



Agency Policies, Plans and Procedures Development Tool

Review of 1290 Application for:

Initial Certification —

Agency Name: **Initial Certification ALL Functions**

Agency Type:

Agency Address:

OAC 5101:2-5-02(C) An applicant shall electronically submit all materials and documentation required by the JFS 01290 “Application for Certification of Agency Functions.”

OAC 5101:2-5-02(F) The application shall not be considered to have been filed until it is electronically submitted to the appropriate ODJFS field office in complete and correct form.

Initial Application Submittal Date:

Most Recent Application Submittal Date:

Total Number of Application Submittals:

Terms:

Ohio Revised Code (ORC): The ORC contains all the LAWS that have been enacted by the legislature.

Ohio Administrative Code (OAC): The OAC contains the RULES established by the various state agencies.

Private Child Placing Agency (PCPA) means any association, as defined in section 5103.02 of the Revised Code, certified pursuant to section 5103.03 of the Revised Code to accept temporary, permanent, or legal custody of children and place the children for either foster care or adoption.

Private Non-Custodial Agency (PNA) means any person, organization, association, or society certified by ODJFS that does not accept temporary or permanent legal custody of children, that is privately operated in this state, and that does one or more of the following:

- (a) Receives and cares for children for two or more consecutive weeks;
- (b) Participates in the placement of children in certified foster homes;
- (c) Provides adoption services in conjunction with a PCSA or PCPA.

Residential Facility means a group home, children's crisis care facility (as defined in rule 5101:2-9-36 of the Ohio Administrative Code), children's residential center, or residential parenting facility where twenty-four-hour child care is provided by child care staff employed or contracted by an agency.

Application Review:

OAC 5101:2-5-08 PCPA and PNA Governance and Administration

Does the PCPA or PNA have an identifiable governing body responsible for establishing policies and assuring the effectiveness and efficiency of the PCPA or PNA in achieving its purposes as required by OAC 5101:2-5-08(A)?

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OAC 5101:2-5-08 PCPA and PNA Governance and Administration (LPE Only)

Did the local public entity identify in writing how the requirements of OAC rule 5101:2-5-08(A)(1-6) are met, even if the local public entity does not have a governing body?

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OAC 5101:2-5-08 PCPA and PNA Governance and Administration

Did the agency submit a copy of any proposed articles of incorporation or amendments prior to filing them with the secretary of state pursuant to section 5103.04 of the Revised Code and as required by OAC 5101:2-5-08(C)?

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OAC 5101:2-5-08 PCPA and PNA Governance and Administration

Did the agency submit a current written table of organization as required by OAC 5101:2-5-08(F)?

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OAC 5101:2-5-08 PCPA and PNA Governance and Administration

Did the agency submit a written mission statement as required by OAC 5101:2-5-08(I)?

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OAC 5101:2-5-08 PCPA and PNA Governance and Administration

Did the agency submit a description of its programs as required by OAC 5101:2-5-08(I)?

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OAC 5101:2-5-09 Personnel Requirements

An agency, as defined in rule 5101:2-1-01 of the Administrative Code, is to have written descriptions specific for each position or group of positions within the agency's certified function for all college interns, volunteers, and employees. Did the agency submit a copy of a job description for each position as required by OAC 5101:2-5-09(A)?

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OAC 5101:2-5-09 Personnel Requirements

The administrator-is to possess at least a bachelor's degree from a college or university accredited by a nationally recognized accrediting organization and other qualifications and experience as determined by the governing body in writing. Did the agency submit a copy of the administrator's bachelor's degree to verify that the administrator meets OAC 5101:2-5-09(B)(1)?

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OAC 5101:2-5-09.1 Background Checks for college interns, subcontractors, volunteers, employees, board presidents, officers, administrators, and foster caregivers

The agency shall request the background check information from the "Bureau of Criminal Investigation" (BCI) pursuant to section 2151.86 of the Revised Code, as a part of the criminal records check for any entity that appoints or employs any person responsible for a child's out-of- home care. Completion of the BCI check must be completed prior to first day of employment.

Did the agency submit a copy of the Bureau of Criminal Investigation (BCI) records check results to verify the Agency Administrator, Board President and all agency officers meets OAC 5101:2-5-09.1(C)(2) and (A)(1)?

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OAC 5101:2-5-09.1 Background Checks for college interns, subcontractors, volunteers, employees, board presidents, officers, administrators, and foster caregivers

The agency shall request the background check information from the "Federal Bureau of Investigation" (FBI) pursuant to section 2151.86 of the Revised Code, as a part of the criminal records check for any entity that appoints or employs any person responsible for a child's out-of- home care. Completion of the FBI check must be completed prior to first day of employment.

Did the agency submit a copy of the Federal Bureau of Investigation records check results to verify the Agency Administrator, Board President and all agency officers meets OAC 5101:2-5-09.1(C)(2) and (A)(2)?

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OAC 5101:2-5-09.1 Background Checks for college interns, subcontractors, volunteers, employees, board presidents, officers, administrators, and foster caregivers

Did the agency submit a copy of the Ohio Alleged Perpetrator Search records check results to their licensing specialist verifying the Agency Administrator, Board President AND all agency officers meet OAC 5101:2-5-09.1(C)(2), (A)(4), and (J)?

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OAC 5101:2-5-09.1 Background Checks for college interns, subcontractors, volunteers, employees, board presidents, officers, administrators, and foster caregivers

If the Administrator, Board President, or agency officers have resided in any other state within the last five years, did the agency submit a copy of the Alleged Perpetrator Search records check results for each state of residence to their licensing specialist verifying the Agency Administrator, Board President, AND all agency officers meet OAC 5101:2-5-09.1(B)?

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OAC 5101:2-5-09.1 Background Checks for college interns, subcontractors, volunteers, employees, board presidents, officers, administrators, and foster caregivers

Did the agency submit a copy of the Findings of Recovery records check results to their licensing specialist verifying the Agency Administrator, Board President, AND all agency officers meet OAC 5101:2-5-09.1(D)(1)?

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OAC 5101:2-5-09.1 Background Checks for college interns, subcontractors, volunteers, employees, board presidents, officers, administrators, and foster caregivers

Did the agency submit a copy of the System for Award Management records check results to their licensing specialist verifying the Agency Administrator, Board President, AND all agency officers meet OAC 5101:2-5-09.1(D)(2)?

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OAC 5101:2-5-09.1 Background Checks for college interns, subcontractors, volunteers, employees, board presidents, officers, administrators, and foster caregivers

Did the agency submit a copy of the United States Department of Justice National Sex Offender Public Website records check results to their licensing specialist verifying the Agency Administrator, Board President AND all agency officers meet OAC 5101:2-5-09.1(C)(2) and (A)(3)?

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OAC 5101:2-5-13(A)(1) Discipline Policy

Does the policy prohibit the use of prone restraints as required by 5101:2-5-13(A)(1)(a)?

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OAC 5101:2-5-13(A)(1) Discipline Policy

Does the policy document that the agency does not allow the use of any type of restraint (if the agency does not allow the use of restraints) as required by 5101:2-5-13(A)(1)(b)?

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OAC 5101:2-5-13(A)(2) Foster Caregiver Recruitment Plan

Did the agency submit a foster caregiver recruitment plan as required by OAC 5101:2-5-13(A)(2)?

(Foster caregiver recruitment plans are due for initial certification of the foster function. If the PCSA, PCPA, or PNA amends its recruitment plan, the agency shall be responsible for submitting the amended recruitment plan to ODJFS within ninety days following a plan change as required by OAC 5101:2-5-13(A)(2). The Foster Care Recruitment Plan Checklist will be utilized to review this requirement. The Foster Care Recruitment Plans included with an agency’s initial application to open an agency will be submitted via OCALM with all other required policies. Once a new foster agency receives access to SACWIS, the agency will enter the previously submitted recruitment plan into SACWIS. If an agency is licensed and has access to SACWIS, foster recruitment plans will be submitted and routed in SACWIS to the ODJFS licensing specialist for review and approval.)

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OAC 5101:2-5-13(A)(3) Simultaneous Approval of Applicants for Foster Care and Adoption

Does the policy describe the process for simultaneously approving applicants for foster care placement and adoptive placement as required by OAC 5101:2-5-13(A)(3) and OAC 5101:2-5-20 (A)(1)(2)(a)(b) for foster care and as required by OAC 5101:2-48-09(A)(1)(2)(a)(b) for adoption?

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OAC 5101:2-5-13(A)(4) Foster Caregiver Additional Assessment Activities

Does the policy detail any assessment activities in which an agency would require a foster caregiver applicant to participate and any materials or documentation, not specifically required by Chapter 5101:2-5 or 5101:2-7 of the Administrative Code, which a foster caregiver applicant would be required to submit as part of the assessment or homestudy process as required by OAC 5101:2-5-13(A)(4) and OAC 5101:2-5-20(M)?

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OAC 5101:2-5-13(A)(5) Payments to Foster Caregivers

Does the policy detail all payments to foster caregivers as required by OAC 5101:2-5-13(A)(5)?

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OAC 5101:2-5-13(A)(6) Handling Foster Caregiver Grievances

Does the policy detail the methods for hearing grievances and for resolving differences with a foster caregiver or applicant relative to the requirements imposed by Chapter 5101:2-7 of the Administrative Code and other agency policies as required by OAC 5101:2-5-13(A)(6)?

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OAC 5101:2-5-13(A)(6) Handling Foster Caregiver Grievances

Does the policy include the method of review by the highest administrative employee of the agency or designee for any unresolved grievance within thirty calendar days of filing of the grievance as required by OAC 5101:2-5-13(A)(6)?

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OAC 5101:2-5-13(A)(7) Foster to Adopt Notification (Notifying Caregiver and Recommending Agency that Child is Available for Adoption)

Does the policy include the required notification to the foster or kinship caregiver if the PCSA or PCPA seeks permanent custody of a child placed with the caregiver and if a child placed with the caregiver becomes available for adoption? The notification shall also be given to the recommending agency when the custodial agency is different than the recommending agency. The notification shall be consistent with the requirements contained in section 5103.161 of the Revised Code as required by OAC 5101:2-5-13(A)(7).

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OAC 5101:2-5-13(A)(8) Policies to be Explained to Potential Foster Caregivers During Initial Orientation

Does the policy include a description of liability insurance and compensation for damages done by children placed in foster care as required by OAC 5101:2-5-13(A)(8)(a)?

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OAC 5101:2-5-13(A)(8) Policies to be Explained to Potential Foster Caregivers During Initial Orientation

Does the policy include a description of legal representation, legal fees, counseling or legal advocacy for foster caregivers for matters directly related to the proper performance of their roles as required by OAC 5101:2-5-13(A)(8)(b)?

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OAC 5101:2-5-13(A)(8) Policies to be Explained to Potential Foster Caregivers During Initial Orientation

Does the policy include a description of investigations of abuse and/or neglect involving a child living in a foster home as required by OAC 5101:2-5-13(A)(8)(c)?

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OAC 5101:2-5-13(A)(9) Good Cause Policy for a Foster Caregiver’s Failure to Complete Continuing Training in Accordance with OAC 5101:2-5-33

Does the policy include a description of what constitutes good cause, including documented illness, critical emergencies, and lack of accessible training programs as required by OAC 5101:2-5-13(A)(9)(a)?

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OAC 5101:2-5-13(A)(9) Good Cause Policy for a Foster Caregiver’s Failure to Complete Continuing Training in Accordance with OAC 5101:2-5-33

Does the policy include procedures for developing a scheduled corrective action plan that provides for prompt completion of the continuing training as required by OAC 5101:2-5-13(A)(9)(b)?

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OAC 5101:2-5-13(A)(9) Good Cause Policy for a Foster Caregiver’s Failure to Complete Continuing Training in Accordance with OAC 5101:2-5-33

Does the policy include procedures for recommending revocation of the foster home certificate if the foster caregiver fails to comply with the corrective action plan as required by OAC 5101:2-5-13(A)(9)(c)?

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OAC 5101:2-5-13(A)(10) Operation of the Specialized Foster Home Program Policy

Does the policy specify the hierarchy of the program including the number of treatment team leaders each supervisor is responsible for providing supervision as required by OAC 5101:2-5-13(A)(10)(a)(i)?

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OAC 5101:2-5-13(A)(10) Operation of the Specialized Foster Home Program Policy

Does the policy specify the number of treatment and medically fragile foster children for which each treatment team leader shall be responsible for providing case management as required by OAC 5101:2-5-14(A)(10)(a)(ii)?

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OAC 5101:2-5-13(A)(10) Operation of the Specialized Foster Home Program Policy

Does the policy specify how the agency will determine the equivalent experience (required by OAC 5101:2-7-16 and OAC 5101:2-7-17) as required by OAC 5101:2-5-13(A)(10)(b)?

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OAC 5101:2-5-13(A)(11) Specialized Foster Home Program Planned and Crisis Respite Care Policy

Does the policy include that the utilization of respite care shall be only with the approval of the administrative director of the specialized foster care program or his/her designee as required by OAC 5101:2-5-13(A)(11)(a)?

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OAC 5101:2-5-13(A)(11) Specialized Foster Home Program Planned and Crisis Respite Care Policy

Does the policy include a description of the process for the specialized foster care program to select and approve respite care providers as required by OAC 5101:2-5-13(A)(11)(b)?

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OAC 5101:2-5-13(A)(11) Specialized Foster Home Program Planned and Crisis Respite Care Policy

Does the policy include that only approved respite care providers shall be utilized as required by OAC 5101:2-5-13(A)(11)(c)?

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OAC 5101:2-5-13(A)(11) Specialized Foster Home Program Planned and Crisis Respite Care Policy

Does the policy include that an approved respite care provider, who is not certified as a foster caregiver or specialized foster caregiver, shall receive at least twelve hours of orientation and training relevant to the children served by the specialized foster care program prior to providing respite care as required by OAC 5101:2-5-13(A)(11)(d)?

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OAC 5101:2-5-13(A)(11) Specialized Foster Home Program Planned and Crisis Respite Care Policy

Does the policy include that an approved respite care provider, who is not certified as a foster caregiver or specialized foster caregiver has a criminal record check conducted as for a foster caregiver pursuant to OAC 5101:2-5-09.1 prior to providing respite care as required by OAC 5101:2-5-13(A)(11)(d)?

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OAC 5101:2-5-13(A)(11) Specialized Foster Home Program Planned and Crisis Respite Care Policy

Does the policy include that a respite care provider shall not provide respite care for children for more than two consecutive weeks unless the provider is certified as a specialized foster caregiver as required by OAC 5101:2-5-13(A)(11)(e)?

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OAC 5101:2-5-13(A)(11) Specialized Foster Home Program Planned and Crisis Respite Care Policy

Does the policy include that prior to each occasion of respite care, the recommending agency shall provide the respite care provider with a copy of the JFS 01443 "Child's Education and Health Information" or the form the agency uses in lieu of the JFS 01443 completed for the child pursuant to OAC 5101:2-39-10 as part of his case plan and at least a written summary of the child's service plan and any information required to be shared with a foster caregiver by OAC 5101:2-42-90 as required by OAC 5101:2-5-13(A)(11)(f)?

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OAC 5101:2-5-13(A)(11) Specialized Foster Home Program Planned and Crisis Respite Care Policy

Does the policy include that for a medically fragile child, any nursing treatment plan containing physician orders shall be provided as required by OAC 5101:2-5-13(A)(11)(f)?

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OAC 5101:2-5-13(A)(11) Specialized Foster Home Program Planned and Crisis Respite Care Policy

Does the policy include that a copy of the JFS 01443 or the form in lieu of the JFS 01443, written summary of the child's service plan, and any nursing treatment plan (as applicable) shall be provided to the respite care provider by the agency that has approved the respite care provider as required by OAC 5101:2-5-13(A)(11)(f)?

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OAC 5101:2-5-13(A)(11) Specialized Foster Home Program Planned and Crisis Respite Care Policy

Does the policy include that the documentation regarding the provision of required information to the respite care provider shall be maintained in the child's case record by the agency that approved the respite care provider as required by OAC 5101:2-5-13(A)(11)(f)?

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OAC 5101:2-5-13(A)(11) Specialized Foster Home Program Planned and Crisis Respite Care Policy

Does the policy include for each occasion of respite care, a respite care provider shall provide a written report of the child's stay in respite care to the specialized foster caregiver as required by OAC 5101:2-5-13(A)(11)(g)?

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OAC 5101:2-5-13(A)(11) Specialized Foster Home Program Planned and Crisis Respite Care Policy

Does the policy include that a respite care provider for a medically fragile child shall be certified as a foster caregiver for medically fragile children or be a licensed medical professional as required by OAC 5101:2-5-13(A)(11)(h)?

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OAC 5101:2-5-13(A)(12) Matching Children with Specialized Foster Caregivers Policy

Does the policy outline procedures for matching children with specialized foster caregivers, that ensures consideration of the child's needs, the capabilities of the specialized foster caregiver, and family-centered, neighborhood-based practices as required by OAC 5101:2-5-13(A)(12)?

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OAC 5101:2-5-13(A)(12) Matching Children with Specialized Foster Caregivers Policy

Does the policy include a description for specified justification of any exceptions to the number of treatment foster children placed in the home as required by OAC 5101:2-5-36(O)(1)(a)? The justification in the policy may include the following: The need to place a sibling group pursuant to OAC 5101:2-5-36(O)(1)(b)(i) and The abilities of a particular caregiver in relation to the exceptional needs of a particular child pursuant to OAC 5101:2-5-36(O)(1)(b)(ii)

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OAC 5101:2-5-13(A)(13) Specialized Foster Care Program's Access to Crisis Counseling Policy

Does the policy assure that all children in specialized foster care and all specialized foster caregivers and their families affiliated with the program shall have access to crisis counseling, arranged by the program, for issues or problems caused by a specific incident related to a child receiving treatment within the caregiver's home, including the death or hospitalization of a child as required by OAC 5101:2-5-13(A)(13)?

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OAC 5101:2-5-13(A)(14) Behavior Intervention Policy

Does the policy include a detailed description of the full range of behavior intervention procedures (intervention that is the least intrusive and least disruptive to the child, positive behavioral interventions, prompted relaxation, time out, physical restraints, supervised restraint, and isolation) or combination of procedures employed, including operational details of the interventions themselves and a definition of each behavior intervention as required by OAC 5101:2-5-13(A)(14)(a)?

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OAC 5101:2-5-13(A)(14) Behavior Intervention Policy

Does the policy include a description of the restrictive behavior interventions, behavior management techniques or aversive procedures and identification of instances in which such procedures may be contraindicated as required by OAC 5101:2-5-13(A)(14)(b)?

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OAC 5101:2-5-13(A)(14) Behavior Intervention Policy

Does the policy include procedures for carrying out these provisions consistent with the needs of children with disabilities as required by OAC 5101:2-5-13(A)(14)(c)?

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OAC 5101:2-5-13(A)(14) Behavior Intervention Policy

Does the policy include a description of the credentials of the personnel involved in the following as required by OAC 5101:2-5-13(A)(14)(d)?

- Designing the behavior interventions
- Approving the behavior interventions
- Implementing the behavior interventions
- Monitoring the behavior interventions
- Supervising the implementation of the behavior interventions

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OAC 5101:2-5-13(A)(15) Use of Alcohol, Tobacco and Tobacco Products Policy

Does the policy address the use of alcohol, tobacco and tobacco products by staff and children as required by OAC 5101:2-5-13(A)(15)?

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OAC 5101:2-5-13(A)(15) Use of Alcohol, Tobacco and Tobacco Products Policy

Does the policy include that no residential facility shall use alcohol, tobacco or tobacco products to influence or control the behavior of a child as required by OAC 5101:2-5-13(A)(15)?

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OAC 5101:2-5-13(A)(15) Use of Alcohol, Tobacco and Tobacco Products Policy

Does the policy include the following as required by OAC 5101:2-9-06(F)?

- Smoking shall not be permitted in the presence of a child.
- If a residential facility permits smoking, the facility shall allow smoking only in an outdoor designated area.
- In the designated smoking area there shall be a proper smoking waste receptacle for collection of waste.
- All employees who engage in smoking shall wash their hands when they re-enter the facility.
- There shall be no smoking in vehicles while transporting children of the facility.

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OAC 5101:2-5-13(A)(16) Admissions Policy

Does the policy specify the type of child who will be accepted into the facility as required by OAC 5101:2-5-13(A)(16) and OAC 5101:2-9-11(A)?

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OAC 5101:2-5-13(A)(16) Admissions Policy

Does the policy specify the conditions under which a child would not be accepted as required by OAC 5101:2-5-13(A)(16) and OAC 5101:2-9-11(A)?

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OAC 5101:2-5-13(A)(18) Discharge Policy

Does the policy describe the conditions under which, and the procedures by which, a child will be discharged from an out-of-home care setting including any criteria for emergency discharges as required by OAC 5101:2-5-13(A)(18)?

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OAC 5101:2-5-13(A)(18) Discharge Policy

Does the policy describe the conditions under which, and the procedures by which, a child will be discharged from an out-of-home care setting including discharges not in accordance with a child's service plan as required by OAC 5101:2-5-13(A)(18)?

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OAC 5101:2-5-13(A)(19) Accessibility of the Administrator

Does the policy specify the procedures for ensuring the accessibility of the administrator or designee with executive authority to agency staff and ODJFS representatives at all times as required by OAC 5101:2-5-13(A)(19)?

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OAC 5101:2-5-13(A)(20) Maintenance of Records

Does the policy include a description for the following records maintained by the agency as required by OAC 5101:2-5-13(A)(20)?

- Personnel Records: Access - Confidentiality - Maintenance Security - Disposal
- Children's Records: Access - Confidentiality - Maintenance - Security - Disposal
- Foster Home Records: Access - Confidentiality - Maintenance - Security - Disposal
- Adoption Records: Access - Confidentiality - Maintenance - Security - Disposal
- Administrative Records: Access - Confidentiality - Maintenance - Security - Disposal

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OAC 5101:2-5-13(A)(21) Confidentiality

Does the policy describe the protection of confidentiality of information concerning a child and the child's family as required by OAC 5101:2-5-13(A)(21)?

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OAC 5101:2-5-13(A)(21) Confidentiality

Does the policy describe the procedures for disseminating information to a child fatality review board as required by OAC 5101:2-5-13(A)(21)?

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OAC 5101:2-5-13(A)(22) Human Research Projects

Does the policy include a description that governs the agency's participation in the following as required by OAC 5101:2-5-13(A)(22)?

- Human research projects
- Fund raising and publicity activities

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OAC 5101:2-5-13(A)(22) Human Research Projects

Does the policy include a description that the agency shall not involve a child in any such activity without the prior informed, written consent of the following as required by OAC 5101:2-5-13(A)(22)?

- Parent, guardian or legal custodian
- The child, according to the child's age and functioning level

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OAC 5101:2-5-13(A)(23) Personnel Policies and Procedures

Does the policy include procedures for employees regarding the following as required by OAC 5101:2-5-13(A)(23)(a)?

- Recruitment
- Screening (must address BCI and FBI criminal background checks, Alleged Perpetrator search results and results from the United States department of justice national sex offender public web site)
- Orientation
- Assignment
- Supervision
- Promotion
- Training
- Written annual evaluation

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OAC 5101:2-5-13(A)(23) Personnel Policies and Procedures

Does the policy include procedures for discipline of employees including suspension and dismissal as required by OAC 5101:2-5-13(A)(23)(b)?

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OAC 5101:2-5-13(A)(23) Personnel Policies and Procedures

Does the policy include procedures for handling staff grievances as required by OAC 5101:2-5-13(A)(23)(c)?

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OAC 5101:2-5-13(A)(23) Personnel Policies and Procedures

Does the policy include a description of salary and fringe benefit plans as required by OAC 5101:2-5-13(A)(23)(d)?

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OAC 5101:2-5-13(A)(23) Personnel Policies and Procedures

Does the policy include a requirement for an employee to notify the agency within twenty-four hours of any charge of any criminal offense that is brought against him/her as required by OAC 5101:2-5-13(A)(23)?

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OAC 5101:2-5-13(A)(23) Personnel Policies and Procedures

Does the policy include a provision that the failure to notify the agency within twenty-four hours of any charge of any of the crimes listed in Appendix A of rule 5101:2-5-09 of the Administrative Code shall result in immediate dismissal from employment as required by OAC 5101:2-5-13(A)(23)(e)(i)?

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OAC 5101:2-5-13(A)(23) Personnel Policies and Procedures

Does the policy include a provision that if the charges result in a conviction, the employee shall notify the agency within twenty-four hours of the conviction and the failure to notify the employer of any conviction of any criminal offense shall result in the employee's immediate dismissal from employment as required by OAC 5101:2-5-13(A)(23)(e)(ii)?

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OAC 5101:2-5-13(A)(23) Personnel Policies and Procedures

Does the policy include a provision that a conviction of any of the crimes listed in Appendix A of rule 5101:2-5-09 of the Administrative Code while in the employ of the agency shall result in immediate dismissal from employment with the agency as required by OAC 5101:2-5-13(A)(23)(e)(iii)?

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OAC 5101:2-5-13(A)(24) Use of Volunteers and College Interns

The agency:

- Uses volunteers
- Uses college interns
- Does not use volunteers
- Does not use college interns

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OAC 5101:2-5-13(A)(24) Use of Volunteers and College Interns

Does the policy include a description for the following as required by OAC 5101:2-5-13(A)(24)?

- Screening which includes conducting criminal background checks, alleged perpetrator searches, and a search of the United States department of justice national sex offender public web site
- Orienting
- Training
- Supervising
- Assigning volunteers and college interns (as appropriate to the function to be performed)

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OAC 5101:2-5-13(A)(24) Use of Volunteers and College Interns

Does the policy include a requirement for any volunteer or college intern to notify the agency within twenty-four hours of any charge of any criminal offense that is brought against him/her as required by OAC 5101:2-5-13(A)(24)?

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OAC 5101:2-5-13(A)(24) Use of Volunteers and College Interns

Does the policy include a requirement that the failure to notify the agency within twenty-four hours of any charge shall result in immediate dismissal from the agency as required by OAC 5101:2-5-13(A)(24)(a)?

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OAC 5101:2-5-13(A)(24) Use of Volunteers and College Interns

Does the policy include a requirement that if the charges result in a conviction, the volunteer or college intern shall notify the agency within twenty-four hours of the conviction as required by OAC 5101:2-5-13(A)(24)(b)?

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OAC 5101:2-5-13(A)(24) Use of Volunteers and College Interns

Does the policy include a requirement that the failure to notify the agency of any conviction of any criminal offense shall result in the immediate dismissal of the volunteer or college intern from the agency as required by OAC 5101:2-5-13(A)(24)(b)?

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OAC 5101:2-5-13(A)(24) Use of Volunteers and College Interns

Does the policy include a requirement that if a conviction of any of the crimes listed in Appendix B of rule 5101:2-5-09.1 of the Administrative Code while serving as a volunteer or college intern for the agency shall result in the immediate dismissal of the volunteer or college intern from the agency as required by OAC 5101:2-5-13(A)(24)(c)?

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OAC 5101:2-5-13(A)(25) Assurance of Child’s Civil Rights

Does the policy and procedure include an assurance of the protection of a child's civil rights as required by OAC 5101:2-5-13(A)(25)? (Note: Pursuant to the Ohio Civil Rights Commission, protection of a child's civil rights means the protection of the child against unlawful discrimination because of the race, color, religion, sex, military status, national origin, disability, age, or ancestry)?

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OAC 5101:2-5-13(A)(26) and OAC 5101:2-48-05(D)(2) “Non-discrimination Requirements for Foster Care and Adoptive Placements”

Do the foster care policies include a copy of the JFS 01611 "Non-discrimination Requirements for Foster Care and Adoptive Placements" form as required by OAC 5101:2-5-13(A)(26) for foster care and OAC 5101:2-48-05(D)(2) for adoption?

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OAC 5101:2-5-13(A)(27) and OAC 5101:2-48-05(C) Standards of Conduct Regarding MEPA and Title VI

Do the written standards of conduct govern the performance of its employees or contractors, as that performance relates to compliance with MEPA and the Civil Rights Act of 1964 (Title VI), as they apply to the foster care and adoption process as required by OAC 5101:2-33-11(E) and OAC 5101:2-5-13(A)(27) for foster care and OAC 5101:2-48-05(C) for adoption?

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OAC 5101:2-5-13(A)(27) and OAC 5101:2-48-05(C) Standards of Conduct Regarding MEPA and Title VI

Do the written standards of conduct prohibit denying any person the opportunity to become a foster caregiver or an adoptive parent on the basis of race, color or national origin of that person, or of the child involved; or delaying or denying any placement of a child in foster care or for adoption on the basis of race, color or national origin of the foster caregiver(s), of the adoptive parent(s) or of the child involved as required by OAC 5101:2-33-11(E)(1) and OAC 5101:2-5-13(A)(27) for foster care and OAC 5101:2-48-05(C) for adoption?

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OAC 5101:2-5-13(A)(27) and OAC 5101:2-48-05(C) Standards of Conduct Regarding MEPA and Title VI

Do the written standards of conduct include enforcement requirements to be used whenever an agency employee or contractor engages in discriminatory acts, policies, or practices involving race, color, or national origin in the foster care or adoption process as determined by ODJFS upon completion of the investigation conducted pursuant to rule 5101:2-33-03 of the Administrative Code as required by OAC 5101:2-33-11(E)(2) and OAC 5101:2-5-13(A)(27) for foster care and OAC 5101:2-48-05(C) for adoption?

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OAC 5101:2-5-13(A)(27) and OAC 5101:2-48-05(C) Standards of Conduct Regarding MEPA and Title VI

Do the enforcement requirements include standards governing penalties, sanctions, and other disciplinary actions, which may include suspension and/or removal, to be applied in accordance with applicable employment law and union contract as required by OAC 5101:2-33-11(E)(2)(a) and OAC 5101:2-5-13(A)(27) for foster care and OAC 5101:2-48-05(C) for adoption?

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OAC 5101:2-5-13(A)(27) and OAC 5101:2-48-05(C) Standards of Conduct Regarding MEPA and Title VI

Do the standards provide for the submission of a corrective action plan whenever an investigation conducted by ODJFS, pursuant to rule 5101:2-33-03 of the Administrative Code, results in a finding that an agency employee or contractor engaged in discriminatory acts, policies, or practices as required by OAC 5101:2-33-11(E)(2)(b) and OAC 5101:2-5-13(A)(27) for foster care and OAC 5101:2-48-05(C) for adoption?

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OAC 5101:2-5-13(A)(27) and OAC 5101:2-48-05(C) Standards of Conduct Regarding MEPA and Title VI

Do the standards require that the corrective action plan will address how the agency will prevent future violation by that employee or contractor and shall require that the corrective action plan be submitted to ODJFS within thirty days of notification of the findings of the investigation as required by OAC 5101:2-33-11(E)(2)(c) and OAC 5101:2-5-13(A)(27) for foster care and OAC 5101:2-48-05(C) for adoption?

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OAC 5101:2-5-13(A)(27) and OAC 5101:2-48-05(C) Standards of Conduct Regarding MEPA and Title VI

Do the standards document that the agency shall provide a copy of the written standards of conduct to each employee or contractor who is engaged in the placement of children into foster care or for adoption, or engaged in the recruitment, assessment, approval, or selection of a foster caregiver(s) or adoptive family as required by OAC 5101:2-33-11(E)(2)(d) and OAC 5101:2-5-13(A)(27) for foster care and OAC 5101:2-48-05(C) for adoption?

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OAC 5101:2-5-13(A)(27) and OAC 5101:2-48-05(C) Standards of Conduct Regarding MEPA and Title VI

Do the standards document that new employees or contractors shall receive a copy of the written standards of conduct within thirty days of their hire date or the effective date of their contract as required by OAC 5101:2-33-11(E)(2)(d) and OAC 5101:2-5-13(A)(27) for foster care and OAC 5101:2-48-05(C) for adoption?

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OAC 5101:2-5-13(A)(27) and OAC 5101:2-48-05(C) Standards of Conduct Regarding MEPA and Title VI

Do the standards document that no PCSA, PCPA or PNA shall require an employee to justify a proposed placement for the reason that the race, color or national origin of the child is different from that of the family whom the worker is proposing as the child's foster caregiver or adoptive parent as required by OAC 5101:2-33-11(F) and OAC 5101:2-5-13(A)(27) for foster care and OAC 5101:2-48-05(C) for adoption?

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OAC 5101:2-5-13(A)(28) and OAC 5101:2-48-05(B)(7)(18) Complaints of Alleged Discriminatory Acts, Policies or Practices in the Foster Care or Adoption Process that Involve Race, Color or National Origin Policy

Does the policy include that the agency shall provide a written notice of the procedure for any complaints of discrimination in the foster care or adoption process that involve race, color or national origin (RCNO) to all individuals inquiring about or applying to be a foster caregiver or adoptive parent as required by OAC 5101:2-33-03(A) and OAC 5101:2-5-13(A)(28) for foster care and OAC 5101:2-48-05(B)(7)(18) for adoption?

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OAC 5101:2-5-13(A)(28) and OAC 5101:2-48-05(B)(7)(18) Complaints of Alleged Discriminatory Acts, Policies or Practices in the Foster Care or Adoption Process that Involve Race, Color or National Origin Policy

Does the policy include that the notice shall be provided within seven days of the individual's first contact with the agency as required by OAC 5101:2-33-03(A) and OAC 5101:2-5-13(A)(28) for foster care and OAC 5101:2-48-05(B)(7)(18) for adoption?

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OAC 5101:2-5-13(A)(28) and OAC 5101:2-48-05(B)(7)(18) Complaints of Alleged Discriminatory Acts, Policies or Practices in the Foster Care or Adoption Process that Involve Race, Color or National Origin Policy

Does the policy include that any individual may file a complaint alleging a discriminatory act, policy or practice involving RCNO in the foster care or adoption process of a PCSA, PCPA, PNA or the Ohio Department of Job and Family Services (ODJFS) as required by OAC 5101:2-33-03(B) and OAC 5101:2-5-13(A)(28) for foster care and OAC 5101:2-48-05(B)(7)(18) for adoption?

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OAC 5101:2-5-13(A)(28) and OAC 5101:2-48-05(B)(7)(18) Complaints of Alleged Discriminatory Acts, Policies or Practices in the Foster Care or Adoption Process that Involve Race, Color or National Origin Policy

Does the policy include that any person, including but not limited to, an employee or former employee of a PCSA, PCPA, or PNA or a member of a family which has sought to become a foster caregiver or adoptive parent, may also file a complaint alleging that he or she was intimidated, threatened, coerced, discriminated against or otherwise retaliated against in some way by a PCSA, PCPA, PNA or by ODJFS due to the individual making a complaint, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing in connection with an allegation that a PCSA, PCPA, PNA or ODJFS engaged in discriminatory acts, policies, or practices as it applies in the foster care or adoption process as required by OAC 5101:2-33-03(B) and OAC 5101:2-5-13(A)(28) for foster care and OAC 5101:2-48-05(B)(7)(18) for adoption?

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OAC 5101:2-5-13(A)(28) and OAC 5101:2-48-05(B)(7)(18) Complaints of Alleged Discriminatory Acts, Policies or Practices in the Foster Care or Adoption Process that Involve Race, Color or National Origin Policy

Does the policy include that an individual filing a complaint shall use the JFS 02333 "Discrimination Complaint"? Does the policy include that the complaint shall be filed within two years from the date of the occurrence of the alleged discriminatory act; or two years from the date upon which the complainant learned or should have known of a discriminatory act, policy or practice as required by OAC 5101:3-33-03(C) and OAC 5101:2-5-13(A)(28) for foster care and OAC 5101:2-48-05(B)(7)(18) for adoption?

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OAC 5101:2-5-13(A)(28) and OAC 5101:2-48-05(B)(7)(18) Complaints of Alleged Discriminatory Acts, Policies or Practices in the Foster Care or Adoption Process that Involve Race, Color or National Origin Policy

Does the policy include that the complaint may be filed with any PCSA, PCPA, PNA, or ODJFS-bureau of civil rights (BCR) as required by OAC 5101:2-33-03(C)(1)(2) and OAC 5101:2-5-13(A)(28) for foster care and OAC 5101:2-48-05(B)(7)(18) for adoption?

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OAC 5101:2-5-13(A)(28) and OAC 5101:2-48-05(B)(7)(18) Complaints of Alleged Discriminatory Acts, Policies or Practices in the Foster Care or Adoption Process that Involve Race, Color or National Origin Policy

Does the policy include that the complaint may be filed with the United States Department of Health and Human Services (HHS), Office for Civil Rights (OCR) as required by OAC 5101:2-33-03(J) and OAC 5101:2-5-13(A)(28) for foster care and OAC 5101:2-48-05(B)(7)(18) for adoption?

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OAC 5101:2-5-13(A)(28) and OAC 5101:2-48-05(B)(7)(18) Complaints of Alleged Discriminatory Acts, Policies or Practices in the Foster Care or Adoption Process that Involve Race, Color or National Origin Policy

Does the policy include that when any complaint alleging discrimination involving RCNO in the foster care or adoption process is received by a PCSA, PCPA or PNA, the agency shall forward the complaint to ODJFS-BCR within three working days of date of receipt of the complaint as required by OAC 5101:2-33-03(D)(1) and OAC 5101:2-5-13(A)(28) for foster care and OAC 5101:2-48-05(B)(7)(18) for adoption?

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OAC 5101:2-5-13(A)(28) and OAC 5101:2-48-05(B)(7)(18) Complaints of Alleged Discriminatory Acts, Policies or Practices in the Foster Care or Adoption Process that Involve Race, Color or National Origin Policy

Does the policy include that the agency that is the subject of the complaint shall not initiate, conduct, or run concurrent investigations surrounding the complaint or take any further action regarding the complainant or the subject of the complaint until the issuance of the final investigation report by ODJFS-BCR, unless approved by ODJFS-BCR as required by OAC 5101:2-33-03(E) and OAC 5101:2-5-13(A)(28) for foster care and OAC 5101:2-48-05(B)(7)(18) for adoption?

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OAC 5101:2-5-13(A)(28) and OAC 5101:2-48-05(B)(7)(18) Complaints of Alleged Discriminatory Acts, Policies or Practices in the Foster Care or Adoption Process that Involve Race, Color or National Origin Policy

Does the policy include that the agency that is the subject of the complaint shall cooperate fully with ODJFS-BCR during the course of the investigation and shall submit any information requested by ODJFS-BCR not later than fourteen days from the date of the request, unless otherwise agreed upon as required by OAC 5101:2-33-03(F) and OAC 5101:2-5-13(A)(28) for foster care and OAC 5101:2-48-05(B)(7)(18) for adoption?

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OAC 5101:2-5-13(A)(28) and OAC 5101:2-48-05(B)(7)(18) Complaints of Alleged Discriminatory Acts, Policies or Practices in the Foster Care or Adoption Process that Involve Race, Color or National Origin Policy

Does the policy include that no person who has filed a complaint alleging a discriminatory act, policy or practice involving RCNO in the foster care or adoption process of the agency or who has testified, assisted or participated in any manner in the investigation of a complaint shall be intimidated, threatened, coerced, or retaliated against by any employee or contractor of the agency as required by OAC 5101:2-33-03(I) and OAC 5101:2-5-13(A)(28) for foster care and OAC 5101:2-48-05(B)(7)(18) for adoption?

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OAC 5101:2-5-13(A)(29) Notification to the Custodial Agency of Incidents with Foster Children Policy
Does the policy include procedures to notify the custodial agency of a serious injury or illness involving medical treatment of the foster child as required by OAC 5101:2-5-13(A)(29)(a)?

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OAC 5101:2-5-13(A)(29) Notification to the Custodial Agency of Incidents with Foster Children Policy
Does the policy include procedures to notify the custodial agency of the death of the foster child as required by OAC 5101:2-5-13(A)(29)(b)?

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OAC 5101:2-5-13(A)(29) Notification to the Custodial Agency of Incidents with Foster Children Policy
Does the policy include procedures to notify the custodial agency of the unauthorized absence of the foster child from the home as required by OAC 5101:2-5-13(A)(29)(c)?

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OAC 5101:2-5-13(A)(29) Notification to the Custodial Agency of Incidents with Foster Children Policy
Does the policy include procedures to notify the custodial agency of the removal or attempted removal of the foster child from the home by any person or agency other than the placing agency as required by OAC 5101:2-5-13(A)(29)(d)?

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OAC 5101:2-5-13(A)(29) Notification to the Custodial Agency of Incidents with Foster Children Policy
Does the policy include procedures to notify the custodial agency of any involvement of the foster child with law enforcement authorities as required by OAC 5101:2-5-13(A)(29)(e)?

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OAC 5101:2-5-13.1(C) Disaster Preparedness Plan

Does the plan address the identification of essential personnel needed for the operation of the agency as required by OAC 5101:2-5-13.1(C)(1)?

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OAC 5101:2-5-13.1(C) Disaster Preparedness Plan

Does the plan address the alternative physical work location including provisions for temporary work sites as required by OAC 5101:2-5-13.1(C)(2)?

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OAC 5101:2-5-13.1(C) Disaster Preparedness Plan

Does the plan address the communication plan for agency staff, substitute caregivers, and other critical team members with or without e-mail, internet, statewide automated child welfare information system (SACWIS) or telephone access as required by OAC 5101:2-5-13.1(C)(3)?

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OAC 5101:2-5-13.1(C) Disaster Preparedness Plan

Does the plan address the identification of essential work activities that must continue in order to ensure the safety of children, support caregivers and service providers as required by OAC 5101:2-5-13.1(C)(4)?

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OAC 5101:2-5-13.1(C) Disaster Preparedness Plan

Does the plan address procedures for handling new reports of child maltreatment if the agency is responsible for responding to reports concerning children as required by OAC 5101:2-5-13.1(C)(5)?

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OAC 5101:2-5-13.1(C) Disaster Preparedness Plan

Does the plan address procedures for tracking clients and substitute caregivers with or without SACWIS or other technical system in place as required by OAC 5101:2-5-13.1(C)(6)?

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OAC 5101:2-5-13.1(C) Disaster Preparedness Plan

Does the plan address the continuity of services to families receiving in-home supportive services as required by OAC 5101:2-5-13.1(C)(7)?

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OAC 5101:2-5-13.1(C) Disaster Preparedness Plan

Does the plan address the continuity of services to children in substitute care and kinship care placements as required by OAC 5101:2-5-13.1(C)(8)?

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OAC 5101:2-5-13.1(C) Disaster Preparedness Plan

Does the plan address the maintenance and security of agency records not included in SACWIS including soft copies stored in other software applications or hard copies as required by OAC 5101:2-5-13.1(C)(9)?

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OAC 5101:2-5-13.1(C) Disaster Preparedness Plan

Does the plan address the maintenance and security of court records for child protective services cases and PCPA adoption court records as required by OAC 5101:2-5-13.1(C)(10)?

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OAC 5101:2-5-13.1(C) Disaster Preparedness Plan

Does the plan address the coordination of services with law enforcement, hospitals/medical providers or other disaster response agencies for the children in the agency's custody as required by OAC 5101:2-5-13.1(C)(11)(a)?

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OAC 5101:2-5-13.1(C) Disaster Preparedness Plan

Does the plan address the coordination of services with law enforcement, hospitals/medical providers or other disaster response agencies for the children with no known or available parent, guardian or custodian as required by OAC 5101:2-5-13.1(C)(11)(b)?

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OAC 5101:2-5-13.1(C) Disaster Preparedness Plan

Does the plan address working with emergency shelters for staff training in disaster preparedness as required by OAC 5101:2-5-13.1(C)(12)(a)?

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OAC 5101:2-5-13.1(C) Disaster Preparedness Plan

Does the plan address working with emergency shelters for the coordination of services for children and families in emergency shelters (physical location; shared responsibilities) as required by OAC 5101:2-5-13.1(C)(12)(b)?

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OAC 5101:2-5-13.1(C) Disaster Preparedness Plan

Does the plan address working with emergency shelters for the coordination of services for volunteers as required by OAC 5101:2-5-13.1(C)(12)(c)?

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OAC 5101:2-5-13.1(C) Disaster Preparedness Plan

Does the plan address the plans of cooperation/memoranda of understanding with another agency which, at a minimum, would address duties and requirements as required by OAC 5101:2-5-13.1(C)(13)?

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OAC 5101:2-5-13.1(D) Disaster Preparedness Plan

Does the plan include the identification of essential personnel needed for the operation of the agency as required by OAC 5101:2-5-13.1(D)(1)?

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OAC 5101:2-5-13.1(D) Disaster Preparedness Plan

Does the plan include the identification of an alternative physical work location including provisions for temporary work sites as required by OAC 5101:2-5-13.1(D)(2)?

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OAC 5101:2-5-13.1(D) Disaster Preparedness Plan

Does the plan include the communication plan for agency staff, substitute caregivers, and other critical team members with or without e-mail, internet, SACWIS or telephone access as required by OAC 5101:2-5-13.1(D)(3)?

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OAC 5101:2-5-13.1(D) Disaster Preparedness Plan

Does the plan include the identification of essential work activities that must continue in order to ensure child safety and support caregivers, youth and service providers, and facility staff, if applicable as required by OAC 5101:2-5-13.1(D)(4)?

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OAC 5101:2-5-13.1(D) Disaster Preparedness Plan

Does the plan include procedures for tracking clients and substitute caregivers as required by OAC 5101:2-5-13.1(D)(5)?

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OAC 5101:2-5-13.1(D) Disaster Preparedness Plan

Does the plan include the continuity of services to children in substitute care as required by OAC 5101:2-5-13.1(D)(6)?

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OAC 5101:2-5-13.1(D) Disaster Preparedness Plan

Does the plan include the maintenance and security of agency records as required by OAC 5101:2-5-13.1(D)(7)?

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OAC 5101:2-5-40 Foster Care Pre-Placement and Continuing Training Program Proposal

Did the agency electronically submit a Foster Care Pre-Placement and Continuing Training Program Proposals for initial certification as required by OAC 5101:2-5-40? (The Training Plan Proposal Checklist will be utilized to review this requirement.) Note: Subsequent Foster Care Pre-Placement and Continuing Training Program Proposals are to be submitted electronically when the agency creates a new proposal or amends an existing plan. Any amendment to an approved training plan will be submitted in accordance with paragraph (B) of rule 5101:2-5-13 of the Administrative code.

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OAC 5101:2-9-04(D) Approval for Well Water Test

Did the agency submit documentation that the water supply was tested and approved by a municipal or county health department or by the Ohio department of health within twelve month's prior to initial certification and annually thereafter, if the residential facility's water supply is not obtained from a municipal water supply, a water district water supply or a vendor of bottled water as required by OAC 5101:2-9-04(D)?

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OAC 5101:2-9-07(A) Emergency/Disaster Evacuation Plan

Did the agency develop a set of written procedures for staff and residents to follow in emergencies and disasters that include the following as required by OAC 5101:2-9-07(A)?

- These procedures shall be approved by a local or state fire inspector
- Specific instructions and procedures for the evacuation of buildings
- The assignment of staff during emergencies
- A contingency plan for the care of residents who have been evacuated
- If the residential facility cares for children who are physically or emotionally handicapped, the facility emergency procedures shall further include specific instructions as to the evacuation of these children.

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OAC 5101:2-9-08(A) Approved Fire Inspections

Did the agency submit a JFS 01200 "Fire Inspection Report for Homes or Residential Facilities Certified by ODJFS" fire safety approval or other form used for a local or state fire inspection within six months prior to initial certification as required by OAC 5101:2-9-08(A)?

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OAC 5101:2-9-09(A) Medical Emergency Plan

Does the written medical emergency plan include the following as required by OAC 5101:2-9-09(A)(1-4)?
Current emergency telephone numbers for fire, emergency squad, police, poison control, and security services.
Location of first aid supplies in each residential living unit In each building used by children, and In each
vehicle used, owned, leased or rented by the residential facility to transport children General instructions for
medical emergencies including supervision of children during the emergency General instructions in case of
illness of a child

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OAC 5101:2-9-15(A) Resident and Family Handbook

Did the agency submit a handbook that is written in simple language and includes a summation of the
residential facility's statement of purpose and program as required by OAC 5101:2-9-15(A)?

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OAC 5101:2-9-15(A) Resident and Family Handbook

Does the handbook contain rules and expectations for residents as required by OAC 5101:2-9-15(A)(1)?

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OAC 5101:2-9-15(A) Resident and Family Handbook

Does the handbook contain visiting hours and a visitation and communication policy as required by OAC
5101:2-9-15(A)(2)?

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OAC 5101:2-9-15(A) Resident and Family Handbook

Does the visitation and communication policy include the following as required by OAC 5101:2-9-16?

- Procedures to ensure that arrangements for visitation and communication between the child and family or friends are consistent with the case plan and that such arrangements are documented in the service plan as required by OAC 5101:2-9-16(A)?
- The residential facility shall allow a child to send and receive mail and shall be subject only to the residential facility's rules regarding contraband and directives from the child's legal custodian when such rules and directives do not conflict with federal postal regulations as required by OAC 5101:2-9-16(B)?
- The residential facility shall not open or read a child's mail unless specified in the child's case plan and/or service plan and approved by the child's custodian as required by OAC 5101:2-9-16(B)?
- The residential facility may require the child to open mail in front of a staff person if contraband is suspected and empty the package or envelope as required by OAC 5101:2-9-16(B)?
- The residential facility shall, in accordance with the service plan, allow a child access to a telephone which will permit the child to make and receive calls as required by OAC 5101:2-9-16(C)?
- The residential facility shall, in accordance with the service plan, provide privacy for visits and telephone contacts as required by OAC 5101:2-9-16(D)?
- The residential facility shall allow each child the opportunity to contact his or her attorney, caseworker, custodial agency worker, probation officer, court appointed special advocate (CASA) and guardian ad litem, by telephone or at the facility, in private, no later than twenty-four hours after the request is made by the child as required by OAC 5101:2-9-16(E)?
- If a child has a disability, the child shall have the opportunity to contact the state protection and advocacy organization as required by OAC 5101:2-9-16(E)?
- The residential facility shall designate space, which is not space in which children live, to serve as an area for private discussions and counseling sessions between children and staff as required by OAC 5101:2-9-16(F)?
- The residential facility shall ensure that a child who has access to electronic media within or outside of the facility while under the supervision of agency staff, which may include internet, cell phones and e-mail service, adheres to the agency's policy regarding communications as required by OAC 5101:2-9-16(G)?

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OAC 5101:2-9-15(A) Resident and Family Handbook

Does the handbook contain the role and responsibility of the family in the care and treatment of the child as required by OAC 5101:2-9-15(A)(3)?

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OAC 5101:2-9-15(A) Resident and Family Handbook

Does the handbook contain a complaint policy and procedure written in clear and simple language for the resident and family as required by OAC 5101:2-9-15(A)(4) and OAC 5101:2-9-24(A)?

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OAC 5101:2-9-15(A) Resident and Family Handbook

Does the complaint policy and procedure include the following as required by OAC 5101:2-9-24:

- That a copy of the policy and procedure will be given and explained to the child and family at the time of the child's admission to the residential facility as required by OAC 5101:2-9-24(A)?
- The documentation that the child and family received the complaint procedures shall be placed in the child's file as required by OAC 5101:2-9-24(A)?
- That the residential facility shall ensure that a child or family member is not required to transmit a complaint through the staff member who is the subject of the complaint as required by OAC 5101:2-9-24(B)?
- That the residential facility shall ensure against retaliation by staff or by other children against the person making the complaint as required by OAC 5101:2-9-24(C)?
- That the residential facility shall make every effort to ensure that any complaint is resolved within thirty days of the filing of the complaint as required by OAC 5101:2-9-24(D)(1)(a)?
- That unresolved complaints are reviewed by the administrator of the facility or designee within thirty days of the filing of the complaint as required by OAC 5101:2-9-24(D)(1)(b)?
- That for any complaint not resolved within thirty days, a written explanation of the reason why the complaint has not been resolved within thirty days shall be placed in the child's record as required by OAC 5101:2-9-24(D)(2)?
- That a written report of each complaint and the resolution shall be compiled and a copy placed in the child's record as required by OAC 5101:2-9-24(D)(3)?

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OAC 5101:2-9-15(A) Resident and Family Handbook

Does the handbook contain an explanation of the procedure to report alleged child abuse or neglect to the local PCSA or law enforcement agency as required by OAC 5101:2-9-15(A)(5)?

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OAC 5101:2-9-15(A) Resident and Family Handbook

Does the handbook contain the foster youth bill of rights as contained in rule 5101:2-5-35 as required by OAC 5101:2-9-15(A)(6)?

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OAC 5101:2-9-15(A) Resident and Family Handbook

Does the handbook contain Contact information for the Ohio youth ombudsman and information on how to make a complaint to the Ohio youth ombudsman. This information is to include the phone number and online complaint form for the Ohio youth ombudsman along with procedures for the resident to have private access to a phone or computer for the purpose of contacting the Ohio youth ombudsman as required by OAC 5101:2-9-15(A)(7)?

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OAC 5101:2-9-15(A) Resident and Family Handbook

Does the list of children's rights include the following as required by OAC 5101:2-5-35(A):

- (1) The right to be free from physical, verbal, and emotional abuse and inhumane treatment.
 - (2) The right to be protected from all forms of sexual abuse and exploitation.
 - (3) The right to receive timely and consistent access to:
 - (a) Housing that is a clean and safe living environment, free of infestation and contaminants. This includes the right to enter their housing at any time during their placement.
 - (b) Food in accordance to rule 5101:2-7-06 or 5101:2-9-20 of the Administrative Code. This includes the right to have other special considerations regarding food as a result of trauma included in their service and/or case plan.
 - (c) Clothing appropriate to the child's age and gender identity. This includes the right to participate and provide input regarding the selection of their clothing.
 - (4) The right to privacy and personal belongings.
 - (5) The right to their own money. As age and developmentally appropriate, the right to earn their own money, open a bank account, and be provided guidance on how to save and spend money. For youth age fourteen and older, this is to be addressed as a part of the youth independent living plan pursuant to rule 5101:2-42-19 of the Administrative Code.
 - (6) The right to visitation and communication with parents, siblings, other family members, non-related kin, friends and significant others from whom they are living apart, in accordance with the child's service or case plan. Unless restricted in the case plan or in accordance to paragraph (E) of this rule, the youth has the right to communicate with these persons in private.
 - (7) The right to contact their attorney, caseworker, custodial agency worker, probation officer, court appointed special advocate (CASA) and guardian ad litem (GAL) as well as other professionals involved with the youth in private, within twenty-four hours of the request. Each of the phone numbers for these individuals and the recommending and custodial agency hotline is to be accessible to the youth.
 - (8) The right to have their opinions heard and be included when any decisions are being made affecting their lives. As age or developmentally appropriate, this includes the right to be invited to and prepared for meetings and court hearings including information about their permanency options.
 - (9) The right to receive timely, adequate, and appropriate medical care, dental services, vision care, and mental health services. This includes the right to have appointments scheduled and be transported to these appointments.
 - (10) The right to enjoy freedom of thought, conscience, and religion or to abstain from the practice of religion.
 - (11) The right to receive appropriate and reasonable guidance, support, and supervision from adults in their lives including parents, resource caregivers, agency staff, mentors, youth advisory boards, and others, as applicable.
 - (12) The right to participate in an appropriate educational program including the following:
 - (a) The right to provide their input regarding selection of schools consistent with the Every Student Succeeds Act (ESSA) 2015.
 - (b) The right to participate in educational and school related activities, without any barriers to access.
 - (c) For youth aged fourteen and older, the right to have access to information regarding vocational and post-secondary educational programs and financial assistance for post- secondary education.
 - (13) The right to life skills preparation pursuant to rule 5101:2-42-19 of the Administrative Code.
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(14) The right to participate in age-appropriate extracurricular, enrichment, and social activities per section 2151.315 of the Ohio Revised Code.

(15) The right to protection against being discriminated against or harassed on the basis of race, sex, gender, gender identity, sexual orientation, disability, religion, color or national origin

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OAC 5101:2-9-18(C) Supervision Plan for Group Activities

Does the plan include procedures for supervising organized or structured group activities as required by OAC 5101:2-9-18(C)?

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OAC 5101:2-9-20(E) Farming Conforms to Regulations

Did the agency submit documentation that all agricultural, livestock, (ORC 904.01 "Definitions" by the Ohio Department of Agriculture defines livestock, as equine, porcine, bovine, caprine, ovine, poultry, alpacas, and llamas.) or dairy operations maintained by the facility conform to all applicable regulations adopted by the department of agriculture and the department of health as required by OAC 5101:2-9-20(E)?

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OAC 5101:2-9-30(A) Food Service License

Did the agency submit a food service license for each kitchen in which meals are prepared in accordance with the requirements of Chapter 3717 of the Revised Code and Chapter 3701-21 of the Ohio Administrative Code pertaining to food service operation as administered and enforced by the local department of health as required by OAC 5101:2-9-30(A)?

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OAC 5101:2-9-34(A)(B) Building Approval and Occupancy Permit

Did the agency submit a building approval and occupancy permit from the Ohio department of commerce or from a county or municipal building department certified by the department of commerce to inspect and approve the building code use group applicable to the CRC as required by OAC 5101:2-9-34(A)(B)?

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OAC 5101:2-9-38(A)(B) ~~(C)~~ Community Engagement Plan

Does the written community engagement plan include protocols for the community in which a residential facility is located to communicate concerns or other pertinent information directly to the facility as required by OAC 5101:2-9-38(A)(1)?

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OAC 5101:2-9-38(A)(B)(~~C~~) Community Engagement Plan

Do the protocols for the community in which a residential facility is located to communicate concerns or other pertinent information directly to the facility include a contact phone number for the facility as required by OAC 5101:2-9-38(A)(1)(a)?

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OAC 5101:2-9-38(A)(B)(~~C~~) Community Engagement Plan

Do the protocols for the community in which a residential facility is located to communicate concerns or other pertinent information directly to the facility include an email address for the facility, if the facility has an email address as required by OAC 5101:2-9-38(A)(1)(b)?

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OAC 5101:2-9-38(A)(B)(~~C~~) Community Engagement Plan

Does the written community engagement plan include that the agency shall provide a copy of the protocols for the community in which a residential facility is located to communicate concerns or other pertinent information directly to the facility; the contact phone number for the facility; and the facility's email address (if the facility has an email address) upon request to an individual as required by OAC 5101:2-9-38(A)(2)(a)?

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OAC 5101:2-9-38(A)(B)(~~C~~) Community Engagement Plan

Does the written community engagement plan include that the agency shall post copy of the protocols for the community in which a residential facility is located to communicate concerns or other pertinent information directly to the facility; the contact phone number for the facility; and the facility's email address (if the facility has an email address) on the facility's website (if the facility has a website) as required by OAC 5101:2-9-38(A)(2)(b)?

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OAC 5101:2-9-38(A)(B)(~~C~~) Community Engagement Plan

Does the written community engagement plan include protocols for the agency in responding to such a communication which shall include a time frame for responding to a community request as required by OAC 5101:2-9-38(A)(3)?

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OAC 5101:2-9-42 Qualified Residential Treatment Program

Is the agency accredited by CARF, COA or JCAHO as required by OAC 5101:2-9-42(B)(3)?

Accreditation Date: _____

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OAC 5101:2-9-42 Qualified Residential Treatment Program

Does the agency have a trauma informed treatment model approved by ODJFS as required by OAC 5101:2-9-42(B)(5)(f)(i)(ii)(iii)? (See <http://jfs.ohio.gov/ocf/Family-First.stm> for further information regarding approved models.)

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OAC 5101:2-9-42 Qualified Residential Treatment Program

Does the agency have registered or licensed nursing staff who meet the child's needs as required by OAC 5101:2-9-42(B)(6)?

(a) Provide care within the scope of their practice as defined by state law.

(b) Are accessible on-site or face-to-face via interactive videoconferencing based on the youth's clinical and/or medical needs. Interactive videoconferencing may not be appropriate for a youth in crisis at the facility.

(c) Are available twenty-four hours a day and seven days a week.

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OAC 5101:2-9-42 Qualified Residential Treatment Program

Does the agency have registered or licensed clinical staff who meet the child's needs as required by OAC 5101:2-9-42(B)(6)?

(a) Provide care within the scope of their practice as defined by state law.

(b) Are accessible on-site or face-to-face via interactive videoconferencing based on the youth's clinical and/or medical needs. Interactive videoconferencing may not be appropriate for a youth in crisis at the facility.

(c) Are available twenty-four hours a day and seven days a week.

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OAC 5101:2-9-42 Qualified Residential Treatment Program

Does the agency provide consideration for the youth's safety and developmental needs, the treatment should be family-driven with both the youth and the family included in all aspects of care, if in the best interest of the youth. The key components of family-centered residential treatment are to be documented in the child's record and include the following as required by OAC 5101:2-9-42(B)(8)?

(a) Facilitation of regular contact between the youth and other members of the family including siblings,

(b) Actively involving and supporting families who have a youth placed in the residential facility,

(c) Providing outreach, ongoing support and aftercare for the youth and the family.

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OAC 5101:2-9-42 Qualified Residential Treatment Program

Does the agency have a plan for preparing youth for discharge as required by OAC 5101:2-9-42(B)(9)?

- (a) Begin in partnership with the legal custodian and/or custodial agency no later than the next business day after a youth is admitted to the QRTP.
- (b) Be reviewed by the QRTP no less than every thirty days and during every service plan review.
- (c) Discharge plan is recorded in the residential treatment information system (RTIS).

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OAC 5101:2-9-42 Qualified Residential Treatment Program

Does the agency have a plan that provides aftercare support for all youth placed more than fourteen days who are exiting the QRTP to family-based settings including the following as required by OAC 5101:2-9-42(B)(10)?

- (a) Reunification with family.
- (b) Pre-finalized adoptive family.
- (c) Kinship care.
- (d) Foster care.
- (e) Independent living.

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OAC 5101:2-9-42 Qualified Residential Treatment Program

Does the plan include at least a six-month period of family-based aftercare support for all youth after discharge, even if the youth reaches the age of majority as required by OAC 5101:2-9-42(B)(11). The aftercare support is to:

- (a) Be provided within the youth or family's community as appropriate to promote the continuity of care for children.
- (b) Be individualized and driven by the youth, the caregivers and the family as appropriate, and include the following:
 - (i) Monthly contact with the youth and caregivers to promote and maintain engagement, and to regularly evaluate the family's needs. Monthly contact may be in-person, through interactive videoconferencing, or via phone or other electronic means.
 - (ii) Referring and coordinating engagement with any applicable community providers serving the youth or family. The QRTP will ensure they make themselves available to the community providers for ongoing consultation and document the consultation in writing. Documentation should include all resources and services needed and detail how the resources and services will be provided.
 - (iii) Written documentation provided to all participants of the discharge plan prior to discharge with information on how to access additional supports from the QRTP and community providers including contact information and steps required to access each provider.
- (c) Aftercare supports are recorded in the residential treatment information system (RTIS).

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OAC 5101:2-48-05(A)(B) Agency Adoption Policy

Does the policy include the geographic area within which the agency conducts adoption homestudy assessments as required by OAC 5101:2-48-05(B)(1)?

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OAC 5101:2-48-05(B) Criminal Records Checks

Does the adoption policy include that the agency shall not recommend a person to be approved as an adoptive parent if the person or any adult member of the applicant's household has been convicted of or pleaded guilty to any offense listed in appendix A to rule 5101:2-7-02 of the Administrative Code as required by OAC 5101:2-48-05(B)(2)(e) and OAC 5101:2-48-09(F)(3)?

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OAC 5101:2-48-05(B) Criminal Records Checks

Does the adoption policy include that the agency shall request that the bureau of criminal investigation (BCI) conduct a criminal records check on prospective adoptive parents and adult members of the prospective adoptive parent's household pursuant to the procedures set forth in section 2151.86 of the Revised Code as required by OAC 5101:2-48-05(B)(2)(e); OAC 5101:2-48-10(A); OAC 5101:2-48-11(A)(4)(h)?

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OAC 5101:2-48-05(B) Criminal Records Checks

Does the adoption policy include that the agency shall request that BCI include information from the federal bureau of investigation (FBI) in the criminal records check for each person subject to a criminal records check in accordance with division (A)(4) of section 109.572 of the Revised Code as required by OAC 5101:2-48-05(B)(2)(e); OAC 5101:2-48-10(B); OAC 5101:2-48-11(A)(4)(h)?

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OAC 5101:2-48-05(B) Criminal Records Checks

Does the adoption policy include that if a foster caregiver expresses the desire to adopt a foster child who is and has been residing with the foster caregiver for at least six consecutive months, the agency shall not require the foster caregiver to undergo a bureau of criminal investigation (BCI) or federal bureau of investigation (FBI) check as a condition of acceptance or approval of the application for adoption of a foster child as required by OAC 5101:2-48-05 (B)(2)(e) and OAC 5101:2-48-11.1(G)?

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OAC 5101:2-48-05(B) Criminal Records Checks

Does the adoption policy include that if a foster caregiver expresses the desire to adopt a foster child who is and has been residing with the foster caregiver for at least six consecutive months, the agency shall inform the foster caregiver a criminal records check, pursuant to rule 5101:2-48-10 of the Administrative Code, is required before a court issues a final decree of adoption or an interlocutory order of adoption as required by OAC 5101:2-48-05 (B)(2)(e) and OAC 5101:2-48-11.1(G)?

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OAC 5101:2-48-05(B) Criminal Records Checks

Does the adoption policy include once a homestudy is approved, a new criminal records check pursuant to section 2151.86 of the Revised Code shall be conducted for the adoptive parent(s) and each adult member of the household every four years prior to approving the adoption update as required by OAC 5101:2-48-05 (B)(2)(a) and OAC 5101:2-48-12.1(E)(9)?

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OAC 5101:2-48-05(B) Criminal Records Checks

Does the adoption policy include that if an existing resident of the home, including youth placed in the home, turned eighteen years of age during the current approval span, the agency shall have criminal records checks completed at the time of the next update and every four years thereafter at the time of update as required by OAC 5101:2-48-05 (B)(2)(e) and OAC 5101:2-48-12.1(E)(9)?

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OAC 5101:2-48-05(B) Criminal Records Checks

Does the adoption policy include that new adult household members residing with the approved adoptive parent shall have a search of the national sex offender registry at <https://www.nsopw.gov/>, a BCI background check and FBI check, as outlined in rule 5101:2-48-10 of the Administrative Code within ten working days of the date the person becomes a household member as required by OAC 5101:2-48-05(B)(2)(e) and OAC 5101:2-48-12.2(F)(2)(a)?

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OAC 5101:2-48-05(B) Criminal Records Checks

Does the adoption policy include if the agency was not notified of the new household member pursuant to paragraph (B) of this rule, the criminal record checks shall be conducted within ten working days of the date the agency became aware of the new household member as required by OAC 5101:2-48-05(B)(2)(e) and OAC 5101:2-48-12.2(F)(2)(b)?

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OAC 5101:2-48-05(B) Criminal Records Checks

Does the adoption policy include fees associated with obtaining a criminal records check as required by OAC 5101:2-48-05(B)(2)(e)?

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OAC 5101:2-48-05(B) Central Registry Searches

Does the adoption policy include that the agency shall search the statewide automated child welfare information system (SACWIS) or request a search of the central registry of abuse and neglect by the Ohio Department of Job and Family Services, for each applicant and adult members of the applicant's household (Note: This search is to be used to determine the suitability of the adoptive applicant as an adoptive parent.) as required by OAC 5101:2-48-05 (B)(2); OAC 5101:2-48-09(G); OAC 5101:2-48-11.1(J)(5); OAC 5101:2-48-12(Q)(4) and OAC 5101:2-48-12.1(E)(7)?

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OAC 5101:2-48-05(B) Central Registry Searches

Does the adoption policy include that the agency shall request a check of the child abuse and neglect registry of any other state a prospective applicant or other adult residing with the prospective adoptive parent has resided in the five years immediately prior to the application as required by OAC 5101:2-48-05(B)(2); OAC 5101:2-48-09(H) and OAC 5101:2-48-12(Q)(5)?

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OAC 5101:2-48-05(B) Central Registry Searches

Does the adoption policy include that new adult household members residing with the approved adoptive parent shall have an alleged perpetrator check search of abuse and neglect report history completed in SACWIS, or requested for agencies that do not have the ability to complete the search in SACWIS, within ten working days of the date the person becomes a household member as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-12.2(F)(4)?

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OAC 5101:2-48-05(B) Central Registry Searches

Does the adoption policy include if the agency was not notified of the new household member pursuant to paragraph (B) of this rule, the alleged perpetrator search shall be conducted within ten working days of the date the agency became aware of the new household member as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-12.2(F)(4)?

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OAC 5101:2-48-05(B) Central Registry Searches

Does the adoption policy include that the agency shall request a check of the child abuse and neglect registry of any other state the new household member has resided in the five years immediately prior to the date of the criminal records check for the new household member as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-12.2(F)(5)?

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OAC 5101:2-48-05(B) Large Family Assessment

Does the adoption policy include the requirement that an assessor shall complete the JFS 01530 "Large Family Assessment" if an approved adoptive parent(s) will have at least five children residing in the prospective adoptive home or the five children includes the child who is to be placed in the home for adoption as required by OAC 5101:2-48-05(B)(2)(g)(i)(ii); OAC 5101:2-48-11(A)(4)(c); OAC 5101:2-48-11.1(C); OAC 5101:2-48-12(Q)(7) and OAC 5101:2-48-12.1(E)(6)?

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OAC 5101:2-48-05(B) Notification Procedures

Does the adoption policy include notification procedures that include the requirements that an adoptive applicant(s) or approved adoptive parent(s) shall notify the agency in writing if a person residing in the home who is twelve years old, but under eighteen years old, has been convicted or pleaded guilty to any offense listed in appendix A to rule 5101:2-7-02 of the Administrative Code or has been adjudicated to be a delinquent child for committing an act that if committed by an adult, would constitute one of those offenses as required by OAC 5101:2-48-05(B)(3)(a)?

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OAC 5101:2-48-05(B) Notification Procedures

Does the adoption policy include notification procedures that include the requirements that an agency shall notify in writing the PCSA in the county in which the adoptive applicant resides within ten days after the initiation of a homestudy pursuant to OAC 5101:2-48-12 as required by OAC 5101:2-48-05(B)(3)(b); OAC 5101:2-48-11(A)(3); and OAC 5101:2-48-12(L)(M)?

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OAC 5101:2-48-05(B) Notification Procedures

Does the adoption policy include the requirement that the agency shall notify in writing the PCSA in the county in which the adoptive parent(s) resides, of an impending adoptive placement no later than ten days prior to the placement of the child pursuant to OAC 5101:2-48-16 as required by OAC 5101:2-48-05(B)(3)(c)?

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OAC 5101:2-48-05(B) Notification Procedures

Does the policy include the required notification to the foster or kinship caregiver if the PCSA or PCPA seeks permanent custody of a child placed with the caregiver and if a child placed with the caregiver becomes available for adoption? The notification shall also be given to the recommending agency when the custodial agency is different than the recommending agency. The notification shall be consistent with the requirements contained in section 5103.161 of the Revised Code as required by OAC 5101:2-48-05(B)(3)(d).

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OAC 5101:2-48-05(B) Notification Procedures

Does the adoption policy include the requirement that if a child is placed with an Ohio adoptive family by an Ohio agency, the PCSA in the county in which the child is to be placed shall be notified, in writing, of the impending placement by the placing agency no later than ten days prior to the placement (Note: In the case of an infant placement, the notification may be made prior to the birth of the child.) as required by OAC 5101:2-48-16(MM)?

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OAC 5101:2-48-05(B) Adoption Matching Procedures

Does the adoption policy include the requirement that the child's custodial agency hold the initial matching conference within ninety days of the execution of the permanent surrender or the file stamp date of the permanent custody order, unless the order is under appeal as outlined in rule 5101:2-48-16 of the Administrative Code as required by OAC 5101:2-48-05(B)(8)?

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OAC 5101:2-48-05(B) Adoption Matching Procedures

Does the adoption policy include procedures to match a child with an adoptive parent(s) that addresses when any adult kin or the child's current foster caregiver has expressed an interest in adopting the child and already has an approved adoptive homestudy, or has submitted the required JFS 01691 "Application for Child Placement", or JFS 01692 "Application for Adoption of a Foster child", or the adoption application or equivalent document that is required in the state the adult resides, at least five business days prior to the scheduled matching conference as required by OAC 5101:2-48-05(B)(9)(a) and 5101:2-48-16(V)(3)(a)?

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OAC 5101:2-48-05(B) Adoption Matching Procedures

Does the adoption policy include procedures to match a child with an adoptive parent(s) that addresses if the child is a member of a federally recognized tribe or Alaskan Native Village, the Indian Child Welfare Act of 1978, 25 U.S.C. 1901 (1/2/06) (ICWA) shall take precedence for an adoption as required by OAC 5101:2-48-05(B)(9)(a) and 5101:2-48-16(V)(1)?

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OAC 5101:2-48-05(B) Adoption Matching Procedures

Does the adoption policy include procedures to match a child with an adoptive parent(s) that addresses whenever possible and in the best interest of the child(ren), sibling groups should not be separated as required by OAC 5101:2-48-05(B)(9)(a) and 5101:2-48-16(V)(2)?

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OAC 5101:2-48-05(B) Adoption Matching Procedures

Does the adoption policy include procedures to match a child with an adoptive parent(s) that addresses the child's preference may be considered if the child has the capacity to express a preference as required by OAC 5101:2-48-05(B)(9)(a) and 5101:2-48-16(U)(6)?

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OAC 5101:2-48-05(B) Adoption Matching Procedures

Does the adoption policy include procedures to match a child with an adoptive parent(s) that addresses the following preferential order for the placement of a child if more than one family is being considered for placement as required by OAC 5101:2-48-05(B)(9) and 5101:2-48-16(V)(3)?

- Any adult kin, or the child’s current foster caregiver.
- A foster caregiver with whom the child has resided in the past, whose placement would be in the best interest of the child and who is approved for adoption pursuant to Chapter 5101:2-48 of the Administrative Code or the laws of the state where the previous foster caregiver now resides.
- Any other approved adoptive parent(s) who is accepting of the child's characteristics, who has expressed an interest in adopting the child, and whose placement would be in the best interest of the child.

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OAC 5101:2-48-05(B) Adoption Matching Procedures

Does the adoption policy include procedures to match a child with an adoptive parent(s) that addresses the following child specific recruitment as required by OAC 5101:2-48-16(X)?

- Distribution of information regarding the child to two or more adoption agencies, media outlets, or social media sites used to recruit adoptive families for the child.
- Review case files information for relatives or individuals in the child’s past who may be able and willing to provide a permanent home for the child.
- Exploration with the child of individuals with whom the child is familiar who may be able and willing to provide a permanent home for the child.

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OAC 5101:2-48-05(B) Adoption Matching Procedures

Does the adoption policy include procedures to match a child with an adoptive parent(s) that addresses when subsequent matching conferences are not required as outlined in OAC 5101:2-48-16(Y) as required by OAC 5101:2-48-05(B)(9)(b)?

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OAC 5101:2-48-05(B) Adoption Matching Procedures

Does the adoption policy include a non-discriminatory procedure on determining the approved adoptive parents who will be presented as a potential adoptive parent for the child in the matching conference as required by OAC 5101:2-48-05(B)(10)?

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OAC 5101:2-48-05(B) Adoption Matching Procedures

Does the adoption policy include that if there are more than five families who are potential matches for the child, the agency may narrow the number of families to a minimum of five based on the following as required by OAC 5101:2-48-05(B)(10)(a)(b)?

- The preference to keep siblings together if in the child’s best interest
- The level of experience the family has in working with child(ren) who have the specific behavior, medical or mental health challenges that a specific child presents.

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OAC 5101:2-48-05(B) Adoption Matching Procedures

Does the adoption policy include that if a family was previously considered for a child in a matching conference and was not interested in the child, the agency does not have to consider the family for the same child in subsequent matching conferences as required by OAC 5101:2-48-05(B)(11)?

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OAC 5101:2-48-05(B) Adoption Matching Procedures

Does the adoption policy include the availability of open adoptions between the birth parent(s) and the adoptive parent(s) and the referral process if the agency does not provide open adoptions as required by OAC 5101:2-48-05(B)(12)?

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OAC 5101:2-48-05(B) Adoption Matching Procedures

Does the adoption policy include a procedure for the agency to report an adoptive applicant(s) or adoptive parent(s) who it feels has made a false statement in the application or homestudy process according to rule 5101:2-33-13 of the Administrative Code as required by OAC 5101:2-48-05(B)(13)?

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OAC 5101:2-48-05(B) Adoption Matching Procedures

Does the adoption policy include a description of all the following state and federal adoption assistance, including eligibility and the application requirements as required by OAC 5101:2-48-05(B)(14)? (Note: Subsidy information can be found in the JFS 01985 "Adoption Subsidies Guide".):

- Eligibility requirements of each program
- Application requirements of each program
- Availability of and process for requesting mediation, as described in rule 5101:2-49-05 of the Administrative Code
- Availability of and process for requesting a state hearing, as described in section 5101.35 of the Revised Code and in accordance with division of 5101:6 of the Administrative Code
- Any alternative review process utilized by the PCSA for determining post adoption special services subsidies, in accordance with rule 5101:2-44-13 of the Administrative Code

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OAC 5101:2-48-05(B) Adoption Matching Procedures

Does the adoption policy include a schedule of fees for service, if applicable as required by OAC 5101:2-48-05(B)(15)?

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OAC 5101:2-48-05(B) Adoption Matching Procedures

Does the adoption policy include religious affiliation requirements, if applicable as required by OAC 5101:2-48-05(B)(16)?

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OAC 5101:2-48-05(B) Adoption Matching Procedures

Does the policy include the provision of pre-finalization services as required by OAC 5101:2-48-05(B)(17)?

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OAC 5101:2-48-05(B) Adoption Matching Procedures

Does the adoption policy include the provision of post-finalization services as required by OAC 5101:2-48-05(B)(17) and OAC 5101:2-48-18(B)?

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OAC 5101:2-48-05(B) Access to Approved Adoption Homestudies and Other Related Documents

Does the adoption policy include that if the approved adoptive family signed an authorization for release of information, the agency shall make the homestudy available to any other agency requesting a copy of the homestudy for sharing or transferring as required by OAC 5101:2-48-05(B)(4) and OAC 5101:2-48-19(D)?

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OAC 5101:2-48-05(B) Access to Approved Adoption Homestudies and Other Related Documents

Does the adoption policy include the agency shall forward the homestudy and all related materials, within fifteen working days of the receipt of the signed release of information and any applicable fee pursuant to 5101:2-48-19(D) and if the request is to transfer the homestudy then the most recent report of the alleged perpetrator search of child abuse and neglect information from SACWIS shall also be forwarded to the receiving agency with the homestudy and related materials as required by OAC 5101:2-48-05(B)(4) and OAC 5101:2-48-19(E)?

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OAC 5101:2-48-05(B) Access to Approved Adoption Homestudies and Other Related Documents

Does the adoption policy include the agency shall not release or accept a homestudy for sharing or transferring purposes if it is determined the homestudy or a supporting document contains a false statement knowingly made by the adoptive parent as required by OAC 5101:2-48-05(B)(4) and OAC 5101:2-48-19(D)(1)?

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OAC 5101:2-48-05(B) Access to Approved Adoption Homestudies and Other Related Documents

Does the adoption policy include the reasonable fees the agency may charge for the release of the homestudy and related materials as required by OAC 5101:2-48-05(B)(4) and OAC 5101:2-48-19(D)(2)?

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OAC 5101:2-48-05(B) Maintenance of Approved Adoption Homestudies

Does the adoption policy include procedures for the receipt and maintenance of approved adoptive homestudies from other agencies or states, including the length of time that homestudies received shall be maintained in the agency's files as required by OAC 5101:2-48-05(B)(5)?

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OAC 5101:2-48-05(B) Agency Adoption Review Procedures

Does the adoption policy include that the agency review shall occur within thirty days of the receipt of a request and shall include a face-to-face meeting with the adoptive applicant, prospective adoptive family or adoptive family requesting an agency review, the adoptive family caseworker, the adoptive child's caseworker, if applicable, the agency administrator or designee, any other individual with information regarding the complaint, as deemed appropriate by the agency administrator or designee as required by OAC 5101:2-48-05(B)(6) and OAC 5101:2-48-24(B)?

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OAC 5101:2-48-05(B) Agency Adoption Review Procedures

Does the adoption policy include that a written decision, including the reason for the decision, shall be rendered by the administrator of the agency or his designee within fifteen days of the review as required by OAC 5101:2-48-05(B)(6) and OAC 5101:2-48-24(C)?

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OAC 5101:2-48-05(B) Agency Adoption Review Procedures

Does the adoption policy include the requirements for hearing grievances and for resolving differences with the prospective adoptive applicant(s), adoptive applicant(s), or approved adoptive parent(s), relative to the requirements of OAC 5101:2-48 and other agency policies as required by OAC 5101:2-48-05(B)(6)(a)?

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OAC 5101:2-48-05(B) Agency Adoption Review Procedures

Does the adoption policy include the requirements of review by the highest administrative employee of the agency or designee for any unresolved grievance within thirty calendar days of the filing of the grievance as required by OAC 5101:2-48-05(B)(6)(b)?

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OAC 5101:2-48-05(B) Agency Adoption Review Procedures

Does the adoption policy include a statement that the requirements contained in rule 5101:2-33-03 of the Administrative Code supersede the requirements of rule 5101:2-48-24 of the Administrative Code when the grievance or complaint involve alleged discriminatory acts, policies, or practices pertaining to the foster care and adoption process that involves race, color or national origin (RCNO) as required by OAC 5101:2-48-05(B)(7) and OAC 5101:2-48-24(E)?

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OAC 5101:2-48-05(G) Adoption Recruitment Plan

Did the agency submit an adoption recruitment plan as required by OAC 5101:2-48-05(G)(I)?

(Note: Adoption recruitment plans are due for initial certification of the Adoption Function. If the PCSA, PCPA, or PNA amends its recruitment plan at any time the agency shall submit the amended recruitment plan to ODJFS within ninety days following any amendment of the recruitment plan as required by OAC 5101:2-48-05(H). The Adoption Recruitment Plan Checklist will be utilized to review this requirement. Adoption recruitment plans included with an agency’s initial application to open an agency will be submitted via OCALM with all other required policies. Once a new adoption agency receives access to SACWIS, the agency will enter the previously submitted recruitment plan into SACWIS. If an agency is licensed and has access to SACWIS, adoption recruitment plans will be submitted and routed in SACWIS to the agency's assigned ODJFS licensing specialist for review and approval).

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OAC 5101:2-48-09 Application Process and Preservice Training

Does the adoption policy include that the agency shall utilize the JFS 01691 "Application for Child Placement" as the standard form when accepting applications for adoptive placement as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-09(B)?

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OAC 5101:2-48-09 Application Process and Preservice Training

Does the adoption policy include that the agency shall send the JFS 01691 to any individual requesting an application for adoption within seven business days of receipt of a request for an application as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-09(B)?

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OAC 5101:2-48-09 Application Process and Preservice Training

Does the adoption policy include that an application submitted with a knowingly false statement shall not be used to initiate the homestudy as required by OAC 5101:2-48-05(B)(2)(a) and OAC 5101:2-48-09(C)?

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OAC 5101:2-48-09 Application Process and Preservice Training

Does the adoption policy include that if the agency determines that an application has been falsified, the agency shall follow the procedures outlined in rule 5101:2-33-13 of the Administrative Code as required by OAC 5101:2-48-05(B)(2)(a) and OAC 5101:2-48-09(C)?

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OAC 5101:2-48-09 Application Process and Preservice Training

Does the adoption policy include that the agency shall not begin the homestudy assessment process prior to the receipt of a fully completed JFS 01691 signed by the applicant(s) as required by OAC 5101:2-48-05(B)(2)(b) and OAC 5101:2-48-09(D)?

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OAC 5101:2-48-09 Application Process and Preservice Training

Does the adoption policy include that the agency shall not accept an application for approval for adoptive placement which does not contain complete and accurate information as required by OAC 5101:2-48-05(B)(2)(a) and OAC 5101:2-48-09(E)?

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OAC 5101:2-48-09 Application Process and Preservice Training

Does the adoption policy include that upon receipt of the completed JFS 01691, the agency shall commence the homestudy process and request the applicant provide additional information including at a minimum the following as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-09(F):

- Documentation of current marital status, which shall include a marriage certificate, divorce decree, or other verification of marital status, if applicable as required by OAC 5101:2-48-09(F)(1)?
- To show the household has an income sufficient to meet the basic needs of the household, an adoptive applicant shall provide at a minimum as required by OAC 5101:2-48-09(F)(2)?
- A complete JFS 01681 "Applicant Financial Statement" as required by OAC 5101:2-48-09(F)(2)(a)?
- Proof of income for the household for the most recent tax year prior to the date of application as required by OAC 5101:2-48-09(F)(2)(b)?
- Proof of income for the household for a two month period. The verification of income shall not be dated more than six months prior to the agency's approval as required by OAC 5101:2-48-09(F)(2)(c)?
- At least one utility bill for each utility necessary to maintain the household. The bill or bills shall not be dated more than six months prior to the agency's approval as required by OAC 5101:2-48-09(F)(2)(d)?
- The report of any criminal records check conducted in accordance with section 2151.86 of the Revised Code as required by OAC 5101:2-48-05(B)(2)(e) and OAC 5101:2-48-09(F)(3)?

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OAC 5101:2-48-09 Application Process and Preservice Training

Does the adoption policy include that if the agency determines that an adoptive homestudy cannot be initiated, the agency shall send written notification to the applicant stating the reason for not initiating the homestudy and a description of procedures for requesting a review of the agency's decision as required by OAC 5101:2-48-05(B)(2)(b) and OAC 5101:2-48-09(K)?

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OAC 5101:2-48-09 Application Process and Preservice Training

Does the adoption policy include that the notification stating the reason for not initiating the homestudy shall be sent to the applicant no later than fifteen days after the application was submitted as required by OAC 5101:2-48-05(B)(2)(b) and OAC 5101:2-48-09(K)?

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OAC 5101:2-48-09 Application Process and Preservice Training

Does the adoption policy include that an applicant shall have the opportunity to revise the JFS 01691 at any time regarding the characteristics or number of children desired as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-09(L)?

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OAC 5101:2-48-09 Application Process and Preservice Training

Does the adoption policy include that upon request, the agency shall assist the applicant in completing the application and securing all required documents and information as required by OAC 5101:2-48-09(M)?

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OAC 5101:2-48-09 Application Process and Preservice Training

Does the adoption policy include that the agency shall not continue with the homestudy process if all required documentation is not submitted within one hundred eighty days of the receipt of the initial or revised JFS 01691 unless the agency makes a determination that the homestudy should not be terminated and documents this on the JFS 01673 "Assessment for Child Placement" as required by OAC 5101:2-48-05(B)(2)(b) and OAC 5101:2-48-09(N)?

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OAC 5101:2-48-09 Application Process and Preservice Training

Does the adoption policy include that the applicant shall be notified, in writing, at least thirty days prior to the termination of the application as required by OAC 5101:2-48-05(B)(2)(b) and OAC 5101:2-48-09(N)?

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OAC 5101:2-48-09 Application Process and Preservice Training

Does the adoption policy include that the agency shall document that each person seeking adoption approval successfully completes preservice training, prior to approval of the homestudy as required by OAC 5101:2-48-05(B)(2)(d) and 5101:2-48-09(O)?

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OAC 5101:2-48-09 Application Process and Preservice Training

Does the adoption policy include that the preservice training shall address the following components as required by OAC 5101:2-48-05(B)(2)(d) and OAC 5101:2-48-09(O):

- The legal rights and responsibilities of adoptive parents as required by OAC 5101:2-48-09(O)(1)?
- The recommending agency's policies and procedures as required by OAC 5101:2-48-09(O)(2)?
- ODJFS requirements for approving adoptive applicants as required by OAC 5101:2-48-09(O)(3)?
- The effects placement, separation and attachment issues have on children and their families as required by OAC 5101:2-48-09(O)(4)?
- Caregivers involvement in permanency planning for children and their families and post adoptive issues for children and families including availability of adoption subsidies as required by OAC 5101:2-48-09(O)(5)?
- The dynamics of physical abuse, sexual abuse, emotional abuse, neglect, and substance abuse on human growth and development as required by OAC 5101:2-48-09(O)(6)?
- Behavior management techniques as required by OAC 5101:2-48-09(O)(7)?
- Effects of caregiving on children's families as required by OAC 5101:2-48-09(O)(8)?
- Cultural issues including cultural diversity training and an overview of the Multiethnic Placement Act Oct. 20, 1994, P.L. 103-382, as amended by Section 1808 of the Small Business Job Protection Act of 1996, Aug. 20, 1996, P.L. 104-188 (MEPA), and the Civil Rights Act of 1964 (Title VI), as it applies to the foster care and adoption process as required by OAC 5101:2-48-09(O)(9)?
- The substance of section 2152.72 of the Revised Code which deals with the information required to be shared with a prospective adoptive parent before a child who has been adjudicated a delinquent child for the commission of certain violent crimes is placed with a prospective adoptive parent as required by OAC 5101:2-48-09(O)(10)?

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OAC 5101:2-48-09 Application Process and Preservice Training

Does the adoption policy include that the agency may waive components of the training if the assessor determines that the family has received training previously or the family has the skills to care for the needs of the child that will be placed in the home as required by OAC 5101:2-48-05(B)(2)(d) and OAC 5101:2-48-09(P)?

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OAC 5101:2-48-09 Application Process and Preservice Training

Does the adoption policy include that the agency shall not deny the acceptance of the JFS 01691 based on race, color, national origin, disability, age, gender, gender identity, or sexual orientation of the applicant as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-09(Q)?

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OAC 5101:2-48-09 Application Process and Preservice Training

Does the adoption policy include if the agency requires additional assessment activities not specified in Chapter 5101:2-48 of the Administrative Code, then the agency shall include a description of those activities in their policy and require them of all adoptive applicants and approved adoptive parents as required by OAC 5101:2-48-05(B)(2)(f)?

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OAC 5101:2-48-11 Approval of a Foster Home for Adoptive Placement

Does the adoption policy include that when a foster caregiver who is not an approved adoptive parent through the joint homestudy process expresses an interest in being approved as an adoptive parent, an agency's assessor will assist the foster caregiver in completing the applicable sections of the current JFS 01691 "Application for Child Placement" on file or in completing a new JFS 01691 as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-11(A)(1)?

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OAC 5101:2-48-11 Approval of a Foster Home for Adoptive Placement

Does the adoption policy include that when a foster caregiver who is not an approved adoptive parent through the joint homestudy process expresses an interest in being approved as an adoptive parent, the foster caregiver shall sign the revised JFS 01691 or a new JFS 01691 indicating they would like to be approved for adoption as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-11(A)(1)?

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OAC 5101:2-48-11 Approval of a Foster Home for Adoptive Placement

Does the adoption policy include that when a foster caregiver who is not an approved adoptive parent through the joint homestudy process expresses an interest in being approved as an adoptive parent, the agency shall review information contained on the JFS 01691 and all supporting documentation as required by OAC 5101:2-48-11(A)(4)(a-k)?

(a) Review information contained on the JFS 01691 and all supporting documentation.

(b) Conduct a home visit.

(c) Complete the JFS 01530, if applicable, as outlined in rule 5101:2-48-12 of the Administrative Code when a family has a total of five or more children residing in the home, including foster children and children in kinship care; or if the family will have a total of five or more children who will reside in the home upon the adoptive placement of a child.

(d) Observe the interaction between the child, foster caregiver and other members of the household, if applicable.

(e) Discuss how the foster caregiver is working with the child on problems identified in the case plan and how they will deal with long term issues the child may have.

(f) Discuss the differences between foster care and adoption with the foster caregiver, and the reason for the request for adoption approval at this time.

(g) Discuss the availability of adoption assistance and postfinalization adoption services with the foster caregiver.

(h) Complete the bureau of criminal identification and investigation (BCI) and federal bureau of investigation (FBI) reports as outlined in rule 5101:2-48-10 of the Administrative Code.

(i) The national sex offender registry is located at <https://www.nsopw.gov/>. In accordance with rule 5101:2-5-09.1 of the Administrative Code, a national sex offender registry check is to be completed for the adoptive applicant and each adult who resides with the adoptive applicant. The results are to be reviewed prior to the agency's approval of the adoption homestudy. The application may be denied based solely on the results of the search.

(j) If the agency has the ability to complete the search in SACWIS, the agency shall complete a search of abuse and neglect report history through the system for each foster caregiver and adult household member. If the agency does not have the ability to complete the search in SACWIS, the agency shall request a search of the system from ODJFS for each foster caregiver and each adult household member. The report with the results of

the search shall be placed in the foster home record.

(i) This search is to be used to determine the suitability of the adoptive applicant as an adoptive parent.

(ii) The search shall also be conducted within ten days of the addition of any new adult member of the household once the homestudy has been approved.

(k) Request a check of the child abuse and neglect registry of any other state an applicant or other adult household member has resided in the five years immediately prior to the date of the criminal records check as required by division (A) of section 2151.86 of the Revised Code.

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OAC 5101:2-48-11 Approval of a Foster Home for Adoptive Placement

Does the adoption policy include that when a foster caregiver who is not an approved adoptive parent through the joint homestudy process expresses an interest in being approved as an adoptive parent, the agency shall complete any sections of the JFS 01673 not completed on the previous homestudy as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-11(A)(5)?

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OAC 5101:2-48-11 Approval of a Foster Home for Adoptive Placement

Does the adoption policy include that when a foster caregiver who is not an approved adoptive parent through the joint homestudy process expresses an interest in being approved as an adoptive parent, the agency shall follow procedures contained in rule 5101:2-48-12 of the Administrative Code for approval or denial of an applicant for adoptive placement as required by OAC 5101:2-48-05(B)(2)(b) and OAC 5101:2-48-11(B)?

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OAC 5101:2-48-11 Approval of a Foster Home for Adoptive Placement

Does the adoption policy include that when an agency determines any statement or document provided during the homestudy process is falsified, the agency shall follow the procedures outlined in rule 5101:2-33-13 of the Administrative Code as required by OAC 5101:2-48-05(B)(2)(a) and OAC 5101:2-48-11(C)?

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OAC 5101:2-48-11 Approval of a Foster Home for Adoptive Placement

Does the adoption policy include that when a foster caregiver who is not an approved adoptive parent through the joint homestudy process expresses an interest in being approved as an adoptive parent, the agency shall complete the homestudy assessment within one hundred eighty days of the date the agency received the application as required by OAC 5101:2-48-05 (B)(2)(b) and OAC 5101:2-48-11(E)?

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OAC 5101:2-48-11 Approval of a Foster Home for Adoptive Placement

Does the adoption policy include that if a homestudy is not completed within one year of the application date it shall be terminated unless the agency makes the determination the homestudy should not be terminated as required by OAC 5101:2-48-05 (B)(2)(b) and OAC 5101:2-48-11(F)?

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OAC 5101:2-48-11 Approval of a Foster Home for Adoptive Placement

Does the adoption policy include that if the agency decides to terminate the homestudy, it shall notify the adoptive applicant in writing no less than thirty days prior to the termination as required by OAC 5101:2-48-05(B)(2)(b) and OAC 5101:2-48-11(F)?

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OAC 5101:2-48-11 Approval of a Foster Home for Adoptive Placement

Does the adoption policy include that the agency shall follow procedures contained in rule 5101:2-48-12 of the Administrative Code for approval or denial of an applicant for adoptive placement as required by OAC 5101:2-48-11(B)?

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OAC 5101:2-48-11 Approval of a Foster Home for Adoptive Placement

Does the adoption policy include that the approval date shall be the same as the approval signature date as required by OAC 5101:2-48-11(B)?

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OAC 5101:2-48-11 Approval of a Foster Home for Adoptive Placement

Does the adoption policy include that the expiration date of the adoption approval span shall be equal to the expiration date of the current foster care certification span, not to exceed two years as required by OAC 5101:2-48-11(B)?

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OAC 5101:2-48-11.1 Foster Caregiver Adoption of a Foster Child Who Has Resided With the Caregiver for at Least Six Consecutive Months

Does the adoption policy include that if a foster caregiver expresses the desire to adopt a foster child who is and has been residing with the foster caregiver for at least six consecutive months, the agency shall provide the foster caregiver with a JFS 01692 "Application For Adoption of a Foster Child" as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-11.1(A)?

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OAC 5101:2-48-11.1 Foster Caregiver Adoption of a Foster Child Who Has Resided With the Caregiver for at Least Six Consecutive Months

Does the adoption policy include that if a foster caregiver expresses the desire to adopt a foster child who is and has been residing with the foster caregiver for at least six consecutive months, the agency shall inform the foster caregiver consideration is given to the application if the placement is in the best interests of the child pursuant to rule 5101:2-48-16 of the Administrative Code as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-11.1(D)?

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OAC 5101:2-48-11.1 Foster Caregiver Adoption of a Foster Child Who Has Resided With the Caregiver for at Least Six Consecutive Months

Does the adoption policy include that if an agency determines any statement in a homestudy is falsified, the agency shall follow the procedures outlined in rule 5101:2-33-13 of the Administrative Code as required by OAC 5101:2-48-05(B)(2)(a) and OAC 5101:2-48-11.1(E)?

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OAC 5101:2-48-11.1 Foster Caregiver Adoption of a Foster Child Who Has Resided With the Caregiver for at Least Six Consecutive Months

Does the adoption policy include that if a foster caregiver expresses the desire to adopt a foster child who is and has been residing with the foster caregiver for at least six consecutive months, the agency, upon receipt of a completed JFS 01692 shall review the application with the foster caregiver as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-11.1(G)?

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OAC 5101:2-48-11.1 Foster Caregiver Adoption of a Foster Child Who Has Resided With the Caregiver for at Least Six Consecutive Months

Does the adoption policy include that if a foster caregiver expresses the desire to adopt a foster child who is and has been residing with the foster caregiver for at least six consecutive months, the agency shall provide written notification to the applicant(s) of approval or denial of the adoption homestudy within ten days after the homestudy has been approved or denied as required by OAC 5101:2-48-05 (B)(2)(b) and OAC 5101:2-48-11.1(L)?

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OAC 5101:2-48-12 Completion of the Homestudy

Does the adoption policy include that an assessor shall conduct an in home face to face interview with all members of the household based on his or her age and development as required by OAC 5101:2-48-05 (B)(2) and OAC 5101:2-48-12(Q)(1)?

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OAC 5101:2-48-12 Completion of the Homestudy

Does the adoption policy include that the assessment shall commence within thirty days of the date the agency receives a fully completed JFS 01691 "Application for Child Placement" signed by the adoptive applicant as required by OAC 5101:2-48-05 (B)(2)(b) and OAC 5101:2-48-12(H)?

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OAC 5101:2-48-12 Completion of the Homestudy

Does the adoption policy include that the assessment for applicants seeking to adopt a child with special needs shall be completed within one hundred eighty days of the date the agency received the application as required by OAC 5101:2-48-05 (B)(2)(b) and OAC 5101:2-48-12(I)?

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OAC 5101:2-48-12 Completion of the Homestudy

Does the adoption policy include that the agency shall not consider race, color, or national origin of a family for whom the agency is conducting a homestudy in determining whether a homestudy is approved or disapproved or a child is placed in the home as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-12(F)?

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OAC 5101:2-48-12 Completion of the Homestudy

Does the adoption policy include that the agency shall not consider the race, color or national origin of a child being considered for adoption in determining whether a homestudy is approved or disapproved or a child is placed in the home as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-12(F)(2)?

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OAC 5101:2-48-12 Completion of the Homestudy

Does the adoption policy include that the agency shall not discriminate in approving or disapproving a homestudy on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794 (12/2015) and of Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. 1201 (8/1981) as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-12(E)(3)?

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OAC 5101:2-48-12 Completion of the Homestudy

Does the adoption policy include that if the agency determines any applicant knowingly provided false information for the homestudy or application, or any document submitted by the applicants during the homestudy process contains false information, the agency shall follow the procedures outlined in rule 5101:2-33-13 of the Administrative Code as required by OAC 5101:2-48-05(B)(2)(a) and OAC 5101:2-48-12(P)?

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OAC 5101:2-48-12 Completion of the Homestudy

Does the adoption policy include that the agency shall not release a homestudy to any other agency or probate court if it is determined the application, homestudy or any document provided during the homestudy process contains a false statement knowingly made by the applicant(s), as required by OAC 5101:2-48-05(B)(2)(a) and OAC 5101:2-48-12(X)?

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OAC 5101:2-48-12 Completion of the Homestudy

Does the adoption policy include that the agency shall document in each record that the applicant has been evaluated by an assessor to determine the applicant's compliance with all homestudy requirements and the suitability of the applicant to be approved as an adoptive parent considering all household members as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-12(R)?

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OAC 5101:2-48-12 Completion of the Homestudy

Does the adoption policy include that in completing the evaluation, a written narrative shall be compiled, signed by the assessor, and approved by the supervisor, indicating approval or denial of the application as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-12(R)(1)?

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OAC 5101:2-48-12 Completion of the Homestudy

Does the adoption policy include that this evaluation shall be completed on the JFS 01673, or the JFS 01692 "Application for Adoption of a Foster Child or Sibling Group" as applicable as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-12(R)(2)?

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OAC 5101:2-48-12 Completion of the Homestudy

Does the adoption policy include that the agency shall require the following for the homestudy as required by OAC 5101:2-48-05 (B)(2) and OAC 5101:2-48-12(Q)(1-17)?

- An assessor shall conduct an in home face to face interview with all members of the household based on his or her age and development
- Documentation of current marital status
- The bureau of criminal investigation (BCI) and federal bureau of investigation (FBI) reports as outlined in rule 5101:2-48-10 of the Administrative Code for all persons subject to a criminal records check.
- Alleged perpetrator search results completed in SACWIS, as applicable, or from ODJFS for each adoptive applicant and each adult who resides with the applicant
- Alleged perpetrator search results of any other state an applicant or other adult household member has resided in the five years immediately prior to the date of the criminal records check as required by division (A) of section 2151.86 of the Revised Code
- Complete a check of the national sex offender registry for the adoptive applicant and each adult who resides with the adoptive applicant
- The JFS 01530 "Large Family Assessment", as applicable
- A physical exam and a JFS 01653 "Medical Statement for Foster Care/Adoptive Applicant and All Household Members" are to be completed by a licensed physician, physician assistant, clinical nurse specialist, certified nurse practitioner or certified nurse-midwife within one year prior to approval of the homestudy for the applicant. All household members are to complete the JFS 01653.
- Required documentation to show the applicant has an income sufficient to meet the basic needs of the household and to make timely payment of shelter costs, utility bills, and other debts
- Successful completion of preservice training in accordance with rule 5101:2-48-09 of the Administrative Code. Each person seeking adoption approval shall receive training on the Administrative Code rules and the agency's policies and procedures that are in effect on the date the agency approves the adoption homestudy.
- References:
 - A minimum of three personal references who do not reside with the applicant. A minimum of one of the required references is to be from a relative and at least two references from non-relatives.
 - Any other agency or organization the applicant and any household member has applied to or had a homestudy approved for foster care or adoption, or any organization they have worked with in providing care and supervision of children
 - The agency shall contact all adult children of the applicant for a reference. If the adult children are unable or unwilling to provide a reference this shall be assessed during the homestudy process and documented on the homestudy.
 - The JFS 01200 "Fire Inspection Report for Homes or Residential Facilities Certified by ODJFS" or other form used for a local or state fire inspection
 - The JFS 01348 "Safety Audit" completed not more than six months prior to the agency's approval of the homestudy, documenting the residence satisfactorily meets all safety standards.
 - There shall be a continuous supply of safe drinking water. Well water used for drinking and cooking shall be tested and approved by the health department prior to approval of the adoption homestudy.
 - The applicant's home is to have a working smoke alarm on each level of occupancy and at least one near all

sleeping areas approved by one of the following:

(a)"Underwriter's Laboratory."

(b)A certified fire inspector.

- The applicant's home is to have at least one carbon monoxide detector on each level of occupancy of the home and at least one near all sleeping areas.

- Prior to the end of the assessment process, applicants shall complete and sign the JFS 01673-A "Child Characteristics Checklist for Foster Care and/or Adoption" indicating the acceptable characteristics of the child the applicant is willing to adopt.

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OAC 5101:2-48-12 Completion of the Homestudy

Does the adoption policy include that the assessor shall provide written notification (within 10 days after the homestudy is approved or disapproved) to the applicant(s) of approval or denial of the adoption homestudy as required by OAC 5101:2-48-05(B)(2)(a) and OAC 5101:2-48-12(U)?

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OAC 5101:2-48-12.1 Completion of Adoption Homestudy Updates

Does the adoption policy include all homestudies shall be updated every two years from the date of approval of the initial homestudy or the date of approval of the most current update, whichever is more recent as required by OAC 5101:2-48-05(B)(2)(b) and OAC 5101:2-48-12.1(A)?

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OAC 5101:2-48-12.1 Completion of Adoption Homestudy Updates

Does the adoption policy include that if an approved adoptive home is subsequently certified for foster care by the same agency that approved the home for adoption, the adoptive homestudy shall be updated at the same time the home is initially certified for foster care so that the spans will coincide as required by OAC 5101:2-48-05(B)(2)(b) and OAC 5101:2-48-12.1(A)(1)?

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OAC 5101:2-48-12.1 Completion of Adoption Homestudy Updates

Does the adoption policy include that if a certified foster home is subsequently approved for adoption by the same agency that certified the home for foster care, the next adoption update shall be completed when the current foster care certificate is recertified so that the spans will coincide as required by OAC 5101:2-48-05(B)(2)(b) and OAC 5101:2-48-12.1(A)(2)?

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OAC 5101:2-48-12.1 Completion of Adoption Homestudy Updates

Does the adoption policy include that if the adoptive parent has applied to update an adoption homestudy prior to the expiration of a current adoption approval, an assessor shall complete a JFS 01385 "Assessment for Child Placement Update" as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-12.1(E)?

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OAC 5101:2-48-12.1 Completion of Adoption Homestudy Updates

Does the adoption policy include that the agency shall notify the adoptive parent(s) of the date of expiration of the homestudy not fewer than ninety days or more than one hundred fifty days prior to the expiration date as required by OAC 5101:2-48-05(B)(2)(b) and OAC 5101:2-48-12.1(C)?

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OAC 5101:2-48-12.1 Completion of Adoption Homestudy Updates

Does the adoption policy include that following agency notification to the prospective adoptive parent as required by OAC 5101:2-48-12.1(C), if the prospective adoptive parent fails to either reapply or voluntarily terminate prior to the expiration date of the homestudy, the prospective adoptive family record shall close and the applicant(s) shall reapply through the initial homestudy application process pursuant to rule 5101:2-48-09 of the Administrative Code as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-12.1(D)?

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OAC 5101:2-48-12.1 Completion of Adoption Homestudy Updates

Does the adoption policy include that prior to the recommendation for and expiration of a current homestudy, if an adoptive parent has applied to update an adoption homestudy, an assessor shall complete a JFS 01385 as required by OAC 5101:2-48-05(B)(2)(b) and OAC 5101:2-48-12.1(E)?

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OAC 5101:2-48-12.1 Completion of Adoption Homestudy Updates

Does the adoption policy include that the agency shall compile and review the following documents to the JFS 01385 as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-12.1(E)(1-11)?

- The most recent JFS 01653 completed for the applicant and all household members.
- The agency may require a new JFS 01653 if the agency deems it necessary.
- The agency may require a report of a physical, psychiatric or psychological examination or treatment of the adoptive parent(s) or other household member(s) in order to ensure the safety, health or care of an adoptive child (The examination shall be conducted by a licensed physician, psychologist, or other certified or licensed professional.).
- The most recent fire inspection by a state certified fire safety inspector or the state fire marshal's office using the JFS 01200 "Fire Inspection Report for Homes or Residential Facilities Certified by ODJFS", or other form used for a local or state fire inspection. The agency may require a new fire inspection at the time of the update, if the agency deems it necessary to ensure the home is free from conditions which may be hazardous to the safety of an adoptive child.
- The most recent JFS 01681 "Applicant Financial Statement". The agency may require a new JFS 01681 if there have been any substantial changes to the adoptive family's financial situation.
- The most recent well water test approved by the health department, if applicable. The agency may require a new well water test if the agency deems it necessary.
- The most recent JFS 01530 "Large Family Assessment", if applicable. If the family circumstances have changed substantially since the previous JFS 01530, or if a JFS 01530 was not previously completed and is now required, the agency shall complete a new JFS 01530 at the time of the update.
- Alleged perpetrator search results completed in SACWIS, as applicable, or from ODJFS for each adoptive parent and each adult who resides with the parent.
- The agency shall conduct a safety audit utilizing the JFS 01348 "Safety Audit" completed within six months prior to the approval of the adoption homestudy update, documenting the residence continues to meet all safety standards.
- The most recent criminal records check for the adoptive parents and adult household members. Once a homestudy is approved, a new criminal records check shall be conducted, pursuant to section 2151.86 of the Revised Code, for the adoptive parent(s) and each adult household member every four years prior to approving the adoption update. If an existing resident of the home, including youth placed in the home, turned eighteen years of age during the current approval span, the agency shall have criminal records checks completed at the time of the next update and every four years thereafter at the time of update.
- A minimum of one written reference from a professional who is knowledgeable of the family dynamics and family functioning, or if a reference is not available from a professional, one personal reference from someone aware of the prospective adoptive parent(s) family's functioning (The personal reference shall not be completed by a household member).
- The agency is to complete a check of the national sex offender registry at <https://www.nsopw.gov/> for the approved adoptive parent and each adult who resides with the adoptive parent. The results are to be reviewed prior to each adoption homestudy update.

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OAC 5101:2-48-12.1 Completion of Adoption Homestudy Updates

Does the adoption policy include that an assessor's update of the homestudy shall include at least one home visit and one interview with each member of the household (Except foster children) based on his or her age and development currently residing in the home as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-12.1(F)?

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OAC 5101:2-48-12.1 Completion of Adoption Homestudy Updates

Does the adoption policy include that the assessor shall provide written notification (within 10 days of completion of the homestudy update) to the applicant(s) of approval or denial of the update to the adoption homestudy as required by OAC 5101:2-48-05(B)(2)(b) and OAC 5101:2-48-12.1(I)?

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OAC 5101:2-48-12.2 Required Notification and Adoption Homestudy Amendments

Does the adoption policy include that an amendment is a narrative of the assessor's evaluation of the change that has occurred in the approved adoptive family and the agency shall document the date of notification in the amendment as required by OAC 5101:2-48-05(B)(2)(b) and OAC 5101:2-48-12.2(E)?

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OAC 5101:2-48-12.2 Required Notification and Adoption Homestudy Amendments

Does the adoption policy include that the amendment shall be completed within thirty days of the date of the change, or within thirty days of the date the agency became aware a change occurred if notification did not occur pursuant to 5101:2-48-12.2 (A) and (B) as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-12.2(E)(1)?

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OAC 5101:2-48-12.2 Required Notification and Adoption Homestudy Amendments

Does the adoption policy include that if the agency is notified of any of the following changes for the adoptive family, the agency shall amend the homestudy as required by OAC 5101:2-48-05 (B)(2) and OAC 5101:2-48-12.2(C)?

- A change in the marital status of the approved adoptive parent(s).
- The death of an approved adoptive parent or household member.
- A change in household members, not including foster children.
- A change of address for the adoptive family that is different than the address listed on the most recent homestudy or update.

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OAC 5101:2-48-12.2 Required Notification and Adoption Homestudy Amendments

Does the adoption policy include that an approved adoptive parent shall notify the recommending agency within one hour of any of the following circumstances involving the adoptive child whose adoption is not finalized as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-12.2(A)(1-5)?

- A serious injury or illness involving medical treatment of the adoptive child
- Unauthorized absence of the adoptive child from the home
- Removal of the adoptive child from the home by any person or agency other than the placing agency, or attempts at such removal
- Any involvement of the adoptive child with law enforcement authorities
- The death of the adoptive child

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OAC 5101:2-48-12.2 Required Notification and Adoption Homestudy Amendments

Does the adoption policy include that an adoptive parent shall notify the recommending agency within twenty-four hours or the next working day if any of the following occur as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-12.2(B)(1-7)?

- A change in the marital status of an approved adoptive parent(s)
- Any serious illness or death of an approved adoptive parent(s) or household member
- The finalization of an adoptive child placed by a different agency
- A change in the number of household members, not including foster children
- A criminal charge or conviction of any approved adoptive parent or other adult household member(s)
- A significant change in financial status or income
- A change of address for the adoptive family that is different than the address listed on the most recent homestudy or update

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OAC 5101:2-48-12.2 Required Notification and Adoption Homestudy Amendments

Does the adoption policy include that new household members residing with the adoptive parent shall have a JFS 01653 "Medical Statement for Foster Care/Adoptive Applicant and All Household Members" completed as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-12.2(F)(1)?

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OAC 5101:2-48-12.2 Required Notification and Adoption Homestudy Amendments

Does the adoption policy include that if the new occupant is an adopted child who immediately prior to the adoption resided in the home as a foster child, a JFS 01653 is not required as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-12.2(F)(1)(a)?

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OAC 5101:2-48-12.2 Required Notification and Adoption Homestudy Amendments

Does the adoption policy include the JFS 01653 shall be dated within ninety days of the date the person becomes a household member as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-12.2(F)(1)(b)?

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OAC 5101:2-48-12.2 Required Notification and Adoption Homestudy Amendments

Does the adoption policy include if the agency was not notified of the new household member pursuant to paragraph (B) of this rule, the agency shall ensure the new household member completes the JFS 01653 within ninety days of the date the agency became aware of the new household member as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-12.2(F)(1)(c)?

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OAC 5101:2-48-12.2 Required Notification and Adoption Homestudy Amendments

Does the adoption policy include that if the amendment is due to a change of address of the adoptive family, the agency shall conduct a safety audit documenting the new residence satisfactorily meets all safety standards as required by OAC 5101:2-48-05 (B)(2) and OAC 5101:2-48-12.2(G)(1)?

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OAC 5101:2-48-12.2 Required Notification and Adoption Homestudy Amendments

Does the adoption policy include the safety audit shall be completed on the JFS 01348 "Safety Audit" and shall be conducted within ten working days of the date they became aware of the change of address as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-12.2(G)(1)(a)(b)?

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OAC 5101:2-48-12.2 Required Notification and Adoption Homestudy Amendments

Does the adoption policy include that the agency shall require the approved adoptive parent to obtain a fire safety inspection certifying the new residence is free from conditions hazardous to the safety of an adoptive child as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-12.2(G)(2)?

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OAC 5101:2-48-12.2 Required Notification and Adoption Homestudy Amendments

Does the adoption policy include that the fire safety inspection shall be completed on the JFS 01200 "Fire Inspection Report for Homes or Residential Facilities Certified by ODJFS" or other form used for a local or state fire inspection as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-12.2(G)(2)(a)?

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OAC 5101:2-48-12.2 Required Notification and Adoption Homestudy Amendments

Does the adoption policy include that the fire safety inspection shall be requested prior to or within thirty days of the date of the change of address. If the agency was not notified of the change of address pursuant to paragraph (B) of this rule, then the fire safety inspection shall be requested within thirty days of the date the agency became aware of the change of address as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-12.2(G)(2)(b)?

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OAC 5101:2-48-12.2 Required Notification and Adoption Homestudy Amendments

Does the adoption policy include that the fire safety inspection shall be conducted prior to or within ninety days of the date of the change of address. If the agency was not notified of the change of address pursuant to paragraph (B) of this rule, then the fire safety inspection shall be conducted within ninety days of the date the agency became aware of the change of address as required by OAC 5101:2-48-05(B)(2) and OAC 5101:2-48-12.2(G)(2)(c)?

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Policies, Plans, Procedures and Supporting Documents

If additional information is included in any policy, plan, procedure or supporting document reviewed (other than what is required) or if policies, plans, procedures or supporting documents are submitted that are required because they are related to the agency function, is the policy, plan procedure or supporting document consistent with applicable Ohio Administrative Code (OAC) and Ohio Revised Code (ORC) Requirements?

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Reminder of When Policies Need to be Submitted to ODJFS:

Policies, plans and procedures related to ODJFS certified or approved functions shall be submitted to ODJFS in accordance with the following:

- At the time of application for an amended certificate to add an additional function, the agency shall submit any policy, plan, or procedure related to the new function as required by OAC 5101:2-5-13(B)(2).
- When an agency revises a policy, plan or procedure, the revision shall be submitted within ninety calendar days of the change as required by OAC 5101:2-5-13(B)(4).
- If a change of the Administrative Code or the Revised Code requires the agency policy to change, the agency shall submit the affected agency policy to ODJFS within ninety days of the effective date of the Administrative Code or the Revised Code change as required by OAC 5101:2-5-13(B)(5).

Pursuant to OAC 5101:2-5-13(C), an agency shall ensure that agency staff and contractors performing work related to the functions listed in rule 5101:2-5-03 of the Administrative Code shall implement all current written policies of the agency related to those functions and that all activities and programs related to those functions occur in accordance with such policies.

Pursuant to OAC 5101:2-5-13(D), all policies required by this chapter shall be provided to any person affected by the policy. Any policy required by this chapter shall be provided to any person upon request.

Pursuant to OAC 5101:2-9-03(O), If the facility revises any policy pertaining to children or child care staff, the child care staff shall receive training on the policy within thirty days of the revision.

Pursuant to PL 115-123, the Family First Prevention Services Act (FFPSA) and HB 166 of the 133rd General Assembly, for agency Administrators and current employees (including volunteers, interns, or individuals who are subcontracted by the agency), a BCI check was completed less than four years ago, the next BCI check must be completed within four years of the completion date of the previous check. BCI checks should be submitted quarterly via KOFAX. Note: Board Presidents and Agency Officers do not have to submit BCI/FBI checks.