



Ohio Administrative Code

Rule 5180:3-7-20 PCSA requirements for providing on-going services in alternative response.

Effective: December 15, 2025

(A) When does the PCSA need to complete and implement the "Family Case Plan" pursuant to section 2151.412 of the Revised Code and rule 5180:2-38-05 of the Administrative Code, to provide ongoing services in alternative response?

No later than thirty calendar days from the completion of the "Family Assessment" as defined in rule 5180:2-1-01 of the Administrative Code.

(B) What actions are the PCSA to complete regarding the "Family Case Plan" with the child's parent, guardian, or custodian and the child?

(1) Obtain agreement on the contents of the "Family Case Plan," as defined in rule 5180:2-1-01 of the Administrative Code.

(2) Obtain signatures from the child's parent, guardian, or custodian.

(3) Provide a copy of the "Family Case Plan" within seven calendar days of the agreement to the child's parent, guardian, or custodian.

(C) When does the PCSA update the "Family Case Plan"?

The "Family Case Plan" is updated if there is any change in the following:

(1) Services.

(2) Participants.

(3) Service goal.



(4) Service activities.

(5) The safety or risk to the child resulting in legal intervention.

(D) What does the PCSA do if updating the "Family Case Plan"?

(1) Contact the child's parent, guardian, or custodian and seek agreement for the update of the "Family Case Plan."

(2) Obtain signatures from the child's parent, guardian, or custodian.

(3) Implement the change once the parent, guardian, or custodian agrees to the change.

(4) Provide each parent, guardian, or custodian with a copy of the updated "Family Case Plan" within seven calendar days of the agreement not including the date of signature.

(E) What is the PCSA to do if the child's parent, guardian, or custodian no longer agrees on the service or "Family Case Plan"?

The PCSA is to do one of the following:

(1) Discontinue supportive services and close the case, if the level of safety and risk support a case closure.

(2) File a complaint with the court pursuant to section 2151.27 of the Revised Code if the child is an abused, neglected, or dependent child or may become abused, neglected, or dependent; and intervention of the court is needed for the child's protection.

(F) How often is the PCSA to make face-to-face contact with each parent, guardian, or custodian, and child participating in and being provided services through the "Family Case Plan"?

At least one time each month to monitor progress on the "Family Case Plan." At least one contact every two months is to be made in the child's home. During contact the PCSA is to:



- (1) Asses child safety and risk.
- (2) Review the "Family Case Plan."
- (3) Obtain the family's perception, experiences, and progress with services and service providers.
- (4) Determine if there are any desired changes to the "Family Case Plan."

(G) When is the PCSA to convert a case from the alternative response pathway to the traditional response pathway?

If any of the following occurs:

- (1) The family requests a pathway change from the alternative response pathway to the traditional response pathway.
- (2) The PCSA files a complaint with the juvenile court pursuant to section 2151.27 of the Revised Code alleging the child is or may become an abused, neglected, or dependent child.
- (3) The PCSA receives an order from the juvenile court.
- (4) The PCSA screens in a report or obtains additional information during an assessment needing assignment in a traditional response pathway pursuant to rule 5180:2-36-01 of the Administrative Code.

(H) When is the PCSA to record a pathway switch in Ohio's comprehensive child welfare information system (Ohio CCWIS)?

No later than the next business day from the date of the event triggering the conversion of the case from the alternative response pathway to the traditional response pathway.

(I) When is the PCSA to review the progress on the "Family Case Plan"?



No later than every one hundred eighty days after the completion of the "Family Assessment" by completing the "Case Review."

(J) When is the PCSA to complete the "Semi Annual Review" (SAR)?

No later than every one hundred eighty days from completion of the "Family Assessment."

(K) Who is the PCSA to invite to the SAR?

(1) The child's parent, which also encompasses the non-custodial parent, as well as the guardian or custodian. Additionally, if applicable, the Indian custodian, the child's Indian tribe, and extended relatives, as defined in rule 5180:2-53-01 of the Administrative Code, should be included.

(2) The child should also be invited if they are age fourteen or older. If the child is under the age of fourteen, their participation should be considered if it is developmentally appropriate.

(3) A caseworker who has a connection with the family and knowledge of the "Family Case Plan."

(4) A supervisor or designee.

(L) What is the PCSA to do if it is determined a child is in immediate danger of serious harm during the provision of ongoing services?

The PCSA is to follow procedures outlined in rule 5180:2-37-02 of the Administrative Code.

(M) What is the PCSA to do when closing a case?

(1) Complete the "Case Review" to assess there are no active safety threats and the overall level of risk is reduced.

(2) Notify parties to the "Family Case Plan" of the intent to close the case.



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(3) Ensure all required documentation of the face-to-face contacts is completed, including detailed reports of all attempts to monitor case progress and "Family Case Plan" objectives in Ohio CCWIS.