PERRY COUNTY BOARD OF COMMISSIONERS
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December 10, 2025

The Perry County Commissioners met in a regular session on **December 10, 2025** and passed the following resolution.

(25-1210-10)

Moved by Mr. Owen.

The Perry County Commissioners sign and adopt the Biennial Child Abuse & Neglect Memorandum of Understanding for Perry County as presented.

Seconded by Mr. Carpenter.

With no further discussion, roll call vote taken:

Ben Carpenter	: Yes
Chase Bennett	: Absent
Scott Owen	: Yes

The undersigned Clerk of the Board of Commissioners of Perry County, Ohio, certifies that the foregoing is a true and correct copy of the agreement that the Perry County Board of Commissioners adopted on **December 10, 2025** and appearing upon the official records of the Board.

Angela McCord, Clerk
Commissioners Office, Perry County, Ohio

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Ohio Department of Children and Youth

PERRY COUNTY JOB & FAMILY SERVICES 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 **Perry County Job & Family Services** (hereinafter PCSA) and community partners that delineates roles and responsibilities for referring, reporting, investigating, and prosecuting child abuse and neglect cases within **Perry 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 **1 hour for emergencies and 24 hours for non-emergencies** 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.

If during the course and scope of work Perry County Job & Family Services has reasonable suspicion to believe that a mandated reporter has failed to report abuse or neglect of a child per statute, the agency shall immediately ocntatct the mandated reporter to gather the report. The agency will then review the facts with legal counsel and the County Prosecutor to determine if additional action should be taken. If the agency has reason to believe that a false report of suspected child abuse or neglect has been made, consultation with legal counsel and the County Prosecutor would also be warranted and sought out.

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.

After hours on-call services are available 365 days a year through Perry County Job & Family Services (Protective Services Unit). Schedules are provided monthly to Perry County Sheriff's Office and 911 Dispatch. Calls are directed through the Perry County Sheriff's Office and 911 during non business hours, holidays, and agency closures. Reports can be made Monday-Friday 8:00am-4:00pm by calling the agency's regular business hours phone number.
Callers utilizing the regular business hours phone number during non-business hours will be instructed to contact the Perry County Sheriff's Office or dial 911 for emergencies via an automated message. Dispatchers will collect information from the caller and convey that contact information immediately to the assigned on-call caseworker who will initiate contact with the reporter to gather additional information and determine the appropriate response. Schedules containing the names and contact information of assigned on-call caseworkers and assigned on-call supervisors are provided to PCSO and 911 by fax. Dispatchers shall maintain the confidentiality of all reporters of child abuse and neglect.

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.

When emergency removal of a child from his/her own home is necessary, Perry County Job & Family Services shall consider removal procedures in the following order:

a. In or Out of Home Safety Planning Procedure

b. Petitioning the court for an ex-parte emergency order to remove the child.

c. Filing a complaint or motion in the juvenile court requesting emergency removal of the child prior to the shelter care hearing and providing notice in advance to the parent, guardian, or custodian regarding the time of the court hearing.

d. Requesting the assistance of a law enforcement officer or a duly authorized officer of the court.

Perry County Job & Family Services will follow the most preferred procedure for the emergency removal of a child that will not endanger the child.

In the event that a situation arises outside of normal business hours in which Perry County Job & Family Services staff and law enforcement cannot remedy or mitigate the safety threat through an in or out of home safety plan, portocol for contacting the Juvenile Court Judge or their representative for request of a verbal order will be inititated.

When Perry County Job & Family Services removes a child pursuant to (b) it shall petition the court for an order authorizing the continued placement of the child within twenty-four hours or the next working day and request a determination by the court that reasonable efforts were not possible due to the urgent nature of the child's removal.

When relative placements have been explored and determined to be unavailable or unsuitable, Perry County Job & Family Services shall ensure that the temporary emergency care for the child is in the least-restrictive, most family-like setting available to meet the needs of the child in accordance with rule 5180:2-42-05 of the Administrative Code. When Perry County Job & Family Services removes a child from the home due to abuse, neglect or dependency and the family is a participant in Ohio Works First (OWF) or another publicly funded programs, Perry County Job & Family Services shall notify the supervisory staff of the Public Assistance Unit and the Child Support Unit.

2. Law Enforcement and Harcum House Response Procedure

See attached an executed Memorandum of Understanding which outlines all protocols regarding Harcum House Child Advocacy Center.

3. Children in Need of Medical Attention Special Response Procedures

Children suspected of having severe of life threatening injuries, injuries that may be related to abuse/neglect, or suspicion of the exposure to harmful substances shall be trasnported to the nearest hospital at the time that the injury becomes suspected. Perry County has one emergency room operated by Genesis located in Somerset. Procedures for a SANE kit to be collected are outlined in the attached MOU for the Harcum House.

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 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
- **Child Advocacy Center Forensic Interviewers**
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G. Standards and procedures for PCSA requests for law enforcement assistance

Perry County Job & Family Services will contact the law enforcement agency with jurisdiction for immediate assistance.

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.

When the alleged perpetrator of child abuse or neglect meets one of the definitions provided above and therefore creates a real or perceived conflict of interest for the agency, Perry County Job & Family Services will conduct a specialized assessment/investigation and will cross refer the report to the law enforcement office having jurisdiction. Perry County Job & Family Services will follow all mandates as listed in OAC 5180:2-35-04 throughout the investigation and will work closely to collaborate with law enforcement to ensure that alleged child victims are not

exposed to repeated interviewing. Perry County Job & Family Services and law enforcement will share details of investigation with one another to ensure that the most complete and accurate information is had by both parties.

If law enforcement declines to participate in a specialized out-of-home care investigation, Perry County Job & Family Services supervisory team will meet to discuss the situation and the reason that law enforcement is declining. If the team agrees that this should be brought to the highest ranking officer in that jurisdictions attention for reconsideration of the matter, the Deputy Director of Protective Services will attempt to reach that office within 1 working day of the teams decision to discuss. If law enforcement continues to decline, Perry County Job & Family Services will continue the investigation independently and continue to follow all notification and investigation rules outlined in OAC 5180:2-35-04.

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.

For Third Party Investigations, outlined steps for the specific investigation type (ie., intra-familial investigations, stranger danger investigations, etc) apply. Perry County Sheriff's Office or City/Village Police Department will assist Perry County Job & Family Services in not only situations where a third party investigation is required due to a conflict on the part of Perry County Job & Family Services, but also in situations where Perrry County Job & Family Services is requested to assist due to a conflict identified by another Public Children Services Agency.

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.

Death of a child due to Abuse or Neglect
Perry County Job & Family Services role in such an investigation is limited to protective intervention on behalf of the siblings of the deceased child. The appropriate law enforcement agency is responsible for the criminal investigation of the child's death.

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.

Death of a child in agency custody:
Perry County Job & Family Services shall notify the appropriate law enforcement agency with jurisdiction within one hour of learning when a child in its custody dies. When the death of a child is the result of suspected child abuse or neglect, Perry County Job & Family Services will make an immediate report to law enforcement.
For a child in temporary custody, Perry County Job & Family Services shall contact the parent, guardian, or custodian within one hour of learning of the child's death. For those children in permanent custody, Perry County Job & Family Services shall be responsible for funeral arrangements, including exploring all available financial resources for funeral expenses.
For those children in temporary custody, Perry County Job & Family Services shall assist the family in planning the funeral arrangements if requested. The JFS Director is authorized to approve the expenditure.

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).

Perry County has a single medical facility, Genesis Emergency Room in Somerset, Ohio. Perry County Job & Family Services follows all applicable Ohio Administrative Codes regarding witholding of medically indicated treatment.

- **Genesis Perry County Medical Center**
- **301 Dr. Mike Clouse Drive, Suite 2**
- **Somerset, OH 43783**

- **Contact: Jason Adams, RN Manager**
- **740-836-0034 Office**
- **740-252-7163 Cell**
- **Nursing Peer Review Committee**
- **Marion Lazar is the chair person**
- **740-454-5785 Office**

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**

   Perry County Job & Family Services may request the assistance of law enforcement during any assessment/investigation if the agency has reason to believe that a crime is being committed or has been committed against a child.

   The assigned caseworker and the assigned law enforcement officer will make every effort to coordinate contacts and interviews with the child, caregivers, collateral contacts, and alleged perpetrators within no more than 60 days from the date the report is screened in. Efforts shall be made to reduce or avoid the duplication of interviews, especially with children. Children who are suspected victims of sexual abuse including human trafficking, severe physical abuse, or severe neglect may be referred for a forensic interview at the Harcum House Child Advocacy Center.

   Members of the County Multidisciplinary Team agree to share relevant information pertinent to the investigation in a timely manner while maintaining the confidentiality of the child and family.

   Prior to the closure of any jointly investigated case, Perry County Job & Family Services and the investigating law enforcement agency may meet to discuss the child's safety, disposition of the case, a plan for continued investigatory activity, and any potential criminal charges. Perry County Job & Family Services has a sixty (60) day timeframe for completion of an investigation. The case must then be closed or transferred for Ongoing Services.

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**

   When Perry County Job & Family Services is made aware of a situation when an individual is aiding, abetting, inducing, causing, encouraging or contributing to a child or a ward of the court becoming a dependent child as defined in 2151.04 or a

neglected child as defined in 2151.03. Perry County Job & Family Services may contact law enforcement to initiate a criminal investigation.

When Perry County Job & Family Services is made awrae of a situation where an individual is aiding, abetting, inducing, causing, encouraging or contributing to a child or a ward of the court becoming an unruly child as defined in 2151.022 or a delinquent child as defined in 2151.02, Perry County Job & Family Services may contact law enforcement to initiate a criminal investigation.

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**

   When Perry County Job & Family Services becomes aware that a person aided, abetted, induced, caused, or encouraged a child in its custody to leave the custody of Perry County Job & Family Services, it shall refer the matter to law enforcement for a criminal investigation or file interference of custody charges through the Perry County Prosecutor's Office.

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.
When a child in the custody of Perry County Job & Family Services is missing, the provider entrusted with the care and placement of that child is to immediately notify law enforcement in the county that the child has gone missing from. After law enforcement has been notified in that county, the provider entrusted with the care and placement of that child is to notifiy the Perry County Job & Family Services office within 1 hour. If it is outside of business hours, the provider should follow on-call procedures and notify the Perry County Sheriff's Office that there is a matter that requires the attention of the on-call worker for Protective Services. If the child is missing during agency operating hours, the assigned caseworker or supervisor will enter the child as AWOL in the CCWIS system and notify NCMEC the same working day. If notification is received that the child is missing outside of agency operating hours, the assigned caseworker or supervisor will enter the child as AWOL in the CCWIS system and notify NCMEC the next working day. Assigned workers should regularly be attempting to locate the child through collateral contacts and/or direct contact with the child if possible and documenting all efforts in CCWIS as well as sharing information with NCMEC and law enforcement as applicable.

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.

Upon discovery that a safety threat exists and immediate risk of harm is determined to be a factor, the caseworker and/or Supervisor shall contact agency legal counsel to review the facts of the case. Legal Counsel will determine whether or not imminent risk is present and contact the Judge to request an ex-parte order of custody.

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.

J. [Optional Section(s)]

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

To ensure continuity of services to children and families of Perry County through the identification of alternative sites, methods of communication and documentation as well as assurances that all basic functions of child protection are available during any crisis.

PLAN:

Essential Personnel

The following essential personnel shall be expected to be available in emergency situations, providing the Perry County Sheriff declares an emergency and workers are instructed not to report for work by administrative staff.

Director

The JFS Director or Deputy Director or Protective Services, shall be available to collaborate with the Perry County Board of Commissioners, Emergency Management personnel, law enforcement and other community partners to ensure child protective resources are available to all agency staff during the crisis.

Casework Supervisors

Casework Supervisors shall be available to provide direct oversight to case management services. Supervisors shall also serve as the liaison between direct service workers and administration in the process of ensuring basic resources are available.

Caseworkers

Caseworkers shall be available to conduct basic child protective casework services including assessments, case management services to children, families and substitute caregivers and case documentation.

Support Staff

Support staff will be notified by administrative staff when their services are necessary in an emergency. Fiscal, records management and other clerical duties may not be necessary during an emergency. Support staff services will be implemented after basic emergency child welfare services have become stabilized. Payroll for staff and placement along with expenditures related to emergencies shall be maintained.

Alternative Worksite

In the event the Perry County Job & Family Services site is unavailable for continued child welfare services, the agency shall re-locate to the alternative site, the Perry County Fairgrounds Colosseum, as outlined in the Perry County Disaster Preparedness Plan implemented by the County Board of Commissioners. In the event the alternative site is also unavailable, the Director, Deputy Director or Protective Services, shall collaborate with Emergency Management personnel, law enforcement and other community resources to secure a location to serve as a base of operations.

Communication

Verbal Communication

The Perry County Job & Family Services telephone system will not operate without electricity. In the case of an emergency, the agency will utilize county issued cell phones to conduct emergency communications to substitute caregivers and customers as a first priority and then to all community partners and the general public through all available media outlets. If the agency relocates to an alternative site, those telephone numbers will be distributed in the same manner as listed above.

The agency director, supervisors and caseworkers have either agency assigned cellular phones or agency reimbursed cellular service. Each worker has been provided the list of all agency employee cell phone numbers and home phone numbers if applicable. In an emergency, the worker cell phone numbers will be provided to EMA and law enforcement personnel. Emergency on-call information is on record with local law enforcement personnel by supervisory personnel.

E-mail/Internet Communication

Each caseworker has been assigned a Microsoft Surface with WIFI capability. In an emergency where the agency WIFI and State Network service is unavailable, workers could utilize their devices at an alternative work site with high speed or wireless internet access.

Emergency Communications

In an emergency when telephone, cellular phone and internet communication is unavailable, Perry County Job & Family Services will collaborate with local law enforcement to determine if two-way radio communication is available and appropriate.

Access to the Comprehensive Child Welfare Information Systems

In an emergency when internet access to CCWIS is unavailable, agency personnel shall utilize handwritten forms for all assessments. Case documentation will be maintained in handwritten form and filed in a case record as required by rule. In the event of a prolonged unavailability to CCWIS, the Director will determine whether handwritten records are entered into CCWIS when access is restored.

Perry County Job & Family Services will maintain an emergency packet containing the safety and family assessments to ensure the workers are able to complete the required assessments.

Essential Work Activities

The following work activities shall be maintained in emergency situations:

- ☐ Intake Screening
- ☐ Assessment/Investigation
- ☐ Ongoing monthly home visits with families and children on active caseload
- ☐ Ongoing monthly visits with children in placement including 1 caregiver in the substitute care setting
- ☐ Maintain accessibility for communication with providers serving children and families
- ☐ Fiscal accountability (payroll, substitute placement payroll, other expenditures)

New CAN Referrals

In the event of an emergency in which CCWIS is unavailable, Perry County Job & Family Services staff will document new referrals on handwritten documents. All screening and assessment/investigation activities shall be conducted in accordance with applicable rules. Any activity which cannot be completed in accordance with rule, shall be thoroughly documented in the case record and approved by administrative/supervisory personnel.

Tracking Clients W/O CCWIS

Perry County Job & Family Services shall maintain demographic information regarding clients in written format in the case record if CCWIS unavailable. Open cases shall be updated in CCWIS once capability is restored.

Perry County Job & Family Services shall utilize a written notification process for data entry personnel and fiscal staff related to new placements, placement changes, leaves or other changes in placement. This information will be accessible to all staff in handwritten form if CCWIS is unavailable. This information shall be updated in CCWIS once capability is restored.

Continuity of Services

In an emergency, Perry County Job & Family Services will continue to provide in-home supportive services and out-of-home supportive services to all children with diligent effort. Any limitations or inabilities to provide these services shall be clearly documented in the case record, as well as alternative actions taken to ensure the safety of the child(ren).

Case Records

Any records generated due to inaccessibility of CCWIS shall be maintained in the family's file according to the protocol for all case record documentation.

Alternative Site Records

In an emergency which requires Perry County Job & Family Services staff to relocate to an alternative site and staff is unable to utilize the record storage capabilities of the agency structure, agency staff shall maintain all newly generated records as follows:

Open Cases

Agency staff will create a paper file to handle all newly generated documentation. This file will be developed in the same manner as the primary file. All documentation developed while working at the alternative site will be integrated into the electronic filing system as soon as possible.

New Cases

All cases opened after relocating to an alternative work site shall be developed in accordance with agency protocol. This would include court documents and all other casework activities.

Maintenance and Security

All case records shall be maintained in a secure manner which maximizes confidentiality in accordance with ORC 5153.17. One staff member shall be assigned responsibility for maintaining all case records while at the alternative site. Case records shall be clearly marked as confidential and locked when not in use, if resources available in the alternative site permit. If the records cannot be locked, every precaution will be taken to maintain confidentiality in the alternative setting.

Adoption case records which are generated during disaster period shall be maintained in a separate locked file system. Access to adoption files shall be limited to only those personnel assigned to the adoption cases and supervisory/administrative staff.

Coordination of Services

Perry County Job & Family Services has participated in the development and implementation of the Perry County Disaster Preparedness Plan. As part of this plan, the agency will coordinate efforts with local law enforcement, EMA personnel, medical providers to ensure the safety and well-being of all children of Perry County. In the event of concerns re: the safety and well-being of a child in agency custody, the agency will immediately coordinate with all emergency response personnel to determine the safety and well-being of the child.

Perry County Job & Family Services will adhere to the Perry County Memorandum of Understanding and coordinate placement services for any child with no known or available parents who is taken into custody through an officer commitment or other emergency procedures.

Emergency Shelters

Perry County Job & Family Services will coordinate with all community service providers to ensure the safety of children in emergency shelters. Agency staff will participate in any disaster preparedness training developed and provided through the Perry County Disaster Preparedness Plan. Perry County Job & Family Services will not be responsible for any volunteers as the agency does not utilize any volunteers per policy.

Perry County Job & Family Services shall follow OAC 5180:2-36-06 |PCSA requirements for a deserted child assessment/investigation. (A) A public children services agency (PCSA) is to conduct a deserted child/safe haven assessment/investigation if all of the following apply to the child subject of the report:

(1) The child is fewer than thirty-one days old.

(2) The child was voluntarily left by the child's parent in the care of an emergency medical service worker, peace officer, peace officer support employee, or hospital employee.

(3) The child was left and the child's parent(s) did not express an intention to return for the child.

(B) The PCSA is to initiate the screened in deserted child/safe haven report by:

(1) Attempting face-to-face contact with the child subject of the report within twenty-four hours from the time the referral was screened in; or

(2) Obtaining information regarding the child subject of the report's current condition and safety via face-to-face, virtual, or telephone contact with the hospital staff member providing care for the infant.

(C) The PCSA is to contact the individual who originally took possession of the child and obtain:

(1) The date and time the child subject of the report was left with the individual.

(2) All information regarding the child left by the parent(s).

(3) The JFS 01672 "Voluntary Medical History For Safe Havens" form, if completed by the child's parent(s).

(4) All clothing and articles left with the child.

(D) The PCSA is to accept emergency temporary custody of the child subject of the report.

(E) If the child subject of the report is not left at a hospital, the PCSA is to transport, or arrange for transportation of the child to the nearest appropriate hospital emergency department within twenty-four hours.

(F) The PCSA is to obtain the medical examination report from the physician.

(G) The PCSA is to screen in a report of child abuse and/or neglect if any of the following occur during the assessment/investigation of a deserted child/safe haven child:

(1) The child's condition reasonably indicates abuse and/or neglect, including the following:

(a) An infant identified as a substance affected infant as defined in rule 5101:2-1-01 of the Administrative Code.

(b) An infant diagnosed with a fetal alcohol spectrum disorder.

(2) The PCSA determines that someone other than the parent delivered the child subject of the report to the care of an emergency medical service worker, peace officer, peace officer support employee, or hospital employee.

(3) The child subject of the report is determined to be more than thirty days old at the time the child was delivered to the care of an emergency medical service worker, peace officer, peace officer support employee, or hospital employee.

(H) The PCSA is to place the child subject of the report in substitute care pursuant to rule 5101:2-42-04 of the Administrative Code and provide a copy of the medical examination report to the caregiver.

(I) The PCSA is to contact the following agencies and determine if a child matching the description of the child subject of the report has been reported missing:

(1) Local law enforcement.

(2) Ohio's missing children's information clearinghouse (https://www.ohioattorneygeneral.gov/missingkids).

(3) National center for missing and exploited children (https://www.missingkids.org).

(J) The PCSA is to complete activities to obtain a birth certificate and a social security card for the child subject of the report.

(K) The PCSA is to complete the deserted child/safe haven assessment/investigation no later than sixty days from the date the referral was screened in.

(L) The assessment/investigation documentation and any materials obtained as a result of the assessment/investigation are to be maintained in the case record.

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.

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.

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, **Harcum House**, 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.

Law enforcement should share any and all information that it deems relevant to the investigation of child abuse and/or neglect with Perry County Job & Family Services in order for both agencies to effectively protect the children and families they serve. All information shared between parties is to be considered confidential unless otherwise stated. Information can be shared by any means of acceptable communication such as sharing of reports, in-person communication, email, telephone or fax. Perry County Job & Family Services intake unit meets regularly with the PCSO Deputy assigned to the agency.

No information deemed confidental or that may jeopardize the integrity of the investigation should be released to the public. Public information requests to Perry County Job & Family Services will all be forwarded to agency legal counsel. No member of Perry County Job & Family Services should release client information or investigatory information at any point to the public without the express consent of the legal counsel and the Director of JFS.

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 **Meeting held at Perry JFS Protective Services October 13, 2025 11:00-12:00.**

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. **Required members are provided 30 days to provide written notice of termination.**

Modifications required signatures from required members.

Notice of a new required member should be provided to Perry CountuCounty Job & Family Services within 30 days.

The MOU may be signed in person or electronically.

Perry County Common Pleas Court Probate & Juvenile Divisions, Luann Cooperrider, Judge Date 11-12-25

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

Harcum House, Cody Tatum, Director Date 10/13-2025

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

Perry County Clerk of Courts, Wes Harlan Date

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

Date

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Corning PD, Chris Iacone, Chief — Date
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☐ No

Bryan Alexander 10.13.25
Crooksville PD, Bryan Alexander, Chief — Date
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☐ No

10132025
Junction City PD, Amy English, Chief — Date
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☐ No

10/14/25
New Lexington PD, Doug Gill, Chief — Date
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☐ No

Carole R. Maynard 10-14-25
New Straitsville PD, C Maynard, Chief — Date
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☐ No

10-13-2025
Roseville PD, Derrick Keylor — Date
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☐ No

Shawnee PD, Kevin Wintermute, Chief — Date
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☐ No

Somerset PD, TJ Ross, Chief — Date
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☐ No

Thornville PD, Cody Palmer, Chief — Date
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☐ No

Perry County Prosecutor, TJ Rugg — Date
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☐ No

Amy L Frame 10/13/25
Perry JFS, Amy Frame, Director — Date
Is this agency a participating member of the CAC referenced in Section II(G)? ☑ Yes ☐ No

William R Barker
Perry County Sheriff's Office, William Barker, Sheriff — Date
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☐ No

Chris Iacone 10/14/2025
Corning PD, Chris Iacone, Chief — Date
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New Lexington PD, Doug Gill, Chief — 10/14/25 — Date
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Somerset PD, TJ Ross, Chief — Date
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Thornville PD, Cody Palmer, Chief — Date
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☐ No

Perry County Prosecutor, TJ Rugg — 10/21/2025 — Date
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☐ No

Perry JFS, Amy Frame, Director — 10/13/25 — Date
Is this agency a participating member of the CAC referenced in Section II(G)? ☑ Yes ☐ No

Perry County Sheriff's Office, William Barker, Sheriff — 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: **12/1/25**
Agency, Name, Title: **Village of Shawnee, Kevin Wintermute, Police Chief**

Reason the individual refused to sign:

Attempts made to gain signature in person through MOU meeting on 10/13/25. Attempts through email asking for signature or meeting on 9/23/25; 10/14/25; 10/21/25; 10/30/25; 11/12/25. Attempt for signature at County Police Chiefs Meeting 10/13/25. No returned communication. Deadline given of 11/26/25 in final outgoing communication.

Date: **12/1/25**
Agency, Name, Title: **Somerset Police Department, TJ Ross, Police Chief**

Reason the individual refused to sign:

Attempts made to gain signature in person through MOU meeting on 10/13/25. Attempts through email asking for signature or meeting on 9/23/25; 10/14/25; 10/21/25; 10/30/25; 11/12/25. Attempt for signature at County Police Chiefs Meeting 10/13/25. No returned communication. Deadline given of 11/26/25 in final outgoing communication.

Date: **12/1/25**
Agency, Name, Title: **Perry County, Wes Harlan, Perry County Clerk of Courts**

Reason the individual refused to sign:

Attempts made to gain signature in person through MOU meeting on 10/13/25. Attempts through email asking for signature or meeting on 9/23/25; 10/14/25; 10/21/25; 10/30/25; 11/12/25. No returned communication. Deadline given of 11/26/25 in final outgoing communication.

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.

County Commissioners Signature and Date/Resolution/Vote

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

ATTACHMENTS

MOU : Perry County Multidisciplinary Team, Harcum House

PERRY COUNTY MULTIDISCIPLINARY TEAM:

Memorandum of Understanding
Interagency Agreement
Protocol

HARCUM HOUSE

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SECTION 2 – INTERAGENCY AGREEMENT

The purpose of the Harcum House Child Advocacy Center is to ensure justice and healing for Perry County children subjected to abuse by rendering child friendly, victim sensitive, family-centered services through a multidisciplinary team approach. [Note: This Agreement makes use of the term "MDT" in both the general sense, as it relates to the concept of the multidisciplinary team approach to investigating child (sexual) abuse, and in the specific, as it relates to the Perry County MDT.] It is the vision of the Harcum House that Perry County children and families live in a safe and nurturing community, free of sexual and physical abuse.

This Interagency Agreement addresses Perry County's commitment to maintain a collaborative, MDT response to the prevention, investigation, assessment, prosecution, and treatment of child sexual and severe physical abuse cases in the Perry County community. The child abuse targeted in this protocol includes the sexual abuse of a child under 18 years of age and/or severe physical abuse of a child under 18 years of age.

The following protocol is offered as a guide to all Perry County MDT participants (i.e., the HARCUM HOUSE and its partner agencies) to promote a coordinated MDT response in child sexual and severe physical abuse cases, and as such it is recognized the protocol cannot address every situation that may arise. In situations not specifically covered herein, good judgment, adherence to the MDT values of collaboration and communication, and consensus of the Perry County MDT shall determine the course of action that is most appropriate in accordance with Chapter 2151 of the Ohio Revised Code (concerning MDT and/or CAC function in Ohio).

The Harcum House adopts the Child First Doctrine, and it is essential to the operation and decision-making of the Harcum House CAC MDT. The Child First doctrine states as follows:

The child is our priority.

Not the needs of the family.

Not the child's "story".

Not the evidence.

Not the needs of the courts.

Not the needs of police,

Child protection, attorneys, etc.

The child is our first priority.
Ann Ahlquist and Boby Ryan

3.2 CODE OF CONDUCT

The MDT partners, along with Harcum House staff, are committed to maintaining the highest professional and ethical standards in their collaborative efforts to keep children safe.

To that end, the parties agree to:

- Conduct themselves towards other employees, partners, their representatives, government authorities, and clients in a professional manner;
- Perform their duties and obligations in accordance with Ohio law and their respective agency missions;
- Fulfill the mission, goals, and objectives of a coordinated response to child maltreatment; and
- Practice fairness and equity.

Each MDT partner in their role is responsible for their own professional behavior within the provisions of this code, MOU requirements, and relevant clauses as it relates to interagency agreements.

SECTION 4 – REFERRALS

4.1 CASE ACCEPTANCE CRITERIA

In Perry County, all reports of alleged child sexual and physical abuse are made to Perry County Job and Family Services (PCJFS-PS) or law enforcement agencies. In turn, referrals to the Harcum House are made by those same agencies, once the referral is determined to fit the following criteria:

- The child victim either resides in Perry County or was present in Perry County when the alleged abuse occurred;
- The child victim, at the time of referral, was under 18 years of age (or under age 21 if the individual has needs best accommodated by an MDT approach); and
- ONE of the following is applicable.
    - Child disclosed sexual abuse, OR
    - Child has a physical injury and/or condition suggestive of sexual abuse, sexually transmitted infection, injury to the genital area, and/or unexplained redness or soreness, OR
    - Child displays age-inappropriate sexual behaviors, OR
    - A guardian, relative, teacher, or other person in contact with the child has a reasonable suspicion that the child is the victim of sexual or severe physical abuse, OR
    - Child is a sibling and/or other child who has been in contact with the alleged abuser of any child satisfying any of the above criteria, OR
    - Other situations in consultation with the Perry County MDT.

For purposes of this MOU, "sexual abuse" is defined as any offense that is codified under Chapter 2907 of the Ohio Revised Code.

PCJFS-PS: if a case is determined not to be urgent, assigned to caseworker next business day and normal referral process applies.

Law enforcement: uniformed officer responds to call, and if case is determined not to be a rapid response, then the officer generates report per internal agency procedure, case is assigned to be investigated on the next business day and normal referral process applies.

The guiding principle for referrals not deemed rapid response is that the child is not interviewed by the first responder. The first responder's report is based on observations, the report of witnesses, any evidence at the scene that may be documented, and any notes on the child's behavior, unsolicited statements, and condition. First responders may respond to Harcum House "Cruiser Cards" for best practice reference. Harcum House CAC staff or MDT partners with required 40 hours of protocol training conduct the forensic interview as soon as possible at the center.

4.3 URGENT OR EMERGENT Referrals

Urgent Referral(s) are those reports that require immediate action to ensure that the child victim is safe in their current environment. This is often predicated upon concerns that the child's abuser is in the child's home and/or has ready and ongoing access to the child. These concerns suggest the need to prioritize and complete a forensic interview and/or PSANE services to determine a safety plan for the child. Urgent referrals should be same day and adjustments to Harcum House schedule will be performed to ensure prompt response.

Emergent Referral(s) are those reports require immediate action of one hour or less for those situations with one or more of the following factors:

- Alleged abuse occurred within 72 – 96 hours of the referral, and there is an immediate need for emergent PSANE services for possible evidence collection; OR
- Suspicious injury or medical necessity.

The process for Urgent/Emergent referrals is as follows:

- The agency that receives the initial referral will immediately contact the partner agency, per internal policy, to request worker assignment.
- The assigned law enforcement officer or caseworker will notify the Harcum House immediately for scheduling the child interview and case coordination services for urgent or emergent referrals.

The officer or caseworker will notify the PSANE nurse and/or Executive Director to assist with urgent/emergent referrals during evenings and weekends.

All Harcum House staff are available for any urgent or emergent referral when the MDT desires assistance with crisis intervention and support services for the child and family, regardless of where the interview is conducted, including interviews at law enforcement offices, schools, and emergency rooms, during operating hours.

- Diagnosis and treatment of alleged sexual assault patients.

Forensic Interviewer (FI):

- Conduct a developmentally appropriate, non-leading, non-duplicative recorded forensic interview for the purpose of determining what medical and mental health care an alleged child victim need; and
- Consult with members of the MDT relevant matters of child development, disclosure process and dynamics, and other relevant subjects.

Harcum House Victim Advocate (VA):

- Assist clients, patients, and families throughout their involvement with the Harcum House and the MDT investigative agencies (which should aid in the best outcomes for the family);
- Assess the need for crisis intervention during initial visit;
- Provide an individualized assessment of the needs for the child and caregiver(s);
- Provide education and assistance in ensuring access to victim's rights and crime victim's compensation;
- Coordinate with the family and investigative partners, including status updates;
- Provide access to evidence-based services, such as trauma therapy, to address the impacts of trauma;
- Facilitate linkages with other types of basic needs, including housing, food, job services, clothing, and others;
- Enhance the cooperation of the family in the court; and
- Participate in MDT Case Reviews and share information to prevent duplication of efforts with FCJFS-CPS, law enforcement, and victim advocates employed by the County Prosecutor or City Prosecutor (MDT case review also provides a soft hand-off to Prosecution Victim Advocates assigned).

Mental Health Provider (MH):

- Provide trauma-informed mental health assessment and treatment; and
- Participate in MDT Case Reviews and share information regarding progression of clients receiving MH services at Harcum House (also allows education to MDT partners about understanding trauma-focused mental health).

Prosecution:

- Participate in case review to receive updates from investigative MDT partners as well as Harcum House staff concerns outside of the records provided.

Prosecution Victim Advocate:

- Participate in case review to help prevent duplication of efforts with MDT partners as well as HH Victim Advocate. Allows for soft hand-off of case being prepared for indictment.

MDT Coordinator:

- Oversight of day-to-day operations for HH services;
- Leads case review including prep & communications;
- Share case review discussions with partners if unable to attend;
- Sharing of records; and
- Assist in mitigating any barriers to effective communication among investigative partners.

A parent room is available for victim advocacy sessions with parent/guardians, as well as a private location for investigative partners to speak with families prior to or following the forensic interview.

A private Mental Health counseling room is also available with a chair, couch, and table for sessions. A separate family waiting room exists for parents during sessions to limit contact when forensic interviews are in progress.

If the suspected perpetrator accompanies a child, the individual is spoken to in the lobby of the facility and Investigative Partners are made aware of the concern. The individual will be asked to wait in the car, and s/he will not come through a locked door that separates the lobby from the remainder of the building.

If, during an interview, a child discloses that the parent or caregiver who accompanied them to the interview is their offender, the child will remain behind locked doors and will be directed to exit the facility through a back door once an investigative partner determines safety plan.

Harcum House conducts interviews of children who are alleged to be sexually aggressive. When this occurs, no other interviews are scheduled one hour before or after the interview of the alleged sexually aggressive child, and the sexually aggressive child is always observed while at the facility.

All interviews are recorded in the hope of reducing the number of times the child must speak about the traumatic event. The parent/guardian and the child are advised of this prior to the interview. The parent/guardian signs a consent for procedures which outline expectations during the recording, medical examinations documentation, team member observation and team communication. The recordings are stored digitally in the cloud-based information sharing platform.

The MDT agrees that to the extent possible all child interviews will be conducted at the Harcum House.

The MDT recognizes that there are times when interviews must be conducted elsewhere due to child safety issues and/or due to the nature of a rapid response. In certain situations, the CAC may utilize the "mobile forensic interview" equipment and support interviews conducted at alternate sites. For others, the CAC will still be notified either before the interview to provide crisis intervention and support services at the interview location, or within 24 hours after the interview to provide victim advocacy and case coordination services.

5.4 INTAKE AND INFORMATION SHARING PROCEDURES

Cross reporting should occur between PCJFS-PS and law enforcement prior to the forensic interview, in accordance with the referral/intake procedure and Ohio Revised Code.

Non-MDT members are not allowed to observe interviews. MDT members are the only persons (or interpreters when needed) allowed to be present during forensic interviews.

The PSANE shall identify the need for medical services. The medical professionals will utilize the history gathered in the interview and by the caseworker to determine the need for medical examination of the child. If mental-health services are indicated, Harcum House staff will work with the family to determine which mental health provider is most appropriate, and a referral is made as quickly as possible.

5.6 SUSPECT INTERVIEWS

Alleged offender interviews are not conducted at Harcum House. These interviews will be conducted by law enforcement (at a location and upon terms they deem appropriate).

Under certain circumstances, sexually aggressive children may be interviewed at the Harcum House. In the event a sexually aggressive child needs interviewed, a screening interview will be performed to determine if they are a possible victim. This will occur after consultation with MDT Coordinator (also known as Patient & Team Services Manager) to ensure alleged perpetrator interview does not occur when the alleged victim is present.

Alleged offenders identified in Harcum House cases and/or convicted sexual perpetrators are not permitted on site at the Harcum House. Should the situation arise, a Harcum House staff member or MDT member will initially separate the child, and any non-offending family members, from the alleged offender in the reception area. The alleged offender will be advised to leave the premises and, if necessary, law enforcement officer will be called to assist in removing the alleged offender from the facility. The goal of this intervention is to be as discreet as possible, to ensure the child and family's sense of privacy and safety while at the Harcum House. Any accommodations to this protocol must be discussed with MDT partners and approved by the Executive Director.

5.7 VICTIM ADVOCACY SERVICES

Victim Advocacy services are provided to all children and families referred to the Harcum House, including care givers and siblings who may have been impacted by the abuse.
These services consist of:

- Crisis assessment and intervention
- Risk assessment and safety planning
- Assessment of individual needs and cultural considerations
- Domestic violence screening of non-offending caregivers
- Education regarding child abuse in general, the interview and medical screening specifically, and referrals to services available in the community
- Personal advocacy services, including assistance with housing, transportation, food, public assistance applications, and other services that address specific needs
- Accompaniment to any criminal justice system function
- Information regarding the rights of crime victims and information and assistance to apply for Victims of Crime Compensation
- Referrals and linkages to all identified services including court protection orders
- Medical and specialized mental health services
- Court preparation and support

Examinations are only conducted when deemed medically necessary or when a parent or child requests the service. The primary purpose of the medical examination is to ensure the health and safety of the child through evaluation of potential physiological damage to the child and possible transmission of STI's. The secondary purpose is to obtain medical evidence. MDT members will support the provision of medical services when deemed medically necessary, or when a parent or child requests the service.

Medical examinations are recommended in all cases involving alleged penetration, skin to skin contact, or the child complains of pain, itching or bleeding. Other criteria to be considered in recommending medical evaluation are:

- Child's age and their inappropriate sexual knowledge
- Child's siblings have been victimized
- Child has been exposed to a known sex offender
- Child has suspicious findings indicative of abuse as identified by a medical practitioner
- Whenever a child or parent has concerns about something being wrong with their (or their child's) body because of the alleged abuse

In those cases where the criteria for an examination are not clearly defined, the PSANE nurse will make the decision as to whether a medical examination is required.

When there is suspicion or an allegation of sexual abuse, the non-offending parent/caregiver often chooses to take the child immediately to the emergency room for a medical examination. When this occurs, the ED staff will determine if the allegation or concern constitutes a medical emergency. If the case is determined to be a non-emergency, the ED staff will immediately report the allegations to PCJFS-PS and make an additional report to law enforcement per internal mandatory reporting protocols. If the child is seen in the ED, it is recommended that the ED forward the child's medical record to the Harcum House PSANE to facilitate a thorough medical examination and treatment. The protocol for assessment and referral for medical examination is then followed as outlined below.

Non-Emergency Medical Exams

- If a case worker or law enforcement law enforcement officer notifies Harcum House of the need for the examination, Harcum House staff will document the request. Referral information consists of basic demographic data, reason for referral (including allegation information and child's statement), pertinent history including medical history, and assigned caseworker and law enforcement officer. Whenever possible, this referral is made at the close of the initial child and family assessment.
- Appointment is scheduled, then both the parent/guardian and the referring agency (PCJFS-PS or law enforcement) and the PSANE program are notified of the appointment date/time.
- Harcum House staff meets the child and parent/guardian at the Harcum House to provide advocacy and support services as indicated.
- The PSANE has a history from the initial interview and takes additional verbal history from the child and the parent/guardian for the purpose of diagnosis of possible illness or injury.

5.9 MENTAL HEALTH SERVICES & LINKAGE AGREEMENT(S)

Harcum House, in partnership with mental health providers in the service communities, agree to work collaboratively to ensure that all children and families in need of mental health treatment resulting from child sexual or severe physical abuse will receive trauma focused treatment in an expedient and professional manner from master's level or higher trained clinicians, trained in evidence based, trauma informed treatment modalities. The mental health partners in this protocol include, but are not limited to the following providers:

- Mid-Ohio Psychological Services
- On-site Harcum House Mental Health Provider

Each mental health provider agrees to provide and maintain current information regarding sliding fee scales and insurances accepted, including Medicaid, to the Harcum House so that mental health evaluation and treatment is available to all Harcum House clients regardless of ability to pay. Each mental health provider also agrees to provide quick access to services by making every effort possible to place Harcum House referrals at the top of waiting lists when they exist.

All Harcum House-related mental health services are provided either on-site or off-site through signed linkage agreements with mental health providers. On-site mental health services are referred for ongoing treatment based on the best fit for the child and family. The linkage agreement addresses initiation of referral, confidentiality, and release of information, and need for mental health provider to communicate to the Harcum House new information that impacts prosecution/case resolution decisions. The linkage agreement stipulates that mental health records are the property of the mental health provider.

Harcum House staff is responsible for making the initial referral for mental health evaluation and treatment. Referrals are made with the parent/guardian's written consent via a signed release of information and preferably with the parent/guardian present. Results of trauma surveys and/or screens and domestic violence screens are shared as part of the referral.

Mental health service providers are key members of the Harcum House's multi-disciplinary team, therefore representation by at least one mental health provider at Case Review meetings is required. All mental health providers agree to attend meetings when invited to discuss specific cases.

To ensure that the best quality of services is provided to child victims of sexual and severe physical abuse, Harcum House and mental health providers agree to collaborate on cross training staff on topics of mutual interest.

5.10 CASE REVIEW

The purpose of Case Review is to share information so that appropriate coordinated action plans and decisions, including service needs and referrals are made on child sexual and severe physical abuse cases referred to the CAC.

Members of the MDT with cases on the review list meet for case review monthly at the designated meeting host. The Perry County Case review is scheduled for the 4th Wednesday of Every Month @ 1:30PM. Ad Hoc reviews of cases are also readily available as our MDT partners identify further disclosures or need for review. Virtual meetings or access is also available utilizing Zoom online platform. For virtual meetings, a zoom link with required password to access is available.

Designated attendees include investigative agencies such as PCJFS-PS, law enforcement, Harcum House staff, mental health providers, and prosecutors.

- Assigned CPS Caseworker
- Assigned LE Investigator
- All HH Staff provided services to clients/patient.
- Assigned MH Provider
- Intake Prosecutors
- Intake Prosecution Victim Advocates
- Community Partners if assigned to client/patient (i.e., Board of DD)

Reviewed cases will be open cases in which there is a disclosure and/or a concern regarding the dynamics of the families we serve, or those with charging decisions or court actions pending. Complex cases involving human trafficking, pornography, or multiple perpetrators, or cases where child safety is questioned, will be given priority. Any case can be placed on the case review list if a team member requests it be included. Additionally, other service providers working with a child and family can be invited to the Case Review as warranted.

The Harcum House MDT Facilitator (also known as the Patient & Team Services Manager) is responsible for formulating the meeting agenda for cases to be reviewed. The agendas are e-mailed to the MDT members one week prior to the meeting. Agendas are emailed or faxed to other invited service providers, and everyone is required to sign the "Confidentiality Statement" at each meeting they attend.

Due to the confidential nature of the meetings, the agendas and other paperwork associated with the meetings are not subject to disclosure through public records requests.

The MDT Facilitator updates NCAtrak with case status, action plan, and need, if any, for additional review.

Additionally, the MDT facilitator communicates any recommendations to absent team members. Follow-up recommendations or further investigation are assigned based on specific role to MDT.

Harcum House CAC staff is responsible for all case tracking including data entry. The Intake Specialist opens new cases and enters referral information. The forensic interviewer and clinic coordinator update the interview and medical tabs. Child and Family Service Specialists update the victim advocacy and other tabs including law enforcement, CPS, and prosecution at each contact.

All team members provide updated information about case progress at case review and informally via email between meetings. The MDT facilitator updates the database after every case review.

Information obtained through the Performance Measurement System, as required by grantors, is input by the MDT Coordinator.

MDT members have access to case materials through the Vidanyx system utilized by the CAC. Harcum House staff share relevant information with investigators assigned to the case. Supervision, from respective partner agencies may request to be added to information sharing.

5.13 TRAINING PROTOCOL

The Child Advocacy Center model of Harcum House believes that all MDT members must have the necessary skills and training to provide best practice interventions for all children and families served by the Center. To that end, the following are the standards and expectations for MDT training.

- All staff, case workers and law enforcement officers who conduct child interviews are required to have completed a minimum of one (1) training course on interviewing children that includes training on child development. The preferred training curricula are the five (5) day training provided by Childhood Trust, Finding Words, the APSAC or NCAC model training courses or the full 5 days of Beyond the Silence. When case workers or law enforcement officers assigned to the MDT have not yet been trained, those staff agree that they will not interview a child and instead will defer to the MDT member who has completed the required training.
- Interviewing training is recommended for all other MDT members to promote sound understanding of the information gathering process.
- Team members and staff are required to attend a minimum of one (1) MDT training annually with the recommendation to attend at least two to three specialized training courses per year. The preferred training format is one (1) multi-day national or regional conference. Harcum House commits to help facilitate MDT training by seeking funding and resources to provide high quality training and education opportunities to support the MDT.
- Mental health professionals participating on the team will be trained in trauma-focused interventions.
- Medical professionals participating on the team will meet all requirements for pediatric training and continuing education.
- Harcum House, in collaboration with MDT member agencies, will ensure access to local, statewide, and national resources for training.

SECTION 6 – SIGNATURE PAGE

IN WITNESS THEREOF, the parties hereto have duly implemented this agreement on this DATE:

Amy B. Frame

PERRY COUNTY JOB & FAMILY SERVICES
-PROTECTIVE SERVICES

PERRY COUNTY PROSECUTOR'S OFFICE

William R. Gerber

PERRY COUNTY SHERIFF'S OFFICE

SOMERSET POLICE DEPARTMENT

NEW LEXINGTON POLICE DEPARTMENT

Theresa Kane

PERRY BEHAVIORAL HEALTH SERVICES

PERRY COUNTY BOARD OF DD SERVICES

HARCUM HOUSE CHILD ADVOCACY CENTER

4-17-2025

DATE SIGNED