



Ohio Administrative Code

Rule 5180:3-5-02 PCSA requirements for completing the safety plan for children.

Effective: August 15, 2026

(A) What is a "safety plan" and when does a public children services agency (PCSA) develop and implement a safety plan?

- (1) A "safety plan" means a specific and concrete strategy for controlling threats of serious harm to a child(ren) or supplementing protective capacities.
- (2) The PCSA is to immediately develop and implement a safety plan when the PCSA determines a child is in immediate danger of serious harm due to an active safety threat.

(B) What are the different types of safety plans?

- (1) An "in-home safety plan" is a voluntary safety plan documented on the DCY 01409 "Comprehensive Assessment Planning Model Safety Plan for Children" with a family in response to an active safety threat. It is designed to enable a child to remain in the legal custody of their parent, guardian, or custodian and in their own home. An in-home safety plan is the least restrictive type of safety plan.
- (2) An "out-of-home safety plan" is a voluntary safety plan documented on the DCY 01409 with a family in response to an active safety threat. It is designed to enable a child to remain in the legal custody of their parent, guardian, or custodian while residing with a relative or kin outside of their own home.
- (3) A "legally authorized out-of-home safety plan" is the arrangement for the out-of-home care of a child in an agency's custody. This plan is not voluntary and is the most restrictive type of safety plan.

(C) What does the PCSA do for a legally authorized out-of-home safety plan?

To implement a legally authorized out-of-home safety plan the PCSA is to pursue removal of the child pursuant to rule 5180:2-39-01 of the Administrative Code.

(D) How does the PCSA collaborate with the parent(s), guardian(s), or custodian(s) when developing the DCY 01409?

The PCSA and the parent(s), guardian(s), or custodian(s) are to mutually:

- (1) Identify the action steps to control the active safety threats.
- (2) Identify each individual or community resource responsible for conducting an action step specified on the DCY 01409.

(E) How does the PCSA verify agreement by the necessary parties with the DCY 01409?



5180:3-5-02

2

The PCSA is to do one of the following:

- (1) Obtain signatures on the DCY 01409 from the custodial parent(s), legal guardian(s), or legal custodian(s) and all persons responsible for a DCY 01409 action step indicating their willingness to participate in the DCY 01409.
- (2) If an order of shared parenting has been issued by a court, the PCSA is to obtain agreement and signatures on the DCY 01409 of both parents.
- (3) If a custodial parent, legal guardian, or legal custodian or person responsible for an action step is not present to sign the DCY 01409, the DCY 01409 may be implemented with a verbal authorization. The PCSA is to document the date and time the verbal authorization was received.

(F) What are the PCSA's next steps after receiving verbal authorization for a DCY 01409?

- (1) The PCSA is to attempt to obtain the signature(s) on the DCY 01409 within five working days from receipt of the verbal authorization. The signature(s) are to be obtained upon contact with the custodial parent(s), legal guardian(s), or legal custodian(s).
- (2) All attempts to obtain the signature(s) and any reasons why the signature(s) cannot be obtained are to be documented in the case record.

(G) When does the PCSA waive a custodial parent, legal guardian, or legal custodian's signature as outlined in paragraphs (E) and (F) of this rule?

The PCSA is to waive the signature when the individual is unable or unavailable to sign the DCY 01409 and the PCSA has obtained one signature from another custodial parent, legal guardian, or legal custodian pursuant to rule 5180:2-36-11 of the Administrative Code. The reason(s) why the signature cannot be obtained are to be documented in the case record.

(H) When does the PCSA record the DCY 01409 in Ohio's comprehensive child welfare information system (CCWIS)?

The PCSA is to record the DCY 01409 in Ohio's CCWIS within five working days from the date the first signature is obtained.

(I) What does it mean to monitor a DCY 01409?

The PCSA is to monitor a DCY 01409 by assessing safety to ensure the action steps are being followed and the action steps are controlling the identified safety threats. The PCSA is to document all safety plan monitoring activities in the case record.



5180:3-5-02

3

(J) How does the PCSA monitor an in-home DCY 01409?

- (1) The PCSA is to conduct weekly home visits. During the home visits, the PCSA is to make face-to-face contact for the assessment of safety with each child identified on the DCY 01409, at least one parent, guardian, or custodian residing in the home, and at least one responsible person identified on the DCY 01409.
- (2) When there is more than one parent, guardian, or custodian residing in the home, the PCSA is to make contact for the assessment of safety with each parent, guardian, or custodian at least once every other week.
- (3) When there is more than one responsible person identified on the DCY 01409, the PCSA is to make contact for the assessment of safety with each responsible person at least once every other week.

(K) How does the PCSA monitor an out-of-home DCY 01409?

The PCSA is to have weekly contact for the assessment of safety with at least one responsible person identified on the DCY 01409. The PCSA is to have face-to-face contact for the assessment of safety with each child and each responsible person involved every other week.

(L) When does the PCSA implement alternative safety interventions, such as modifying the safety plan or pursuing the removal of the child pursuant to rule 5180:2-39-01 of the Administrative Code?

The PCSA is to implement alternative safety interventions when any of the following applies:

- (1) An active safety threat is not controlled.
- (2) A parent, guardian, custodian, or responsible person is unwilling to sign the DCY 01409 after providing verbal authorization.
- (3) The parent, guardian, custodian, or responsible person is not cooperating or willing to follow the action steps according to the DCY 01409.
- (4) The PCSA has not been able to complete the required monitoring contacts despite concerted efforts being made pursuant to paragraph (J) or (K) of this rule and the following occurs:
 - (a) Face-to-face contact for the assessment of safety has not been made on an in-home DCY 01409 for two weeks with each child identified on the



5180:3-5-02

4

DCY 01409, each parent, guardian, or custodian residing in the home, and each responsible person identified on the DCY 01409.

(b) Face-to-face contact for the assessment of safety has not been made on an out-of-home DCY 01409 for four weeks with each child identified on the DCY 01409.

(M) How does the PCSA collaborate with the family to modify the DCY 01409?

(1) The PCSA is to discuss the reasons for modifying the DCY 01409 with the family.

(2) The PCSA is to obtain the signature of all participants on the modified DCY 01409 prior to its implementation.

(N) When does the PCSA discontinue a DCY 01409 without an alternative safety intervention, such as modifying the safety plan or pursuing the removal of the child pursuant to rule 5180:2-39-01 of the Administrative Code?

The PCSA discontinues a DCY 01409 without an alternative safety intervention when the PCSA determines that a safety threat is no longer active or is being controlled through the family's protective capacities and the child is no longer in immediate danger of serious harm.

(O) How does the PCSA notify a family when the DCY 01409 is discontinued?

The PCSA is to notify each parent, guardian, or custodian and each responsible person in writing within two working days of the discontinuation of the DCY 01409.

(P) Can the PCSA close a case if a DCY 01409 is active?

No, the PCSA is not to close a case if a DCY 01409 is active.