

Mandated Reporter and Law Enforcement Notification Requirements

This guidance document expands upon notification requirements introduced in House Bill 4 of the 134th General Assembly. These notifications are intended to prevent abused and neglected children in Ohio from falling through the cracks by strengthening the partnerships between the various systems charged with protecting them. The law became effective on May 30th, 2022.

Mandatory Notifications to Mandated Reporters

PCSA's are required to send notifications to the mandated reporter if the mandated reporter provides their name and contact information when making the report *regardless of the mandated reporter's request to receive or opt out of receiving the notification*. The mandated reporter chooses whether they prefer to receive the notification via letter or electronically. The PCSA **must** send the following notifications:

1. Initial notification no later than seven calendar days after the screening decision that provides the status of the agency's assessment/investigation into the report, who the mandated reporter can contact for further information, and a description of the mandated reporter's rights.
2. An outcome notification for screened in reports informing that the agency has closed or transferred the assessment/investigation for ongoing services no later than seven calendar days after the assessment/investigation is completed.

It is highly recommended PCSAs use the mandated reporter letters in Ohio's Comprehensive Child Welfare Information System (CCWIS) as they include all required information. If your PCSA does not use the mandated reporter letters in Ohio's CCWIS, see Activity Log coding instructions beginning on page 3 of this document.

Cross reporting requirements for PCSAs to Law Enforcement

PCSA's are **required** to notify the appropriate law enforcement agency:

1. No later than seven calendar days after screening in all reports of **abuse** unless law enforcement is the referral source.
2. No later than seven calendar days after screening in reports of **neglect** if the PCSA implements a legally authorized out-of-home placement due to neglect during that timeframe, unless law enforcement is the referral source.

The PCSA may make additional notifications to law enforcement as needed.

It is recommended PCSAs use the "Law Enforcement Notification" letter in Ohio's CCWIS to fulfill this requirement. If your PCSA does not use this letter, the cross-referral to law enforcement is to be documented in Ohio's CCWIS. The "Law Enforcement Request for Assistance" letter is also available for use as needed.

The chart on the following page details mandated reporter notification and law enforcement cross-referral requirements by case category and screening decision.

Mandated Reporter and Law Enforcement Notification Requirements

Case Category	Screening Decision	Referral to Law Enforcement Required?	Initial Mandated Reporter Notification Required?	Outcome Mandated Reporter Notification Required?
Abuse (Alternative and Traditional Response)	Screened In	YES*	YES	YES
	Screened Out	NO	YES	N/A
Neglect (Alternative and Traditional Response)	Screened In	YES*, if the PCSA implements a legally authorized out-of-home placement due to neglect within seven calendar days of screening in the report OPTIONAL, if the PCSA does not implement a legally authorized out-of-home placement due to neglect within seven calendar days of screening in the report	YES	YES
	Screened Out	NO	YES	N/A
Dependency	Screened In	NO	OPTIONAL†	OPTIONAL†
	Screened Out	NO	OPTIONAL†	N/A
Family in Need of Services	Screened In	NO	OPTIONAL†	OPTIONAL†
	Screened Out	NO	OPTIONAL†	N/A
Information and/or Referral	Screened Out	NO	OPTIONAL†	N/A

**The only exception to this requirement is if law enforcement is the referral source.*

†Optional, however best practice would support sending these notifications.

Mandated Reporter and Law Enforcement Notification Requirements

Activity Log Coding for Written Notifications to Mandated Reporters

When a Mandated Reporter Letter is generated and saved in Ohio's CCWIS, an Activity Log is automatically created to document completion of that activity. **If a Mandated Reporter Letter is generated outside Ohio's CCWIS, the worker will document that by manually recording an Activity Log.**

Activity Details Tab

- Contact Type: **Letter To** or **Email**

The screenshot displays the 'Activity Details' tab in the CCWIS system. The form is organized into several sections:

- Activity Details:** Includes fields for 'Create Date' (11/30/2021 08:03 AM), 'Created By' (redacted), 'Agency' (redacted), 'Start Activity Date' (11/30/2021), 'End Activity Date' (11/30/2021), 'Responsible Worker' (redacted), 'Contact Duration' (dropdown), and 'High Priority' checkbox.
- Contact Types:** A section with two lists:
 - Available Contact Types:** A list of contact types including 'Alternative Form of Contact', 'Announced Home Visit', 'Collateral', 'Court', 'Critical Safety Issue', 'Education', 'Email' (highlighted with a green box), and 'Face-to-Face'.
 - Select Contact Types:** A list of selected contact types including 'Letter To' (highlighted with a green box).

Mandated Reporter and Law Enforcement Notification Requirements

- Case Category: **(Any)**
 - **Note:** The Case Category defaults to the current category on the case. However, only when **Assessment/Investigation** is selected will all the Intake Participants display on the Participants tab of the Activity Log. Otherwise, Case Participants will display.
- Category: **Correspondence**
- Select Sub Categories: **Mandated Reporter Letter Disposition** or **Mandated Reporter Letter Initial**

Category Information

Case Category: * Assessment/Investigation

Category: * Correspondence

Available Sub Categories:

Search	Add All	Add
Kinship Support Plan		
Law Enforcement Notification		
Notice to Parent Regarding Custody		
Notification to Out of Home Care Administrator		
Other		
Placement Changes Notification		
Post Invest Notification to Licensing Authority		
Post Invest Notification to OHC Admin		

Other Sub Category:

Select Sub Categories: *

Remove	Remove All	Search
Mandated Reporter Letter Disposition		
Mandated Reporter letter Initial		

Intake Info Tab

- Select the checkbox for the applicable **Intake(s)**

Activity Details	Intake Info	Participants	Visitation Plans	Narrative		
CASE NAME / ID: <input type="text"/>		Ongoing / Open (11/07/2021)				
Activity Log ID: <input type="text"/>		Activity Start Date: 11/30/2021				
Intake Information						
Current Case Episode						
<input type="checkbox"/>	Intake ID	Screening Decision	Date	Category	Type(s)	Agency
<input checked="" type="checkbox"/>	<input type="text"/>	Screened In	11/24/2021	CA/N Report	Neglect	<input type="text"/>

Mandated Reporter and Law Enforcement Notification Requirements

Participants Tab

- Contact Status: **In Regards To** (for the applicable participants); required for at least one participant.

Intake Participants (Includes all Participants for the intake(s) selected on the Intake Info tab)	Contact Status
[Redacted]	<input type="radio"/> None <input type="radio"/> Attempted <input type="radio"/> Completed <input checked="" type="radio"/> In Regards To
[Redacted]	<input checked="" type="radio"/> None <input type="radio"/> Attempted <input type="radio"/> Completed <input type="radio"/> In Regards To
[Redacted]	<input checked="" type="radio"/> None <input type="radio"/> Attempted <input type="radio"/> Completed <input type="radio"/> In Regards To

Narrative Tab

- Record a brief **Narrative** to indicate the Mandated Reporter Letter was sent.

Reach out to your administrator and/or your county's assigned Technical Assistance Specialist (TAS) for guidance as needed.