

2022  
LICKING COUNTY, OHIO  
MEMORANDUM OF UNDERSTANDING  
FOR  
REPORTING AND INVESTIGATING  
CHILD ABUSE AND NEGLECT



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Ohio Department of Job and Family Services  
**LICKING COUNTY JOB & FAMILY SERVICES MEMORANDUM OF  
UNDERSTANDING  
TO ADDRESS CHILD ABUSE AND NEGLECT**

**I. STATEMENT OF PURPOSE**

This memorandum of understanding (hereinafter MOU) to address child abuse and neglect is required by sections 2151.4210, 2151.4211, 2151.4212, 2151.4215, 2151.4216, 2151.4220, and 2151.4224 of the Ohio Revised Code and section 5101:2-33-26 of the Ohio Administrative Code. It is an agreement among **Licking County Job & Family Services** and community partners that delineates roles and responsibilities for referring, reporting, investigating, and prosecuting child abuse and neglect cases. The MOU also identifies procedures for collaborative service provisions needed to ensure child safety, permanence, and well-being, and the minimum requirements of screening, assessment/investigation, and service planning, to meet mandates included in children services legislation passed by the 134<sup>th</sup> Ohio General Assembly. Two primary goals of this MOU are:

- The elimination of all unnecessary interviews of children who are the subject of reports of child abuse or neglect;
- When feasible, conducting only one interview of a child who is the subject of a report of child abuse or neglect.

Throughout the state each County Department of Job and Family Services (CDJFS)/Public Children Services Agency (PCSA) provides the following services to their communities:

**Screening:** The capacity to accept and screen referrals of suspected child abuse, neglect, and/or dependency includes but is not limited to the following: Receiving referrals 24 hours/day, 7 days/week; Recording and retaining referral information; Following Ohio's screening guidelines based on Ohio Administrative and Revised Code and categorizing the child maltreatment type; Adherence to a protocol for making screening and differential response pathway decisions regarding referrals of suspected child abuse, neglect, and/or dependency within 24 hours from the time of the referral; Documenting case decisions; And assigning a response priority of emergency or non-emergency to any screened in report.

**Assessment and Investigation:** The capacity to investigate and assess accepted reports of suspected child abuse, neglect, and/or dependency, includes responding to emergency reports within one (1) hour and non-emergency reports within twenty-four (24) hours; Conducting an initial Safety Assessment using a standardized CAPM (Comprehensive Assessment Planning Model) tool within the timeline prescribed in the Ohio Administrative Code; Completing a more in-depth CAPM Family Assessment including a clinical and actuarial risk assessment within forty-five (45) working days with the option of a fifteen (15) day extension for extenuating circumstances as prescribed in the Ohio Administrative Code; Working collaboratively with other investigative agencies when appropriate; Making traditional response case dispositions within required timeframes; Evaluating the

need for protective, prevention, or supportive services and/or court involvement; and documenting all activities and case determinations.

**Service Provision:** The capacity to provide services that ameliorate, eliminate, or reduce future child maltreatment and the conditions which led to abuse, neglect, or dependency, includes providing service planning and case management coordination; Identifying and stating the concern and behavior change(s) needed for reunification to occur through the use of the CAPM Family Case Plan; Monitoring the family's case progress, measuring service outcomes, re-assessing safety and risk, and evaluating permanency options by using the CAPM Case Review and Semi-Annual Review tools; And adhering to existing visitation, documentation, and case closure protocols.

## II. ROLES AND RESPONSIBILITIES OF EACH PARTICIPATING AGENCY

### A. CDJFS/PCSA (If a combined agency or stand-alone PCSA)

The **Licking County Job & Family Services** is the lead agency for the investigation of child abuse, neglect, or dependency in **Licking County**. The **Licking County Job & Family Services** will coordinate and facilitate meetings, establish standards and protocol for joint assessment/investigation with law enforcement, cross-referrals, collection of forensic evidence, confidentiality, and training of signatories as required by statute. Child Protective Services staff and management will also participate in meetings and trainings as deemed appropriate at the discretion of the Director.

### B. LAW ENFORCEMENT

The County Sheriff and each Chief of the local political subdivisions will have responsibility for: taking referrals/reports alleging child abuse and neglect from any source within their respective jurisdiction; Referring reports to **Licking County Job & Family Services** as soon as possible or within **one business day** for investigation of the circumstances; Determining whether allegations of abuse or neglect rise to the level of criminal conduct; Cooperating with **Licking County Job & Family Services** in a joint and thorough investigation when the information contained in the report lends itself to allege a present danger; Assisting **Licking County Job & Family Services** in hazardous situations where the provision of protective services or the investigation of child abuse or neglect is impeded; Coordinating with **Licking County Job & Family Services** on interviews with principals of the case when there are serious criminal implications; Notifying **Licking County Job & Family Services** of any legal action involving an alleged perpetrator of child abuse or neglect; Responding to **Licking County Job and Family Services's** requests for information regarding the status of the legal action; Providing police record checks for **Licking County Job & Family Services** as necessary or requested as permitted by law; Consulting with **Licking County Job & Family Services** prior to removal of a child from their home when possible; Handling and coordinating investigations

involving a child fatality or near fatality which may have resulted from abuse or neglect.

### C. JUVENILE COURT

The most senior Juvenile Judge in point of service of the county or their representative, selected by the Judge, if more than one, will be responsible for attending meetings concerning the MOU, entering into agreements with the other signatories of the MOU regarding the court's responsibility to timely hear and resolve child abuse, neglect, and dependency matters, signing the MOU, and updating the MOU or approving any amendment.

The juvenile court has a duty to exercise jurisdiction over adults and children to hear and decide matters as permitted by the Ohio Revised Code Chapters 2151 and 2152. The court is responsible for issuing orders regarding the care, protection, health, safety, mental and physical best interest of children. The Juvenile Judge shall ensure that due process of law is achieved; Hear evidence and issue findings of fact and conclusions of law as to any abused, neglected, or dependent child; Order timely and safe permanency dispositions for children; Preserve the family environment whenever possible while keeping the child(ren)'s health and safety paramount.

### D. COUNTY PROSECUTOR

The County Prosecutor shall report suspected cases of child abuse and neglect to **Licking County Job & Family Services** or appropriate law enforcement agency. The County Prosecutor shall represent **Licking County Job & Family Services** in legal actions to protect a child from further harm resulting from child abuse or neglect unless the Prosecutor has granted consent for the appointment of an In-house PCSA Attorney pursuant to Ohio Revised Code chapters 309 and 305.

The prosecuting attorney may inquire into the commission of crimes within the county. The prosecuting attorney shall prosecute, on behalf of the state, all complaints, suits, and controversies in which the state is a party, except for those required to be prosecuted by a special prosecutor or by the attorney general. The County Prosecutor is to determine, based upon the facts, whether criminal culpability exists and if enough evidence exists for a matter to be prosecuted. The prosecutor will be available to law enforcement and **Licking County Job & Family Services** staff for questions or assistance in the investigation of child abuse and neglect cases and eliminate the need for testimony at the municipal court level by allowing for direct presentation to the Grand Jury, when feasible, to minimize trauma to child victims. The prosecuting attorney agrees to aid **Licking County Job & Family Services** in protecting the confidential nature of children services records and investigations; As well as the special protection afforded to the identity of the reporting source.

**E. COUNTY DEPARTMENT OF JOB & FAMILY SERVICES [If not part of a combined agency]**

Not Applicable *(if selected this section is not relevant.)*

If the **County Department of JFS** is a separate agency from the **Public Children Services Agency**, employees within the county agency are expected to report suspected cases of child abuse and neglect to the **Public Children Services Agency** or appropriate law enforcement agency upon receipt; Collaborate with the **Public Children Services Agency** to assist families in caring for their children; Assure that children at risk of abuse and neglect receive protective services; Assure service coordination for families already involved with the **Public Children Services Agency**; Promote ongoing communication between the **County Department of JFS** and the **Public Children Services Agency** regarding mutual clients, including minors under the protective supervision or in the custody of the Agency and/or minor parents; Assist the **Public Children Services Agency** upon request in obtaining case or assistance group information regarding a family when the **Public Children Services Agency** is assessing Title IV-E eligibility or completing an assessment/investigation of a child at risk or alleged to be abused; Assist the **Public Children Service Agency** in obtaining addresses and attempts to locate parents whose whereabouts are unknown, pursuant to OAC 5101:2-33-28; And where applicable and permitted assist the **Public Children Services Agency** in locating suitable relatives or kin that may be available as familial support for the child(ren) or as a placement option.

**F. LOCAL ANIMAL CRUELTY REPORTING AGENCY**

The local animal cruelty reporting agencies are to investigate reports of animal abuse and neglect within the county and, pursuant to ORC 2151.421, report suspected cases of child abuse and neglect that may be observed during the commission of their duties to **Licking County Job & Family Services** or local law enforcement. The local animal cruelty reporting agencies are to utilize the Humane Agents authorization to remove children under emergency circumstances, if necessary. In those circumstances, they are to coordinate efforts with **Licking County Job & Family Services** and local law enforcement as soon as possible or within **one business day**.

**G. CHILDREN'S ADVOCACY CENTER (Must include if agreement with CDJFS/PCSA exists. Option to skip this section if your agency does not have a formal agreement with a children's advocacy center.)**

Not Applicable *(if selected this section is not relevant.)*

The Children's Advocacy Center (CAC) will establish internal protocols regarding the investigation of CAC cases, participate in training as needed, work jointly and cooperatively in their established role with the other team members in the investigation of CAC cases, and attend and exchange information when meeting with **Licking County Job & Family Services**, law enforcement, and other signatories of this agreement.

**H. CLERK OF COUNTY COMMON PLEAS COURT (Optional per statute, but benefits to inclusion should be considered per county)**

Not Applicable *(if selected this section is not relevant.)*

The Clerk of County Common Pleas Court will collaborate with **Licking County Job & Family Services**, County Prosecutor, and local law enforcement to establish standards and processes for the filing and acceptance of abuse, neglect, and dependency pleadings; Notice to the necessary parties; Service of process; How to send and receive communications from the Clerk; Defining acceptable methods of communication; Best practices for handling emergency/ex parte motions and orders which require the removal of children and need to be acted upon in an expeditious manner; Date and timestamp process and any cut-offs; Determine how and when to expect decisions or entries to be communicated; Provide periodic training for those involved in the investigation of child abuse and neglect and the signatories of this MOU; Be available to **Licking County Job & Family Services** management staff or the Prosecutor should questions arise.

**III. SCOPE OF WORK**

The key objective of this MOU is to clearly define the roles and responsibilities of each agency in the provision of child protective services.

**A. Mandated reporters and penalty for failure to report**

Persons identified as mandated reporters per Ohio Revised Code section 2151.421, while acting in official or professional capacity, shall immediately report knowledge or reasonable cause to suspect the abuse or neglect of a child in accordance with that section. Reports shall be made to **Licking County Job & Family Services** or a law enforcement officer.

The penalty for the failure of a person required to report any suspected case of child abuse and/or neglect pursuant to ORC section 2151.421 shall be a misdemeanor of the fourth degree. The penalty is a misdemeanor of the first degree if the child who is the subject of the required report that the offender fails to make suffers or faces the threat of suffering the physical or mental wound, injury, disability or condition that would be the basis of the required report when the child is under the direct care or supervision of the offender who is then acting in the offender's official or professional capacity or when the child is under the direct care or supervision of another person over whom the offender, while acting in the offender's official or professional capacity, has supervisory control. Failure to report suspected child abuse and/or neglect may also result in civil liability in the form of compensatory or exemplary damages.

**B. System for receiving reports**

Reports of child abuse or neglect shall be made to **Licking County Job & Family Services** or any law enforcement officer with jurisdiction in **Licking County**. If **Licking County Job & Family Services** contracts with an outside source to receive after-hour calls, a copy of the signed agreement shall be attached to this MOU which indicates that all reports with identifying and demographic information of the reporter and principals will be forwarded to a designated children services worker within an hour of receipt, confidentiality requirements will be met, and how the public is informed of after-hours reporting opportunities.

**Licking County Job & Family Services will provide an On-Call Social Worker to receive and/or investigate reports of child abuse or neglect after regular business hours, on weekends and on holidays. The On-Call Social Worker can be contacted through the Licking County Sheriff's Office by telephone at 740-670-5555.**

When a law enforcement officer receives a report of possible abuse or neglect of a child or the possible threat of abuse or neglect of a child, the law enforcement officer shall refer the report to the appropriate PCSA unless an arrest is made at the time of the report that results in the appropriate PCSA being contacted concerning the alleged incident involving the child.

When **Licking County Job & Family Services** screens in a report of child abuse, **Licking County Job & Family Services** shall notify the appropriate law enforcement agency of the report, unless law enforcement is present and an arrest is made at the time of the report that results in the appropriate law enforcement agency being notified of the child abuse.

When **Licking County Job & Family Services** screens in a report of child neglect, and an active safety threat is identified within the first seven days of the assessment/investigation, **Licking County Job & Family Services** shall notify the appropriate law enforcement agency within the first seven days of the assessment/investigation. Unless an arrest is made at the time of the report that results in the appropriate law enforcement agency being notified of the child neglect.

### **C. Responding to mandated reporters**

When **Licking County Job & Family Services** receives a referral from a mandated reporter who provides their name and contact information, **Licking County Job & Family Services** shall forward an initial mandated reporter notification to the referent within seven days. The notification will be provided, in accordance with the mandated reporter's preference. Information shared with the mandated reporter shall include the information permitted by ORC 2151.421(L):

- Whether the agency or center has initiated an investigation of the report;

- Whether the agency or center is continuing to investigate the report;
- Whether the agency or center is otherwise involved with the child who is the subject of the report;
- The general status of the health and safety of the child who is the subject of the report;
- Whether the report has resulted in the filing of a complaint in juvenile court or of criminal charges in another court.

When **Licking County Job & Family Services** closes an investigation/assessment reported by a mandated reporter, **Licking County Job & Family Services** shall forward an outcome mandated reporter notification to the referent. The notification will be provided in accordance with the mandated reporter's preference. Information shared with the mandated reporter shall be that permitted by ORC 2151.421 to include a notification that the agency has closed the investigation along with a point of contact.

**D. Roles and responsibilities for handling emergency cases of child abuse, neglect, and dependency**

**1. PCSA's Response Procedure**

When **Licking County Job & Family Services** determines that a report is emergent, **Licking County Job & Family Services** shall attempt a face-to-face contact with the child subject of the report/ alleged child victim within one hour of the receipt of the report.

If **Licking County Job & Family Services** identifies an active safety threat at any point during the assessment/investigation, the caseworker or supervisor shall implement a safety response.



The Licking County Sheriff's Office, the Newark Police Department, and all other city/village police departments will make provisions to receive referrals of the alleged child abuse or neglect cases from Licking County Job & Family Services or other parties on a 24 hour, 7 day per week basis. The law enforcement agencies agree to use law enforcement authority to remove a child from the care of a custodian when such removal is determined by law enforcement to be necessary to protect the child from immediate harm. Removal of a child should occur in consultation with Licking County Job & Family Services unless the child is considered to be in imminent danger. If a law enforcement officer removes a child without concurrence or consultation with Licking County Job & Family Services, the officer must be available for preparation and presentation of the case for the Juvenile Court Emergency Shelter Care Hearing.

**2. Law Enforcement and Licking Memorial Health Kids' Place Response Procedure**

See Appendix A. Section: Referral During Evenings and Weekends, page 23 and Section: Rapid Response Referrals, page 23-35.

**3. Children in Need of Medical Attention Special Response Procedures**

Licking County Job & Family Services will adhere to OAC 5101:2-36-07 in handling reports requiring the need for medical attention.

The Licking County Job & Family Services shall pursue any legal remedies, including the initiation of legal proceedings in a court of competent jurisdiction, to provide medical care or treatment for a child if such care or treatment is necessary to prevent or remedy serious harm to the child or to prevent the withholding of medically indicated treatment from a disabled infant with a life-threatening condition.

Referrals of this nature will be reported to the appropriate law enforcement agency and the results of the investigation will be forwarded to the appropriate law enforcement agency.

When necessary, Licking County's hospital, Licking Memorial Health Systems, Nationwide Children's Hospital, or any other medical facility in close proximity to the child can see children on an emergency basis, 24 hours a day, 7 days a week.

**Kids' Place is accessible 24 hours a day, 7 days a week for specialized medical, physical, and/or sexual abuse examinations. Kids' Place has a cortex flow onsite and also maintains a supply of sexual assault evidence collection kits for use in emergency medical situations. See Appendix A for specific details, address, and contact information.**

**E. Standards and procedures to be used in handling and coordinating investigations of reported cases of child abuse and/or neglect**

Methods to be used in interviewing the child who is the subject of the report and who allegedly was abused and/or neglected, alleged perpetrators, and other family members and witnesses/collaterals will be discussed and agreed upon in advance by the **Licking County Job & Family Services** and the corresponding law enforcement agency.

To the extent possible investigative interviews of children who are the alleged victims of reports of abuse and/or neglect where criminal activity is suspected, including reports of human trafficking, are cooperatively planned by **Licking County Job & Family Services** and the law enforcement agency of the jurisdiction.

Every effort will be made by the signatories of this MOU to prevent or reduce duplicate interviews of the victims or witnesses. When feasible, to reduce trauma complete only one interview with the alleged child victim/ child subject of the report. **Licking County Job & Family Services** agrees to be the lead agency in scheduling the time, place, and location of joint interviews as well as notifying all participants.

Before starting the interview, the participants will determine who is to be present in the room, who will be asking the questions, what areas are to be covered, and who will be the scribe for the interview. Audio and video recordings may be used when necessary.

When law enforcement or the prosecutor's office interviews a participant in a criminal investigation and a representative of **Licking County Job & Family Services** is not present, the interviews conducted by law enforcement or the prosecutor's office may be used by **Licking County Job & Family Services** to meet the agency investigative requirements set forth in rule. Law enforcement or the prosecutor's office will forward a written summary of the interview to **Licking County Job & Family Services** upon request.

The **Licking County Job & Family Services** agrees not to proceed without the advice and consent of the prosecutor's office when a criminal investigation is being conducted concurrently. **Licking County Job & Family Services** will not jeopardize a criminal investigation but will work with law enforcement to protect the safety of the child victim or witnesses.

Law enforcement will be the lead agency in the collection of forensic evidence and will coordinate with the necessary facilities to obtain and store such evidence properly.

**Licking County Job & Family Services, law enforcement and the Licking County Prosecutor's Office shall abide by the signed Kids' Place Guidelines (Approved December 7, 2021).**

**On a case by case basis, Licking County Job & Family Services and the law enforcement agency will coordinate the scheduling of interviews and the parties to be present at each interview. Licking County Job & Family Services and law enforcement have specific mandates which cannot be delegated to each other. Attempts must be made to perform conjoint interviews where a representative of each agency is present, thus eliminating unnecessary interviews that a child victim must undergo. However, each agency retains the right to schedule and conduct all interviews required to discharge its mandated responsibilities.**

**Kids' Place, the County Children's Advocacy Center, shall be utilized at the discretion of the investigative team.**

**Whether interviews are conducted conjointly or separately, Licking County Job & Family Services and law enforcement will share all information obtained from interviews, video and audio tapes of such interviews, reports received from medical or other diagnostic examinations, photographs and other evidence.**

**When agreed to by both Licking County Job & Family Services and law enforcement that only the law enforcement officer will interview the perpetrator, Licking County Job & Family Services will not interview the perpetrator. In such a case, the law enforcement agency will provide Licking County Job & Family Services with documentation of the interview (transcription or detailed summary). Such documentation will fulfill Licking County Job & Family Services mandate to interview the perpetrator. The Licking County Job & Family Services' mandate to notify the alleged perpetrator of the disposition of the incident shall be waived if notification is determined to adversely affect the course of the joint investigation. Such determination shall be made by either law enforcement or prosecutor in writing and will be maintained in the Licking County Job & Family Services' case record. Any conflict related to the above will be resolved at the administrative or supervisory level of the agencies involved.**

**Licking County Job & Family Services is required by the Ohio Department of Job and Family Services (5101:2-36-03) to notify alleged perpetrators of child abuse or neglect of the disposition and**

findings of the case. However, as agreed in this county plan, the agency will be withholding written dispositions to alleged perpetrators until the joint investigation by law enforcement and Licking County Job & Family Services is complete and if submitted to a municipal, juvenile or felony prosecutor, notification is approved by the prosecuting attorney .

Licking County Job & Family Services will not advise the alleged perpetrator of the allegations made against him or her at the time of the initial contact with the individual as required by 5101:2-36-03, if the following conditions exist :

- a. The disclosure by Licking County Job & Family Services may cause harm to the alleged child victim.
- b. The prosecuting attorney representing Licking County Job & Family Services advises against such disclosure.

**Licking County Job & Family Services**

shall follow up with law enforcement to ensure timely assistance and to complete mandated assessment/investigation activities within the forty-five-day timeframe. The timeframe can be extended in special circumstances to a maximum of sixty days if law enforcement needs additional time, however, **Licking County Job & Family Services** must make a disposition within the sixty-day timeframe.

**F. Standards and procedures addressing the categories of persons who may interview the child who is the subject of the report and who allegedly was abused or neglected**

The categories of personnel who may conduct interviews of children who are the subjects of reports of alleged abuse, neglect, and/or dependency are limited to the following:

- Casework and supervisory staff of **Licking County Job & Family Services**
- Law enforcement personnel
- County or city prosecuting attorneys, assistant prosecuting attorneys, in-house JFS legal counsel if applicable, and their investigative staff
- **Kids' Place and medical personnel at Kids' Place**
- **Child's court appointed guardian ad litem, victim advocate**

**G. Standards and procedures for Licking County Job & Family Services requests for law enforcement assistance**

The Licking County Sheriff's Office, the Newark Police Department, and all other city/village police departments will make provisions to receive referrals of the alleged child abuse or neglect cases from

**Licking County Job & Family Services or other parties on a 24 hour, 7 day per week basis. Unless specifically identified, Licking County Job & Family Services will assume that only these law enforcement agencies listed have jurisdictional responsibility for cases within Licking County. It will be the responsibility of the Licking County Sheriff's Office to notify Licking County Job & Family Services of any changes in this responsibility.**

**Licking County Job & Family Services** may request the assistance of law enforcement during an assessment/investigation if one or more of the following situations exist:

- An exigent circumstance exists.
- **Licking County Job & Family Services** has reason to believe that the child is in immediate danger of serious harm.
- **Licking County Job & Family Services** has reason to believe that the worker is, or will be, in danger of harm.
- **Licking County Job & Family Services** has reason to believe that a crime is being committed, or has been committed, against a child.
- **Licking County Job & Family Services** worker must conduct a home visit after regular **Licking County Job & Family Services** business hours and a law enforcement escort is requested as a standard operating procedure.
- **Licking County Job & Family Services** is removing a child from his or her family via an order of the court and the assistance of law enforcement is needed as **Licking County Job & Family Services** has reason to believe the family will challenge the removal.
- **Licking County Job & Family Services** is working with a client who has a propensity toward violence and the assistance of law enforcement is needed to ensure the safety of all involved.
- **Licking County Job & Family Services** is working with a family that has historically threatened to do harm to PCSA staff.

**All law enforcement agencies, agree to refer all cases of suspected child maltreatment to Licking County Job & Family Services unless the case has been received by them through a referral from Licking County Job & Family Services.**

#### **H. Specialized Investigations or Circumstances**

To the extent possible, investigative interviews of children who are the alleged child victims/child subjects of the report of abuse and neglect where criminal activity is suspected, including reports of human trafficking, physical and sexual abuse, domestic violence, child endangering, or the like, are cooperatively planned by **Licking County Job & Family Services** and the law enforcement agency of jurisdiction.

## 1. Out-of-Home Care

**Licking County Job & Family Services** conducts an out-of-home care investigation in response to a child abuse or neglect report that includes an alleged perpetrator who meets one or more of the following criteria:

- Is a person responsible for the alleged child victim's care in an out-of-home care setting as defined in rule 5101:2-1-01 of the Administrative Code.
- Is a person responsible for the alleged child victim's care in out-of-home care as defined in section 2151.011 of the Revised Code.
- Has access to the alleged child victim by virtue of his/her employment by or affiliation to an organization as defined in section 2151.011 of the Revised Code.
- Has access to the alleged child victim through placement in an out-of-home care setting.

**Licking County Job & Family Services** follows the procedures for conducting out-of-home care investigations as described in section 5101:2-36-04 of the OAC.

**All applicable referral and investigatory procedures relative to coordination with law enforcement as outlined above in Section E will be followed in these cases.**

## 2. Third-Party Investigations

In accordance with section 5101:2-36-08 of the OAC, **Licking County Job & Family Services** shall request a third-party investigation be conducted by a local law enforcement agency or a PCSA in a contiguous county when there is potential for a conflict of interest because one of the following parties is a principal of the report:

- Any employee of an organization or facility that is licensed or certified by the Ohio Department of Job and Family Services (ODJFS) or another state agency and supervised by the PCSA.
- A foster caregiver, pre-finalized adoptive parent, adoptive parent, relative, or kinship caregiver who is recommended, approved, or supervised by the PCSA.
- A type B family childcare home or type A family childcare home licensed by ODJFS when the CDJFS has assumed the powers and duties of the county children services function defined in Chapter 5153. of the Revised Code.
- Any employee, or agent of ODJFS or the PCSA as defined in Chapter 5153. of the Revised Code.
- Any authorized person representing ODJFS or the PCSA who provides services for payment or as a volunteer.

- A foster caregiver or an employee of an organization or facility licensed or certified by ODJFS and the alleged child victim is in the custody of, or receiving services from, the PCSA that accepted the report.
- Any time a PCSA determines that a conflict of interest exists. The PCSA shall document in the case record if a conflict of interest is identified.

**Licking County Job & Family Services** shall request that law enforcement serve as the third party when a report alleges a criminal offense. **Licking County Job & Family Services** must request the assistance of a third party within 24 hours of identifying that a conflict of interest exists.

**All applicable referral and investigatory procedures relative to coordination with law enforcement as outlined above in Section E will be followed in these cases.**

**3. Child Fatality- Suspected cause of death is abuse or neglect**

**Licking County Job & Family Services** is governed by ORC section 307.622 and must have a child fatality review board.

**The death of any child in the county where the death is suspected to be due to child abuse or neglect is to be reported to Licking County Job & Family Services and the appropriate law enforcement agency.**

**Investigation of the circumstances of such a death will be performed by Licking County Job & Family Services and the law enforcement agency following the procedures for child abuse and neglect investigations as described in this plan.**

**The protocol for reviewing suspicious child deaths will follow the recommendations of the Ohio Department of Job & Family Services.**

**Licking County Job & Family Services will participate in the county wide Child Fatality Review Team coordinated by the Licking County Health Department on an annual basis or as requested.**

**4. Child Fatality- Death of a child in the custody of Licking County Job & Family Services**

**Licking County Job & Family Services** follows section 5101:2-42-89 of the OAC following the death of a child in its custody.

**5. Allegations of withholding medically indicated treatment from disabled infants with life-threatening conditions**

**Licking County Job & Family Services** follows the procedures described in section 5101:2-36-07 of the OAC for responding to these reports.

The withholding of medically indicated treatment is the refusal to provide appropriate nutrition, hydration, medication, or other medically indicated treatment from a disabled infant with a life-threatening condition.

Medically indicated treatment includes the medical care most likely to relieve, or correct, the life-threatening condition. Nutrition, hydration, and medication, as appropriate for the infant's needs, are medically indicated for all disabled infants; in addition to, the completion of appropriate evaluations or consultations necessary to assure that sufficient information has been gathered to make informed medical decisions on behalf of the disabled infant.

In determining whether treatment is medically indicated, reasonable medical judgments made by a prudent physician, or treatment team, knowledgeable about the case and its treatment possibilities are considered. The opinions about the infant's future "quality of life" are not to bear on whether a treatment is judged to be medically indicated. Medically indicated treatment does not include the failure to provide treatment to a disabled infant if the treating physician's medical judgment identifies any of the situations listed in OAC section 5101:2-36-07(A)(3)(a-d).

**Licking County Children Services will adhere to OAC 5101:2-36-07 in handling reports of alleged withholding of medical care from disabled infants.**

**Referrals of this nature will be reported to the appropriate law enforcement agency and the results of the investigation will be forwarded to the appropriate law enforcement agency.**

- **Licking Memorial Health Systems will be the primary contact for allegations of withholding of medically indicated treatment from**



disabled infants with life-threatening conditions. The primary contact person for this facility will be maintained and updated by agency personnel regularly through regular communication and online resources.

- Licking County Job & Family Services will maintain the current name, title and telephone number of Licking Memorial Health Systems through regular communication and online resources.
- Licking County Job & Family Services will utilize online resources in order to maintain current information regarding name, address and telephone numbers of each appropriate health care facility within Licking County.
- Licking County Job & Family Services will adhere to OAC 5101:2-36-07 in handling reports of alleged withholding of medical care from disabled infants.

6. Allegations of child abuse and/or neglect constituting a crime against a child, including human trafficking, and require a joint assessment/investigation with law enforcement

Licking County Job & Family Services, law enforcement and the Licking County Prosecutor's Office shall abide by the signed Kids' Place Guidelines (Approved December 7, 2021).

On a case by case basis, Licking County Job & Family Services and the law enforcement agency will coordinate the scheduling of interviews and the parties to be present at each interview. Licking County Job & Family Services and law enforcement have specific mandates which cannot be delegated to each other. Attempts must be made to perform conjoint interviews where a representative of each agency is present, this eliminating unnecessary interviews a child victim must undergo. However, each agency retains the right to schedule and conduct all interviews required to discharge its mandated responsibilities.

Kids' Place, the County Children's Advocacy Center, shall be utilized at the discretion of the investigative team.

Whether interviews are conducted conjointly or separately, Licking County Job & Family Services and law enforcement will share all information obtained from interviews, video and audio tapes of such interviews, reports received from medical or other diagnostic examinations, photographs and other evidence.

When agreed to by both Licking County Job & Family Services and law enforcement that only the law enforcement officer will interview the perpetrator, Licking County Job & Family Services will not interview the perpetrator. In such a case, the law enforcement agency will provide Licking County Job & Family

Services with documentation of the interview (transcription or detailed summary). Such documentation will fulfill Licking County Job & Family Services mandate to interview the perpetrator. The Licking County Job & Family Services' mandate to notify the alleged perpetrator of the disposition of the incident shall be waived if notification is determined to adversely affect the course of the joint investigation. Such determination shall be made by either law enforcement or prosecutor in writing and will be maintained in the Licking County Job and Family Services' case record. Any conflict related to the above will be resolved at the administrative or supervisory level of the agencies involved.

Licking County Job & Family Services is required by the Ohio Department of Job and Family Services (5101:2-36-03) to notify alleged perpetrators of child abuse or neglect of the disposition and findings of the case. However, as agreed in this county plan, the agency will be withholding written dispositions to alleged perpetrators until the joint investigation by law enforcement and Licking County Job & Family Services is complete and if submitted to a municipal, juvenile or felony prosecutor, notification is approved by the prosecuting attorney .

Licking County Job & Family Services will not advise the alleged perpetrator of the allegations made against him or her at the time of the initial contact with the individual as required by 5101:2-36-03, if the following conditions exist :

- a. The disclosure by Licking County Job & Family Services may cause harm to the alleged child victim.
  - b. The prosecuting attorney representing Licking County Job & Family Services advises against such disclosure
7. Reports of cases involving individuals who aid, abet, induce, cause, encourage, or contribute to a child or a ward of the juvenile court becoming dependent, neglected, unruly, and delinquent child

The law enforcement agency having jurisdiction shall be responsible for investigating the criminal activity of all reports named above. Licking County Job & Family Services shall conduct a joint investigation with the law enforcement agency of those reports concerning a child's becoming dependent or neglected.

At the request of the law enforcement agency, Licking County Job & Family Services, when it holds custody of a particular child, shall provide assistance in the investigation of reports concerning a

child's becoming unruly, delinquent or leaving custody without consent.

8. Reports involving individuals who aid, abet, induce, cause, encourage, or contribute to a child or a ward of the juvenile court by leaving the custody of any person, department, or public or private institution without the legal consent of that person, department, or institution

The law enforcement agency having jurisdiction shall be responsible for investigating reports of tending to cause a child's unruliness or delinquency. Licking County Job & Family Services shall provide assistance in those cases where the child has been committed to the temporary or permanent custody of Licking County Job & Family Services.

9. Receiving and responding to reports of missing children

Upon learning that a minor child has either run away from or is otherwise missing from the home or the care, custody, and control of the child's parents, custodial parent, legal guardian, or non-custodial parent **Licking County Job & Family Services** shall:

- Refer the reporter to the law enforcement agency in the appropriate jurisdiction.
- Contact the law enforcement agency for entry into the National Crime Information Center (NCIC) database if the child is in **Licking County Job & Family Services** custody.
- Contact the National Center for Missing and Exploited Children (NCMEC) if the child is in **Licking County Job & Family Services** custody.

Upon request of law enforcement, **Licking County Job & Family Services** shall provide assistance and cooperation in the investigation of a missing child, including the immediate provision of any information possessed by **Licking County Job & Family Services** which may be relevant in the investigation.

Law enforcement shall notify **Licking County Job & Family Services** upon learning that a minor child who is alleged to be in the child services system or who is known or suspected to be abused or neglected has either run away from or is otherwise missing from the home or the care, custody, and control of the child's parents, custodial parent, legal guardian, or non-custodial parent.

#### I. Standards and procedures for removing and placing children

**1. Emergency**

Emergency removal of a child from home is necessary when the child is at imminent risk of harm and in need of protection from abuse, neglect, or dependency.

An ex parte order may be issued with or without a complaint being filed. Prior to taking the child into custody the judicial fact-finder must make a determination that reasonable efforts were made to notify the child's parents, guardian, or custodian, or there were reasonable grounds to believe doing so would jeopardize the safety of the child, or lead to the removal of the child from the jurisdiction.

Juv. R 6 orders can be issued in-person, by phone, video conference, or otherwise. Reasonable grounds must exist to believe the child's removal is necessary to prevent immediate or threatened physical or emotional harm.

Findings must be made that the agency either did or did not make reasonable efforts to prevent the removal of the child from their home with a brief description of services provided and why those did not prevent the removal or allow the child to return home, and if temporary custody is granted to the PCSA an additional finding that it would be contrary to the welfare and best interest of the child to continue in the home. If granted, a shelter care hearing must be scheduled the next business day (but not later than seventy-two hours) after the emergency order has been issued. If the ex parte motion is denied the matter must be set for a shelter care hearing within ten days from the filing date.

**See Appendix B. Licking County Job & Family Services Policy 440: Conducting Child Abuse/Neglect Investigations and Assessments.**

## 2. Non-emergency

Upon receiving a report alleging child abuse, neglect, and/or dependency, **Licking County Job & Family Services** commences an investigation in accordance with the requirements of section 2151.421 of the ORC. If the final case decision rises to the level of court involvement, **Licking County Job & Family Services** shall approach the juvenile court and file a complaint alleging the child(ren) to be abused, neglected, or dependent per ORC 2151.27. The matter will be set for a shelter care/preliminary protective hearing expeditiously by the juvenile court.

Reasonable oral or written notice of the time, place, and purpose of the hearing must be provided to the parents, guardian, or custodian unless they cannot be found. The same parties are also entitled to notification that a case plan may be prepared, the general requirements, and possible consequences of non-compliance with the case plan.

The parties will be served with the complaint and summons to appear before the juvenile court. Unrepresented parties are advised by the juvenile court of their right to counsel. Counsel is appointed for children when abuse is alleged. A Guardian Ad Litem is appointed to all children subject of abuse, neglect, or dependency proceedings. A separate guardian ad litem may be appointed to minor parents or parents who appear mentally incompetent.

The judicial fact-finder must determine whether there is probable cause that the child is abused, neglected, or dependent; the child is in need of protection, whether or not there is an appropriate relative or kin willing to assume temporary custody of the child, reasonable efforts were made by **Licking County Job & Family Services** to prevent the removal or continued removal or to make it possible for the child to return home safely, and for temporary custody orders to **Licking County Job & Family Services** that it would be contrary to the welfare and best interest of the child to continue in the home. All other temporary orders should be requested and considered at this time.

**See Appendix B. Licking County Job & Family Services Policy 440: Conducting Child Abuse/Neglect Investigations and Assessments.**

### J. **Licking County Job & Family Services Disaster Plan**

Not Applicable (*if selected this section is not relevant.*)

See Appendix C. Licking County Job & Family Services Policy 319: Provision of Services During Emergency, Severe Illness or Disaster Operation Plan.

See Appendix D. Licking County Job & Family Services Policy 342: Emergency Location & Operations.

#### IV. TRAINING

Cross system training is to be provided to and a plan developed by all signatories of this MOU to ensure parties understand the mission and goals identified in this MOU and are clear about the roles and responsibilities of each agency. Periodic trainings events will be coordinated by **Licking County Job & Family Services** as the lead agency and notification of the trainings will be provided to the signatories of this agreement. By agreeing to participate in the county MOU process signatories express a commitment to attend training opportunities when presented.

#### V. CONFLICT RESOLUTION

Not Applicable (*if selected this section is not relevant.*)

When a conflict occurs among county partners, the effect is often broader than the individuals directly involved in the dispute. As disputes are often inevitable this MOU must set forth the local process by which disputes will be resolved so as not to disrupt program effectiveness.

As the mandated agency responsible for the provisions of child protective services, the ultimate decision on how to handle abuse, neglect investigations lie with **Licking County Job & Family Services**. Every effort will be made to take in to account other subscribers' requests and concerns relating to services.

Criminal investigations and prosecution remain the responsibility of the prosecuting attorney and appropriate law enforcement agencies. **Licking County Job & Family Services** will assist these agencies, but in no way, interfere or jeopardize a criminal investigation or prosecution.

For cases which come before the court as it relates to decisions and orders, the Juvenile Judge's rulings are final.

In the event internal conflict resolution efforts fail and a statutorily required participant refuses to sign or engage in the MOU process the PCSA is to consult with the County Prosecutor to explore available remedies.

**Licking County Job & Family Services, law enforcement staff and the County Prosecutor's Office agree to report problems and issues identified during the course of investigations of suspected child maltreatment to administrative or supervisory personnel of the appropriate agency.**

Licking County Job & Family Services, law enforcement staff, and the County Prosecutor's Office agree to work together to develop specific protocols for the handling of physical child abuse, sexual abuse, and serious physical neglect (ie. Kids' Place Guidelines ). These agencies also agree to work together to encourage the development of specialized procedures for handling suspected child maltreatment cases in other key agencies and professions. These agencies include, but are not limited to, hospitals, mental health providers, schools, and the Court.

If conflicts arise in timing or performance of Licking County Job & Family Services and law enforcement investigations, such conflicts will be resolved between the respective agencies with the interests of the child(ren) as the primary concern. Conflict resolution should be pursued by convening a special meeting of the involved Licking County Job & Family Services staff, law enforcement and the Prosecutor's staff.

Conflict resolution mechanisms notwithstanding, it is acknowledged that Licking County Job & Family Services and law enforcement agencies must perform duties as deemed appropriate and consistent with their respective legal and regulatory mandates.

## **VI. CONFIDENTIALITY STATEMENT**

Any report made in accordance with ORC section 2151.421 is confidential. Both the information and the name of the person who made the report under section 2151.421 shall not be released to the public for use and shall not be used as evidence in any civil action or proceeding brought against the person who made the report.

Children services records are not public records and are exempt from Ohio's Sunshine Laws under ORC 149.43. Children Services records are confidential in nature and should be treated accordingly.

ORC section 2151.423 requires **Licking County Job & Family Services** to disclose confidential information discovered during an investigation conducted pursuant to section 2151.421 or 2151.422 of the Ohio Revised Code to any federal, state, or local government entity that needs the information to carry out its responsibilities to protect children from abuse or neglect. Likewise, law enforcement, **Licking County Job & Family Services**, and other entities are expected to release information to **Licking County Job & Family Services** for the purpose of carrying out its responsibility of protecting children from abuse and/or neglect.

## SHARING INFORMATION DURING INVESTIGATION

Whether interviews are conducted conjointly or separately, Licking County Job & Family Services and law enforcement will share all information obtained from interviews, video and audio tapes of such interviews, reports received from medical or other diagnostic examinations, photographs and other evidence.

## UNAUTHORIZED RELEASES OF CONFIDENTIAL INFORMATION

Licking County Job & Family Services will notify the County Prosecutor or City Director of Law when there is unauthorized dissemination of information.

Licking County Job & Family Services will provide all information supporting the suspicion that a mandated reporter has failed to report a suspected case.

The County Prosecutor or City Director of Law, in consultation with Licking County Job & Family Services, will determine if charges are warranted.

The confidentiality provisions of this MOU will survive the expiration or termination of this agreement.

Information regarding the report and/or investigation of alleged abuse or neglect may be shared only when dissemination is authorized by OAC section 5101:2-33-21 and in accordance with the procedures outlined in OAC section 5101:2-33-21. The unauthorized dissemination of confidential information is a misdemeanor and is punishable by law.

In the event of unauthorized dissemination of information, the party who learns of the breach of confidentiality will notify the Director of **Licking County Job & Family Services** as soon as possible. The notification will be sent to the Director in writing describing the circumstances surrounding the breach. The notification will specify the confidential information released, who is responsible for disseminating the confidential information, how it was disseminated, and the parties who have access to the information without authorization. The Director of **Licking County Job & Family Services** shall then refer this information to the prosecutor at their discretion.

## VII. TERMS AND CONDITIONS AND STATUTORY REQUIREMENTS

This MOU must be retained for a period of at least seven years per the state of Ohio records retention schedule. Please refer to **Licking County Job & Family Services** records retention policy for information on forms to be completed and processes to be followed for the destruction of records.

Consultation among the signatories will be done in person, whenever practicable. When an in-person meeting is not possible the signer may employ the use of alternative methods of communication including but not limited to MS Teams,



Skype, Zoom, or telephone as agreed upon by all members. When **Licking County Job & Family Services** is seeking consultation with a signer of this memorandum regarding an active referral of child abuse and/or neglect and has met in person or spoken with another signer, **Licking County Job & Family Services** will make written contact with the appropriate agency by the next working day to request the needed information and make the referral in writing.

The required members shall review and evaluate the terms and conditions of the MOU every biennium. All required members to the MOU will sign the new or updated agreement. **Licking County Job & Family Services** is to submit the MOU to the Board of County Commissioners for review and approval with enough time for any revisions to be made prior to December thirty-first of the year.

This MOU does not inhibit good faith compliance with a subpoena issued by a Grand Jury or in a criminal case. Dissemination of records pursuant to the State's discovery obligations is authorized. However, work product and other privileges are expected to be upheld.

Failure to follow the procedure set forth in the MOU by the concerned officials is not grounds for, and shall not result in, the dismissal of any charges or complaint arising from any reported case of abuse or neglect or the suppression of any evidence obtained as a result of reported child abuse or child neglect and does not give, and shall not be construed as giving, any rights or any grounds for appeal or post-conviction relief to any person.

This MOU shall be governed by and construed in accordance with applicable state and federal laws and regulation. In the event any portion of this MOU is inconsistent with state or federal law, that portion shall be without effect as if stricken from the document and the remaining portion shall remain in full force and effect.

**VIII. SIGNATURES OF EACH PARTICIPATING AGENCY:** *The number of required signatures will vary widely by county. It will be helpful to have the signatures take up the entirety of 1 page so counties could use as many signature pages as needed."*

The signature section authorizes the participating parties of the agreement to begin enactment of MOU protocols and activities. The participating members agree to follow the terms of this MOU and to meet at minimum once every biennium to review terms and conditions, evaluate if updates are needed, and sign a new or amended MOU .

If any individual serving as a signatory changes mid-term, **Licking County Job & Family Services** is to provide the new required member with the current memorandum. The new member remains bound by the most recently approved version of the memorandum. Their signature is to be obtained and submitted on or before the next biennial review.

A required member to this agreement may terminate their involvement in the MOU for good cause upon giving reasonable written notice to the other required members in this MOU. **Written notice must be provided within 15 business days from first working day.**

#### **Legal Mandate for Memorandum of Understanding (MOU)**

**Statutory authority for this document is contained in Section 2151.421 of the Ohio Revised Code (ORC), which calls for Licking County Job & Family Services and all mandated subscribers within Licking County to enter into a MOU concerning the handling of child abuse and neglect cases.**

**The MOU is effective when all mandated subscribers have signed the MOU and no later than December 31, 2022. A copy will be filed in the Licking County Juvenile Court and the Ohio Department of Job & Family Services (ORC 2151.421).**

**Subsequent revisions and/or reviews of the MOU will be made as necessary, but at minimum once every other year from December 31, 2022.**

#### **Amending the County Memorandum of Understanding (MOU)**

**When a mandated subscriber is replaced through election or appointment, The Director of Licking County Job & Family Services shall provide the new representative with a copy of the current MOU. The new representative shall honor his/her predecessor's signature and endorsement of the plan until the County MOU is revised and resigned at the next scheduled plan review date.**

**When there are proposed changes in the operating responsibilities or procedures of mandated subscribers to this MOU, the Director of Licking County Job & Family Services or his/her designee shall convene a meeting within 90 days of those changes of all mandated subscribers to revise and amend the County MOU to incorporate the new operating responsibilities and procedures. The amended MOU shall be submitted to the Licking County Juvenile Court and the Ohio Department of Job & Family Services within sixty (60) days of the meeting.**

See Appendix E

Agency, Name, Title

Date

Agency, Name, Title

Date

Agency, Name, Title

Date

Agency, Name, Title

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Agency, Name, Title

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Agency, Name, Title

Date

**IX. Refusal to Sign**  Not Applicable *(if selected this section is not relevant.)*

The **Licking County Job & Family Services** attests they attempted to obtain the signature of all required participating agencies as set forth in Section II of this memorandum and as mandated through section 2151.4210 of the Revised Code. However, the following agency(ies) or individual(s) refused to sign this MOU.

**Denison University Police Department; Harford Village Police Department; and Kirkersville Police Department.**

Date: **See Below**

Agency, Name, Title: **See Below**

Reason the individual refused to sign:


**Denison University Police: 11/15/22 "Save the Date" email for MOU Breakfast scheduled for 12/8/22; 11/17/22 Letter mailed for MOU Breakfast; 11/30/22 follow up phone call for MOU Breakfast; 11/30/22 emailed MOU to Chief David Rose; 12/8/22 MOU Breakfast; 12/16/22 follow up email. No response to the Agency's efforts to have Chief Rose sign the MOU.**

**Hartford Village Police Department: 11/17/22 Letter mailed for MOU Breakfast scheduled for 12/8/22; 11/30/22 follow up phone call for MOU Breakfast; 12/8/22 MOU Breakfast; 12/20/22 follow up phone call. No response to the Agency's efforts to have Chief Jeffrey Brooks sign the MOU.**

**Kirkersville Police: 11/15/22 "Save the Date" email for MOU Breakfast scheduled for 12/8/22; 11/17/22 Letter mailed for MOU Breakfast; 11/30/22 follow up phone call for MOU Breakfast; 12/8/22 emailed MOU to Chief Randall Delawder; 12/8/22 MOU Breakfast; 12/20/22 follow up email. No response to the Agency's efforts to have Chief Delawder sign the MOU.**

**X. Board of County Commissioners**

The **Licking County Job & Family Services** shall submit the MOU signed by all participating agencies, to the **Licking County** Board of County Commissioners. The participating agencies will ensure there is adequate time for both the County Board of Commissioners and ODJFS review and approval process along with any returns for correction prior to the end of the contractual period.

 12/29/22 Res. 117-134  
County Commissioners signature and date/Resolution/Vote

**The Board of Licking County Commissioners hereby review and approve the Licking County Memorandum of Understanding.**

**ATTACHMENTS**

**[If the PCSA contracts with an outside source to receive after-hour calls, a copy of the signed agreement which indicates that all reports with identifying and demographic information of the reporter and principals of the report will be forwarded to a designated PCSA worker within an hour of receipt and that confidentiality requirements will be met.]**

Appendix A: Kids' Place Guidelines, Approved December 7, 2021.

Appendix B: Licking County Job & Family Services Policy 440: Conducting Child Abuse/Neglect Investigations and Assessments.

Appendix C: Licking County Job & Family Services Policy 319: Provision of Services During Emergency, Severe Illness or Disaster Operation Plan.

Appendix D: Licking County Job & Family Services Policy 342: Emergency Location & Operations.

Appendix E: Signature Pages from Mandated Participants.

RESOLUTION

IN THE MATTER OF REVIEW AND APPROVAL OF THE LICKING COUNTY CHILDREN SERVICES MEMORANDUM OF UNDERSTANDING – LICKING COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

WHEREAS: The Licking County Department of Job and Family Services is the designated county agency responsible for serving abused and neglected children; and,

WHEREAS: Pursuant to OAC 5101:2-33-26 a Child Abuse and Neglect Memorandum of Understanding (hereafter referred to as the MOU) shall set forth the normal operating procedures to be employed by all concerned officials in the execution of their respective responsibilities when conducting child abuse or neglect assessments/investigations; and,

WHEREAS: Each Public Children Services Agency (PCSA) is to prepare an MOU and submit it to the Ohio Department of Job and Family Services; and,

WHEREAS: The Licking County Department of Job and Family Services, as the PCSA, with the review of the County Prosecutor and signed by the participating Law Enforcement and other parties, has completed the MOU and have submitted it for review and approval to the Licking County Board of Commissioners; NOW, THEREFORE,

BE IT RESOLVED by the Board of County Commissioners, County of Licking, State of Ohio:

That we do hereby review and approve the Licking County Memorandum of Understanding for the Reporting and Investigation of Child Abuse and Neglect effective December 29,2022. Copies of said MOU are on file at the Commissioner’s Office, 20 s 2nd Street, Newark, Ohio and at the Licking County Department of Job and Family Services, 74 S 2nd Street, Newark, Ohio.

Motion by **BUBB** seconded by **BLACK**

that the resolution be adopted was carried by the following vote:

YEAS: Michael L. Smith \* Timothy E. Bubb \*

NAYS: \_\_\_\_\_ \* \_\_\_\_\_ \*

CC: Michael L. Smith, Auditor FILE  
John Fisher, Director, LCDJFS

Rick Black  
Timothy E. Bubb  
Duane H. Flowers

Adopted: December 29, 2022  
Beverly Adzic  
Beverly Adzic, Clerk/Administrator

# **APPENDIX A**

**KIDS' PLACE GUIDELINES**

**APPROVED DECEMBER 7, 2021**



# KIDS' PLACE GUIDELINES

Approved December 7, 2021





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## MISSION STATEMENT

Kids' Place mission is to provide hope, healing, and justice for abused children in Licking County through a coordinated community response.

## VISION STATEMENT

Kids' Place vision is a community empowered against child abuse through education, justice and support.

## INTRODUCTION

In 1999, community professionals in the field of child abuse determined that there was a need to develop a location to focus on the needs of the child abuse victim. As a result, Kids' Place was established and has since grown and developed. Kids' Place is the location where child abuse victims go to attend their investigative interview, complete medical exams, receive treatment, and obtain assistance from a victim advocate. Kids' Place is a program of Licking Memorial Health Systems. The center has been located in various buildings throughout the years, changing locations as the expectations and needs of the center have changed.

Kids' Place is located at 1272 W. Main St., Building 2, Lower Level in Newark, Ohio. It is available 24 hours a day, 7 days a week for the evaluation of abused and neglected children. Kids' Place is comprised of two interview rooms, two waiting rooms, a fully equipped medical examination room, an observation room and an office area that can also be used as a consultation or conference room.

Kids' Team is the multi-disciplinary team (MDT) that handles child abuse cases in Licking County. Kids' Team has been very active in the establishment of Kids' Place and continues to assist victims of child abuse. **All participating agencies in Licking County agree to follow the guidelines as outlined below.** These guidelines will ensure the uniformity of interagency investigations, as well as limit the number of interviews/exams of the parties involved. This coordinated effort will reduce the trauma to the victim and their families, aid in the sharing of information between agencies, and ultimately lead to more successful prosecutions and better treatment for child victims and their families.

It is recognized that these guidelines cannot address every situation that may arise. In situations not specifically covered in this document, good judgment, adherence to MDT values of collaboration and communication, and consensus of the MDT jointly shall determine the most appropriate course of action. Additionally, it is recognized that there may be instances where it is in the best interests of the child that MDT members deviate from the procedures outlined in these guidelines.

It is the policy of Kids' Place that the program does not discriminate on the grounds of race, ethnicity, age, religion, gender, sexual orientation, physical or mental handicap, developmental disability, and /or medical condition. Special provisions are in place to conduct interviews with non-English speaking children and family members. This includes the investigation process, medical exam, and follow up services. Licking Memorial Health Systems and Licking County Children Services have policies in place to provide interpreters and translators for non-English speaking and hearing-impaired people. Other agencies such as Law Enforcement agencies, the Licking County Prosecutor's office and Victim Services also have access to translation and interpretation services.

## MULTI-DISCIPLINARY TEAM MEMBERS

The Multidisciplinary Team is comprised of representatives from the following:

- Kids' Place
- Medical Professionals
- Licking County Prosecution
- Law Enforcement Jurisdictions
- Mental Health Professionals
- Licking County Children Services
- Victim Services
- Adult and Juvenile Probation

The team may be expanded to include other professionals on an as needed basis.

Terms that may be used interchangeably in this document:

Kids' Team – MDT

Kids' Place – CAC – CAC of Licking County – CAC of LC

KTAC – Kids' Team Advisory Council – Advisory Council – Council

Defining Terms:

**Kids' Place:** A building on the campus of Licking Memorial Health Systems. The building and staff employed at Kids' Place are employees of Licking Memorial Health Systems. Kids' Place is a department of Licking Memorial Health Systems.

**Kids' Team:** The multidisciplinary team that handles child abuse cases in Licking County.

## AGENCY ROLES

Each agency has a specific role in the protection of children from abuse and has established internal guidelines in the handling of these cases. The respective members' agency guidelines will be followed when those respective agencies participate in the investigative process.

Each team member will treat all clients and their families with respect regardless of ethnicity, gender, disabilities, sexual orientation, religion, or culture.

Team members are expected to work jointly and cooperatively and freely share information collected with other team members involved in the protection of children from abuse. Information sharing will follow the Ohio Administrative Code and the Ohio Revised Code.

Each team member will maintain confidentiality on all information discussed, including but not limited to: identity of parties, nature of allegations, results of examinations and treatment, and investigative findings.

Each team member who is involved with a Kids' Place case will attend and exchange information at any Case Review meetings pertaining to that case.

Team members will participate in on-going training and education as needed.

Specific agency roles include but are not limited to:

---

### *LAW ENFORCEMENT:*

- Report incidents of suspected abuse and/or neglect to Children Services prior to initiating an investigation
- Conduct a developmentally appropriate, non-leading, non-duplicative recorded forensic interview
- Interview all potential victims, witnesses, and suspects
- Collect evidence, if present
- Present information to the prosecutor's office for decisions on prosecution

---

### *CHILDREN SERVICES:*

- Receive all referrals of abuse and neglect
- Coordinate investigations with Law Enforcement, when appropriate
- Conduct and/or participate in interviews of victims, witnesses, perpetrators, and family members
- Conduct a developmentally appropriate, non-leading, non-duplicative recorded forensic interview
- Provide protective services for children
- Provide necessary services to children and their families
- Provide a developmentally appropriate risk and safety assessment of the child

---

### *MEDICAL PROFESSIONALS*

The medical professionals conduct the medical evaluation and treatment of the child's medical condition and documents the results of the medical examination. Other services provided by medical professionals include:

- Analyze the case for medical needs
- Review the medical history and interview the child
- Determine whether a medical examination is necessary
- Conduct the examination and document any injuries both through report and with photographs, or other appropriate means
- Perform the appropriate medical examination, including ordering lab testing, if necessary
- Collect specimens for evaluation, if needed
- Make a diagnosis and report findings

---

#### *LICKING MEMORIAL HEALTH SYSTEMS:*

- Procure and maintain the facility, medical equipment, and office supplies
- Provide the staff support necessary for medical, nursing, and clerical operations of the facility
- Ensure appropriate credentialing for all medical staff
- Maintain the integrity of the medical record, including all medical photographs

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#### *PROSECUTION:*

- Be available on an on-call basis for assistance during an investigation
- Answer questions regarding arrests, search and seizure orders, and content or interviews and/or any strategic concerns involving the development of the case
- Review the case for appropriate charges and request necessary follow-up after Law Enforcement has presented the case
- Prepare for trial, including meeting with witnesses, issuing subpoenas, and presenting the case to a grand jury
- Present the case to a judge or jury.

---

#### *VICTIM/WITNESS ADVOCATE:*

- Keep victims and witnesses updated regarding the legal process
- Act as a liaison between prosecution , the witnesses, and the court
- Schedule interviews and make necessary referrals to supportive services
- Assist families in making applications to the Ohio Victim of Crime Compensation fund
- Notify families of a defendant's release review or pending release from an institution



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#### *ADULT AND JUVENILE PROBATION:*

- Provide for the safety and security of the community by ensuring that probationers receive supervision and treatment
- Arrange/provide treatment for sexual offenders in some cases
- Make sentencing recommendations to the court based on an evaluation of the defendant

---

#### *MENTAL HEALTH AGENCIES:*

- Review the case for mental health needs
- Receive referrals and provider services to child abuse victims and their families
- Provide access to crisis intervention services as needed
- Consult on how to reduce long-term negative impact on the victim and their family

Kids' Place provides equal opportunities to all staff and team members without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as covered veterans in accordance with applicable federal, state, and local laws. Kids' Place complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities and applies the principle of these laws in its hiring and collaboration practices.

Kids' Place believes that a child's disclosure is a process where the opportunity for disclosure is enhanced when the child is interviewed in a safe, neutral setting by an interviewer who has been specially trained in developmentally appropriate forensic interviewing techniques.

Kids' Place provides a safe, accessible, neutral, family-friendly environment in which to conduct interviews. Kids' Place has two interview rooms that contain child-sized furniture and comfort items, such as coloring materials, to ensure maximum comfort for the child. The interview rooms are outfitted with equipment to record interviews as deemed appropriate by MDT members, as well as equipment that allows live viewing of the interview for MDT members not participating in the interview. Kids' Place also has two waiting rooms that contain comfort items, such as toys. There is also a fully equipped medical examination room, an observation room, a first aid kit and a medical office area complete with a first aid kit. This area can also be used as a consultation or conference room. There are closed circuit cameras installed in the interview rooms and waiting areas with audio/video monitors in the observation room. This equipment is utilized as deemed appropriate by the investigative team.

It is the policy of Kids' Place to ensure that there is separation of the alleged perpetrator and victim. Law Enforcement and the other MDT members are responsible for helping the alleged victim attend the interview while at the same time keeping the alleged offender physically separate; however, if the circumstances make physical separation impossible, Law Enforcement and Children Services will use their discretion on deciding how to move forward with a forensic interview. If the victim discloses during the interview that a previously unknown perpetrator has accompanied the child to the appointment, Law Enforcement and/or Children's Services will address the situation. In addition, if the victim is also a known perpetrator, the appointment will be scheduled separately from the offender's known victim(s).

Kids' Place may conduct interviews of children who are alleged to be sexually aggressive. When this occurs, no other interviews are scheduled immediately prior to or after the interview of the alleged sexually aggressive child, no other children are permitted on-site at that interview time, and the sexually aggressive child is always observed while at the facility.

All Kids' Place interviews are recorded in the hope that this procedure will reduce the number of times the child has to speak about a potentially traumatic event. The original recording is stored on a DVD with the Law Enforcement agency and Children Services social worker that participated in the interview.

MDT members are able to observe interviews as they are conducted and can receive copies of interviews upon request. Those DVDs are returned to the respective Law Enforcement agency and/or Children Services at the completion of the case, other than those obtained by the Prosecutor.

The MDT agrees that to the extent possible all child interviews will be conducted at Kids' Place; however, the MDT recognizes that there are times when interviews must be conducted elsewhere due to child safety issues and/or due to the nature of a rapid response. For those situations Kids' Place will still be

notified either before the interview to provide crisis intervention and support services at the interview location, or within 24 hours after the interview to provide case coordination services.



## ORGANIZATION AND STRUCTURE

Kids' Team is governed by the Kids' Team Advisory Council ("KTAC") that is charged with overall governance, strategic planning and adhering to the duties of care, loyalty and obedience.

The mission of the KTAC shall be to strengthen the multi-disciplinary team ("MDT") collaboration that responds to child abuse and neglect in Licking County and advise on administrative decisions to be made by LMH that directly pertain to the structures and functions of the Child Advocacy Center ("CAC").

In carrying out this mission, the council shall perform the following functions in collaboration with all partnering agencies:

- Provide advice and counsel to strengthen the relationship between the hospital and the multi-disciplinary agencies involved in the collaboration;
- Approve the Guidelines for investigating and prosecuting child abuse cases;
- Review the Guidelines and amendments when appropriate and, at a minimum, every three years;
- Recommend approval of programmatic and procedural changes that affect the function of the CAC;
- Participate in developing job descriptions and training requirements for recruitment and hiring of CAC staff positions;
- Participate in interviewing and selecting candidates for CAC staff positions;
- Review and evaluate CAC programs annually;
- Establish internal procedures and rules as may be most appropriate to assist in achieving these goals, including appropriate policies and internal structures (such as subcommittees within the MDT).
- Collecting and analyzing data & outcomes and evaluating effectiveness of services.

KTAC shall meet quarterly. KTAC is a non-elected organization and members are selected from within the MDT and from within the community. KTAC meetings are open to all MDT members with each discipline having no more than two voting representatives at each meeting. Disciplines are identified as follows:

- Child protection
- Law enforcement

- Medical
- Victim advocacy
- Mental health
- Prosecution
- Probation
- Child Advocacy Center
- Community

Each KTAC member will serve indefinitely. To resign as a member of the KTAC, a month's notice must be given to the CAC Coordinator and it will be the responsibility of the discipline to find a replacement.

Each KTAC member should attend all 4 quarterly meetings per year. If a member is unable to attend a particular meeting, arrangements should be made within the discipline for a temporary substitution.

Each KTAC member is expected to study the issues or problems which come before the Council in order to contribute to the resolution process. If a resolution to a specific issue cannot be unanimously made, the act of the majority of members present shall be the act of the Council.

The meeting schedule should be established during the first meeting of the year by the Coordinator.

These meetings shall be open to all interested MDT members with notice to the Coordinator and/or the Chair of KTAC.

Emergency meetings may be held when the KTAC, Coordinator and/or the Executive Committee find that an emergency meeting is necessary.

KTAC members shall hold in confidence all pertinent information relating to the business operations and provision of services of Kids' Place and will not violate confidential relationships between the Council, staff, contractors, interns, volunteers and program members of the organization.

## EXECUTIVE COMMITTEE

The Executive Committee is comprised of the Chair, Vice-Chair and Secretary. All Executive Committee members are elected from within the KTAC by majority vote. Their roles are as follows:

Chair: The Chair is responsible for facilitating the meetings and serves as the direct advisor to the Coordinator. The Chair approves the agenda and directs all votes of the Council. The Chair circulates

completed minutes to all KTAC members prior to the next scheduled meeting. The Chair serves indefinitely and will give the (Executive Committee) a month's notice of resignation.

Vice-Chair: The Vice-Chair is responsible for assisting the Chair in facilitating meetings, shall serve as substitute in the event of the Chair's absence and shall execute any other duties as requested by the Chair. The Vice-Chair serves indefinitely and will give the Executive Committee a month's notice of resignation.

Secretary: The Secretary is responsible for keeping minutes at all KTAC meetings. The Secretary shall submit transcribed minutes to the Executive Committee and Coordinator for review and dissemination. The Secretary serves indefinitely and will give the Executive Committee a month's notice of resignation.

The Executive Committee addresses urgent matters that require immediate attention. The Executive Committee maintains focus on the organizational health and integrity of Kids' Place. Responsibilities include:

- 1) Overseeing administrative functions of KTAC
- 2) Strategic Plan oversight
- 3) Investigation of grievances and recommending resolutions to KTAC

## KTAC ACTIONS

KTAC actions may be taken by majority vote.

If an item for KTAC action is best addressed outside of a KTAC meeting, the following factors will be considered by the KTAC Executive Committee before determining whether to ask for an action by email communication:

- a) How soon a decision is required;
- b) whether the decision would be better made after further discussion and/or whether alternatives should be considered;
- c) whether the action is a routine action that the Kids' Place Coordinator can take in lieu of the KTAC;
- d) whether a conference call meeting can be scheduled and held (either just for discussion or if a quorum is obtained, to take a vote).

If after considering the above factors, the KTAC Executive Committee determines it would be best to take the action by email vote, the KTAC Chair may have the Kids' Place Coordinator draft the proposed action and email it as an attachment to all KTAC members at their respective email addresses.

The action shall allow a KTAC member to check that he or she is in favor of or opposed to the particular action. Each KTAC member shall sign and return their vote by email or fax to the Kids' Place Coordinator and the KTAC Chair within 96 hours unless another deadline is provided in the email.

Upon the Kids' Place Coordinator's receipt and verification of all email votes, if there is a majority vote, then the action is approved. The Kids' Place Coordinator will confirm whether the action has passed or failed by email to all KTAC members upon receipt of all email votes.

The KTAC will ratify any action taken by email vote at the next KTAC meeting. The minutes of this meeting will record the ratification.

## CONFLICTS OF INTEREST

It is the intent of Kids' Place to avoid all conflicts of interest, or appearance of a conflict that would embarrass the organization or violate any applicable laws. Interested parties agree to fully disclose all potential conflicts of interest annually and in writing.

## CRITICAL INCIDENT REPORTING

A critical incident at Kids' Place has the potential to impact the local program and partner agencies and have external impact affecting other local CAC programs and the state chapter. Kids' Place will notify ONCAC/MRCAC of certain critical incidents occurring at or involving Kids' Place and adhere to NCA's Policy on Critical Incident Reporting.

## RECORD CHECKS

All KTAC members, contractors, interns and volunteers are required to consent to a criminal records check and child abuse and neglect screening per their internal agency guidelines. At minimum, names are submitted to the Ohio Bureau of Criminal Investigation and Information and the Ohio Child Abuse and Neglect Central Registry. LMH will cover the cost of these screenings for the KTAC community member volunteers. These background checks will be reviewed by KTAC for approval and will be stored at Kids' Place. Community members will submit their information at minimum every 5 years.

Kids' Place reserves the right to terminate a contractor, intern or a volunteer relationship should it deem that an individual's record could pose a threat to other volunteers, interns, contractors, clients or to the integrity and reputation of the center. All record checks are maintained by each individual MDT agency per internal agency guidelines and procedures.

## INSURANCE

All insurance for Kids' Place is covered under the Licking Memorial Health Systems insurance policies.

## POLITICAL ACTIVITY

KTAC members may not engage in any political activities that favor or oppose one or more candidates for public office while representing Kids' Place. Council members, contractors, interns and volunteers may contribute personal funds, personal time or in-kind resources to a candidate as long as such contributions shall not imply in any way that Kids' Place is supporting or endorsing such candidate.

This policy does not exclude the agency from engaging in legislative advocacy and education within the limits allowable by the Internal Revenue Service. Grassroots advocacy efforts, educating legislators and monitoring legislation that may impact the systems to protect children from abuse are considered allowable activities of Kids' Place. All rules and regulations for allowable and unallowable expenses as they relate to federal and other grant spending will be strictly adhered to.

## GRIEVANCE PROCEDURE

Licking Memorial Kids' Place wishes to provide a comfortable, productive, legal and ethical work environment to all MDT members.

MDT members are encouraged to discuss concerns and/or ideas with each other and the Kids' Place coordinator informally through phone calls, emails, at case review and at KTAC meetings.

Should any member of the MDT have a complaint that they feel could rise to the level of filing a formal grievance, the complaint should initially be addressed with the MDT members direct supervisor to assess if the complaint can be handled outside of filing a formal grievance. Should the team member and their immediate supervisor decide that the complaint rises to the level of filing a formal grievance about the operational/ administrative matters and/or fellow MDT members performance as it pertains to Kids' Place, the matter should be brought to the attention of the KTAC for review.

Should any team member become aware of information (formally or informally) that reflects that a contractor, intern, volunteer, KTAC member or MDT member has conducted themselves in a way that is not in accordance with the policies or standards of practice established by their respective agency or the guidelines of Kids' Place, the team member will not share this information with other team members and will report this information immediately to their direct supervisor. It is then the supervisors' decision to report the infraction as they deem appropriate to the respective agency. Should it be determined that the team member was in violation of a Kids' Place guideline, it should then be determined if a grievance is necessary.



The following [grievance procedure](#) has been instituted to address these matters:

Contractors, interns, volunteers, KTAC members or MDT members with a complaint regarding a Kids' Place decision or MDT members shall put the specifics of that complaint in writing. The written complaint should be submitted to the Chair of the KTAC in a timely manner. The Executive Committee shall investigate the complaint and bring the information before the KTAC. A written response including the results of the investigation and action taken by the KTAC, if any, shall be made to the complainant in a timely manner.

It is the purpose of this grievance procedure to help maintain a positive work environment with respect and responsibility towards each discipline involved with Kids' Place that also enables MDT members to share ideas and raise concerns.

## DRUG-FREE WORKPLACE

Kids' Place maintains a drug-free environment. The possession or use of illegal substances in Kids' Place, or while representing Kids' Place is prohibited.

## OFFICE EQUIPMENT/PROPERTY

All office equipment and the facility are the property of Licking Memorial Health Systems.

## WEAPONS

Mindful that the mission of Kids' Place is to ensure justice and healing for Licking County children subjected to sexual and severe physical abuse by rendering child-friendly, victim sensitive, family-centered services through a multidisciplinary team, while recognizing that law enforcement officers have an obligation to be appropriately armed while on duty, Kids' Place adopts the following policy on the presence of weapons in Kids' Place:

No one other than law enforcement officers will have any weapon on their person or in their possession while at Kids' Place.

Detectives' weapons will be carried in such a way that they will not be visible to children and families. A lockable metal drawer is provided to officers who wish to secure their weapon, or other items, while at Kids' Place. Uniformed officers are exempt from this requirement.

This policy is adopted in order to create a physically and psychologically safe place for children and families.

## GIFTS TO CLIENTS

Kids' Team does not provide children with toys or gifts of any kind before interviews or examinations; however, donated stuffed animals or toys are given to children before they leave. Children may bring comfort items of their own to Kids' Place. Allied partner agencies have their own policies regarding providing comfort items to children, and their personnel follow their departmental policy. Children may draw or color while waiting at Kids' Place, and may take their art work home with them, but anything generated during the course of a forensic interview may be retained at the discretion of the investigative team.

## DOCUMENT RETENTION/DESTRUCTION

Kids' Place documents will be retained and destroyed pursuant LMH internal policy and procedure.

Cases are referred to Kids' Place for overall case coordination, including the forensic interview, medical services and mental health referrals, victim advocacy and support, and Case Review and case tracking.

Kids' Place may accept referrals for children in addition to the circumstances outlined below or in cases that occurred outside of Licking County or where the child resides outside of Licking County (courtesy exams/interviews) on a case-by-case basis. Case acceptance decisions are made by the Kids' Place Coordinator and/or other MDT members.

The following criteria will be utilized when determining whether a child should be referred to Kids' Place for a case involving sexual abuse:

Child either resides in Licking County, was present in Licking County when the alleged abuse occurred, is under 18 years of age or under 21 years of age if the individual has a sensory, motor or cognitive disability, **AND**

- Child has either disclosed allegations of sexual abuse, **OR**
- Child has physical symptoms suggestive of sexual abuse, sexually transmitted infection, injury to the genital area, and/or unexplained redness or soreness, **OR**
- Child displays age inappropriate sexual behaviors, **OR**
- Guardian, relative, teacher or other person in contact with the child has a reasonable suspicion that the child is the victim of sexual or physical abuse, **OR**
- Child is a sibling or other child who has been in contact with the alleged abuser of any child satisfying any of the above criteria.

Child sexual abuse is defined as any offense that is codified under Chapter 2907 of the Ohio Revised Code. Kids' Place will also assist families with other issues of alleged inappropriate/problematic sexual behavior on a case-by-case basis.

Physical abuse and neglect cases may also be accepted as deemed appropriate by the investigative team. Severe cases of physical abuse or neglect may be presented to Kids Place or to the emergency room, as deemed necessary by the investigative team and/or medical professionals.

The following criteria will be utilized when determining whether a child should be referred to Kids' Place for a case involving physical abuse:

- Injuries/bruising are present that are suspicious for abuse

- Injuries/bruising are present that have been disclosed by the child to be the result of abuse
- Injuries/bruising are present that are not consistent with the history of injury given by the child or caregiver.

If medical evaluation is indicated for a physical abuse case, this should be treated the same as an acute sexual assault case (as described herein) and scheduled as soon as possible.

No cases will be handled as a Kids' Place case when the alleged perpetrator is under 10 years of age unless circumstances are deemed to warrant Kids' Place involvement.

The purpose of conducting a medical evaluation is to assess the medical status and reassure the child/parent; test for sexually transmitted diseases and treat, if needed; test for pregnancy and offer emergency contraception; identify and document injuries both old and new; and complete a rape kit as needed. Specialized medical evaluations and treatment are available and accessible to all Kids' Place clients regardless of their ability to pay. In an attempt to avoid multiple examinations, only one medical exam will be conducted per allegation unless medical follow up is required.

## SCHEDULING CASES

Referrals of alleged sexual and physical abuse meeting the established criteria shall be scheduled by Licking County Law Enforcement agencies or Children Services. Prior to contacting the Kids' Place Coordinator, the initiating agency will obtain all necessary information regarding the referral and will coordinate with other necessary agencies, including medical, when appropriate, to coordinate a date and time for the appointment.

Once the Kids' Place Coordinator is contacted with the appointment date and time, he or she will enter the information into NCAtrak, the case tracking system utilized by the MDT. Once the appointment is scheduled, it is the initiating agency's responsibility to ensure the non-offending caregiver and child will be at the appointment. It is also the initiating agency's responsibility to explain to the non-offending caregiver the purpose of the Kids' Place appointment and ensure no one discusses the concerns with the alleged child victim before the appointment. If Law Enforcement is not already involved, the initiating agency must make a police report. When necessary, the Kids' Place Coordinator is responsible for contacting and notifying team members other than the social worker, Law Enforcement officer, and medical personnel of the scheduled appointment.

Patients and/or their families who do not speak or understand the English language will be provided with a translator who will come to the center as needed. Hearing impaired and deaf patients are also accommodated with trained sign language interpreters. There is no cost to the patient or their family for these services. Interpreters are informed of the subject matter they will be translating when they are scheduled and are oriented to the Kids' Place process when they arrive.

## REFERRALS DURING NORMAL OFFICE HOURS

When the initiating agency (Children Services or Law Enforcement) receives a report of alleged child sexual or physical abuse, the case is assigned to a caseworker or Law Enforcement officer per internal agency procedure.

The initiating agency then contacts representatives from a partner agency; either Children Services contacts the appropriate Law Enforcement agency or the Law Enforcement officer, as a mandated reporter, calls the Children Services referral line to make a referral. The initiating agency worker also notifies Kids' Place to schedule an interview and/or request case coordination services.

These non-acute medical exams will be scheduled in consultation with one of the Kids' Place medical professionals. A non-acute medical exam is recommended for any Kids' Place case in which the child may benefit from such an exam. Examples of such cases in which a non-acute medical exam should be considered, include but are not limited to, those cases involving anal or vaginal penetration (including

digital), risk of sexually transmitted infection (STI), or risk of pregnancy. All non-acute medical exams will be conducted during pre-determined business hours.

If it is determined that a medical exam is needed, the social worker or Law Enforcement officer will contact the Kids' Place coordinator or the medical provider directly and schedule a medical exam. If possible, the medical exam will be performed at the time of the interview.

## REFERRALS DURING EVENINGS AND WEEKENDS

When Children Services receives a referral through the after-hours line or a referral is received by Law Enforcement after hours through normal dispatch, the following procedures will apply:

**Children Services:** if a case is determined not to be a Rapid Response Referral, it is assigned to a caseworker the next business day and the normal referral process applies.

**Law Enforcement:** when a uniformed officer responds to call, and if the case is determined not to be a Rapid Response Referral, then the officer generates a report per internal agency procedure and the case is assigned for investigation on the next business day and the normal referral process applies.

The guiding principle for referrals not deemed a Rapid Response Referral is that the child is not interviewed by the first responder. The first responders report is based on observations, the report of witnesses, any evidence at the scene that may be documented, and any notes on the child's behavior, unsolicited statements and condition. The forensic interview should be conducted as soon as possible at the center by trained multidisciplinary team members or staff.

## RAPID RESPONSE REFERRALS

Children must be seen as a Rapid Response Referral if trace forensic evidence needs to be collected or there are other indications requiring an emergency evaluation. Trace forensic evidence must be collected, using the State of Ohio approved evidence collection kit, when either of the conditions listed below are true (excerpted from Ohio Child and Adolescent Sexual Abuse Protocol 2009):

1. The last episode of sexual abuse/assault occurred within the past 96 hours and the child is 16 years old or over OR

The last episode of sexual abuse /assault occurred within the past 72 hours for a child of any age,

AND

- a. The history indicated penetration and/or skin to skin contact with alleged perpetrator,  
OR
  - b. The history indicates contact with the alleged perpetrator's semen, blood or saliva, OR
  - c. The history indicates a struggle that may have left skin or blood of the alleged perpetrator's to be lodged under the victim's fingernails, on the victim's body or clothing, OR
  - d. The victim's clothing or body may be covered by trace evidence (debris, fibers, etc) from the alleged crime scene.
2. The history of contact with the alleged perpetrator is unclear (i.e. child too young to provide a history or a history is unavailable) and there is reason to believe that conditions described in #1 above are true.
  3. The history of sexual contact (even if greater than 72 hours) AND the child is bleeding from the vagina/rectum.
  4. An immediate interview is necessary for CHILDREN SERVICES and Law Enforcement to determine whether to remove the child from the home due to factors including but not limited to the following:
    - a. The alleged perpetrator has immediate access to the child;
    - b. The person responsible for the child is not supportive or protective of the child or does not believe the abuse occurred;
    - c. The potential of family violence toward the child exists due to disclosure of the abuse;
    - d. Consideration of other cases by team members as needed.

The process for Rapid Response Referrals is as follows:

- The agency that receives the initial referral will immediately contact the partner agency per internal policy to request worker assignment.
- The assigned Law Enforcement officer or caseworker will either interview, and arrange for a medical evaluation of the child immediately or, when appropriate, may notify Kids' Place at the start of the next business day for scheduling the child interview and medical evaluation as a priority referral during normal business hours.
- A medical provider is on-call at all times to ensure that medical examinations can be performed immediately as necessary. The assigned Law Enforcement officer or caseworker will call Licking Memorial Hospital at 220-564-4000 and will ask the operator to "activate Kids' Place". The operator will then contact the on-call medical provider and the Emergency

Department (ED) supervisor, to acquire a point-of-care technician. The on-call medical provider will be consulted by the responding agencies to determine whether an immediate medical examination is necessary.

- The officer or caseworker may opt to notify the Kids' Place Coordinator or the Victim Advocate to assist with Rapid Response Referrals during evenings and weekends.

Specific MDT members may be available for Rapid Response Referral for assistance with crisis intervention and support services for the child and family, regardless of where the interview is conducted, including interviews at Law Enforcement offices, schools, or emergency rooms.





## INVESTIGATIVE PROCEDURES

The MDT agrees that, whenever feasible, all children will be interviewed at Kids' Place.

In cases where there is a high safety risk to the child or there are other extenuating circumstances, the child may be interviewed by MDT members at an alternative location. MDT member agencies agree that a referral will still be made to Kids' Place for medical follow-up, victim advocacy services, mental health referrals, Case Review and case tracking purposes.

Children Services caseworkers and Law Enforcement officers jointly investigate allegations of child abuse as mandated by Ohio Revised Code 2151.421. Kids' Place is a victim services agency, not an investigative agency. The investigative team is comprised of Law Enforcement and Children Services. This team determines who will conduct the forensic interview. Some criteria that are considered by this team when deciding who will conduct the interview are as follows: training of team members, age and gender of child, and child's preference. Ultimately the decision is made on a case by case basis by the investigative team.

It is the expectation that Children Services and Law Enforcement are available for every forensic interview. Other MDT members such as mental health, medical staff, victim advocacy and prosecution may observe the interview session at their discretion. Forensic interviews may be audio and/or videotaped at the discretion of the investigative team.

The interview process does not set rigid rules the interviewer must follow but, rather, establishes clear guidelines regarding the different phases of the interview as well as what types of information the interviewer should attempt to obtain. The forensic interview of a child is a developmentally sensitive and legally sound method of gathering factual information regarding allegations of abuse or exposure to violence. The interview is conducted by a competently trained, neutral professional utilizing research and practice-informed techniques as part of a larger investigative process. There are a number of evidence based forensic interview models, all of which consist of sequential phases or stages and include the following; rapport building, substantive phase, closure. All forensic interviewers at Kids' Place are trained in an accredited model of forensic interviewing that is recognized by NCA. Interviewers shall move through the phases of every interview in a structured, standard manner. It is recognized variables exist that may affect the degree to which an interviewer is able to adhere to the interview phases. These include linguistic and cultural issues as well as the individual child's emotional state, cognitive status, and willingness to participate in the interview process.

During the interview, the interviewer poses questions in a non-leading manner. The goal is to guide the child through the questioning without suggesting answers, thus enabling the child to relate facts. Open-ended questions geared to elicit the child's spontaneous narrative responses are asked to initiate information gathering. The interviewer then poses more focused follow-up questions to elicit a detailed description.

Interview aids may be introduced to help facilitate the interview. Anatomical drawings and/or dolls may be used during interviews for children depending on their age and/or comfort level.

Evidence can be introduced into the forensic interview by the investigative team. This team will determine when and if evidence is introduced into the forensic interview. Some criteria that are considered by this team when deciding when and if evidence is introduced are as follows; if a child is having trouble recalling information, to open dialogue with a child, and for verification purposes. Ultimately the decision to introduce evidence into the forensic interview is made on a case by case basis by the investigative team.

To close the interview, the interviewer gives the child the opportunity to ask questions and then engages in brief conversation about a neutral topic or pleasant activity.

While reducing the number of interviews of a child victim is a goal of Kids' Place, it is recognized that multi-session or subsequent interviews may be required. The investigative team (in addition to any other MDT members involved in the case at that point) can decide to have the child seen for multi-session or subsequent interviews. Criteria that is considered when deciding if a multi-session or subsequent interview is necessary include:

- The interview could not be completed in one session for any reason
- There are multiple allegations, perpetrators, or types of abuse
- Something prompts the child's return (ex. Child discloses additional information, child indicates a reason they did not tell or could not tell in the initial interview, external evidence or corroboration emerges).

If it is determined that the child may have multi-session or subsequent interviews the investigative team may consider the following factors to assist in making a determination;

- The reason prompted the need for another interview
- The child readiness, willingness and ability to participate in another interview
- The potential for additional trauma to the child
- What has occurred in the child's life since the initial interview
- Is another interview the best option for the child, are there other options.

Once it is decided that a multi-session or subsequent interview is necessary the same protocol in the initial interview will be followed. When possible, the interview will be conducted jointly by the same law enforcement and children services worker that conducted the initial interview.

If necessary, a medical examination will be completed following the investigative interview. A sexual assault kit will be collected during the acute medical evaluation according to the Ohio Pediatric Sexual Abuse Protocol.

## RECORDING INTERVIEWS

All sexual abuse interviews conducted at Kids' Place will be recorded in DVD format, unless there are extenuating circumstances. Physical abuse interviews will be recorded in DVD format on a discretionary basis. Kids' Place will provide the recording equipment and the blank DVDs for recording. As the interview at Kids' Place is an investigative interview, the DVD will be kept with Children Services and the respective Law Enforcement agency that is participating in the interview.

## SUSPECT INTERVIEWS

Alleged offender interviews are not conducted at the center. These interviews typically are conducted at Law Enforcement offices per their agency policy.

Under certain circumstances, sexually aggressive children or suspects who may be perceived to be victims as well may be interviewed at the center. Decisions regarding these interviews are made by Kids' Place staff in consultation with the MDT, on a case-by-case basis.

Alleged offenders identified in specific Kids' Place cases and convicted sexual perpetrators are not permitted on site at the center. Should the situation arise, a Kids' Place staff member or MDT member will initially separate the child and non-offending family members from the alleged offender in the reception area, the alleged offender will be advised to leave the premises, and, if necessary, a Law Enforcement officer will assist in removing the alleged offender from the premises. The goal of this intervention is to be as discreet as possible and to ensure the child and family have a sense of privacy and safety while at the Center.

## MEDICAL EXAMINATIONS

Kids' Place's designated provider for all medical examinations are medical providers from Licking Memorial Health Systems. Kids' Place is accessible 24 hours a day, 7 days a week for acute medical exams. All examinations are conducted by a physician or nurse practitioner with assistance from a Point-of-Care Technician. Kids' Place has a cortex flow onsite and also maintains a supply of sexual assault evidence collection kits for use in emergency medical examinations. The criteria for determining an emergency medical examination is listed above under Rapid Response Referral.

Specialized medical sexual abuse examinations are available to all Kids' Place clients at no cost. The Ohio Attorney General's Office provides reimbursement for medical evaluations pursuant to their guidelines.

An on-call schedule for nurse practitioners and pediatricians is completed monthly and sent to the Kids' Place Coordinator who posts this schedule at Kids' Place in the office area. The Kids' Place Coordinator, or the LMH Operator, will contact the ED Supervisor to schedule a Point-of-Care Technician.

All children who allege sexual abuse should be examined by a trained provider in a timely manner. Many sexual abuse victims first present days to months after the sexual abuse incident. Under this circumstance, trace forensic evidence collection is not indicated, and the Ohio Sexual Assault/Abuse Evidence Collection Kit is not needed. However, medical interviews, medical examinations, testing, treatment, referral and reporting will need to be done. The purpose of the medical examination is to ensure the health and safety of the child through evaluation of potential physiological damage and possible transmission of sexually transmitted diseases.

Medical examinations are recommended in cases as outlined above. Other criteria to be considered in recommending medical evaluation are:

- Child's age-inappropriate sexual knowledge
- Child's siblings have been victimized
- Child has been exposed to a known sex offender
- Child has suspicious findings indicative of abuse as identified by a medical practitioner
- Child or parent has concerns about something being wrong with their (or their child's) body as a result of the abuse

In those cases where the criteria for an examination are not clear, the medical provider will make the decision as to whether a medical examination is required.

When there is suspicion or an allegation of sexual abuse, the non-offending parent/caregiver often chooses to take the child immediately to the emergency room for a medical examination. When this occurs, it is the responsibility of the Emergency Department staff at Licking Memorial Hospital to

determine if the allegation or concern constitutes a medical emergency, e.g. the criteria outlined above. If the case is determined to be a non-emergency, the Emergency Department staff will immediately report the allegations to Children Services and make a courtesy report to Law Enforcement per internal mandatory reporting protocols. If the child is seen in the Emergency Department, it is recommended that the Emergency Department forward the child's medical record to the medical provider at Kids' Place to facilitate a thorough medical examination and treatment. Kids' Place Protocol for assessment and referral for medical examination is then followed as outlined below.

## NON-EMERGENCY MEDICAL EXAMS

- The case worker or Law Enforcement officer notifies Kids' Place Coordinator or medical staff of the need for the examination, following the procedure outlined above for investigative interviews, specifically noting the need for a medical exam.
- The Kids' Place Coordinator will enter the information into NCAtrak and schedule the medical examination. Referral information consists of basic demographic data, reason for referral including allegation information and child's statement, pertinent history including medical history, and assigned case worker and Law Enforcement officer.
- The appointment is scheduled then both the parent/guardian, initiating agency (Children Services or Law Enforcement) and the medical provider are notified of the appointment date/time.
- Kids' Place staff meets the child and parent/guardian at Kids' Place to facilitate and provide advocacy and support services as indicated.
- The medical provider takes a medical history from the child and the parent/guardian for the purpose of diagnosis and/or treatment. The Point-of-Care Technician will call the Emergency Department Registration to register the patient into the hospital registration. The Point-of-Care Technician is also responsible for getting the vital signs of the patient, cleaning the medical room after the evaluation, and taking lab work over to the laboratory at LMH.
- Medical providers determine who is in the examination room during the examination, taking into consideration the wishes of the child.
- Once the examination is completed, the medical provider delivers verbal feedback to the child and parent/guardian about the medical findings and any need for follow-up treatment. A written report of the medical history and examination findings is completed by the medical provider and shared with the MDT at Case Review, if not prior. Copies of the report are made available to the MDT and Prosecution as needed.

## EMERGENCY MEDICAL EXAMS

Kids' Place is available for emergency exams. The same procedure is utilized to schedule an emergency medical exam as an emergency investigative interview, as outlined above. The procedure for emergency examinations is as follows:

- Medical providers at Kids' Place determine the need for emergency medical examination, taking into consideration the guidelines set forth for referrals, if the child has not first presented in an Emergency Department.
- Child is examined per internal hospital protocol for evidence collection utilizing a State of Ohio approved sexual assault evidence collection kit.
- The evidence kit material is given directly to the authorized Law Enforcement personnel. Law Enforcement acceptance of the kit is logged in the Ohio Sexual Assault Kit Tracking (SAKT) system.

Medical findings are documented per internal protocols and shared with the investigative team.

## PHYSICAL ABUSE MEDICAL EXAMS

Physical abuse and neglect cases may also be accepted as deemed appropriate by the investigative team. Medical evaluation at Kids' Place is recommended for physical abuse cases in which bruising is present that is suspicious for abuse, has been disclosed by the child to be the result of abuse, or is not consistent with the history of injury given by the child or caregiver. If medical evaluation is indicated for a physical abuse case, this should be treated the same as an acute sexual assault case (as described above) and scheduled as soon as possible.

## CONTINUITY OF CARE

The child's primary care physician is an integral part of the child's overall health and safety system and as such it is important that the MDT maintain communication with the primary care physician. Primary care physicians are encouraged to refer their patients to Kids' Place for all sexual abuse medical examinations and for any examination that can benefit from colposcopy. The guiding principle is that multiple medical examinations are avoided by ongoing collaboration and communication between the MDT members and the community's medical practitioners.

## EXPERT REVIEW

The medical professionals at Kids' Place will have at minimum 50% of any findings deemed abnormal or diagnostic expertly reviewed by MRCAC or another nationally accredited organization.

## MENTAL HEALTH SERVICES

Kids' Place works in partnership with mental health providers in the Licking County community. The agencies agree to work collaboratively to ensure that all children and families seen at Kids' Place will have access to evidence-supported, trauma-informed treatment in an expedient and professional manner from master's level or higher trained clinicians.

Kids' Place-related mental health services can be provided both on-site and off-site through signed linkage agreements with mental health provider partners. The primary partner agencies include the following providers:

- Mid-Ohio Psychological Services
- The Village Network
- PBJ Connections

Based on the needs of children and their families, other agencies may be added as necessary and appropriate. The linkage agreement addresses initiation of referral, confidentiality and release of information, and need for mental health providers to communicate to Kids' Place new information that impacts prosecution/case resolution decisions. The linkage agreement stipulates that mental health records are the property of the mental health provider. A sample linkage agreement is included in this protocol.

Most mental health services resulting from referrals by Kids' Place will be paid through private insurance or public assistance. However, on some occasions, a child will be referred who does not have immediate access to that coverage. In these situations, Kids' Place has identified multiple mental health provider agencies who have secured funding, so that mental health evaluation and treatment is available to children and families regardless of ability to pay. Additionally, Kids' Place staff or a victim advocate will assist the family in obtaining funds from the Ohio Attorney General's Crime Victim Compensation Program to cover mental health expenses. Each mental health provider also agrees to provide and maintain current information regarding sliding fee scales and insurances accepted, including Medicaid, to Kids' Place. Each mental health provider also agrees to provide quick access to services by making every effort possible to place Kids' Place referrals at the top of waiting lists when they exist.

The MDT, Kids' Place staff, and/or victim advocate are responsible for making the initial referral for mental health evaluation and treatment. Referrals are offered to all Kids' Place clients and are made with the parent/guardian's written consent via a signed release of information.

Since each member of the family may be affected uniquely by the crisis, multiple family members may also need assistance in identifying appropriate sources of learning, therapy, coping and social support. The MDT believes it is essential to offer mental health treatment for survivors of abuse, their caregivers, and their family members. Mental health therapy will seek to promote socially appropriate development of the youth and supportive services for caregivers to address the safety of the child and to address current and future impact of abuse allegations. The Kids' Place coordinator and other MDT members are



available to provide information on options and appropriate contact information for local counseling services. The mental health provider will also coordinate with the Kids' Place coordinator or Victim Advocate to make appropriate referrals to community resources or additional treatment as needed. If any of the family members are at risk of harming themselves or others, the Community Crisis Response System (Suicide Hotline, 345-HELP), or 211 can be contacted 24/7 to respond.

Mental health service providers are key members of the MDT; therefore, representation by at least one mental health provider at monthly Case Review meetings is required. All other mental health providers agree to attend meetings when invited to discuss specific cases and to provide ongoing monitoring to treatment progress and outcomes.

In an effort to ensure that the best quality services are provided to child victims of sexual and physical abuse, Kids' Place and mental health providers agree to collaborate on cross training staff on topics of mutual interest. Mental health professionals participate in ongoing training, as mandated by their respective licensing and accrediting bodies. Opportunities related to training in Trauma Focused Cognitive Behavioral Therapy (TFCBT), Child and Family Traumatic Stress Intervention (CFTSI), Parent-Child Interaction Therapy (PCIT), Alternatives for Families-Cognitive Behavioral Therapy (AF-CBT), Eye Movement Desensitization and Reprocessing (EMDR), or Child-Parent Psychotherapy (CPP) will be made known to MDT members.

## SAMPLE MENTAL HEALTH LINKAGE AGREEMENT

**The Kids' Team of Licking County Linkage Agreement with:**

\_\_\_\_\_ **For Mental Health Referral, Evaluation and Treatment**

The Kids' Team of Licking County and \_\_\_\_\_, mental health provider, agree to collaboratively provide services to child victims of sexual and/or physical abuse and/or neglect to ensure justice and healing for all Licking County children and their families. Collaborative services will be provided as follows:

1. The Kids' Team of Licking County staff is responsible for making the initial referral for mental health evaluation and treatment. Referrals are made with the parent/guardian's written consent via a signed release of information and preferably with the parent/guardian present.
2. The mental health provider agrees to prioritize The Kid's Team of Licking County referrals by placing these referrals at the top of the waiting lists when they exist, and when no waiting list exists, reasonable efforts will be made to schedule an evaluation within two weeks of the referral.
3. The mental health provider agrees that all individuals treating CAC clients, including interns, are master's level or higher, have completed 40 hours of foundational training and



supervision in evidence-based treatment for trauma and 8 ongoing hours of training every two years in the field of child abuse.

4. The Kids' Team of Licking County staff is responsible for notifying mental health provider scheduled Case Review meetings related to referred cases. (Note: for those providers who attend Case Review regularly will be so noted in agreement).
5. The mental health provider agrees to maintain communication with The Kid's Team of Licking County via signed release of information to ensure that all children and families in treatment receive every CAC-related service available to them. Examples include but are not limited to: cases in which a child doesn't disclose in the assessment but later discloses in therapy; cases in which criminal charges are filed against the perpetrator and court preparation services are required; and cases in which the child discloses new information in therapy which impacts criminal prosecution decisions.
6. The mental health provider agrees to report all suspected cases of child sexual abuse, physical abuse and neglect to Licking County Children Services and/or the appropriate law enforcement jurisdiction as that is the point of referral to access CAC services.

The Kids' Team of Licking County believes in protecting the client's right to confidentiality. To that end, The Kids' Team of Licking County and \_\_\_\_\_ agree that all mental health records are the property of the mental health provider, records are maintained inside the mental health provider's offices and records can only be accessed by The Kids' Team of Licking County via authorized release of information signed by the child's parent/guardian.

\_\_\_\_\_

The Kids' Team of Licking County

\_\_\_\_\_

Mental Health Provider

\_\_\_\_\_

Date Signed

\_\_\_\_\_

Date Signed



## MEDICAL PROVIDERS AND MENTAL HEALTH PROVIDERS TO OBTAIN HISTORY

In all cases where a medical or mental health examination or evaluation is to be done, where possible, and notwithstanding any provision in these guidelines that may suggest otherwise, a medical provider, or a mental health provider shall make all reasonable efforts to obtain a history *directly from the child*, of the events leading up to, and/or constituting the alleged sexual and/or physical abuse, as may be relevant to medical/mental health diagnosis and treatment. Prior to doing so, the child should be informed of the importance of the medical provider or the mental health provider being given complete and accurate information so that they can correctly diagnosis and/or treat any medical or mental health condition. This history should be obtained even if the child has given a history to another person/agency as the child may: (a) disclose more or different details in a medical or mental health setting; (b) have a better rapport with the medical or mental health provider; (c) not have been asked questions by others sufficient for a complete medical or mental health evaluation.

Keeping in mind that the medical and the mental health providers' role is to address the child's medical/mental condition, that history should generally include the following:

- Details of the types of abuse involved (in a physical abuse case, for example, hitting, spanking, use of devices, etc.; in a sexual abuse case the types of sexual activity that took place, any devices, or other objects used, etc.)
- The length or duration of the abuse (days, weeks, years)
- The frequency of the abuse (once a week, once a month, etc.)
- The identity of any and all perpetrators (to assure the child is not released inadvertently to a care provider that is a perpetrator)
- The identity of any persons that the child may have previously reported the abuse to (to assure the child is not released inadvertently to a care provider that has shown an unwillingness or inability to protect the child)
- Any indications that the abuse caused the child discomfort (it hurt, it stung, etc.)
- Any other information/details relevant and pertinent to diagnosis and treatment

## VICTIM ADVOCACY SERVICES

Victim Advocacy services are provided to all children and families referred to Kids' Place. These services consist of: crisis intervention; referrals and linkages to necessary services, such as medical and mental health, and civil protection orders; education regarding the interview and examination process, the effects of trauma and child abuse, and victim's rights and compensation; information about available community services and assistance; guidance through the legal justice process, such as court accompaniment, notification and advocacy; and general supportive services.

The guiding principle for victim advocacy services is to serve as a bridge between all the disciplines of the MDT and provide the necessary continuity of care for children and families.

The MDT members for victim services are the Victim Advocate/Kids' Place Coordinator and victim advocates from county, city and other agencies. Generally, the Victim Advocate/Kids' Place Coordinator is primarily responsible for all linkages to medical and mental health services, accompanies the child/caregiver to the medical exam, and makes other identified case service referrals for housing, public assistance, and transportation. The Victim Advocate/Kids' Place Coordinator and victim advocates employed through the Licking County Prosecutor's Office and the City of Newark Law Director's Office are responsible for providing information and assistance to the family on applications for Victims of Crime Compensation. Services are generally provided onsite at Kids' Place, but staff can conduct home visits and meet with children and families at court or other designated locations as indicated by the family's needs. Victim advocacy and support is available to all victims throughout the case and after court-involvement is completed.

While all victim advocacy services are considered to be important and are always available to the child and family, the MDT believes that one of the most critical services is to link the child and family to mental health services. Mental health is one of the key MDT disciplines for provision of long-term healing for both the child and family.

## VICTIM ADVOCATE FOLLOW UP

The Kids' Place Coordinator/ Victim Advocate will use the following outline for follow up services with children and families seen at Kids' Place. This information will be documented in NCAttrak.

### INITIAL CONTACT

Meet with the child and family/non-offending caregiver at Kids' Place, explain the services provided at Kids' Place, assess the family's needs and make any necessary referrals.

The Victim Advocate/ Kids' Place Coordinator will schedule time to be at Kids' Place to meet with families for their initial interview. If the advocate is unable to be at the initial interview, they will utilize the intake sheet and/or NCAtrak to obtain contact information for the family.

After the initial contact, the victim advocate will coordinate with other victim service providers to determine who will be the lead victim advocate for the case.

If the family decides that they are not in need of victim services (at any time during follow-up), victim services follow-up will end. The family will be provided with contact information for the victim advocate should they find it beneficial to receive additional services in the future.

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### 1 WEEK FOLLOW UP

The Victim Advocate/ Kids' Place Coordinator will contact the family to assess their needs and make any additional necessary referrals.

The Victim Advocate/ Kids' Place Coordinator will get an update from the family about their needs and address any concerns they are having.

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### 3 WEEK FOLLOW UP

The Victim Advocate/ Kids' Place Coordinator will contact the family to assess their needs and make any additional necessary referrals.

The Victim Advocate/ Kids' Place Coordinator will get an update from the family about their needs and address any concerns they are having.

The Victim Advocate/ Kids' Place Coordinator will assess the family's ability to access any referrals that have previously been made.

The Victim Advocate/ Kids' Place Coordinator will address any new issues the family is experiencing and address any roadblocks the family is experiencing.

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### 2 MONTH FOLLOW UP

The Victim Advocate/ Kids' Place Coordinator will contact the family to assess their needs and make any additional necessary referrals.

The Victim Advocate/ Kids' Place Coordinator will get an update from the family about their needs and address any concerns they are having.

The Victim Advocate/ Kids' Place Coordinator will assess the family's ability to access any referrals that have previously been made.

The Victim Advocate/ Kids' Place Coordinator will address any new issues the family is experiencing and address any roadblocks the family is experiencing.

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#### IF A CHILD AND/ OR FAMILY BECOME COURT-INVOLVED

The Victim Advocate/ Kids' Place Coordinator will conduct the above contact and follow-up with the family. In addition, the Victim Advocate/ Kids' Place Coordinator will contact the Victim Advocates employed by the Licking County Prosecutor's Office, Licking County Sheriff's Office and/or the City of Newark Law Director's Office in order for all victim advocates to coordinator services for the family. A Victim Advocate will then contact the family to inform them of the following:

- When charges are filed
- Prior to court hearings (arraignment, pretrial, etc.) to educate and notify
- After court hearings to update outcome and communicate future hearing dates
- During court hearings that family attends
- During trial preparation appointments with APA
- To discuss victim impact statement preparation
- Follow up after disposition to see if the family's needs are met


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#### OTHER SERVICES THAT CAN BE PERFORMED BY A VICTIM ADVOCATE BASED ON THE FAMILY'S NEEDS INCLUDE:

- Connection to community resources
- Education regarding Court process
- Court accompaniment
- CPO assistance
- Coordination of mental health services, information, and any other services deemed necessary for the victim and family
- Generalized support, ventilation, validation

## CLIENT FEEDBACK

The Victim Advocate/ Kids' Place Coordinator will ensure that family members/ caretakers have access to NCA's Outcome Measurement Survey or a similar survey to assess how families are accessing services at Kids' Place.



## INFORMATION SHARING PROCEDURES

Cross reporting occurs between Children Services and Law Enforcement prior to interviews, in accordance with the referral/intake procedure pursuant to the Ohio Revised Code. Information shared between MDT members, including Children Services caseworkers, mental health and medical professionals, is also shared with Kids' Place staff whenever feasible. It is normal procedure for children to be interviewed alone, without parents present. There are times when children will not separate from parents or agree to be interviewed without their parents. In these situations, a parent or caregiver is allowed in the interview room with the understanding that he or she may not speak or in any way interfere with the interview. Parents are not permitted to observe the interview unless they are in the room.

Non-MDT members are not allowed to observe interviews. The multidisciplinary team members are the only persons (other than parents, as explained above, or interpreters, when needed) allowed in the interview room with the child.

Any special needs of the family, such as interpreter services, are arranged prior to the interview as explained above.

The interview of the child is conducted using developmentally appropriate, forensic interviewing techniques. While the child is being interviewed, Kids' Place staff will provide education, crisis intervention, and support services to the parent or caregiver as indicated. The needs of the child and family are determined including the need for counseling, housing, protection orders, and financial assistance. Kids' Place staff is responsible for explaining confidentiality, information sharing within the team, and securing parent or guardian consent for release of information. Kids' Place staff are also responsible for supervision of the child and family welfare in Kids' Place's reception and play areas.

The history obtained from the child will be used in determining the extent of medical examinations and services provided. The assessment includes the medical examination if medical personnel determine that the examination is necessary for the child or if the family requests an examination be performed.

Children Services and Law Enforcement shall follow their respective agencies procedures when determining whether additional interviews on other children relating to the investigation will need to be performed. Siblings and additional victim assessments are conducted at Kids' Place whenever appropriate.

Once the interview is complete, investigative members of the MDT meet with the child and/or non-offending parent or caregiver. The MDT members will provide feedback on the nature of the interview and what the next steps are in the process to the child's caregiver. The victim advocate may participate in this discussion provided there is someone available to sit with the child. If no one is available, the advocate will stay with the child. Prior to the family leaving Kids' Place, the MDT members who were present for the interview and victim advocate will have a brief post-assessment conference to discuss the results and plan for the purpose of intervention, treatment and case coordination. The medical provider shall identify the need for medical services and the MDT shall offer a referral for mental health service

linkage at this stage. If mental health services are indicated or requested by the family, the advocate works with the parent/guardian to determine which mental health providers are most appropriate, and a referral is made immediately with the parent/guardian's written consent.

Recordings are made of all interviews. The original recording is stored on a DVD with Children Services and the investigating Law Enforcement agency. MDT members who wish to view the recording may contact Children Services or the Law Enforcement agency to listen to the recording.

The child and families right to privacy and confidentiality is extremely important and must be maintained within the context of information sharing among team members to provide a coordinated response for all cases referred to Kids' Place. In general, all MDT members follow the respective agencies mandates for client confidentiality areas. Additionally, Kids' Place staff will have the parent or guardian sign the consent for release of information.





## PROFESSIONAL RESPONSIBILITIES

Although each of the parties to this agreement has unique legal obligations, powers, and capabilities pertaining to the investigation of child abuse and neglect, they recognize that the coordination of their efforts is in the best interest of the community and of the victims of this social problem. Kids' Place has been created to provide an appropriate physical location and focal point for these cooperative efforts. It is understood that each party hereto plays a unique role and has separate legal responsibilities. Each professional will comply with their agency's individual policies and practices during the assessment and investigation process.

Each discipline will assist the families and victims in becoming comfortable with and informed about the process of addressing the child's victimization. This includes, but is not limited to, making referrals for mental health treatment, assisting with obtaining medical follow-up, and providing the Parent Handbook to families.

## CASE REVIEW

Each agency will provide a representative to the MDT. The MDT meets monthly to review allegations and/or investigations of child abuse presented by the MDT investigative team, ongoing cases, and unresolved cases.

The purpose of Case Review is to monitor cases through a formal process in which team members update the status of the case and ensure services needed by the child and family are provided. Any team member can request a case to be reviewed by contacting the Kids' Place Coordinator. The Kids' Place Coordinator shall prepare the agenda for the Case Review meeting and send it out to the team prior to the scheduled case review. The Kids' Place Coordinator shall also act as the facilitator of Case Review.

MDT members involved in the investigation are present so issues pertinent to the case can be discussed and appropriate referrals made. If these team members are not available, then their supervisor or another member of their agency will be available to present information at case review. The Kids' Place Coordinator will follow up with agencies that do not send a representative or provide a case update.

The Kids' Place Coordinator will update NCAtrak with the case status, any action taken, and charges filed. Kids' Place Coordinator will also keep track of any follow-up or additional information requested and ensure that this is provided to the requestor or any absent team members.

Cases are reviewed repeatedly until all case resolution decisions are made. A case is considered closed to Case Review once all case resolution decisions are made and all referrals/linkages are secure.

Case Review meetings are also utilized as a learning opportunity for team members to increase their understanding of the complexity of child abuse cases and appreciate each agencies involvement.

Information shared during Case Review is considered confidential and team members are required to sign a Confidentiality Agreement for every Case Review meeting they attend.

While Case Reviews, in themselves, constitute a form of peer review, Case Review will include a peer review component in which the MDT discusses a recording of an interview conducted by a case worker or Law Enforcement official from the team. This peer review strengthens forensic interviewing by providing the opportunity for trained forensic interviewers to review forensic interviews and provide and receive feedback regarding the quality of the interviewer's skill, discuss specific interview techniques and challenges, discuss professional guidelines, and provide feedback regarding the quality of the interviewer's documentation and testimony.

In addition to their Case Review responsibilities, medical providers will conduct a medical peer review monthly to review medical examinations and verify any abnormal findings. A medical provider will send documentation confirming the date of the monthly medical peer review, participants, and any changes in findings or diagnoses to the Kids' Place Coordinator.

## CASE TRACKING

All Kids' Place cases are routinely tracked to monitor case progress and case outcomes until final disposition using the NCAtrak database. Case tracking is a core service provided by Kids' Place to ensure that all referred cases are monitored throughout the investigation, treatment and prosecution processes, and that all linkages are documented.

Kids' Place utilizes the NCAtrak system to track the following:

- Child and family demographics
- Alleged perpetrator demographics, including relationship to the child
- Nature of abuse, child's allegation
- Referral for medical exam
- Referral for mental health services
- Children Services case service disposition – case substantiated, child placed outside of home
- LE investigation outcome
- Victim Advocacy service provision
- Court disposition, criminal and/or juvenile – charges filed, conviction/adjudication, offender classification

The Kids' Place Coordinator will be responsible for ensuring that all necessary information has been entered into the system for all cases prior to case closure. The majority of case tracking data is captured at the point of referral, at the interview, and at Case Review meetings. A case is tracked until all services have been provided and there is case resolution. Case resolution occurs either through case closure at Children Services or final court disposition in criminal or juvenile court. The Coordinator is also responsible for completing and submitting all reports required by the National Children's Alliance in a timely manner.

Kids' Place staff is responsible for all case tracking including data entry. The Kids' Place Coordinator creates new cases and enters initial referral information within one week of a child being seen at Kids' Place. The Kids' Place coordinator will also update NCAtrak following case review with any additional information. The coordinator will also complete quarterly reviews of all incomplete cases and request incomplete information from the necessary disciplines, this process will continue until case resolution with all disciplines. MDT members have the ability to input data on their disciplines tab but have read-only access to other disciplines. All team members provide updated information about case progress at Case Review and informally via email and personal contact between meetings.

## TRAINING PROTOCOL

Kids' Place believes that all MDT members must have the necessary skills and training to provide best practice interventions for all children and families served at Kids' Place. To that end, the following are the standards and expectations for MDT training:

- All Kids' Place staff, Children Services caseworkers, and Law Enforcement officers who conduct child forensic interviews are required to have completed, and agree to adhere to the following:
  - A minimum of one (1) training course on forensic interviewing of children that includes training on child development and is a nationally or state recognized forensic interview training course that includes Finding Words by the Zero Abuse Project, the APSAC or NCAC model trainings; or the full 5 days of Beyond the Silence. Certificate of completion will be submitted to the Kids' Place coordinator and kept on file for accreditation purposes.
  - Newly trained forensic interviewers will conduct a minimum of 6 forensic interviews in the presence of another forensic interviewer in order to receive direct feedback similar to the peer review process.
  - Submit training certificates totaling 8 hours, or more, of ongoing training within the field of child abuse, or forensic interviewing, every 2 years, to the Kids' Place coordinator for NCA accreditation purposes.
  - Attend a minimum of 2 Peer Reviews per year

- Attend case reviews when he, or she, is an integral part of the investigative team on a case that is being reviewed.
- Complete a minimum of 4 interviews per year. Exemptions can be made on a case by case basis for medical or personal leave by the Kids' Place Coordinator.
- When Children's Service case workers or Law Enforcement officers assigned to the MDT have not yet been trained, those members agree that they will not interview a child and instead will defer to the MDT member who has completed the required training.
- Forensic interviewing training is recommended for all other MDT members to promote sound understanding of the information gathering process.
- Mental health professionals participating on the team will:
  - Employ a licensed mental health provider with a relevant Master's Degree who has completed 40 hours of foundational training in NCA approved, evidence-based treatment for trauma. Submit an additional 8 hours of continuing education documentation, every 2 years. Certificates of completion to be submitted to the Kids' Place coordinator and kept on file for accreditation purposes.
  - Clinicians providing mental health services to CAC clients must submit training certificates, or other documentation demonstrating completion of 8 hours, or more, of continuing education in the field of child abuse every 2 years, to the Kids' Place coordinator for NCA accreditation purposes.
  - Attend case reviews when he, or she, is an integral part of the investigative team on a case that is being reviewed.
- Medical professionals participating on the team will:
  - Meet all requirements for pediatric training and continuing education.
  - Submit training certificates totaling 8 hours, or more, of ongoing training within the field of child abuse every 2 years, to the Kids' Place coordinator for NCA accreditation purposes.
  - Attend case reviews when he, or she, is an integral part of the investigative team on a case that is being reviewed.
- Team members and staff are required to attend a minimum of one (1) MDT training annually with the recommendation to attend at least two to three specialized trainings per year. The preferred training format is one (1) multi-day, MDT national or regional conference. Kids' Place commits to allocating a portion of its annual budget to MDT training for all MDT members.
- Kids' Place, in collaboration with MDT member agencies, will organize and provide at least one (1) topic-specific training annually.

- The coordinator will provide information regarding relevant training opportunities to all MDT members and to KTAC members if appropriate.

## CONCLUSION

The cooperative effort of all MDT members will ensure an effective investigation by eliminating redundant efforts and opening communication between agencies. By utilizing Kids' Place, the potential trauma experienced by the victims will be decreased during the investigative process.

The protocol will be reviewed and revised as needed, or at a minimum of every three years by the Kids' Team Advisory Council.

# **APPENDIX B**

LICKING COUNTY JOB AND FAMILY SERVICES POLICY 440:  
CONDUCTING CHILD ABUSE/NEGLECT INVESTIGATIONS  
AND ASSESSMENTS

<b>Manual and Section Number:</b> 440		
<b>PROCEDURE NAME</b>	<b>POSITION RESPONSIBLE:</b>	<b>UNIT</b>
Conducting Child Abuse/Neglect Investigations and Assessments	All Children Services Supervisors	All Children Services Units

**I. PROCEDURE SUMMARY**

Licking County Job and Family Services (LCJFS) is the mandated authority to investigate/assess all reports of suspected abuse and neglect under Ohio Revised Code (ORC) 2151.421. The interview process is the most important step in accurately assessing the level of current safety and future risk to children. Interviewing alleged child victims, family members, collateral contacts, and alleged perpetrators is a delicate process which requires knowledge, skill, and sensitivity. The social worker is responsible for creating an atmosphere which will allow the interviewee to feel comfortable in providing the needed information. When it is determined that children are unsafe or are at risk of abuse or neglect, the agency must determine appropriate interventions and identify available community service supports.

**II. PROCEDURE STEPS**

- A. Investigations will be prioritized as either Emergency or Non-Emergency by the Screening/Intake Supervisor.
  - 1. The Screening/Intake Supervisor shall consider the report an emergency when there is evidence that an immediate threat of serious harm exists to the child, or there is insufficient information to determine whether or not the child is safe at the time the referral is screened in as a report by the agency.
- B. The accepted report will be assigned during the triage process. In Licking County, triage is a set morning meeting which is convened by the Intake Supervisor. All intake social workers are required to be present unless the social worker is unavailable. The purpose of the triage meeting is 1) to choose a path for the case under the Differential Response 2) and determine an assignment based on worker's specialized training or expertise, as well as ensuring that cases are assigned in such a way as to allow effective and responsible follow through on required activities.

For all cases accepted in the Traditional Pathway under Differential Response:

- A. The agency may request the assistance of law enforcement during an assessment/investigation when one or more of the following situations exist and the reason for contacting law enforcement is documented in the case record:
  - 1. The agency has reason to believe that the child is in immediate danger of serious harm;
  - 2. The agency has reason to believe that the worker is, or will be, in danger of harm;
  - 3. The agency has reason to believe that a crime is being committed, or has been committed against a child;
  - 4. The assistance of law enforcement needs to be invoked in accordance with The Licking County, Ohio Plan of Cooperation for Reporting and Investigating Child Abuse and Neglect.

- B. Upon acceptance of a child abuse and/or neglect report, the agency shall initiate the report in accordance with the following:
1. For an emergency report, make/attempt to make a face-to-face contact with the alleged child victim within one (1) hour from the time the referral was screened in as a report, to assess child safety and interview the alleged child victim.
  2. For all other reports, make/attempt to make a face-to-face or telephone contact within twenty-four (24) hours from the time the referral was screened in, with a principal of the report or with a collateral source, excluding the referent, who has knowledge of the alleged child victim's current condition, and can provide information about the child's safety. If applicable, a letter will be mailed to initiate the case.
    - a. If face to face contact was not made when the case was initiated, the agency will complete two face to face attempts in 72 hours for cases screened in as Traditional Response Investigation. For Alternative/Differential Response cases, two face to face attempts will be completed within the first four working days.
    - b. When the agency has attempted to make face-to-face contact with the alleged child victim and at a minimum one parent, guardian, or custodian, and one or more of the parties was unavailable, the agency shall attempt at least one additional face-to-face contact within the first four (4) working days from the date that the referral was screened in as a child abuse or neglect report in order to complete the JFS 01401, Comprehensive Assessment and Planning Model-I.S., Safety Assessment within that time frame. The social worker will document in the case record the date, time, and with whom the assessment/ investigation was initiated.
    - c. If attempted face-to-face contacts with the alleged child victim are unsuccessful, the social worker shall, at a minimum, continue making attempts for face-to-face contact at least every five (5) working days until the child is seen or a disposition is required to be made.
- C. At the first face-to-face contact with the custodial parent, the social worker will provide the pamphlet, A Guide for Parents. The provision of this pamphlet will be documented in the case record.
- D. In accordance with The Licking County, Ohio Plan of Cooperation for Reporting and Investigating Child Abuse and Neglect, the social worker will contact the law enforcement agency of jurisdiction when the report could constitute a criminal offense. Law enforcement must be notified within 24 hours from the time the referral was screened in as a report and when jurisdiction has been established. Collaboration on the case is in an effort to reduce multiple interviews for the alleged child victim(s).
1. If jurisdiction cannot be determined or is unknown, the social worker will proceed with the investigation/assessment and contact the appropriate law enforcement agency when jurisdiction has been established.
  2. The social worker should coordinate interviewing activities for criminal investigation and prosecution.
- E. If the initial report indicates a principal of the case has a primary language other than English, LCJFS will provide an interpreter throughout the investigation and, if necessary,



the ongoing case, to eliminate any communication barriers. These services will be at the expense of the agency.

- F. If during the course of the initial contacts, the social worker becomes aware of any special needs the child or a member of the child's family has, the appropriate professional agency will be contacted to assist the child and/or family member.
- G. For any report alleging that an infant has been born and identified as affected by illegal substance abuse or withdrawal symptoms resulting from prenatal drug exposure, the social worker shall assess safety pursuant to Ohio Administrative Code (OAC) 5101:2-37-01 and risk pursuant to OAC 5101:2-37-03 and develop a plan of safe care as needed.
- H. The social worker shall not interview the alleged child victim without parental consent, unless previously discussed with a supervisor or designee and one of the following exigent circumstances exists:
  - 1. There is credible information indicating the child is in immediate danger of serious harm;
  - 2. There is credible information indicating that the child will be in immediate danger of serious harm upon return home from school or other locations away from their home;
  - 3. There is credible information indicating that the child may be intimidated from discussing the alleged abuse or neglect in their home; or
  - 4. The child requests to be interviewed at school or another location due to one of the circumstances listed above.
- I. The social worker shall not interview the siblings of an alleged child victim, who themselves were not named as alleged child victims, at school or other locations away from their home, without parental consent or the existence of exigent circumstances as outlined above in this procedure and previously discussing the circumstances with a supervisor or designee. Should an alleged child victim provide information during an interview that indicates a sibling might be in immediate danger of serious harm or that the sibling could provide information regarding immediate danger of serious harm to the alleged child victim, the interview of the sibling who was not identified as an alleged child victim may commence.
- J. The specific facts necessitating that assessment/investigative interviews of a child be conducted without parental consent must be documented in the case record.
- K. If an alleged child victim is interviewed without parental consent, then the same day, the social worker shall make/attempt to make a face-to-face contact with the alleged child victim's custodial parent, guardian, or custodian to:
  - 1. Advise the custodial parent of the receipt of the report, the allegation(s) contained in the report, and of the investigation process;
  - 2. Advise the custodial parent that their child(ren) has been interviewed (in the event that the social worker responded to a setting at which child and custodial parent are not together (i.e. school)); and
  - 3. Schedule a time to interview the custodial parent in order to learn of his/her knowledge of the allegation(s), observe the interaction of the child(ren) with the custodial parent, and obtain relevant information regarding any risk factors for the child(ren).

- L. If the social worker is refused access to the alleged child victim, any case information, or to any parties necessary for the completion of the investigative requirements, the social worker will consult with their supervisor or designee to:
1. Request assistance from appropriate law enforcement jurisdiction (if not already involved); and/or
  2. Request assistance from the Licking County Prosecutor's Office.
- M. The social worker shall conduct and document face-to-face interviews with the alleged child victim and with each child residing within the home of the alleged child victim. When possible, each child should be interviewed separate and apart from the alleged perpetrator. The purpose of the interviews is to:
1. Evaluate each child's condition;
  2. Determine if the child is safe;
  3. Obtain each child's explanation regarding the allegations contained in the report; and
  4. Obtain information pertinent to the Safety and Family Assessment.
- N. In the event that the alleged child victim or any other minor child residing in the home is pre-verbal or non-verbal, or a determination is made that any additional interviewing would be detrimental, the social worker will clearly document the rationale for not completing the interview/s in the case record.
- O. If the custodial parent does not allow the social worker access to the alleged child victim, or if the family chooses not to cooperate with the investigation, and no imminent risk to the child exists, the social worker shall contact the Licking County Prosecuting Attorney's Office in order to assess whether or not there is sufficient cause to pursue further agency action in the Licking County Juvenile Court. If the prosecuting attorney advises that no further actions can be taken by the agency to assess the family, the investigation shall be closed immediately. If there is sufficient cause, then the legal actions of the agency will be guided by the Licking County Prosecutor's office.
- P. The social worker shall take any other actions necessary to assess safety and risk to the child. These actions may include, but are not limited to:
1. Taking photographs of areas of trauma on the child's body;
  2. Taking photographs of the child's environment with the parent, guardian, or custodian's consent;
  3. Securing a medical examination or psychological evaluation or both of the child with consent of the child's parent, guardian, or custodian or with a court order; and/or
  4. Securing any relevant records, including but not limited to school, mental health, and medical records.
- Q. The social worker shall conduct and document face-to-face interviews with the alleged perpetrator and all adults residing in the home of the alleged child victim in order to:
1. Assess their knowledge of the allegation.
  2. Observe the interaction between the alleged child victim and the caregiver.
  3. Obtain relevant information regarding the safety and risk to the child.

- R. The social worker will ensure that a face-to-face interview with the alleged perpetrator is conducted by either agency personnel, or is requested of law enforcement, consistent with The Licking County, Ohio Plan of Cooperation for Reporting and Investigating Child Abuse and Neglect. Should the interview of the alleged perpetrator be conducted by law enforcement, the social worker will request a copy of the report and/or interview notes so as to be included within the agency's case record.
- S. During the social worker's first contact with the alleged perpetrator, whether that contact is via telephone, via letter, or face-to-face, the alleged perpetrator will be advised of the following: that a report was made to the agency; the agency is required by law to investigate; the report states abuse or neglect may have occurred; a general description or paraphrase of the report, including the identification of the alleged child victim; and that he/she was identified as the alleged perpetrator in the investigation. This will be documented in the case record. Per The Licking County, Ohio Plan of Cooperation for Reporting and Investigating Child Abuse and Neglect, should this disclosure compromise a criminal investigation and the agency has been directed by law enforcement or the prosecutor's office to withhold this information, this direction shall be documented in the case record. This shall include the name and agency of the person requesting this action, the date of the request, and the potential repercussions of advising the alleged perpetrator of the allegations.
- T. The social worker will conduct face-to-face or telephone contacts with any persons identified during the course of the investigation as having possible information regarding potential risk to the child(ren).
- U. If a child is determined to be at imminent risk, the social worker will immediately implement a Safety Plan (JFS 01510) (the Safety Plan is a course of action the family will take to ensure the immediate safety of the child without the agency having to take custody of the child) with the signature and consent of the custodial parent and the other involved parties.
- V. If the child(ren) cannot remain safely in the care of his parent/guardian/custodian, the social worker will explore relative/kinship temporary placement options with the consent of the parent/guardian/custodian. This requires:
1. A site and safety audit of the potential temporary parental-recommended placement.
  2. A Children Services background check of the family members residing in the home.
  3. A criminal background check for family members residing in the home.
- W. If the parent/guardian/custodian is unavailable, non-cooperative, and/or no lesser restrictive option than agency custody is believed to exist by the social worker and the supervisor, the social worker will request a Resource Staffing. The Resource Staffing can be an emergency or non-emergency function. Core Resource Staffing team members are all Children Services supervisors, Administrator of Protective Services and placement staff. Additional staff including social workers previously assigned to this family, Family Development Unit staff members, Agency Nurse or any other individual or agency with information or resources available to this family can be invited, as well as the Assistant Prosecuting Attorney. The Resource Staffing is a meeting to outline the issues of the case and determine what options are available for this family to prevent the need for placement and make recommendations as to case progress. Recommendations may include but are

not limited to agency or community services, a request for protective supervision orders, or variations of custody filings. If after careful consideration it is determined that the risk to this family's child(ren) is greater than any of these services/filings can resolve, then the Resource Staffing team may recommend a filing of custody to the agency.

Following the Resource Staffing, and if a filing through Juvenile Court has been recommended, the social worker will discuss the filing with the Assistant Prosecuting Attorney designated to the agency (if not present at the Resource Staffing) for his/her evaluation of the facts, and the likelihood that the agency has sufficient legal grounds to request the recommended filing.

Should the Assistant Prosecuting Attorney agree with the agency recommendation, he/she will write the ex parte order and present the order for the juvenile judge's or magistrate's signature. The agency will be notified of an approved ex parte order once the signature has been obtained.

If an emergency occurs and children are considered to be at risk of imminent harm after agency hours, the social worker and supervisor will discuss options for the family, and together make a decision as to whether or not an ex parte order should be requested. If a decision is made that the child(ren) will be in harm's way without court intervention, then the supervisor will contact the juvenile judge or magistrates immediately to explain the risk of harm and request an ex parte order allowing the agency to place the child(ren) on an emergency basis. The ex parte order is verbal, and a written order is provided to the agency as of the next working day by the Court. The social worker may also request a Resource Staffing the next business day following the ex parte order if additional decisions are required to be made.

- X. The social worker will complete case requirements within forty-five (45) days of the date the referral is screened in as a report.
- Y. If the disposition of the investigation is substantiated, and the alleged child victim is under three (3) years of age, the social worker will make a referral to The Licking County Help Me Grow program, utilizing the "Help Me Grow Referral" form within two (2) working days of the investigation disposition. The social worker will also refer any infant who has been born and identified as affected by illegal substance abuse or withdrawal symptoms resulting from prenatal drug exposure to the Help Me Grow program.
- Z. Within two (2) working days of the conclusion of the investigation, the social worker will notify the parent/guardian/custodian and the alleged child victim(s) in writing of the investigation disposition and resolution.
- AA. When the child abuse and/or neglect report involves a principal of the report who is currently receiving ongoing protective services from the agency, the ongoing worker will complete the case requirements and document the investigation by completing the 01402 Ongoing Case Assessment Investigation. Assistance may be requested from an intake social worker in teaming interviews, as needed.
- BB. If any information-gathering activity cannot be completed, justification must be requested and approved by the supervisor.

If a report is screened as Alternative Response, the agency shall comply with the following rules governing the assessment of Alternative Response reports:

- A. The PCSA shall conduct an assessment in response to a child abuse and/or neglect report assigned to the alternative response pathway.
- B. The PCSA shall initiate the screened in child abuse and neglect report assigned to the alternative response pathway in accordance with the following:
  - 1. For an emergency report, attempt a face-to-face contact with the child subject of the report within one (1) hour from the time the referral was screened in as a report in order to assess child safety.
  - 2. For all other reports, complete one of the following activities, within twenty-four (24) hours from the time the referral was screened in as a report, with a principal of the report or collateral source, who has knowledge of the child's current condition and can provide current information about the child's safety:
    - a. Attempt a face-to-face contact with the parent, child or collateral source.
    - b. Attempt a telephone contact with the parent or collateral source.
    - c. Send a letter to the parent, guardian, or custodian acknowledging a report was received, and inviting the family to engage with the PCSA.
- C. The PCSA shall document in the case record the date, time, and with whom the assessment was initiated. For all reports initiated by the mailing of a letter, the date the letter is mailed shall be documented in the case record.
- D. The PCSA shall complete face-to-face contacts within the first four (4) working days from the date the report was screened in as a child abuse or neglect report to assess the safety of the child.
  - 1. The PCSA shall complete and document the JFS 01401, "Comprehensive Assessment and Planning Model – I.S., Safety Assessment" (rev. 2/2006) pursuant to rule 5101:2-37-01 of the Administrative Code in the statewide automated child welfare information system(SACWIS) within seven (7) working days from the date the report was screened in as a child abuse and/or neglect report.
  - 2. If the PCSA has extended the timeframe for completion of the JFS 01401 pursuant to rule 5101:2-36-11 of the Administrative Code, the PCSA shall document the assessment of safety by completing the JFS 01401 within three (3) working days from the face-to-face contact with the alleged child victim and one parent, guardian, custodian, or caretaker.
- E. The PCSA shall not contact a child without parental consent, unless one of the following exigent circumstances exists:
  - 1. There is credible information indicating the child is in immediate danger of serious harm.
  - 2. There is credible information indicating the child will be in immediate danger of serious harm upon return home from school or other locations away from his or her home.

3. There is credible information indicating the child may be intimidated from discussing the alleged abuse or neglect in his or her home.
  4. The child requests to be contacted at school or another location due to one of the circumstances listed above.
- F. If a child is contacted without parental consent, the PCSA shall attempt a face-to-face contact with the child's parent, guardian, or custodian to inform them that contact with his or her child occurred and provide the specific facts necessitating the child be contacted without parental consent. This face-to-face contact shall occur the same day the child was contacted.
- G. The specific facts necessitating contact with the child be completed without parental consent shall be documented in the case record.
- H. The PCSA shall complete and document face-to-face contacts with each child residing within the home of the child(ren) who were the subject of the report.
- I. The PCSA shall complete and document face-to-face contacts with all adults residing within the home of the child(ren) who were the subject of the report.
- J. If the attempted face-to-face contacts with the family, as specified in paragraphs (I) and (J) of this rule are unsuccessful, the PCSA shall continue making attempts of face-to-face contact at least every five (5) working days, at a minimum, until the child is seen or until the PCSA is required to complete a case decision pursuant to paragraph (T) of this rule.
- K. The PCSA shall convert a case from the alternative response pathway to the traditional response investigation pathway if any of the following occur:
1. The family requests a pathway change from the alternative response pathway to the traditional response investigation pathway.
  2. The JFS 01401, JFS 01419 "Alternative Response Family Assessment" (rev. 7/2008), or JFS 01423 "Alternative Response Ongoing Case Assessment" (rev. 7/2008) cannot be completed because the family refused to engage in the assessment process, or the family cannot be located.
  3. The PCSA files a complaint with the juvenile court pursuant to section 2151.27 of the Revised Code alleging the child is abused, neglected, or dependent child.
  4. The PCSA screens in a report requiring assignment in a traditional response investigation pathway pursuant to paragraph (H) of rule 5101:2-36-01 of the Administrative Code.
- L. The PCSA shall advise the parent, guardian, or custodian of the information contained in the report at the time of the initial contact. The initial contact between the PCSA and the parent, guardian, or custodian includes face-to-face or telephone contact, whichever occurs first, if information is gathered as part of the assessment process.
- M. If the PCSA determines a child to be in immediate danger of serious harm, the PCSA shall follow procedures outlined in rule 5101:2-37-02 of the Administrative Code.
- N. The PCSA shall conduct and document face-to face or telephone contact with any person identified as a possible source of information during the assessment, to obtain relevant

information regarding the safety of and risk to the child. The PCSA shall exercise discretion in the selection of collateral sources to protect the family's right to privacy.

- O. If two or more PCSA's are involved in an assessment, the PCSA located within the county where the parent, guardian, or custodian of the child subject of the report resides is the lead. If an order of shared parenting has been issued, the PCSA located within the county of residence of the custodian who has physical care of the child subject of the report at the time the referral information is received, is the lead, unless the court order identifies a designated custodian of the child subject of the report, in which case, the county of residence of the designated custodian of the child is the lead.
- P. The PCSA may request the assistance of a non-lead PCSA, either verbally or in writing, to contact any principals of the report and collateral sources located within the non-lead PCSA's jurisdiction to complete the JFS 01401, JFS 01419, or JFS 01423.
- Q. If the PCSA determines a family member involved in the alternative response assessment has an impairment causing a barrier in communication (e.g., deaf or hearing impaired or limited English proficiency), the PCSA shall have an interpreter present for all interactions.
- R. The PCSA and the family may develop and implement the JFS 01418 "Alternative Response Family Service Plan" (rev. 3/2011) any time after the assessment of safety has been conducted and the PCSA and the family agree upon services.
- S. The PCSA shall make a final case decision by completing the JFS 01419 no later than forty-five (45) days from the date the PCSA screened in the referral as a report.
  - 1. The PCSA may extend the time frame for completion of the JFS 01419 with written justification and supervisory approval. The time frame for extension shall not exceed fifteen (15) days.
  - 2. The JFS 01419 shall be entered in SACWIS within three (3) working days from the date of the final case decision.
- T. If the child abuse and/or neglect report involves a family member receiving services after the completion of the JFS 01419, the PCSA shall make the final case decision by completing the JFS 01423.
  - 1. The JFS 01423 shall be completed no later than forty-five (45) days from the date the PCSA screened in the referral as a report.
  - 2. The JFS 01423 shall be entered in SACWIS within three (3) working days from the date of the final case decision.
- U. If the case decision is to transfer the case for ongoing PCSA services, and the case will continue to be assigned to the alternative response pathway, the agency shall provide ongoing services to the family pursuant to rule 5101:2-38-20 of the Administrative Code.
- V. Within two (2) working days of completion of the assessment, the PCSA shall do both of the following:
  - 1. Notify the parent, guardian, or custodian of the final case decision in writing.

2. Refer to "Help Me Grow" any infant born and identified as affected by illegal substance abuse or withdrawal symptoms resulting from prenatal drug exposure.
- W. Documentation of the alternative response assessment, including any materials obtained during the assessment, shall be maintained in the case record.
- X. The PCSA may extend time frames for completion or waive assessment activities pursuant to rule 5101:2-36-11 of the Administrative Code.

Effective: 07/01/2011

### III. RESPONSIBILITIES

All children's protective service staff, on-call staff, as well as administrative staff who may be consulted regarding an investigation/assessment, are to be familiar with this procedure. Supervisors will monitor all investigations for compliance.

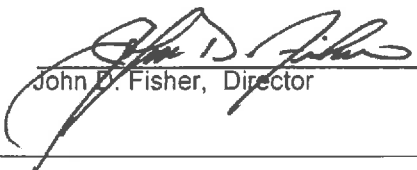
### IV. DATE FOR RULE IMPLEMENTATION OF THIS PROCEDURE

Upon approval

### V. ASSOCIATED FORMS

The Licking County, Ohio Plan of Cooperation  
for Reporting and Investigating Child Abuse and Neglect.  
Safety Plan-JFS 01510  
Safety Assessment-JFS 01401  
Help Me Grow Referral  
Family Assessment-JFS 01400  
Ongoing Case Assessment/Investigation-JFS 01402  
A Guide for Parents

OAC Reference: 5101:2-34-32; 5101:2-34-33; 5101:2-34-35; 5101:2-34-36; 5101:2-34-37; 5101:2-39-12  
Standards Reference: CPS 5.01; CPS 5.02; CPS 5.03; CPS 5.04; CPS 5.05; CPS 5.06  
Date Approved: 12/1/08, 3/23/10, 3/23/11, 2/22/13, 4/15, 4/17, 4/19, 4/21  
Revision Date: 2/1/09, 3/23/10, 3/23/11, 2/22/13, 4/15, 4/21, 10/21, 11/21  
Next Review Date: 4/23

  
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John D. Fisher, Director



# **APPENDIX C**

LICKING COUNTY JOB AND FAMILY SERVICES POLICY 319:  
PROVISION OF SERVICES DURING EMERGENCY, SEVERE  
ILLNESS OR DISASTER OPERATION PLAN

<b>Manual and Section Number: 319</b>		
<b>Procedure/Policy Name</b>	<b>Position Responsible</b>	<b>Unit</b>
Provision of Services During Emergency, Severe Illness or Disaster Operation Plan	All	All

**I. Procedure Summary**

In conjunction with the Licking County Commissioners and with the assistance of the Licking County Office of Homeland Security and Emergency Management, Licking County Job and Family Services (LCJFS) Emergency Operational Plan is provided below. All plans herein listed are contingent upon the operational plan as developed and directed by the Licking County Board of Commissioners for county services and subject to their discretion. It is the intent of the Licking County Board of County Commissioners and LCJFS that every precaution be taken to provide a safe working environment for all employees.

In attempting to prepare guidelines for the possibility of any emergency, severe illness or disaster in which agency staff members may be unable to come to the worksite, we have identified key areas of consideration. This plan will serve as our template for emergency services should the need arise. The plan will involve the use of the agency for operations, and the use of another facility or satellite station if needed.

**II. Procedure Steps**

During any emergency, severe illness or disaster, LCJFS will make every effort to remain responsive to the county we serve, while attempting to maintain hygiene procedures to prevent the spread of any severe illness within the agency. The staff will be advised of any suspected cases and updated regarding the emergency/disaster via email. After hours and at all times, staff can contact the office to receive a recorded message regarding the status of the agency office operation for the day (open or closed).

All methods of local media will be utilized to alert the public regarding the stage of emergency plan designation and inform if the offices are open or closed to the public. This will be done by the Director, Assistant Director or designee. The incoming telephone system will also alert the public regarding the level of service provided at the respective time period. This will be done by the Assistant Director or designee.

All staff members available to work will be utilized on an emergency basis and will be utilized to provide the best available services to the citizens of Licking County.

In the event of a severe illness, staff will take additional precautions to prevent the spread of said illness. Additional precautions include:

Personal hygiene policies will include:

Cleaning and precautionary materials needed:

- Alcohol and/or chlorine cleaning products
- Nitrile sterile gloves
- Masks

- Biohazard container for disposal of all eating utensils, food products, tissues
- Hand sanitizer

Hand hygiene policies will include:

- Stressing to the staff the need to effectively wash their hands on a regular basis.
- Hand sanitizer should be used after every interview/contact with another person
- Notices will be posted and distributed to staff members reminding of the importance of proper hand hygiene practices.

Cough/sneeze etiquette policies will include:

- Covering of the mouth by all staff members.
- Filtering sneeze utilizing a facial tissue and dispose of tissue immediately.
- Keep hands away from all mucous membranes of the eyes, mouth, and nose.
- Develop hand-washing practice particularly after coughing, sneezing, and/or using a tissue.

Cleaning precautions:

- Staff will be provided antibacterial cleaning products to reduce environmental germs by utilizing alcohol and/or chlorine.
- Telephone sets, counter and desk areas, common doorknobs, railings, control access keypads, washbasins, and toilets will be cleaned with a suitable anti-bacterial cleaning solution.
- Staff will be cautioned not to use another employee's telephone or specific desk area (personal computer, calculator, general desk equipment), and when sharing respective areas, that they clean the respective machinery (copiers, shredders).
- Staff will be instructed to dispose of all eating utensils, tissues, etc. in a designated waste receptacle to avoid further contamination.

Cleaning personnel will establish a nightly cleaning regimen as pursuant to the direction of the Board of Commissioners.

Avoid gathering of large number of staff members:

- Staff will be advised to attempt to avoid gathering in groups during this time period.
- Staff will be advised to communicate to other staff members via telephone or e-mail whenever possible to avoid chances of further contamination.
- E-mail communication will take place whenever possible in place of staff meetings. Staff will be advised not to share cups, dishes, etc.

Removal of all unnecessary reading materials:

To avoid further contact with staff and with customers, all magazines, brochures, and other reading materials will be removed from the lobby and common kitchen area.

Risk control measures:

All measures available will be taken as follows:

- All staff members with symptoms will be restricted from the workplace until determined infection free (approximately eight days per ODPS Pandemic Plan), and document all employees they have been in contact with.
- Practicing and reminding of personal hygiene and workplace cleaning habits.
- Increase and recommend social distancing.
- Manage staff that becomes ill at work.

- Restrict travel whenever possible.
- Any employee reporting or observed as having symptoms will be advised to go home and stay at home until otherwise contacted. The employee will be advised to contact their physician. Arrangements will be made for clean-up of employee's workstation.
- The agency will set up a workstation notification chart for cleaning personnel to advise them of any workstations where infection was suspected and the need for additional cleaning caution.

Entry restriction will take place should it be necessary. Signs will be posted to advise anyone entering the building NOT to enter if they are experiencing symptoms. All precautions will be taken to ensure that staff members and the public maintain a restricted distance if at all possible.

**Travel:**

All agency travel will be cancelled with the exception of emergency meetings and Children Services referrals of abuse/neglect and ongoing case management/monitoring as prioritized.

**Licking County Job and Family Services  
Pandemic Operation  
Plan A: Offices Open to the Public**

The Director, Assistant Director, or assigned designee will:

- Follow its own procedure for emergency notifications (local radio stations, etc.) Refer to Procedure 325: Emergency Notification to ODJFS and Local Media
- LCJFS will follow its Service-Level Agreement with ODJFS.
- The Director, Assistant Director, or assigned designee should call the OIS Service Desk at (800) 686-1580, option 2, to inform state staff of the problem. If the problem necessitates a closure, the county should indicate the length of time the agency is expected to be closed, which offices or locations are involved, and the county identification number. The OIS Service Desk will notify the appropriate OIS work units of the problem. It will create a trouble ticket, assign it to the appropriate area, and enter the problem in the incident log.
- If the county agency must close, OIS will inform the ODJFS Chief Inspector's Office and the ODJFS Office of Communications to post a general closure notice to [www.jfs.ohio.gov](http://www.jfs.ohio.gov) instructing customers to call before visiting any county office. This message will remain posted for one day unless a county agency informs OIS that the closure will continue longer.
- OIS will follow established escalation procedures to resolve the problem. Once the issue is resolved, OIS will complete incident documentation.

Incoming calls will be received and responded to as normal. Staff will utilize their individual phones and workstations to answer all incoming general public calls. All qualified staff members will be utilized to handle incoming telephone calls. Staff members at the appropriate level will also handle customer inquiries in person via protocol below.

The agency will maintain the same level of service and respond to calls regarding abuse and neglect meeting the required federal and state mandates. There will be no change to the after-hours emergency system.

Reception area:

Lobby area reception office will have the door closed at all times. Open communication area in the glass front of reception area will be covered over. Public will utilize the window to speak with the receptionist(s).

Any necessary paperwork that must be left in the agency will be left in an enclosed drop box provided for the public. If an original document cannot be left, the customer may use the copier that will be relocated and accessible to the public. Envelopes will be provided for each customer's paperwork.

#### Payment window:

Envelopes will be provided for customers to indicate their case number, name, social security number, other party to the action, and amount to be paid. These envelopes will be completed and passed to the information window.

#### Hearings/Interviews/Appointments:

Whenever possible, all interviews, appointments, and hearings will be held via telephone. When this is not possible, interview cubicles may be used. Cubicles will be disinfected after each use.

Use of the Children Services visitation rooms will continue with all personal hygiene policies being observed. All toys and surface areas will be cleaned using an anti-bacterial solution after each visit. If children are transported using an agency vehicle, the door handles and seats (including portable car seats) will be cleaned using an anti-bacterial solution or wipe.

#### Notices:

Notices will be posted in the entranceway advising that precautions are in effect to limit exposure. Said notices will inform that should staff feel that symptoms are present in any visitor, they will be asked to leave the building for the general safety of all concerned. Please note: should the staff members feel there is a danger of contamination, based upon the protocol established by the World Health Organization, they will not proceed with any hearing, appointment, or interview, but will advise the parties of the need to exit the building for the safety of all parties.

#### Workstations:

While workstations are in close proximity to each other and often share a common wall, staff members will be asked to avoid congregating in groups or utilizing face-to-face contact. When possible, all staff members should utilize telephone contact or e-mail. Staff members will be permitted to eat their respective snacks and/or lunch at their work areas.

#### Use of common equipment such as copiers, fax machines, printers:

Staff will take extra precaution to keep common equipment clean by utilizing sanitizing wipes provided at the site of the common equipment, for use by each employee before utilizing the machine.

#### Interoffice Meetings:

All necessary meetings between line staff and/or management and/or supervisors will be held via telephone or e-mail communications.

#### Transfer of files to respective agency staff members:

Only those files absolutely necessary will be pulled and transferred to respective staff members. Caseworkers will maintain their own files. All staff will be notified to utilize the appropriate

computer program whenever possible to avoid contact file transfers. The utilization of the imaging system's capabilities effectively reduces physical transfer of files and related documentation in several agency programs.

Children Services - Investigations, placement of children in substitute care, and visits to children in substitute care:

All necessary healthcare precautions will be observed. Staff will be provided with protective gloves and masks should they come into contact with a family known to have an infection. If a child(ren) is being placed in a substitute care setting, they will receive a medical assessment prior to going to the home of the substitute caregiver. The substitute caregiver will be provided with all medical information including, but not limited to, the proper care of a child with an infection, and precautionary steps to prevent the further spread of an infection. The agency will make every effort to maintain compliance with all Ohio Administrative Code rules regarding the visitation of children in their substitute care setting. If staffing levels drop to a point where this is not possible, contact will be made by phone. The contact will include talking with the substitute caregiver and the foster child (when appropriate). Documentation will be kept in SACWIS and/or the case file regarding attempts made to maintain compliance with Ohio Administrative Code and information discussed during the phone contact.

OhioMeansJobs | Licking County:

OhioMeansJobs will follow the same protocol as it relates to the above topics. In addition, the Resource Room will be closed, and employment needs will be addressed individually. Employer recruitment events will not be conducted on site, but we will continue to process job orders and make referrals. Phone stations in the main lobby will be equipped with phone lists for staff, and instructions for making contact, in order to limit face to face contact. We will also utilize the mail system to handle plan amendments and other documents requiring customer signature.

**Licking County Job and Family Services  
Pandemic Plan of Operation  
Plan B: Offices Closed to the Public**

The Director, Assistant Director, or assigned designee will:

- A. Follow its own procedure for emergency notifications (local radio stations, etc.) Refer to Procedure 325: Emergency Notification to ODJFS and Local Media
- B. LCJFS will follow its Service-Level Agreement with ODJFS.
- C. The Director, Assistant Director, or assigned designee should call the OIS Service Desk at (800) 686-1580, option 2, to inform state staff of the problem. If the problem necessitates a closure, the county should indicate the length of time the agency is expected to be closed, which offices or locations are involved, and the county identification number. The OIS Service Desk will notify the appropriate OIS work units of the problem. It will create a trouble ticket, assign it to the appropriate area, and enter the problem in the incident log.
- D. If the county agency must close, OIS will inform the ODJFS Chief Inspector's Office and the ODJFS Office of Communications to post a general closure notice to [www.jfs.ohio.gov](http://www.jfs.ohio.gov) instructing customers to call before visiting any county office. This message will remain posted for one day unless a county agency informs OIS that the closure will continue longer.
- E. OIS will follow established escalation procedures to resolve the problem. Once the issue is resolved, OIS will complete incident documentation.

#### Incoming Calls:

Each unit's telephones will be forwarded to one line or several lines which will be staffed on a rotating basis. The telephone message will indicate that the office is not open at this time due to severe illness outbreak.

Children services will attempt to maintain a normal level of response to the community and to meet its' mandates with regard to referrals of abuse and neglect. However, in the event that is not possible, incoming referrals will be screened and prioritized based on the information presented. Available staff will be dispatched to handle emergency situations.

#### Payments:

A drop box will be utilized for all payments. Signs will be posted to alert the public that all payments must be placed in the drop box, and explaining the information necessary to process payments. We will request a telephone number be listed on all payment envelopes so we may contact the payer if necessary for additional information. Payments will be collected twice daily from the drop box. Following the normal protocol for all deposits, the payments will be logged and will be processed as normal. For any questionable payments, contact will be made with the payer for additional information. The handling of all money will be done by staff members wearing protective gloves. A drop box will also be utilized for all incoming paperwork.

#### Deposits:

All payments will be deposited in a timely manner contingent upon the operations of the County Auditor and the County Treasurer offices. Should their offices be closed, deposits will be securely stored in the agency's safe.

#### Appointments/Interviews:

No interviews will be held within the office or OhioMeansJobs at this time. Any interviews or appointments that can transpire via telephone will be scheduled. Other business will be conducted by mail.

Use of the visitation rooms will be suspended. Whenever possible, visits will be conducted outside of the agency using kinship or foster homes, birth family homes, or an alternative site. Any visitation that requires agency supervision will be suspended until further notice. All cancelled visitation will be rescheduled at the earliest convenience.

#### Notices:

Notices will be posted in the entranceway advising that the office is not open for business to the public at this time due to an infection. Said notice will include telephone information number to call with any questions, and a notice that any paperwork or payments can be deposited in the appropriate drop box.

#### Mail runs from post office and to postal drop:

During this stage, mail will be picked up as usual at the local Post Office and dropped nightly in the receptacle. Special care will be taken by staff handling incoming and outgoing mail, utilizing protective gloves to prevent further risk of exposure.

Children Services - Investigations, placement of children in substitute care and visits to children in substitute care:

All necessary healthcare precautions will be observed. Staff will be provided with protective gloves and masks should they come into contact with a family known to have an infection. If a

child(ren) is being placed in a substitute care setting, they will receive a medical assessment prior to going to the home of the substitute caregiver. The substitute caregiver will be provided with all medical information including, but not limited to, the proper care of a child with the virus and precautionary steps to prevent the further spread of the virus. The agency will make every effort to maintain compliance with all Ohio Administrative Code rules regarding the visitation of children in their substitute care setting. If staffing levels drop to a point where this is not possible, contact will be made by phone. The contact will include talking with the substitute caregiver and the foster child (when appropriate). Documentation will be kept in SACWIS and/or the case file regarding attempts made to maintain compliance with Ohio Administrative Code and information discussed during the phone contact.

#### OhioMeansJobs | Licking County:

OhioMeansJobs will follow the same protocol as it relates to the above topics. In addition, private office space will be utilized to temporarily house some of the staff members to reduce the issues of sharing common cubicle walls.

Other issues, such as use of common equipment, interoffice meetings, and transfer of files will follow the same protocol as stated in Plan A.

#### Payroll

Payroll Backups: Assistant Director, Fiscal Supervisor or Fiscal Officers

HRIS Backup: Assistant Director, Agency MIS Specialist

Detailed instructions to payroll will be maintained by the Human Resources Officer.

#### MIS

If we have power, computers will work. Backup tape needs to be changed if we have enough staff. If not, it is not a necessity as long as fiscal backs up the accounting software. In regard to password resets on the state system, the MIS Specialist, Administrative Assistant, and Assistant Director can reset them here. The MIS Specialist, Administrative Assistant, and Assistant Director have access to reset county server passwords. If the three of them are not here, the State's helpdesk should be called at 1-800-686-1580. There is a possibility that the Director or designated staff will have to e-mail the OIS\_SERVICE\_DESK to give them names of people who have access to call. For state pc's and printers that do not work, e-mail the OIS\_SERVICE\_DESK, and they will create a trouble ticket and send a tech out to evaluate. For any county owned equipment, the MIS Specialist should be contacted.

#### Fiscal

The fiscal department will insure cross training for all fiscal officers regarding fiscal matters. Detailed instructions will be kept by the Fiscal Supervisor.

#### Maintenance

County Maintenance will be used for repairs and preventive maintenance if needed. Supplies will be ordered by the Assistant Director or Maintenance Repair Worker.



**Licking County Job and Family Services**  
**Pandemic Plan of Operation**  
**Plan C: Office Closed/OhioBenefits and SACWIS Statewide still Available**

Upon approval from the County Board of Commissioners, the agency will be closed to the public and staff members. Such notice will be provided to staff members via utilization of the call list and via text message whenever possible, as well as a message for the staff by dialing 740-670-8999 and on the call-off line 740-670-8712.

The Director, Assistant Director, or assigned designee will:

- A. Follow its own procedure for emergency notifications (local radio stations, etc.) Refer to Procedure 325: Emergency Notification to ODJFS and Local Media
- B. LCJFS will follow its Service-Level Agreement with ODJFS.
- C. The Director, Assistant Director MIS Specialist, or assigned designee should call the OIS Service Desk at (800) 686-1580, option 2, to inform state staff of the problem. If the problem necessitates a closure, the county should indicate the length of time the agency is expected to be closed, which offices or locations are involved, and the county identification number. The OIS Service Desk will notify the appropriate OIS work units of the problem. It will create a trouble ticket, assign it to the appropriate area, and enter the problem in the incident log.
- D. If the county agency must close, OIS will inform the ODJFS Chief Inspector's Office and the ODJFS Office of Communications to post a general closure notice to [www.jfs.ohio.gov](http://www.jfs.ohio.gov) instructing customers to call before visiting any county office. This message will remain posted for one day unless a county agency informs OIS that the closure will continue longer.
- E. OIS will follow established escalation procedures to resolve the problem. Once the issue is resolved, OIS will complete incident documentation.

Signs will be posted on the agency doors notifying the staff and customers that the agency is closed for business due to an outbreak. Signs will also be posted to indicate that all payments must be mailed to the agency address and must be via check or money order. Envelopes for this mailing will be made available. Notices will also be posted at OhioMeansJobs | Licking County.

Ohio Data Network utilization:

Should the OhioBenefits system remain operational, various aspects of processing would be necessary. Key personnel, where possible, would need to provide assistance from a remote designation. To provide such access, VPN's will be reassigned to key Public Assistance/Workforce personnel who have high speed access to the internet from home. All staff are encouraged to learn how to access Outlook from home in order to send and receive important communications.

Even in times of crisis, maintaining client confidentiality remains paramount. Reasonable efforts must be taken to ensure that security of client and agency information is preserved, including protecting information entered or accessed through the Ohio Data Network.

Children Services - Investigations, placement of children in substitute care and visits to children in substitute care:

All necessary healthcare precautions will be observed. Staff will be provided with protective gloves and masks should they come into contact with a family known to have an infection. If a child(ren) is being placed in a substitute care setting, they will receive a medical assessment prior to going to the home of the substitute caregiver. The substitute caregiver will be provided with all medical information including, but not limited to, the proper care of a child with an infection and precautionary steps to prevent the further spread of the infection. The agency will make every effort to maintain compliance with all Ohio Administrative Code rules regarding the visitation of children in their substitute care setting. If staffing levels drop to a point where this is not possible, contact will be made by phone. The contact will include talking with the substitute caregiver and the foster child (when appropriate). Documentation will be kept in SACWIS and/or the case file regarding attempts made to maintain compliance with Ohio Administrative Code and information discussed during the phone contact.

The following agency staff members, if available would be utilized during emergency coverage:

Director

Assistant Director

Agency Administrators (including OhioMeansJobs)

Agency Supervisors (including OhioMeansJobs)

MIS Specialist

Essential Functions:

All of the above staff members would be provided previous cross training. Key processing points would include processing Food Stamp eligibility, processing changes in address, income and household composition, verifying Medicaid eligibility and verifying NET eligibility.

Telephone Information:

An agency telephone message will be created to alert customers that the agency is closed due to Severe illness, emergency or disaster.

Back up of necessary documentation:

An offsite copy of all back-up documentation will be available if needed and will be e-mailed to necessary staff members. Correspondence between emergency personnel will be completed via email or phone contact.

### III. Responsibilities

Administration has responsibility to ensure communication and operation of required services during a crisis.

### IV. Date of Implementation of this Procedure

Upon approval.

### V. Associated Forms

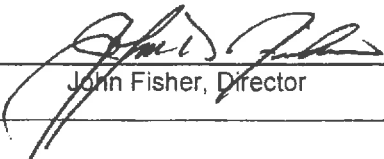
None.

COA Standards Reference: ASE 7.01, ASE 7.02, ASE 8.01, TS 2.04, TS 2.06, RPM 2.02

Date Approved: 10/10/08, 9/1/09, 9/1/10, 9/1/11, 9/1/13, 8/15, 2/17, 9/17, 8/19, 8/21

Revision Dates: 9/1/09, 9/1/10, 9/1/11, 9/17, 4/19, 8/19, 8/21

Next Review Date: 8/23

  
\_\_\_\_\_  
John Fisher, Director

# **APPENDIX D**

LICKING COUNTY JOB AND FAMILY SERVICES POLICY 342:  
EMERGENCY LOCATION & OPERATIONS

<b>Manual and Section Number: 342</b>		
<b>Procedure/Policy Name</b>	<b>Position Responsible</b>	<b>Unit</b>
Emergency Location & Operations	Director	All Units

**I. Summary**

In the event of a building disaster/emergency or limited access to operations (phone, computers, etc.) in which the main building (Job & Family Services 74 S 2<sup>nd</sup> St.) or the OhioMeansJobs | Licking County building cannot be occupied to facilitate the work of the agency, or business operations cannot be conducted as normal, the Director will declare an emergency location or operations plan.

The agency's normal operations are conducted from two locations: the main building located at 74 South Second Street, Newark, Ohio; and OhioMeansJobs | Licking County building located at 998 East Main Street, Newark, Ohio. Both locations can accept limited full agency operational duties should one of the sites be closed. The following outlines alternate agency emergency operational worksites. It is probable that due to the size of these sites, the agency may also have staff out stationed in other agencies, both within and outside of this county.

**II. Sites**

**Primary sites:** Licking County Job and Family Services  
74 South Second Street  
Newark, Ohio 43055 (Main Building)

OhioMeansJobs | Licking County  
998 East Main Street  
Newark, Ohio 43055 (OMJ Center)

**Secondary Site:** Remote Work Sites

**Tertiary Site:** Licking County Administration Building  
20 South Second Street  
Newark, Ohio 43055

**III. Operations**

In the event primary worksites can still be occupied but normal business operations have been obstructed, the Director or assigned designee will implement a limited operations plan to ensure the agency can maintain the same level of service.

**Emergency Communications:** Cell phone access may be identified as the primary form of communication should land lines be inoperable. LCJFS has a supply of cell phones which Case Managers can use to conduct telephone interviews, appointments and/or hearings. In addition,

the Director, area administrator, or assigned designee can contact surrounding CDJFS agencies to solicit available workspace where Case Managers can conduct business.

**IV. Responsibilities**

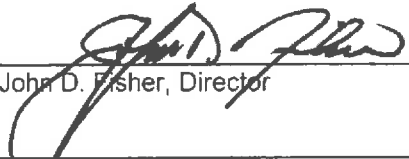
All staff will be familiar with this procedure. The Director and Administrators will assure compliance with this procedure.

**V. Date of Implementation of this Procedure**

Upon approval.

**VI. Associated Forms**

No forms associated.

<p>Procedure Section Code: COA Standards Reference: PQI 2.02, ASE 7.03 Date Approved: 2/11/09, 2/11/10, 2/11/11, 2/11/12, 2/14, 2/16, 2/17, 2/18, 2/20, 2/22 Revision Dates: 2/11/10, 2/11/11, 2/11/12, 2/18, 10/22 Next Review Date: 2/24</p> <p style="text-align: right;"> _____ John D. Fisher, Director</p>
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# APPENDIX E

SIGNATURE PAGES FROM MANDATED PARTICIPANTS

**2022 LICKING COUNTY MEMORANDUM OF UNDERSTANDING**

<b>MANDATED PARTICIPANT</b>		<b>EMAIL</b>	<b>PLAN PROVIDED</b>	<b>SIGNATURE</b>
Licking County Job & Family Services	John Fisher, Director	<a href="mailto:John.Fisher@jfs.ohio.gov">John.Fisher@jfs.ohio.gov</a>	11/17/2022	11/17/2022
Licking County Juvenile Court	Judge Deborah Lang	<a href="mailto:dlang@LickingCounty.gov">dlang@LickingCounty.gov</a>	11/28/2022	11/28/2022
Licking County Prosecuting Attorney	Jenny Wells	<a href="mailto:jgonzalez@lccounty.com">jgonzalez@lccounty.com</a>	11/28/2022	11/28/2022
City of Newark Law Director	Tricia Moore	<a href="mailto:TKlockne@newarkohio.net">TKlockne@newarkohio.net</a>	12/8/2022	12/8/2022
Licking County Humane Society	Lori Carlson, Director	<a href="mailto:loricarlson@lchspets.org">loricarlson@lchspets.org</a>	12/13/2022	12/13/2022
<b>LAW ENFORCEMENT</b>				
Licking County Sheriff	Sheriff Randy Thorp	<a href="mailto:rthorp@lccounty.com">rthorp@lccounty.com</a>	12/8/2022	12/8/2022
Alexandria Police	Chief Dan Bunting	<a href="mailto:Dbunting@AlexandriaPD.com">Dbunting@AlexandriaPD.com</a>	12/8/2022	12/8/2022
Buckeye Lake Police	Chief Jason Harget	<a href="mailto:jharget@buckeyelakevillage.com">jharget@buckeyelakevillage.com</a>	12/19/2022	12/19/2022
Denison University Police	Chief David Rose	<a href="mailto:rosed@denison.edu">rosed@denison.edu</a>	11/30/2022	
Granville Police	Chief William Caskey	<a href="mailto:wcaskey@granville.oh.us">wcaskey@granville.oh.us</a>	12/8/2022	12/8/2022
Hartford Village Police	Chief Jeffrey Brooks			
Heath Police	Chief David Haren	<a href="mailto:dharen@heathohio.gov">dharen@heathohio.gov</a>	12/8/2022	12/8/2022
Hebron Police	Chief Larry Brooks	<a href="mailto:brooksla@midohio.twcbc.com">brooksla@midohio.twcbc.com</a>	12/8/2022	12/8/2022
Johnstown Police	Chief Rusty Smart	<a href="mailto:Rsmart@johnstownohio.org">Rsmart@johnstownohio.org</a>	12/8/2022	12/8/2022
Kirkersville Police	Chief Randall Delawder	<a href="mailto:chief449kpd@gmail.com">chief449kpd@gmail.com</a>	12/8/2022	1/30/2023
Licking Memorial Hospital Police	Chief James Farmer	<a href="mailto:jfarmer@lmhealth.org">jfarmer@lmhealth.org</a>	12/5/2022	12/14/2022
New Albany Police	Chief Greg Jones	<a href="mailto:gjones@newalbanypolice.org">gjones@newalbanypolice.org</a>	12/8/2022	12/8/2022
Newark Police	Chief Erik McKee	<a href="mailto:emck@newarkohio.net">emck@newarkohio.net</a>	12/8/2022	12/12/2022
Ohio State Highway Patrol-Post 45	Lieutenant Aaron Vollmer	<a href="mailto:avollmer@dps.ohio.gov">avollmer@dps.ohio.gov</a>	12/8/2022	12/9/2022
Ohio State University-Newark Campus	Sergeant Adam Featherling	<a href="mailto:featherling.2@osu.edu">featherling.2@osu.edu</a>	12/5/2022	12/7/2022
Pataksala Police	Chief Bruce Brooks	<a href="mailto:bbrooks@pataskalapolice.net">bbrooks@pataskalapolice.net</a>	12/21/2022	12/21/2022
Reynoldsburg Police	Chief Curtis Baker	<a href="mailto:cbaker@reyvpd.com">cbaker@reyvpd.com</a>	12/19/2022	12/19/2022
St. Louisville Police	Chief Randy Morton	<a href="mailto:rmortonk9@yahoo.com">rmortonk9@yahoo.com</a>	12/28/2022	12/28/2022
Utica Police	Chief Cameron Dailey	<a href="mailto:Police@villageofutica.com">Police@villageofutica.com</a>	12/21/2022	1/12/2022
<b>KIDS' PLACE</b>				
Licking Memorial Hospital	Ben Broyles, VP Community Health & Wellness	<a href="mailto:bbroyles@LMHealth.org">bbroyles@LMHealth.org</a>	12/5/2022	12/6/2022

ENDORSEMENT  
OF  
LICKING COUNTY, OHIO  
MEMORANDUM OF UNDERSTANDING  
FOR  
REPORTING AND INVESTIGATING  
CHILD ABUSE AND NEGLECT

I hereby certify that I have read the Licking County, Ohio Memorandum of Understanding for Reporting and Investigating Child Abuse and Neglect dated November 1, 2022 and by affixing my signature below agree to accept the responsibilities assigned and to follow the procedures outlined for the investigation and the provision of services to Licking County children in need of protection.

Jennifer Ellis-Brown  
Signature

Jennifer Ellis-Brown  
Print Name

Director  
Title

Licking County JFS  
Agency/Department/Organization

11/1/23  
Date



ENDORSEMENT  
OF  
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\_\_\_\_\_  
Signature

JOHN D. FISHER  
\_\_\_\_\_  
Print Name

Director  
\_\_\_\_\_  
Title

Licking County JFS  
\_\_\_\_\_  
Agency/Department/Organization

11-17-2022  
\_\_\_\_\_  
Date

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Signature

Deborah G. Lang  
Print Name

Judge  
Title

Licking County Probate - Juvenile Court  
Agency/Department/Organization

11-28-22  
Date

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OF  
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Signature

Jenny Wells  
Print Name


Licking County Prosecutor  
Title

Licking County Prosecutor's Office  
Agency/Department/Organization

Nov. 28, 2022  
Date

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OF  
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\_\_\_\_\_  
Signature

*Tricia M. Moore*  
\_\_\_\_\_  
Print Name

*Newark Law Director*  
\_\_\_\_\_  
Title

*City of Newark*  
\_\_\_\_\_  
Agency/Department/Organization

*12-8-22*  
\_\_\_\_\_  
Date

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*Lori Carlson*

Signature

*Lori Carlson*

Print Name

*Executive Director*

Title

*Licking Co. Humane Society*

Agency/Department/Organization

*12/13/22*

Date

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Signature

COL. CHAD DENNIS

Print Name

SHERIFF DEPUTY

Title

LICKING COUNTY SHERIFF'S OFFICE

Agency/Department/Organization

12-8-22

Date

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DRB

Signature

DAN BUNTING

Print Name

CHIEF OF POLICE

Title

ALEXANDRIA POLICE DEPARTMENT

Agency/Department/Organization

12-08-22

Date

ENDORSEMENT  
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Signature



Print Name

JASON D HARGET

Title

CHIEF OF POLICE

Agency/Department/Organization

BUCKEYE LAKE POLICE DEPT.

Date

12/19/22



ENDORSEMENT  
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Signature

WILLIAM R. CASKEY

Print Name

CHIEF OF POLICE

Title

BRANVILLE POLICE DEPARTMENT

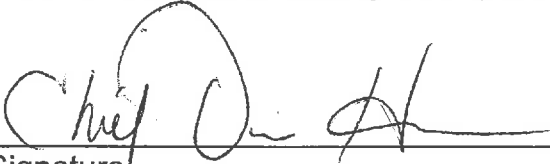
Agency/Department/Organization

12/8/22

Date

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Signature

CHIEF DAVID HAREN  
Print Name

CHIEF OF POLICE  
Title

HEATH POLICE DEPT.  
Agency/Department/Organization

12/8/2022  
Date

ENDORSEMENT  
OF  
LICKING COUNTY, OHIO  
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Larry Brooks  
Signature

LARRY BROOKS  
Print Name

CHIEF OF POLICE  
Title

HEBRON POLICE DEPARTMENT  
Agency/Department/Organization

12/8/22  
Date

ENDORSEMENT  
OF  
LICKING COUNTY, OHIO  
MEMORANDUM OF UNDERSTANDING  
FOR  
REPORTING AND INVESTIGATING  
CHILD ABUSE AND NEGLECT

I hereby certify that I have read the Licking County, Ohio Memorandum of Understanding for Reporting and Investigating Child Abuse and Neglect dated November 1, 2022 and by affixing my signature below agree to accept the responsibilities assigned and to follow the procedures outlined for the investigation and the provision of services to Licking County children in need of protection.

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Print Name

  
\_\_\_\_\_  
Title

  
\_\_\_\_\_  
Agency/Department/Organization

  
\_\_\_\_\_  
Date

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Signature

Randall C. Dehawder  
Print Name


Chief of Police  
Title

Kirkosville Police Department  
Agency/Department/Organization

1/30/23  
Date

ENDORSEMENT  
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\_\_\_\_\_  
Signature

James Farmer  
\_\_\_\_\_  
Print Name

Director of Police  
\_\_\_\_\_  
Title

Licking Memorial Hospital Police Department  
\_\_\_\_\_  
Agency/Department/Organization

12/14/22  
\_\_\_\_\_  
Date

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Signature

Greg Jones  
Print Name

Chief of Police  
Title

New Albany PD  
Agency/Department/Organization

12/8/22  
Date

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Signature

ERIK MCKEE  
Print Name

Chief of Police  
Title

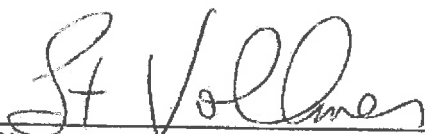
Newark Police Division  
Agency/Department/Organization

Dec. 12, 2022  
Date



ENDORSEMENT  
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Signature

AARON E VOLLMER  
Print Name

LIEUTENANT  
Title

OHIO STATE HIGHWAY PATROL POST 45  
Agency/Department/Organization

12/9/22  
Date

ENDORSEMENT  
OF  
LICKING COUNTY, OHIO  
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Monica M. Moll  
Signature

MONICA M. MOLL  
Print Name

DIRECTOR OF PUBLIC SAFETY  
Title

THE OHIO STATE UNIVERSITY  
Agency/Department/Organization

12/07/22  
Date

ENDORSEMENT  
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Signature

BRUCE BROOKS

Print Name

CHIEF OF POLICE

Title

PANASKAL P.D.

Agency/Department/Organization

12/21/2022

Date

ENDORSEMENT  
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A/C [Signature]  
Signature

A/C RHONDA GRIZZELL  
Print Name

ACTING CHIEF OF POLICE  
Title

REYNOLDSBURG DIVISION OF POLICE  
Agency/Department/Organization

12/19/22  
Date

ENDORSEMENT  
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*[Handwritten Signature]*  
Signature

*Randy Martin*  
Print Name

*Chief of Police*  
Title

*St. Louisville P.D.*  
Agency/Department/Organization

*12/28/22*  
Date

ENDORSEMENT  
OF  
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*Cameron L. Oakley*  
Signature

*Cameron L. Oakley*  
Print Name

*CHIEF OF POLICE*  
Title

*UNION POLICE DEPT*  
Agency/Department/Organization

*21 Dec 2022*  
Date

ENDORSEMENT  
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Signature

Benjamin J. Brayles  
Print Name

VP, Community Health + Wellness  
Title

Licking Memorial Health Systems  
Agency/Department/Organization

12/06/2022  
Date