

Ohio

**Department of
Job and Family Services**

John R. Kasich, Governor
Cynthia C. Dungey, Director

Office of Families
and Children



To Rules Training!!!

- 10:00 – 10:15 Welcome & Organizational changes – Dan Shook
- 10:15 – 10:30 Caseworker visitation – Tara Shook
- 10:30 – 11:45 Foster care licensing updates – Dave Beck
- 11:45 – 1:00 Break – Lunch on Your Own
- 1:00 – 1:30 Sub. care updates – Elaine Hall / Jennifer Kobel
- 1:30 – 3:00 Adoption updates & alignment – Tara Shook
- 3:00 – 3:30 Q & A/Wrap-Up

Office of Families and Children



- Carla Carpenter
 - Bureau Chief over TAS
- Lakeisha Hilton
 - Bureau Chief over Licensing
- Dan Shook
 - Assistant Deputy Director
 - IV-E/Finance, SACWIS, Licensing

Office of Families and Children



- **Leslie McGee**
 - Section Chief for Adult Protective Services
- **David Thomas**
 - Section Chief for Child Protective Services

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Questions?



Dan.Shook@jfs.ohio.gov

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Caseworker Visitation Changes

Tara Shook

Caseworker Visitation

- FCASPL #278 Effective Feb 23, 2015
 - The caseworker visits mandated by rules 5101:2-42-65 and 5101:2-48-17 must be completed by a caseworker with **the** agency that has full responsibility for case planning and case management of the child's case.

Examples from the Procedure Letter

- Another caseworker employed by the agency that has full case management responsibilities, such as another caseworker in the same unit as the worker assigned to the case, can conduct these visits.
- The worker completing the visit documents in the activity log the reason a worker other than the assigned caseworker visited the child.
- Recommended that the assigned caseworker complete majority of the required monthly visits.

Examples from the Procedure Letter

- An agency that is given **full** case management responsibilities by the local public agency, such as **managed care** agencies, would be able to conduct these visits.

Examples from the Procedure Letter

- Visits by caseworkers from agencies that are contracted to provide specific services **while the public agency maintains decision making and case management responsibilities** regarding the case or the child would **not be counted** toward this monthly visitation requirement.

Examples from the Procedure Letter

- For cases that require more than one monthly caseworker visit based on the treatment needs of the child or the current family situation, the agency with full case management responsibilities **may contract with another agency for those additional visits**, as long as the agency with full case management responsibilities completes the minimum 1x monthly visitation.

Exception- ICPC

- Those visits must be completed by the supervising agency in the state where the child is placed, pursuant to the compact.

Caseworker Visitation Rule Changes

- 5101:2-42-65
- 5101:2-48-17
- 5101:2-52-04
- 5101:2-52-08

Should be effective 11-1-2015

5101:2-42-65 / 5101:2-48-17

REGARDLESS OF THE TYPE OF SETTING:

Visits and contacts shall be conducted by a caseworker/assessor within the PCSA or PCPA that has full responsibility for case planning and case management of the child's case.

Foster, relative, adoptive, residential, IL, etc.

5101:2-42-65 / 5101:2-48-17

If the caseworker/assessor responsible for the child's case is unable to complete the visit, the caseworker/assessor completing the visit shall document in the child's case the reason someone other than the assigned worker visited the child.

The caseworker/assessor assigned to the case **shall** complete the majority of the required monthly visits.

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5101:2-42-65 / 5101:2-48-17

Only in a true **managed care**
agreement can the PCSA or PCPA
contract out the monthly
caseworker visits!!

5101:2-42-65 / 5101:2-48-17

If the circumstances of the case require more than one monthly visit, the **additional visit(s)** may be conducted by a caseworker/assessor employed by an agency contracted by the PCSA or PCPA to provide services for the case.

Additional 5101:2-42-65 revisions

(d) In a ~~foster~~ home which has two or more substitute caregivers ~~on the certificate~~, assure that each caregiver receives at least one of the face-to-face visits in each three-month period. If a caregiver is out of the home for the entire three-month period (e.g. military leave or extended hospital stay) the caregiver is exempt from the visits for that time period.

Additional 5101:2-42-65 revisions

Documentation of visits:

(D)(1)(a) The caseworker shall also document evidence that the caregiver is following the reasonable and prudent parent standard in allowing the child regular opportunities to participate in age or developmentally appropriate activities.

5101:2-52-04 / 5101:2-52-08 revisions

(1) For all interstate placements, the PCSA shall continue to follow:

(3) Supervision requirements pursuant to the regulations of the interstate compact, located at

<http://icpc.aphsa.org/content/AAICPC/en/ICPCRegulations.html>.

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Foster Care Licensing Updates

David Beck



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OAC rule 5101:2-5-09 “Personnel and prohibited convictions for employment”

Paragraph (E) was amended to
clarify that this requirement is for
residential facilities.

5101:2-5-09

- (E) ~~An agency~~ A residential facility shall require a JFS 01390 "ODJFS Medical Statement for Child Care Staff in Residential Facilities" (rev. 6/2001) to be completed by a licensed physician, physician assistant, clinical nurse specialist, certified nurse practitioner, or certified nurse-midwife within six months prior to employing any person who will have direct contact with children.

OAC rule 5101:2-5-33 "Foster caregiver preplacement and continuing training"

- Paragraph (C) was amended for clarity and to add a training requirement for the reasonable and prudent parenting standard.
- Paragraph (F)(3) was amended to allow up to six hours of outside the classroom training to be accepted for pre-placement training.
- Paragraph (G)(2) was amended to include training for the caregiver that relates to providing independent living services as part of the written needs assessment and continuing training plan.

5101:2-5-33 (C)(1)(a)

A person seeking certification to operate a pre-adoptive infant foster home shall complete a minimum of twelve hours of preplacement training prior to the agency recommending the home for certification. The required training courses shall address at least all of the following:

- ~~(a)~~(i) The legal rights and responsibilities of foster caregivers.
- ~~(b)~~(ii) The policies and procedures of the recommending agency regarding foster caregivers.
- ~~(c)~~(iii) The Ohio department of job and family services' (ODJFS) requirements for certifying pre-adoptive infant foster homes.
- ~~(d)~~(iv) Infant care.
- ~~(e)~~(v) Early childhood development.
- ~~(f)~~(vi) At least one hour of cultural issues in placement training including cultural diversity training.
- (vii) The reasonable and prudent parent standard as described in division (C) of section 5103.162 or the Revised Code.

5101:2-5-33 (F)(3)

- (3) The acceptance of ~~continuing~~ training that is completed outside a classroom where a trainer is not present, shall be considered by the recommending agency on an individual basis and shall not be used for more than six hours of preplacement training or to meet more than one-third of a foster caregiver's continuing training requirements.

5101:2-5-33 (G)(2)

- (G) Each needs assessment and continuing training plan shall satisfy all of the following requirements:
- (2) Be appropriate for the type of foster home the foster caregiver operates, and include training for the caregiver that relates to providing independent living services, as defined in section 2151.81 of the Revised Code, to a child placed as provided in division (B)(2) of section 2151.353 of the Revised Code.

ORC 2151.81 Independent living services definitions.

(A) "Independent living services" means services and other forms of support designed to aid children and young adults to successfully make the transition to independent adult living and to achieve emotional and economic self-sufficiency. "Independent living services" may include the following:

- (1) Providing housing;
- (2) Teaching decision-making skills;
- (3) Teaching daily living skills such as securing and maintaining a residence, money management, utilization of community services and systems, personal health care, hygiene and safety, and time management;
- (4) Assisting in obtaining education, training, and employment skills;
- (5) Assisting in developing positive adult relationships and community supports.

(B) "Young adult" means a person eighteen years of age or older but under twenty-one years of age who was in the temporary or permanent custody of, or was provided care in a planned permanent living arrangement by, a public children services agency or private child placing agency on the date the person attained age eighteen.

ORC 2151.353 (B)(2)

(2) A child who is placed in a planned permanent living arrangement pursuant to division (A)(5)(b) or (c) of this section shall be placed in an independent living setting or in a family setting in which the caregiver has been provided by the agency that has custody of the child with a notice that addresses the following:

(a) The caregiver understands that the planned permanent living arrangement is intended to be permanent in nature and that the caregiver will provide a stable placement for the child through the child's emancipation or until the court releases the child from the custody of the agency, whichever occurs first.

(b) The caregiver is expected to actively participate in the youth's independent living case plan, attend agency team meetings and court hearings as appropriate, complete training, as provided in division (B) of section 5103.035 of the Revised Code, related to providing the child independent living services, and assist in the child's transition into adulthood.

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Rule 5101:2-5-38 “Payment of foster caregiver training stipends; reimbursement of training allowances to recommending agencies.”

Pre-placement training:

Stipends: Each agency that provides pre-placement training is responsible for entering the training session into SACWIS and then paying the stipend to the caregiver when they become certified.

Exception: When a person attends a training at a regional training center (RTC), the agency that sent the person is responsible for entering the training and subsequent payment of the stipend once the person is certified.



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Continuing training:

Stipends: The recommending agency is responsible for all training session entries into SACWIS and subsequent stipend payments.

Preplacement training

Training allowance: A private agency can enter a training session into SACWIS and request a training allowance prior to the person becoming certified. As long as the agency has incurred an allowable expense, the agency can enter the session and receive the training allowance.

Continuing training:

Training allowance: The recommending agency can submit for and receive a training allowance if the agency has incurred an allowable expense.

What is an allowable expense for a training allowance?

- The private recommending agency pays a trainer or another agency to conduct the training session.
- The private recommending agency uses its own staff to conduct the training session and act as trainer.
- The private recommending agency rents space and or equipment for the training session.

What is an allowable expense for a training allowance?

- The private recommending agency provides a box meal or catered meal for foster caregivers attending the training session. ODJFS will not consider the private recommending agency to have incurred a cost if only break refreshments are provided.
- The private recommending agency purchases a curriculum or program of instruction for use in the training session. ODJFS will not consider the private recommending agency to have experienced a cost for that curriculum or program of instruction when it is used in subsequent training sessions unless the payment of a licensing or royalty fee is required for each such use.

Concealed Carry for foster caregivers

- Below is the list of rules that are specific to concealed carry permit holders in foster homes:

Firearms in a foster home

5101:2-7-12

- (F) A foster home shall comply with the following requirements regarding weapons:
- (1) The following weapons kept on the grounds of or in a foster home shall be stored in an inoperative condition in a locked area inaccessible to children:
 - (a) Firearms.
 - (b) Air rifles.
 - (c) Hunting slingshots.
 - (d) Any other projectile weapon.
- (2) All ammunition, arrows or projectiles for such weapons shall be stored in a separate locked space.
- (3) Any foster caregiver who is also a law enforcement official and can document that their jurisdiction requires them to have ready and immediate access to their weapon shall be exempt from the requirements of this paragraph.

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Substitute Care Changes

Elaine Hall

Sex Trafficking and Strengthening Families Act,

P.L. 113-183

9/29/2014

1. Established that Independent Living Services and Credit Reports would now be provided to 14 year olds in care.
 2. Established a mandate on reporting youth in care AWOL.
 3. Established the age limit for Planned Permanent Living Arrangement to age 16.
- ❖ All states must have the policy in place by September 29, 2015

OAC Rule 5101:2-42-19

Requirements for the Provision of Independent Living Services to Youth in Custody

Effective July 15, 2015

- ✓ Independent Living Services and credit reports are to be provided to youth in agency custody ages 14 and 15.
- ✓ From the effective date of the rule the IL assessment must be completed for all youth in care and any youth coming into custody age 14 or older.
 - Up to 60 days to complete (*September 13, 2015*)
 - Up to 30 days to complete IL Plan (*October 13, 2015*)
 - Within 7 days upon the completion of the IL Plan, the Case Plan amendment must be completed. (*October 20, 2015*)

SACWIS

SAR/Case Review for 14 & 15 year olds in custody

1. Click on the Case Analysis topic on the SAR/Case Review topics screen.
2. In narrative box: describe the reasons for the case status.

SACWIS

- The status of the IL assessment including the completion date
- The status of the IL plan
- The date of the most recent Readiness Review
- Credit Report Review
 - Date the credit report was requested
 - Date the credit report was provided to the child
 - Date inconsistencies were reported to OAG or the statement that inconsistencies were not found.

OAC Rule 5101:2-42-88

Requirements for Substitute Care Placement Disruptions

Effective September 1, 2015

- The custodial agency upon receiving notification that a child is absent without leave (AWOL) from a substitute care placement, the PCSA or PCPA shall immediately, and in no case later than twenty-four hours contact both:
 1. Law enforcement for entry into the national crime information center (NCIC) database.
 2. The national center for missing and exploited children (NCMEC).

OAC Rule 5101:2-42-88 cont'd

- The custodial agency shall document in the child's case record the following information:
 - (1) The date, time and name of the law enforcement agency contacted.
 - (2) The date and time National Center for Missing & Exploited Children (NCMEC) was contacted.
 - (3) The last known location of the child.
 - (4) The length of time the child has been AWOL.
 - (5) Anyone the child may have been with prior to or during AWOL.
 - (6) Efforts and resources used to locate the child.

OAC Rule 5101:2-42-88 cont'd

- When the child returns from AWOL, the custodial agency is to address and document in the child's case record the following information:
 1. The circumstances that contributed to the child running away or being absent from care. When possible, these factors shall be considered when determining subsequent placements.
 2. The events or experiences that took place while the child was AWOL, including if the child is found to be a sex trafficking victim. The PCSA shall follow procedural requirements pursuant to rule 5101:2-36-12 of the Administrative Code. The PCPA shall report any allegations of abuse or neglect to the PCSA.

OAC Rule 5101:2-42-88 cont'd

- The custodial agency is to send a copy, within fourteen days, of the documentation identified in this rule to the recommending agency of the caregiver, if the caregiver is not certified by the PCSA or PCPA. The recommending agency shall maintain the information in the caregiver's record.

OAC Rule 5101:2-42-68

Necessity for Continued Substitute Care Placement: Court Reviews and Hearing Requirements

Effective September 29, 2015

- ✓ Youth in agency custody with a planned permanent living arrangement must only be 16 years of age or older.
- ✓ At each permanency hearing, the agency is to show efforts taken to place child with parent, relative, adoption.
- ✓ Youth is to be present for permanency hearing (representative if some safety concerns arise preventing youth's attendance)

OAC Rule 5101:2-42-68 cont'd

The agency must document a judicial determination was made at each hearing that PPLA is the best permanency plan for the child and the compelling reasons why it is not in the best interest of the child to be placed permanently with a parent, relative, or in a guardianship or adoptive placement.

- The custodial agency is to document the steps the agency is taking to ensure the foster family follows the reasonable and prudent parent standard engaging the child with regular opportunities to participate in age or developmentally appropriate activities. The documentation of the activities shall be placed in the case record as outlined in rule 5101:2-33-23 of the Administrative Code.*

NYTD

- Survey continues for the 21 year olds
- Data
- Closes September 30, 2015
- New survey group starts October 1, 2015 for the 19 year olds.

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Substitute Care Changes

Jennifer Kobel

Public Law No: 113-183

Preventing Sex Trafficking and Strengthening Families Act

- Added section 112(b)(1) requiring any child in foster care, age 14 or older be provided a List of Rights
- The document should describe the rights of the child with respect to education, health, visitation, and court participation.
- The youth is required to sign an acknowledgment that they have been provided a copy of the document and that the rights contained in the document have been explained in an age-appropriate way.
- The signed acknowledgment shall be included as part of the youth's case plan.

5101:2-42-90

Information provided to children, caregivers, school districts,
and juvenile courts

- Newly added (Q) **requires** the PCSA or PCPA holding custody to provide the JFS 01677- Foster Youth Rights Handbook to any child, **age 14 or older**, in substitute care or being placed into substitute care.
- The Handbook shall be given to the youth **within 7 days after placement or within 7 days after his/her 14th birthday**.
- Any child, age 14 or older, placed prior to the effective date of the rule, shall be given the Handbook **within 60 days after the effective date of this rule**.

5101:2-42-90 (F):

Requires the PCSA or PCPA holding custody of a child who is placed in PPLA to provide the caregiver a notice that addresses the following:

- The caregiver understands that the planned permanent living arrangement is intended to be permanent.
- The caregiver will provide a stable placement for the child through the child's emancipation or until the court releases the child from custody of the agency.
- The caregiver is expected to actively participate in the youth's independent living case plan, attend agency team meetings and court hearings, and assist in the child's transition to adulthood.

5101:2-42-87

Termination of substitute care and custody of a child (D):

- When the PCSA or PCPA plans to recommend that the court terminate custody, the agency shall give the substitute caregiver *and recommending agency* at least five days advance notice. Documentation of the notification (written or oral) to a caregiver shall be maintained in the child's case record.

5101:2-48-15

Provision of information to a prospective adoptive parent matched with a specific child

Revised for clarity and anticipated to be effective 9/1/15

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Any Questions??

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Adoption Rules
Chapter 5101:2-48
Chapter 5101:2-33

Tara Shook

Effective 8/3/2015

5101:2-48-02 Putative Father Registry JFS 01694, 1694I, 1695

Effective 9/1/2015

5101:2-48-08 Adoption Inquiry

Effective 10/1/2015

5101:2-33-13 Administrative procedures for falsification in adoption

5101:2-33-70 SACWIS Access

5101:2-48-13 Non-discrimination req's for adoptive placements

5101:2-48-22 Adoptive family case record

5101:2-48-23 Preservation of adoptive child case record

5101:2-48-24 Agency Adoption Review Procedures

***(Probably)* Effective 11/1/2015**

- 5101:2-42-65 Caseworker visits
- 5101:2-48-05 Adoption Inquiry
- 5101:2-48-16 Adoption Matching
- 5101:2-48-17 Assessor Visits
- 5101:2-52-04 PCSA responsibilities for ICPC
- 5101:2-52-08 ICPC requirements for parents/private entities placing in another state for adoption

Putative Father Registry

5101:2-48-02

Eff. 8/3/15

Changes as a result of SB 250, effective 3/23/2015

Rule Changes:

- Fathers have until 15 days after birth to register
- Final searches can be done 16 days after birth

Form Changes:

JFS 01694- Registration for Fathers

JFS 01694I- Instructions for JFS 01694

JFS 01695- Application for Search of PFR

Form changes included the revised timeframes, updated contact info for PFR & Child Support, request for email addresses for contact purposes, revised instructions and reformatted.



JFS 01695- Application for Search of PFR

SECTION V: REASON FOR SEARCH (TO BE COMPLETED BY PCSAS ONLY)

(select one)

Termination of Parental Rights (TPR) Hearing: Date of TPR Hearing

Permanent Custody Hearing: Date of Permanent Custody Hearing

now looks like this:

Reason for search is:

- Termination of Parental Rights (TPR) Hearing: Date of TPR Hearing _____
- Permanent Custody Hearing: Date of Permanent Custody Hearing _

- Private Adoption Date of Permanent Surrender or Consent _

- Other Reason ____

5101:2-48-08 Adoption inquiry Eff. 9/1/15

(B) If the inquirer resides in Ohio, the PCSA, PCPA or PNA shall provide the following to the inquirer within seven business days of the inquiry:

- (1) A copy of the JFS 01675 "Ohio Adoption Guide" or the link to access the guide electronically.
- (2) Instructions on how to get an application.
- (3) A copy of the agency's adoption policy, or summary of the policy, pursuant to rule 5101:2-48-05.

5101:2-48-08 Adoption inquiry Effective 9/1/15

The following items were **removed** from the list because they are already explained in the JFS 1675 Adoption Guide:

- subsidy info
- requirement for criminal records checks
- homestudy process
- info regarding state adoption assistance loan program

(F) If the agency has appropriate access to SACWIS, the agency shall maintain any requirement of this rule in SACWIS if the system has the ability to record the required information.



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Effective 10/1/15 With No Significant Changes

- 5101:2-48-13...Non-discrimination requirements for adoptive placements
- 5101:2-48-22.....Adoptive Family Case Record
- 5101:2-48-24.....Agency Adoption Review Procedures

Effective 10/1/15

5101:2-48-23 Preservation of adoptive child case record

- (B)(4) language was added to include a redacted copy of JFS 1699 (prefinalization report) also needs put in the child record.

5101:2-33-13 ~~Adoption administrative falsification procedures~~

Administrative procedures for falsification in adoption

- Completely re-written!! Flows better through the process.
- Copy in handouts, already posted online!

Effective 10/1/15

5101:2-33-70 SACWIS access

- (B) The data in SACWIS is confidential and access to any child welfare information shall be pursuant to this rule or section 5101.132 of the Revised Code.
- *ISSUE: PCSA requests PNA to hand over CR results on foster home they intend to place with. PNA told they cannot share those results.*
- *SOLUTION: PCSA can do their OWN, per 5101.132*

ORC 5101.132 Access to child welfare system information

- (A) Information contained in SACWIS may be accessed or entered only as follows:
 - (1) The DJFS, PCSA, title IV-E agency, prosecuting attorney, PCPA, and PNA may access or enter the information when **either** of the following is the case:
 - (a) The access or entry is **directly connected with assessment, investigation, or services regarding a child or family;**
 - (b) The access or entry is permitted by state or federal law, rule, or regulation.

Effective 10/1/15

5101:2-33-70 SACWIS access

- (N) If a PCSA is utilizing a WWK recruiter employed by another PCSA, or private agency, the PCSA that has the child's case may permit the WWK recruiter direct SACWIS access to review & record info related to any child or sib group the WWK recruiter is working with.
- *ISSUE: WWK recruiters employed by other agencies don't have access to 'mine the file' in SACWIS.*
- *SOLUTION: PCSA can allow them to have their own access and assign them to the case.*

(should be) Effective 11/1/15 (barring any JCARR issues)

5101:2-48-05 Adoption Policy

Policy to include:

(f) If the agency requires additional assessment activities not specified in Chapter 5101:2-48, then the agency shall describe those activities in their policy and require them of all adoptive applicants and approved adoptive parents.

(aligned with similar statement in foster care rule)

Examples-

- BCI and FBI at all updates*
- Local Police reports*
- Credit reports*
- Ongoing training for adoption*

(should be) Effective 11/1/15 (barring any JCARR issues)

5101:2-48-05 Adoption Policy

Policy to include:

(g) The requirement that an assessor complete the JFS 01530 Large Family Assessment if:

(i) A family **has a total of five or more** children residing in the home at the time of the homestudy, including foster children and children in kinship care, or;

(ii) A family **will have a total of five or more** children residing in the home **based upon the number** of children residing in the home at the time of the homestudy, including foster children and children in kinship care and the number of children **the family will be approved to adopt.**

(should be) Effective 11/1/15 (barring any JCARR issues)

5101:2-48-05 Adoption Policy

Policy to include:

(h) The requirement that an assessor shall complete a new JFS 01530 at the time of the update if the family circumstances have changed substantially or if a JFS 01530 was not completed at the time of the homestudy but is required at the time of the update.

(should be) Effective 11/1/15 (barring any JCARR issues)

5101:2-48-05 Adoption Policy (policy to include:)

(9) The following procedures as outlined in rule 5101:2-48-16:

(a) Matching procedures as outlined in paragraph (V) of 5101:2-48-16.

(b) Child specific recruitment procedures as outlined in paragraph (X) of 5101:2-48-16 when there are no families to be considered at a matching conference.

(c) When subsequent matching conferences are not required as outlined in paragraph (Y) of 5101:2-48-16.

To prevent confusion/inconsistencies, policy rule just references applicable paragraph in matching rule now.

(should be) Effective 11/1/15 (barring any JCARR issues)

5101:2-48-05 Adoption Policy

(E) When an agency revises a policy, the revision shall be submitted to ODJFS within thirty days of the change. If a change in Administrative Code or Revised Code requires the agency policy to change, the agency shall submit the affected policy to ODJFS within thirty days of the effective date of the change in Administrative Code or Revised Code.

(should be) Effective 11/1/15 (barring any JCARR issues)

5101:2-48-05 Adoption Policy

~~(I) The PCSA, PCPA, or PNA shall submit a recruitment plan to ODJFS for each upcoming state fiscal year by May first of each even numbered year. The director of the PCSA, PCPA or PNA shall sign the plan.~~

(H) If the agency amends its recruitment plan at any time, the agency shall submit the amended plan to ODJFS within ten days following the amendment.

(Aligned with similar statement in foster care rule)

(should be) Effective 11/1/15 (barring any JCARR issues)

5101:2-48-05 Adoption Policy

(L) An agency shall ensure that employees and contractors performing work related to the functions listed in rule 5101:2-5-03 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 agency policies.

(Aligned with similar statement in foster care rule)

(should be) Effective 11/1/15 (barring any JCARR issues)

5101:2-48-05 Adoption Policy

(M) 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.

(Aligned with similar statement in foster care rule)

(should be) Effective 11/1/15 (barring any JCARR issues)

5101:2-48-16 Adoption Matching

(H) Unless the child to be adopted is an infant less than 6 months of age, the invitation to the **pre-adoptive staffing** shall be in written form, shall be documented in the case file, and shall be received by the individual at least 14 days prior to the staffing. The individuals shall be notified if any staffing is rescheduled or canceled at least 3 days prior to the scheduled staffing or as soon as the information is available.

(should be) Effective 11/1/15 (barring any JCARR issues)

5101:2-48-16 Adoption Matching

(N) Unless the child to be adopted is an infant less than 6 months of age, the invitation to the **matching conference** shall be in written form, shall be documented in the case file, and shall be received by the individual at least 14 days prior to the matching conference. The individuals shall be notified if any matching conference is rescheduled or canceled at least 3 days prior to the scheduled matching or as soon as the information is available.

(should be) Effective 11/1/15 (barring any JCARR issues)

5101:2-48-16 Adoption Matching

(O) The following individuals shall attend the matching conference and be included in the placement decision-making process:

(2) The caseworker for ~~the~~ any prospective adoptive family families who will be presented at the matching conference.

(should be) Effective 11/1/15 (barring any JCARR issues)

5101:2-48-16 Adoption Matching

(U) The matching decision shall be based on the following, at a minimum:

- (1) Consideration of the placement of siblings together.
- (2) The JFS 01690.
- (3) The JFS 01689.
- (4) The JFS 01688.

(5) The child's preference may be considered if the child has the capacity to express a preference.

(last sentence came over from 2-48-05)

(should be) Effective 11/1/15 (barring any JCARR issues)

5101:2-48-16 Adoption Matching

(V) Regardless of the geographic location, the following preferential order shall be applied when considering families in the matching process:

(1) For a child who is a member of a tribe/Alaskan native village, ICWA takes precedence in adoption proceedings.

(2) Whenever possible and in the best interest of the child(ren), sibling groups should not be separated.

(3) Any adult relative, adult non-relative, or the child's current foster caregiver, whose placement would be in the best interest of the child, when the following apply:

(should be) Effective 11/1/15 (barring any JCARR issues)

5101:2-48-16 Adoption Matching

(a) The adult has expressed an interest in adopting the child and already has an approved adoptive homestudy, or has submitted the required document listed below at least five business days prior to the scheduled matching conference:

(i) The JFS 1691 application

(ii) The JFS 1692 application/expedited homestudy

(iii) The adoption application or equivalent that is required in the state where the adult resides.

(b) If an adult non-relative (kin) is interested in adopting the child, they must have been named by the bio parent to be considered at the matching conference.

(should be) Effective 11/1/15 (barring any JCARR issues)

5101:2-48-16 Adoption Matching

(4) A foster caregiver with whom the child has resided in the past, whose placement is in the best interest of the child and who is approved for adoption in Ohio/state where they live.

(5) 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.

To RECAP:

Adoption Matching Preferential Order (if in best interest)

1. ICWA, when applicable
2. With siblings
3. Adult relative, non-relative(kin), or current foster parent, who is approved or has applied
4. Former foster parent who is approved for adoption
5. Any other approved adoptive parents

(should be) Effective 11/1/15 (barring any JCARR issues)

5101:2-48-16 Adoption Matching

(W) Subsequent matching conferences shall be held for the child ...at least once every ninety days ~~following the initial matching conference.~~

(AA) No later than seven business days after each matching conference, the PCSA or PCPA shall provide written info necessary for the completion of the JFS 1609 to any Ohio agency that had a family presented at the matching.

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Questions
so far???

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**KEEP
CALM
AND
JUST YOU
WAIT**

And now....

18 months in
the making....

drumroll
please....

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Foster Care/ Adoption Alignment

JCARR 8/24/15

SHOULD BE **EFFECTIVE 10/1/2015**

Foster Care/ Adoption Alignment

- The following revisions are DRAFT ONLY
- Will be effective 10/1/15, barring any issues at JCARR on 8/28/15
- Most have been rescinded and issued as new rules because of # of changes

Foster Care/ Adoption Alignment

- Rules are aligned paragraph by paragraph when possible
- Overall consistency across rules improved
- 5101:2-5-21 is being rescinded
 - Most requirements were duplicative
 - Other requirements merged into 5101:2-5-20

This F.C Rule lines up with this Adoption Rule

- 5101:2-5-20
- 5101:2-5-24
- 5101:2-5-30
- 5101:2-5-31
- 5101:2-48-12
- 5101:2-48-11.1
- 5101:2-48-12.1
- 5101:2-48-12.2
- 5101:2-48-19

5101:2-5-20 & 5101:2-48-12

Conflict of Interest- Adoption was aligned with FC
The following SHALL NOT have an adoption study
completed by the agency:

- Agency Administrator
- Relative of the Agency Administrator
- Member of the Governing Body
- Relative of the member of the Governing Body

Inquiries from these people shall be referred out

Current homestudies for these people must be transferred
within 60 days of the rule effective date. (by*11/30/2015*)

5101:2-5-20 & 5101:2-48-12

Adoption- Falsification expanded

- Previously stated if any **statement in the homestudy** was false, follow 5101:2-33-13.
- Now expands to include:
 - any statement in the homestudy
 - any statement in an application
 - any document provided during homestudy process

5101:2-5-20/21 & 5101:2-48-12

Adoption- Notification to PCSA where family lives

- Request for information regarding third party investigations removed
- Request for information regarding previous foster care applications/placements added
- Clarification added -if the PCSA has no information on the family they are still required to reply to the request
- PCSA must reply within 15 days of receipt of request

5101:2-5-20/21 & 5101:2-48-12

(5) A request for any relevant information, if known, including, at a minimum:

(a) Past or present functioning of the prospective adoptive parent and household members.

(b) Rule violations involving any foster or pre-adoptive child.

(c) Information relating to any previous foster care or adoption applications and/or placements.

(d) Information on the events leading to a removal of any child from the prospective adoptive family home.

(e) Confirmation of household members as determined by a review of agency records.

(N) ...If the PCSA does not have any relevant information regarding the adoptive applicant or any household members, the PCSA shall respond to the requesting agency that no information was found.

5101:2-5-20/21 & 5101:2-48-12

Adoption- revisions made to align with foster care

- JFS 1653 medical statement good for one year
- Agency may require additional exam (same as f.c.)
- Same financial documents required as foster care
- JFS 1200 fire inspection good for one year
- JFS 1348 safety audit good for six months
- Well water test required prior to approval
 - But not annual for adoption

5101:2-5-20/21 & 5101:2-48-12

- The agency shall not begin the homestudy process prior to the receipt of a fully completed application.
 - **New requirement for foster care, aligned with adoption.**
- Certain items could be completed prior to training for adoption (references, medical statement), **no longer can.**
- Training can still be completed prior to application
 - **No change**



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5101:2-5-20/21 & 5101:2-48-12

CAVEAT FOR BOTH FOSTER CARE AND ADOPTION

If an applicant decides during the homestudy process to add the other approval (foster care or adoption) the homestudy documentation and training completed up to that point may be utilized as long as the documentation or training has not expired upon completion of the homestudy.

Applicants shall not be required to duplicate documentation as a result of a new application date.

5101:2-5-20/21 & 5101:2-48-12

References- change for **BOTH** Foster/Adoption

- Applicant and adult household members shall provide the name of the agency/organization they have applied to or had a homestudy completed for foster care or adoption or any organization they have worked with in providing care and supervision of children

5101:2-5-20/21 & 5101:2-48-12

References- change for **BOTH** Foster/Adoption

- All adult children of all applicants must be contacted for a reference
- If adult children are unable or unwilling to provide a reference this must be assessed during the homestudy process and documented on homestudy

5101:2-5-20/21 & 5101:2-48-12

References- change for **BOTH** Foster/Adoption Revision to JFS 1673

- Discuss the adult child's:
 - Perspective on their childhood
 - Current relationship with the applicant(s)
 - Thoughts about the applicants choosing to foster or adopt
 - How the relationship will be impacted by foster care or adoption.

5101:2-48-11.1

Adoption of a FC who has lived with foster parent 6+ months

- Due for 5 year review
- Mostly clean-up, clarification, and alignment with info. already discussed
- Specifies one JFS 01692 can be used to adopt a child or a sibling group placed in the same home for 6+ months

5101:2-48-11.1 cont'd

In addition to completing JFS 1692, **review:**

- Homestudy and all updates
- JFS 1530 if applicable
- Most recent JFS 1653 medical statements
- Most recent BCI & FBI
- Most recent AP search (no new one req'd)
- Docs from foster file (everything)
- Info documented by placement worker's visits to the home re: ability of the foster parent to meet the needs of the child to be adopted.

5101:2-48-11.1 cont'd

JFS 1692 is still valid until the finalization of the specific child(ren) it is completed for, no 2 year update needed.

Clarification was added re: amendments:

(M) Once approved, the JFS 1692 adoption homestudy shall be amended as needed until the adoption is finalized.

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Questions on homestudies??

5101:2-5-24 & 5101:2-48-12.1

Recertifications / Updates

- Primarily paragraph alignment
- JFS 1331 to be sent 90-**150** days prior to expiration (previously 90-120)
- Clarification that *residents of the home* who turn 18 must get criminal checks completed at the time of the next recert/update & every 4 years after. **Includes placements!!!**

5101:2-5-24 & 5101:2-48-12.1

Recertifications / Updates

- Complete JFS 01385 and **review**
 - Most recent JFS 01681 \$ form (new for foster care)
 - The most recent JFS 01530 Large Family Assessment, if applicable. If the family circumstances have changed substantially since last 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.

5101:2-5-24 & 5101:2-48-12.1

Recertifications / Updates

- Complete new safety audit within 6 months prior to update/recert. (previously no timeframe attached for adoption update)
- Added documentation is required that foster parents have completed ongoing training, or met good cause policy.
 - Previously good cause only in policy rule, placed here for assessor's benefit.
- Additional reference at the time of adoption update now only required if 'adoption only.'

5101:2-5-24 & 5101:2-48-12.1

Recertifications / Updates

- If an agency receives a completed JFS 01331 at least 30 days prior to the expiration date of a fc certificate/update, an agency shall follow the requirements listed in rule to **complete the assessment** for recertification/update.
- The effective date of a fc certificate/adoption approval shall be the first day following the expiration of the previous certificate/approval.

5101:2-5-24 & 5101:2-48-12.1

Recertifications / Updates

- If an agency receives a completed JFS 01331 less than 30 days prior to exp. date of a fc certificate/adoption approval, the agency may complete the requirements listed in this rule if they have sufficient time and resources to complete the assessment and submit the requirements prior to the exp. of the fc certificate/adoption approval.

5101:2-5-24 & 5101:2-48-12.1

Recertifications / Updates

If the agency is unable to complete the recert/update prior to expiration, the fc certificate/adoption approval ***will expire*** on the date of expiration.

(NO MORE LAPSES)

5101:2-5-24 & 5101:2-48-12.1

Recertifications / Updates

- (2) If it expires, the agency shall, within 10 days after exp. date:
- (a) Provide written notice to the caregiver of the following:
 - (i) That the fc certification/adoption approval has expired.
 - (ii) That if the family would like to foster or adopt, they must reapply for initial certification/approval.
 - (b) An agency w/ SACWIS shall close the provider in SACWIS
 - (c) An agency w/o SACWIS shall submit a JFS 01317(fc) / JFS 01318 (adopt) to close

5101:2-5-24 & 5101:2-48-12.1

Recertifications / Updates

(I) For **FC certifications with an exp. date within 90 days after the effective date of this rule (*10-1-15 to 12-30-15*)**, agencies may take up to an additional 30 days past the exp. date of the current certificate to complete the recert **if all of the following apply:**

(1) The agency or family is unable to complete the recertification requirements listed in this rule prior to the expiration date of the certificate.

(2) The family submitted the JFS 01331 **less than 30 days prior** to the expiration date of the current certificate.

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Questions about
foster care
recertifications
or adoption
updates?

5101:2-5-30 & 5101:2-48-12.2

Changes/ Amendments

- 5101:2-5-30 changes are now called AMENDMENTS
- Amendments for foster care & adoption completed when:
 - Change in marital status
 - Death of parent or household member
 - Change in household members (not including foster children)
 - Change of address

5101:2-5-30 & 5101:2-48-12.2

Changes/ Amendments

- Except when adding spouse/another foster caregiver, the amendment shall be completed within:
 - 30 days of the change
 - 30 days of when agency was notified of change if not notified timely
 - Must wait until training is complete when adding spouse/another foster caregiver

5101:2-5-30 & 5101:2-48-12.2

Changes/ Amendments

- Reorganized requirements by what the change is
 - New HH member, do this: Change of address, do this: etc.
- Timeframes extended if agency not notified timely
 - Ex: Medical due within 90 days of date they became a new HH member. If agency not notified timely, then due within 90 days of date **agency became aware** of the new HH member.
- Removed statement about prenatal care re: medical form
 - 90 days for all except former foster children

5101:2-5-30 & 5101:2-48-12.2

Changes/ Amendments

- New adult household members
 - Must provide name of agency/organization they have applied to, had homestudy approved, or worked in care/supervision of children for reference
 - Central registry check for any state lived in last 5 years
- If new HH member is spouse
 - Adult children must be contacted for reference
 - Now have 180 days to complete training, was 120 days.

5101:2-5-30 & 5101:2-48-12.2

Changes/ Amendments

Adoption- NEW (align process with initial homestudy approval)

- Adoption amendment approval notification
 - Mirrors adoption approval letter requirements
 - Written notice to adoptive parents within 10 days of completion
 - Summary of change
 - Date of notification
 - Date the change occurred
 - Date of approval of the amendment

5101:2-5-30 & 5101:2-48-12.2

Changes/ Amendments

Adoption- NEW (align process with initial homestudy approval)

- Adoption amendment denial (**in fact = homestudy denial**)
 - Mirrors adoption homestudy denial
 - Written notice to adoptive parents within 10 days of completion
 - Detailed explanation of reason for denial
 - Description of procedures for agency review in 2-48-24

This allows agencies the opportunity to deny amendments and end the homestudy approval span if the change that occurred in the family calls for such an action.

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Questions on Amendments?

5101:2-5-31 & 5101:2-48-19

Sharing/Transferring homes

- Added to foster, to align with adoption:
 - An agency shall not solicit transfers from other agencies for the purpose of locating a family of a specific race, color or national origin.
- Added exception to foster care re: one transfer per certification period
 - If agency ceases to recommend **the type** of foster home the foster caregiver is certified to provide

5101:2-5-31 & 5101:2-48-19

Sharing/Transferring homes

- Added that copies of the most recent AP search are to be shared with the new agency
 - In order to have a complete record
 - Legal gave OK

5101:2-5-31 & 5101:2-48-19

Sharing/Transferring homes

- Added that new references from adult children must be obtained.
 - Since references are not shared
- Adoption rule aligned with foster care to state that decision to accept transfer rests solely with receiving agency.

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Questions on
Sharing/
Transfers?

FORMS REVISIONS/UPDATES

JFS 1318

JFS 1318I

JFS 1331

JFS 1334

JFS 1348

JFS 1385

JFS 1530

JFS 1673

JFS 1673I

JFS 1680

JFS 1691

JFS 1692

JFS 1698

FORMS REVISIONS/UPDATES

JFS 1318 – SACWIS Private Agency form

JFS 1318I- Instructions for SACWIS form

- Added ‘Close Adoption Provider’
- Added 3rd Applicant column
- Reformatted for clarity



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SACWIS PRIVATE AGENCY PROVIDER REQUEST

Agency Information					Date	
Agency Name (R)			Agency Address (R) (Main address listed on 1290)			
Type of Agency (R) <input type="checkbox"/> PCPA <input type="checkbox"/> PNA	Agency Phone # (R) ()	Agency Fax # (R) ()	Agency email address for rapback purposes (R)			
Name of person submitting form (R)		Phone # of person submitting form (R)	Email address of person submitting form (R)			
Provider Transaction Code (R)	Transaction Codes: 01-Create New Foster Home Provider 02-Create New Adoptive Home Provider 03-Create New Foster & Adoptive Home Provider		04- Adoption Homestudy Update 05- RAPBACK – Required Information (R) 06- Change in household members or address 07- Close Adoptive Home Provider (complete only page 1)			
SACWIS Adoptive/Foster Home Provider and Household Member Information						
Foster / Adoptive Home Provider Name (R)		SACWIS Provider ID# (R) (if available)	Date of Inquiry	Date Materials Sent	Date Appl. Sent	Date Appl. Received
Provider Address			Provider Phone #	Provider Email Address		
Usage Placement Criteria for Foster Care Provider:			Usage Placement Criteria for Adoptive Home Provider:			
Age Range From To	Place Number Before Gender M F	If home accepts either gender, check box <input type="checkbox"/> and enter number	Age Range From To	Gender <input type="checkbox"/> M <input type="checkbox"/> F	Total number approved for adoption	
Applicant/Caregiver 1		Applicant/Caregiver 2		Applicant/Caregiver 3 (if applicable)		
Name (R) (Last, First, M.I.)						
Date of Birth (R)						
S.S.# (R)						

FORMS REVISIONS/UPDATES

JFS 1331 – Notice of Expiration

- Revised to change timeframe to 90-150 days
- Reformatted for clarity
- Strengthened language directed to the family to complete what is due for the recertification or update.

Ohio Department of Job and Family Services

**NOTICE OF EXPIRATION AND REAPPLICATION FOR A
FOSTER HOME CERTIFICATE OR ADOPTION HOMESTUDY APPROVAL**

SECTION I: Completed by Agency

Caregiver #1 Name [REDACTED]	Caregiver #2 Name [REDACTED]	Caregiver #3 Name (if applicable) [REDACTED]
SACWIS Provider ID [REDACTED]	Date Mailed to Caregiver(s) [REDACTED]	Must be Returned to Agency by: [REDACTED]

1. The purpose of this form is to let you know that your foster home certificate and/or adoption homestudy approval is scheduled to expire on [REDACTED].
2. If you wish to continue as a foster and/or adoptive home, please check the corresponding box in Section II below, then sign and date the form at the bottom. Return the form to me by [REDACTED].
3. Any forms received less than 30 days prior to the expiration date will not allow the agency sufficient time to complete your recertification and/or update. This may result in the expiration and forfeiture of your foster care certificate, or closure of your adoption homestudy approval. Once you have returned the form to the agency, you must also provide any information or documentation required to be submitted as listed in #5 below. All required activities (including training), documentation, and interviews must be completed prior to the recertification of your foster care certificate or update of your adoption homestudy approval.
4. If you indicate you want to continue as a foster and/or adoptive home, someone from the agency will contact you once this form has been received.
5. Additional information or documentation that is required to be submitted for recertification or approval:

FORMS REVISIONS/UPDATES

JFS 1334 - Transfer Form

- Added 3rd Applicant Column
- Added checkbox for new adult child references
- Added space for Authentication/ TCN # (BCII)
 - RAPBACK purposes
- Statement of understanding gives agency permission to access information in SACWIS



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Boxes	<input type="checkbox"/> Medically Fragile Foster Home			<input type="checkbox"/> Pre-adoptive Infant Foster Home	
RECEIVING AGENCY					
Name of Agency			Street Address		
City	State Ohio	Zip	Phone Number		
Check All Applicable Boxes	<input type="checkbox"/> Family Foster Home		<input type="checkbox"/> Treatment Foster Home		<input type="checkbox"/> Adoptive Home
	<input type="checkbox"/> Medically Fragile Foster Home		<input type="checkbox"/> Pre-adoptive Infant Foster Home		

To be completed by receiving agency:

- A copy of the complete record has been received from the sending agency. Yes No
- The record has been reviewed by an assessor. Yes No
- New satisfactory references have been received. Yes No
- New references from adult children of the foster/adoptive parents have been received. N/A Yes No
- A safety audit of the home has been conducted and satisfactorily completed. Yes No
- New criminal records checks were completed for persons subject to a criminal records check. Yes No

Name of Adult	SACWIS Person ID #	New Authentication # (TCN) from BCII

FORMS REVISIONS/UPDATES

JFS 1348 - Safety Audit

- Added reasons for completing form:
 - Renovation, Update, Other
- Rule cites/language updated to current OAC
- Added prescription meds must be locked
- Added language re: smoke free environments
- Crib language updated
- Added space to enter crib manufacturing date
- ‘Will Obtain’ option added for
 - Cribs
 - Car Seats

20.	Interior and exterior stairways accessible to children are protected by child safety gates or doors according to the child's age and functioning level. 5101:2-7-12(U)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
21.	The foster home provides a smoke free environment for foster children. 5101:2-7-12(V)	<input type="checkbox"/> Yes <input type="checkbox"/> No
22..	All prescription drugs in a home are stored in a locked cabinet or storage area except that an inhaler or medication may be left unlocked if a person has a special health condition that requires it to be immediately available. 5101:2-7-12(W)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
23.	Each foster child's bedroom has an outside wall window that is screened and capable of opening and closing, unless the room has a fresh air ventilation system. 5101:2-7-05(B)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No
24.	Bedrooms for foster children accommodate no more than four children. 5101:2-7-05(B)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No
25.	Bedrooms for foster children provide reasonable access to an emergency exit. 5101:2-7-05(B)(7)	<input type="checkbox"/> Yes <input type="checkbox"/> No
26.	Bedrooms for foster children are not located on a floor higher than the second floor or in a basement unless approved in writing by a fire safety inspector. 5101:2-7-05(B)(8)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
27.	A bunk bed in use for a foster child is equipped with safety rails on the upper tier for a child under the age of ten years, or an older child who needs such protection. 5101:2-7-05(F)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
28.	<p>Cribs used for children under two years of age or under 35 inches in height are:</p> <ul style="list-style-type: none"> • full-sized • slats no more than 2 3/8 inches apart • no decorative cutout areas on end panels which could entrap a child's head • compliant with the U.S Consumer Product Safety Commission • mattress is at least 1½ inches thick and covered with a waterproof material • mattress is close enough to the frame that there is no more than one inch between the mattress and sides of the crib 5101:2-7-10(A) 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Will Obtain Crib Manufacture Date:

FORMS REVISIONS/UPDATES

JFS 1385 – Recertification/Update

- Reformatted to look more like homestudy on first page
 - Household member section
 - Sleeping arrangements
- Narrative questions revised and updated
- Added rule noncompliance summary for cert. period
- Approval/usage of home section revised to look more like homestudy
 - Extra section at end for future revision to usage of home throughout certification/approval span



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ASSESSMENT FOR CHILD PLACEMENT UPDATE

SECTION I						
Assessor		Agency		Phone #	Email Address	
Date						
Applicant #1 Name		Currently Licensed/ Approved for	Last (Maiden)	<input type="checkbox"/> foster <input type="checkbox"/> adopt	Email Address	
First	Middle				Cell Phone #	
					Work Phone #	
Applicant #2 Name		Currently Licensed/ Approved for	Last (Maiden)	<input type="checkbox"/> foster <input type="checkbox"/> adopt	Email Address	
First	Middle				Cell Phone #	
					Work Phone #	
Street Address			City	State	Zip Code	County
Home Telephone #		Fax #		Emergency Contact Name		
				Phone #		
SECTION II (Add another sheet if necessary)						
	Applicant #1	Applicant #2	Household Member	Household Member	Household Member	Household Member
Name						
Relationship to Applicant #1						
Date of Birth/ Age						
SLEEPING ARRANGEMENTS (for all members of the household)						
BEDROOM #	FLOOR/LEVEL		OCCUPANT(S)		TYPE OF BED	
1						
2						
3						
4						



Department of Job and Family Services

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SECTION VIII: ADOPTION APPROVAL

<input type="checkbox"/> Adoption Update is approved	<input type="checkbox"/> Adoption Update is not approved	If not approved, explain why:
Summarize child or type of child for which approval is granted (include, at a minimum, age, gender, number of children and acceptable characteristics)		
Signature of Assessor		Date
Signature of Supervisor		Date
Other		Title
Other		Title

SECTION IX: FOSTER CARE APPROVAL

<input type="checkbox"/> Foster Home is recommended for recertification	<input type="checkbox"/> Foster Home is not recommended for recertification	If not recommended for recertification, explain why:
Use either one of the boxes below, but do not use both		
Age Range From To	Place Number Before Gender M F	If home can accept either gender, check box <input type="checkbox"/> and enter number
Signature of Assessor		Date
Signature of Supervisor		Date
Other		Title
Other		Title

SECTION X: CHANGE TO APPROVED USAGE OF HOME

Use either one of the boxes below, but do not use both			
Subsequent Determination Date	Age Range From To	Place Number Before Gender M F	If home can accept either gender, check box <input type="checkbox"/> and enter number
Assessor Signature	Supervisor Signature	Date	

FORMS REVISIONS/UPDATES

JFS 1530 – Large Family Assessment

- Language revised to make it less child specific if child is unknown at the time of homestudy
- Still specific sections to complete if child is known

FORMS REVISIONS/UPDATES

JFS 1673 – Homestudy

- Updated to make more current
 - Cell phone, email address, etc.
- Reorganized to align with order of JFS 1691
- Added ‘will obtain’ option for cribs/car seats
- Added adult child reference section
- Narrative questions revised
- Added section to document how they meet specialized foster care requirements

FORMS REVISIONS/UPDATES

JFS 1673 – Homestudy

- Added place to record alternate caregivers
- Updated information about waivers and when they can be requested
- Revised, reformatted checklist to include:
 - Adult child references
 - SACWIS check ‘date received’
 - Out of state registry check ‘date received’



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GENERAL RULE COMPLIANCE

Has agency provided applicant(s) with a copy of Chapters 5101:2-5, 5101:2-7, and/or 5101:2-48, as applicable? Yes No
 Has agency provided applicant(s) with a copy or summary of the agency's policies? Yes No
 Has agency discussed these materials with the applicant(s)? Yes No

Indicate if there are any OAC rules or agency policies the prospective foster caregiver(s) is not in compliance with or cannot comply.

State the agency's rationale if requesting a waiver of any rule(s) for the prospective foster caregiver(s). Waivers may only be considered for non-safety issues for relative foster homes.

If a waiver is requested and approved, specify what the caregiver(s) will do to come into compliance and when compliance will be achieved.

ASSESSOR VISITS WITH APPLICANT(S) AND HOUSEHOLD MEMBERS

Date of visit	Location	Name(s) of those present	Date of visit	Location	Name(s) of those present

ASSESSMENT PROCESS CHECKLIST

(Please note that this is a general checklist. Assessments will vary in requirements depending on the circumstances and agency specific policies.)

Date Applicant Attended Information/Orientation Meeting	
Date of Initial Assessor Contact	
Date Application Received by Agency	
Date Applicant Completed Training (Must attach training log or complete the training log in the table)	
For Adoption Only- Date of Training Waiver, if applicable.	Date of Training for 3 hours of Cultural Training:
Date Verified Marriage (if applicable)	How verified
Date Verified Divorce(s) (if applicable)	How verified
Date Safety Audit (JFS 01348) Approved by Supervisor	
Date Fire Inspection Approved by Fire Inspector	
Date Financial Statement (JFS 01681) Received	Date All Supporting Financial Documents Received:
Date Well Water Test Completed (if using well water)	Date Alternative Water Plan Submitted/Approved:
Date Reference #1 Received	Name
	Address

FORMS REVISIONS/UPDATES

JFS 01673I- Homestudy Instructions

- Rearranged to match up with order of 1673
- Added section for adult child references
- Updated and revised several questions
- Incorporated some sample questions from the OCWTP Family Interview Guide

FORMS REVISIONS/UPDATES

JFS 01680- Verification of Assessor Qualifications

- Revised for clarity and to reflect current rule
- Added spaces for ongoing training
 - Added instruction to copy page 3 as needed to record additional ongoing trainings
- Removed requirement to send in any additional documentation with form

Ongoing six hour training requirements (add additional copies of this page as necessary)

I have completed six hours of training during the required two year period. Yes No

My six hours of training was completed on

By signing this document on behalf of the employing or contracting agency or court, I verify this assessor has met the requirements of Sections 3107.014 or 5103.0324 of the Revised Code and is qualified to perform assessor activities. By signing this document, the agency/court accepts responsibility for any assessor activities performed by this individual.

Printed name of agency director, judge or designee Signature of agency director, judge or designee Date

Ongoing six hour training requirements (add additional copies of this page as necessary)

I have completed six hours of training during the required two year period. Yes No

My six hours of training was completed on

By signing this document on behalf of the employing or contracting agency or court, I verify this assessor has met the requirements of Sections 3107.014 or 5103.0324 of the Revised Code and is qualified to perform assessor activities. By signing this document, the agency/court accepts responsibility for any assessor activities performed by this individual.

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Ongoing six hour training requirements (add additional copies of this page as necessary)

I have completed six hours of training during the required two year period. Yes No

My six hours of training was completed on

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Assessor Refresher: Twelve hour training requirement (add additional copies of this page as necessary)

I have completed the twelve hour assessor refresher course. Yes No

My "Assessor Refresher" training was completed on

By signing this document on behalf of the employing or contracting agency or court, I verify this assessor has met the requirements of Sections 3107.014 or 5103.0324 of the Revised Code and is qualified to perform assessor activities. By signing this document, the agency/court accepts responsibility for any assessor activities performed by this individual.

Printed name of agency director, judge or designee Signature of agency director, judge or designee Date

SECTION IV: TERMINATION OF ASSESSOR DUTIES

I am not qualified to be an assessor as of _____ (date) due to the following reason(s):

FORMS REVISIONS/UPDATES

JFS 1691 – Application

- Cell phone/email address
- Added prompt asking if Ohio resident 5 years
- Added 'will obtain' option for cribs
- Request more info re: criminal & DUI history
- Added ? Re: Have HH members ever applied for/been approved/ certified for adoption or foster care.
- Updated references- 3 for both fc & adoption

FORMS REVISIONS/UPDATES

JFS 1691 – Application

- Added section requesting contact info for adult children
- Revised statement of understanding on last page
 - Give permission to:
 - Contact adult children
 - Contact any other agency applied to/approved/certified by for foster care or adoption
 - Access information in SACWIS

CRIMINAL HISTORY (Documentation verifying compliance must be received for all convictions)

Does any household member, including juveniles 12 - 18 years of age, have a criminal history? Yes No If yes, explain below

Name	Offense	City and State	Convicted? Approx. Date of Conviction/ Adjudication	Sentence	On probation? Date of release from probation?
			<input type="checkbox"/> Yes <input type="checkbox"/> No Date?		<input type="checkbox"/> Yes <input type="checkbox"/> No Date?
			<input type="checkbox"/> Yes <input type="checkbox"/> No Date?		<input type="checkbox"/> Yes <input type="checkbox"/> No Date?
			<input type="checkbox"/> Yes <input type="checkbox"/> No Date?		<input type="checkbox"/> Yes <input type="checkbox"/> No Date?

Has any household member been arrested and/or convicted for operating a vehicle under the influence of alcohol or drugs?
 Yes No If yes, please list each incident below

Name	Date of Arrest	City and State	Convicted? Approx. Date of conviction?	Sentence	License Suspended or Revoked?	On probation? Date of release from probation?
			<input type="checkbox"/> Yes <input type="checkbox"/> No Date?		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No Date?
			<input type="checkbox"/> Yes <input type="checkbox"/> No Date?		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No Date?
			<input type="checkbox"/> Yes <input type="checkbox"/> No Date?		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No Date?

APPLICANT RESIDENTIAL, EMPLOYMENT, AND MARITAL HISTORY (Add extra sheets if necessary)

Residential History	Applicant #1 List residences for the last 10 years	Applicant #2 List residences for the last 10 years

FORMS REVISIONS/UPDATES

JFS 1692- Adoption of a F. Child/Sib group 6+ months

- Added space for up to 4 children on one form
- Checkbox to confirm children each there 6+ months
- Cell phone/email address
- Reformatted to look more like homestudy
 - Household member info
 - sleeping arrangements

FORMS REVISIONS/UPDATES

JFS 1692- Adoption of a Foster Child 6+ months

- Questions revised/removed
 - Removed duplication, request for extra reference
- Revised statement of understanding on last page
 - Give permission to
 - Contact any other agency applied to/approved/certified by for foster care or adoption
 - Access information in SACWIS



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Ohio Department of Job and Family Services
APPLICATION FOR ADOPTION OF A FOSTER CHILD OR SIBLING GROUP

Agency Name		AssessorName		Date		
CHILD(REN) TO BE ADOPTED						
Child's Name			Child's Name			
Child's Name			Child's Name			
<input type="checkbox"/> Check box to confirm that child(ren) has resided in the foster home for at least 6 months		Date of Placement(s)		Date of Most Recent Homestudy or Recertification		
APPLICANT INFORMATION						
Applicant #1 Name: First		Middle	Last	Maiden	Email Address	
					Cell Phone #	
					Work Phone #	
Applicant #2 Name: First		Middle	Last	Maiden	Email Address	
					Cell Phone #	
					Work Phone #	
Street Address			City	State	Zip Code County	
Home Phone #		Fax #		Emergency Contact Name	Emergency Contact Phone #	
HOUSEHOLD MEMBER INFORMATION (do not include foster children in this section)						
	Applicant #1	Applicant #2	Household Member	Household Member	Household Member	Household Member
Name						
Relationship to Applicant #1						
Date of Birth/ Age						



APPLICANT HISTORY SINCE THE MOST RECENT HOMESTUDY OR RECERTIFICATION

Criminal History	Applicant #1	Applicant #2
Have you been charged and/or convicted of any crimes? If yes, please list.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employment History		
Current employer Job title Date of employment		
Previous employer Job title Date of employment		

NEW HOUSEHOLD MEMBERS

If additional household members have moved into the home since the most recent homestudy or recertification, please describe their general characteristics, including why he/she is living in the household, whether they plan on being a permanent member of the home, and what his/her role will be regarding the adopted child(ren).

HEALTH CHANGES

List any significant health changes since the most recent homestudy or recertification- provide supporting documentation from a licensed physician or health care professional.

FORMS REVISIONS/UPDATES

JFS 1698- Step-parent Adoption Homestudy

- Updated & reformatted
- Grammar & Spelling errors fixed
- Questions removed/revised
- References to gender removed (man's surname/woman's maiden name) to allow for same-sex couples

OHIO DEPARTMENT OF JOB AND FAMILY SERVICES
STEP-PARENT ADOPTION HOMESTUDY

REPORT ON PROPOSED ADOPTION FOR STEP-PARENT

Common Pleas Court, Probate Division [REDACTED]		County [REDACTED]	
In the Matter of the Adoption of [REDACTED]		Doc. [REDACTED]	No. [REDACTED]
Name of Child [REDACTED]	Name of Child [REDACTED]	Name of Child [REDACTED]	
Name to be changed to [REDACTED]	Name to be changed to [REDACTED]	Name to be changed to [REDACTED]	
Relationship, if any, to petitioner(s) [REDACTED]	Relationship, if any, to petitioner(s) [REDACTED]	Relationship, if any, to petitioner(s) [REDACTED]	
Street Address [REDACTED]		City, State, Zip [REDACTED]	County [REDACTED]
Are Petitioner(s) Legal Citizens? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are Petitioner(s) Legal Residents? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Parent #1	Parent #2	
Name First Last (Maiden)	[REDACTED]	[REDACTED]	
Date of Birth / Age	[REDACTED]	[REDACTED]	
Birthplace (City/State)	[REDACTED]	[REDACTED]	
Race	[REDACTED]	[REDACTED]	

Ohio

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Office of Families
and Children



Questions on forms or any
alignment changes??

Tara.Shook@jfs.ohio.gov

How do I know when rules are changing?



Tara Shook

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How do I know when rules are changing?

First opportunity: Ohio Rule Review Website

- <http://ohiorulereview.org/>
- Rules are posted here 'as is', before any revisions are drafted.
- Rules are on the site for an average of 30 days.
- Can make a comment regarding an issue you have with the rule or a change you'd like to see.
- Developer will receive a report of all comments, but is not required to respond.

How do I know when rules are changing?

Second opportunity: Clearance

- <http://www.odjfs.state.oh.us/clearances/public>
- Under 'Families and Children' heading, click on link in the description to see the proposed rule/letter.
- Items posted include the proposed changes, with deleted language ~~stricken~~ and new language underlined.
- Rules are open for comment for 14 days.
- Click on the 'Comment' box on the right to make a comment. (Typo, grammar, suggestion, issue, etc.)
- Developer will receive a report of all comments, and is required to respond.

To receive Clearance notices:

- <http://business.ohio.gov/reform/enotify/subscription.aspx>
- Enter your email address.
- Click on 'Job & Family Services' category.
- Will also include child care, child support, unemployment, etc.

How do I know when rules are changing?

Third opportunity: CSI Office

- <http://governor.ohio.gov/PrioritiesandInitiatives/CommonSenseInitiative.aspx>
- Click on 'CSI Active Rule Packages'
- View rule, transmittal letter, BIA.
- Opportunity to comment to CSI office regarding the business impact of the rule/ rule change, developer is required to respond.

How do I know when rules are changing?

Fourth opportunity: Register of Ohio website

- <http://www.registerofohio.state.oh.us/>
- Click on 'Browse proposed and recently adopted rules by'
 - Filing agency- 5101
 - 'Proposed rules' then 'search'

To look up a rule electronically:

- eManuals from ODJFS

- eManuals will show the former language ~~stricken~~ as well as the new language underlined.
- Can see the most recent previous version of the rule.
- View Transmittal letters and Procedure letters here.
- You can access the Family and Adult Children Services Manual at the following link:

<http://emanuals.odjfs.state.oh.us/emanuals>

To look up a rule electronically:

- Lawriter

- You can view the rules without the strike-throughs and underlines in the rule body (a ‘clean’ copy).
- Lawriter doesn’t show indents, all aligned to left.
- The link below is a direct link to the Division of Social Services (5101:2):

<http://codes.ohio.gov/oac/5101%3A2>

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