

## BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 1.22	<b>SUBJECT INTERSTATE REFERRAL PROCEDURES</b>
OAC: 5101:2-36-13	EFFECTIVE DATE: 2/18
	REVISION DATE:
	REVIEW DATE:

**PURPOSE:** To ensure staff of Butler County Children Services understand the state mandate of a how to complete an interstate referral.

### POLICY:

BCCS shall complete an **interstate** referral to another PCSA if:

- (1) BCCS receives a report of alleged child abuse or neglect, and determines the child and his or her custodial parent, legal guardian, or legal custodian reside in or have moved to another state.

### PROCEDURE:

1. If an emergency exists, BCCS shall immediately telephone the appropriate CSA with the referral information. Within three (3) working days of the date of the telephone referral, BCCS shall follow-up with a written referral to the CSA. The follow-up written referral will be completed by the assigned screener if an intake has not been assigned to a BCCS caseworker. The follow-up written referral will be completed by the assigned caseworker if BCCS has initiated an investigation.
2. The referral information provided to the other PCSA should include the following:
  - All available identifying information on the child, his or her parent, guardian, or legal custodian, and other people involved. This should include names, dates of birth, ages, and social security numbers
  - The child, his or her parent, guardian, or custodian and other involved persons' relationships to each other
  - Location, including address of the child and his or her parent, guardian, or custodian
  - Summary of BCCS' involvement with the child, his or her parent, guardian, or custodian and the current case status
  - A copy of the completed JFS 01401 "Comprehensive Assessment Planning Model- Safety Assessment" and the JFS 01400 "Comprehensive Assessment

Planning Model- Family Assessment” OR JFS 01419 “Alternative Responsive Family Assessment” if applicable should be included in the referral.

- The nature of the request for the provision of protective services
- A BCCS’ contact person
- The information BCCS needs in response to the referral.

3. BCCS shall cooperate with the CSA including leading the assessment and investigative efforts if the child is located within Ohio and the abuse or neglect is alleged to have occurred within Ohio.

2-20-18

APPROVAL DATE:



William Morrison, Executive Director