

Ohio Administrative Code

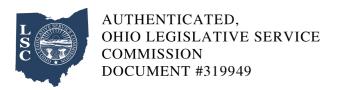
Rule 5101:2-5-13.1 Disaster preparedness plan requirements.

Effective: January 1, 2025

- (A) A public children services agency (PCSA), private child placing agency (PCPA), private non-custodial agency (PNA), and any residential facility is to create, in writing, a disaster preparedness plan and include this plan in its agency policy. All residential facilities are to comply with this rule in addition to rule 5101:2-9-07 of the Administrative Code.
- (B) A PCSA, PCPA, PNA or residential facility is to submit its plan to the Ohio department of children and youth (DCY) at any of the following times:
- (1) At the time of application for initial certification.
- (2) Upon review of PCSA foster home records.
- (3) Within ten days of a foster care policy change that would have an effect on the disaster preparedness plan.
- (C) The following areas are to be addressed in a PCSA or a PCPA disaster preparedness plan:
- (1) Identification of essential personnel needed for the operation of the agency.
- (2) Alternative physical work location including provisions for temporary work sites.
- (3) Communication plan for agency staff, substitute caregivers, and other critical team members with or without e-mail, internet, the Ohio comprehensive child welfare information system (Ohio CCWIS) or telephone access.
- (4) Identification of essential work activities that need to continue in order to ensure the safety of children, support caregivers and service providers.



- (5) Procedures for handling new reports of child maltreatment if the agency is responsible for responding to reports concerning children.
- (6) Procedures for tracking clients and substitute caregivers with or without Ohio CCWIS or other technical system in place.
- (7) Continuity of services to families receiving in-home supportive services.
- (8) Continuity of services to children in substitute care and kinship care placements.
- (9) Maintenance and security of agency records not included in Ohio CCWIS including soft copies stored in other software applications and hard copies.
- (10) Maintenance and security of court records for child protective services cases and PCPA adoption court records.
- (11) Coordination of services with law enforcement, hospitals/medical providers or other disaster response agencies for the following:
- (a) Children in agency custody.
- (b) Children with no known or available parent, guardian or custodian.
- (12) Working with emergency shelters for the following:
- (a) Staff training in disaster preparedness.
- (b) Coordination of services for children and families in emergency shelters (physical location; shared responsibilities).
- (c) Volunteers.
- (13) Plans of cooperation/memoranda of understanding with another agency which, at a minimum,



would address duties and requirements.

- (D) The following areas are to be addressed in a disaster preparedness plan for a PNA or any residential facility including those residential facilities operated by a PCPA or PCSA:
- (1) Identification of essential personnel needed for the operation of the agency.
- (2) Identification of an alternative physical work location including provisions for temporary work sites.
- (3) Communication plan for agency staff, substitute caregivers, and other critical team members with or without e-mail, internet, Ohio CCWIS or telephone access.
- (4) Identification of essential work activities that need to continue in order to ensure child safety and support caregivers, youth and service providers, and facility staff, if applicable.
- (5) Procedures for tracking clients and substitute caregivers.
- (6) Continuity of services to children in substitute care.
- (7) Maintenance and security of agency records.