



April 14, 2022

Family, Children and Adult Services Manual Transmittal Letter No. 493

TO: Family, Children and Adult Services Manual Holders
FROM: Matt Damschroder, Director
SUBJECT: **Common Sense Initiative Office (CSIO) Updated Language Adoption Inquiry and Case Record**

This letter transmits amendment to Ohio Administrative Code (OAC) Rules 5101:2-48-08 and 5101:2-48-22 as a result of the Common Sense Initiative Office project to revise outdated language and terminology regarding communication methods in OAC rules. These rules will be effective May 1, 2022. The following is a brief explanation of the changes:

OAC 5101:2-48-08 entitled **Adoption Inquiry** provides guidance to agencies on the procedures an agency must take when contacted by a prospective adoptive applicant. Paragraph (C) was amended to change outdated terminology from telephone number to contact information. Paragraph (E) was amended to change terminology from telephone number to contact information.

OAC 5101:2-48-22 entitled **Adoptive Family Case Record** provides guidance to agencies on preparing and maintaining case records. Paragraph (B)(24) was amended to change terminology from telephone call to contact.

INSTRUCTIONS: The following chart indicates the material that should be removed from the Family, Children and Adult Services Manual (FCASM) and the materials that are to be inserted in the FCASM.

LOCATION	REMOVE AND FILE AS OBSOLETE	INSERT/REPLACEMENT
Social Services	OAC 5101:2-48-08	OAC 5101:2-48-08
	OAC 5101:2-48-22	OAC 5101:2-48-22
Transmittal Letters		FCASMTL No. 493

5101:2-48-08

Adoption inquiry.

- (A) The public children services agency (PCSA), private child placing agency (PCPA) and private noncustodial agency (PNA) shall maintain a log of inquiries from persons interested in being adoptive parents. The agency shall document in the log any follow-up for each inquiry.
- (B) If the inquirer resides in Ohio, the PCSA, PCPA or PNA shall provide the following to the inquirer within seven business days of the inquiry:
- (1) A copy of the JFS 01675 "Ohio Adoption Guide: Handbook for Prospective Adoptive Families" or the link to access the guide electronically. The link for the state foster care and adoption website, www.FosterAndAdopt.jfs.ohio.gov.
 - (2) Instructions on how to get an application for adoption.
 - (3) A copy of the PCSA, PCPA or PNA adoption policy, or summary of the policy, prepared pursuant to rule 5101:2-48-05 of the Administrative Code.
- (C) If the inquirer resides out of state and has an approved homestudy, the PCSA, PCPA or PNA shall send the inquirer a copy of the JFS 01675, or the link to access the guide electronically. If the family has identified a child they are interested in, the family should be given the ~~telephone number~~ contact information to the custodial agency. This information shall be provided to the inquirer within seven business days of the inquiry.
- (D) If the inquirer resides out of state and does not have an approved homestudy, the PCSA, PCPA or PNA shall send the inquirer a copy of the JFS 01675, or the link to access the guide electronically. The PCSA, PCPA or PNA shall also inform the inquirer that they will need a completed and approved homestudy from their state of residence in order to adopt an Ohio child. This information shall be provided to the inquirer within seven business days of the inquiry.
- (E) The PCSA, PCPA and PNA shall develop and implement referral procedures whereby an inquiry from an Ohio resident, who does not meet requirements for adoption services as identified in the agency's adoption policy, is referred to another agency for adoption services. If the inquirer resides in an Ohio county that the PCSA, PCPA or PNA does not serve, a referral shall include, at a minimum, the name, address and ~~telephone number~~ contact information of the PCSA in the county of the inquirer's residence. This information shall be given to the inquirer within seven business days of the inquiry.

- (F) If the agency has appropriate access to 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.

Effective: 5/1/2022

Five Year Review (FYR) Dates: 3/1/2026

CERTIFIED ELECTRONICALLY

Certification

04/12/2022

Date

Promulgated Under: 119.03
Statutory Authority: 3107.032, 3107.033, 5153.166
Rule Amplifies: 3107.03, 3107.031, 3107.032, 3107.033
Prior Effective Dates: 07/01/1990, 09/01/1994, 09/18/1996, 12/31/1996
(Emer.), 03/31/1997, 02/12/1998 (Emer.), 05/14/1998,
12/31/1998 (Emer.), 04/01/1999, 02/15/2002,
09/01/2003, 05/15/2009, 12/28/2009, 09/01/2015,
03/01/2021

5101:2-48-22 **Adoptive family case record.**

- (A) The public children services agency (PCSA), private child placing agency (PCPA) or private noncustodial agency (PNA) shall prepare and maintain adoptive family case records at the time that a JFS 01691 "Application for Child Placement" is received.
- (B) Each adoptive family case record, as applicable to the involvement of the PCSA, PCPA or PNA, shall contain, but not be limited to:
- (1) The JFS 01691.
 - (2) Case notes and dictation concerning adoption services.
 - (3) A copy of the homestudy report, updated homestudy reports and all documents completed, identified in or collected pursuant to Chapter 5101:2-48 of the Administrative Code; as applicable.
 - (4) A copy of the JFS 01530, "Multiple Children/Large Family Assessment," if applicable.
 - (5) A copy of all documentation relating to falsification of an adoptive applicant or homestudy if any document submitted during the homestudy process has been determined to be falsified.
 - (6) A copy of the denial or approval notification sent to the applicant regarding the adoptive homestudy, updates, or amendments as required by Chapter 5101:2-48 of the Administrative Code.
 - (7) If applicable, a copy of the documentation explaining the circumstances of any delay in the commencement of the adoptive homestudy beyond the thirty day requirement in rule 5101:2-48-12 of the Administrative Code.
 - (8) If applicable, a copy of the documentation explaining the circumstances of any delay in the completion of the adoptive homestudy beyond the one hundred eighty day requirement in rule 5101:2-48-12 of the Administrative Code.
 - (9) A signed copy of the child study inventory prepared pursuant to rule 5101:2-48-21 of the Administrative Code.
 - (10) Documentation of information provided to the adoptive family pursuant to rule 5101:2-48-15 of the Administrative Code and the adoptive family's receipt of the information.
 - (11) A copy of the JFS 01654 "Adoptive Placement Agreement."

- (12) A copy of the child's case plan prepared pursuant to rule 5101:2-38-05 of the Administrative Code or rule 5101:2-38-07 of the Administrative Code, as appropriate.
- (13) A copy of the JFS 01699 "Prefinalization Adoption Assessment Report" prepared in accordance with rule 5101:2-48-17 of the Administrative Code.
- (14) Documentation regarding the activities surrounding the removal of the child from the adoptive placement, if applicable.
- (15) Documentation regarding any agency review.
- (16) Documentation constituting or referring to a complaint or grievance by the family, if applicable.
- (17) Documentation of verbal comments, verbatim, or a detailed description of any other indication made by a prospective 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 adoptive family has expressed an interest in adopting. The documentation shall indicate whether those comments were made before or after completion of the cultural diversity training which is required for all prospective adoptive applicants, if applicable.
- (18) Documentation regarding any adoption subsidy application and/or agreement.
- (19) Documentation of education and training activities attended by the adoptive applicant/family.
- (20) A copy of the JFS 01689, "Documentation of the Placement Decision Making Process."
- (21) A copy of the JFS 01609 "Family Permanency Planning Data Summary."
- (22) A copy of the JFS 01688 "Individualized Child Assessment" and any report(s) submitted by the licensed professional associated with the JFS 01688, if applicable pursuant to rule 5101:2-48-13 of the Administrative Code.
- (23) A copy of the JFS 01690 "Documentation of the Pre-adoptive Staffing and Updates."
- (24) A copy of the notification letter to the local PCSA or documentation of the ~~telephone call~~ contact related to the initiation of an adoption homestudy, as well as any response received from the PCSA.

(25) A copy of the notification letter to the local PCSA related to the impending placement of an adoptive child.

(C) The agency shall maintain case records in a consistent and organized manner such that required information set forth in this rule can be readily located. When 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.

Effective: 5/1/2022

Five Year Review (FYR) Dates: 2/1/2026

CERTIFIED ELECTRONICALLY

Certification

04/12/2022

Date

Promulgated Under: 119.03
Statutory Authority: 5101.141, 5103.03, 5153.166
Rule Amplifies: 5101.141, 5103.03, 5153.16
Prior Effective Dates: 12/30/1966, 10/01/1986, 07/01/1990, 09/01/1994,
09/18/1996, 02/13/1998 (Emer.), 05/14/1998,
04/01/1999, 09/01/2003, 02/01/2005, 12/11/2006,
03/01/2010, 10/01/2015, 02/01/2021