

Ohio Administrative Code Chapters 33 Rule Revisions Summary

5101:2-33-23 Case records for children services.

Register of Ohio Website Link for 5101:2-33-23:

[http://www.registerofohio.state.oh.us/pdfs/5101/2/33/5101\\$2-33-23 PH OF A RU 20140206 1153.pdf](http://www.registerofohio.state.oh.us/pdfs/5101/2/33/5101$2-33-23 PH OF A RU 20140206 1153.pdf)

	<i>Amendment</i>	<i>Impact</i>
A	Requires case information to be recorded in SACWIS. Requires case information that cannot be recorded in SACWIS to be maintained as hard copy files, electronic files or as a combination of both.	The rule is now structured to address broad case record issues at the beginning of the rule. Moved from the old paragraph G.
B	Establishes case records prepared, maintained, and permanently kept by the PCSA are confidential. Access to and the release of case record information must be in accordance with the requirements in rule 5101:2-33-21.	Not new language, moved from the old paragraph C.
C	Requires the preparation, maintenance, and permanent retention of all referrals, related screening decisions, and information received by the agency pursuant to rule 5101:2-36-01.	Moved from the old paragraph D 1 through 3. This is not a new requirement; however, language was combined to address all case record information regarding the process of screening.
D	Requires the preparation, maintenance, and permanent retention of records for all intake categories which the PCSA has received and/or conducted an assessment/investigation and required activities pursuant to Chapters 5101:2-36 and 5101:2-37.	Not new language, moved from the old paragraph C.
E	Requires the preparation, maintenance and permanent retention of records on all cases for which the PCSA provided services including: (1) Voluntary supportive services cases pursuant to Chapters 5101:2-37, 5101:2-38, and 5101:2-40. (2) Court ordered protective supervision cases pursuant to Chapters 5101:2-37, 5101:2-38, and 5101:2-40. (3) Substitute care cases pursuant to Chapters 5101:2-37, 5101:2-38, 5101:2-39, 5101:2-40, 5101:2-42, and 5101:2-47. (4) Adoption cases pursuant to Chapters 5101:2-37, 5101:2-38, 5101:2-39, 5101:2-40, 5101:2-42, 5101:2-48 and 5101:2-49.	The requirements for each case category were clarified by including the chapter references for each type of ongoing service provision. Moved from the old paragraph D.
F	Requirements to document or maintain the following: (1) Attempts to locate the correct address of the principals of the report, if necessary, and make required face-to-face contacts with the principals of the report. (2) Requests and the rationale for assistance from law enforcement during the course of an assessment/investigation. (3) Any involvement with law enforcement regarding missing children, death of a child, third-party investigative procedures, or any other assistance stipulated in the county child abuse and neglect memorandum of understanding. (4) Reports from service providers, including but not limited to medical, educational, psychological, diagnostic, and treatment. (5) Verbal, written, or electronic referrals and provision of services by the PCSA, CDJFS, other public and private agencies and community service providers on behalf of children and families being served by the PCSA, including any oral and/or written reports and the dates when services were delivered.	The old paragraphs D and E were streamlined into one paragraph outlining any requirements not contained in other rules. Requirements that were duplicative were removed.

- (6) Correspondence pertaining to the child and his family or caretaker.
- (7) All complaints, motions, petitions, pleadings, and other documents submitted to the juvenile court by the PCSA or any other party.
- (8) All court orders, findings, written determinations, and journalized entries from the juvenile court.
- (9) Supplemental plans.
- (10) Any written materials presented during the SAR.
- (11) Transfer summaries.
- (12) Copies of applications for financial or social service support programs.
- (13) A copy of the child's social security card or application.
- (14) A copy of the child's birth certificate.

G	Requirement to maintain case records that cannot be maintained in SACWIS in a consistent and organized manner such that required information set forth in this rule can be readily located. If the PCSA maintains any required information set forth in this rule in a location other than the case record, it shall be stated in the PCSA policy or noted in the case record where the information can be found.	Moved from the old paragraph F and clarified to be in alignment with paragraph A of this rule that all records that can be in SACWIS are required to be.
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