

BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 2.3	SUBJECT: SEMI-ANNUAL ADMINISTRATIVE REVIEW (SAR)
OAC: 5101:2-38-10	EFFECTIVE DATE: 3/22/05
	REVISION DATE: 9/26/06, 9/07, 8/09
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Purpose: To ensure that all open cases with BCCS are reviewed for appropriate services to and safety of the child.

POLICY:

1. BCCS shall complete an SAR of the case plan no later than every six months after whichever of the following activities occurs first:
 - (1) The date the original case plan was completed for in-home supportive services, no court order. (Completion date of case plan for in-home voluntary services is the date of the parents' signature).
 - (2) The earlier of either the date on which the complaint was filed or the child was first placed in substitute care.
 - (3) The earlier of either the date on which the complaint in the case was filed or the court issued an order regarding when the case has been terminated and an extension is requested.
 - (4) The earlier of either the date on which the complaint in the case was filed or the court issued an order of protective supervision.

2. All cases active with Butler County Children Services should be reviewed to:
 - (1) Assess and update permanency plan for the child which can include reunification, independent living, a planned permanent living arrangement, or adoption.
 - (2) Evaluate whether any safety threats have been resolved and whether the level of risk to the child has been reduced.
 - (3) Assess the appropriateness of supportive services offered and provided to the child, his parent, guardian, custodian, or pre-finalized adoptive parent, and substitute caregiver, as applicable.
 - (4) Evaluate whether the services provided to the child and his parent, guardian, or custodian will help the child return to a safe environment, as applicable.

- (5) Assess the continued safety and appropriateness of the placement setting of the child and
 - (6) Determine if a plan to locate a permanent family placement for the child shall be made concurrently with reasonable efforts to safely return the child to his own home.
3. For all cases the SAR shall be conducted by an agency reviewer or his/her designee, the caseworker or a worker familiar with the management of the case plan, and the caseworkers supervisor or his/her designee
4. The review shall consist of a meeting with the following:
 - (1) The child's parent, guardian or custodian unless the child is in permanent custody.
 - (2) Pre-adoptive parent of the child in an adoptive placement.
 - (3) The child, if age appropriate.
 - (4) The guardian ad litem.
 - (5) The court appointed special advocate, if one has been appointed:
 - (6) The child's substitute caregiver, including the relative providing care for the child, if applicable. The substitute caregiver or relative providing care for the child are not considered parties to the SAR.
 - (7) The child's attorney, if applicable.
 - (8) The child's therapist, if applicable.
 - (9) Placement agency representative if applicable.
 - (10) The Indian tribe and extended relatives as defined by the child's tribe, if applicable.
5. All individuals shall be given the opportunity to submit any written materials to be included in the child's case record. If any of the individuals invited to the SAR fail to appear or fail to participate, the SAR shall proceed.
6. The caseworker shall prepare a written summary for each SAR using the JFS 01414 "Family Decision Making Model, Part III: Semiannual Administrative Review (SAR)" with all information complete pursuant to 5101:2-42-43 (Requirements of Semi-Annual Administrative Review)
The SAR shall include an update of the JFS 01443, (Child's Educational and Health Information) attached to the case plan.
7. For court involved cases, the worker shall file in court the SAR summary and a copy of the amended case plan no later than seven days after completion of the review. All parties shall be provided a copy within one day of filing in court with written notice that they have seven days from the notice of filing to object to any proposed changes made in the case plan as a result of the SAR and request a hearing on the proposed changes. A copy shall also be filed in the child's case record. Substitute caregivers or relatives providing care are not considered parties to the SAR.
8. For in-home supportive services, the worker shall provide a copy of the SAR summary to all parties no later than seven days after completion of the SAR. A copy of the SAR form shall be filed in the case record.

PROCEDURES:

1. The case conference coordinator shall notify supervisors of SAR's due 21 days in advance of the SAR due date. The supervisor shall instruct the worker to complete an SAR scheduling form and return to the conference coordinator within one week of the initial notice of the SAR due date.
2. The case conference coordinator will provide a monthly schedule to the reviewer for approval prior to sending invitations. The coordinator will make any needed changes as requested by the reviewer.
3. The case conference coordinator shall schedule the SAR and send invitations to all parties and/or participants. The coordinator shall make arrangements for a conference room.
4. The following shall be reviewed by the reviewer prior to the SAR:
 - (a) Case plan/and or amendment;
 - (b) SAR summary (pending approval);
 - (c) Updated med/ed form (01443) if applicable;
 - (d) Copy of last court entry

The supervisor shall notify the reviewers two days prior to the SAR that the information to review is completed on SACWIS.

5. At the completion of the SAR, the participants will be requested to sign off on the signature page of the SAR summary as a participant.
6. The reviewer will email a report to the caseworker and supervisor 1-2 business days after completion of the SAR meeting for any needed corrections to the SAR summary.
7. The reviewer will turn in the original + 1 copy of the corrected SAR to the scheduling coordinator.
8. Each day a designated clerical staff member will file SAR summaries in court on those cases with court involvement.

The coordinator will prepare a letter notifying all parties that the SAR summary has been filed in court and that they have seven days from the notice of filing the SAR summary to object to proposed changes made in the case plan as a result of the SAR and request a hearing on the proposed change. The coordinator will make the necessary copies of the SAR summary and will mail the SAR and the letter to each parent, guardian, custodian, GAL, and CASA.
9. The coordinator will provide the worker with a file stamped copy of the SAR for placement in the client file.

10. For in-home supportive services, the worker shall provide a copy of the SAR summary to all parties no later than seven days after completion of the SAR. A copy of the SAR form shall be filed in the case record.

9-25-09
Approval Date:



Jeff Centers, Executive Director