

**LCCS POLICY 686**  
**Child Abuse & Neglect Allegations made to Family Visits Staff**

<b>Original Issue Date:</b>	1/25/1988
<b>Revision Dates:</b>	2/11/1999
<b>Revision Number:</b>	1
<b>Current Effective Date:</b>	1/31/2000
<b>Obsolete/Combined Date:</b>	
<b>Reason for Obsoleting/Combining:</b>	
<b>See new Policy #:</b>	

<b>Scope:</b>	Services Division & Family Visit Staff
<b>Responsibility:</b>	Associate Director of Services Division and Manager of Support Services & Facilities
<b>Purpose:</b>	To avoid unnecessary Placement Disruptions while assuring the effectiveness of Safety Planning
<b>Legal Cite:</b>	O.R.C. §§ 5153.11, 5153.16, 2151.421, O.A.C. 5101:2-34-06

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**POLICY STATEMENT**

When an allegation of Child Abuse & Neglect (CA/N) is made, the Family Visit Staff Member will contact the appropriate Services Division Staff Member (as set forth below) before the Alleged Child Victim (ACV) leaves the Family Visit Area.

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**PROCEDURE**

When an allegation of CA/N is made to a Family Visit Staff Member during normal working hours, that Family Visit Staff Member will call the Intake & Referral Unit and communicate all information to an Intake Specialist.

After Hours (including Weekends & Agency Holidays), the Family Visit Staff Member will contact an Emergency Services Staff Member.

In each case, the involved Family Visit Staff Member will complete a Critical Incident Form, within 1 hr of telephone contact with the Intake Specialist or Emergency Services Staff Member.

An ACV's release from the Family Visit Area will be on the basis of an appropriate Services Division Staff Member's recommendation (i.e. Worker / Supervisor of Record, Intake Specialist, Emergency Services Staff Member, On-Call Crisis Supervisor).

## **CASE PRACTICE GUIDES**

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### **RELATED POLICIES and FORMS**

LCCS Policy 310 (Receipt, Logging, and Assignment of Child Abuse/Neglect Reports)

LCCS Policy 350 (Initial Notification of an Investigation of Child Abuse/Neglect in Licensed Out-of-Home Care Settings)

[LCCS Form #1453 Unusual Incident Form](#)