

Ohio Department of Job and Family Services
PERRY COUNTY
2023 MEMORANDUM OF UNDERSTANDING
TO ADDRESS CHILD ABUSE AND NEGLECT

I. STATEMENT OF PURPOSE

This memorandum of understanding (hereinafter MOU) to address child abuse and neglect is required by sections 2151.4220, 2151.4221, 2151.4222, 2151.4223, 2151.4225, 2151.4226, 2151.4228, 2151.4229, 2151.4230, 2151.4231, 2151.4232, 2151.4233, and 2151.4234 of the Ohio Revised Code and section 5101:2-33-26 of the Ohio Administrative Code. It is an agreement among **Perry County Children Services** and community partners that delineates roles and responsibilities for referring, reporting, investigating, and prosecuting child abuse and neglect cases. The MOU also identifies procedures for collaborative service provisions needed to ensure child safety, permanence, and well-being, and the minimum requirements of screening, assessment/investigation, and service planning, to meet mandates included in children services legislation passed by the 134th Ohio General Assembly. Two primary goals of this MOU are:

- The elimination of all unnecessary interviews of children who are the subject of reports of child abuse or neglect;
- When feasible, conducting only one interview of a child who is the subject of a report of child abuse or neglect.

Throughout the state each County Department of Job and Family Services (CDJFS)/Public Children Services Agency (PCSA) provides the following services to their communities:

Screening: The capacity to accept and screen referrals of suspected child abuse, neglect, and/or dependency includes but is not limited to the following: Receiving referrals 24 hours/day, 7 days/week; Recording and retaining referral information; Following Ohio's screening guidelines based on Ohio Administrative and Revised Code and categorizing the child maltreatment type; Adherence to a protocol for making screening and differential response pathway decisions regarding referrals of suspected child abuse, neglect, and/or dependency within 24 hours from the time of the referral; Documenting case decisions; And assigning a response priority of emergency or non-emergency to any screened in report.

Assessment and Investigation: The capacity to investigate and assess accepted reports of suspected child abuse, neglect, and/or dependency, includes responding to emergency reports within one (1) hour and non-emergency reports within twenty-four (24) hours; Conducting an initial Safety Assessment using a standardized CAPM (Comprehensive Assessment Planning Model) tool within the timeline prescribed in the Ohio Administrative Code; Completing a more in-depth CAPM Family Assessment including a clinical and actuarial risk assessment within forty-five (45) working days with the option of a fifteen (15) day extension for extenuating circumstances as prescribed in the Ohio Administrative Code; Working collaboratively with other investigative agencies when appropriate; Making traditional response case dispositions within required timeframes;

Evaluating the need for protective, prevention, or supportive services and/or court involvement; and documenting all activities and case determinations.

Service Provision: The capacity to provide services that ameliorate, eliminate, or reduce future child maltreatment and the conditions which led to abuse, neglect, or dependency includes providing service planning and case management coordination; Identifying and stating the concern and behavior change(s) needed for reunification to occur through the use of the CAPM Family Case Plan; Monitoring the family's case progress, measuring service outcomes, re-assessing safety and risk, and evaluating permanency options by using the CAPM Case Review and Semi-Annual Review tools; And adhering to existing visitation, documentation, and case closure protocols.

II. ROLES AND RESPONSIBILITIES OF EACH PARTICIPATING AGENCY

A. CDJFS/PCSA (If a combined agency or stand-alone PCSA)

The **Perry County Children Services** is the lead agency for the investigation of child abuse, neglect, or dependency in **Perry County**. The **Perry County Children Services** will coordinate and facilitate meetings, establish standards and protocol for joint assessment/investigation with law enforcement, cross-referrals, collection of forensic evidence, confidentiality, and training of signatories as required by statute. Child Protective Services staff and management will also participate in meetings and trainings as deemed appropriate at the discretion of the Director.

B. LAW ENFORCEMENT

The County Sheriff and each Chief of the local political subdivisions will have responsibility for: taking referrals/reports alleging child abuse and neglect from any source within their respective jurisdiction; Referring reports to **Perry County Children Services** as soon as possible or within **1 hour for emergencies and 24 hours for non-emergencies** for investigation of the circumstances; Determining whether allegations of abuse or neglect rise to the level of criminal conduct; Cooperating with **Perry County Children Services** in a joint and thorough investigation when the information contained in the report lends itself to allege a present danger; Assisting **Perry County Children Services** in hazardous situations where the provision of protective services or the investigation of child abuse or neglect is impeded; Coordinating with **Perry County Children Services** on interviews with principals of the case when there are serious criminal implications; Notifying **Perry County Children Services** of any legal action involving an alleged perpetrator of child abuse or neglect; Responding to **Perry County Children Services's** requests for information regarding the status of the legal action; Providing police record checks for **Perry County Children Services** as necessary or requested as permitted by law; Consulting with **Perry County Children Services** prior to removal of a child from their home when possible; Handling and coordinating investigations involving a child fatality or near fatality which may have resulted from abuse or neglect.

C. JUVENILE COURT

The most senior Juvenile Judge in point of service of the county or their representative, selected by the Judge, if more than one, will be responsible for attending meetings concerning the MOU, entering into agreements with the other signatories of the MOU regarding the court's responsibility to timely hear and resolve child abuse, neglect, and dependency matters, signing the MOU, and updating the MOU or approving any amendment.

The juvenile court has a duty to exercise jurisdiction over adults and children to hear and decide matters as permitted by the Ohio Revised Code Chapters 2151 and 2152. The court is responsible for issuing orders regarding the care, protection, health, safety, mental and physical best interest of children. The Juvenile Judge shall ensure that due process of law is achieved; Hear evidence and issue findings of fact and conclusions of law as to any abused, neglected, or dependent child; Order timely and safe permanency dispositions for children; Preserve the family environment whenever possible while keeping the child(ren)'s health and safety paramount.

D. COUNTY PROSECUTOR

The County Prosecutor shall report suspected cases of child abuse and neglect to **Perry County Children Services** or appropriate law enforcement agency. The County Prosecutor shall represent **Perry County Children Services** in legal actions to protect a child from further harm resulting from child abuse or neglect unless the Prosecutor has granted consent for the appointment of an In-house PCSA Attorney pursuant to Ohio Revised Code chapters 309 and 305.

The prosecuting attorney may inquire into the commission of crimes within the county. The prosecuting attorney shall prosecute, on behalf of the state, all complaints, suits, and controversies in which the state is a party, except for those required to be prosecuted by a special prosecutor or by the attorney general. The County Prosecutor is to determine, based upon the facts, whether criminal culpability exists and if enough evidence exists for a matter to be prosecuted. The prosecutor will be available to law enforcement and **Perry County Children Services** staff for questions or assistance in the investigation of child abuse and neglect cases and eliminate the need for testimony at the municipal court level by allowing for direct presentation to the Grand Jury, when feasible, to minimize trauma to child victims. The prosecuting attorney agrees to aid **Perry County Children Services** in protecting the confidential nature of children services records and investigations; As well as the special protection afforded to the identity of the reporting source.

E. COUNTY DEPARTMENT OF JOB & FAMILY SERVICES [If not part of a combined agency]

Not Applicable *(if selected, this section is not relevant.)*

If the **Perry County Job & Family Services** is a separate agency from **Perry County Children Services**, employees within the county agency are expected to report suspected cases of child abuse and neglect to **Perry County Children Services** or appropriate law enforcement agency upon receipt; Collaborate with **Perry County Children Services** to assist families in caring for their children; Assure that children at risk of abuse and neglect receive protective services; Assure service coordination for families already involved with the **Perry County Children Services**; Promote ongoing communication between **Perry County Job & Family Services** and **Perry County Children Services** regarding mutual clients, including minors under the protective supervision or in the custody of the Agency and/or minor parents; Assist **Perry County Children Services** upon request in obtaining case or assistance group information regarding a family when the **Perry County Children Services** is assessing Title IV-E eligibility or completing an assessment/investigation of a child at risk or alleged to be abused; Assist **Perry County Children Services** in obtaining addresses and attempts to locate parents whose whereabouts are unknown, pursuant to OAC 5101:2-33-28; And where applicable and permitted assist **Perry County Children Services** in locating suitable relatives or kin that may be available as familial support for the child(ren) or as a placement option.

E. LOCAL ANIMAL CRUELTY REPORTING AGENCY

The local animal cruelty reporting agencies are to investigate reports of animal abuse and neglect within the county and, pursuant to ORC 2151.421, report suspected cases of child abuse and neglect that may be observed during the commission of their duties to **Perry County Children Services** or local law enforcement.

G. CHILDREN'S ADVOCACY CENTER (Must include if agreement with CDJFS/PCSA exists. Option to skip this section if your agency does not have a formal agreement with a children's advocacy center.)

Not Applicable *(if selected, this section is not relevant.)*

The Children's Advocacy Center (CAC) will establish internal protocols regarding the investigation of CAC cases, participate in training as needed, work jointly and cooperatively in their established role with the other team members in the investigation of CAC cases, and attend and exchange information when meeting with **Perry County Children Services**, law enforcement, and other signatories of this agreement.

H. CLERK OF COUNTY COMMON PLEAS COURT (Optional per statute, but benefits to inclusion should be considered per county)

Not Applicable *(if selected, this section is not relevant.)*

The Clerk of County Common Pleas Court will collaborate with **Perry County Children Services**, County Prosecutor, and local law enforcement to establish standards and processes for the filing and acceptance of abuse, neglect, and dependency pleadings; Notice to the necessary parties; Service of process; How to send and receive communications from the Clerk; Defining acceptable

methods of communication; Best practices for handling emergency/ex parte motions and orders which require the removal of children and need to be acted upon in an expeditious manner; Date and timestamp process and any cut-offs; Determine how and when to expect decisions or entries to be communicated; Provide periodic training for those involved in the investigation of child abuse and neglect and the signatories of this MOU; Be available to **Perry County Children Services** management staff or the Prosecutor should questions arise.

III. **SCOPE OF WORK**

The key objective of this MOU is to clearly define the roles and responsibilities of each agency in the provision of child protective services.

A. **Mandated reporters and penalty for failure to report**

Persons identified as mandated reporters per Ohio Revised Code section 2151.421, while acting in official or professional capacity, shall immediately report knowledge or reasonable cause to suspect the abuse or neglect of a child in accordance with that section. Reports shall be made to **Perry County Children Services** or a law enforcement officer.

The penalty for the failure of a person required to report any suspected case of child abuse and/or neglect pursuant to ORC section 2151.421 shall be a misdemeanor of the fourth degree. The penalty is a misdemeanor of the first degree if the child who is the subject of the required report that the offender fails to make suffers or faces the threat of suffering the physical or mental wound, injury, disability or condition that would be the basis of the required report when the child is under the direct care or supervision of the offender who is then acting in the offender's official or professional capacity or when the child is under the direct care or supervision of another person over whom the offender, while acting in the offender's official or professional capacity, has supervisory control. Failure to report suspected child abuse and/or neglect may also result in civil liability in the form of compensatory or exemplary damages.

If during the course and scope of work Perry County Children Services has reasonable suspicion to believe that a mandated reported has failed to report abuse or neglect of a child per statute the agency shall immediately contact the mandated reporter to gather the report. The agency will then review the facts with legal counsel and the County Prosecutor to determine if additional action should be taken. If the agency has reason to believe that a false report of suspected child abuse or neglect has been made, consultation with legal counsel and the County Prosecutor would also be warranted and sought out.

B. **System for receiving reports**

Reports of child abuse or neglect shall be made to **Perry County Children Services** or any law enforcement officer with jurisdiction in **Perry County**. If **Perry County Children Services** contracts with an outside source to

receive after-hour calls, a copy of the signed agreement shall be attached to this MOU which indicates that all reports with identifying and demographic information of the reporter and principals will be forwarded to a designated children services worker within an hour of receipt, confidentiality requirements will be met, and how the public is informed of after-hours reporting opportunities.

After hours on-call services are available 365 days a year through Perry County Children Services. Schedules are provided monthly to Perry County Sheriff's Office and 911 Dispatch. Calls are directed through the Perry County Sheriff's Office and 911 during non business hours, holidays, and agency closures. Reports can be made Monday-Friday 8:30am-4:30pm by calling the agency's regular business hours phone number.

Callers utilizing the regular business hours phone number during non-business hours will be instructed to contact the Perry County Sheriff's Office or dial 911 for emergencies via an automated message. Dispatchers will collect contact information from the caller and convey that contact information immediately to the assigned on-call caseworker who will initiate contact with the reporter to gather additional information and determine the appropriate response. Schedules containing the names and contact information of the assigned on-call caseworkers and assigned on-call supervisors are provided to PCSO and 911 by fax. Dispatchers shall maintain the confidentiality of all reporters of child abuse and neglect.

When a law enforcement officer receives a report of possible abuse or neglect of a child or the possible threat of abuse or neglect of a child, the law enforcement officer shall refer the report to the appropriate PCSA unless an arrest is made at the time of the report that results in the appropriate PCSA being contacted concerning the alleged incident involving the child.

When Perry County Children Services screens in a report of child abuse, Perry County Children Services shall notify the appropriate law enforcement agency of the report, unless law enforcement is present and an arrest is made at the time of the report that results in the appropriate law enforcement agency being notified of the child abuse.

When Perry County Children Services screens in a report of child neglect, and an active safety threat is identified within the first seven days of the assessment/investigation, Perry County Children Services shall notify the appropriate law enforcement agency within the first seven days of the assessment/investigation unless an arrest is made at the time of the report that results in the appropriate law enforcement agency being notified of the child neglect.

C. Responding to mandated reporters

When **Perry County Children Services** receives a referral from a mandated reporter who provides their name and contact information, **Perry County Children Services** shall forward an initial mandated reporter notification to the referent within seven days. The notification will be provided, in accordance with the mandated reporter's preference. Information shared with the mandated reporter shall include the information permitted by ORC 2151.421(K):

- Whether the agency or center has initiated an investigation of the report;
- Whether the agency or center is continuing to investigate the report;
- Whether the agency or center is otherwise involved with the child who is the subject of the report;
- The general status of the health and safety of the child who is the subject of the report;
- Whether the report has resulted in the filing of a complaint in juvenile court or of criminal charges in another court.

When **Perry County Children Services** closes an investigation/assessment reported by a mandated reporter, **Perry County Children Services** shall forward an outcome mandated reporter notification to the referent. The notification will be provided in accordance with the mandated reporter's preference. Information shared with the mandated reporter shall be that permitted by ORC 2151.421 to include a notification that the agency has closed the investigation along with a point of contact.

D. Roles and responsibilities for handling emergency cases of child abuse, neglect, and dependency

1. PCSA's Response Procedure

When **Perry County Children Services** determines that a report is emergent, **Perry County Children Services** shall attempt a face-to-face contact with the child subject of the report/ alleged child victim within one hour of the receipt of the report.

If **Perry County Children Services** identifies an active safety threat at any point during the assessment/investigation, the caseworker or supervisor shall implement a safety response.

When a non-emergency removal of a child from his own home is necessary, PCCSB shall:

- a. In or Out of Home Safety Planning Procedures**
- b. File a complaint or motion in the juvenile court with a motion requesting removal of the child and providing notice in advance to the parent, guardian, or custodian regarding the time of the court hearing.**

When emergency removal of a child from his/her own home is necessary, PCCS shall consider removal procedures in the following order:

- a. In or Out of Home Safety Planning Procedure**
- b. Petitioning the court for an ex-parte emergency order to remove the child**
- c. Filing a complaint or motion in the juvenile court requesting emergency removal of the child prior to the shelter care hearing and providing notice in advance to the parent, guardian, or custodian regarding the time of the court hearing.**
- d. Requesting the assistance of a law enforcement officer or a duly authorized officer of the court**

PCCS will follow the most preferred procedure for the emergency removal of a child that will not endanger the child.

In the event that a situation arises outside of normal business hours in which PCCS staff and law enforcement cannot remedy or mitigate the safety threat through an in or out of home safety plan, protocol for contacting the Juvenile Court Judge or their representative for request of a verbal order will be initiated.

When PCCS removes a child pursuant to (b) it shall petition the court for an order authorizing the continued placement of the child within twenty- four hours or the next working day and request a determination by the court that reasonable efforts were not possible due to the urgent nature of the child's removal.

When relative placements have been explored and determined to be unavailable or unsuitable, PCCS shall ensure that the temporary emergency care for the child is in the least-restrictive, most family-like setting available to meet the needs of the child in accordance with rule 5101:2-42 05 of the Administrative Code. When PCCS removes a child from the home due to abuse, neglect or dependency and the family is a participant in Ohio Works First (OWF) or another publicly funding program, PCCSB shall notify the county Department of Job and Family Services (CDJFS) of the child's removal.

2. Law Enforcement and Harcum House Response Procedure

See attached an excuted Memorandum of Understanding which outlines all protocols regarding Harcum House Child Advocacy Center.

3. Children in Need of Medical Attention Special Response Procedures

Children suspected of having severe or life threatening injuries, injuries that may be related to abuse/neglect, or suspicion of exposure to harmful substances shall be transported to the nearest hospital at the time that the injury becomes suspected. Perry County has one emergency room operated by Genesis located in Somerset. Procedures for a SANE kit to be collected are outlined in the attached MOU for the Harcum House.

E. Standards and procedures to be used in handling and coordinating investigations of reported cases of child abuse and/or neglect

Methods to be used in interviewing the child who is the subject of the report and who allegedly was abused and/or neglected, alleged perpetrators, and other family members and witnesses/collaterals will be discussed and agreed upon in advance by the **Perry County Children Services** and the corresponding law enforcement agency.

To the extent possible investigative interviews of children who are the alleged victims of reports of abuse and/or neglect where criminal activity is suspected, including reports of human trafficking, are cooperatively planned by **Perry County Children Services** and the law enforcement agency of the jurisdiction.

Every effort will be made by the signatories of this MOU to prevent or reduce duplicate interviews of the victims or witnesses. When feasible, to reduce trauma complete only one interview with the alleged child victim/ child subject of the report. **Perry County Children Services** agrees to be the lead agency in scheduling the time, place, and location of joint interviews as well as notifying all participants.

Before starting the interview, the participants will determine who is to be present in the room, who will be asking the questions, what areas are to be covered, and who will be the scribe for the interview. Audio and video recordings may be used when necessary.

When law enforcement or the prosecutor's office interviews a participant in a criminal investigation and a representative of **Perry County Children Services** is not present, the interviews conducted by law enforcement or the prosecutor's office may be used by **Perry County Children Services** to meet the agency investigative requirements set forth in rule. Law

enforcement or the prosecutor's office will forward a written summary of the interview to **Perry County Children Services** upon request.

The **Perry County Children Services** agrees not to proceed without the advice and consent of the prosecutor's office when a criminal investigation is being conducted concurrently. **Perry County Children Services** will not jeopardize a criminal investigation but will work with law enforcement to protect the safety of the child victim or witnesses. Law enforcement will be the lead agency in the collection of forensic evidence and will coordinate with the necessary facilities to obtain and store such evidence properly.

Perry County Children Services shall follow up with law enforcement to ensure timely assistance and to complete mandated assessment/investigation activities within the forty-five-day timeframe. The timeframe can be extended in special circumstances to a maximum of sixty days if law enforcement needs additional time; however, **Perry County Children Services** must make a disposition within the sixty-day timeframe.

F. Standards and procedures addressing the categories of persons who may interview the child who is the subject of the report and who allegedly was abused or neglected

The categories of personnel who may conduct interviews of children who are the subjects of reports of alleged abuse, neglect, and/or dependency are limited to the following:

- Casework and supervisory staff of **Perry County Children Services**
- Law enforcement personnel
- County or city prosecuting attorneys, assistant prosecuting attorneys, in-house JFS legal counsel if applicable, and their investigative staff
- **Child Advocacy Center Forensic Interviewers**
-

G. Standards and procedures for Perry County Children Services requests for law enforcement assistance

Perry County Children Services will contact the law enforcement agency with jurisdiction for immediate assistance.

Perry County Children Services may request the assistance of law enforcement during an assessment/investigation if one or more of the following situations exist:

- An exigent circumstance.
- **Perry County Children Services** has reason to believe that the child is in immediate danger of serious harm.

- **Perry County Children Services** has reason to believe that the worker is, or will be, in danger of harm.
- **Perry County Children Services** has reason to believe that a crime is being committed, or has been committed, against a child.
- **Perry County Children Services** worker must conduct a home visit after regular **Perry County Children Services** business hours, and a law enforcement escort is requested as a standard operating procedure.
- **Perry County Children Services** is removing a child from his or her family via an order of the court, and the assistance of law enforcement is needed as **Perry County Children Services** has reason to believe the family will challenge the removal.
- **Perry County Children Services** is working with a client who has a propensity toward violence, and the assistance of law enforcement is needed to ensure the safety of all involved.
- **Perry County Children Services** is working with a family that has historically threatened to do harm to PCSA staff.

H. Specialized Investigations or Circumstances

To the extent possible, investigative interviews of children who are the alleged child victims/child subjects of the report of abuse and neglect where criminal activity is suspected, including reports of human trafficking, physical and sexual abuse, domestic violence, child endangering, or the like, are cooperatively planned by **Perry County Children Services** and the law enforcement agency of jurisdiction.

1. Out-of-Home Care

Perry County Children Services conducts an out-of-home care investigation in response to a child abuse or neglect report that includes an alleged perpetrator who meets one or more of the following criteria:

- Is a person responsible for the alleged child victim's care in an out-of-home care setting as defined in rule 5101:2-1-01 of the Administrative Code.
- Is a person responsible for the alleged child victim's care in out-of-home care as defined in section 2151.011 of the Revised Code.
- Has access to the alleged child victim by virtue of his/her employment by or affiliation to an organization as defined in section 2151.011 of the Revised Code.
- Has access to the alleged child victim through placement in an out-of-home care setting.

Perry County Children Services follows the procedures for conducting out-of-home care investigations as described in section 5101:2-36-04 of the OAC.

2. Third-Party Investigations

In accordance with section 5101:2-36-08 of the OAC, **Perry County Children Services** shall request a third-party investigation be conducted by a local law enforcement agency or a PCSA in a contiguous county when there is potential for a conflict of interest because one of the following parties is a principal of the report:

- Any employee of an organization or facility that is licensed or certified by the Ohio Department of Job and Family Services (ODJFS) or another state agency and supervised by the PCSA.
- A foster caregiver, pre-finalized adoptive parent, adoptive parent, relative, or kinship caregiver who is recommended, approved, or supervised by the PCSA.
- A type B family childcare home or type A family childcare home licensed by ODJFS when the CDJFS has assumed the powers and duties of the county children services function defined in Chapter 5153. of the Revised Code.
- Any employee or agent of ODJFS or the PCSA as defined in Chapter 5153. of the Revised Code.
- Any authorized person representing ODJFS or the PCSA who provides services for payment or as a volunteer.
- A foster caregiver or an employee of an organization or facility licensed or certified by ODJFS and the alleged child victim is in the custody of, or receiving services from, the PCSA that accepted the report.
- Any time a PCSA determines that a conflict of interest exists. The PCSA shall document in the case record if a conflict of interest is identified.

Perry County Children Services shall request that law enforcement serve as the third party when a report alleges a criminal offense. **Perry County Children Services** must request the assistance of a third party within 24 hours of identifying that a conflict of interest exists.

For Third Party Investigations, outlined steps for the specific investigation type (ie intra-familial investigations, stranger danger investigations, etc.) apply. Perry County Sheriff's Department or City/Village Police Department will assist PCCS in not only situations where a third party investigation is required due to a conflict on the part of PCCS, but also in situations where PCCS is requested to assist due to a conflict identified by another Public Children Services Agency.

3. Child Fatality- Suspected cause of death is abuse or neglect

Perry County Children Services is governed by ORC section 307.622 and must have a child fatality review board.

Death of child due to Abuse or Neglect

PCCS's role in such an investigation is limited to protective intervention on behalf of the siblings of the deceased child. The appropriate law enforcement agency is responsible for the criminal investigation of the child's death.

3. Child Fatality Review Board

If the child who is the subject of the report dies for any reason at any time after the report is made, but before the child attains eighteen years of age, the public children services agency or municipal or county peace officer to which the report was made or referred, on the request of the child fatality review board, shall submit a summary sheet of information providing a summary of the report to the review board of the county in which the deceased child resided at the time of death. On the request of the review board, the agency or peace officer may, at its discretion, make the report available to the review board.

4. Child Fatality- Death of a child in the custody of Perry County Children Services

Perry County Children Services follows section 5101:2-33-14 of the OAC following the death of a child in its custody.

Death of a child in agency custody:

PCCS shall notify the appropriate law enforcement agency with jurisdiction within one hour of learning when a child in its custody dies. When the death of a child is the result of suspected child abuse or neglect, PCCS will make an immediate report to law enforcement.

For a child in temporary custody, PCCS shall contact the parent, guardian, or custodian within one hour of learning of the child's death. For those children in permanent custody, PCCS shall be responsible for funeral arrangements, including exploring all available financial resources for funeral expenses.

For those children in temporary custody, PCCS shall assist the family in planning the funeral arrangements if requested. The Executive Director is authorized to approve the expenditure.

5. Allegations of withholding medically indicated treatment from disabled infants with life-threatening conditions

Perry County Children Services follows the procedures described in section 5101:2-36-07 of the OAC for responding to these reports.

The withholding of medically indicated treatment is the refusal to provide appropriate nutrition, hydration, medication, or other medically indicated treatment from a disabled infant with a life-threatening condition.

Medically indicated treatment includes the medical care most likely to relieve, or correct, the life-threatening condition. Nutrition, hydration, and medication, as appropriate for the infant's needs, are medically indicated for all disabled infants; in addition to, the completion of appropriate evaluations or consultations necessary to assure that sufficient information has been gathered to make informed medical decisions on behalf of the disabled infant.

In determining whether treatment is medically indicated, reasonable medical judgments made by a prudent physician, or treatment team, knowledgeable about the case and its treatment possibilities are considered. The opinions about the infant's future "quality of life" are not to bear on whether a treatment is judged to be medically indicated. Medically indicated treatment does not include the failure to provide treatment to a disabled infant if the treating physician's medical

judgment identifies any of the situations listed in OAC section 5101:2-36-07(A)(3)(a-d).

Perry County has a single medical facility, Genesis Emergency Room in Somerset, Ohio. Perry County Children Services follows all applicable Ohio Administrative Codes regarding withholding of medically indicated treatment.

- **Genesis Perry County Medical Center**
- **301 Dr. Mike Clouse Drive, Suite 2**
- **Somerset, OH 43783**
- **Contact: Jason Adams, RN Manager**
- **740-836-0034 Office**
- **740-252-7163 Cell**
- **Nursing Peer Review Committee**
- **Marion Lazar is the chair person**
- **740-454-5785 Office**
-

- 6. Allegations of child abuse and/or neglect constituting a crime against a child, including human trafficking, and require a joint assessment/investigation with law enforcement**

PCCSB may request the assistance of law enforcement during any assessment/investigation if the agency has reason to believe that a crime is being committed or has been committed against a child.

The assigned Caseworker and the assigned law enforcement officer will make every effort to coordinate contacts and interviews with the child, caregivers, collateral contacts, and alleged perpetrators within no more than 60 days from the date the report is screened in. Efforts shall be made to reduce or avoid the duplication of interviews, especially with children. Children who are suspected victims of sexual abuse including human trafficking, severe physical abuse, or severe neglect may be referred for a forensic interview at the Harcum House Child Advocacy Center.

Members of the County Multidisciplinary Team agree to share relevant information pertinent to the investigation in a timely manner while maintaining the confidentiality of the child and family.

Prior to the closure of any jointly investigated case, PCCSB and the investigating law enforcement agency may meet to discuss the child's safety, disposition of the case, a plan for continued investigatory activity, and any potential criminal charges. PCCSB has a sixty (60) day timeframe for completion of an investigation.

The case must then be closed or transferred for Ongoing Services.

7. Reports of cases involving individuals who aid, abet, induce, cause, encourage, or contribute to a child or a ward of the juvenile court becoming dependent, neglected, unruly, and/or delinquent

When PCCS is made aware of a situation when an individual is aiding, abetting, inducing, causing, encouraging or contributing to a child or a ward of the court becoming a dependent child as defined in 2151.04 or a neglected child as defined in 2151.03, PCCS may contact law enforcement to initiate a criminal investigation.

When PCCS is made aware of a situation where an individual is aiding, abetting, inducing, causing, encouraging or contributing to a child or a ward of the court becoming an unruly child as defined in 2151.022 or a delinquent child as defined in 2152.02, PCCS may contact law enforcement to initiate a criminal investigation.

8. Reports involving individuals who aid, abet, induce, cause, encourage, or contribute to a child or a ward of the juvenile court by leaving the custody of any person, department, or public or private institution without the legal consent of that person, department, or institution

When PCCS becomes aware that a person aided, abetted, induced, caused, or encouraged a child in its custody to leave the custody of PCCS, it shall refer the matter to law enforcement for a criminal investigation or file interference of custody charges through the Perry County Prosecutor's Office.

9. Receiving and responding to reports of missing children

Upon learning that a minor child has either run away from or is otherwise missing from the home or the care, custody, and control of the child's parents, custodial parent, legal guardian, or non-custodial parent, **Perry County Children Services** shall:

- Refer the reporter to the law enforcement agency in the appropriate jurisdiction.
- Contact the law enforcement agency for entry into the National Crime Information Center (NCIC) database if the child is in **Perry County Children Services** custody.

- Contact the National Center for Missing and Exploited Children (NCMEC) if the child is in **Perry County Children Services** custody.

Upon request of law enforcement, **Perry County Children Services** shall provide assistance and cooperation in the investigation of a missing child, including the immediate provision of any information possessed by **Perry County Children Services** that may be relevant in the investigation.

Law enforcement shall notify **Perry County Children Services** upon learning that a minor child who is alleged to be in the children services system or who is known or suspected to be abused or neglected has either run away from or is otherwise missing from the home or the care, custody, and control of the child's parents, custodial parent, legal guardian, or non-custodial parent.

I. **Standards and procedures for removing and placing children**

1. **Emergency**

Emergency removal of a child from home is necessary when the child is at imminent risk of harm and in need of protection from abuse, neglect, or dependency.

An ex parte order may be issued with or without a complaint being filed. Prior to taking the child into custody the judicial fact finder must make a determination that reasonable efforts were made to notify the child's parents, guardian, or custodian, or there were reasonable grounds to believe doing so would jeopardize the safety of the child, or lead to the removal of the child from the jurisdiction.

Juv. R 6 orders can be issued in-person, by phone, video conference, or otherwise. Reasonable grounds must exist to believe the child's removal is necessary to prevent immediate or threatened physical or emotional harm.

Findings must be made that the agency either did or did not make reasonable efforts to prevent the removal of the child from their home with a brief description of services provided and why those did not prevent the removal or allow the child to return home, and if temporary custody is granted to the PCSA an additional finding that it would be contrary to the welfare and best interest of the child to continue in the home. If granted, a shelter care hearing must be scheduled the next business day (but not later than seventy-two hours) after the emergency order has been issued. If the ex parte motion is denied, the matter must be set for a shelter care hearing within ten days from the filing date.

Upon discovery that a safety threat exists and immediate risk of harm is determined to be a factor, the caseworker and/or Supervisor shall contact agency legal counsel to review the facts of the case. Legal Counsel will determine whether or not imminent risk is present and contact the Judge to request an ex-parte order of custody.

2. Non-emergency

Upon receiving a report alleging child abuse, neglect, and/or dependency, **Perry County Children Services** commences an investigation in accordance with the requirements of section 2151.421 of the ORC. If the final case decision rises to the level of court involvement, **Perry County Children Services** shall approach the juvenile court and file a complaint alleging the child(ren) to be abused, neglected, or dependent per ORC 2151.27. The matter will be set for a shelter care/preliminary protective hearing expeditiously by the juvenile court.

Reasonable oral or written notice of the time, place, and purpose of the hearing must be provided to the parents, guardian, or custodian unless they cannot be found. The same parties are also entitled to notification that a case plan may be prepared, the general requirements, and possible consequences of non-compliance with the case plan.

The parties will be served with the complaint and summons to appear before the juvenile court. Unrepresented parties are advised by the juvenile court of their right to counsel. Counsel is appointed for children when abuse is alleged. A guardian ad litem is appointed to all children subjects of abuse, neglect, or dependency proceedings. A separate guardian ad litem may be appointed to minor parents or parents who appear mentally incompetent.

The judicial fact finder must determine whether there is probable cause that the child is abused, neglected, or dependent, the child is in need of protection, whether or not there is an appropriate relative or kin willing to assume temporary custody of the child, reasonable efforts were made by **Perry County Children Services** to prevent the removal or continued removal or to make it possible for the child to return home safely, and for temporary custody orders to **Perry County Children Services** that it would be contrary to the welfare and best interest of the child to continue in the home. All other temporary orders should be requested and considered at this time.

J. [Optional Section(s)]

Not Applicable *(if selected this section is not relevant.)*

IV. TRAINING

Cross system training is to be provided to and a plan developed by all signatories of this MOU to ensure parties understand the mission and goals identified in this MOU and are clear about the roles and responsibilities of each agency. Periodic trainings events will be coordinated by **Perry County Children Services** as the lead agency and notification of the trainings will be provided to the signatories of this agreement. By agreeing to participate in the county MOU process signatories express a commitment to attend training opportunities when presented.

V. CONFLICT RESOLUTION

Not Applicable *(if selected this section is not relevant.)*

When a conflict occurs among county partners, the effect is often broader than the individuals directly involved in the dispute. As disputes are often inevitable, this MOU must set forth the local process by which disputes will be resolved so as not to disrupt program effectiveness.

As the mandated agency responsible for the provisions of child protective services, the ultimate decision on how to handle abuse, neglect investigations lie with **Perry County Children Services**. Every effort will be made to take into account other subscribers' requests and concerns relating to services.

Criminal investigations and prosecution remain the responsibility of the prosecuting attorney and appropriate law enforcement agencies. **Perry County Children Services** will assist these agencies, but in no way, interfere or jeopardize a criminal investigation or prosecution.

For cases that come before the court as it relates to decisions and orders, the Juvenile Judge's rulings are final.

In the event internal conflict resolution efforts fail and a statutorily required participant refuses to sign or engage in the MOU process, the PCSA is to consult with the County Prosecutor to explore available remedies.

VI. CONFIDENTIALITY STATEMENT

Any report made in accordance with ORC section 2151.421 is confidential. Both the information and the name of the person who made the report under section 2151.421 shall not be released to the public for use and shall not be used as evidence in any civil action or proceeding brought against the person who made the report.

Children services records are not public records and are exempt from Ohio's Sunshine Laws under ORC 149.43. Children Services records are confidential in nature and should be treated accordingly.

ORC section 2151.423 requires **Perry County Children Services** to disclose confidential information discovered during an investigation conducted pursuant to section 2151.421 or 2151.422 of the Ohio Revised Code to any federal, state, or local government entity that needs the information to carry out its responsibilities to protect children from abuse or neglect. Likewise, law enforcement, **Harcum House**, and other entities are expected to release information to **Perry County Children Services** for the purpose of carrying out its responsibility of protecting children from abuse and/or neglect.

The confidentiality provisions of this MOU will survive the expiration or termination of this agreement.

Information regarding the report and/or investigation of alleged abuse or neglect may be shared only when dissemination is authorized by OAC section 5101:2-33-21 and in accordance with the procedures outlined in OAC section 5101:2-33-21. The unauthorized dissemination of confidential information is a misdemeanor and is punishable by law.

In the event of unauthorized dissemination of information, the party who learns of the breach of confidentiality will notify the Director of **Perry County Children Services** as soon as possible. The notification will be sent to the Director in writing describing the circumstances surrounding the breach. The notification will specify the confidential information released, who is responsible for disseminating the confidential information, how it was disseminated, and the parties who have access to the information without authorization. The Director of **Perry County Children Services** shall then refer this information to the prosecutor at their discretion.

VII. TERMS AND CONDITIONS AND STATUTORY REQUIREMENTS

This MOU must be retained for a period of at least seven years per the state of Ohio records retention schedule. Please refer to **Perry County Children Services** records retention policy for information on forms to be completed and processes to be followed for the destruction of records.

Consultation among the signatories will be done in person, whenever practicable. When an in-person meeting is not possible the signer may employ the use of alternative methods of communication including but not limited to MS Teams, Skype, Zoom, or telephone as agreed upon by all members. When **Perry County Children Services** is seeking consultation with a signer of this memorandum regarding an active referral of child abuse and/or neglect and has met in person or spoken with another signer, **Perry County Children Services** will make written contact with the appropriate agency by the next working day to request the needed information and make the referral in writing.

The required members shall review and evaluate the terms and conditions of the MOU every biennium. All required members to the MOU will sign the new or updated agreement. **Perry County Children Services** is to submit the MOU to the Board of County Commissioners for review and approval with enough time for any revisions to be made prior to December thirty-first of the year.

This MOU does not inhibit good faith compliance with a subpoena issued by a Grand Jury or in a criminal case. Dissemination of records pursuant to the State's discovery obligations is authorized. However, work product and other privileges are expected to be upheld.

Failure to follow the procedure set forth in the MOU by the concerned officials is not grounds for, and shall not result in, the dismissal of any charges or complaint arising from any reported case of abuse or neglect or the suppression of any evidence obtained as a result of reported child abuse or child neglect and does not give, and shall not be construed as giving, any rights or any grounds for appeal or post-conviction relief to any person.

This MOU shall be governed by and construed in accordance with applicable state and federal laws and regulation. In the event any portion of this MOU is inconsistent with state or federal law, that portion shall be without effect as if stricken from the document and the remaining portion shall remain in full force and effect.

VIII. SIGNATURES OF EACH PARTICIPATING AGENCY

The signature section authorizes the participating parties of the agreement to begin enactment of MOU protocols and activities. The participating members agree to follow the terms of this MOU and to meet at minimum once every biennium to review terms and conditions, evaluate if updates are needed, and sign a new or amended MOU

If any individual serving as a signatory changes mid-term, **Perry County Children Services** is to provide the new required member with the current memorandum. The new member remains bound by the most recently approved version of the memorandum. Their signature is to be obtained and submitted on or before the next biennial review.

A required member to this agreement may terminate their involvement in the MOU for good cause upon giving reasonable written notice to the other required members in this MOU. **Required members are provided 30 days to provide written notice of the termination.**

Modifications required signatures from required members.

Notice of a new required member should be provided to Perry County Children Services within 30 days.

Prosecutors Office, Joseph A. Fautt, Prosecutor Attorney

J.A. Fautt

12/7/23

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Perry County Children Services *Amish Frame*

Amish Frame

12/31/23

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Executive Director

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

SHERIFF
Perry County SHERIFF'S OFFICE, William R. Barber

60 DEC 2023

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

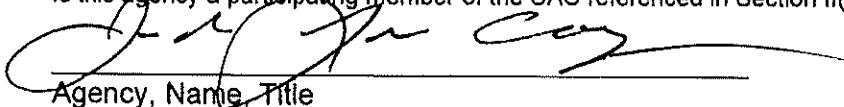
Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Perry County Common Pleas Court Probate & Trust Divisions

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No



Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Ed Boley, Director, Perry JFS

12.7.23

Agency, Name, Title
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Harcum House, Cody Tatum, Director
Agency, Name, Title

12/8/2023
Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Crooksville PD Bryan Alexander Chief
Agency, Name, Title

12/14/2023
Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

New Lexington PD, Doug Gill, Police Chief 12/18/2023
Agency, Name, Title Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title Date
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title Date
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title Date
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title Date
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title Date
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title Date
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title Date
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title Date
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title Date
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title Date
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title Date
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Canning Police Dept. Ralph Gross, Chief
Agency, Name, Title

1/3/24
Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Shawnee P.D. Kevin Whitcomb Police Chief

12-20-2023

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

D. WILLEMS

THORNVILLE PD A. Wilkins CHIEF

01-17-2024

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

201

SOMERSET POLICE DEPT. BOB SCHAW, CHIEF 1/18/24
Agency, Name, Title Date
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title Date
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title Date
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title Date
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title Date
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title Date
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title Date
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title Date
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title Date
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title Date
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title Date
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title Date
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Junction City P.D. Chief [Signature]

01242024
Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

IX. Refusal to Sign Not Applicable (if selected, this section is not relevant.)

The **Perry County Children Services** attests they attempted to obtain the signature of all required participating agencies as set forth in Section II of this memorandum and as mandated through section 2151.4210 of the Revised Code. However, the following agency(ies) or individual(s) refused to sign this MOU.
[Option to repeat the following block of information in the event more than one agency/individual refuses to sign]

Date: **1/16/2024**

Agency, Name, Title: **Chief of Police Thornville, Chief of Police Somerset, Chief of Police Junction City**

Reason the individual refused to sign:

The mandated members listed above failed to respond to requests for signature on the MOU. Multiple emails, phone calls, and messages were left at the City offices without response. Junction City Chief did acknowledge receipt and committed to returning the signature page, but failed to do at time the document was sent to the County Commissioners for finalizing.

X. Board of County Commissioners

The **Perry County Children Services** shall submit the MOU signed by all participating agencies to the **Perry** Board of County Commissioners. The participating agencies will ensure there is adequate time for both the County Board of Commissioners and ODJFS review and approval process along with any returns for correction prior to the end of the contractual period.


County Commissioners Signature and Date/Resolution/Vote

The Board of Perry County Commissioners hereby review and approve the Perry County Memorandum of Understanding.

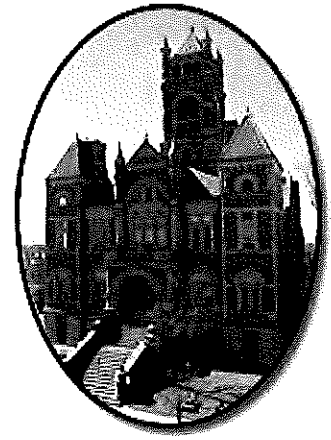
ATTACHMENTS

[If the PCSA contracts with an outside source to receive after-hour calls, a copy of the signed agreement must be attached which indicates that all reports with identifying and demographic information of the reporter and principals of the report will be forwarded to a designated PCSA worker within an hour of receipt and that confidentiality requirements will be met.]

N/A

Board of Perry County Commissioners

212 S. Main St., Lower Level
New Lexington, Ohio 43764
Phone: 740-342-2045 Fax: 740-342-5505
E-mail: perryco@perrycountyohio.net



January 17, 2024

The Perry County Commissioners met in a regular session on January 17, 2024 and passed the following resolution.

(24-0117-07)

Moved by Mr. Owen.

The Perry County Commissioners approve the ODJFS MOU to Address Child Abuse and Neglect. It is an agreement among Perry County Children Services and community partners the delineates roles and responsibilities for referring, reporting, investigating and prosecuting child abuse and neglect cases.

Seconded by Mr. Kinsel.

With no further discussion, roll call vote taken:

Dan Kinsel : Yes
Scott Owen : Yes
Ben Carpenter : Yes

The undersigned Clerk of the Board of Commissioners of Perry County, Ohio, certifies that the foregoing is a true and correct copy of the agreement that the Perry County Board of Commissioners adopted on January 17, 2024 and appearing upon the official records of the Board.

A handwritten signature in cursive script that reads "Angela McCord". The signature is written in black ink and is positioned above the printed name of the signatory.

Angela McCord, Clerk
Commissioners Office, Perry County, Ohio

Memorandum of Understanding, Interagency Agreement & Protocol



CHILD ADVOCACY CENTER

A program of 
HARCUM
HOUSE

HARCUM HOUSE

Perry County Multidisciplinary Team

Memorandum of Understanding

WHEREAS the undersigned parties represent all the disciplines of the HARCUM HOUSE Child Advocacy Center Perry County multidisciplinary team, and the communities served by HARCUM HOUSE;

WHEREAS HARCUM HOUSE is pursuing the vision of "A community that is safer, healthier, and better informed about the impact of trauma and abuse.";

WHEREAS the mission of the HARCUM HOUSE is "to reduce trauma and enhancing healing in our community through crime victim advocacy, education and outreach". We accomplish this by rendering child-friendly, victim-sensitive, family-centered services through a multidisciplinary team;

NOW THEREFORE, the parties hereby agree to:

1. Support the concept, philosophy and practice of a multidisciplinary approach to the investigation, prosecution and treatment of child sexual abuse and severe physical abuse cases.
2. Support the interagency agreement and protocol for the operation of the HARCUM HOUSE in its entirety, with the understanding that the protocol will offer a guide to best practice services for the children and families of Perry County.
3. Agree that no party shall withdraw as a participant in this memorandum of understanding without first giving thirty days' notice.
4. Agree that all parties will collaborate to seek funding sources through various public and private sources to create operational funds for HARCUM HOUSE.

This agreement may be amended as the parties agree.

IN WITNESS THEREOF, the parties hereto have duly executed this agreement on this XXth day of April 2020.

INTERAGENCY AGREEMENT

The mission of the Child Advocacy Center is to reduce trauma and enhancing healing in our community through crime victim advocacy, education and outreach. It is our vision the communities we serve are safer, healthier, and better informed about the impact of trauma and abuse.

This interagency agreement addresses Perry County's commitment to maintain a collaborative, multidisciplinary team (MDT) response to the prevention, investigation, assessment, prosecution, and treatment of child sexual and severe physical abuse cases in the Perry County community. The child abuse targeted in this protocol includes the sexual abuse of a child under 18 years of age; and/or severe physical abuse of a child under 18 years of age.

The following protocol is offered as a guide to the HARCUM HOUSE and partner agencies, to ensure coordinated MDT response in child sexual and severe physical abuse cases, and as such is recognized the protocol cannot address every situation that may arise. In situations not specifically covered herein good judgment, adherence to the MDT values of collaboration and communication, and consensus of the Harcum House CAC MDT shall determine the course of action that is most appropriate.

The Harcum House adopts the Child First Doctrine, initially created by Corner House, is central to the training of members of the MDT and is essential to the operation and decision-making of the Harcum House CAC MDT. The Child First doctrine states as follows:

The child is our first priority.

Not the needs of the family.

Not the child's "story".

Not the evidence.

Not the needs of the courts.

Not the needs of police,

Child protection, attorneys, etc.

The child is our first priority.

Ann Ahlquist and Bobby Ryan

Table of Contents

Memorandum of Understanding 2

Interagency Agreement 4

Protocol

Team Members 8

Referral/Intake

 Case Acceptance Criteria 9

 During Normal Office Hours 9

 Evenings and Weekends 9

 Rapid Response 10

Investigations 11

Facility 12

Information Sharing 13

Suspect Interviews 15

Medical Services 16

 Non-emergency Examinations 17

 Emergency Examinations 17

 Physical Abuse Examinations 18

 Continuity of Care 18

Mental Health Linkages..... 19

 Sample Linkage Agreement 20

Victim Advocacy Services 21

Case Resolution 22

Case Review 22

Case Tracking 23

Training Protocol 24

PROTOCOL

MULTIDISCIPLINARY TEAM

The multidisciplinary team member agencies are:

- Allwell Behavioral Health Services
- Crooksville Police Department
- Hopewell Health Centers
- Integrated Services for Behavioral Health
- New Lexington Police Department
- Perry Behavioral Health Choices
- Perry County Board of Developmental Disabilities
- Perry County Children Services Board
- Perry County Prosecutor's Office
- Perry County Sheriff's Office
- Roseville Police Department
- Somerset Police Department

Law enforcement from any jurisdiction, individual treating mental health providers from any agency, Guardians ad Litem and attorneys, probation officers, teachers and/or any other service provider for the child can be included in the MDT for a specific case.

Harcum House CAC collaborates with schools, Perry County Courts, and other mental health and healthcare providers whenever indicated to ensure that all children and families referred to the Harcum House CAC receive coordinated and collaborative services. Additionally, the Harcum House CAC will work with other community organizations to provide education and awareness services for the prevention of child sexual abuse and severe physical abuse.

All team members will treat every child and family with respect, will provide culturally competent services, and will exchange information consistent with legal, ethical and professional standards of practice.

The MDT agrees that whenever feasible, all children will be interviewed at the center. When on-site interviews are not feasible, it is agreed that either the caseworker or the law enforcement officer assigned to the case will refer the case to the Harcum House CAC within 24 hours of the intake using the referral process contained in the protocol.

The decision-making process during the assessment investigation and treatment of each case includes use of case review for total team input. The guiding principle is that each discipline must make decisions in accordance with internal procedures and mandates. Law enforcement, in collaboration with the prosecutor's office, has primary decision-making responsibility for evidence collection during the investigation.

REFERRALS

Case Acceptance Criteria

In Perry County, all reports of alleged child sexual and physical abuse are made to Perry County Children Services Board (PCCSB) and/or law enforcement agencies. In turn, referrals to the Harcum House are made by those same agencies, once the referral is determined to fit the following criteria:

Child either resides in Perry County or was present in Perry County when the alleged abuse occurred, is under 18 years of age or under 21 years of age if the individual has the sensory motor or cognitive disability, AND

- o Child is either disclosed allegations of sexual abuse, OR
- o Child has physical symptoms suggestive of sexual abuse; sexually transmitted infection, injury to the genital area, and/or unexplained redness or soreness, OR
- o Child displays age inappropriate sexual behaviors, OR
- o Guardian, relative, teacher or other person in contact with the child has a reasonable suspicion that the child is the victim of sexual or severe physical abuse, OR
- o Child is a sibling or other child who has been in contact with the alleged abuser of any child satisfying any of the above criteria.

Child sexual abuse is defined as any offense that is codified under Chapter 2907 of the Ohio Revised Code.

If law enforcement and child protective services screen a case out, decline or otherwise do not accept a case, a referral to Harcum House CAC can be made by another professional referral source.

Harcum House CAC will accept referrals on children who witness abuse or violence, experience severe physical abuse, extreme neglect or are drug endangered, and alternative response cases; or cases outside of Perry County (courtesy assessments) on a case-by-case basis. The Executive Director makes case acceptance decisions.

All Harcum House staff and volunteers are mandated reporters and as such any new disclosure made to Harcum House staff and/or volunteers will be reported to Children Services/Child Protective Services.

MDT assignments will vary by case but will always be assigned from the designated team of caseworkers, medical and mental-health professionals and law enforcement officers, all of whom have been specially trained in child abuse assessment, investigation and treatment.

Cases are referred to Harcum House CAC for overall case coordination, including the forensic interview; medical services; trauma surveys and mental health referrals, victim advocacy and support, and case review and case tracking.

Referrals During Normal Office Hours

Initiating agency (CPS or law enforcement) receives a report of alleged child sexual or severe physical abuse. Per internal agency procedure, cases assigned to caseworker or law enforcement officer.

Initiating agency contacts representative from a partner agency; CPS contacts appropriate law enforcement agency or law enforcement officer as a mandated reporter, calls the CPS hotline to make a referral. Initiating agency worker notifies Harcum House CAC within 24 hours to schedule an interview and/or request case coordination services.

Referrals During Evenings and Weekends

When a referral is received by PCCSB through the after-hours line or by law enforcement through normal dispatch.

PCCSB: if case is determined not to be a rapid response, cases assigned to caseworker next business day and normal referral process applies.

Law enforcement: uniformed officer responds to call, and if case is determined not to be a rapid response, then the officer generates report per internal agency procedure, case is assigned to be investigated on the next business day and normal referral process applies.

The guiding principle for referrals not deemed rapid response is that the child is not interviewed by the first responder. The first responder's report is based on observations, the report of witnesses, any evidence at the scene that may be documented, and any notes on the child's behavior, unsolicited statements and condition. Trained multidisciplinary team members or Harcum House CAC staff conducted the forensic interview as soon as possible at the center.

Rapid Response Referrals

Rapid response referrals are those reports require immediate action of one hour or less for those situations with one or more of the following factors:

- Alleged abuse occurred within 72 hours of referral
- Suspicious injury or medical necessity
- Imminent risk of further abuse, e. g. alleged perpetrator was in the child's home

The process for rapid response referrals is as follows:

- The agency that receives the initial referral will immediately contact the partner agency per internal policy to request worker assignment.
- The assigned law enforcement officer or caseworker will notify the Harcum House CAC immediately for scheduling the child interview and case coordination services for rapid response referrals during normal business hours.

The officer or caseworker will notify the team coordinator and/or Executive Director to assist with rapid response referrals during evenings and weekends.

All Harcum House staff are available for any rapid response referral when the MDT desires assistance with crisis intervention and support services for the child and family, regardless of where the interview is conducted, including interviews at law enforcement offices, schools, and emergency rooms.

MDT member agencies agree that when an interview is conducted at a location other than the Center a referral will still be made to Harcum House CAC for medical follow-up, victim advocacy services, mental health referrals, case review and case tracking purposes.

INVESTIGATION

CPS caseworkers, law enforcement officers and medical providers jointly investigate allegations of child abuse as mandated by Ohio Revised Code 2151.421. Harcum House is a victim services agency, not an investigative agency.

The role of law enforcement is:

- to determine whether or not there is evidence that a crime has been committed,
- to determine whom the evidence indicates committed the crime,
- to collect evidence including the victim's statement through developmentally appropriate interview of the child, statements from other witnesses; document the scene with photographs, collect physical evidence and
- to present information to the prosecutor's office for decisions on prosecution.

The role of the CPS caseworker is:

- to provide protective services for children,
- to provide treatment and rehabilitative services to children and their families by linking them with appropriate services,
- to provide a developmentally appropriate risk and safety assessment.

The role of the P-SANE is:

- to review the medical history and interview of the child,
- to determine whether a medical examination is necessary or appropriate,
- to conduct the examination and document any injuries both through a written report and with photographs.

The role of the physician or nurse practitioner is:

- to perform the appropriate medical examination, including ordering lab testing,
- to make a diagnosis and report findings.

The role of the forensic interviewer is:

- to conduct a developmentally appropriate, non-leading, non-duplicative recorded forensic interview for the purpose of determining what medical and mental health care an alleged child victim may need.

FACILITY

Harcum House understands that a child's disclosure is a process. The opportunity for disclosure is enhanced when the child is interviewed in a safe, neutral setting by an interviewer who has been specially trained in developmentally appropriate forensic interviewing techniques.

A key Harcum House service is the provision of a safe, accessible, neutral, family-friendly environment in which to conduct interviews. The center has one room dedicated to this purpose, and a second room available as needed, which are equipped with recording equipment. One room is also dedicated to observing interviews in progress.

In order to be physically and psychologically safe for child clients, Harcum House follows childcare facility standards to childproof the facility and does not permit known offenders on the premises.

If the suspected perpetrator accompanies a child, the individual is spoken with in the lobby of the facility, and the individual does not come through a locked door that separates the lobby from the remainder of the building. If, during the course of an interview, a child discloses that the parent or caregiver who accompanied them to the interview is their offender, the child can exit the facility through a back door.

Harcum House CAC conducts interviews of children who are alleged to be sexually aggressive. When this occurs, no other interviews are scheduled one hour before or after the interview of the alleged sexually aggressive child, no other children are permitted on site at that interview time, and the sexually aggressive child is always observed while at the facility.

All interviews are recorded in the hope of reducing the number of times the child must speak about the traumatic event. The parent/guardian and the child are advised of this prior to the interview. The parent/guardian signs an Acknowledgment of CAC Procedures, which outlines recording, medical examinations, team member observation and team communication. The original recording is stored on a DVD at Harcum House.

Team members are able to observe interviews as they are conducted and can receive password protected copies of interviews upon request. Those DVDs may be returned to Harcum House at the completion of the case.

The MDT agrees that to the extent possible all child interviews will be conducted at the Center.

The MDT recognizes that there are times when interviews must be conducted elsewhere due to child safety issues and/or due to the nature of a rapid response. For those situations, the CAC will still be notified either before the interview to provide crisis intervention and support services at the interview location, or within 24 hours after the interview to provide victim advocacy and case coordination services.

INTAKE AND INFORMATION SHARING PROCEDURES

Cross reporting occurs between PCCSB and law enforcement prior to interviews, in accordance with the referral/intake procedure, pursuant to the Ohio Revised Code.

It is normal procedure for children to be interviewed alone, with the parents not present. There are times when children will not separate from parents or agree to be interviewed without their parents. In these situations, a parent or caregiver is allowed in the interview room with the understanding that he or she may not speak or in any way interfere with the interview. Parents are not permitted to observe the interview unless they are in the room.

Non-MDT numbers are not allowed to observe interviews. The multidisciplinary team members are the only persons (other than parents as explained above or interpreters when needed) allowed in the interview room the child.

Any special needs of the family, such as interpreter services, or accommodations for disabilities are arranged prior to the interview.

The history obtained from the child is used in determining the extent of medical examinations and services provided. The assessment includes the medical examination if the PSANE or other medical personnel determine that the examination is necessary or family requests an examination be performed.

Recordings are made of all interviews. The original recording is stored on a DVD at Harcum House. Copies are provided to MDT team members when needed, and return to the Center, to be destroyed, at the conclusion of each case.

The child and family's right to privacy and confidentiality is extremely important and must be maintained within the context of information sharing among team members to provide a coordinated response for all cases referred to Harcum House. In general, all MDT members follow their respective agencies mandates for client confidentiality. Additionally, Harcum House staff inform parents or non-offending caregivers about team communication and have the parent or guardian sign the acknowledgment of CAC procedures, which include consent for information sharing.

FORENSIC INTERVIEWS

The interview of the child is conducted using developmentally appropriate, forensically sound interviewing techniques. All staff with interviewing responsibilities receive initial training and attend training annually to enhance their skills and increase the number of protocols/techniques available.

Per PCCSB rules siblings and children residing in the alleged child victim's home must be assessed. Additionally, law enforcement is required to interview all other alleged child victims identified in the course of the investigation. Siblings and additional victim assessments are conducted at the Center. If law enforcement determines there are other possible victims of abuse, interviews of those children occur per the protocol.

Once the interview is complete investigative members of the MDT meet with child and/ or non-offending parent or caregiver. The MDT members will provide feedback to the child's caregiver on the interview and what the next steps are in the process. The victim advocate may participate in this discussion providing there is someone available to sit with the child. If no one is available, the advocate will stay with child, and immediately after the family leaves the Center the MDT members and the advocate will have a brief post-assessment conference to discuss the results and plan for the purpose of intervention, treatment and case coordination.

The PSANE shall identify the need for medical services and the MDT shall identify the need for mental health service linkage at this stage. The medical professionals will utilize the history gathered in the interview and by the caseworker to determine the need for medical examination of the child. If mental health services are indicated the Child and Family Services Specialist will work with the family to determine which mental health provider is most appropriate, and a referral is made immediately.

SUSPECT INTERVIEWS

Alleged offender interviews are not conducted at the center. These interviews typically are conducted at law enforcement offices per their agency policy.

Under certain circumstances sexually aggressive children may be interviewed at the center. Decisions from these interviews are made by the Harcum House Director in consultation with the MDT, on a case-by-case basis.

Alleged offenders identified in Harcum House cases and convicted sexual perpetrators are not permitted on site at the center. Should the situation arise, a CAC staff member or MDT member will initially separate the child and non-offending family members from the alleged offender in the reception area, the alleged offender will be advised to leave the premises. If necessary, a law enforcement officer will assist in removing the alleged offender from the facility. The goal of this intervention is to be as discreet as possible, to ensure the child and family's sense of privacy and safety while at the Center.

VICTIM ADVOCACY SERVICES

Victim Advocacy services are provided to all children and families referred to the CAC, including care givers and siblings who were not directly victimized.

These services consist of crisis assessment and intervention, risk assessment and safety planning, assessment of individual needs and cultural considerations, domestic violence screening of non-offending caregivers, education regarding child abuse in general and the interview and medical screening specifically, referrals to services available in the community, personal advocacy services, including assistance with housing, transportation, food, public assistance applications, and other services that address specific needs, accompaniment to any criminal justice system function, information regarding the rights of crime victims and information and assistance to apply for Victims of Crime Compensation; referrals and linkages to all identified services including court protection orders, medical and specialized mental health services; court preparation and support; and supportive services. While child is being interviewed, CAC staff provides education, crisis intervention, and support services to the parent or caregiver as indicated. The needs of the child and family are determined and addressed, including obtaining a release for counseling, housing, protection orders, and financial assistance. Harcum House CAC staff are responsible for explaining confidentiality, information sharing within the team, and securing parent or guardian consent via the acknowledgment of CAC procedures form. CAC staff is also responsible for supervision of the child and family while in the center's reception and play areas.

The guiding principle for victim advocacy services is that it is the connector or bridge between all the disciplines of the MDT and so provides the necessary continuity of care for children and families. This is accomplished by participation in case review and ongoing communication with the family throughout the life of the case.

Advocacy services are primarily provided by the Child and Family Services Specialists throughout the life of a case; however, all CAC staff may provide these services to clients. A Child and Family Services Specialist provides services to the parent or non-offending caregiver while the forensic interview takes place. Services are generally provided onsite at the Center, but staff can conduct home visits and meet with children and families at court or other designated locations as indicated by the family's needs. All CAC staff coordinate with prosecutor's office victim witness personnel as the case progress through the court system.

All CAC are trained as advocates and obtain advocate credentials as soon as practicable upon hire, either from the National Organization for Victim Assistance and/or the Ohio Advocate Network.

While all victim advocacy services are considered to be important and are always available to the child and family, the MDT believes that one of the most critical services is to link the child and family to mental health services as mental health is one of the key MDT disciplines for provision of long term healing for both the child and family.

MEDICAL SERVICES

The Child Advocacy Center of Fairfield County's program includes a PSANE on staff and a contract Medical Director.

PSANE nurses are nurses who have received advanced training in the sexual abuse of children. Harcum House has a Cortexflo onsite and maintains a supply of sexual assault evidence collection kits for use in emergency medical examinations. Criteria for an emergency medical examination, consistent with the Ohio state protocol as promulgated by the Department of Health is an alleged incident of sexual abuse occurred within 72 hours of the initial report.

Specialized medical examinations are available to all Harcum House clients regardless of ability to pay, through the Ohio Attorney General's SAFE Program, which provides reimbursement for all medical evaluations performed by trained medical providers in conjunction with social service and law enforcement investigations of alleged child abuse.

Examinations are only conducted when deemed medically necessary or when a parent or child requests the service. The primary purpose of the medical examination is to ensure the health and safety of the child through evaluation of potential physiological damage to the child and possible transmission of STI's. The secondary purpose is to obtain medical evidence.

Medical examinations are recommended in all cases involving alleged penetration, skin to skin contact or the child complains of pain, itching or bleeding. Other criteria to be considered in recommending medical evaluation are:

- Child's age and their inappropriate sexual knowledge
- Child's siblings have been victimized
- Child has been exposed to a known sex offender
- Child has suspicious findings indicative of abuse as identified by a medical practitioner
- Whenever a child or parent has concerns about something being wrong with their (or their child's) body as a result of the abuse

In those cases, where the criteria for an examination are not clear-cut, the PSANE nurse in will make the decision as to whether a medical examination is required.

When there is suspicion or an allegation of sexual abuse, the non-offending parent/caregiver often chooses to take the child immediately to the emergency room for a medical examination. When this occurs, it is the responsibility of the ED staff at FMC to determine if the allegation or concern constitutes a medical emergency, e.g. the alleged sexual abuse incident occurred within 72 hours of arrival at the ED. If the case is determined to be a non-emergency, the ED staff will immediately report the allegations to PCCSB and make courtesy report law enforcement per internal mandatory reporting protocols. If the child is seen in the ED, it is recommended that the ED forward the child's medical record to the CAC PSANE to facilitate a thorough medical examination and treatment. The protocol for assessment and referral for medical examination is then followed as outlined below.

Non-Emergency Medical Exams

- The case worker or law enforcement officer notifies the CAC staff of the need for the examination, staff will document the request. Referral information consists of basic demographic data, reason for referral including allegation information and child's statement, pertinent history including medical history, and assigned caseworker and law enforcement officer. Whenever possible this referral is made at the close of the initial child and family assessment.
- Appointment is scheduled, then both the parent/guardian and the referring agency (PCCSB or law enforcement) and the PSANE program are notified of the appointment date/time.
- CAC staff meets the child and parent/guardian at the Center to provide advocacy and support services as indicated.
- The PSANE has a history from the initial interview and takes additional verbal history from the child and the parent/guardian for the purpose of diagnosis of possible illness or injury.
- The wishes and needs of the child and parent/guardian determines who is in the examination room during the examination.
- Once the examination is completed the PSANE nurse provides verbal feedback to the child, parent/guardian and the assigned Child and Family Services Specialist about the medical findings, any need for follow up treatment, etc. A written report of the medical history and examination findings is completed by the PSANE and medical provider and shared with the MDT at Case Review. Copies of the report are made available to the MDT and prosecutor's office as needed, per release of information signed by the parent/guardian.

Emergency Medical Exams

The Center is available for emergency exams. Procedure for emergency examinations is as follows:

- PSANE and other medical personnel determine need for emergency medical examination if child has not first presented in an ED with referral made immediately upon completion of the child and family assessment.
- Child is examined for evidence collection utilizing a state of Ohio approved sexual assault evidence collection kit.
- The evidence kit material is given directly to authorize law enforcement personnel.
- Medical findings are documented and shared with the investigative team per appropriate signed release.

Additionally, the CAC clinic is available for consultation and follow-up evaluation of the child.

Physical Abuse Medical Exams

Trained medical personnel at the hospital ED or the child's primary care physician conduct medical evaluations of suspicious or alleged child physical abuse. The CAC staff will make referrals and provide case coordination services as indicated. The procedure for documentation, release and sharing of information is the same as outlined for sexual abuse medical exams.

Continuity of Care

The child's primary care physician is an integral part of the child's overall health and safety system and as such it is important that the MDT maintain communication with the primary care physician. Primary care physicians are encouraged to refer their patients to Harcum House for all sexual abuse medical examinations and for any examination that can benefit from the Cortexflo. The guiding principle is that multiple medical examinations are avoided by ongoing collaboration and communication between the MDT members and the community's medical practitioners.

MENTAL HEALTH SERVICES LINKAGES

Harcum House, in partnership with mental health providers in the Perry County community, agree to work collaboratively to ensure that all children and families in need of mental health treatment resulting from child sexual or severe physical abuse will receive trauma focused treatment in an expedient and professional manner from masters level or higher trained clinicians, trained in evidence based, trauma informed treatment modalities. The mental health partners in this protocol include, but are not limited to the following providers:

- Allwell Behavioral Health Services
- Hopewell Health Centers
- Integrated Services for Behavioral Health
- Perry Behavioral Health Choices

Each mental health provider agrees to provide and maintain current information regarding sliding fee scales and insurances accepted, including Medicaid, to the Harcum House so that mental health evaluation and treatment is available to all Harcum House clients regardless of ability to pay. Each mental health provider also agrees to provide quick access to services by making every effort possible to place Harcum House referrals at the top of waiting lists when they exist.

All Harcum House-related mental health services are provided off-site through signed linkage agreements with mental health providers. The linkage agreement addresses initiation of referral, confidentiality and release of information, and need for mental health provider to communicate to the Harcum House new information that impacts prosecution/case resolution decisions. The linkage agreement stipulates that mental health records are the property of the mental health provider. A sample linkage agreement is included in this Protocol.

Harcum House staff is responsible for making the initial referral for mental health evaluation and treatment. Referrals are made with the parent/guardian's written consent via a signed release of information and preferably with the parent/guardian present. Results of trauma surveys and/or screens and domestic violence screens are shared as part of the referral.

Mental health service provider are key members of the Harcum House's multi-disciplinary team, therefore representation by at least one mental health provider at Case Review meetings is required. All mental health providers agree to attend meetings when invited to discuss specific cases.

In an effort to ensure that the best quality of services is provided to child victims of sexual and severe physical abuse, Harcum House and mental health providers agree to collaborate on cross training staff on topics of mutual interest.

**HARCUM HOUSE
CHILD ADVOCACY CENTER OF FAIRFIELD COUNTY**

Linkage Agreement with _____

For Mental Health Evaluation and Treatment

The HARCUM HOUSE and _____, mental health provider, agree to collaboratively provide services to child victims of sexual and severe physical abuse to ensure justice and healing for all Perry County children and their families. Collaborative services will be provided as follows:

1. Harcum House staff is responsible for making the initial referral for mental health evaluation and treatment. Referrals are made with the parent/guardian's written consent via a signed release of information and preferably with the parent/guardian present.
2. The mental health provider agrees to prioritize Harcum House referrals by placing these referrals at the top of waiting lists when they exist, and when no waiting list exists reasonable efforts will be made to schedule evaluation within one week of referral.
3. Harcum House staff is responsible for notifying the mental health provider of scheduled Case Review meetings related to referred cases. (Note: for those providers who attend Case Review regularly this will be so noted in the Agreement).
4. The mental health provider agrees to maintain communication with Harcum House via signed release of information to ensure that all children and families in treatment receive every Harcum House-related service indicated. Examples include but are not limited to cases in which child doesn't disclose in the assessment but later discloses in therapy; cases in which criminal charges are filed against the perpetrator and court preparation services are required; and cases in which child discloses new information in therapy which impacts criminal prosecution decisions.
5. The mental health provider agrees to report all suspected cases of child sexual and severe physical abuse to Perry County Children Services Board (PCCSB) and/or the appropriate law enforcement jurisdiction as that is the point of referral to access HARCUM HOUSE/CAC services.

The HARCUM HOUSE believes in protecting the client's right to confidentiality. To that end the HARCUM HOUSE and _____ agree that all mental health records are the property of the mental health provider, records are maintained inside the mental health provider's offices, and records can only be accessed by the HARCUM HOUSE via authorized release of information signed by the child's parent/guardian.

Harcum House

Mental Health Agency

Date Signed

Date Signed

CASE REVIEW

Members of the MDT with cases on the review list meet for case review monthly at a centrally located and mutual site within Perry County.

Additionally, other service providers working with a child and family can be invited to Case Review as warranted.

The team coordinator, or in his/her absence Patient and Team Services Manager, is responsible for formulating the meeting agenda of cases to be reviewed. The agendas are e-mailed to the MDT members two weeks prior to the meeting. Agendas are emailed or faxed to other invited service providers, and everyone is required to sign the "Confidentiality Statement" at each meeting they attend.

Reviewed cases will be open cases, with charging decisions or court actions pending. Complex cases involving human trafficking, pornography, or multiple perpetrators, or cases where child safety is questioned will be given priority. Any case can be placed on the case review list if a team member requests it be included.

Due to the confidential nature of the meetings, the agendas and other paperwork associated with the meetings are not subject to disclosure through public records requests.

The purpose of Case Review is to share information so that appropriate, coordinated action plans and decisions, including service needs and referrals, are made on child sexual and severe physical abuse cases referred to the CAC.

The team coordinator or in his/her absence the Patient and Teams Services Manager updates NCATrak with, case status, action plan, and need, if any, for additional review.

Additionally, the team facilitator communicates any recommendations to absent team members.

Cases are reviewed repeatedly until all case resolution decisions are made. A case is considered closed to Case Review once all case resolution decisions are made and all referrals/linkages are secure.

CASE RESOLUTION

Case resolution decisions can occur at any point in the process but typically decision-making occurs at case review meetings which allows for input from the entire MDT. The MDT believes that consensus provides the best action plan for cases. Team members agree that PCSO, NLPD, RPD, CPD, SPD, other Perry County law enforcement officers, and the Perry County Prosecutor office have prosecution decisions in their respective cases, and that PCCSB requirements for child safety and substantiation of abuse guide case resolution decisions. The guiding principle, as stated throughout this Protocol, is that ongoing collaboration and open communication between team members and between disciplines promotes good decisions and provides best practice interventions for children and families.

CASE TRACKING

Case tracking is a core service provided by the CAC to ensure that all referred cases are monitored throughout the investigation, treatment and prosecution processes, and that all linkages are documented.

Harcum House utilizes the NCATrak system that tracks the following:

- Child and family demographics
- Alleged perpetrator demographics, including relationship to the child
- Nature of abuse, child's allegation
- Referral for medical exam
- Referral for mental health services
- CPS Case service disposition – case substantiated; child placed outside of home
- LE investigation outcome
- Victim Advocacy service provision
- Court disposition, criminal and/or juvenile – charges filed, conviction/adjudication, offender classification

A case is tracked until all services have been provided and there is case resolution.

The majority of case tracking data is captured at the point of referral, at the interview, and at Case Review meetings.

Harcum House CAC staff is responsible for all case tracking including data entry. The Intake Specialist opens new cases and enters referral information. The forensic interviewer and clinic coordinator update the interview and medical tabs. Child and Family Service Specialists update the victim advocacy and other tabs including law enforcement, CPS and prosecution at each contact.

All team members provide updated information about case progress at case review and informally via email between meetings. The team facilitator updates the database after every case review.

Information obtained through the Performance Measurement System, as required by grantors, is inputted by the team coordinator or the Patient and Team Services Manager.

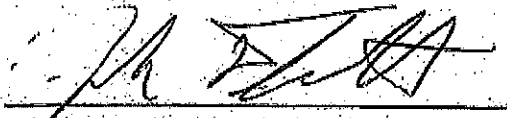
MDT members have read only access to all NCATrak information for cases that involve their agency. Prosecutors and CAC staff have access to all cases. Additionally, team member's supervisors and agency heads have read only access to NCATrak that involve their staff.

TRAINING PROTOCOL

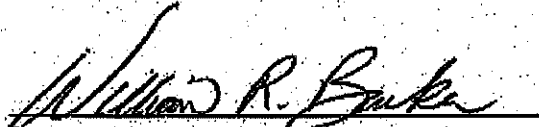
The Child Advocacy Center program of Harcum House believes that all MDT members must have the necessary skills and training to provide best practice interventions for all children and families served by the Center. To that end, the following are the standards and expectations for MDT training.

- All staff, case workers and law enforcement officers who conduct child interviews are required to have completed a minimum of one (1) training course on Interviewing children that includes training on child development. The preferred training curricula are the five (5) day training provided by Childhood Trust, Finding Words, the APSAC or NCAC model trainings or the full 5 days of Beyond the Silence. When case workers or law enforcement officers assigned to the MDT have not yet been trained, those staff agree that they will not interview a child and instead will defer to the MDT member who has completed the required training.
- Interviewing training is recommended for all other MDT members to promote sound understanding of the information gathering process.
- Team members and staff are required to attend a minimum of one (1) MDT training annually with the recommendation to attend at least two to three specialized trainings per year. The preferred training format is one (1) multi-day national or regional conference. Harcum House commits to allocating a portion of its annual budget to MDT training for all MDT members.
- Mental health professionals participating on the team will be trained in trauma-focused interventions.
- Medical professionals participating on the team will meet all requirements for pediatric training and continuing education.
- Harcum House, in collaboration with MDT member agencies, will organize and provide at least one (1) topic-specific training annually.
- The MDT meets quarterly, outside of Case Review meetings, for the purpose of cross training, team development, peer review, and for discussion of any issues that affect team functioning. Team members sign up to present information of mutual interest to the Team on such topics as prosecution, testifying, medical diagnosis, mental health interventions, etc. Additionally, outside speakers are invited to present on topics of interest to the team including topics that enhance cultural competency and sensitivity.

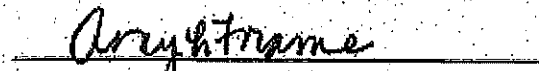
SIGNATURES



Joseph Flautt
Perry County Prosecutor



William R. Barker, Sheriff
Perry County Sheriff's Office



Amy Frame, Executive Director
Perry County Children Services Board



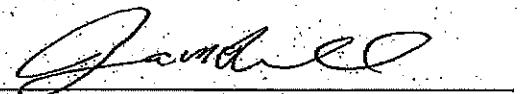
David Couch, Superintendent
Perry County Board of Developmental Disabilities



Theresa Snyder-Kane, Executive Director
Perry Behavioral Health Choices



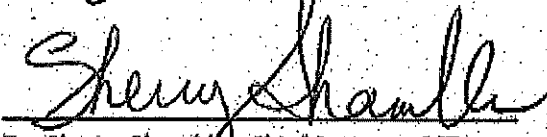
Scott Ervin, Chief
New Lexington Police Department



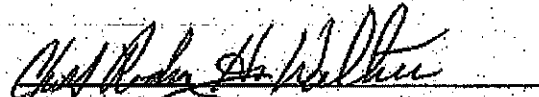
James McDonald, Chief Executive Officer
Allwell Behavioral Health Services



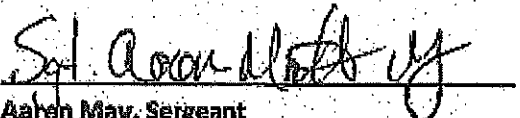
Kevin Gillespie, Executive Director
Integrated Services for Behavioral Health



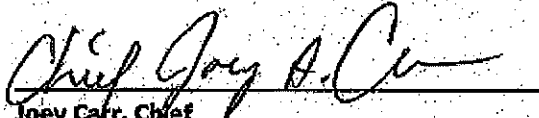
Dr. Sherry Shamblin, Chief Strategy Officer
Hopewell Health Centers



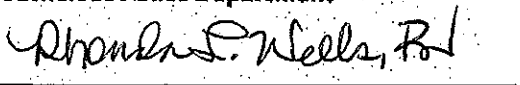
Rodney Walters, Chief
Crooksville Police Department



Aaren May, Sergeant
Somerset Police Department



Joey Carr, Chief
Roseville Police Department



Rhonda Wells, Co-Executive Director
Harcum House *Interim*



Minette Helm, Co-Executive Director
Harcum House