

Ohio Department of Children and Youth **SCIOTO COUNTY**
MEMORANDUM OF UNDERSTANDING
TO ADDRESS CHILD ABUSE AND NEGLECT

I. STATEMENT OF PURPOSE

This memorandum of understanding (hereinafter MOU) to address child abuse and neglect is required by sections 2151.4220, 2151.4221, 2151.4222, 2151.4223, 2151.4225, 2151.4226, 2151.4228, 2151.4229, 2151.4230, 2151.4231, 2151.4232, 2151.4233, and 2151.4234 of the Ohio Revised Code and rule 5180:3-1-26 of the Ohio Administrative Code. It is an agreement among **Scioto County Department of Job and Family Services** (hereinafter PCSA) and community partners that delineates roles and responsibilities for referring, reporting, investigating, and prosecuting child abuse and neglect cases within **Scioto County** (hereinafter county). The MOU also identifies procedures for collaborative service provisions needed to ensure child safety, permanence, and well-being, and the minimum requirements of screening, assessment/investigation, and service planning, to meet mandates included in children services legislation passed by the 134th Ohio General Assembly. Two primary goals of this MOU are:

- The elimination of all unnecessary interviews of children who are the subject of reports of child abuse or neglect.
- When feasible, conducting only one interview of a child who is the subject of a report of child abuse or neglect.

Throughout the state each PCSA provides the following services to their communities:

Screening: The capacity to accept and screen referrals of suspected child abuse, neglect, and/or dependency includes but is not limited to the following: Receiving referrals 24 hours/day, 7 days/week; Recording and retaining referral information; Following Ohio's screening guidelines based on Ohio Administrative and Revised Code and categorizing the child maltreatment type; Adherence to a protocol for making screening and differential response pathway decisions regarding referrals of suspected child abuse, neglect, and/or dependency within 24 hours from the time of the referral; Documenting case decisions; And assigning a response priority of emergency or non-emergency to any screened in report.

Assessment and Investigation: The capacity to investigate and assess accepted reports of suspected child abuse, neglect, and/or dependency, includes responding to emergency reports within one (1) hour and non-emergency reports within twenty-four (24) hours; Conducting an initial Safety Assessment using a standardized CAPM (Comprehensive Assessment Planning Model) tool within the timeline prescribed in the Ohio Administrative Code; Completing a more in-depth CAPM Family Assessment including a clinical and actuarial risk assessment within sixty (60) days; Working collaboratively with other investigative agencies when appropriate; Making traditional response case dispositions within required timeframes; Evaluating the need for protective, prevention, or supportive services and/or court involvement; and documenting all activities and case determinations.

Service Provision: The capacity to provide services that ameliorate, eliminate, or reduce future child maltreatment and the conditions which led to abuse, neglect, or dependency includes providing service planning and case management coordination; Identifying and stating the concern and behavior change(s) needed for reunification to occur through the use of the CAPM Family Case Plan; Monitoring the family's case progress, measuring service outcomes, re-assessing safety and risk, and evaluating permanency options by using the CAPM Case Review and Semi-Annual Review tools; And adhering to existing visitation, documentation, and case closure protocols.

II. ROLES AND RESPONSIBILITIES OF EACH PARTICIPATING AGENCY

A. CDJFS/PCSA (If a combined agency or stand-alone PCSA)

The PCSA is the lead agency for the investigation of child abuse, neglect, or dependency in the county. The PCSA will coordinate and facilitate meetings, establish standards and protocol for joint assessment/investigation with law enforcement, cross-referrals, confidentiality, and training of signatories as required by statute. Child Protective Services staff and management will also participate in meetings and trainings as deemed appropriate at the discretion of the Director.

B. LAW ENFORCEMENT

The county peace officer, each Chief of the local political subdivisions, and any other law enforcement officers handling child abuse and neglect cases in the county will have responsibility for: taking referrals/reports alleging child abuse and neglect from any source within their respective jurisdiction; Referring reports to the PCSA as soon as possible or within **24 hours** for investigation of the circumstances; Determining whether allegations of abuse or neglect rise to the level of criminal conduct; Cooperating with the PCSA in a joint and thorough investigation when the information contained in the report lends itself to allege a present danger; Assisting the PCSA in hazardous situations where the provision of protective services or the investigation of child abuse or neglect is impeded; Coordinating with the PCSA on interviews with principals of the case when there are serious criminal implications; Notifying the PCSA of any legal action involving an alleged perpetrator of child abuse or neglect; Responding to the PCSA's requests for information regarding the status of the legal action; Providing police record checks for the PCSA as necessary or requested as permitted by law; Consulting with the PCSA prior to removal of a child from their home when possible; Handling and coordinating investigations involving a child fatality or near fatality which may have resulted from abuse or neglect.

C. JUVENILE COURT

The most senior Juvenile Judge in point of service of the county or their representative, selected by the Judge, if more than one, will be responsible for attending meetings concerning the MOU, entering into agreements with the

other signatories of the MOU regarding the court's responsibility to timely hear and resolve child abuse, neglect, and dependency matters, signing the MOU, and updating the MOU or approving any amendment.

The juvenile court has a duty to exercise jurisdiction over adults and children to hear and decide matters as permitted by the Ohio Revised Code Chapters 2151 and 2152. The court is responsible for issuing orders regarding the care, protection, health, safety, mental and physical best interest of children. The Juvenile Judge will ensure that due process of law is achieved; Hear evidence and issue findings of fact and conclusions of law as to any abused, neglected, or dependent child; Order timely and safe permanency dispositions for children; Preserve the family environment whenever possible while keeping the child(ren)'s health and safety paramount.

D. COUNTY PROSECUTOR

The County Prosecutor will report suspected cases of child abuse and neglect to the PCSA or appropriate law enforcement agency. The County Prosecutor will represent the PCSA in legal actions to protect a child from further harm resulting from child abuse or neglect unless the Prosecutor has granted consent for the appointment of an In-house PCSA Attorney pursuant to Ohio Revised Code chapters 309 and 305.

The prosecuting attorney may inquire into the commission of crimes within the county. The prosecuting attorney will prosecute, on behalf of the state, all complaints, suits, and controversies in which the state is a party, except for those needing to be prosecuted by a special prosecutor or by the attorney general. The County Prosecutor is to determine, based upon the facts, whether criminal culpability exists and if enough evidence exists for a matter to be prosecuted. The prosecutor will be available to law enforcement and the PCSA staff for questions or assistance in the investigation of child abuse and neglect cases and eliminate the need for testimony at the municipal court level by allowing for direct presentation to the Grand Jury, when feasible, to minimize trauma to child victims. The prosecuting attorney agrees to aid the PCSA in protecting the confidential nature of children services records and investigations; As well as the special protection afforded to the identity of the reporting source.

E. COUNTY DEPARTMENT OF JOB & FAMILY SERVICES [If not part of a combined agency]

Not Applicable *(if selected, this section is not relevant.)*

If the county's Department of Job and Family Services is a separate agency from the PCSA, employees within the county agency are expected to report suspected cases of child abuse and neglect to the PCSA or appropriate law enforcement agency upon receipt; Collaborate with the PCSA to assist families in caring for their children; Assure that children at risk of abuse and neglect receive protective services; Assure service coordination for families already involved with the PCSA; Promote ongoing communication between the

county's Department of Job and Family Services and the PCSA regarding mutual clients, including minors under the protective supervision or in the custody of the Agency and/or minor parents; Assist the PCSA upon request in obtaining case or assistance group information regarding a family when the PCSA is assessing Title IV-E eligibility or completing an assessment/investigation of a child at risk or alleged to be abused; Assist the PCSA in obtaining addresses and attempts to locate parents whose whereabouts are unknown, pursuant to OAC 5180:2-33-28; And where applicable and permitted assist the PCSA in locating suitable relatives or kin that may be available as familial support for the child(ren) or as a placement option.

E. LOCAL ANIMAL CRUELTY REPORTING AGENCY

The local animal cruelty reporting agencies are to investigate reports of animal abuse and neglect within the county and, pursuant to ORC 2151.421, report suspected cases of child abuse and neglect that may be observed during the commission of their duties to the PCSA or local law enforcement.

G. CHILDREN'S ADVOCACY CENTER (Needs to be included if agreement with CDJFS/PCSA exists. Option to skip this section if your agency does not have a formal agreement with a children's advocacy center.)

Not Applicable (*if selected, this section is not relevant.*)

The Children's Advocacy Center (CAC) will establish internal protocols regarding the investigation of CAC cases, participate in training as needed, work jointly and cooperatively in their established role with the other team members in the investigation of CAC cases, and attend and exchange information when meeting with the PCSA, law enforcement, and other signatories of this agreement.

H. CLERK OF COUNTY COMMON PLEAS COURT (Optional per statute, but benefits to inclusion should be considered per county. If the Clerk signs this MOU, the Clerk will execute all relevant responsibilities as required of officials specified in this MOU.)

Not Applicable (*if selected, this section is not relevant.*)

The Clerk of County Common Pleas Court will collaborate with the PCSA, County Prosecutor, and local law enforcement to establish standards and processes for the filing and acceptance of abuse, neglect, and dependency pleadings; Notice to the necessary parties; Service of process; How to send and receive communications from the Clerk; Defining acceptable methods of communication; Best practices for handling emergency/ex parte motions and orders which require the removal of children and need to be acted upon in an expeditious manner; Date and timestamp process and any cut-offs; Determine how and when to expect decisions or entries to be communicated; Provide periodic training for those involved in the investigation of child abuse and neglect and the signatories of this MOU; Be available to the PCSA management staff or the Prosecutor should questions arise.

III. SCOPE OF WORK

The key objective of this MOU is to clearly define the roles and responsibilities of each agency in the provision of child protective services.

A. Mandated reporters and penalty for failure to report

Persons identified as mandated reporters per Ohio Revised Code section 2151.421, while acting in official or professional capacity, will immediately report knowledge or reasonable cause to suspect the abuse or neglect of a child in accordance with that section. Reports will be made to the PCSA or a law enforcement officer.

The penalty for the failure of a mandated reporter to report any suspected case of child abuse and/or neglect pursuant to ORC section 2151.421 is a misdemeanor of the fourth degree. The penalty is a misdemeanor of the first degree if the child who is the subject of the required report that the offender fails to make suffers or faces the threat of suffering the physical or mental wound, injury, disability or condition that would be the basis of the required report when the child is under the direct care or supervision of the offender who is then acting in the offender's official or professional capacity or when the child is under the direct care or supervision of another person over whom the offender, while acting in the offender's official or professional capacity, has supervisory control. Failure to report suspected child abuse and/or neglect may also result in civil liability in the form of compensatory or exemplary damages.

The Scioto County Department of Job and Family Services, within 24 hours of learning that a mandated reporter failed to report suspected child abuse or neglect, shall send a referral via electronic mail with read receipt, to the county prosecutor indicating the name, contact information and nature of the CA/N of the person who failed to report the suspected abuse or neglect.

B. System for receiving reports

Reports of child abuse or neglect will be made to the PCSA or any law enforcement officer with jurisdiction in the county. If the PCSA contracts with an outside source to receive after-hour calls, a copy of the signed agreement will be attached to this MOU which indicates that all reports with identifying and demographic information of the reporter and principals will be forwarded to a designated children services worker within an hour of receipt, confidentiality requirements will be met, and how the public is informed of after-hours reporting opportunities.

The Scioto County Department of Job and Family Services is open Monday through Friday from 8:00am until 4:30pm. Referrals are accepted during this time by calling the agency phone number 740-456-4164 or 740-354-6661. The agency will make these phone

numbers available to the general public via the agency website, agency social media sites, through public relations material and on any advertising done by the agency as it relates to services provided by the agency.

An agency screener takes the information and then notifies the intake supervisor, or in his/her absence, another supervisor, who either screens the referral in or out. If the referral is screened out, it is documented in SACWIS as such and no further action is taken.

If the referral is screened in, the supervisor determines if the referral is an emergency or non-emergency and assigns the referral to the next available caseworker on a rotating basis. Then, based on the priority assigned, the caseworker initiates the investigation.

Although the agency is open until 4:30pm, any referral received after 4:00pm during the work week will be forwarded to the on-call worker and on-call supervisor for screening and assignment of priority. Referrals received outside the agency's normal operating hours, i.e., after 4:30pm, weekends, holidays, etc, an answering service is utilized to take referrals. The after hours phone number to make a referral is the same as during normal hours, 740-456-4164 or 740-354-6661.

The answering service who took the call, notifies the on-call caseworker that a person wishes to make a child abuse and neglect referral. The answering service is to forward the referral information to the agency immediately upon receiving the call. The answering service will ensure all identifying and demographic information provided by the reporter remains confidential.

The caseworker calls the reporting source back, takes the information, then consults with the supervisor. A supervisor is required to be on-call also, on a rotating basis, to assist caseworkers who are contacted outside the normal operating hours.

The caseworker consults with the on-call supervisor, who screens the call in or out, assigns a non-emergency or emergency designation and relays that information back to the on-call caseworker. Based on the decision made by the supervisor, the caseworker responds accordingly. If the referral is screened out by the supervisor, it is documented in SACWIS and no additional action is taken.

When a law enforcement officer receives a report of possible abuse or neglect of a child or the possible threat of abuse or neglect of a child, the law enforcement officer will refer the report to the appropriate PCSA unless an arrest is made at the time of the report that results in the appropriate PCSA being contacted concerning the alleged incident involving the child.

When the PCSA screens in a report of child abuse, the PCSA will notify the appropriate law enforcement agency of the report, unless law enforcement is present and an arrest is made at the time of the report that results in the appropriate law enforcement agency being notified of the child abuse.

When the PCSA screens in a report of child neglect, and the PCSA implements a legally authorized out-of-home placement due to neglect within the first seven days of the assessment/investigation, the PCSA will notify the appropriate law enforcement agency within the first seven days of the assessment/investigation unless an arrest is made at the time of the report that results in the appropriate law enforcement agency being notified of the child neglect.

C. Responding to mandated reporters

When the PCSA receives a referral from a mandated reporter who provides their name and contact information, the PCSA will forward an initial mandated reporter notification to the referent within seven days. The notification will be provided, in accordance with the mandated reporter's preference. Information shared with the mandated reporter will include the information permitted by ORC 2151.421(K):

- Whether the agency or center has initiated an investigation of the report;
- Whether the agency or center is continuing to investigate the report;
- Whether the agency or center is otherwise involved with the child who is the subject of the report;
- The general status of the health and safety of the child who is the subject of the report;
- Whether the report has resulted in the filing of a complaint in juvenile court or of criminal charges in another court.

When the PCSA closes an investigation/assessment reported by a mandated reporter, the PCSA will forward a mandated reporter referral outcome notification to the referent. The notification will be provided in accordance with the mandated reporter's preference. Information shared with the mandated reporter will be that permitted by ORC 2151.421 to include a notification that the agency has closed the investigation along with a point of contact.

D. Roles and responsibilities for handling emergency cases of child abuse, neglect, and dependency

1. PCSA's Response Procedure

When the PCSA determines that a report is emergent, the PCSA will attempt a face-to-face contact with the child subject of the report/ alleged child victim within one hour of the receipt of the report.

If the PCSA identifies an active safety threat at any point during the assessment/investigation, the caseworker or supervisor will implement a safety response.

In Scioto County, typically, law enforcement does not remove children themselves even though they have the authority. When a removal is necessary, law enforcement will remain on the scene until a PCSA worker arrives to take custody. In the event a law enforcement agency in Scioto County does remove a child physically, and takes custody, law enforcement is to immediately notify the PCSA that a child has been removed and arrangements are then made by the PCSA to pick up the child. See Attachment #1 - Procedure for Notifying Law Enforcement About Sexual/Physical Abuse Referrals.

In planned events, such as serving an arrest warrant or a search warrant and law enforcement knows children are present, law enforcement officials normally notify the PCSA in advance so a caseworker can be on stand-by. Then, if needed, the caseworker can respond to the scene once it is secured and assume custody of the child/ren.

In the event, a caseworker is out on an investigation, home visit or monitoring a safety plan and it becomes obvious the surroundings are unsafe for a child/ren, the caseworker will immediately remove themselves from the situation and notify law enforcement immediately that assistance is needed. The caseworker will remain on scene, if it is safe to do so, until law enforcement arrives on the scene. If it is unsafe for the caseworker to remain on the scene, the caseworker will exit the home and go a safe distance until the scene is secured by law enforcement. Once the scene is secured, law enforcement will notify the caseworker. The caseworker will return to the scene while law enforcement is still there, and finish addressing the issues at hand to ensure the safety of the child/ren.

In the event Scioto County Department of Job and Family Services knows they will be removing a child/ren from a home in advance, they can coordinate with law enforcement to safely remove the child/ren, when necessary.

When Scioto County Job and Family Services believes they have reason to remove a child/ren from the home they are to contact their supervisor with facts of the case. The supervisor will make contact with an agency attorney for consultation. If the attorney deems there is an emergency the attorney will contact The Scioto County Juvenile Judge or Magistrate to receive an emergency ex-parte order. The Scioto County Department of Job and Family Services has a standing order from the Scioto County Juvenile Judge to remove a child/ren without first asking for permission from the Judge (this is only used when supervisor cannot reach an agency attorney or Juvenile Court Judge or Magistrate). Removals are coordinated between the caseworker, supervisor, and agency attorney to make sure there is sufficient cause to do so.

In situations in which there is no child abuse or neglect occurring, but law enforcement is involved, i.e., runaways, delinquent, etc., Scioto County Department of Job and Family Services, will assist to the extent possible by phone, but will not come to the scene or go the police station or sheriff's department. When Law Enforcement comes into contact with out of county a child/ren, Scioto County Job and Family Services will assist via phone. Law Enforcement is responsible for holding the child/ren for six (6) hours at their facility prior to Scioto County Job and Family Services taking possession of the child/ren. At which time Scioto County Job and Family Services will consult with an agency attorney regarding jurisdiction of the the child/ren. During the six (6) hour time frame Scioto County Job and Family Services will coordinate with Law Enforcement and the child's home county via phone to assist with arrangements for the child/ren. Scioto County Job and Family Services will provide necessities to the child/ren when appropriate (i.e. blankets, food, clothing).

2. Law Enforcement and the Garden Family Advocacy Center (GFAC) and Child Advocacy Center of Scioto County (CACSC) Response Procedure

The Scioto County Department of Job and Family Services uses the Garden Family Advocacy Center (GFAC) in Chillicothe, Ohio, as the Child Advocacy Center to conduct child abuse and neglect forensic interviews, medical assessments and counseling to child/ren who have been victims of suspected child abuse and neglect.

When a case is known to the Scioto County Department of Job and Family Services or to law enforcement, pre-determined arrangements have been made to coordinate and share the

findings of the GFAC interview or assessment. See section E below.

In the event the GFAC independently has information on child abuse and neglect involving a child who lives in Scioto County, the GFAC will follow the mandated reporting requirement and the Scioto County Department of Job and Family Services will follow the normal procedures that are in place to receive and screen reports of suspected child abuse or neglect.

While the GFAC protocol is established and currently being used, the Children's Advocacy Center of Scioto County (CACSC) is being developed with the intention of it serving the Scioto County area. The CACSC is being listed in this MOU so that as it develops and becomes operational, it will be a partner to this agreement as well.

3. Children in Need of Medical Attention Special Response Procedures

Children in Scioto County who need emergent medical attention will be taken to Southern Ohio Medical Center at 1805 27th Street, Portsmouth Ohio, 740-356-5000, or the closest medical center capable of meeting the child's medical needs. If a caseworker determines that a child who just came into agency custody needs medical attention, the caseworker will call for EMS. If safe to do so, the caseworker may also transport the child to the SOMC emergency room. At the emergency room, the caseworker will sign any necessary consent forms. If the child does not need emergent care, once in agency custody, the agency will follow the DCY rules for scheduling the medical visit with a primary care doctor for children in the agency's custody.

If the child is already in foster care and placed with a foster parent, residential facility, or other child care setting, the foster parent, residential facility, or child care setting staff will have all the necessary forms to have the child/ren treated either at the emergency room or with a primary care doctor. Anytime a child in custody is taken to the emergency room or requires more than routine medical care, the foster parent, residential facility, or other child care setting will immediately notify the agency.

If the child is not in the custody of the agency, but the agency is working with the family, with the parents' permission, a caseworker may assist the family in obtaining medical attention. This can be in the form of providing transportation or providing other services to the family to ensure the child/ren is receiving medical attention.

If a referral is received and after an investigation, it is determined that a child/ren needs medical attention and the parent refuses such treatment, the caseworker shall consult with the agency supervisor, administrator, or attorney for direction, and if the parents still refuse medical treatment that is recommended by a doctor, the agency attorney will contact juvenile court to ask for emergency custody. As a last resort, Scioto County Job and Family Services will also consult with an agency attorney to obtain emergency custody if deemed appropriate.

E. Standards and procedures to be used in handling and coordinating investigations of reported cases of child abuse and/or neglect

Methods to be used in interviewing the child who is the subject of the report and who allegedly was abused and/or neglected, alleged perpetrators, and other family members and witnesses/collaterals will be discussed and agreed upon in advance by the PCSA and the corresponding law enforcement agency.

To the extent possible investigative interviews of children who are the alleged victims of reports of abuse and/or neglect where criminal activity is suspected, including reports of human trafficking, are cooperatively planned by the PCSA and the law enforcement agency of the jurisdiction.

Every effort will be made by the signatories of this MOU to prevent or reduce duplicate interviews of the victims or witnesses. When feasible, to reduce trauma complete only one interview with the alleged child victim/ child subject of the report. The PCSA agrees to be the lead agency in scheduling the time, place, and location of joint interviews as well as notifying all participants.

Before starting the interview, the participants will determine who is to be present in the room, who will be asking the questions, what areas are to be covered, and who will be the scribe for the interview. Audio and video recordings may be used when necessary.

When law enforcement or the prosecutor's office interviews a participant in a criminal investigation and a representative of the PCSA is not present, the interviews conducted by law enforcement or the prosecutor's office may be used by the PCSA to meet the agency investigative requirements set forth in rule. Law enforcement or the prosecutor's office will forward a written summary of the interview to the PCSA upon request.

The PCSA agrees not to proceed without the advice and consent of the prosecutor's office when a criminal investigation is being conducted concurrently. The PCSA will not jeopardize a criminal investigation but will work with law enforcement to protect the safety of the child victim or witnesses. Law enforcement will be the lead agency in the collection of

forensic evidence and will coordinate with the necessary facilities to obtain and store such evidence properly.

The Scioto County Department of Job and Family Services uses the Garden Family Advocacy Center (GFAC) in Chillicothe, Ohio, as the Child Advocacy Center for forensic interviews and medical assessments of children who may have been physically or sexually abused or suffered from neglect. Additionally, the Children's Advocacy Center of Scioto County (CACSC), as it develops, will become a partner in this agreement as well.

The Scioto County Prosecutors, The Scioto County Sheriff's Office and Portsmouth Police Department have a Special Victims Unit which assists in the investigation of severe physical abuse, sexual abuse and severe neglect. The agency coordinates with the investigator when these types of reports are received and need to be investigated.

When the report is received by CPS, within 24 hours, CPS will deliver to the appropriate law enforcement agency, a copy of the Sexual/Physical Abuse Report Delivery/Receipt Acknowledgment Form (See Attachment #2).

When the SVU investigator interviews perpetrators, within 30 days after the referral has been made to the CPS investigator, the SVU investigator will interview the alleged perpetrator and send a report to the Scioto County Department of Job and Family Services. If this cannot be completed within the 30 day period, the SVU investigator will contact the agency and give a status report as to a time frame when the interview will be conducted. Every effort will be made to have the interviews completed within 45 days.

The procedures outlined above in Section E will be followed by the agency and law enforcement officials when conducting these child abuse and neglect investigations.

Cases which do not involve law enforcement, that are handled strictly by the Scioto County Department of Job and Family Services, will be investigated according to the time lines and procedures set forth by ODJFS. The Scioto County Department of Job and Family Services will, to the extent possible, interview the child victim only one time and prior to the interview, prepare and document the interview questions. Depending on any exigent circumstances, the child may be interviewed with or without the parents permission. The interview will be documented in SACWIS and if new information comes from the interview, which would indicate the need for law enforcement intervention, a referral will be sent to the proper law enforcement agency according to the terms of this MOU.

The PCSA will follow up with law enforcement to ensure timely assistance and to complete mandated assessment/investigation activities within the sixty-day timeframe.

F. Standards and procedures addressing the categories of persons who may interview the child who is the subject of the report and who allegedly was abused or neglected

The categories of personnel who may conduct interviews of children who are the subjects of reports of alleged abuse, neglect, and/or dependency are limited to the following:

- Casework and supervisory staff of the PCSA
- Law enforcement personnel
- County or city prosecuting attorneys, assistant prosecuting attorneys, in-house JFS legal counsel if applicable, and their investigative staff
- **The Garden Family Advocacy Center (GFAC), Child Advocacy Center.**
- **The Children's Advocacy Center of Scioto County (CACSC).**
- **Any other individual approved by the Director of the Scioto County Department of Job and Family Services, such as a third-party, independent person.**

G. Standards and procedures for PCSA requests for law enforcement assistance

When the alleged perpetrator has access to a child victim, Scioto County Department of Job and Family Services requests law enforcement to respond to their request for assistance as soon as possible. When the alleged perpetrator does not have access to the child, the agency will make the referral or ask for assistance within (24) twenty-four hours.

Every effort will be made to coordinate interviews and gather information in accordance with the procedures already outlined above in this MOU.

The PCSA may request the assistance of law enforcement during an assessment/investigation if one or more of the following situations exist:

- An exigent circumstance.
- The PCSA has reason to believe that the child is in immediate danger of serious harm.
- The PCSA has reason to believe that the worker is, or will be, in danger of harm.
- The PCSA has reason to believe that a crime is being committed, or has been committed, against a child.

- The PCSA worker needs to conduct a home visit after regular PCSA business hours, and a law enforcement escort is requested as a standard operating procedure.
- The PCSA is removing a child from his or her family via an order of the court, and the assistance of law enforcement is needed as the PCSA has reason to believe the family will challenge the removal.
- The PCSA is working with a client who has a propensity toward violence, and the assistance of law enforcement is needed to ensure the safety of all involved.
- The PCSA is working with a family that has historically threatened to do harm to PCSA staff.

H. Specialized Investigations or Circumstances

To the extent possible, investigative interviews of children who are the alleged child victims/child subjects of the report of abuse and neglect where criminal activity is suspected, including reports of human trafficking, physical and sexual abuse, domestic violence, child endangering, or the like, are cooperatively planned by the PCSA and the law enforcement agency of jurisdiction.

1. Out-of-Home Care

The PCSA conducts an out-of-home care investigation in response to a child abuse or neglect report that includes an alleged perpetrator who meets one or more of the following criteria:

- Is a person responsible for the alleged child victim's care in an out-of-home care setting as defined in rule 5180:2-1-01 of the Administrative Code.
- Is a person responsible for the alleged child victim's care in out-of-home care as defined in section 2151.011 of the Revised Code.
- Has access to the alleged child victim by virtue of their employment by or affiliation to an organization as defined in section 2151.011 of the Revised Code.
- Has access to the alleged child victim through placement in an out-of-home care setting.

The PCSA follows the procedures for conducting out-of-home care investigations as described in section 5180:2-36-04 of the OAC.

Within twenty-four (24) hours of the screening decision, Scioto County Department of Job and Family Services will make contact with the out-of-home care setting or organization administrative officer, director, or other chief administrative officer, or if the administrative officer, director or other chief administrative officer

is alleged to be the perpetrator, the board of directors, county commissioners, or law enforcement as applicable in order to:

- (a) Share information regarding the report.**
- (b) Discuss what actions have been taken to protect the alleged child victim.**
- (c) Provide information about the assessment/investigation activities that will follow.**

Reports of child abuse and neglect which occur in out-of-home care settings will be received, screened and investigated in accordance with section B, D and E of this MOU.

2. Third-Party Investigations

In accordance with section 5180:2-36-08 of the OAC, the PCSA is to request a third-party in the assessment/investigation for reports of child abuse or neglect where there is potential for a conflict of interest because one of the following parties is a principal of the report:

- Any employee of an organization or facility that is licensed or certified by the Ohio Department of Children and Youth (DCY) or another state agency and supervised by the PCSA.
- A foster caregiver, pre-finalized adoptive parent, adoptive parent, relative, or kinship caregiver who is recommended, approved, or supervised by the PCSA.
- A type B family childcare home or type A family childcare home licensed by DCY when the CDJFS has assumed the powers and duties of the county children services function defined in Chapter 5153. of the Revised Code.
- Any employee or agent of DCY or the PCSA as defined in Chapter 5153. of the Revised Code.
- Any authorized person representing DCY or the PCSA who provides services for payment or as a volunteer.
- A foster caregiver or an employee of an organization or facility licensed or certified by DCY and the alleged child victim is in the custody of, or receiving services from, the PCSA that accepted the report.
- Any time a PCSA determines that a conflict of interest exists. The PCSA is to document in the case record if a conflict of interest is identified.

The PCSA is to request that law enforcement serve as the third party when a report alleges a criminal offense. The PCSA is to request the assistance of a third party within 24 hours of identifying that a conflict of interest exists.

Within twenty-four (24) hours of the screening decision, Scioto County Department of Job and Family Services will make contact with the out-of-home care setting or organization administrative officer, director, or other chief administrative officer, or if the administrative officer, director or other chief administrative officer is alleged to be the perpetrator, the board of directors, county commissioners, or law enforcement as applicable in order to:

- (a) Share information regarding the report.**
- (b) Discuss what actions have been taken to protect the alleged child victim.**
- (c) Provide information about the assessment/investigation activities that will follow.**

Reports of child abuse and neglect which require a third party investigation will be received, screened and investigated in accordance with section B, D and E of this MOU.

3. Child Fatality- Suspected cause of death is abuse or neglect

The PCSA is governed by ORC section 307.622 and needs to have a child fatality review board.

The Director of the Scioto County Department of Job and Family Services is a mandated member of the Scioto County Child Fatality Review Board. An Administrator or Supervisor for Scioto County Department of Job and Family Services has attended in the past and will continue to do so in the future. The Scioto County Child Fatality Review Board meets once a year, typically in February, to review the previous year's child deaths. The Child Fatality Review Board meeting is conducted by the Scioto County Health Department.

4. Child Fatality- Death of a child in the custody of the PCSA

The PCSA follows rules 5180:2-33-14 and 5180:2-42-89 of the OAC following the death of a child in its custody.

In addition to following OAC 5101:2-42-89, the Scioto County Department of Job and Family Services will notify the Scioto the Scioto County Prosecutor that a child in the custody of the agency has died.

Scioto County Department of Job and Family Services will cooperate with local law enforcement, the county prosecutor and

the Department of Children and Youth (DCY) in conducting an investigation.

Scioto County Department of Job and Family Services Director will notify the Scioto County Board of Commissioners within a reasonable amount of time.

5. Allegations of withholding medically indicated treatment from disabled infants with life-threatening conditions

The PCSA follows the procedures described in section 5180:2-36-07 of the OAC for responding to these reports.

The withholding of medically indicated treatment is the refusal to provide appropriate nutrition, hydration, medication, or other medically indicated treatment from a disabled infant with a life-threatening condition.

Medically indicated treatment includes the medical care most likely to relieve, or correct, the life-threatening condition. Nutrition, hydration, and medication, as appropriate for the infant's needs, are medically indicated for all disabled infants; in addition to, the completion of appropriate evaluations or consultations necessary to assure that sufficient information has been gathered to make informed medical decisions on behalf of the disabled infant.

In determining whether treatment is medically indicated, reasonable medical judgments made by a prudent physician, or treatment team, knowledgeable about the case and its treatment possibilities are considered. The opinions about the infant's future "quality of life" are not to bear on whether a treatment is judged to be medically indicated. Medically indicated treatment does not include the failure to provide treatment to a disabled infant if the treating physician's medical judgment identifies any of the situations listed in OAC section 5180:2-36-07(A)(3)(a-d).

- **[Obtaining contact information for any applicable health care facility's administrator or designee to initiate the case in accordance with OAC rule 5180:2-36-07.]**

If alleged abuse happens within Scioto County, the following hospital or Emergency Room will be utilized by the Scioto County Department of Job and Family Services in which treatment is medically indicated. If necessary, Southern Ohio Medical Center (SOMC) will transfer the child to a hospital that specializes in the treatment of children.

• **Southern Ohio Medical Center, 1805 27th Street, Portsmouth, Ohio 45662, Social Work Department.**

If outside of Scioto County, the medical facility closest to the alleged incident shall be utilized.

- **[Obtaining contact information for any applicable health care facility's review committee.]**

Scioto County Job and Family Services will identify and maintain current information regarding the name, date, title, and telephone number of facility's contact person for allegation involving alleged withholding of medically indicated treatment from disabled infants with life-threatening conditions.

- **Reports of withholding of medically indicated treatment will be received, screened and investigated in accordance with section B, D and E of this MOU.**

- 6. Allegations of child abuse and/or neglect constituting a crime against a child, including human trafficking, and needing a joint assessment/investigation with law enforcement**

Reports of child abuse and neglect, including human trafficking will be received, screened and investigated in accordance with section B, D and E of this MOU. Scioto County Department of Job and Family Services will ensure child safety and not compromise child protective assessment/investigation while concurrently assisting law enforcement with the criminal investigation.

- 7. Reports of cases involving individuals who aid, abet, induce, cause, encourage, or contribute to a child or a ward of the juvenile court becoming dependent, neglected, unruly, and/or delinquent**

Reports of child abuse, neglect and dependency will be received, screened and investigated in accordance with section B, D and E of this MOU. The Scioto County Department of Job and Family Services will assist the Court or local law enforcement in cases in which the child is unruly or delinquent, but will not open an investigation unless there is specific evidence that abuse or neglect is contributing to the unruliness or delinquency of the child in accordance with screening guidelines prescribed by the Ohio Department of Job and Family Services.

8. **Reports involving individuals who aid, abet, induce, cause, encourage, or contribute to a child or a ward of the juvenile court leaving the custody of any person, department, or public or private institution without the legal consent of that person, department, or institution**

Reports of this nature will be screened in or out by the Scioto County Department of Job and Family Services after consultation with the county prosecuting attorney.

9. **Receiving and responding to reports of missing children involved with the PCSA**

Upon learning that a minor child has either run away from or is otherwise missing from the home or the care, custody, and control of the child's parents, custodial parent, legal guardian, or non-custodial parent, the following actions will take place:

- When an MOU signatory agency is made aware that a child is missing, they will coordinate with the custodian to report their concerns to the law enforcement agency in the appropriate jurisdiction.
- The law enforcement agency will enter known information into the National Crime Information Center (NCIC) database if the child is in PCSA custody.
- The law enforcement agency will take prompt action upon the report, including, but not limited to, concerted efforts to locate the missing child.
- The law enforcement agency will promptly enter any additional, relevant information into NCIC.
- The law enforcement agency will promptly notify the missing child's parents, parent who is the residential parent and legal custodian, guardian, or legal custodian, or any other person responsible for the care of the missing child, that the child's information was entered into NCIC.
- The PCSA will contact the National Center for Missing and Exploited Children (NCMEC) if the child is in PCSA custody.

Upon request of law enforcement, the PCSA is to provide assistance and cooperation in the investigation of a missing child, including the immediate provision of any information possessed by the PCSA that may be relevant in the investigation.

All MOU signatory agencies are to notify the PCSA upon learning that a minor child who is alleged to be in the children services system or who is known or suspected to be abused or neglected has either run away from or is otherwise missing from the home or the care, custody, and control of the child's parents, custodial parent, legal guardian, or non-custodial parent.

The Scioto County Department of Job and Family Services will assist local law enforcement in cases in which a child is missing in accordance with this MOU. Upon the missing child's return, the Scioto County Department of Job and Family Services shall document the circumstances that contributed to the child running away and consider such factors in subsequent placements. Additionally, the events and experiences that took place while the child was missing, including if the child is found to be a sex trafficking victim, will be documented pursuant to rule 5101:2-36-12 of the Administrative Code.

[Additional procedures can be provided regarding children not involved with the PCSA, children involved with the PCSA but not in PCSA custody, and children in PCSA custody.]

I. Standards and procedures for removing and placing children

1. Emergency

Emergency removal of a child from home is necessary when the child is at imminent risk of harm and in need of protection from abuse, neglect, or dependency.

An ex parte order may be issued with or without a complaint being filed. Prior to taking the child into custody the judicial fact finder is to make a determination that reasonable efforts were made to notify the child's parents, guardian, or custodian, or there were reasonable grounds to believe doing so would jeopardize the safety of the child, or lead to the removal of the child from the jurisdiction.

Juv. R 6 orders can be issued in-person, by phone, video conference, or otherwise. Reasonable grounds need to exist to believe the child's removal is necessary to prevent immediate or threatened physical or emotional harm.

Findings need to be made that the agency either did or did not make reasonable efforts to prevent the removal of the child from their home with a brief description of services provided and why those did not prevent the removal or allow the child to return home, and if temporary custody is granted to the PCSA an additional finding that it would be contrary to the welfare and best interest of the child to continue in the home. If granted, a shelter care hearing is to be scheduled the next business day (but not later than seventy-two hours) after the emergency order has been issued. If the ex parte motion is denied, the matter is to be set for a shelter care hearing within ten days from the filing date.

See Section D1.

2. Non-emergency

Upon receiving a report alleging child abuse, neglect, and/or dependency, the PCSA commences an investigation in accordance with the requirements of section 2151.421 of the ORC. If the final case decision rises to the level of court involvement, the PCSA is to approach the juvenile court and file a complaint alleging the child(ren) to be abused, neglected, or dependent per ORC 2151.27. The matter will be set for a shelter care/preliminary protective hearing expeditiously by the juvenile court.

Reasonable oral or written notice of the time, place, and purpose of the hearing are to be provided to the parents, guardian, or custodian unless they cannot be found. The same parties are also entitled to notification that a case plan may be prepared, the general requirements, and possible consequences of non-compliance with the case plan.

The parties will be served with the complaint and summons to appear before the juvenile court. Unrepresented parties are advised by the juvenile court of their right to counsel. Counsel is appointed for children when abuse is alleged. A guardian ad litem is appointed to all children subjects of abuse, neglect, or dependency proceedings. A separate guardian ad litem may be appointed to minor parents or parents who appear mentally incompetent.

The judicial fact finder is to determine whether there is probable cause that the child is abused, neglected, or dependent, the child is in need of protection, whether or not there is an appropriate relative or kin willing to assume temporary custody of the child, reasonable efforts were made by the PCSA to prevent the removal or continued removal or to make it possible for the child to return home safely, and for temporary custody orders to the PCSA that it would be contrary to the welfare and best interest of the child to continue in the home. All other temporary orders should be requested and considered at this time.

See Section D1.

- J. **[Optional Section(s)]**
 Not Applicable *(if selected this section is not relevant.)*

The Scioto County Department of Job and Family Services has an agreement with the counties which belong to the Southeast Ohio District Job and Family Services Directors Association, including Meigs, Gallia, Jackson, South Central and Lawrence Counties for the continuation of services in the event of a natural disaster or other event which closes the Agency for a prolonged period of time. Each county agrees to assist the other, to the extent possible, with PCSA activities, including, but not limited to assessment and investigations of child abuse and neglect.

The Scioto County Department of Job and Family Services will follow OAC 5101:2-36-06 when reports of a deserted child are made.

IV. TRAINING

Cross system training is to be provided to and a plan developed by all signatories of this MOU to ensure parties understand the mission and goals identified in this MOU and are clear about the roles and responsibilities of each agency. Periodic trainings events will be coordinated by the PCSA as the lead agency and notification of the trainings will be provided to the signatories of this agreement. By agreeing to participate in the county MOU process signatories express a commitment to attend training opportunities when presented.

Signers of this MOU agree to meet at least every biennium to review the MOU and make any adjustments. If it necessary to meet sooner, any signer of this MOU, may ask for a meeting by placing their request in writing and sending it to the Director of the Scioto County Department of Job and Family Services.

V. CONFLICT RESOLUTION

Not Applicable *(if selected this section is not relevant.)*

When a conflict occurs among county partners, the effect is often broader than the individuals directly involved in the dispute. As disputes are often inevitable, this MOU is to set forth the local process by which disputes will be resolved so as not to disrupt program effectiveness.

As the mandated agency responsible for the provisions of child protective services, the ultimate decision on how to handle abuse, neglect investigations lie with the PCSA. Every effort will be made to take into account other signatories' requests and concerns relating to services.

Criminal investigations and prosecution remain the responsibility of the prosecuting attorney and appropriate law enforcement agencies. The PCSA will assist these agencies, but in no way, interfere or jeopardize a criminal investigation or prosecution.

For cases that come before the court as it relates to decisions and orders, the Juvenile Judge's rulings are final.

Each agency will make a concerted effort to help the other with joint interviews, investigations, evidence collection, information sharing, and fact-finding. Each agency will not hinder or interfere with the express duties of another and will do their best to cooperate and collaborate with the other county partners.

In the event internal conflict resolution efforts fail and a statutorily required participant refuses to sign or engage in the MOU process, the PCSA is to consult with the County Prosecutor to explore available remedies.

NA

VI. CONFIDENTIALITY STATEMENT

Any report made in accordance with ORC section 2151.421 is confidential. Both the information and the name of the person who made the report under section 2151.421 will not be released to the public for use and will not be used as evidence in any civil action or proceeding brought against the person who made the report.

Children services records are not public records and are exempt from Ohio's Sunshine Laws under ORC 149.43. Children Services records are confidential in nature and should be treated accordingly.

ORC section 2151.423 requires the PCSA to disclose confidential information discovered during an investigation conducted pursuant to section 2151.421 or 2151.422 of the Ohio Revised Code to any federal, state, or local government entity, including any appropriate military authority or any agency providing prevention services, that needs the information to carry out its responsibilities to protect children from abuse or neglect. Likewise, law enforcement, **The Garden Family Advocacy Center, and the Children's Advocacy Center of Scioto County**, and other entities are expected to release information to the PCSA for the purpose of carrying out its responsibility of protecting children from abuse and/or neglect.

[Insert county-specific description of the information law enforcement is to share with the PCSA in order for the PCSA to carry out its responsibilities to protect children from abuse or neglect.]

*** Investigative records and completed police reports, and historic records pertaining to subjects of the investigation.**

[Insert county-specific description of how information is to be shared between the PCSA and law enforcement agencies.]

*** Intake reports, dispositions, investigator's contact information, and witnesses discovered during the investigation.**

[Insert county-specific information that may be obtained from an investigation that the PCSA and law enforcement should or should not release to the public.]

*** No information released to law enforcement by the PCSA should be released to the public at any time.**

The confidentiality provisions of this MOU will survive the expiration or termination of this agreement.

Information regarding the report and/or investigation of alleged abuse or neglect may be shared only when dissemination is authorized by OAC section 5180:2-33-21 and in accordance with the procedures outlined in OAC section 5180:2-33-21. The unauthorized dissemination of confidential information is a misdemeanor and is punishable by law.

In the event of unauthorized dissemination of information, the party who learns of the breach of confidentiality will notify the Director of the PCSA as soon as possible. The notification will be sent to the Director in writing describing the circumstances surrounding the breach. The notification will specify the confidential information released, who is responsible for disseminating the confidential information, how it was disseminated, and the parties who have access to the information without authorization. The Director of the PCSA will then refer this information to the prosecutor or city director of law at their discretion.

VII. TERMS AND CONDITIONS AND STATUTORY REQUIREMENTS

This MOU is to be retained for a period of at least seven years per the state of Ohio records retention schedule. Please refer to the PCSA records retention policy for information on forms to be completed and processes to be followed for the destruction of records.

Consultation among the signatories may be done in person, whenever practicable. When an in-person meeting is not practicable the signer may employ the use of alternative methods of communication including but not limited to MS Teams, Skype, Zoom, or telephone as agreed upon by all members. When the PCSA is seeking consultation with a signer of this MOU regarding an active referral of child abuse and/or neglect and has met in person or spoken with another signer, the PCSA will make written contact with the appropriate agency by the next working day to request the needed information and make the referral in writing.

The required members are to review and evaluate the terms and conditions of the MOU every biennium. All required members to the MOU will sign the new or updated agreement. The PCSA is to submit the MOU to the Board of County Commissioners for review and approval with enough time for any revisions to be made prior to December thirty-first of the year.

This MOU does not inhibit good faith compliance with a subpoena issued by a Grand Jury or in a criminal case. Dissemination of records pursuant to the State's discovery obligations is authorized. However, work product and other privileges are expected to be upheld.

Failure to follow the procedure set forth in the MOU by the concerned officials is not grounds for, and will not result in, the dismissal of any charges or complaint arising from any reported case of abuse or neglect or the suppression of any evidence obtained as a result of reported child abuse or child neglect and does not give, and will not be construed as giving, any rights or any grounds for appeal or post-conviction relief to any person pursuant to section 2151.4223 of the Revised Code.

This MOU will be governed by and construed in accordance with applicable state and federal laws and regulations. Any identified or listed citations to Ohio Administrative Code revised during the implementation of this MOU are to defer to the current finalized codification. In the event any other portion of this MOU is inconsistent with state or federal law, that portion will be without effect as if stricken from the document and the remaining portion will remain in full force and effect.

VIII. SIGNATURES OF EACH PARTICIPATING AGENCY

The signature section authorizes the participating parties of the agreement to begin enactment of MOU protocols and activities. The participating members agree to follow the terms of this MOU and to meet at minimum once every biennium to review terms and conditions, evaluate if updates are needed, and sign a new or amended MOU

If any individual serving as a signatory changes mid-term, the PCSA is to provide the new required member with the current MOU. The new member remains bound by the most recently approved version of the MOU. Their signature is to be obtained.

If the PCSA participated in the execution of a memorandum under section 2151.426 of the Revised Code establishing a CAC, each participating member of the CAC is a required signatory on this MOU.

A required member to this agreement may terminate their involvement in the MOU for good cause upon giving reasonable written notice to the other required members in this MOU. **All parties to this MOU agree to give 30 days written notice.**

Signers of this MOU agree to meet at least every biennium to review the MOU and make any adjustments. If it is necessary to meet sooner, any signer of this MOU, may ask for a meeting by placing their request in writing and sending it to the Director of the Scioto County Department of Job and Family Services. The Director of the Scioto County Department of Job and Family Services will schedule a meeting within thirty (30) days of receiving the request. A meeting will be held and any adjustments to the MOU will be discussed. Any changes to the MOU must be agreed to by all the parties. If an agreement cannot be reached, then the Director of the Scioto County Department of Job and Family Services will have the final say as it relates to child abuse and neglect activities and the county prosecutor will have the

final say as it relates to law enforcement or the handling of criminal activity as it relates to child abuse and neglect.

[Insert county-specific information regarding the termination process for the participants.]

The MOU may be signed in person or electronically.

Tamela Moore Morton 03/13/2026

Tamela Moore Morton, Director

Scioto County Dept. of Job & Family Services

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

David Thoroughman

David Thoroughman, Sheriff

Scioto County Sheriff's Department

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Debby Brewer 3-31-26

Debby Brewer, Chief

Portsmouth Police Department

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

John Dixon

John Dixon, Chief

New Boston Police Department

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Rebecca J. Bennett

Rebecca Bennett, Judge

Scioto County Juvenile Court

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Shane Tieman

Shane Tieman, Prosecuting Attorney

Scioto County Prosecutor

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Dr. Darren Adams

Dr. Darren Adams, Coroner

Scioto County Coroner

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Rhiannon Moore

Rhiannon Moore, Executive Director

The Garden Family Advocacy Center

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Luanne Valentine

Luanne Valentine, Director

Children's Advocacy Center of Scioto County

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

Agency, Name, Title

Date

Is this agency a participating member of the CAC referenced in Section II(G)? Yes No

IX. Refusal to Sign Not Applicable *(if selected, this section is not relevant.)*

The PCSA attests they attempted to obtain the signature of all required participating agencies as set forth in Section II of this MOU and as mandated through section 2151.4210 of the Revised Code. However, the following agency(ies) or individual(s) refused to sign this MOU.

Date: **[Enter date of refusal]**

Agency, Name, Title: **[Enter the name of the agency, required individual, and their title.]**

Reason the individual refused to sign:

[Enter the reason the individual refused to sign the text box and the attempts to solve the identified barrier.]

Date: **[Enter date of refusal]**

Agency, Name, Title: **[Enter the name of the agency, required individual, and their title.]**

Reason the individual refused to sign:

[Enter the reason the individual refused to sign the text box and the attempts to solve the identified barrier.]

Date: **[Enter date of refusal]**

Agency, Name, Title: **[Enter the name of the agency, required individual, and their title.]**

Reason the individual refused to sign:

[Enter the reason the individual refused to sign the text box and the attempts to solve the identified barrier.]

X. Board of County Commissioners

The PCSA is to submit the MOU signed by all participating agencies to the Board of County Commissioners. The participating agencies will ensure there is adequate time for both the County Board of Commissioners and DCY review and approval process along with any returns for correction prior to the end of the contractual period.

 04/09/26
County Commissioners Signature and Date/Resolution/Vote

The Board of Scioto County Commissioners hereby review and approve the Scioto County Memorandum of Understanding.

ATTACHMENTS

[If the PCSA contracts with an outside source to receive after-hour calls, a copy of the signed agreement needs to be attached indicating the following:]

[-All reports with identifying and demographic information of the reporter and principals of the report will be forwarded to a designated PCSA worker within an hour of receipt and Confidentiality requirements will be met.]

ATTACHMENT #1 - Procedure for Notifying Law Enforcement About Sexual/Physical Abuse Referrals

ATTACHMENT #2 - Sexual/Physical Abuse Report Delivery/Receipt Acknowledgment Form

ATTACHMENT #3 - Total Communications Answering Service Agreement

ATTACHMENT #4 - Child Advocacy Center of Scioto County Protocol

[If the PCSA participated in an execution of a memorandum of understanding establishing a CAC, the PCSA will incorporate the contents of that memorandum in this MOU.]

APPROVED
BOARD OF COUNTY COMMISSIONERS
SCIOTO COUNTY, OHIO
Commissioners Journal
Journal 97 Page 346
Date 04/09/26

PROCEDURE FOR NOTIFYING LAW ENFORCEMENT ABOUT SEXUAL/PHYSICAL ABUSE REFERRALS

When you are assigned a new report of sexual/physical abuse, please follow the steps below to notify law enforcement.

1. Print out a copy of the report **without** the Reporting Source information and Screening Decision comments.
2. If the alleged abuse took place in the jurisdiction of the Scioto County Sheriff's Department, take the printed report and a blank Sexual/Physical Abuse Report Acknowledgment Form to Deputy Joe Wilson at the security desk.
3. If the alleged abuse took place in the jurisdiction of Portsmouth Police Department or New Boston Police Department, take the printed report and a blank Sexual/Physical Abuse Report Acknowledgment Form to the respective department in person.
4. Upon arrival at the police department, let the person at the desk know you have a new sexual/physical abuse referral. There will be a Detective or someone that can accept the referral in the office. Give the report to them and fill out the Acknowledgment Form with them.
5. The person taking the report should make a copy of the Acknowledgment Form and keep it for their file. Bring the original back for our file.
6. Enter an activity log in SACWIS that the above procedure has been completed. The narrative should include the person the report was given to and that the Acknowledgment Form was completed and signed.

SCIOTO COUNTY
DEPARTMENT OF JOB AND FAMILY SERVICES
710 Court Street * P.O. Box 1347
Portsmouth, Ohio 45662
(740) 354-6661

Attachment #2

COUNTY COMMISSIONERS
Scottie Powell, Chairman
Merit Smith
Steven W. Mault



DIRECTOR
Tamela Moore Morton

Sexual/Physical Abuse Report Delivery/Receipt Acknowledgment Form

In accordance with the established MOU which states interviews with the alleged perpetrator of sexual abuse/intentional physical abuse will be conducted by law enforcement, this copy of the received sexual abuse/intentional physical abuse report is being provided to Scioto County Sheriff's Department/Portsmouth Police Department. The investigation open with Scioto County Children Services can remain open for a total of sixty (60) days, at which time the investigation must be completed. The assigned Case Worker will make all reasonable efforts to maintain contact with the assigned Detective to share obtained information. If no information has been received from the Detective regarding the interview of the alleged perpetrator by the 45th day from the time the report was received, the assigned Case Worker will attempt to contact the assigned Detective to determine the progress in completing the interview of the alleged perpetrator. If the alleged perpetrator has not been interviewed by the assigned Detective, Scioto County Children Services will interview the alleged perpetrator for the purpose of the Agency's investigation. Any information gathered at that time would be relayed to the assigned Detective. In the event of a sexual abuse/intentional physical abuse report in which the alleged perpetrator still has access to the child, an interview must be completed the same day to ensure the safety of the child. Children Services is required to notify parents of the allegations against them at the time of first contact.

Date report received by Scioto County Children Services: _____

Date hard copy of the report delivered to law enforcement: _____

Case Worker assigned to the investigation: _____

Case Worker hand-delivering the report: _____

Case Worker Signature/Date: _____

Case Number (SCSO): _____

Law Enforcement receiving the copy of the report: _____

Law Enforcement Signature/Date: _____

Total Communication Answering Service

P.O Box 1133
Portsmouth, Ohio 45662
Ph. 740-354-7523 Fax. 740-354-5010

SERVICE AGREEMENT

Name: Scioto County Dept of Job & Family Services Acct# 116
Address: 710 Court Street, Portsmouth, OH 45662
Contact Person: Tammy Moore Morton, Director
Telephone Number(s): 740-355-8931 Inside Line: _____
Fax: 740-353-2576 Email Address: _____

This is a written statement to acknowledge that the following rates and service are to be provided to and agreed upon by the above listed customer.

Answering Service M-F 4:30pm - 8:00 AM Use of 800 number \$0.75 per call
 Hours of Live Coverage Sat-Sun - All day Holidays to be covered _____
Charges: \$160.00 base charge per four(4) weeks. Fax fee \$2.00 per sheet
Holiday Charges \$15.00/per holiday Text Message Charge \$20.00/per billing cycle
Early closing (before 2:30) Charges \$15.00 per day
Unlimited number of calls APS APS

(13) CLOSED HOLIDAYS
New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Day After Thanksgiving
Christmas Eve
Christmas Day

Your Phone Number to forward your phone line to is: 351-2116 351-2106
The first four(4) week's base charge along with four(4) week's deposit is due at the start of service. The deposit is only refundable with a 28-day written notice of cancellation.

This service is effective 11/01/2023, and will stay in effect for a minimum of twelve(12) months or until Total Communication Answering Service deem it no longer feasible to continue service. Should Total Communication Answering Service request a price increase or the Client request additional service(s) not covered by this agreement, then this original Agreement shall be amended, changed or voided.

Our policy regarding payment is as follows. The client agrees to pay all charges due for the current billing no later than ten(10) day following the date of the invoice. Payments are due in advance and are subject to a late fee of \$50.00 if received later than eighteen (18) days after invoice date and may be subject to termination without further notice if the unpaid balance is not paid by the last day of the 28 day billing cycle. A \$35.00 keep on fee current or past 28 day billing cycle. It is further understood that Total Communication Answering Service provides such services and/or equipment to the customer with no implications of fitness or purpose or deed and that Total Communication Answering Service shall be held harmless for any damages resulting from disruption or services. The customer agrees to use services provided by Total Communication Answering Service for legitimate and legal purposes only and agrees that all services may be immediately terminated if its use is adjudged by Total Communication Answering Service to be detrimental to its interests. Total Communication Answering Service will endeavor to render service in a manner that is satisfactory to the customer and will exercise due care in handling all messages, but due to the human element involved it assumes no responsibility for errors and/or misinterpretations of telephone calls and oral instructions and is not liable for any loss or damage resulting from any services provided.

Mailing address: 710 Court Street, P.O. Box 1347, Portsmouth, OH 45662

Date: 11/01/2023

Authorized Signature Tammy Moore Morton, Director

NO CHANGES WILL BE MADE VERBALLY. ANY CHANGES TO THE INFORMATION PROVIDED MUST BE MADE IN WRITING AND FAXED OR MAILED TO OUR OFFICE

Total Communication Answering Service

313-C Bierly Road
P.O. Box 1133
Portsmouth, Ohio 45662
Ph. 740-354-7523 ♦ 740-354-5010

Forward your phone line to 1-357 2116

How do you want your telephone line answered? SCIOTO COUNTY CHILDREN SERVICES ANSWERING SERVICE, HOW CAN I HELP YOU?

What is your office Phone #? (740) 354-6661 FAX# (740) 456-4850

If you have an inside/back number, what is it? _____ When & why are we to use this inside number? _____

What is your street address? 710 COURT ST. PORTSMOUTH, OH 45662

What is your e-mail address? _____

What type of business is this? SOCIAL AND FAMILY SERVICES / CHILDREN SERVICES

What are the names cell #s & home #s of the person (s) to be contacted?
AN ON-CALL SCHEDULE WILL BE SENT MONTHLY. A NEW LIST OF CASE WORKERS AND PHONE NUMBERS WILL BE SENT AS WELL WHEN THERE ARE CHANGES.

What are your office hours? MONDAY - FRIDAY 8:00 AM - 4:30 PM

Do you have staff in the office during lunch? Yes No What time is lunch taken? _____

If NO, will you be using services during lunch? Yes No What time is lunch taken? _____

What type of calls are to be relayed 24 hours? CALLS FROM PEOPLE WHO NEED TO MAKE REPORTS OF ABUSE OR NEGLECT. CALLS FROM PEOPLE THAT HAVE PLACEMENT OF A CHILD IN OUR CUSTODY. CALLS TO GET CONSENT FOR TREATMENT FOR A CHILD IN OUR CUSTODY.

What type of calls are to be held until the following morning? PEOPLE CALLING TO TALK TO THEIR CASE WORKER ABOUT THEIR CASE.

What information would you like taken from your callers? (Example: name, phone, address, problem, etc.)

NAME OF PERSON AND/OR AGENCY THAT NEEDS TO MAKE A REPORT OF ABUSE/NEGLECT. PHONE NUMBER OF PERSON THAT NEEDS TO MAKE A REPORT. IF IT IS A PERSON CALLING TO GIVE INFORMATION ABOUT A CHILD IN OUR CUSTODY, PLEASE GET THE NAME AND NUMBER OF THE PERSON TO CALL BACK AND THE CHILD'S NAME.

How will you notify us of the person (s) on call? _____

*FAX us daily as to who is on call for the evening? _____ fax to our office by 10:00am

*FAX us a schedule weekly/monthly? A SCHEDULE WILL BE FAXED MONTHLY

NO CHANGES WILL BE MADE VERBALLY, ANY CHANGES TO THE INFORMATION PROVIDED MUST BE MADE IN WRITING AND FAXED OR MAILED TO OUR OFFICE.

What is your mailing address? 710 COURT ST. PORTSMOUTH, OH 45662

What means are we to use to relay a call and in what order? (Example: 1st Call cell if no response call residence call backup person)

Client Questionnaire

CONTACTS NAME: ON-CALL CASE WORKER

- 1ST WORK CELL HOME CELL OTHER
- 2ND PERSONAL CELL HOME CELL OTHER
- 3RD WORK CELL AGAIN HOME CELL OTHER

CONTACTS NAME: ON-CALL SUPERVISOR

- 1ST WORK CELL HOME CELL OTHER
- 2ND PERSONAL CELL HOME CELL OTHER
- 3RD WORK CELL HOME CELL OTHER

CONTACTS NAME: _____

- 1ST _____ HOME CELL OTHER
- 2ND _____ HOME CELL OTHER
- 3RD _____ HOME CELL OTHER

Do you "SIGN OUT" to others not listed above? _____ If YES, please list those who may take calls and the method of contact.

CONTACTS NAME: _____

- 1ST _____ HOME CELL OTHER
- 2ND _____ HOME CELL OTHER
- 3RD _____ HOME CELL OTHER

CONTACTS NAME: _____

- 1ST _____ HOME CELL OTHER
- 2ND _____ HOME CELL OTHER
- 3RD _____ HOME CELL OTHER

Any additional notes that you feel is pertinent for us to know so that we may serve you better: THE ON-CALL CASE WORKER MAY BE ON ANOTHER CALL OR REPORT WHEN YOU TRY TO CALL THEM. THEY MIGHT ALSO NOT HAVE CELL SERVICE IN SOME AREAS. PLEASE ALLOW ABOUT 5 MINUTES BETWEEN ATTEMPTS TO THE ON-CALL CASE WORKER SO THEY HAVE A CHANCE TO CALL YOU BACK. PLEASE ATTEMPT THEIR WORK CELL THEN PERSONAL CELL THEN WORK CELL AGAIN IF THEY DON'T ANSWER OR CALL BACK. IF THERE IS NO RESPONSE PLEASE THEN FOLLOW THE SAME PROCESS FOR THE ON-CALL SUPERVISOR.

NO CHANGES WILL BE MADE VERBALLY, ANY CHANGES TO THE INFORMATION PROVIDED MUST BE MADE IN WRITING AND FAXED or MAILED TO OUT OFFICE.

Client Questionnaire



The Scioto County Team Protocol for
Multidisciplinary Response to Child Abuse

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Purpose

This protocol was developed as a cooperative effort that addresses Scioto County's commitment to maintain a collaborative, multidisciplinary team response to the investigation, prosecution, and treatment of child sexual and severe physical abuse cases in Scioto County. It is widely recognized that multidisciplinary teams of social services, law enforcement, prosecution, medical, mental health and victim advocacy professionals working together under an advocacy center model are the most effective method of responding to allegations of child abuse and maltreatment.

Mission Statement

The mission of the Scioto County Multi-Disciplinary Team is (1) to reduce the incidence and trauma of child abuse through a coordinated multi-agency approach, and (2) to promote healthy children, families, and communities through the professional provision of education, prevention and protective services.

Goals

1. To reduce the devastating long-term effects that child abuse has on children, their families, and society;
2. To provide a child-friendly setting to coordinate services that expedite the medical and mental health treatment, investigation, and prosecution of child abuse cases while ensuring that victims receive effective, immediate and sensitive support;
3. To ensure that all disciplines are focused on the well-being of our victims and families, while respecting the needs of each individual agency;
4. To expedite the medical and mental health treatment, investigation, and prosecution process by conducting medical treatment, trauma screenings, mental health treatment, interviews and improving the evidence collection process in order to increase the success of prosecution of offenders;
5. To provide a system of case review/tracking which ensures that all children and families are provided with the best services and investigations of child abuse which are collaborated and monitored;
6. To establish a process which provides for continuity of multidisciplinary team members and enhances their expertise over time.

Multidisciplinary Team Members

The core Multidisciplinary Team in Scioto County is made up of representatives from:

- Scioto County Sheriff's Office
- Portsmouth Police Department
- Scioto County Job and Family Services, Children's Services
- Scioto County Prosecutor's Office
- Children's Advocacy Center of Scioto County
- Community Action Organization of Scioto County, Inc.
- John F DiTraglia Pediatrics
- The Garden Family Advocacy Center
- And, on a case-by-case basis, the team may be expanded to include other relevant professionals

Additionally, the MDT collaborates with Scioto County school systems, Scioto County Juvenile and Common Pleas Courts, Southern Ohio Taskforce on Domestic Violence and a variety of other providers in the community whenever indicated to ensure that all children and families referred to the CAC receive coordinated and collaborative services.

This protocol is offered as a guide to ensure a coordinated MDT response in child abuse cases, and as such it is recognized that the proposal cannot address every situation that may arise. In situations not specifically covered herein good judgment, adherence to MDT values of collaboration and communication, and consensus of the team shall determine the course of action that is most appropriate.

Roles of Participating Agencies

Each agency will work with and assist others to ensure that the best interest and protection of children will be served.

All participating agencies recognize that members have different roles and specific responsibilities which are set forth for herein the interviewing, investigation, diagnosis and treatment, prosecution and support services in the handling of these cases. It is further recognized that a team approach is more conducive to the resolution of the problems presented by these cases than an individual agency approach and the team approach will enhance the individual efforts of each county

1. CAC Scioto will provide onsite collaboration and the use of the multidisciplinary approach for child abuse cases. The CAC will provide a child focused facility for interviews, trained interviewers, on-site medical and mental health evaluation and treatment.
2. Scioto County Job and Family Services is mandated by Ohio law to investigate and provide protection of children from abuse. A risk assessment will be conducted during the investigation to ensure the safety of the child and provide services to the non-offending parent or guardian.
3. Law enforcement agencies (Portsmouth Police Department or the Scioto County Sheriff's Office) are established by law to protect the communities they serve through conscientious enforcement of criminal laws. They are responsible for investigating and determining whether or not a crime has been committed and to present information to the proper authorities for prosecution.
4. The Scioto County Prosecutor's Office is responsible for assessing the legal aspects of the case in accordance with their prosecutorial role. The Prosecutor's Office prosecutes violations of the criminal law and cases of child abuse and neglect.
5. John F. DiTraglia, MD, Pediatrics is responsible for the medical care of children who come to the CAC Scioto and for making referrals to MDT agencies when appropriate. Coordination of care between through consultations between the agencies and referral of clients.
6. Community Action Organization of Scioto County is responsible for ensuring victim advocacy is provided throughout the medical and mental health treatment, investigation, and subsequent legal proceedings to victims and families. The Victim Advocate will be available at the CAC Scioto and will coordinate with the victim witness/advocate at the Scioto County Victim/Witness Assistance Program.

7. Community Action Organization of Scioto County is responsible for coordinating mental health services for the children and families who may have experienced trauma from providers who are trained in trauma focused treatment modalities.

All reasonable efforts will be made by each agency to coordinate each step of the investigation/assessment process in order to minimize the number of interviews to which the child is subjected, thus reducing the potential trauma to the child. Efforts will be made to conduct scheduled interviews at the CAC Scioto.

All agencies agree to participate in cross-agency training and ongoing training in the field of child maltreatment. All agencies will be invited and encouraged to attend training sponsored by CAC Scioto to enhance communication among and expertise of multidisciplinary team members.

All agencies agree to participate in and attend regular multidisciplinary team case review meetings for the purpose of sharing relevant information and recommending specific referrals.

All participating personnel agree to maintain confidentiality of all records and information gathered on all child abuse cases.

The agencies commit to working with the community and professional organizations, other team member agencies and the Ohio State Legislature to continually seek ways to improve our statewide response to child abuse in Ohio. The agencies agree to use non-discriminatory practices.

It is expressly understood that each agency will work within its departmental mandates and policies. Nothing contained herein supersedes the statutes, rules and regulations governing each agency.

Confidentiality

Ethical behavior and communication are expected of all Multidisciplinary Team Members (MDT). The very fact that an individual is served by the MDT must be kept private and confidential. Disclosure can be made only under special conditions for reasons relating to law enforcement and fulfillment of our responsibilities as per Ohio Revised Code. This means that MDT shall not disclose any information about a person, without consent from the authorized person.

Referral Process

Referrals for abuse assessments can be made to CAC Scioto by Scioto County Job and Family Services, Children Services, law enforcement and health care providers. An appointment will be made as soon as possible. Offenders are not to be present at any time in CAC Scioto. If a sexually reactive child is also a victim of abuse, their appointment will be scheduled when other children in their case are not present.

All referrals from Children Services and law enforcement will be accepted for evaluation, with no additional criteria required. All referrals from health care providers will be accepted and CAC Scioto will advise the referral source to call Children Services per ORC 2151.42.

If a child is seen at a local or regional emergency department for abuse or neglect, the Emergency Department will fax a referral to CAC Scioto. CAC Scioto will then follow up with the non-offending caregiver to offer CAC services. In addition, CAC Scioto will contact children services and law enforcement to inform of abuse assessment.

Law Enforcement:

When law enforcement are the first responders to a case, the law enforcement personnel will secure the child, collect corroborating details, and contact Children Services. The initial interview will be conducted with the reporting source to obtain the basic facts of the case. The law enforcement personnel will coordinate with the detective unit to ensure proper handling of the case. The Detective will contact CAC Scioto to schedule an abuse assessment and provide notification of the appointment to children services.

Children Services:

Every case presented to Children Services will follow state screening guidelines. When a case is screened in, a Children Service's caseworker will contact the child and determine appropriate safety standards. The caseworker will only obtain basic facts to engage the MDT. The caseworker will contact law enforcement and attend to the appropriate referral needs for the child and family. When Children Services refers a case to CAC for an interview, they will call and schedule an appointment with CAC Scioto. Children services will provide notification to the appropriate law enforcement.

CAC Scioto:

CAC Scioto receives referrals from law enforcement, children services and physicians or medical providers. When CAC receives a referral from a physician, CAC will contact Children Services and Law Enforcement to ensure case coordination. Likewise, CAC will inform the referral source of Mandate Reporter responsibilities and refer to the appropriate agency. CAC Scioto may still provide services for cases that have been screened out by Children Services and Law Enforcement. CAC will contact the Children Service's intake worker about the results of the intervention. In addition, all documentation will be sent to Children Services and Law Enforcement.

Interviews

The purpose of the interview is to gather information necessary for the medical diagnosis and management of the client. Each party agrees that the interviews will be conducted at CAC Scioto by a specially trained interviewer who has received a minimum of 40 hours of forensic interviewing training that includes child development, multicultural considerations and experiential interviewing. The interviewer will also demonstrate participation in a minimum of 8 hours of ongoing continuing education in the field of child maltreatment and/or interview.

The interview will be conducted in a child-friendly, non-distracting, developmentally, culturally, and cognitively appropriate manner. The multidisciplinary team should observe the interview. No other person, including parents or legal guardians, may observe the interview. Only under special circumstances will a caregiver be allowed to sit in the interview room and only at discretion of the interviewer.

Pre-interview preparation meeting varies upon the nature of the allegation and available information. The interviewers tailor their interview preparations to the needs of each case. This meeting is held between all MDT members. Non offending caregivers can provide developmental, cognitive as well as familial considerations for the interview.

During the interview, the interviewer may use anatomical drawing or anatomical dolls as tools at the discretion of the interviewer and if the interviewer has had the appropriate training. The introduction of outside evidence is based on the discretion of the interviewer and the training that the interviewer has received.

Post-interview team meetings make recommendations about what will happen as a result of the child's interview and to assess the caretaker's ability to support the child. Other information obtained up to this point is reviewed and the team can discuss what the caretaker(s) will be told, including a description of the child's allegations. This is also an opportunity for the team to coordinate the remainder of the investigation with regard to each agency's mandates.

In the event an interpreter is needed, CAC Scioto, Children Services and law enforcement will ensure effective communication in accordance with applicable laws. There is no cost to the patient or family for these services. Translators are informed of the subject matter they will translating when they are scheduled and are oriented to the CAC process.

In certain circumstances, an extended forensic interview (EFI) may be deemed appropriate for children where the results of a single interview are inconclusive or where there are serious concerns about the child's ability to participate in a single session interview. Such children might be a very young child, a child with developmental delays or cognitive disabilities, or an extremely traumatized child. Cultural consideration may indicate a need for an EFI, rather than a single-session interview. The decision to conduct an EFI will be a joint decision with the team members and EFI trained interviewer. Whenever possible the exam and interview shall be scheduled at the same time. Team member assignments will vary by case but will always be assigned from the designated team of CAC interviewers. Due to developmental considerations and other factors, a child may receive follow up interviews. All interview procedures will be followed.

Safety concerns may dictate the timing of the interview. Safety concerns to be considered include but are not limited to whether the alleged offender is in current contact with the child, the emotional state of the child or caretaker, pressures on the child to recant, the child's or family's fears of retaliation and medical concerns. When, because of safety concerns, it is necessary for an interview to take place off site, the interview will be audio recorded, and the tape secured at the Scioto CAC.

Interviews are recorded primarily on DVD but can be on audio tapes. CAC Scioto will secure on original copy as part of the medical record. The recording will be labeled with the child's name, medical record number and date of interview. Confidentiality of the recording will be preserved and protected.

As mandated by ORC 2151.421, a copy of the recorded interview will be provided to members of the child abuse investigation team upon request. A request for a copy of the recorded interview by all other parties must be accompanied by a court order or a release of information. The interview documentation is not released to familial parties until after the case is closed at CAC Scioto.

Coordinated Response and Case Prioritization

Certain cases should receive an emergency coordinated response from the MDT. Emergent cases are determined by the Ohio Pediatric Sexual Abuse Protocol, revised 2009. An emergency coordinated response is a coordinated child interview that takes place within a short period of time after an initial report is made (generally within hours). An interview may be necessary in the Emergency Room, but it is preferred that child victims should be interviewed and recorded at CAC Scioto. The center is open during regular business hours. Emergency interviews and exams will take place based on victim's need, the SART protocol, and the County Memorandum of Understanding by calling the Director, Child Abuse Specialist, or Victim Advocate.

Cases that should be considered high priority and subject to an emergency coordinated response may include any or all of the following situations:

- The alleged offender is in the home or remains in a care-taking situation with the child or other children.
- The child is being pressured or persuaded to recant.
- There are risks to the child's emotional or physical well-being (for example, threats).
- The alleged offender has been arrested, and a preliminary hearing is imminent.
- The alleged offender is a flight risk.
- There is potential for numerous victims or offenders.
- The allegations include manufacturing of child pornography.
- The child has been recovered from abduction.
- The victim is at risk of suicide or another significant mental health crisis and may require an assessment to determine stability prior to or immediately after the interview.

Some cases should be considered high priority and subject to a coordinated response at the earliest opportunity but not necessarily immediately. These may include cases in which victims:

- Make immediate disclosures, in which case a medical evaluation may be conducted prior to an interview if allegations warrant.
- Are likely to receive diminishing support for their disclosures in the subsequent 23 days.

Emergent Medical Exams

Emergent medical exams will follow the guidelines of the Ohio Pediatric Sexual Abuse Protocol, revised 2009. In emergency situations involving sexual abuse of a child (when the acute assault occurred within less than 72 hours or symptoms such as bleeding, abdominal or pelvic pain are present) the client shall be referred to Adena Health System where the SART protocol will be initiated. When a child comes to the ED for suspected abuse, especially sexual abuse, the SANE nurse will obtain written consent from the family to share the photo documentation with CAC Scioto. In addition, the SANE will obtain written consent from the family to provide medical

records to Children Services, Law Enforcement, and CAC Scioto. The colposcopic pictures shall be reviewed by one of the pediatricians from CAC Scioto and a determination is made if the child needs to be examined.

Whether it is law enforcement, CAC Scioto or Children's Services that receives the initial report of suspected child abuse, they will in turn be responsible for cross reporting to the other appropriate jurisdictional entity in compliance with Ohio Administrative Code, the existing Scioto County Memorandum of Understanding (MOU) and the Ohio Revised Code.

Non-emergency Medical Exams

In accordance with the State of Ohio Pediatric Sexual Assault Protocol, medical evaluations are recommended for any alleged victim of sexual abuse. This includes, at a minimum, acts or suspicion of penetration or fondling. Other situations may lead to recommendations for evaluation, such as a sibling with abuse related sexually transmitted disease. Medical follow-up on individual cases is handled between the medical team and MDT.

The purpose of the medical exam is to:

- Ensure the health and safety of the child
- Identify conditions requiring testing/treatment (i.e., sexually transmitted disease, pregnancy).
- Reassure the child (and non-offending parent or caretaker) of their health and about what has happened to his/her body.
- Identify/document findings, including normal, to prevent the child from being reexamined.
- Detect and preserve forensic evidence of sexual and/or physical abuse.

The examination, which is a general head-to-toe pediatric physical examination, will be completed by John F. Ditraglia Pediatrics. An alternate physician or SANE who has specialized training in child abuse assessment may perform the examination in the event the primary provider is not available. The examination of the genitalia/anus is incorporated as part of the exam. A photo colposcope is used on most patients for documentation and magnification. Digital videography/ photographs will be taken at the discretion of the medical provider performing the physical examination. Images taken during the medical exam will be documented in the electronic digital file under the child's medical record number.

Professional Considerations

Peer review and supervision

Supervision of interviewers serves to preserve the quality of interviews, recognize the work of interviewers, and support interviewers' continued skill building. When an interview is completed, that feedback and supervision should be consistent, such that an atmosphere of excellence will be created within the MDT that allows and rewards continuing education efforts of the interviewer(s). All team members conducting interviews will participate in monthly regional peer review as well as quarterly team peer review.

Any member of the team can bring a recorded interview to peer review. Each interviewer should have at least one interview reviewed each year. Opportunity for peer review is offered monthly.

Peer review critiques can be documented for the interviewer on peer review forms and given to the interviewer.

Mental Health Services

Mental health services are a key service for the healing of the child and the family. At the end of the Abuse Assessment, the child will have a trauma screening to identify the history of trauma as well as reactions. When it is determined that mental health services would be beneficial to the child, the child may receive counseling at CAC or an appropriate mental health facility. Referrals are made to mental health providers who are trained in evidenced based trauma focused treatment modalities. Likewise, referrals are based on location of the family, family needs, financial considerations, cultural needs, and other factors. It should be noted that mental health services are not provided by the same individual performing the interview. For family members needing mental health services, a referral is made to an appropriate mental health facility.

Victim Advocacy

Victim Advocacy services are provided to all children and families referred to the MDT. These services consist of crisis intervention and support; education regarding the process of investigation, prosecution and treatment; information regarding the rights of crime victims and information/assistance to apply for Victims of Crime Compensation; referrals and linkages to all identified services. These services are provided for as long as the family needs regardless of the outcome of the investigation. The guiding principle for victim advocacy services is that it is the connector or bridge between all the disciplines of the MDT and so provides the necessary continuity of care for children and families. The team members designated for victim services are the CAC Victim Advocates and the Victim/ Witness Assistance Program staff from the Prosecutor's Office. The CAC Victim Advocate typically provides the initial services and refers all cases to the Victim/Witness Advocate once law enforcement has forwarded the investigation to the prosecutor's office for review of potential felony charges or charges regarding juvenile offenders. It should be noted that the Law Director's office will review misdemeanor offenses. The Advocate with the prosecutor's office can work with the victim and the family even if charges are not filed. Advocacy services will be coordinated with the CAC Advocate so that services are not duplicated and that the needs of the victim and the family are met.

Generally, the Victim Advocate is primarily responsible for all referrals to medical and mental health services; will spend time with the child and caregiver while waiting for exams and interview; makes other identified social service referrals such as for housing, public assistance and transportation and keeps the family or custodian agent who has responsibility for the child informed about the process and answers questions. The Victim Advocate will try to make initial contact with the family prior to the interview and/or medical exam. They will provide support during the time the family and child are present at the advocacy center. The Victim Advocate will contact each family approximately a week after their time at the Scioto CAC and then continue to work with those families who need ongoing support until it is mutually agreed that the support of the Victim Advocate is no longer needed or until the transition to the Victim/Witness Advocate.

The Victim /Witness Advocate is primarily responsible for court support and preparation. The advocate will attend hearings with or on behalf of the victim/family. If the victim qualifies for a child protection order (CPO) or anti-stalking order, the appropriate referrals to the Southern Ohio

Taskforce on Domestic Violence for assistance with filing a CPO will be made. The prosecutor's advocate can attend the CPO hearing with the victim and family for support if requested. The prosecutor's advocate will provide updates to the victim and family about any upcoming court hearings and explain the process of each hearing. Both advocates are required by ORC and VOCA grant compliance to provide information about the Ohio Victims of Crime Compensation Program, VINE, and crime victims' rights in general. Further, the advocate with the prosecutor's office will also provide services to the victim and family from the time charges are filed and follow the case throughout the criminal justice system from beginning to end, which includes but not limited to arraignment, PT, motion hearings, trial, sentencing, to appeal. At the appropriate time, if the victim needs registered with the OVS, the advocate will provide the information and provide assistance with registering. Services will be provided until the family terminates services or the victim/family no longer needs advocacy services. It should be noted that victims of misdemeanor offenses that are filed via the Law Director's Office will be provided advocacy via the Portsmouth Municipal Court Advocate.

Case Review

The purpose of a multidisciplinary case review team is to provide a forum for the members of the team to work collaboratively to promote a thorough understanding of case issues and ensure the most effective system response possible. The multidisciplinary case review team coordinates intervention so as to reduce potential trauma to children and families while preserving and respecting the rights and obligations of each agency to pursue their respective mandates. The goals are:

- To work together to ensure a comprehensive multi-disciplinary approach to the investigation, prosecution and follow-up treatment in child abuse cases.
- To recommend, while guiding, the coordination of services to the victim and family in a way that minimizes trauma and promotes recovery.
- To promote successful criminal prosecution.
- To promote child safety.
- To identify system issues that need to be addressed.
- To support team members in their difficult and challenging roles.

The core Multidisciplinary Team in Scioto County is made up of representatives from:

- Scioto County Sheriff's Office
- Portsmouth Police Department
- Scioto County Job and Family Services, Children's Services
- Scioto County Prosecutor's Office
- Children's Advocacy Center of Scioto County
- Community Action Organization of Scioto County, Inc.
- John F DiTraglia, MD, Pediatrics
- The Garden Family Advocacy Center
- And, on a case-by-case basis, the team may be expanded to include other relevant professionals

Case resolution and prosecution decisions can occur at any point in the investigation process but typically decision-making occurs at Case Review meetings which allows for input from the entire MDT. While the team believes that MDT consensus provides the best action plan for

cases, team members agree that law enforcement and the Prosecutor's Office have ultimate responsibility for all criminal charging, indictment, and prosecution decisions. Children Services is primarily responsible for child safety, substantiation of abuse, and custodial decisions. The guiding principle is that ongoing collaboration and open communication between team members and between disciplines promotes good decisions and provides best practice interventions for children and families.

The Scioto County Case Review Team will meet monthly in the Community Action Organization of Scioto County, Inc. conference room located on the 3rd floor of the main administrative office, for approximately one hour. CAC is responsible for formulating the meeting agenda concerning cases that are in the investigative stage which can be cases seen at CAC or referred to by other MDT agencies. Typically, cases that are discussed shall be cases where a child gave some history, had medical findings or the team has other reasons to believe that some form of abuse may have happened to the child. Children Services will provide case introductions and then MDT members will participate in discussions about child, familial and investigative needs. Cases will be brought back to case review at least every 6 months for updates and input from the team as the case moves through the system. Agendas will be emailed to all team members prior to the meeting. All attendees are required to sign the "Confidentiality Statement" at each meeting. Each team member agency agrees that information shared at the Multidisciplinary Team Case Review meetings is confidential and hereby deemed necessary to the fulfillment of the role of each party and shall not be disclosed to the public. Issues related to cultural competency are routinely discussed.

CAC Scioto's Victim Advocate will confer with the Child Abuse Specialist and document case status and provide follow up for all cases discussed. Furthermore, the Victim Advocate will input all Case Review data into the NCAtrak system.

Case Tracking

The CAC Scioto tracks cases referred for interviews, medical exams, counseling and victim advocacy services. Case information is entered into the NCAtrak Database by CAC staff. This information, provided by the MDT, includes identifying information about the child, family, perpetrator, type of abuse, relationship of the perpetrator to the child victim, team members involved in the case, etc.

The majority of case tracking data is captured at the point of referral, at the point of the child and family interview, and at Case Review meetings. CAC is ultimately responsible for all case tracking including data entry. However, other team members shall have access to the data of cases that they are assigned to and shall also be able to enter information into the system for those cases. The level of access to the system is determined by the person's role and is controlled by the Director as the system administrator.

Case tracking information is used to generate statistical reports for annual reporting, program evaluation and quality assurance purposes and to meet funder requirements. It aids in cooperation among participating agencies, in monitoring individual case outcomes and in identifying and documenting demographic changes and trends as they relate to child sexual abuse.

Staff Briefings

CAC staff will conduct weekly staff briefings to discuss schedules. If staff are unable to attend, they will update their Outlook calendar so other staff can access their schedule.

Cultural Competency

Cultural competency is defined as the capacity to function in more than one culture, requiring the ability to appreciate, understand and interact with members of diverse populations within the local community. The MDT promotes policies, practices and procedures that are culturally competent. Concerns regarding service delivery to children and families from diverse populations are regularly discussed at Multidisciplinary Case Review Team Meetings, during pre and post interview team meetings and at peer review. In addition, Multidisciplinary Team member's respective organizations and agencies all have policies related to the provision of culturally competent service delivery and encourage (and in some instances mandate) employee participation in cultural diversity training and workshops. In addition, the MDT provides opportunities for team members to receive ongoing training and provides resources on cross-cultural issues.

Provisions are made for non-English speaking children and families throughout the investigation process, medical exam, and follow-up services provided at the CAC.

Confidentiality

Multidisciplinary team members, within the limits allowed by law and the rules and regulations of their respective agencies agree to maintain the confidentiality of records and information gathered on all cases investigated through the MDT. For the purposes of facilitating communication between the members of the multidisciplinary team agencies/organizations to which clients of the MDT are referred for services, MDT will request that clients and/or their legal guardians sign appropriate consent forms. Individual case files and any information obtained by the CAC are designated confidential and can only be released if there is a signed consent form or a court order.

Resolution

Distribution
Auditor
JFS
File

SCIOTO COUNTY COMMISSIONERS

Adopted April 9, 2026

COMMISSIONERS

Scottie Powell
Merit Smith
Steven W. Mault

Clerk
Amanda Howard

Subject **IN THE MATTER OF RESOLUTION
AUTHORIZING THE SCIOTO COUNTY
BOARD OF COMMISSIONERS CHAIRMAN
TO EXECUTE THE SCIOTO COUNTY
MEMORANDUM OF UNDERSTANDING TO
ADDRESS CHILD ABUSE AND NEGLECT
RE: JOB AND FAMILY SERVICES**

It was moved by Mr. Smith and seconded by Mr. Mault that the following resolution, be adopted.

RESOLUTION

Whereas, throughout the state of Ohio, each Public Children Services Agency provides the services of screening referrals of suspected child abuse, neglect, and/or dependency, investigating and assessing accepted reports of suspected child abuse, neglect, and/or dependency; and providing services that ameliorate, eliminate, or reduce future child maltreatment and the conditions which led to abuse, neglect, or dependency; and

Whereas, Ohio law requires that each Public Children Services Agency and key community partners enter into a Memorandum of Understanding (MOU) to address child abuse and neglect as required by section 2151.4220, 2151.4221, 2151.4222, 2151.4223, 2151.4225, 2151.4226, 2151.4228, 2151.4229, 2151.4230, 2151.4231, 2151.4232, 2151.4233 and 2151.4234 of the Ohio Revised Code and rule 5180:3-1-26 of the Ohio Administrative Code; and

Whereas, the MOU delineates the roles and responsibilities for referring, reporting, investigating, and prosecuting child abuse and neglect cases; and

Whereas, the two primary goals of the MOU are to eliminate all unnecessary interviews of children who are the subject of reports of child abuse or neglect, and when feasible, conducting only one interview of a child who is the subject of a report of child abuse or neglect; and

Whereas, the MOU represents another step toward improving services provided through Scioto County Children Services agency; and

Whereas, the MOU between the Public Children Services Agency and the key community partners must be renewed every two (2) years; and

Whereas, all community partners have reviewed and agreed to the protocols established within the MOU; and

Whereas, upon approval by the Scioto County Board of Commissioners, the MOU will be submitted to the Ohio Department of Children and Youth for final review and implementation; and

Whereas, the MOU must be posted on the Scioto County, Ohio official website and the Scioto County Department of Job and Family Services official website.

NOW THEREFORE BE IT RESOLVED BY THE SCIOTO COUNTY BOARD OF COMMISSIONERS:

Section 1: That the Scioto County Memorandum of Understanding to Address Child Abuse and Neglect is hereby approved.

Section 2: That the Scioto County Board of Commissioners' Chairman is hereby authorized to execute the Scioto County Memorandum of Understanding to Address Child Abuse and Neglect on behalf of the Scioto County Board of Commissioners.

Section 3: That upon approval, the agreement shall be submitted to the Ohio Department of Children and Youth by the Scioto County Department of Job and Family Services for final review and implementation.

Section 4: That the Scioto County Memorandum of Understanding to Address Child Abuse and Neglect shall be posted on the official website of Scioto County, Ohio and the Scioto County Department of Job and Family Services.

As to such action, each member voted as follows:

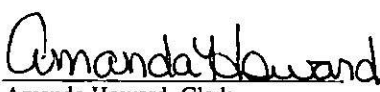
Mr. Smith "aye"

Mr. Mault "aye"

Mr. Powell "aye"

CERTIFICATION

I, Amanda Howard, the duly appointed and acting Clerk of the Board of County Commissioners, Scioto County, Ohio, do hereby certify that the above is a true and correct copy of a resolution adopted on April 9, 2026, Commissioners' Journal 97 & Page 345.

By: 
Amanda Howard, Clerk