Effective: 2/1/2022
Five Year Review (FYR) Dates: 10/27/2021 and 02/01/2027

CERTIFIED ELECTRONICALLY

Certification

01/18/2022

Date

Promulgated Under: 119.03
Statutory Authority: 2151.412, 2151.421, 5103.03, 5153.166
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