

BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 2.3	SUBJECT: SEMI-ANNUAL ADMINISTRATIVE REVIEW (SAR)
OAC: 5101:2-38-04	EFFECTIVE DATE: 3/22/05
	REVISION DATE: 9/26/06, 9/07, 8/09, 3/16, 3/17, 7/17
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PURPOSE: To ensure that all open cases with BCCS are reviewed for appropriate services to and to ensure safety of the child.

POLICY:

1. BCCS shall complete an SAR of the case plan no later than every one hundred eighty days after whichever of the following activities occurs first:
 - (a) Date the agency complaint was filed
 - (b) Date of placement
 - (c) Date of court ordered protective supervision
 - (d) Date of parent, guardian, or custodian's signature on the case plan for in-home supportive services only.and no more than thirty (30) days prior to the due date.

2. BCCS shall prepare a written summary for each SAR required for a child receiving in-home supportive services using the JFS 01412 "COMPREHENSIVE ASSESSMENT PLANNING MODEL - I.S. SEMI ANNUAL ADMINISTRATIVE REVIEW (SAR)" The summary shall contain all of the following information:
 - (a) The extent of progress made toward alleviating the safety threats, risk, and/or circumstances requiring the agency to provide supportive services to the child/family.
 - (b) A conclusion regarding the appropriateness of the services provided to the child and the child's parent, guardian, or custodian.
 - (c) An assessment of the appropriateness of the case plan for the child and the extent to compliance by all case plan participants.

- (d) An estimated date in-home supportive services may be terminated.
- (e) Description of how the child's current living arrangement provides for the child's specific safety needs and meets the child's basic and special needs.
- (f) The agency's recommendation regarding the child's custody arrangement for the next six (6) month period.
- (g) A summary of why in-home supportive services shall be continued or terminated.
- (h) The name of all parties participating in the SAR.

3. BCCS shall prepare a written summary for each SAR required for a child under protective supervision using the JFS 01412. The summary shall contain all of the following information:

- (a) The extent of progress made toward alleviating the safety threats, risk and/or circumstances requiring the agency to assume protective supervision of the child.
- (b) A conclusion regarding the appropriateness of the supportive services provided to the child and the child's parent, guardian, or custodian.
- (c) An assessment of the appropriateness of the case plan for the child and the extent of compliance by all case plan participants.
- (d) A summary of why protective supervision must be continued or terminated.
- (e) An estimated date protective supervision may be terminated.
- (f) Description of how the child's current living arrangement provides for the child's specific safety needs and meets the child's basic and special needs.
- (g) The agency's recommendation regarding the child's custody arrangement for the next six-month period.
- (h) The names of all parties participating in the SAR.

4. The PCSA or PCPA shall prepare a written summary for each SAR required for a child in substitute care using the JFS 01412. The summary shall contain all of the following information:

- (a) The extent of progress made toward alleviating the safety threats, risk, and/or circumstances requiring the agency to assume temporary custody of the child.
- (b) A conclusion regarding the appropriateness of supportive services provided to the child and/or his or her parent, guardian, or custodian, or pre-finalized adoptive parent or substitute caregiver.
- (c) An assessment of the appropriateness of the case plan for the child and the extent of compliance by all case plan participants.
- (d) Evaluation of whether services provided to the child and the child's parent, guardian, or custodian will help the child return to a safe environment, if applicable.
- (e) Description of how the child's current living arrangement is appropriate and provides for the child's specific safety needs and meets the child's basic and special needs.
- (f) A summary of the ongoing efforts to identify an appropriate potential relative or kin placement.
- (g) An estimated date the child may be returned and safely maintained at home, placed with a relative or other suitable non-relative, placed in a planned permanent living arrangement, placed for adoption or finalized in an adoptive home, or prepared for independent living.

- (h) A determination of whether a child with a dispositional status of planned permanent living arrangement should continue in that status or whether the agency shall file a motion with the court requesting permanent custody of the child.
 - (i) The extent of progress made towards meeting the needs of the child in a planned permanent living arrangement or in the permanent custody of the agency.
 - (j) A determination of whether a supplemental plan needs to be developed to address locating a permanent family placement for the child which may be made concurrently with reasonable efforts to safely return the child to the child's own home.
 - (k) If a supplemental plan is developed, indicate the agency's progress toward implementation and whether any amendments need to be made.
 - (l) A plan to review the life skill services to assist a child attaining the age of fourteen (14) to prepare for the transition from substitute care to independent living pursuant to rule 5101:2-42-19 of the Administrative Code.
 - (m) The agency's recommendation regarding the child's custody arrangement for the next six-month period.
 - (n) The names of all parties participating in the SAR.
 - (o) The agency's recommendation regarding termination of parental rights for the child who is in the temporary custody of a PCSA for twelve or more of the previous twenty-two consecutive months.
5. For all cases the SAR shall be conducted by an agency facilitator or his/her designee, the caseworker or a worker familiar to the management of the case plan, and the caseworker's supervisor or his/her designee
6. The review shall consist of a meeting with the following:
- (a) The child's parent, guardian, or custodian unless the child is in permanent custody.
 - (b) Pre-adoptive parent of the child in an adoptive placement
 - (c) The child, if age and developmentally appropriate.
 - (d) The guardian ad litem (GAL)
 - (e) The court appointed special advocate, (CASA) if one has been appointed
 - (f) The child's substitute caregiver, including the relative providing care for the child if applicable.
 - (g) The child's attorney, if applicable
 - (h) The Indian custodian, if any, and the child's Indian tribe and extended relatives.
7. 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.
8. The SAR shall include an update of the JFS 01443, (Child's Educational and Health Information) attached to the case plan.
9. For court involved cases, the designated clerical staff shall file in court the SAR summary and a copy of the amended case plan no later than seven (7) days after completion of the review. All parties shall be provided a copy within one (1) day of filing in court with written notice that they have seven (7) 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 no considered parties to the SAR.

10. For in-home supportive series, the worker shall provide a copy the SAR summary to all parties no later than seven (7) days after completion of the SAR. A copy of the SAR form shall be filed in the case record.

PROCEDURE:

1. The case conference coordinator shall notify the supervisors and workers of a SAR by sending a SAR tickler list 40-60 days prior to the SAR.
2. The worker shall submit the SAR referral form to the case conference coordinator within week of the SAR or by the SAR due date listed on the SAR tickler; whichever is earlier.
3. The case conference coordinator shall schedule the SAR and send invitations to all parties and/or participants no less than seven (7) days prior to the SAR. The coordinator shall make arrangements for a conference room.
4. The following shall be reviewed by the facilitator prior to the SAR:
 - (a) Case plan and/or amendment and placement information;
 - (b) SAR summary (pending approval);
 - (c) Updated med/ed form (01443) if applicable;
 - (d) Copy of last court entry.
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. Upon the completion of an SAR, all non-agency participants will be asked to complete the Participant SAR Survey.
7. The facilitator will document the SAR activity log in SACWIS and end-date their assignment to the case within 3 business days after completion of the SAR meeting.
8. The facilitator will turn in the original plus 1 copy per child of the corrected SAR to the scheduling coordinator.
9. Three times per week, a designated clerical staff member will file SAR summaries in court on those cases with court involvement.
10. The case conference coordinator will prepare a letter notifying all parties that the SAR summary has been filed in court and that they have seven (7) 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 case conference coordinator will make

the necessary copies of the SAR summary and will mail the SAR and the letter to each parent, guardian, GAL, and CASA.

11. The case conference coordinator will provide the worker with a file stamped copy to the SAR for placement in the client file.
12. For in-home supportive services, the case conference coordinator shall provide a copy of the SAR summary to all parties no later than seven (7) days after completion of the SAR. A copy of the SAR form shall be filed in the case record.

7-25-17
Approval Date:


William Morrison, Executive Director