

BUTLER COUNTY CHILDREN SERVICES

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| POLICY NO.: 1.1 | SUBJECT: REFERRAL AND SCREENING |
| OAC: 5101:2-36-01 | EFFECTIVE DATE: 6/22/04 |
| | REVISION DATE: 7/27/04, 7/26/05, 5/30/06, 9/07 |
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PURPOSE:

To clarify the criteria which the staff of the BCCS are to use to determine if intervention is the most appropriate response to a referral;
To ensure that screeners or other designee are responding to all referrals of child abuse and/or neglect in a timely fashion.

POLICY:

1. All referrals and screening decisions will be in compliance with 5101:2-36-01 of the Ohio Administrative Code.
2. Screeners will assign referrals as a Priority 1, 2, or 3 depending upon the circumstances.
3. All information reported to the agency alleging known or suspected child abuse, neglect, or dependency, or indicating a family is in need of the agency's services shall be recorded in the Statewide Automated Child Welfare Database (SACWIS) and a screening decision shall be made within four hours from receipt of the information.
4. If the intake information indicates an immediate threat of serious harm or is insufficient to determine whether or not the child is safe at the time of the referral, the agency shall make a screening decision within one hour of receipt of the information and record the decision in the statewide automated child welfare database within that hour.
5. Emergency services will be provided, if necessary, whether the allegation is received during business hours or after hours
6. The screeners shall use the Screening Guidelines Manual for assistance in determining acceptance of a referral.
7. The screener will make a determination as to what category the information received applies and assign the information to one of the following intake categories and record it in SACWIS:
 - (a) Child abuse and/or neglect report;

- (b) Dependency report;
 - (c) Family in need of services report;
 - (d) Information and/or referral.
8. When a referral comes into the agency on a family who was closed in intake within the last 60 days, the case will be assigned to the previous investigative worker. If the worker is no longer employed by the agency, and the family was closed in intake within the last 60 days, the case will be sent to the supervisor of the previous investigative worker, if he/she is still employed by the agency.
9. Any change in case assignment will be at the discretion of the Supervisor, Screener Coordinator or Intake Administrator.
10. When additional child abuse and/or neglect allegations are screened in within the first four working days after acceptance of a child abuse and/or neglect report and prior to the completion of a safety assessment the additional child abuse and/or neglect allegations shall be added to the initial report and assessed/investigated concurrently with the allegations received initially.

PROCEDURE:

Screeners are responsible for answering the call and entering the information from the referent into SACWIS.

The screener will be responsible for ensuring that referrals which meet the criteria listed will be accepted for assessment/investigation.

When an individual comes into the agency requesting to make a referral in person the BCCS receptionist on duty will notify the screening department and take the following steps:

- (a) The receptionist will provide the form to be completed by the referent and notify the screeners.
- (b) In the event the screeners are unavailable, notify the Screener Coordinator immediately who will respond to the referent;
- (c) In the event the Screener Coordinator is unavailable, notify the Director of Assessment and Short Term Services, who will respond to the referent;
- (d) In the event the Director of Assessment and Short Term Services is unavailable, notify a supervisor in the Department of Assessment and Short Term Services who will respond to the referent;
- (e) In the event the Department of Assessment and Short Term Services is unavailable, notify a supervisor in the Department of Family Support and Placement Services who will respond to the referent;
- (f) Continue the above steps until an employee responds to the referent.

Processing Referrals

Gathering as much data and identifying information for families at the point of initial contact/screening is a critical component for children services agencies. When taking a report, gain as much information as possible.

The screener should actively seek to collect the following information to make an informed determination as to the need for agency involvement:

- Referent information;
 - The name, address, phone number of the referent (if not anonymous);
 - The source of knowledge, others who have knowledge of incident;
 - The relationship of referent to alleged child victim, mandated reporter;
 - Whether or not the referent is a mandated reporter;
 - The motivation of referent making the referral;
 - The length of time referent has known of the alleged abuse or neglect;
 - Any other action that has been taken (e.g., photographs, medical attention, removal of child, notification of law enforcement, other professionals involved);
 - Any other identifying information.

- Information on Child(ren)
 - The name of the child victim and other children in the home, address, and phone number;
 - The child(ren)'s date of birth, gender, social security number;
 - The ethnicity/race of the child(ren);
 - The school they attend and grade level;
 - The child(ren)'s behavior and level of functioning;
 - The child(ren)'s ability to self-protect;
 - The place, date, and time the alleged abuse occurred and the type, extent, severity, and duration-frequency of the alleged abuse or neglect;
 - The child's current condition and whether the child is currently safe;
 - The current location of alleged child victim;
 - If there have been prior suspected incidents of abuse or neglect incurred by the alleged child victim or other children in the home;
 - Any interventions used in the past to reduce child's risk in his own home or out-of-care setting;
 - Relationship to legal custodian.

- Information on Involved Adults
 - Parent's name, address, phone number, place of employment, social security number;
 - The name, address, phone number, place of employment, and social security number of primary caregiver, if different from parent;
 - The name, address, phone number, place of employment, social security number of legal custodian and relationship to child;
 - Any aliases (a.k.a.);
 - The behavior and intellectual functioning of the primary caregiver;
 - The willingness/ability of caretaker to protect child;
 - Whether there are other adults in the home;
 - Whether the primary caregiver is aware of the referral;
 - The list and location of family members, friends, and neighbors who may be helpful, and their role in the family system;
 - The history of substance abuse in the family;
 - Any assaultive behavior, or history of domestic violence;
 - Any history of previous child abuse or neglect reports.

- Alleged perpetrator information
 - The name, address, telephone number, age/D.O.B., social security number;
 - The place of employment, including address and telephone number;
 - The gender, ethnicity/race, description;
 - The relationship to alleged child victim;
 - Whether there is access to alleged child victim;
 - If the alleged perpetrator victimized other children in/outside of the home;
 - Past criminal history;
 - Any substance abuse;
 - Any aliases (a.k.a.);
 - The behavior, functioning level;
 - Automobile make, model, and license plate number.

- Safety considerations for Intake assessment staff
 - Weapons in home;
 - Family or household members have a history of assaultive behavior;
 - Domestic violence;
 - Drug/Alcohol use;
 - Criminal activity, drug dealing;
 - Animals in the home;
 - Client mental illness and/or non-compliance with illness;
 - Other.

- Special Considerations
 - Language;
 - Cultural considerations;
 - Accessibility;
 - Other
 - If the child is Indian the screener must document and the intake worker must refer to the Indian Child Welfare Act.

- Out-of-Home Care Settings
 - The number and names (if possible) of children under care of alleged perpetrator;
 - The names of any witnesses;
 - The licensing authority for the out-of-home setting;
 - The name, address and phone number of the administrator.

- In addition to identifying information and details regarding the allegations or concerns, the following should be completed;
 - The date and time of the referral and the case category.
 - All codes entered into SACWIS.
 - Indicate whether the family has a history with this agency and if so, review past history.
 - Complete a CRIS-E check.
 - Document all additional calls made or received in regards to the family.

- For non-emergencies, all paperwork is to be completed prior to the case assignment.

- Log all cases in the master case assignment book, indicate the unit assigned, and the date and time the case was sent to the unit.

Approval Date:

Handwritten signature of Michael A. Fox in cursive script.

Michael A. Fox, Executive Director