

LCCS POLICY 315

Use of LCCS Waiver Document

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Obsolete/Combined Date:	
Reason for Obsoleting/Combining:	
See new Policy #:	

Scope:	The provisions of this policy shall apply to all LCCS Services Division Workers of Record and Supervisors
Responsibility:	LCCS Services Division Managers
Purpose:	To assure that assessments and investigations are complete. In those cases where this is not possible, assure that there is documentation of the reason for not completing.
Legal Cite:	O.R.C. §§ 2151.421, 5153.16; O.A.C. 5101:2-36-11

POLICY STATEMENT

It is the policy of LCCS that a report of child abuse and/or neglect will be thoroughly assessed/ investigated. Waivers will **only** be used when any information gathering activity cannot be completed.

PROCEDURE

In order to use a waiver, the following steps must be completed **within** the mandated timeframe for completion of an assessment.

- The **Worker of Record** must complete the Justification Waiver in SACWIS. They must review the case and the justification for the waiver with their supervisor or designee.
- The **Supervisor** reviews the waiver and if in agreement, approves and routes to Department Manager.
- The **Department Manager** reviews the waiver and if in agreement, authorizes by approving in SACWIS.
- The **Worker of Record** must complete any investigative/ assessment components not approved through the waiver process.
- Documentation of the waiver process must be maintained in the case record.

Waivers will only be approved as allowed in OAC rule 5101: 2-36-11.

CASE PRACTICE GUIDES

Examples of situations **appropriate for a waiver**:

- No interview with a principal of the case (alleged child victim, caretaker, sibling, alleged perpetrator). The Party's whereabouts is unknown or they have left the area. Explain the circumstances and document attempts to locate.
- A principal of the case will not be available during the timeframe for the assessment due to extraordinary circumstances (i.e. psychiatric hospitalization, coma, amnesia etc.)
- An extension by the Manager or designee is permitted to notify the alleged perpetrator in writing of the report disposition if the alleged perpetrator is the subject of a law enforcement investigation into human trafficking. The timeframe for the extension shall not exceed one hundred and twenty (120) days from the date the CA/N report was screened in.

Examples of situations that **do not require waivers** or situations **not waivable**:

- You do not need to waive the alleged perpetrator interview if law enforcement conducts the interview. If law enforcement interviews witnesses, you don't need to re-do the interviews, but will need to waive the interviews.
- The completion of the case resolution/disposition is not waivable.

RELATED POLICIES and FORMS