



Ohio Administrative Code

Rule 5101:2-20-17 Adult protective services disaster preparedness plan.

Effective: October 17, 2026

The purpose of this rule is to ensure each county department of job and family services (CDJFS) has a written disaster preparedness plan that outlines how essential adult protective services (APS) functions will be maintained during emergencies or disasters.

(A) Can an existing emergency preparedness plan be used in place of creating a new APS specific plan?

The CDJFS may use or modify an existing plan in lieu of creating an emergency preparedness plan specific to APS if all components of this rule are addressed.

(B) What is to be included in the disaster preparedness plan?

- (1) Identification of essential personnel needed for the operation of the agency.
- (2) Alternative physical work locations including provisions for temporary work sites.
- (3) Communication plan for agency staff, designated agency staff, and other critical team members when e-mail, internet, Ohio database for adult protective services (ODAPS) or telephone access is not available.
- (4) Identification of essential work activities that are to continue in order to ensure the safety of clients being served.
- (5) Procedures for handling referrals.
- (6) Procedures for tracking clients with or without ODAPS or other technical systems in place.
- (7) Continuity of services to clients receiving in-home supportive services.
- (8) Maintenance and security of agency records not included in ODAPS, including hard copies and soft copies stored in other software applications.
- (9) Maintenance and security of court records for APS cases.
- (10) Coordination of services with law enforcement, medical providers, and other disaster response agencies for clients with court orders of protective services.

(C) Can the emergency preparedness plan be included in other county agreements?

The emergency preparedness plan may be outlined within the county's memorandum of understanding established pursuant to section 5101.621 of the Revised Code.