AUTHENTICATED,
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COMMISSION
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Ohio Administrative Code

Rule 5180:2-5-10 Child records.

Effective: October 25, 2026

(A) What records must an agency providing twenty-four-hour out-of-home care maintain for each child in care?

The agency must maintain a case record for each child in out-of-home care. This record must include, but is not limited to, documentation required by Chapters 5180:2-5, 5180:2-7, 5180:2-9, 5180:3-7, 5180:3-9, 5180:3-13, and 5180:7-1 of the Administrative Code, as applicable to the agency's certified function. These records must be kept for at least five years after the child is discharged.

(B) Where can the required written documentation be stored?

All written documentation required by the rules referenced in paragraph (A) of this rule may be stored at a central office location. However, the following information must be accessible on-site at the agency location providing services or at the residential facility where the child is placed:

(1) A copy of each child's current service plan.

(2) An annually updated color photograph.

(3) Current medical records.

(C) What must an agency do when placing a child in a facility or home operated or certified by another agency?

The placing agency must provide the receiving agency with copies of all medical, social, legal, educational, or other relevant information within fifteen days of placement or upon request.