



## Ohio Administrative Code

### Rule 5180:3-13-90 Information to be provided to children, caregivers, school districts and juvenile courts.

Effective: January 1, 2026

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- (A) What information is to be shared with caregivers, as defined in rule 5180:2-1-01 of the Administrative Code, when a public children services agency (PCSA) or private child placing agency (PCPA) plans to place a child into a substitute care setting or respite care setting and what are the timeframes for sharing it?
- (1) The PCSA or PCPA with custody of a child and planning to place the child into a substitute care setting or respite care setting is to share information with the caregivers in accordance with paragraphs (A) and (B) of this rule to allow them to make an informed decision regarding whether they can care for the child.
- (2) The PCSA or PCPA is to share the information identified in paragraphs (A)(3)(a) to (A)(3)(i) of this rule with the caregivers:
- (a) Within ninety-six hours of either an emergency placement or change in the case plan in accordance with section 2151.31 or 2151.412 of the Revised Code.
- (b) Or prior to placing the child.
- (3) The information is to include the following:
- (a) The child's health, behavioral characteristics, treatment and service needs, and plans to meet those needs as identified in the case plan.
- (b) Any special needs the child may have such as special diets, therapy, or learning disabilities.
- (c) The child's prior history of maltreatment. Provision of information regarding child abuse or neglect assessments/investigations is to comply with rule 5180:2-33-21 of the Administrative Code, if applicable.



- (d) Information on any acts committed by the child that placed the health, safety, or well-being of others at risk; such as fire-setting or victimization of other adults, children, or animals.
- (e) The school the child will attend, if applicable.
- (f) The child's visitation schedule with his/her parents or guardian.
- (g) The substitute caregivers' responsibilities.
- (h) A written report containing the information specified in paragraph (A)(3)(i) of this rule, for a child who has been adjudicated delinquent for commission of any of the offenses in 2152.72 of the Revised Code.
  - (i) The PCSA is to make a written request of the juvenile court that placed the child in the agency's custody for the information identified in paragraphs (A)(3)(i)(i) to (A)(3)(i)(iv) of this rule and share this information with the substitute caregiver. The PCSA is to maintain in the child's case record a copy of the written request for information, a copy of the written report shared with the caregivers, the date it was shared, and the caregivers' acknowledgement of receipt of the information. The PCSA is to maintain this information in the Ohio comprehensive child welfare information system (Ohio CCWIS). The PCPA is to maintain this information in the child's case record.
    - (i) The child's social history.
    - (ii) A description of all the known acts committed by the child that resulted in the child being adjudicated delinquent and the disposition made by the court, unless a child's record has been sealed pursuant to section 2151.358 of the Revised Code.
    - (iii) A description of any other violent acts committed by the child.
    - (iv) The substantial and material conclusions and recommendations of any psychiatric or psychological examination conducted on the child or, if not available, the substantial and material conclusions and recommendations of an examination to detect mental and emotional disorders



conducted in compliance with the requirements of Chapter 4757 of the Revised Code by a licensed independent social worker, licensed social worker, licensed professional clinical counselor, or licensed professional counselor.

(B) What information is to be shared with the respite caregiver prior to a child's placement in a respite care setting?

The PCSA or PCPA is to share information that could impact the health, safety, or well-being of the child or others within the temporary setting. This includes sharing information as specified in paragraph (A) of this rule. The PCSA or PCPA is to maintain this information in accordance with paragraph (N) of this rule.

(C) What is the PCSA or PCPA to provide foster caregivers regarding a child's psychological, psychiatric, or mental health examinations, and what are the requirements for timing and documentation?

(1) The PCSA or PCPA is to provide a written report to the foster caregiver. The report is to:

(a) Contain substantial and material conclusions and recommendations of any psychological, psychiatric, or mental health examination contained in the child's case record.

(b) Include, but is not limited to, examinations conducted in accordance with paragraph (A)(3)(i)(iv) of this rule and rule 5180:3-13-66.1 of the Administrative Code.

(c) Be provided to the foster caregivers as soon as possible, but no later than sixty days after placing the child in the foster home.

(d) Be maintained in accordance with paragraph (N) of this rule.

(D) What information is the PCSA or PCPA to provide to the caregiver of a child placed in a planned permanent living arrangement in a family setting?

The PCSA or PCPA holding custody of a child placed in a planned permanent living arrangement is



to provide the caregiver a notice that addresses the following:

- (1) The caregiver understands that the planned permanent living arrangement is intended to be permanent in nature and that the caregiver will provide a stable placement for the child through the child's emancipation or until the court releases the child from the custody of the agency, whichever occurs first.
  - (2) The caregiver is expected to actively participate in the youth's independent living case plan, attend agency team meetings and court hearings as appropriate, complete training related to providing the child independent living services, and assist in the child's transition to adulthood.
- (E) What are the responsibilities of the PCSA and PCPA in sharing information with prospective foster caregivers and the local board of education prior to placing a child in foster care?
- (1) The PCSA is to share the information in (E)(5)(a) to (E)(5)(g) with the prospective foster caregivers and the board of education for the school district in which the child will be enrolled prior to placing a child in a foster home outside the county of residence of the child.
  - (2) The PCPA is to share the information in (E)(5)(a) to (E)(5)(g) with the prospective foster caregivers and the board of education for the school district in which the child is enrolled prior to placing a child in any foster home, regardless of the county the child is placed.
  - (3) The PCSA or PCPA is to share this information orally and send this information in writing no later than five days after the child's placement in the new school district.
  - (4) The PCSA is to maintain a copy of the information shared, the date the information was provided both orally and in writing, and the foster caregivers' acknowledgement of receipt of the information, in the child's case record in CCWIS. The PCPA is to maintain a copy in the child's case record.
- (5) The information is to include:
- (a) A discussion of safety and well-being concerns regarding the child and, if the child attends school, the students, teachers, and personnel of the school.



- (b) A brief description of the reasons the child was removed from his home.
  - (c) The services the child is or will be receiving.
  - (d) The name, address and telephone number of the agency that is or will be directly responsible for monitoring the child's placement and the name and telephone number of the contact person for the agency.
  - (e) The name, address, and telephone number of the agency having custody of the child and the name and telephone number of the contact person for the agency.
  - (f) The previous school district attended by the child.
  - (g) The last known address of the child's parents.
- (F) What information is the PCSA or PCPA to provide when placing a child in a residential facility where the child will be attending a new school district?

The PCSA or PCPA is to provide the following:

- (1) The information necessary to support the child's education to the foster care liaison as outlined in Public Law 114-95 Every Student Succeeds Act (ESSA), in the child's new school district verbally upon enrolling the child.
  - (2) The DCY 01442 "Educational Information for Children Placed in Residential Facilities" form to the district's foster care liaison no later than five days after the child's enrollment in the new school district.
- (G) What information is the PCSA and PCPA to provide to foster caregivers and the juvenile court for a child who has been adjudicated unruly or delinquent?
- (1) The PCSA or PCPA is to provide the foster caregivers and the juvenile court where the foster



home is located with written information about the child no later than five days after placement when the child has been adjudicated unruly or delinquent and the foster home is outside the county of residence of the child.

(2) The PCSA is to maintain a copy of the information shared, the date the information was provided, and the foster caregivers' acknowledgement of receipt of the information in the child's case record in CCWIS. The PCPA is to maintain a copy in the child's case record.

(3) The information to be provided is to include:

(a) The information listed in paragraphs (E)(5)(c), (E)(5)(d), and (E)(5)(e) of this rule.

(b) A brief description of the facts supporting the adjudication that the child is unruly or delinquent.

(c) The name and address of the foster caregivers.

(d) The safety and well-being concerns with respect to the child.

(e) The safety and well-being concerns with respect to the community.

(H) How is information shared with a private non-custodial agency (PNA)?

When the PCSA or PCPA contracts with a PNA, the PCSA or PCPA is to share information with the PNA in accordance with paragraphs (A) and (B) of this rule. The PCSA is to maintain this information in CCWIS. The PCPA is to maintain this information in the child's case record.

(I) When is the individual child care agreement (ICCA) to be developed and what information is it to include?

(1) The PCSA or PCPA is to develop an ICCA each time a child is placed in a substitute care setting, including a children's residential center (CRC) administered by the PCSA.

(2) When the child's placement is in a CRC under the direction of another agency, the PCSA or



PCPA is to develop and execute the ICCA with the other agency and provide a copy of the ICCA to both the agency and the CRC.

(3) When the child's placement is in a foster home certified by another agency, a second ICCA is to be executed between the certifying agency and the substitute caregivers, with a copy maintained in the child's case record.

(4) The ICCA is to be signed by all parties and a copy provided to the substitute caregivers prior to the placement, or within seven days of an emergency placement.

(5) The ICCA is to include, but is not limited to, the following:

(a) The name, address, email, and telephone number of the PCSA or PCPA; the name of the child's caseworker; information regarding how the caseworker may be contacted during regular hours and for emergencies; and the date of the agreement.

(b) The child's name and date of birth.

(c) History and background information known about the child, including, but not limited to:

(i) Positive attributes, characteristics, or strengths such as talents, hobbies, interests, or educational achievements.

(ii) Physical, intellectual, and social development.

(iii) Spiritual or religious beliefs or practices of the child that should be respected by the substitute caregiver, if any.

(iv) Immediate health needs and current medications.

(v) Psychiatric and/or psychological evaluations of the child.

(vi) Attachment and bonding of the child to caregivers and siblings.



- (vii) History of abuse or neglect of the child.
  - (viii) If applicable, a description of all acts which resulted in the child being found delinquent and the disposition made by the court.
  - (ix) Information on any other violent acts committed by the child that have or have not resulted in the child being adjudicated delinquent, including, but not limited to: arson, kidnapping, domestic violence, or animal cruelty.
- (d) The child's need for placement and estimated timeframe for placement.
- (e) Procedures for meeting the child's emergency and non-emergency medical needs, and information regarding the child's eligibility for Title XIX medical assistance.
- (f) Any services, including, but not limited to, mental health and substance abuse services to be provided to the child or substitute caregivers and the party responsible for providing the services.
- (g) Visitation plan with parents, guardian, custodian and other persons when applicable, pursuant to rule 5180:2-42-92 of the Administrative Code.
- (h) Transportation arrangements for visits, school, therapy, and other activities, and the party responsible for providing the transportation.
- (i) Case plan goal for the child, pursuant to rule 5180:2-38-05 of the Administrative Code, if applicable, for a PCSA and rules 5180:3-7-06 and 5180:2-38-07 of the Administrative Code for a PCPA.
- (j) Any special needs the child may have such as supervision level, special diets, therapy, tutoring, learning disabilities and any other needs requiring assistance from the substitute caregiver.
- (k) A statement that the methods of discipline used for the child are to comply with either rule 5180:2-7-09 or 5180:2-9-21 of the Administrative Code, as applicable.



(l) The rights and responsibilities of the PCSA or PCPA, the agencies providing services to the child, and the substitute caregivers.

(m) For children in the custody of a PCSA, a statement that assures the substitute caregivers and agencies providing services will provide all applicable data to the PCSA for the "Adoption and Foster Care Analysis and Reporting System" (AFCARS) as outlined in section 479 of the Social Security Act (42 USC Section 679, 1994, 108 stat. 4459).

(J) What if the information required on the ICCA is unavailable at the time of completion?

If the PCSA or PCPA is unable to complete any part of the ICCA within the timeframe in paragraph (I) of this rule, the PCSA or PCPA is to document in the ICCA the information still needed and outline the steps that will be taken to obtain it. Once the outstanding information is obtained, the ICCA is to be updated within 7 days as outlined in paragraph (K) of this rule.

(K) When is the ICCA to be updated?

The PCSA or PCPA is to review and update the ICCA or develop a new ICCA when there is a change in any information in paragraph (I) of this rule. The PCSA or PCPA is to provide a copy of the updated or new ICCA to the substitute caregivers no later than seven days after any information changes and document its provision on the case plan document.

(L) When is an ICCA not required?

An ICCA is not required for temporary leaves from a substitute care setting, such as respite or hospital stays, or for direct placements ordered by the court, such as detention.

(M) When is the PCSA or PCPA to provide the JFS DCY 01677 "Foster Youth Rights Handbook" and DCY 08069 "Foster Youth Bill of Rights"?

(1) The caseworker is to provide each child in substitute care the DCY 08069 "Foster Youth Bill of Rights" as outlined in 5180:2-5-35 of the Administrative Code.



- (2) The DCY 01677 is to be provided within seven days after an initial placement or a change in placement, to any child in substitute care who is fourteen years of age or older.
- (a) If the child attains the age of fourteen while in custody, the DCY 01677 is to be given to the child within seven days after their fourteenth birthday.
- (b) The caseworker is to have the child sign the DCY 01677 at the time of receipt in cases where the child is fourteen years of age or older.
- (c) The DCY 01677 is to be reviewed with the child in an age and developmentally appropriate manner. At the time of review, the caseworker is to have the child sign the additional signature line of the DCY 01677 if the child is at least fourteen years of age. Once both the received and reviewed signatures are completed, the signature page is to be included with the child's case plan, whether initial or amendment, for submission to court.
- (N) What record-keeping responsibilities do the PCSA and PCPA have regarding all information shared as outlined in this rule?
- (1) The PCSA is to maintain in CCWIS and in the child's case record a detailed record of all information shared with caregivers, including the date it was shared and the caregivers' acknowledgment of receipt.
- (2) The PCPA is to maintain this same information in the child's case record.
- (3) Both the PCSA and PCPA are to maintain copies of all ICCAs and any updates in the child's case record and the substitute caregivers' record.