



Ohio Administrative Code

Rule 5101:2-20-16 Adult protective services case plan and case review.

Effective: October 17, 2026

The purpose of this rule is to outline the procedures for developing adult protective services (APS) case plans and case reviews.

(A) When is the county department of job and family services (CDJFS) to develop a case plan for a client receiving protective services?

A case plan is to be developed by the CDJFS no later than thirty calendar days after whichever of the following occurs first:

- (1) The case decision indicates the need for services and the client agrees to the provision of protective services.
- (2) The client requests services and the CDJFS determines the requested services are needed and can be provided.

(B) What information is to be included in each case plan?

Each case plan is to include, but is not limited to, the following:

- (1) The identified concerns.
- (2) The protective services objectives.
- (3) Input from the client and other principals of the case.
- (4) The services to be provided and the service provider(s). The case plan is to be based on the least restrictive services available to meet the needs of the client.
- (5) Signature of the client. If the client refuses to sign the case plan, the caseworker is to document the reason in the case record. The CDJFS may petition the court if the client is incapacitated.
- (6) The effective date. The case plan is to be effective once the client signs the case plan or when the court orders the provision of protective services for a client that is incapacitated.

(C) How often is contact to be made with the client to monitor the progress of the case plan?

The CDJFS is to make face-to-face contact with the client a minimum of one time per calendar month in order to monitor progress of the case plan objectives. The caseworker is to document the following information in the case record after each contact:



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- (1) Date and time caseworker met with the client.
 - (2) Status of services currently in place and whether the services are addressing the concern.
 - (3) Any new services that are needed due to the client's current level of risk.
- (D) What actions are to be taken when an attempt for monthly face-to-face contact is unsuccessful?

When face-to-face contact is unsuccessful, the CDJFS is to complete a minimum of two additional face-to-face attempts. Additional attempts should occur at different times of day, on different days, within the calendar month of the initial attempt. These attempts are to be documented in the case record.

- (E) How often is the case plan reassessed?

No later than ninety days after services have been put in place, the CDJFS is to reassess the need to continue providing protective services. The caseworker is to determine if services should be maintained, amended, or terminated. When the client continues to be in need of protective services, the CDJFS is to continue the case plan for the next ninety days and every ninety days thereafter until the case can be closed.

- (F) When is the case plan amended?

The CDJFS is to amend the case plan within five working days if there is a change in any of the following:

- (1) The concerns warranting the need for protective services.
- (2) Principals of the case.
- (3) Services being provided.

- (G) When is protective services terminated?

The CDJFS is to terminate protective services in the following circumstances:

- (1) If requested by the client who is the recipient of protective services. However, if the CDJFS determines that the client is in need of protective services and the client is incapacitated, the CDJFS is to petition the court for an order authorizing the provision of protective services.



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- (2) If the client is no longer in need of protective services based on the reassessment of risk.
- (3) The client leaves the CDJFS area of jurisdiction. In such an instance, the CDJFS is to make a referral to the new county or state of residence, if known, and upon request of the authorized receiving agency, provide appropriate information to facilitate determination of need for protective services.
- (4) The client has been placed in an institution, unless the institutionalization is court ordered.
- (5) Death of the adult.