

Mandated Reporter and Law Enforcement Notification Updates

This guidance document expands upon some of the provisions of House Bill 4 signed by Governor DeWine on February 28th, 2022. Its purpose is to prevent abused and neglected children in Ohio from falling through the cracks by strengthening the partnerships between the various systems charged with protecting them. This law will become effective on May 30th, 2022.

Mandatory Notifications to Mandated Reporters

PCSAs are required to send notifications to the mandated reporter if the mandated reporter provides their name and contact information when making the report *regardless of the mandated reporter's request to receive or opt out of receiving the notification*. The mandated reporter can choose whether they prefer to receive the notification via letter or electronically. The PCSA **must** send the following notifications:

1. Initial notification no later than seven calendar days after the screening decision that provides the status of the agency's assessment/investigation into the report, who the mandated reporter can contact for further information, and a description of the mandated reporter's rights.
2. An outcome notification for screened in reports informing that the agency has closed or transferred the assessment/investigation for ongoing services no later than seven calendar days after the assessment/investigation is completed.

It is highly recommended PCSAs use the mandated reporter letters in SACWIS as they include all required information. If your PCSA does not use the mandated reporter letters in SACWIS, see Activity Log coding instructions beginning on page 3 of this document.

Cross reporting requirements for PCSAs to Law Enforcement

PCSAs are **required** to notify the appropriate law enforcement agency:

1. No later than seven calendar days after screening in all reports of **abuse** unless law enforcement is the referral source.
2. No later than seven calendar days after screening in reports of **neglect** if the PCSA enacts a safety plan (in-home safety plan, out-of-home safety plan, or legally authorized removal) due to neglect during that timeframe unless law enforcement is the referral source. Best practice would support notification of law enforcement when a safety plan is enacted after the first seven calendar days.

It is recommended PCSAs use the "Law Enforcement Notification" letter in SACWIS to fulfill this requirement. If your PCSA does not use this letter, the cross-referral to law enforcement is to be documented in SACWIS. The "Law Enforcement Request for Assistance" letter is also available for use as needed.

The chart on the following page details mandated reporter notification and law enforcement cross-referral requirements by case category and screening decision.

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Case Category	Screening Decision	Referral to Law Enforcement Required?	Initial Mandated Reporter Notification Required?	Outcome Mandated Reporter Notification Required?
Abuse (Alternative and Traditional Response)	Screened In	YES*	YES	YES
	Screened Out	NO	YES	N/A
Neglect (Alternative and Traditional Response)	Screened In	YES*, if the PCSA enacts a safety plan, including but not limited to removal, due to neglect within seven calendar days of screening in the report OPTIONAL, if the PCSA does not enact a safety plan, including but not limited to removal, due to neglect within seven calendar days of screening in the report	YES	YES
	Screened Out	NO	YES	N/A
Dependency	Screened In	NO	OPTIONAL†	OPTIONAL†
	Screened Out	NO	OPTIONAL†	N/A
Family in Need of Services	Screened In	NO	OPTIONAL†	OPTIONAL†
	Screened Out	NO	OPTIONAL†	N/A
Information and/or Referral	Screened Out	NO	OPTIONAL†	N/A

**The only exception to this requirement is if law enforcement is the referral source.*

†Optional, however best practice would support sending these notifications.

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Activity Log Coding for Written Notifications to Mandated Reporters

When a Mandated Reporter Letter is generated and saved in SACWIS, an Activity Log is automatically created to document completion of that activity. **If a Mandated Reporter Letter is generated outside SACWIS, the worker will document that by manually recording an Activity Log.**

Activity Details Tab

- Contact Type: **Letter To** or **Email**

Activity Details	Intake Info	Participants	Visitation Plans	Narrative	
CASE NAME / ID: [REDACTED]		Ongoing / Open (11/07/2021)			
Activity Log ID: [REDACTED]		Activity Start Date: 11/30/2021			
Activity Details					
Create Date:	11/30/2021 08:03 AM	Created By:	[REDACTED]	Agency:	[REDACTED]
Start Activity Date: *	11/30/2021 [Calendar Icon]	Time:	[] AM [v]		
End Activity Date:	11/30/2021 [Calendar Icon]	Time:	[] AM [v]		
Responsible Worker: *	[REDACTED]	Originator Of Information:	[]		
Contact Duration:	[]	<input type="checkbox"/> High Priority			
Contact Types					
Available Contact Types:		Select Contact Types: *			
[REDACTED] Add All Add		Remove Remove All [REDACTED]			
Alternative Form of Contact		Letter To			
Announced Home Visit					
Collateral					
Court					
Critical Safety Issue					
Education					
Email					
Face-to-Face					

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- Case Category: **(Any)**
 - **Note:** The Case Category defaults to the current category on the case. However, only when **Assessment/Investigation** is selected will all the Intake Participants display on the Participants tab of the Activity Log. Otherwise, Case Participants will display.
- Category: **Correspondence**
- Select Sub Categories: **Mandated Reporter Letter Disposition** or **Mandated Reporter Letter Initial**

Category Information

Case Category: * Assessment/Investigation ⓘ

Category: * Correspondence

Available Sub Categories:

Search: Add All Add

- Kinship Support Plan
- Law Enforcement Notification
- Notice to Parent Regarding Custody
- Notification to Out of Home Care Administrator
- Other
- Placement Changes Notification
- Post Invest Notification to Licensing Authority
- Post Invest Notification to OHC Admin

Other Sub Category:

Select Sub Categories: *

Remove Remove All Search

- Mandated Reporter Letter Disposition
- Mandated Reporter letter Initial

Intake Info Tab

- Select the checkbox for the applicable **Intake(s)**

Activity Details Intake Info Participants Visitation Plans Narrative

CASE NAME / ID: Ongoing / Open (11/07/2021)

Activity Log ID: Activity Start Date: 11/30/2021

Intake Information

Current Case Episode

<input type="checkbox"/>	Intake ID	Screening Decision	Date	Category	Type(s)	Agency
<input checked="" type="checkbox"/>	21723015	Screened In	11/24/2021	CA/N Report	Neglect	<input type="text"/>

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Participants Tab

- Contact Status: **In Regards To** (for the applicable participants); required for at least one participant.

Activity Details Intake Info **Participants** Visitation Plans Narrative

CASE NAME / ID: [REDACTED] Ongoing / Open (11/07/2021)

Activity Log ID: [REDACTED] Activity Start Date: 12/01/2021

Choose Participants

Intake Participants (Includes all Participants for the intake(s) selected on the Intake Info tab)

	Contact Status
[REDACTED]	<input type="radio"/> None <input type="radio"/> Attempted <input type="radio"/> Completed <input checked="" type="radio"/> In Regards To
[REDACTED]	<input checked="" type="radio"/> None <input type="radio"/> Attempted <input type="radio"/> Completed <input type="radio"/> In Regards To
[REDACTED]	<input checked="" type="radio"/> None <input type="radio"/> Attempted <input type="radio"/> Completed <input type="radio"/> In Regards To

Narrative Tab

- Record a brief **Narrative** to indicate the Mandated Reporter Letter was sent.

Reach out to your administrator and/or your county's assigned Technical Assistance Specialist (TAS) for guidance as needed.