



December 1, 2022

Family, Children and Adult Services Manual Transmittal Letter No. 513

To: Family, Children and Adult Services Manual Holders
From: Matt Damschroder, Director
Subject: **Private Child Placing Agency Case Plan & SAR for Concurrent Planning**

This letter transmits Ohio Administrative Code (OAC) rules 5101:2-38-04 and 5101:2-38-07, which were amended due to revisions in Ohio Revised Code (ORC) 2151.412 upon the passing of House Bill 110 of the 134th General Assembly (HB 110). These rules outline the requirements for concurrent planning to be addressed in the family case plan and during the semiannual administrative review (SAR) by a Private Child Placing Agency (PCPA). These rules will become effective on 1/1/2023.

The following is a brief explanation of the rules:

OAC 5101:2-38-07 entitled **PCPA Family Case Plan for Children in Custody or Under Protective Supervision** identifies the requirements for a PCPA when completing a family case plan. The rule includes requirements for concurrent planning within the family case plan when a child enters temporary custody of a PCPA. Language has been included to meet federal and state requirements established in ORC 2151.412.

OAC 5101:2-38-04 entitled **PCPA Requirements for Completing the Semiannual Administrative Review** identifies the requirements for a PCPA when completing a semiannual administrative review. The rule includes requirements to review the concurrent plan. Language has been included to meet federal and state requirements established in ORC 2151.412.

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	5101:2-38-04	5101:2-38-04
SOCIAL SERVICES	5101:2-38-07	5101:2-38-07
FORMS	JFS 01416	JFS 01416
Transmittal Letters		FCASMTL No. 513

5101:2-38-04 **PCPA requirements for completing the semiannual administrative review.**

- (A) Each private child placing agency (PCPA) required to prepare a family case plan for a child pursuant to rules 5101:2-38-07 and 5101:2-38-03 of the Administrative Code shall complete the JFS 01416 "Semiannual Administrative Review for Private Child Placing Agencies" (SAR) for the family case plan.
- (B) The PCPA shall complete the SAR no later than every one hundred eighty days from whichever of the following activities occurs first:
- (1) Date the original court complaint was filed.
 - (2) Date of placement.
 - (3) Date of court ordered protective supervision.
 - (4) Date of parent, guardian, or custodian's signature on the family case plan for in-home supportive services only.
- (C) The PCPA shall continue to complete the SAR no later than every one hundred eighty days from the date established pursuant to paragraph (B) of this rule.
- (D) The PCPA shall complete the SAR no more than thirty days prior to the due date.
- (E) For cases with an active concurrent plan the PCPA will review and update the following during the SAR:
- (1) The concurrent plan objective.
 - (2) The activities being completed to support the concurrent plan objective.
- ~~(E)~~(F) The PCPA is to approve the SAR within five working days from the date of submission.
- ~~(F)~~(G) The PCPA is to provide at least seven days notice prior to the SAR, a written or electronic invitation including the date, time, and place convenient to the family to all of the following:
- (1) For in-home supportive services cases, all parties to the family case plan as outlined in paragraph (D) of rule 5101:2-38-07 of the Administrative Code.
 - (2) For protective supervision and substitute care cases:

- (a) All parties to the family case plan as outlined in paragraph (D) of rule 5101:2-38-07 of the Administrative Code.
- (b) The substitute caregiver, as defined in rule 5101:2-01-01 of the Administrative Code.
- (c) For substitute care cases in which the child is age fourteen and older, two individuals as outlined in paragraph (E)(1)(c) of rule 5101:2-38-07 of the Administrative Code.
- (d) The permanency team members for a child placed in an approved qualified residential treatment program (QRTP) pursuant to rule 5101:2-42-12 of the Administrative Code.

~~(G)~~(H) The PCPA does not have to include any individual listed in paragraph ~~(F)~~(G) of this rule if any of the following apply:

- (1) Cannot be located after reasonable efforts to do so;
- (2) Declines to participate in the SAR after being contacted; or
- (3) Fails to appear for the scheduled review.

~~(H)~~(I) For a child adjudicated as a deserted child, pursuant to section 2151.3519 of the Revised Code an invitation and participation of the child and parent in the SAR is not required.

~~(I)~~(J) For in-home supportive services cases, a review panel of at least two people is to conduct the SAR. The review panel is to include but not limited to:

- (1) A caseworker with day-to-day responsibility for, or familiarity with, the management of the family case plan.
- (2) A supervisor or designee.

~~(J)~~(K) For protective supervision and substitute care cases, a review panel of at least three people is to conduct the SAR. The review panel is to include but not limited to:

- (1) A caseworker with day-to-day responsibility for, or familiarity with, the management of the family case plan.
- (2) A person, not responsible for the management of the family case plan or for the delivery of services to the child, the child's parent, guardian, custodian, pre-finalized adoptive parent, or substitute caregiver.

(3) A supervisor or designee.

~~(K)~~(L) A court hearing may take the place of a SAR with the individuals listed in paragraph ~~(J)~~(K) of this rule if all of the following requirements are met:

- (1) The hearing is held in time to comply with paragraph (B) of this rule.
- (2) Notification is made to the parties to the family case plan as outlined in paragraph (D) of rule 5101:2-38-07 of the Administrative Code.
- (3) During the hearing, the court addresses each of the issues stated in paragraph ~~(M)~~(N) of this rule.
- (4) The court hearing documents each issue either on the JFS 01416 or by journal entry.

~~(L)~~(M) For in-home supportive services cases, the PCPA shall provide a copy of the SAR to all parties outlined in paragraph ~~(F)~~(G)(1) of this rule no later than seven days after completion of the SAR. A copy of the JFS 01416 shall be maintained in the case record.

~~(M)~~(N) For protective supervision and substitute care cases the PCPA shall:

- (1) File with the court a copy of the SAR no later than seven days after completion of the SAR and shall include a copy of the updated family case plan as applicable.
- (2) Provide a copy of the SAR to all parties to the family case plan in accordance with paragraph ~~(F)~~(G)(2)(a) of this rule, before the end of the next business day, after filing the SAR with the court.
- (3) Indicate, in writing, the parties identified in paragraph ~~(F)~~(G)(2)(a) of this rule shall have seven days after the date the written or electronic notice is sent to object to recommended changes in the family case plan as a result of the SAR and request a hearing of the recommended change.

~~(N)~~(O) The PCPA shall maintain a copy of the SAR and any resultant updates to the family case plan in the case record.

Effective: 1/1/2023
Five Year Review (FYR) Dates: 10/15/2026

CERTIFIED ELECTRONICALLY

Certification

11/29/2022

Date

Promulgated Under: 119.03
Statutory Authority: 2151.416
Rule Amplifies: 2151.412, 2151.416
Prior Effective Dates: 01/14/1983, 11/01/1985 (Emer.), 01/31/1986,
01/01/1989, 01/01/1990, 01/01/1991, 07/01/1992,
06/01/1997, 03/18/1999 (Emer.), 06/17/1999,
04/01/2001, 12/01/2001, 03/01/2006, 10/01/2009,
12/31/2010, 12/01/2012, 05/30/2014, 08/01/2016,
10/15/2021

5101:2-38-07

PCPA family case plan for children in custody or under court-ordered protective supervision.

- (A) The private child placing agency (PCPA) shall develop and complete a family case plan 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 PCPA files a complaint pursuant to section 2151.27 of the Revised Code alleging the child is an abused, neglected, or dependent child.
 - (2) The PCPA has court ordered temporary custody or permanent custody of the child.
 - (3) The court orders the PCPA to provide protective supervision for a child living in the child's own home.
 - (4) The court orders the PCPA to place the child, sixteen or older, in a planned permanent living arrangement.
 - (5) The PCPA has not placed the child for adoption within six months after the JFS 01666 "Permanent Surrender of Child" is executed without juvenile court approval for a child in the custody of the PCPA who was under the age of six months at the time the permanent surrender was executed.
- (B) The PCPA shall develop one family case plan per case unless directed otherwise by an order of the court.
- (C) The following are considered parties to the family case plan:
- (1) Child's custodial parent, 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 over.
 - (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) The child's attorney, if applicable.

- (8) Any other party specifically identified by the court as a party to the family case plan.
- (D) 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.
- (E) When initiating the family case planning process, the PCPA is to:
- (1) Provide at least seven days' notice of the opportunity to participate in the development of the family case plan to the following, unless the family agrees to waive the right to seven days' notice and document the family's agreement in the case record:
 - (a) All parties to the family case plan as outlined in paragraph (C) of this rule.
 - (b) The substitute caregiver as defined in rule 5101:2-01-01 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 5101:2-42-19 of the Administrative Code and in accordance with the JFS 01677 "Foster Youth Rights Handbook."
 - (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 PCPA may reject individuals referenced in paragraph (E)(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 (QRTP) determined by the assessment pursuant to rule 5101:2-42-12 of the Administrative Code.
 - (2) Document the date and method of notification.
 - (3) Work with all parties on the development of the family case plan; attempt to obtain agreement on the contents of the family case plan by the parties outlined in

paragraph (C) of this rule and provide each party with a copy of the family case plan no later than seven days from the child's custodial parent, non-custodial parent, guardian, or custodian's signature, not including the date of signature.

- (4) Inform all parties, identified in paragraph (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.
- (F) The 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 siblings no less than monthly unless the PCPA has documented that it would be contrary to the safety or well-being of any child.
- (G) For all children receiving PCPA services pursuant to rule 5101:2-42-92 of the Administrative Code, the family case plan shall include a written visitation plan for the child's custodial parent, 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 custodial parent, non-custodial parent, guardian, or custodian.
- (H) The PCPA shall attach the JFS 01443 "Child's Education and Health Information" or the PCPA form being used in lieu of the JFS 01443, containing all documentation required on the JFS 01443 pursuant to rule 5101:2-38-08 of the Administrative Code, to the family case plan for each child placed in a substitute care setting.
- (I) 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 rule 5101:2-42-12 of the Administrative Code.
- (J) PCPAs 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.
- (K) If sufficient information is not available to complete any element contained on the family case plan, the PCPA shall do all of the following:
 - (1) Specify in the 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 needed to obtain the missing information and file with the court.

- (2) Obtain the missing information, complete the missing elements of the family case plan, and submit to the courts no later than thirty days after the adjudicatory hearing or by the date of the dispositional hearing.
- (L) If a family case plan is required pursuant to paragraph (A)(5) of this rule and the PCPA has not placed the child, who is under six months of age, for adoption within six months at the time the JFS 01666 is executed without juvenile court approval; the PCPA shall file a request for a review hearing and file the family case plan.
- (M) The family case plan shall serve as the permanency plan for the child.
- (N) Once the court journalizes the family case plan, the parties including PCPA 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) The PCPA shall complete contact in accordance with the following:
- (1) For court-ordered protective supervision cases the PCPA shall:
 - (a) Complete face-to-face contact with each custodial parent, 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 of the family case plan objectives.
 - (b) Complete at least one contact every other month in the child's custodial parent, 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 PCPA, the PCPA 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 custodial parent, 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 of the family case plan objectives.
 - (c) Complete at least one contact every other month in the child's custodial parent, 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 PCPA, the PCPA 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 the child pursuant to rule 5101:2-48-17 of the Administrative Code as applicable.
- (P) If the initial attempt to complete face-to-face contact pursuant to paragraph (O) of this rule is unsuccessful, the PCPA shall make a minimum of two additional attempts to complete the face-to-face contacts within the calendar month.
- (Q) For an adult who is a party to the family case plan where minimum face-to-face contacts are not able to be completed pursuant to paragraph (O) of this rule and the attempts of face-to-face contact pursuant to paragraph (P) of this rule have been completed, the subsequent month(s) the PCPA is to identify and document the following information and provide regulatory review of the contact status with the individual in the case record:
- (1) The case circumstance, identifying the barrier to completing 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.
- (R) The PCPA may suspend home visits with the child's custodial parent, non-custodial parent, guardian, or custodian of a child in PCPA 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.).

- (3) The plan of diligent efforts to successfully resume monthly face-to-face contact with the individual.
 - (4) Authorization of the executive director or his or her designee to suspend home visits.
- (S) If home visits are suspended pursuant to paragraph (R) of this rule, the PCPA shall complete face-to-face contact with the child's custodial parent, non-custodial parent, guardian, or custodian no less than monthly in a location that assists in ensuring the safety of the caseworker.
- (T) If a voluntary family case plan had been implemented pursuant to rule 5101:2-38-01 of the Administrative Code and the PCPA determines the involvement of the court is necessary, the PCPA shall update the family case plan by recording the revisions to the family case plan and submit the updated family case plan to the court within fourteen days of the event listed in paragraph (A) of this rule.
- (U) The PCPA shall contact the parties to the family case plan as outlined in paragraph (C) of this rule and seek agreement and obtain the signatures of the parties to the family case plan for any update to the family case plan if any of the following occurs:
- (1) The conditions of the child or the child's custodial parent, non-custodial parent, guardian or custodian, or if applicable, pre-finalized adoptive parent change; and the change affects the child's legal status 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 custodial parent, non-custodial parent, guardian, or 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.
 - (5) The child attains the age of sixteen and the court orders the PCPA 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 removed from the family case plan.

- (V) The PCPA shall record on the family case plan the reasons for any agreed upon update made and submit the update to the court within seven days of the agreement.
- (W) If agreement as described in paragraph (U) of this rule is not obtained, the PCPA 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 (C) of this rule.
 - (a) Indicate in writing the proposed change which 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 to the family case plan outlined in paragraph (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 PCPA may implement the 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 family case plan amendment.
- (X) In an emergency situation or if a child is in immediate danger of serious harm, the PCPA shall implement the change, update the family case plan, and do all of the following:
- (1) Notify all parties to the family case plan as outlined in paragraph (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 (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.
- (Y) The PCPA shall review the progress of achieving the family case plan objectives and services pursuant to rule 5101:2-38-09 of the Administrative Code and complete the JFS 01416 "Semiannual Administrative Review for Private Child Placing Agencies" (SAR) pursuant to rule 5101:2-38-04 of the Administrative Code.
- ~~(Z) The PCPA 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 (C) of this rule. Any supplemental plan shall be discussed and reviewed with the custodial parent, non-custodial parent, guardian, or custodian. The PCPA 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) The PCPA is to document the permanency plan and the concurrent plan objective for a child in temporary custody when the primary permanency plan is reunification on the family case plan effective on or after January 1, 2023. The concurrent plan is to be documented in the case record and reviewed during the SAR. The concurrent plan is an additional plan to achieve permanency for the child in the event the primary permanency case plan goal is unable to be achieved.
- (AA) For children in permanent custody, the PCPA shall document efforts to locate an adoptive placement or other planned permanent living arrangement in the family case plan.
- (BB) The PCPA shall maintain a copy of the original family case plan, all amendments, documentation of the face-to-face contacts, home visits, including attempted contacts and home visits to monitor progress of the family case plan objectives in the case record.
- (CC) Upon determining case closure the PCPA shall notify all parties of the family case plan as outlined in paragraph (C) of this rule of the case closure and document in the case record the date and method of notification.

Effective: 1/1/2023

Five Year Review (FYR) Dates: 2/1/2027

CERTIFIED ELECTRONICALLY

Certification

11/29/2022

Date

Promulgated Under: 119.03
Statutory Authority: 2151.416
Rule Amplifies: 2151.3522, 2151.412, 5103.15
Prior Effective Dates: 01/14/1983, 03/20/1983, 11/01/1985 (Emer.),
01/29/1986 (Emer.), 01/31/1986, 04/01/1986,
01/01/1987 (Emer.), 03/20/1987, 01/01/1989,
01/01/1990, 10/01/1997, 03/18/1999 (Emer.),
06/17/1999, 02/01/2003, 04/17/2006, 10/01/2009,
12/31/2010, 05/30/2014, 08/01/2016, 02/01/2022

Ohio Department of Job and Family Services
SEMIANNUAL ADMINISTRATIVE REVIEW FOR PRIVATE CHILD PLACING AGENCIES

Section 1: Identifying Information

Case Name	Agency Case Number	Last SAR Date	Today's Review Date
Parent(s) Name	Agency Name	Review Period	
Court Name	Court ID No.	From	To

The SAR shall be conducted no later than every one-hundred eighty days from whichever of the following activities occurs first:

- Date the original PCPA court complaint was filed. _____
- Date of placement. _____
- Date of court ordered protective supervision. _____
- Date of parent, guardian, or custodian's signature on the case plan _____ for in-home supportive services only.

Names of children in family: list children from oldest to youngest.

Child's Name	Child's Permanency Goal	Agency Legal Status Code	Date of Most Recent Placement	Check if under ICWA	Tribal Affiliation (if applicable)	Type of Placement Code	Child's Date of Birth
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			

Permanency Goals					
Maintain in own home; prevent removal			Independent Living		
Return the child(ren) to parent/guardian/custodian (Reunification)			Adoption		
Place the child(ren) in a planned, permanent living arrangement, excluding adoption (PPLA)					
Type of Placement Codes					
Own Home	OH	Independent Living	IL	Certified Group Home	GH
Certified/Approved Relative	CAR	Adoptive Placement	AH	Absent Without Leave	AWOL
Certified/Approved Non-relative	ANR	Licensed Medical/Educational Facility	MEF	Licensed Maternity Home	MH
Certified Foster Home	FH	Certified Emergency Shelter Care Facility	ESC	Detention Facility	DET
		Certified Children's Residential Center	CRC		
Agency Legal Status Codes					
Temporary Custody	TC	Court Ordered Protective Supervision	PSUP	Permanent Surrender	PS
Permanent Custody	PC	Agreement for Temporary Custody	ATC	Other (specify):	
No Custody	NC	Planned Permanent Living Arrangement	PPLA		

Section 2: Case Progress Review

A. Safety and Appropriateness of Current Placement

Describe how each child’s current placement, whether or not in own home or out-of-home placement (including relative placement, regardless of custody status), provides for the child’s specific safety needs and is appropriately meeting the child’s basic and special needs.

B. Services Review

Attach the services review section of the Case Review completed for this review and the previous ninety-day review to the SAR, prior to continuing.

Services Review section of the Case Review is attached and has been reviewed.

Case Plan Concern #

Start Date of Services:
1. Identify all services provided to address this concern.
2. Discuss the impact toward addressing safety, risk, permanency, and/or child well-being issues in detail. When applicable, include any existing barriers to services.

Progress Toward Addressing Concerns: <input type="checkbox"/> Significant Progress <input type="checkbox"/> Some Progress <input type="checkbox"/> Insufficient Progress	Service(s) Recommendation(s): <input type="checkbox"/> Continue ____ <input type="checkbox"/> Modify ____ <input type="checkbox"/> Terminate ____
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Case Plan Concern #

Start Date of Services:
1. Identify all services provided to address this concern.
2. Discuss the impact toward addressing safety, risk, permanency, and/or child well-being issues in detail. When applicable, include any existing barriers to services.

Progress Toward Addressing Concerns: <input type="checkbox"/> Significant Progress <input type="checkbox"/> Some Progress <input type="checkbox"/> Insufficient Progress	Service(s) Recommendation(s): <input type="checkbox"/> Continue _____ <input type="checkbox"/> Modify _____ <input type="checkbox"/> Terminate _____
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Case Plan Concern #

Start Date of Services:
2. Identify all services provided to address this concern.
2. Discuss the impact toward addressing safety, risk, permanency, and/or child well-being issues in detail. When applicable, include any existing barriers to services.

Progress Toward Addressing Concerns: <input type="checkbox"/> Significant Progress <input type="checkbox"/> Some Progress <input type="checkbox"/> Insufficient Progress	Service(s) Recommendation(s): <input type="checkbox"/> Continue _____ <input type="checkbox"/> Modify _____ <input type="checkbox"/> Terminate _____
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C. Summary of Services

Case plan services utilized during review period.

#	Supportive Services	Code Number	Participants	Part. Code
1				
2				
3				
4				
5				
6				
7				
8				
9				

SUPPORTIVE SERVICES CODES

01	Counseling	12	Case Management
02	Diagnostic	13	Protective Day Care
03	Emergency Shelter	14	Parent Education
04	Information and Referral	15	Crisis Nursery
05	Therapeutic	16	Day Treatment
06	Crisis Services	17	Volunteer
07	Emergency Caretaker	18	Adoption
08	Employment and Training	19	Substitute Care
09	Environmental Management	20	Community Education
10	Homemaker or Home Health Aide	21	Unmarried Parent
11	Parent Aide		

PARTICIPANT CODES

50	Individual Services
51	Family Services
52	Caregiver Services

Section 3: Placement Moves/Legal Status Changes

A. Placement Moves

_____ Number of placement moves during review period (agency custody).

CHILD'S NAME	FROM	TO	DATE

_____ Number of placement moves during review period (non-agency custody).

CHILD'S NAME	FROM	TO	DATE

B. Legal Status Changes

_____ Number of legal status changes during review period.

CHILD'S NAME	FROM	TO	DATE

Section 4: Permanency Goal Status

A. Describe the agency's recommendation regarding the child's custody arrangement for the next one hundred eighty days.

Description:

B. Provide a summary of the intensive ongoing efforts to secure a placement with a fit and willing relative or kin. Include efforts that utilize search technology (e.g., social media) to find biological family members for the child.

Description:

C. Indicate the estimated date each child may be returned home, protective supervision may be terminated, permanent placement may be made, or case may be closed. When an amendment to the current permanency goal is needed, indicate the recommended permanency goal and the estimated date by which this goal should be achieved. Any permanency goal change requires an update to the family case plan.

Child's Name	Does the child's current permanency goal need modified?	When No, what is the estimated date to achieve the permanency goal?	When Yes, what will be the recommended permanency goal?	What is the estimated date for the amended permanency goal to be achieved?
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			

Will the case plan be amended as a result of this review? Yes No

Section 5: Case Review Update

A. The Case Review is complete. The summarized case progress is below.

B. Need for Substitute Care, Protective Supervision, or In-Home Supportive Services.

The out-of-home placement, protective supervision, and/or in-home supportive services must continue or be terminated due to the following reasons:

C. Provide any additional comments or recommendations not covered in the above information.

Section 6: Child Well-Being Assessment

A. Education and Physical Health Issues

- The "Child's Education and Health Information" Form was updated, reviewed and discussed for each child on this form.
- A copy of the "Child's Education and Health Information" Form was provided to the parent(s) and substitute caregiver.
- N/A - Child in In-Home Supportive Services or Protective Supervision.

B. Independent Living Services

For children 14 years of age or older Independent Living Service provisions are required to be a part of the case plan.

N/A - Child(ren) in In-Home Supportive Services or Protective Supervision and/or is under the age of 14.

Child's Name	Date(s) Life Skills Assessment	Discuss Independent Living Readiness Status

A review of the credit report for children in care age 14 years or older is required annually as part of the case review process.

Child's Name	Credit Report Agency	Date Credit Report Requested	Date Credit Report Provided to the Child	Date Inconsistencies reported to OAG or N/A for no inconsistencies

Section 7: Permanency Planning

A. Explain the agency's recommendation regarding the termination of parental rights for any child who has been in the temporary custody of an agency for twelve (12) or more of the past twenty-two (22) consecutive months. When the agency is not recommending termination of parental rights, state the compelling reasons and what the permanency plan will be for the child(ren).

N/A - Child(ren) has not been in temporary custody for twelve (12) or more of the past twenty- two (22) consecutive months or is in In-Home Supportive Services or Protective Supervision.

Explanation:

B. Identify the child's concurrent plan objective if the child is in temporary custody with a case plan goal of reunification:

- N/A
- Custody to relative/kinship
- Adoption
- Independent Living/Emancipation with family and kinship connections

C. Describe your planned efforts including services and activities to support concurrent planning and how you obtained support for the concurrent plan goal.

N/A - Child (ren) is not in legal status of temporary custody with a case plan goal of reunification.

Description:

D. Explain the agency's progress in meeting the needs of the child who is in a planned permanent living arrangement. Include a description of the child's relationship with his/her family, if any; and any visitation this child may be having with his/her family, extended family, kin and/or friends. Include efforts agency has taken to ensure child's caregiver is following the "Reasonable and Prudent Parent Standard" and the child has regular, ongoing opportunities to engage in age or developmentally appropriate activities.

N/A - Child (ren) is not in a planned permanent living arrangement.

Explanation

E. Describe the agency's recommendation regarding: (1) maintaining the child in a planned permanent living arrangement; or (2) proceeding to file a motion with the court to obtain permanent custody of the child. When the decision is for the child to remain in a planned permanent living arrangement, document the reason for not reunifying with family or proceeding with the termination of parental rights.

N/A - Child (ren) is not in a planned permanent living arrangement.

Description

F. Describe the agency's efforts to locate an adoptive placement for a child who is in the permanent custody of the agency. Include information on child-specific recruitment activities and the results of those activities.

Child Study Inventory has been reviewed and updated. Date of update: _____

N/A - Child(ren) is not in Permanent Custody.

Description

Ohio Department of Job and Family Services
**INSTRUCTIONS FOR COMPLETING JFS 01416, SEMIANNUAL
ADMINISTRATIVE REVIEW FOR PRIVATE CHILD PLACING AGENCIES**

GENERAL INFORMATION

The purpose of the Semiannual Administrative Review (SAR) is to review the appropriateness of and whether services provided to children and families have impacted safety, risk, and child well-being. The SAR also provides the opportunity to re-assess and update the family case plan for the family and to assess the continued safety and appropriateness of the child's placement setting and provide an update to the child's concurrent plan, if applicable. The (SAR) is completed every one hundred eighty days from whichever of the following activities occurs first:

- Date the PCSA or PCPA complaint was filed.
- Date of placement.
- Date of court ordered protective supervision.
- Date of parent, guardian, or custodian's signature on the case plan for in-home supportive services only.

Subsequent reviews shall be completed no later than every one hundred eighty days from the date established pursuant to the paragraph above.

SEMIANNUAL ADMINISTRATIVE REVIEW INSTRUCTIONS

Section 1: Identifying Information

Case Name	Enter the name used by the agency to identify the case.
Agency Case Number	Enter the number used by the agency to identify the case.
Last SAR Date	Enter the date of the most recent review completed prior to the date of the current review (month/day/year). If this is the first review, enter N/A.
Today's Review Date	Enter the date the review is conducted (month/day/year).
Parent(s) name	Enter the name of the parent(s).
Agency name	Enter the name of the private child placing agency.
Review Period	Enter the period under review from the month/day/year to month/day/year the SAR is being conducted.
Court Name	Enter the name of the court of jurisdiction.
Court ID number	Enter the court identification number assigned to the case.

A SAR shall be conducted every one hundred eighty days from whichever of the following activities occurred first:

Check the appropriate box and enter the date that occurred first. If the child was placed before the complaint was filed, enter the placement date. If the complaint was filed before the agency received protective supervision, enter the PCSA complaint date. If the agency received protective supervision without filing a complaint, enter the date the agency received protective supervision.

For voluntary in-home supportive services cases, enter the date of parent, guardian, or custodian's signature on the Case Plan.

Names of children in family: list children from oldest to youngest.

Child's Name	Enter the names of all the children in the family. List the children from oldest to youngest. Identify each child by name.
Child's Permanency Goal	Identify the permanency goal for each child. The permanency goal is the goal identified on the case plan.
Agency Legal Status Code	Select from the Current Agency Legal Status Code list provided on the JFS 01416 and enter where indicated.
Date of Most Recent Placement	Enter the date (month/day/year) of the child's most recent placement for children in agency custody. Enter N/A for children who have not been removed from their own home since the case was opened.
Check if Child is Protected Under ICWA	Check if the child is protected under the Indian Child Welfare Act (ICWA) and ICWA procedures must be followed.
Tribal Affiliation	If the child is protected under the ICWA, list the name of the tribal affiliation.
Type of Placement	Select from the Type of Placement codes list provided on JFS 01416 for children in agency custody.
Child's Date of Birth	Enter the child's date of birth (month/day/year).

Section 2: Case Progress Review

A. Safety and Appropriateness of Current Placement

Describe how each child's current placement, whether in own home or out-of-home placement (including relative placement, regardless of custody status), provides for the child's specific safety needs and is appropriately meeting the child's basic and special needs.

Address child's safety needs related to their current residence. Describe how the child's caregiver or caretaker is meeting the child's basic and special needs.

B. Services Review

Services review section of the current Case Review is attached and has been reviewed.

This section is the review of the case plan concerns found in the services review section of the current Case Review and the most recent previous Case Review. At the time of the SAR, this section from both Case Reviews shall be reviewed with SAR participants and copies attached to the JFS 01416. Check the box to indicate that both services review sections are attached and have been reviewed.

Case Plan Concern #

Enter the case plan concern number.

Start Date of Services:

Enter the date services started (month/day/year).

1. Identify all services provided/planned to address this concern.

List all services currently being provided or planned related to this case plan concern.

2. Discuss the impact toward addressing safety, emerging danger, risk, permanency and/or child well-being. If applicable, include any existing barriers to services.

Discuss the impact services are having on addressing issues of safety, risk, permanency and/or child well-being. Include whether or not services are or are not helping to achieve the desired outcomes associated with the case plan concern. List any barriers identified for the family in receiving or accepting services.

Progress Toward Addressing Concern:

Significant Progress Check this box when services being provided are resulting in significant progress toward resolving issues of safety, risk, permanency and child well-being as evidenced by behavioral changes.

Some Progress Check this box if services being provided are resulting in some progress toward resolving issues of safety, risk, permanency and child well-being.

Insufficient Progress Check this box if services being provided have resulted in no progress toward resolving issues of safety, risk, permanency and/or child well-being.

Services Recommendation: Check all service(s) recommendation(s) as applicable.

Continue Check this box if services currently being provided are appropriate and are expected to result in progress toward achievement of the desired outcomes associated with the case plan concern including safety, risk, permanency and child well-being.

Modify Check this box if a modification of services currently being provided is necessary to make progress in addressing issues of safety, risk, permanency, and child well-being. Note that modifying a service intervention MAY require an amendment to the case plan.

Terminate Check this box if termination of services is appropriate either because the services currently being provided are no longer required (issues of safety, risk, permanency, and child well-being have been resolved) OR the services are no longer contributing to progress in resolving/addressing issues of safety, risk, permanency and child well-being. Note that terminating a service intervention MAY require an amendment to the case plan.

Identify the service(s) to which the service(s) recommendation(s) applies.

C. Summary of Services

Enter in column two the supportive service(s) utilized during the review period; enter in column three the corresponding supportive services code(s); enter in column four the names of the participants who received the service; enter in column five the corresponding participant code(s).

Section 3: Placement Moves/Legal Status Changes

A. Placement Moves

Number of Placement Moves during review period (agency custody).

Enter the number of times a child has experienced a change in caretaker(s) (excluding short term changes such as respite, detention, AWOL, extended visitation with parent, hospitalization for medical/psychiatric treatment, or camp) since the last SAR or, if this is the first SAR, enter the number of times a child has changed caretakers since the case was opened.

Child's Name Enter the child's name.

From Enter the name of the caregiver(s) where the child was removed from.

To Enter the name of the caregiver(s) where the child was moved to.

Date Enter the date (month/day/year) the placement move was made.

Number of Placement Moves during review period (non-agency custody).

In cases where a child has been residing away from their custodian's home for thirty consecutive days enter the number of changes in caretakers (excluding short term changes such as respite, detention, AWOL, extended visitation with parent, hospitalization for medical/psychiatric treatment, or camp) since the last semiannual administrative review. If this is the first semiannual administrative review, enter the number of changes in caretakers the child has experienced since the case was opened.

Child's Name Enter the child's name.

From Enter the name of the caregiver(s) from where the child was moved.

To Enter the name of the caregiver(s) to where the child was moved.

Date Enter the date (month/day/year) the placement move was made.

B. Legal Status Changes

Number of Legal Status changes during review period

Enter the number of times the legal status of the child has changed since the last review or, if this is the first review, enter the number of times the legal status of the child has changed since the case was opened.

Child's Name Enter the child's name.

From Enter the original agency legal status.

To Enter the new agency legal status.

Date Enter the date (month/day/year) the agency legal status change took place.

Section 4: Permanency Goal Status

A. Describe the agency’s recommendation regarding the child’s custody arrangement for the next one hundred eighty days.

State the recommended custody arrangements for the child for the next one hundred eighty days.

B. Provide a summary of the intensive ongoing efforts to secure a placement with a fit and willing relative including efforts that utilize search technology (e.g., social media) to find biological family members for the child.

State the specific activities completed to reevaluate potential relative placement options.

C. Indicate the estimated date by which the child may be returned home, protective supervision may be terminated, permanent placement may be made, or the case may be closed. If an amendment to the current permanency goal is needed, indicate the recommended permanency goal and the estimated date by which this goal should be achieved. Any permanency goal change requires an amendment to the case plan.

Child’s Name

Enter each child’s name.

Does the child’s current permanency goal need to be modified?

Check Yes or No.

If no, what is the estimated date to achieve the permanency goal?

Enter the estimated date by which the permanency plan will occur.

If yes, what will be the recommended permanency goal?

Enter the recommended case plan permanency goal for each child.

What is the estimated date for the amended permanency goal to be achieved?

Enter the estimated date by which the permanency plan will occur.

Will the case plan be amended as a result of this review?

Check Yes if a case plan amendment is needed. Check No if the case plan does not need to be amended.

Section 5: Case Review Update

A. The Case Review is complete. The case progress is summarized below.

The Case Review is completed in conjunction with the SAR at one hundred eighty day intervals. Summarize the contents of the Case Review in the box provided. The safety re-assessment; case progress review, including services review; strengths and needs update; and risk re-assessment sections of the Case Review must be included in the summary.

B. Need for Substitute Care, Protective Supervision or In-Home Supportive Services. The out-of-home placement, protective supervision, or in-home supportive services must continue or be terminated due to the following reasons:

State whether or not out-of-home placement (regardless of custody status), protective supervision, or in-home supportive services should be continued or be terminated. Provide a justification supporting the recommendation.

C. Provide any additional comments or recommendations not covered in the above information.

Discuss any additional information, comments, or recommendations not mentioned in previous sections.

Section 6: Child Well-Being Assessment

A. Education and Physical Health Issues

- The JFS 01443, "Child's Education and Health Information" Form was updated, reviewed, and discussed for each child on this form.

Review the JFS 01443 if applicable. Check this box if the JFS 01443 form was discussed with the participants.

- A copy of the JFS 01443 was provided to the parent(s) and substitute caregiver.

Check this box if a copy of the JFS 01443 was provided to the parent(s) and substitute caregiver.

- N/A - Child in In-Home Supportive Services or Protective Supervision

Check this box if the child is currently in In-Home Supportive Services or Protective Supervision.

B. Independent Living Services

For children 14 years of age or older independent living service provisions are required to be a part of the case plan.

N/A - Child is in In-Home Supportive Services or Protective Supervision and/or are all under the age of 14

Check the box if the child is under the age of 14 or is in In-Home Supportive Services or Protective Supervision.

Child's Name

For all children who are 14 years old or older, enter the child's name.

Date(s) Life Skills Assessment was completed

Enter the date(s) the life skills assessment was completed (month/day/year) for each child.

Discuss Independent Living Readiness Status

For each child, discuss the progress of the independent living issues identified in the life skills assessment and his/her independent living readiness.

A review of the credit report for children in care age 14 years or older is required annually as part of the case review process.

Child's Name

For all children who are 14 years old or older, enter the child's name.

Credit Report Agency

Enter Equifax, TransUnion, or Experian.

Document the date (month/day/year) this service was provided:

- Copy of the child's consumer credit report requested.
- Copy of credit report provided and discussed with the child.
- Worker referred the child's credit report to the Ohio Attorney's Office for assistance in correcting any inconsistencies or mark N/A if there are no inconsistencies in the credit report that need correction.

Section 7: Permanency Planning

- A. Explain the agency's recommendation regarding the termination of parental rights for any child who has been in the temporary custody of an agency for twelve (12) or more of the past twenty-two (22) consecutive months. If the agency is not recommending termination of parental rights, state the compelling reason and what the permanency plan will be for the child.**

Check N/A if the child has not been in temporary custody for twelve (12) or more of the past twenty-two (22) consecutive months OR the child is in In-Home Supportive Services or Protective Supervision.

State whether termination of parental rights is recommended for a child who has been in the agency's custody for twelve (12) out of the past twenty-two (22) consecutive months and explain why. If termination of parental rights is not being recommended, explain why not. Discuss why the recommended permanency plan for the child is preferred for the next six months instead of terminating parental rights.

- B. Identify and select the child's concurrent plan objective if the child is in temporary custody with a case plan goal of reunification:**

N/A

Select N/A if the child does not have a concurrent plan objective and this section is not applicable.

Custody to relative/kinship

Select custody to a relative/kinship if the child is placed with or is planning to be placed with a relative/kinship resource.

Adoption

Select adoption if a court filing has been completed requesting permanent custody for the purposes of adoption.

Independent Living/Emancipation with family and kinship connections

Select Independent Living/Emancipation if the child is being prepared to live independently upon termination of agency custody with kinship connections.

Describe your planned efforts including services and activities to support concurrent planning and how you obtained support for the concurrent plan objective. This should include efforts made by the agency to support the concurrent plan objective if reunification cannot occur.

N/A - Child (ren) is not in legal status of temporary custody with a case plan goal of reunification.

Description:

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- C. Explain the agency’s progress in meeting the needs of the child who is in a planned permanent living arrangement. Include a description of the child’s relationship with his or her family if any; and any visitation this child may be having with his or her family, extended family, relatives and/or friends. Include efforts agency has taken to ensure child’s caregiver is following the “Reasonable and Prudent Parent Standard” and the child has regular, ongoing opportunities to engage in age or developmentally appropriate activities.**

Check N/A if the child is not in PPLA **OR** the child is in In-Home Supportive Services **OR** Protective Supervision.

State the extent of progress made toward meeting the basic and special needs of the child who is in PPLA. Include a description of the child’s relationship with his/her family, including a description of visitation with his/her family. Also include a description of visitation with extended family, relatives and friends.

- D. Describe the agency’s recommendation regarding: (1) maintaining the child in a planned permanent living arrangement; or (2) proceeding to file a motion with the court to obtain permanent custody of the child. If the decision is for the child to remain in a planned permanent living arrangement, document the compelling reason for not proceeding with the termination of parental rights.**

Check N/A if the child is not in PPLA **OR** the child is in Protective Supervision **OR** In-Home Supportive Services.

Describe whether or not the child should be maintained in a planned permanent living arrangement or should the agency proceed with filing a motion with the court to terminate parental rights. If the decision is made to maintain the child in PPLA, provide a justification to support that a planned permanent living arrangement is preferable to termination of parental rights.

E. Describe the agency's efforts to locate an adoptive placement for a child who is in the permanent custody of the agency. Include information on child-specific recruitment activities and the results of those activities.

Check N/A if the child is not in Permanent Custody.

Check the box to indicate that the Child Study Inventory has been reviewed and updated. Provide the date in which the Child Study Inventory was updated.

Describe the agency's specific attempts to recruit or obtain a permanent living arrangement for the child. Discuss any barriers to achieving permanency for the child and how the agency plans to resolve them.

Section 8: Participant Notification

SAR Participant Name

List the SAR participant(s) including two supportive individuals selected at the option of the child age fourteen and older who is in substitute care that was notified by US Mail of this SAR hearing.

Relationship to Child

Enter the SAR participant's relationship to the child.

Date Notified by US Mail

Enter the date that the SAR notification was mailed to the SAR participant.

Section 9: Participant Signature Page

Identify all participants in this Semiannual Administrative Review including two supportive individuals selected at the option of the child age fourteen and older who is in substitute care:

Signatures of SAR Participants

Obtain the SAR participant's signatures next to their appropriate relationship to the child.

Obtain signatures of the three required review panel members for this SAR on the spaces provided. The three required participants are: caseworker, person not responsible for case management or service delivery (e.g., an objective party to the case who is not responsible for the case), and the other panel member.

Obtain signatures of any other SAR participants and indicate their relationship to the child in the space provided. Other participants could be the child's parent, guardian, or custodian; the guardian *ad litem*/court appointed special advocate, if one has been appointed; the child's substitute caregiver; the relative who is providing care for the child; the pre-finalized adoptive parent; and the child's attorney, if applicable.

Obtain signatures of any other SAR participants and indicate their relationship to the child in the space provided. Other participants could be the child's parent, guardian, or custodian unless the child is in permanent custody; the guardian *ad litem* and/or court appointed special advocate if one has been appointed; the child's substitute caregiver including the relative providing care for the child if applicable; two supportive individuals selected at the option of the child; the pre-adoptive parent of the child in an adoptive placement; and the child's attorney, if applicable.