



## Ohio Administrative Code Rule 5139-36-17 Admissions and discharge.

Effective: October 16, 2017

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(A) A CCF shall have written admission criteria that is reviewed by the departments bureau of community facilities, specifying the types of juveniles accepted and detailing grounds for rejection of a referral.

(B) The CCF shall not admit any juvenile who is a resident of another state or country unless the CCF documents in the juveniles case record that the party making the placement has the legal authority to make the placement. All such placements shall be made in conformity with the terms of the interstate compact on juveniles or the interstate compact on the placement of children. Section 2151.56 of the Revised Code.

(C) A CCF can accept any juvenile whose needs can be met by the services provided by the facility. The facility shall recommend less restrictive alternatives when appropriate.

(D) An admittance record is completed for every juvenile admitted to the CCF and contains at least the following information:

(1) Date and time of admission

(2) Name and also known as (AKA)

(3) Last known address

(4) Legal custody status

(5) Offenses

(6) Gender



(7) Date of birth

(8) Race or nationality

(9) Education and school attended

(10) Employment, if any

(11) Religion

(12) Health status

(13) Name, relationship, address and telephone of parent(s)/person(s) the child resided with prior to the time of admission

(14) Drivers license number, social security and medicaid number, if applicable

(15) A physical description

(16) A recent photograph

(17) Emergency contact

(18) Placing agency and contact.

(E) The CCF shall complete a preliminary health-screening record for all new admissions including, but not limited to:

(1) Current illnesses and health problems, including venereal disease and other infectious diseases, and diseases specific to females, if applicable.

(2) Medications taken and special health requirements.



- (3) Screening of other health problems designated by the responsible physician.
  - (4) Behavioral observation including state of consciousness and mental status, appearance, conduct, tremor, and sweating.
  - (5) History of substance abuse (alcohol and other drugs).
  - (6) Notation of body deformities.
  - (7) Condition of skin, including trauma markings, bruises, lesions, jaundice, rashes, infestations, and needle marks or other indications of drug abuse.
  - (8) Document referral of juveniles to qualified medical personnel for emergency treatment.
  - (9) Notation of personal physician and any medical needs.
  - (10) Special medical problems or needs
- (F) The CCF shall have a written policy and procedure providing that at the time of admission, each juvenile shall be screened for symptoms of illness or injury by a licensed physician, registered nurse, licensed practical nurse, physicians assistant, or by a staff person who has received training in health screening techniques. All findings are recorded on an approved screening form.
- (G) Upon admission, a CCF shall assign a staff member to orient the juvenile to the CCF, to CCF rules, and consequences for violations of rules. This orientation is documented by juvenile and staff signatures.
- (H) Where a language or literacy problem exists that can lead to a juveniles misunderstanding of agency rules and regulations, assistance is provided to the juvenile either by staff or another qualified individual under the supervision of a staff member.
- (I) The CCF shall have a handbook for juveniles and for the parent or guardian of each juvenile. This handbook shall summarize the information covered by the CCFs statement of purpose and



program. In addition, the handbook shall contain:

(1) Regulations for juveniles and consequences assigned for violations of regulations.

(2) Visiting hours and policies

(3) The role and responsibility of the family in the care and treatment of the juvenile.

(4) A grievance procedure for the juvenile and family.

(J) The CCF shall provide a handbook to each juvenile and his or her parents or guardians, within seventy-two hours following admittance.

(K) The CCF shall have a written policy which describes the conditions under which, and the procedures by which, a juvenile will be discharged, including any criteria for emergency discharges and discharges not in accordance with the juveniles case management plan.

(L) When a juvenile is discharged, the CCF shall prepare, within seven business days following the date of discharge, a written discharge summary. A copy of the discharge summary shall be maintained within the record and a copy shall be provided to the court.

(M) At least twenty-one days prior to any planned discharge, each CCF shall, in consultation with the court or custodial agent, familiarize the juvenile with the plans for his/her continued care following discharge.

(N) When a juvenile is discharged, all of the following shall be documented in the juveniles case record:

(1) Record of time and date of discharge from the CCF, the authority by which released and into whose custody the juvenile is released

(2) The reason for discharge



- (3) When appropriate make recommendations for continued care and follow-up procedures
- (4) A brief summary or other documentation of medical and dental services provided while in residence
- (5) The new location of the juvenile
- (6) The name and official title of the person to whom the juvenile was released
- (7) Criteria for emergency discharge and discharges not in accordance with juvenile individual case plans.