

VENDOR QUESTIONS AND ANSWERS
Adoption Services Specialized Administrative Support Quality Assurance Services
Q & A period: October 2, 2007-October 10, 2007

Final Question and Answer Document

October 9, 2007

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Q1. Is there an estimated level of effort for this project? If not, can you provide the contract amount and period of performance for the existing vendor of this project?

A1. ODJFS will not provide this information. Responding vendors are to review the requirements described in the RFP and, using their own professional expertise, propose an effective response that would meet each deliverable's specifications. Also, responding vendors are to review the requirements and propose a cost-effective response that meets the guidelines of the RFP. Information on the amount of funding available is not required by vendors for the development of their cost proposals. However, ODJFS does anticipate the need for Controlling Board approval to enter into a contract with a vendor selected through this RFP process.

Additionally, this is a request for information on the related current contract, and is not a request for clarification of the present RFP. As stated in the RFP Section 1.7, "IMPORTANT: Requests from potential vendors for copies of previous RFPs, past vendor proposals, score sheets or contracts for this or similar past projects, are Public Records Requests (PRRs), and are not clarification questions regarding the present RFP. PRRs submitted in accordance with directions provided in Section 1.9, Communication Prohibitions, will be honored. The posted time frames for ODJFS responses to Internet questions for RFP clarification do not apply to PRRs."

"Vendors are to base their RFP responses, and the details and costs of their proposed projects, on the requirements and performance expectations established in this RFP for the future contract, NOT on details of any current or past related contract. Requirements under a current project may or may not be required by ODJFS under any future contract, and so may not be useful information for vendors who choose to respond to the RFP. If vendors ask questions about existing or past contracts using the Internet Q&A process, ODJFS will use its discretion in deciding whether to provide answers. Interested vendors should also refer to RFP Section 1.10, Time Frames and Funding Source, for related information."

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Q2. Section 3.3 Specification of Deliverables Item A. Semi-annual statewide report, page 10 of 27.

The semi-annual statewide report is supposed to be submitted in the form of Excel spreadsheets, but they are to include analysis of items such as the counties' annual foster care and adoptive recruitment plans, which would seem to require a narrative. Should the narrative be included in the spread sheets as well? Does ODJFS have an image of how it wants this to look?

Are we reading the requirements correctly to conclude that there are no separate semi-annual county specific reports among the deliverables? We do understand that the semi-annual statewide reports will include data comparing the counties.

- A2. The narratives should be in separate Microsoft Word documents attached to the spreadsheets but not included in the spreadsheets. Yes. There are no separate semi-annual county specific reports included in the deliverables.**
- Q3.** Section 3.3 Specification of Deliverables Item D. Final Statewide Assessment for Adoption and Recruitment Measures, page 10 of 27. Can you provide a date that this is due?
- A3. April 30, 2008.**
- Q4.** Section 3.3 Specification of Deliverables Item E. Facilitate 2 meetings per month for six months, page 10 of 27. Do you expect 100 people at each meeting or 100 people at all meetings collectively?
- A4. We expect up to 100 participants per meeting.**
- Q5.** Section 3.4 Selected Vendor Compensation Structure, page 11 of 27. How much has ODJFS budgeted for this contract?
- A5. Please refer to A1.**
- Q6.** Section 5.2 Format for Organizational Proposal, page 18 of 27. Note: One additional CD-ROM. We take this to mean the vendor must submit two CD-ROM sets in total; each set consists of one CD ROM for the Technical Proposal and one for the Cost Proposal.
- A6. Vendors are required to include one CD-ROM containing their Technical Proposal submitted in their proposal packet as well as a CD-ROM containing the vendor's Cost Proposal (in a separate sealed and labeled envelope) as specified in Sec. 5.2 of the RFP. Therefore, vendors shall submit a total of two CD-ROMs.**

October 10, 2007

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- Q7.** Is there a maximum page length for the proposal?
- A7. No.**
- Q8.** 1.10 Time Frames & Funding Source (Page 7) What is the amount of available funding for this project?
- A8. Please refer to A1.**
- Q9.** 3.3 Specification of Deliverables (Page 9) A. Develop and Produce Semi-Annual Statewide Report: 1. and 4.
- The data needed to produce the semi-annual report and analysis of PC and PPLA will come from SACWIS. However, implementation of SACWIS is ongoing and many counties are currently in the conversion process.
- How does ODJFS plan to provide this data to the vendor during this period of transition? Will SIS data also be available where SACWIS data is incomplete?
- Will the vendor have priority in obtaining SACWIS data files from ODJFS, given the current backlog of such requests?

- A9. ODJFS will provide this information either by electronic format (e-mail), fax, hand delivered, or U.S. Mail. SACWIS Interim Solution (SIS) data will be available. ODJFS is committed to providing data and will continuously review the priority assigned to all data requests.**
- Q10.** 2. Analysis of recruitment efforts. Please describe the reports on 'foster care and adoptive recruitment plans and activities' that are now submitted by counties?
- A10. Ohio Administrative Code Rules 5101:2-48-05 "Agency adoption policy and recruitment plan" and 5101:2-5-13 "Required agency policies, plans and procedures, outlines the information to be included in these monthly reports submitted by counties." Please see attached OAC rules at end of Q&A document below for further reference.**
- Q11.** 3. Analysis of degree to which pool of waiting families reflects pool of waiting children. What type of data is available at the state level on waiting families and waiting children? What is the source of this data?
- A11. This information will come from SACWIS and SIS data. ODJFS information includes the date the adoptive home study is approved and the demographics of the family. For waiting children, the information includes placement, custody and demographic information.**
- Q12.** C. Provide TA to ODJFS as needed to analyze data in regards to adoption and foster care measures. Please clarify the role of the vendor: to analyze the statistical information on the Adoption Program or to provide TA to ODJFS to complete this work.
- A12. The selected vendor will be required to analyze the statistical information on the adoption and foster care program and indicate how the information in the foster care and adoption measures interrelate. For example, if one measure has an impact on another, ODJFS would like to have information on the level of impact that one measure has on another.**
- Q13.** 3.4 Selected Vendor Compensation Structure (Page 11). Will there be additional CFSR reviews before June 30, 2013? Is the cost estimate for SFY10 through SFY13 expected to cover all 10 deliverables (A through J) described in 3.3 Specification of Deliverables (Page 10-11)?
- A13. No. It is not likely that the CFSR review, tentatively scheduled in Calendar Year 2013, will occur prior to June 30, 2013. However, it is likely that during SFY 2013 there will be a requirement by HHS to conduct a Statewide Assessment for the CFSR review that will most likely occur shortly after June 30, 2013.**
- The deliverables that reference the Statewide Assessment would not be completed during SFYs 2010 and 2011; however, they would be applicable in SFYs 2012 and 2013.**
- Deliverables B and D will not need to be addressed in SFYs 2010 and 2011; however, they will need to be addressed in SFYs 2012 and 2013.**
- Q14.** 4.24 Ohio Presence Consideration (Page 17). Does the prime contractor need to have a physical presence or will it suffice to have a subcontractor to the vendor be physically present in the state of Ohio?
- A14. As stated in Section 4.24 of the RFP, "The vendor that is awarded the contract resulting from this RFP is required to maintain a physical presence in Ohio throughout the term of the contract, including all renewal periods. Therefore, each vendor must either demonstrate in its proposal that it currently has a physical presence in Ohio or demonstrate concrete plans for establishing a physical presence, to include the actual or proposed location of the vendor's presence." ODJFS deems the awarded vendor the prime contractor and thus the awarded vendor must comply with the Ohio presence requirement as specified.**

A10 response:

5101:2-5-13 Required agency policies, plans and procedures.

(A) A public children services agency (PCSA), private child placing agency (PCPA) or private noncustodial agency (PNA) engaging in any of the functions listed in rule 5101:2-5-03 of the Administrative Code shall have, at a minimum, all of the following policies as applicable to the function or functions being performed.

(1) An agency shall have a written discipline policy, including the use or prohibition of restraints, for foster homes which shall conform to but is not limited to the requirements of rule 5101:2-7-09 of the Administrative Code. The discipline policy shall prohibit the use of chemical or mechanical restraints.

(2) An agency shall have a written policy on religious participation, socialization and education by children in out-of-home care which shall comply with the requirements of rules 5101:2-5-16 and 5101:2-7-11 of the Administrative Code.

(3) An agency shall have a written plan describing strategies for foster caregiver recruitment that complies with the Multiethnic Placement Act, 42 U.S.C.A. 1996 (B), as amended by Section 1808 of the Small Business Job Protection Act of 1996 (MEPA), and the Civil Rights Act of 1964 (Title VI), as it applies to the foster care process. Each PCSA, PCPA and PNA shall submit a copy of its recruitment plan for state fiscal year 2006, signed by the agency director, to ODJFS by May 1, 2005. Subsequent annual recruitment plans will be due on May first of each year, and shall address the upcoming state fiscal year. If the PCSA, PCPA or PNA amends its recruitment plan at any other time than the required due date, the agency shall be responsible for submitting the amended recruitment plan to ODJFS within ten days following a plan change. This policy shall include:

(a) A description of the characteristics of foster children served by the agency that shall include the following:

(i) Ages.

(ii) Developmental needs.

(iii) Emotional needs.

(iv) Physical needs.

(v) Race, color and national origin backgrounds.

(vi) Levels of care needed.

(b) Diverse methods of disseminating general information regarding the children served by the agency.

(c) Specific strategies to reach all parts of the community as defined by the agency.

(d) Strategies for assuring that prospective foster caregivers have access to the application process, including the flexibility of service to the community served by the agency.

(e) Strategies for training staff to work with diverse cultural, racial, ethnic and economic communities.

(f) Strategies for dealing with linguistic barriers.

(g) Procedures for a timely search for foster caregivers, including the use of interagency efforts, provided that such procedures ensure that placement of a child in an appropriate household is not delayed by the search for a same race or ethnic placement.

(h) A statement of assurance that all foster caregiver recruitment activities and materials shall be in compliance with MEPA and Title VI, the Indian Child Welfare Act of 1978, 25 U.S.C.A. 1901, et seq., as amended, and the Adoption and Safe Families Act of 1997.

(4) An agency shall have a written policy describing the process for simultaneously approving applicants for foster care placement and adoptive placement.

(5) An agency shall have a written policy detailing 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 5101:2-7 of the Administrative Code, which a foster caregiver applicant would be required to submit as part of the assessment or homestudy process.

(6) An agency shall have a written policy requiring a foster caregiver or prospective foster caregiver to notify the agency in writing if a person residing in the home who is at least twelve years old, but under eighteen years old, has been convicted of or pleaded guilty to any of the offenses listed in appendix A of rule 5101:2-7-14 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. The written policy shall include notification to the Ohio department of job and family services (ODJFS) should the agency subsequently learn that a foster caregiver has failed to notify the agency. When an agency notifies ODJFS under these circumstances, ODJFS shall initiate action to revoke the foster caregiver's certificate.

(7) An agency shall have a written policy detailing all payments to foster caregivers.

(8) An agency shall have a written policy that shall state how foster caregivers recommended for certification by the agency will meet the preplacement and annual continuing training requirements of rule 5101:2-5-33 of the Administrative Code.

(9) An agency shall have a written grievance policy detailing 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. This policy shall include a method 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.

(10) An agency shall have a written policy regarding the sharing of a foster home. The policy shall include specifics on the written agreement and the notification to any other agencies using the home which shall conform to the requirements of rule 5101:2-5-31 of the Administrative Code.

(11) An agency shall have a written policy for the transfer of a foster home. The policy shall include specifics or restrictions for the transfer of a home which shall conform to the requirements of rule 5101:2-5-31 of the Administrative Code.

(12) A PCSA or PCPA shall have a written policy on the notification of the adoption process to the recommending agency, if other than the custody holding agency, and to the foster caregiver, should a foster child placed with the foster caregiver become available for adoption. The notification shall be consistent with the requirements contained in rules 5101:2-48-11 and 5101:2-48-16 of the Administrative Code.

(13) An agency shall have written policies that shall be explained to potential foster caregivers during initial orientation for all of the following:

(a) Liability insurance and compensation for damages done by children placed in foster care.

(b) Legal representation, legal fees, counseling or legal advocacy for foster caregivers for matters directly related to the proper performance of their roles.

(c) Investigations of abuse and/or neglect involving a child living in a foster home.

(14) Each recommending agency shall establish and implement a policy regarding good cause for a foster caregiver's failure to complete the continuing training in accordance with rule 5101:2-5-33 of the Administrative Code. If the foster caregiver complies with the policy, as determined by the agency, ODJFS may renew the foster caregiver's foster home certificate. The agency shall submit the policy to the department and provide a copy to each foster home the agency recommends for certification or renewal. The policy shall include all of the following:

(a) What constitutes good cause, including documented illness, critical emergencies, and lack of accessible training programs.

(b) Procedures for developing a scheduled corrective action plan that provides for prompt completion of the continuing training.

(c) Procedures for recommending revocation of the foster home certificate if the foster caregiver fails to comply with the corrective action plan.

(15) An agency operating a specialized foster home program shall have a written policy on the operation of the specialized foster home program which shall comply with the requirements of rules 5101:2-5-36, 5101:2-5-37, 5101:2-7-16, and 5101:2-7-17 of the Administrative Code, as applicable. The policy shall specify the number of foster children, including specification of the number of treatment and medically fragile foster children, for which each treatment team leader shall be responsible for providing case management services. The policy shall also specify the number of treatment team leaders for which each treatment team leader supervisor is responsible for supervision. The policy shall also specify how the agency will determine the equivalent experience required by paragraph (A) of rule 5101:2-7-16 of the Administrative Code and rule 5101:2-7-17 of the Administrative Code, as applicable. The policy required by the previous sentence shall not allow one's successful parenting of his/her own children who do not have special, exceptional or intensive needs as the sole criteria for determining the equivalent experience required.

(16) An agency operating a specialized foster home program shall have a written policy that provides for access to both planned and crisis respite care, the amount to be determined on a case-by-case basis, for children in the program's care. The respite care policy shall include, but is not limited to, the following provisions:

(a) Utilization of respite care shall be only with the approval of the administrative director of the specialized foster care program or his or her designee.

(b) A process for the specialized foster care program to select and approve respite care providers.

(c) Only approved respite care providers shall be utilized.

(d) 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 and have a criminal record check conducted as for a foster caregiver pursuant to rule 5101:2-5-09.1 of the Administrative Code prior to providing respite care.

(e) 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.

(f) 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" (rev. 8/2005) or the form the agency uses in lieu of the JFS 01443 completed for the child pursuant to rule 5101:2-39-08.2 of the Administrative Code 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 rule 5101:2-42-90 of the Administrative Code. In addition, for a medically fragile child, any nursing treatment plan containing physician orders shall be provided. The information required by this paragraph shall be provided to the respite care provider by the agency that has approved the respite care provider. Documentation that this has been done shall be maintained in the child's case record by the agency that approved the respite care provider.

(g) 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.

(h) 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.

(17) An agency operating a specialized foster home program shall have a written policy, outlining 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.

(18) An agency operating a specialized foster care program shall have a written policy for at least an annual evaluation of the specialized foster care program by specialized foster caregivers, children in care, as appropriate to their age and understanding, and the families of children in care, if applicable. The policy shall address any restrictions on access to the evaluation.

(19) An agency operating a specialized foster care program shall have a written policy to 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.

(20) An agency which is certified to operate a residential facility shall have a written admission policy specifying the type of child who will be accepted into the facility and the conditions under which a child would not be accepted.

(21) An agency which is certified to operate a residential facility shall have a written policy and procedures regarding discipline of children or teenage mothers which shall conform to, but is not limited to, the requirements of rule 5101:2-9-21 of the Administrative Code. The discipline policy shall not allow the use of chemical or mechanical restraints.

(22) An agency which is certified to operate a residential facility shall have a written policy and procedures regarding the use of restraint and isolation which shall conform to, but is not limited to, the requirements of rule 5101:2-9-22 of the Administrative Code.

(23) An agency which is certified to operate a residential facility, a treatment foster care program, or a medically fragile foster care program shall be responsible for developing and implementing a behavior intervention policy which includes a description of the facility's behavior management program. The behavior intervention policy shall, at a minimum, contain the following components:

(a) 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.

(b) The use of restrictive behavior interventions, behavior management techniques or aversive procedures and identification of instances in which such procedures may be contraindicated.

(c) Procedures for carrying out these provisions consistent with the needs of children with disabilities.

(d) A description of the credentials of the personnel involved in designing, approving, implementing, monitoring and supervising the implementation of the behavior interventions.

(24) An agency which is certified to operate a residential facility shall have a written complaint policy and procedures for children and families which shall conform to, but is not limited to, the requirements of rule 5101:2-9-24 of the Administrative Code.

- (25) An agency which is certified to operate a residential facility shall have written policies and procedures for administering medication to children, including the self administration of medication as appropriate to a child's age and functioning level, for keeping medications in a safe place away from children and for monitoring potential side effects of medication which shall conform to, but are not limited to, the requirements of rule 5101:2-9-14 of the Administrative Code.
- (26) An agency which is certified to operate a residential facility shall have a written policy concerning visits and communications between a child and family and friends which shall conform to, but is not limited to, the requirements of rule 5101:2-9-16 of the Administrative Code.
- (27) An agency which is certified to operate a residential facility shall have a written policy on the use of alcohol, tobacco and tobacco products by staff and children within such facilities which shall conform to, but is not limited to, the requirements of rule 5101:2-9-06 of the Administrative Code. No residential facility shall use alcohol, tobacco or tobacco products to influence or control the behavior of a child.
- (28) An agency shall have a written policy which describes 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 and discharges not in accordance with a child's service plan.
- (29) An agency shall have a written policy which specifies the procedures for ensuring the accessibility of the administrator or designee with executive authority to agency staff and ODJFS representatives at all times.
- (30) An agency shall have a written policy regarding access, confidentiality, maintenance, security and disposal of all records maintained by the agency.
- (31) An agency shall have a written policy which protects the confidentiality of information concerning a child and the child's family. This policy shall include the agency's procedure for disseminating information to a child fatality review board.
- (32) An agency shall have a written policy governing the agency's participation in human research projects, fund raising and publicity activities, and shall not involve a child in any such activity without the prior informed, written consent of the parent, guardian or legal custodian and the child, according to the child's age and functioning level. Such written consent shall be contained in the child's case record.
- (33) An agency shall have written personnel policies and procedures which are provided to all personnel. These personnel policies and procedures shall include, but are not limited to:
- (a) Procedures for recruitment, screening, orientation, assignment, supervision, promotion, training, and written annual evaluation of all employees.
 - (b) Procedures for discipline of employees including suspension and dismissal.
 - (c) Procedures for handling staff grievances.
 - (d) Salary and fringe benefit plan.
 - (e) A requirement for an employee that he shall notify the agency within twenty-four hours of any charge of any criminal offense that is brought against him. This policy shall also contain a provision that:
 - (i) Failure to notify the agency within twenty-four hours of any charge of any of the crimes listed in rule 5101:2-5-09 of the Administrative Code shall result in immediate dismissal from employment.
 - (ii) If the charges result in a conviction, the employee shall notify the agency within twenty-four hours of the conviction. Failure to notify the employer of any conviction of any criminal offense shall result in the employee's immediate dismissal from employment.
 - (iii) Conviction of any of the crimes listed in 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.
- (34) An agency which uses volunteers or college interns shall have a written policy for screening which includes conducting criminal background checks, orienting, training, supervising and assigning volunteers and college interns, as appropriate to the function to be performed. The policy shall 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. The policy shall also contain the following provisions:
- (a) Failure to notify the agency within twenty-four hours of any charge shall result in immediate dismissal from the agency.
 - (b) If the charges result in a conviction, the volunteer or college intern shall notify the agency within twenty-four hours of the conviction. 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.
 - (c) Conviction of any of the crimes listed in rule 5101:2-5-09 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.

(35) An agency shall have a written policy and procedure which assures protection of a child's civil rights.

(36) An agency shall develop and implement policies governing its adoption program pursuant to the requirements of Chapter 5101:2-48 of the Administrative Code.

(37) An agency shall have a written policy on the type and extent of postfinalization adoption services that will be provided by the agency pursuant to the requirements of Chapter 5101:2-48 of the Administrative Code.

(38) An agency operating a foster care program shall include in its foster care policy a copy of the JFS 01611 "Non-discrimination Requirements for Foster Care and Adoptive Placements." (rev. 2/2005). No additional language regarding non-discrimination in the foster care process based upon race, color, or national origin shall be permitted in the PCSA, PCPA or PNA foster care policy unless additional language is required pursuant to a federal court order and is approved by the ODJFS.

(39) An agency operating a foster care program shall comply with the standards of conduct regarding MEPA and Title VI in accordance with rule 5101:2-33-11 of the Administrative Code.

(40) An agency certified to operate operating a foster care program shall include in its foster care policy the complaint process pursuant to rule 5101:2-33-03 of the Administrative Code.

(B) Unless otherwise indicated, all policies shall be submitted to ODJFS at the time of application for initial certification or recertification, upon review of PCSA foster home records, or within ten days of a policy change.

(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.

(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.

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5101:2-48-05 Agency adoption policy and recruitment plan.

(A) A public children services agency (PCSA), private child placing agency (PCPA) or private noncustodial agency (PNA) that places children for adoption or participates in the placement of children for adoption shall have a current written adoption policy and shall make this policy available upon request to individuals interested in adoption services. The policy shall include, but not be limited to, the following:

(1) The geographic area within which the agency conducts adoption homestudy assessments for families.

(2) Criteria for matching adoptive parents to available children, including, but not limited to:

(a) Length of time between placements.

(b) Consideration of placing siblings together and preferences to placing with relatives and foster caregivers pursuant to rule 5101:2-48-16 of the Administrative Code.

(c) How all families accepting of the child's characteristics shall be considered by the agency to be presented in the matching conference.

(d) A structured decision making process to select the most appropriate family to be matched with the child.

(e) Nondiscriminatory procedures to review all approved adoptive families for matching with available children. An agency cannot use race, color or national origin as the basis for denying or delaying presentation of a family at a matching conference.

(f) Nondiscriminatory procedures to select approved adoptive families to be presented at the matching conference for available children. An agency cannot use race, color or national origin as the basis for denying or delaying presentation of a family at a matching conference.

(g) Nondiscriminatory procedures to match a child with an approved family outside of the agency's jurisdiction. An agency cannot use the family's geographical location as the basis for denying or delaying a child's adoptive placement.

- (3) A copy of the JFS 01611 "Non-discrimination Requirements for Foster Care and Adoptive Placements" (rev. 02/2005). No additional language regarding discrimination in the adoptive placement process based upon race, color, or national origin (RCNO) shall be permitted in the PCSA, PCPA, or PNA adoption policy except as may be necessary to fulfill the requirements of paragraphs (A)(20) and (A)(21) of this rule or where ordered by a federal court order and approved by the Ohio department of job and family services (ODJFS) before February 1, 2005.
- (4) A procedure to provide access to homestudies approved by a PCSA, PCPA or PNA as well as related documents to another PCSA, PCPA, or PNA which requests a copy of the homestudy for matching purposes of a child pursuant to rule 5101:2-48-19 of the Administrative Code.
- (5) A procedure for maintaining approved homestudies received from any other agency in the same manner that other adoptive homestudies that were approved by the receiving PCSA, PCPA or PNA pursuant to rule 5101:2-48-19 of the Administrative Code.
- (6) A statement of assurance that the agency shall maintain compliance with 42 U.S.C. 671(a), the Adoption and Safe Families Act of 1997, Pub. L. No. 105-89, (hereinafter ASFA).
- (7) A statement of assurance that the agency shall maintain compliance with the Indian Child Welfare Act of 1978, 25 U.S.C.A. 1901, et seq. (hereinafter ICWA). The Multiethnic Placement Act of 1994 as amended by Section 1808 of the Small Business Job Protection Act of 1996, 42 U.S.C. 622(b)(9), 671(a)(18), 674(d) and 1996(b) (hereinafter MEPA) and Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq. as they apply to the adoption process (hereinafter Title VI), do not supercede the provisions of the Indian Child Welfare Act of 1978.
- (8) Availability of open adoptions between the birth parent and the adoptive parent(s) and the referral process if the agency does not provide open adoptions.
- (9) Training requirements for adoptive families.
- (10) Criminal records check requirements and fees associated with obtaining a criminal records check pursuant to the provisions set forth in section [2151.86](#) of the Revised Code.
- (11) The joint foster care/adoption application and homestudy assessment process.
- (12) Application, homestudy and homestudy update procedures, including time frames and eligibility requirements related to adoption services to applicants seeking special and nonspecial needs children.
- (13) Agency review procedures pursuant to rule 5101:2-48-24 of the Administrative Code.
- (14) A procedure for responding to a request to verify when an adult who consents to be adopted was in the agency's custody on the date of their eighteenth birthday.
- (15) A procedure for reporting when an applicant knowingly makes a false statement in the application or homestudy process. The procedure shall include, but is not limited to, the notification to the applicant and the applicant's rights to an agency review according to rule 5101:2-33-13 of the Administrative Code.
- (16) The procedure the agency shall follow when an adoptive child is placed in an approved adoptive parent(s) home and the adoptive parent(s) or other household member(s) knowingly make a false statement that results in the assessor's reassessment of an approved or updated homestudy and an internal investigation determines the adoptive parent(s) or other household member(s) is guilty of the offense of falsification under section [2921.13](#) of the Revised Code. The assessor shall report incidents of falsification according to procedures outlined in rule 5101:2-33-13 of the Administrative Code.
- (17) The requirement that an assessor shall complete the JFS 01530 "Multiple Children/Large Family Assessment" (12/2006) when an applicant seeking to adopt a minor or foster child will have at least five children residing in the prospective adoptive home after the minor or foster child to be adopted is placed in the home for adoption.
- (18) A description of all state and federal adoption assistance, including eligibility and the application requirements.
- (19) Schedule of fees for service, if applicable. When applicable fees apply, and multiple births are involved, a statement to such effect must be included.
- (20) Religious affiliation requirements, if applicable.
- (21) Provision of prefinalization and postfinalization services.
- (22) Availability of a state hearing when a prospective applicant(s) believes that an adoptive placement was denied or will be denied solely for the reasons of geographic location of the family.
- (23) The complaint process pursuant to rule 5101:2-33-03 of the Administrative Code.

(24) Standards of conduct regarding MEPA and Title VI in accordance with rule 5101:2-33-11 of the Administrative Code.

(25) The procedure to notify the public children services agency in the county in which the prospective adoptive parent resides within ten days after the initiation of a homestudy according to section [3107.013](#) of the Revised Code.

(26) The procedure to notify the public children services agency in the county in which the prospective parent resides of an impending adoptive placement no later than ten days prior to the placement of the child in the adoptive home.

(B) A PCSA, PCPA, or PNA may prepare a summary of its agency adoption policy to respond to inquiries concerning adoption pursuant to rule 5101:2-48-08 of the Administrative Code. The summary shall include the JFS 01611 in accordance with paragraph (A)(3) of this rule. No additional language regarding non-discrimination in the adoptive placement process based upon race, color, or national origin shall be included in the agency's policy or other recruitment materials.

(C) Each PCSA, PCPA, and PNA shall update its written adoption policy to reflect new requirements contained in Chapter 5101:2-48 of the Administrative Code. PCSAs, PCPAs, and PNAs shall submit a copy of the agency's adoption policy to ODJFS within thirty days of the effective date of this rule. If the PCSA, PCPA, or PNA amends its adoption policy at any other time than the required due date, the agency shall be responsible for submitting the amended adoption policy to ODJFS within ten days following a policy change.

(D) Recruitment of prospective adoptive families shall be an ongoing activity of a PCSA, PCPA, or PNA. Agencies shall not deny any person the opportunity to become an adoptive parent, on the basis of race, color, or national origin of the person or of the child(ren) involved. The agency shall develop and implement a comprehensive recruitment plan that identifies the agency's diligent recruitment efforts of families and which reflects the diversity of waiting children for whom adoptive homes are needed. The PCPA comprehensive recruitment plan shall include the applicable items listed in paragraphs (D)(1), and (D)(4) to (D)(12) of this rule. The PNA comprehensive recruitment plan shall include the applicable items listed in paragraphs (D)(5) to (D)(12) of this rule. The comprehensive recruitment plans submitted by the PCSAs shall include, but is not limited to all of the following:

(1) A description of the characteristics of children in the custody of the agency available for adoption, including age, gender, race, and ethnicity of the children, and their developmental, emotional, and physical needs; the number and race of the children awaiting adoptive placement for one to twelve months, as well as more than twelve months, from the date the court order granting permanent custody became final and non-appealable; and the average time over the previous five years from the date on which the court order granting permanent custody of each child, broken down by race, became final and non-appealable and was placed for adoption.

(2) A description of children in the state available for adoption for the previous state fiscal year listed on the website at <http://jfs.ohio.gov/ocf/>. This description will include the children's age, gender, race, and ethnicity of the children; their developmental, emotional, and physical needs; the number and race of the children awaiting adoptive placement for one to twelve months, as well as more than twelve months, from the date the court order granting permanent custody became final and non-appealable; and the average time over the previous five years from the date on which the court order granting permanent custody of each child, broken down by race, became final and non-appealable and was placed for adoption.

(3) For PCSAs, a comparison of the characteristics specified in paragraphs (D)(1) and (D)(2) of this rule, with the racial and ethnic diversity of the approved adoptive applicants and an identification of any racial or ethnic category of families that are under represented.

(4) For PCPAs, a comparison of the characteristics specified in paragraph (D)(1) of this rule, with racial and ethnic diversity of the adoptive applicants approved by the agency who are waiting to adopt and an identification of any racial or ethnic category of families that are under represented.

(5) Specific strategies to reach all parts of the community. PCPAs and PNAs shall define their community. For PCSAs, community is defined, at a minimum, as the county in which the PCSA is located.

(6) Specific methods of disseminating both general, targeted, and child specific information, and implementation of procedures specified in paragraph (A)(4) of this rule.

(7) Strategies for assuring that all prospective parents have access to the homestudy process, including location and hours of services that facilitate access to all members of the community.

(8) Procedures for assuring that all prospective parents will receive information regarding adoption procedures within seven days of inquiry.

(9) Strategies for training staff to work with diverse cultural, racial, ethnic and economic communities.

(10) Strategies for dealing with linguistic barriers between the PCSA, PCPA or PNA and the prospective adoptive applicant(s).

(11) Procedures for the provision of adoption homestudy services and preservice training to adoptive applicants in their agency.

(12) When a fee is charged to families, agencies shall have a fee structure that is non-discriminatory. The fee structure shall allow families of various income levels the opportunity to adopt. Fees may be charged according to a standardized and uniformly applied sliding scale, based on a family's ability to pay. The ability to pay a fee shall not influence the choice of the most appropriate family for a child.

(13) Procedures for a timely search for prospective parents for a child in the permanent custody of the agency, including at a minimum, the use of the "Ohio Adoption Photo Listing web page" and search of the statewide automated child welfare information system as it becomes available to the agency when there are no families to be presented at any matching conference scheduled for a child.

(E) A PCSA, PCPA, and PNA shall maintain case records in a consistent and organized manner such that required information set forth in Chapter 5101:2-48 of the Administrative Code can be readily located. When the PCSA, PCPA, or PNA maintain any required information set forth in this rule in a location other than the case record, it shall be stated in the agency policy or noted in the case record where the information can be found.

(F) The PCSA, PCPA and PNA shall enclose a statement of assurance within its adoption policy that all recruitment activities and materials shall be in compliance with MEPA and Title VI, ICWA and ASFA.

(G) Each PCSA, PCPA, and PNA shall submit an annual recruitment plan on May first of each year, and shall address the upcoming state fiscal year. If the PCSA, PCPA, or PNA amends its recruitment plan at any other time than the required due date, the agency shall be responsible for submitting the amended recruitment plan to ODJFS within ten days following a plan change.

(H) Upon receipt of the revised adoption policy and the annual recruitment plan submitted by the PCSA, PCPA, or PNA, ODJFS will conduct a review to determine the compliance of the adoption policy or recruitment plan with the requirements of MEPA, ICWA and ASFA. ODJFS will notify the agency of the compliance status within sixty days of ODJFS' receipt of the adoption policy or recruitment plan. When an agency's adoption policy or recruitment plan is non-compliant, the agency shall continue to work with ODJFS until the adoption policy or recruitment plan is in compliance.

(I) If during the course of any MEPA site visit to an agency additional information warrants review of an adoption policy or recruitment plan, ODJFS may provide technical assistance or require a corrective action plan based on the additional information regardless of the compliance status of the adoption policy or recruitment plan at the time of the MEPA site visit.

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**THIS CONCLUDES THE QUESTION & ANSWER DOCUMENT
FOR ODJFS RFP#: R-89-06-0601.**