



South Carolina Department of Social Services

Work Aid 13.2: OHAN Notification Procedures

Supplemental to DSS Policy: Chapter 13 - Out of Home Abuse and Neglect (OHAN)

A. Initial Notifications for Screened Out Reports	1. Initial notifications for screened out reports shall be completed by the OHAN Case Manager Assistant, or another individual identified by the OHAN Program Manager. 2. Within 48 hours of a report being made, but not accepted for investigation, if the child is in a foster family home, the following shall be notified: a. DSS Foster Care Licensing; b. DSS Child Placing Agency (CPA) Licensing; c. Child Welfare Services (CWS) Operations Division Assistant Director; d. Placement Services Director; e. Foster Family and Licensing Support Coordinators; f. OHAN Program Manager; g. OHAN Team Leaders; h. OHAN Performance Coach; i. Director of Contract Monitoring; j. DSS Lead Clinical Specialist; k. ICPC, when the alleged victim child is a child whose placement is subject to Interstate Compact Placement of Children placement; l. The assigned county foster care case manager and team leader; and m. The assigned OHAN case manager for duplicate cases. 3. Within 48 hours of a report being made, but not accepted for investigation, if the child is in a group home, the following shall be notified: a. DSS Group Home Licensing;
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	b. CWS Operations Division Assistant Director; c. Placement Services Director; d. OHAN Program Manager; e. OHAN Team Leaders; f. OHAN Performance Coach; g. Director of Contract Monitoring; h. DSS Lead Clinical Specialist; i. ICPC, when the alleged victim child is a child whose placement is subject to ICPC placement; j. The assigned county foster care case manager and team leader; and k. The assigned OHAN Case manager for duplicate cases. 4. Within 48 hours of a report being made, but not accepted for investigation, if the child is in a childcare facility, the following shall be notified: a. Child Care Licensing Program Manager(s); b. Child Care Licensing Program Director; c. Child Care Licensing Specialist; d. Early Care and Education Coordinator; e. OHAN Program Manager; f. OHAN Team Leaders; g. OHAN Performance Coach; h. The assigned OHAN Case manager for duplicate cases. i. The assigned county foster care case manager and team leader, if applicable; and j. The assigned OHAN Case manager for duplicate cases. 5. The OHAN case manager shall notify the Interstate Compact on the Placement of Children (ICPC) unit when the investigation involves a child placed in South Carolina by another state so the sending state can be notified.
B. Initial Notifications for Screened-In Reports	1. Initial notifications for screened-in reports shall be completed by the OHAN Case Manager Assistant, or another individual identified by the OHAN Program Manager.

	2. Within 48 hours days of a report being accepted for investigation, if the child is in a foster family home, the following shall be notified: a. DSS Foster Care Licensing; b. DSS Child Placing Agency (CPA) Licensing; c. External licensing entities as applicable; d. CWS Operations Division Assistant Director e. Placement Services Director; f. Foster Family and Licensing Support Coordinators; g. OHAN Program Manager; h. OHAN Team Leaders; i. OHAN Performance Coach; j. Director of Contract Monitoring; k. DSS Lead Clinical Specialist; l. The assigned county foster care case manager and team leader; and m. The assigned OHAN Case manager. 3. Within 48 hours days of a report being accepted for investigation, if the child is in a group home/institution, the following shall be notified: a. DSS Group Home Licensing; b. External agencies (DHEC, DMH, DDSN, etc.); c. Facility administration; d. CWS Operations Division Assistant Director; e. Placement Services Director; f. OHAN Program Manager; g. OHAN Team Leaders; h. OHAN Performance Coach; i. Director of Contract Monitoring; j. DSS Lead Clinical Specialist; k. The assigned county foster care case manager and team leader; and
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	I. The assigned OHAN Case manager. 4. Within 48 hours days of a report being accepted for investigation, if the child is in a childcare facility, the following shall be notified: a. Child Care Licensing Program Manager(s); b. Child Care Licensing Program Director; c. Child Care Licensing Specialist; d. Early Care and Education Coordinator; e. OHAN Program Manager; f. OHAN Team Leaders; g. OHAN Performance Coach; h. The assigned OHAN Case manager for duplicate cases. i. The assigned county foster care case manager and team leader, if applicable; and j. The assigned OHAN Case manager. 5. If Termination of Parental Rights (TPR) has not occurred, the birth parents must be notified a report is being investigated via a letter, within five days of the case initiation, which encompasses the following information: a. The name of the OHAN case manager(s); b. The typology of the allegations being investigated; c. The process to request access to department records concerning the investigation if the case is indicated; d. Statutory and family court remedies available to complete the investigation and to protect the child if the parent, guardian, or subject of a report indicates a refusal to cooperate; e. How information provided by the parent or guardian may be used; f. The possible outcomes of the investigation; and g. The telephone number of a department employee available to answer questions. 6. The OHAN case manager shall notify the Interstate Compact on the Placement of Children (ICPC) unit when the investigation involves a child placed in South Carolina by another state so the sending state can be notified.
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C. Initial Notifications Involving Criminal Activity	1. Where the facts indicating abuse or neglect also appear to indicate a violation of criminal law, the OHAN case manager or team leader must notify the appropriate law enforcement agency of those facts within 24 hours of making this determination. 2. When the Intake report is of alleged sexual abuse, the agency must notify the appropriate law enforcement agency within 24 hours of receiving the report. Note: If a referral is not made to law enforcement at the time of intake, the OHAN case manager or team leader are responsible for ensuring this notification is made within 24 hours of receiving the report.
D. Preliminary Notification of Possible Case Indication	1. During an investigation, if it appears the case may be indicated, a preliminary notification letter stating the following shall be sent to the alleged perpetrator(s) by the 30th day of the investigation, but no later than 15 days before case closure: a. The methods by which information shall be submitted to the OHAN case manager; b. The supporting information/documentation must be received within five calendar days of the receipt of the certified USPS notification; and c. The OHAN case manager and team leader contact information. 2. Notification of the outcome of the preliminary review based on the supporting information/documentation will be provided via the Case Determination Letter.
E. Case Decision Notification Procedures	1. By the 45th day of the investigation, the OHAN case manager shall have DSS Form 3069: Determination Fact Sheet for OHAN USE ONLY and the following prepared for the OHAN Team Leader to review during the case consultation. a. DSS Form 3061: Notice of Indicated Investigation; b. DSS Form 3065: Notice of Unfounded Investigations/Assessments; c. DSS Form 3076: Notice to Parents of Child Welfare Services Investigation Determinations in Out of Home Settings; and d. DSS Form 3077: OHAN Investigative Decision Tool.

	2. The OHAN Team Leader shall review CAPSS to verify all investigative information is documented and submit applicable notifications to the OHAN Program Assistant within two days of case determination. 3. The Program Assistant will mail out the following via certified mail to the subject of the investigation within five days of case determination: a. Indicated and/or Unfounded Parent Letters; b. DSS Form 3061 or DSS Form 3065; and c. Determination Fact Sheet. 4. The OHAN Program Assistant emails DSS Form 3061 or DSS Form 3065 to the following entities: a. The Child Placing Agency; b. The facility administration; and c. The child's county case manager and team leader. 5. The OHAN Program Assistant is responsible for notifying the following of the case decision within five days: a. The subject of a report, or the person who is alleged or determined to have abused or neglected the child; b. The alleged victim child if it is age and developmentally appropriate to inform and in the child/youth's best interest; c. County/regional DSS offices or other agencies who have custody of the child; d. The parent(s)/guardian(s) notified of the receipt of the report. e. Director(s)/owner(s) of the child placing agency, or facility administrator regarding the staff member named as the alleged perpetrator; f. The licensing unit or regulatory entity who issued the license; g. County or regional staff who have case management of the victim child or other children in the facility that may be affected by the indicated decision; and h. ICPC staff when the victim child is a child whose placement is subject to ICPC approval. 6. The GAL of the victim child shall be notified if the case has been indicated or if the GAL is the reporter and requests to know the outcome of the investigation.
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	Note: The notice/letter advises a determination has been reached and whether the allegations were indicated or unfounded. It also provides the name and phone number of the OHAN case manager.
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