

**Title IV-E Program Improvement Plan
August 2014**

Outcome: Judicial determinations regarding efforts to finalize a child’s permanency plan are adequately addressed and documented in court proceedings and orders

Goal	Action Steps	Method of Measuring Improvement	Estimated Date of Achievement	Actual Date of Achievement	Unit Responsible (lead person)	Description of Progress reported to ACF
<p>1. Strengthen court practices regarding reasonable efforts to finalize the permanency plan.</p> <p>472(a)(2)(A) of the Act and 45 CFR 1356.21(b)(2)(i) require the State to obtain a judicial determination of whether the State made reasonable efforts to finalize the permanency plan for each child. The judicial determination must be: (1) made in a valid court order; (2) made on a case-by-case basis and child-specific; (3) explicitly stated in the court order; and (4) in conformity with Federal regulatory time frames to satisfy compliance with the title IV-E requirements.</p>	a. Work with the Supreme Court – CIP team to develop a sample court order to train the judiciary agency attorneys, prosecutors and agency staff on the federal requirements for judicial findings and documentation of the findings.	<p>1. Sample court order/training materials</p> <p>2. Date of trainings</p>	8-31-15	N/A	Dan Shook Kristin Gilbert	N/A
	b. Provide a letter from the Chief Justice of the Supreme Court of Ohio to court judges and magistrates on requirements to be addressed in court orders focusing on agency efforts to finalize a child’s permanency plan.	<p>1. Copy of correspondence with the judges, magistrates, and other personnel.</p>	8-31-15	N/A	Dan Shook Kristin Gilbert	N/A
	c. Present sample court order to the court judges and magistrates at the Judicial Conference. Address the need for transcripts of the court hearings when findings are not clearly delineated in court orders.	<p>1. Agenda</p> <p>2. Sample Court order</p> <p>3. Dates of conference</p>	4-1-15	N/A	Dan Shook Kristin Gilbert	N/A
	d. Provide a letter from the Chief Justice of the Supreme Court of Ohio to agency attorneys and prosecutors on requirements to be addressed in court orders focusing on agency efforts to finalize a child’s permanency plan.	<p>1. Copy of correspondence with the agency attorney, prosecutor, and other personnel.</p>	12-31-14	N/A	Victor Perez, Seneca County Prosecutor Michele Meyer, Cuyahoga County Prosecutor	N/A

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Goal	Action Steps	Method of Measuring Improvement	Estimated Date of Achievement	Actual Date of Achievement	Unit Responsible (lead person)	Description of Progress reported to ACF
1. Strengthen court practices regarding annual reasonable efforts to finalize the permanency plan.	e. Present sample court order to agency attorneys and prosecutors on Title IV-E requirements focusing on the requirement of agency efforts to finalize the permanency plan.	1. Training materials 2. Training dates 3. Agendas	8-31-15	N/A	Victor Perez Michele Meyer	N/A
	f. Discuss at the Ohio Court Administrators conference the Title IV-E court order requirements, focusing on agency efforts to finalize the permanency plan.	1. Court Matrix will be used to discuss requirements. 2. Conference dates	8-31-15	N/A	Jody Burillo Court Administrator Lorain County Juvenile Court (IV-E Court)	N/A
2. Ohio Revised Code to reflect requirements regarding content and documentation of reasonable efforts regarding permanency plans	a. Policy staff recommended adding language to Ohio Revised Code regarding annual reasonable efforts to finalize the permanency plan.	1. Copy of recommended language 2. Copy of legislation where language was added. 3. Copy of correspondence with the judges, magistrates and county staff once the language has been added.	12-1-14	N/A	Dan Shook Policy Staff	N/A

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3. Provide guidance to county eligibility staff on court requirements including reasonable efforts requirements and court documentation requirements	a. Provide a summary of errors from the IV-E Eligibility review and guidance on court documentation for IV- E requirements to IV-E agency staff.	<ol style="list-style-type: none"> 1. Provide a summary of the results to all IV-E agencies. 2. Provide a webinar with a summary of findings and guidance on documentation requirements for court orders. 3. Power Point for Webinar 4. Letter to attendees of Webinar. 	2-24-14 8-31-15	N/A	Policy staff	N/A
	b. Train IV-E agency staff (eligibility specialists, caseworkers, supervisors, administrators) on eligibility rules which will include rules 5101:2-39-01 and 5101:2-47-22 of the Ohio Administrative Code.	<ol style="list-style-type: none"> 1. Letter to attendees with the dates of the training 2. agenda 3. Training materials 	8-31-15	N/A	Policy staff	N/A

**Title IV-E Program Improvement Plan
August 2014**

Outcome: Eligibility Specialists will base AFDC determinations on the correct specified relative's home.

Goal	Action Steps	Method of Measuring Improvement	Estimated Date of Achievement	Actual Date of Achievement	Unit Responsible (lead person)	Description of Progress reported to ACF
1. Strengthen court practices regarding contrary to the welfare findings and clearly delineate to whom the finding applies.	a. Work with the Supreme Court – CIP team to develop a sample court order to train the judiciary, agency attorneys, Prosecutors and agency staff on the federal requirements for judiciary findings and documentation of the findings.	1. Sample court order/training materials. 2. Dates of trainings	8-31-15	N/A	Dan Shook Kristin Gilbert	N/A
	b. Provide a letter from the Chief Justice of the Supreme Court of Ohio to court judges and magistrates on requirements to be addressed in court orders	1. Copy of correspondence with judges, magistrates, other personnel.	8-31-15	N/A	Dan Shook Kristin Gilbert	N/A
	c. Present sample court order to the court judges and magistrates at the Judicial Conference. Address the need for transcripts of the court hearings.	1. Agenda 2. Sample Court order 3. Dates of Conference	8-31-15	N/A	Dan Shook Kristin Gilbert	N/A
	d. Provide a letter from the Chief Justice of the Supreme Court of Ohio to court judges and magistrates on requirements to be addressed in court orders.	1. Copy of correspondence with the agency attorney, prosecutor, and other personnel.	8-31-15	N/A	Victor Perez Michele Meyer	N/A
	e. Present sample court order to agency attorneys and prosecutors on Title IV-E requirements as it applies to complaints, petitions, court orders, warrants and Ex Parte orders.	1. Training materials 2. Training dates 3. Agendas	8-31-15	N/A	Victor Perez Michele Meyer	N/A

**Title IV-E Program Improvement Plan
August 2014**

Outcome: Eligibility Specialists will base AFDC determinations on the correct specified relative's home.

Goal	Action Steps	Method of Measuring Improvement	Estimated Date of Achievement	Actual Date of Achievement	Unit Responsible (lead person)	Description of Progress reported to ACF
2. Ensure Eligibility Specialists determine AFDC based on the home that is the subject to the contrary to the welfare judicial determination especially in situations where a relative is acting in the place of a parent. Ensure that title IV-E eligibility is not approved if the "living with" and "removal from" criteria are not met by the same specified relative.	a. Provide a summary of errors from the IV-E Eligibility review and guidance on court documentation for IV- E requirements to IV-E agency staff.	<ol style="list-style-type: none"> 1. Provide a summary of the results to all IV-E agencies. 2. Provide a webinar with a summary of findings and guidance on documentation requirements for court orders. 3. Power Point for Webinar 4. Letter to attendees of Webinar. 	2-24-14 1-8-14	N/A	Policy Staff	N/A
	b. Train IV-E agency staff (eligibility specialists, caseworkers, supervisors, administrators) on 5101:2-47-14 and 5101:2-47-14.1 Appendix (ADC rules) of the Ohio Administrative Code as it pertains to living with and removed from a specified relative.	<ol style="list-style-type: none"> 1. Letter to attendees with dates of the training 2. Agenda 3. Training materials 	8-31-15	N/A	Policy Staff	N/A

**Title IV-E Program Improvement Plan
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Outcome: Background and safety checks on placement providers are conducted as required for children in foster care.

Goal	Action Steps	Method of Measuring Improvement	Estimated Date of Achievement	Actual Date of Achievement	Unit Responsible (lead person)	Description of Progress reported to ACF
1. Ensure that criminal background checks are in compliance with OAC provisions regarding safety checks for licensed foster homes and certified residential centers and group homes.	<p>a. Office of Families and Children (OFC) Foster Care Licensing section will implement a new process to review 100% of BCII checks for new staff who care for children in group homes, residential settings as well as foster care applicants at initial licensure and at recertification as required in OAC 5101:2-5-09.1.</p> <p>b. OFC Fiscal Accountability will work with BCII to arrange to have a duplicate copy of BCII checks sent to ODJFS for all new staff in the following types of agencies certified by ODJFS:</p> <ul style="list-style-type: none"> • Children’s residential centers • Group Homes • Residential Parenting Facilities • Crisis Care Facilities <p>As well as BCII checks on:</p> <ul style="list-style-type: none"> • Foster care applicants • Certified foster caregivers upon re-certifications <p>c. OFC Fiscal Accountability and Foster Care Licensing Sections will develop a process to receive and securely store Bureau of Criminal Identification & Investigations (BCII) information on private agency staff in facilities certified by the State of Ohio and foster parents as required in OAC 5101:2-5-09.1.</p>	<ol style="list-style-type: none"> 1. Attorney General's letter to public and private agencies advising them to share background checks (BCII) with placing agencies and/or ODJFS. 2. Quarterly update on process development with drafts as they are being developed for collecting background checks (BCII). 3. A copy of the procedure letter to public and private agencies outlining the new procedures for collecting background checks (BCII) for both monitoring purposes and for IV-E reviews. 4. A copy of the internal procedures for receiving and storing background checks in the Foster Parent FileNet system. 5. A copy of the updated SOPM BCII review process with implementation date. 	N/A	<p>12-31-14</p> <p>Quarterly beginning 11-30-14 and every three months thereafter.</p> <p>8-31-15</p> <p>7-31-15</p> <p>7-31-15</p>	<p>IV-E policy staff</p> <p>Foster care licensing management</p> <p>Foster care licensing management</p> <p>Foster care Licensing management</p> <p>Foster care Licensing management</p>	N/A

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1. Ensure that criminal background checks are in compliance with OAC provisions regarding safety checks for licensed foster homes and certified residential centers and group homes. (Continued)	<p>c. OFC will work with Office of Information Services (OIS) to develop the capacity to scan BCII checks into the Ohio Foster Care Licensing (OFCL) File Net system.</p> <p>d. OFC will develop and define a new process in its Standard Operating Procedure Manual (SOPM) for reviewing BCII reports when needed for recertification, complaints and other FCL processes</p> <p>e. The Ohio Department of Mental Health, Alcohol and Addiction Services (OhioMHAS) will develop and implement a new process for monitoring all regulated agencies' compliance with BCII checks for all employees working in their residential settings who are required to have a BCII check pursuant to OAC rule 5122-30-31.</p> <p>f. OFC will receive copies of the Bureau of Criminal Identification & Investigations (BCII) information on OhioMHAS certified facilities staff where a child in the custody of a Title IV-E agency is placed.</p>	<p>6. A copy of the monitoring protocol that is implemented to ensure BCII checks are reviewed for foster parent applicants, new staff and at recertification for both staff of facilities and certified foster caregivers.</p> <p>7. Quarterly updates on the monitoring protocol that is being developed to ensure BCII checks are being reviewed.</p> <p>8. 8. A copy of the OhioMHAS written procedures for how ODHMAS monitors background checks for staff in residential settings and group homes.</p> <p>9. A copy of a written agreement between ODJFS and OhioMHAS to coordinate the sharing of background checks for staff in OhioMHAS certified facilities.</p>	N/A	8-31-15	Foster care Licensing management	N/A
				8-31-15	Susan Williams OFC Inter-systems	
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