



GALLIA COUNTY MULTIDISCIPLINARY TEAM

Memorandum of Understanding / Interagency Agreement Protocol



GALLIA COUNTY MDT PROTOCOL INTERAGENCY AGREEMENT

EXECUTION DATE: 11/5/2025

EXPIRATION DATE: 12/31/2028



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

Section 1: Hope's Place of Ohio Memorandum of Understanding / Interagency Agreement

Hope's Place of Ohio Children's Advocacy Center (CAC) (satellite center under Hope's Place, Inc. umbrella) is a victim focused, children's advocacy center that guides individuals impacted by severe childhood trauma through a comprehensive process to foster hope and enable healing by maximizing services through a multidisciplinary team (MDT) approach for child victims of sexual abuse. Hope's Place of Ohio Children's Advocacy Center actively seeks to reduce the occurrence of sexual abuse and heighten awareness through prevention education.

As part of our national accreditation, each Children's Advocacy Center (CAC) must have a written interagency agreement or memorandum of understanding signed by an authorized representative of each multidisciplinary team member or partner agency. These agreements formalize interagency cooperation and the commitment to MDT/CAC practice and policy ensuring continuity even when personnel, heads of departments, and elected officials change. It is important that these documents be developed with input from each MDT member or partnering agency. These documents need to be reviewed annually and updated as needed to accurately reflect current agency leadership. It is important that we reflect on our current agency policies with you, our agency partners, so that we can ensure we are providing the community with the highest standard of practice possible.

This MOU/Interagency Agreement addresses Gallia County's commitment to maintain a collaborative MDT response to the prevention, investigation, assessment, prosecution, and treatment of child sexual abuse, human trafficking, and severe physical abuse in the Gallia County Community. This approach also includes medical and therapeutic treatment, victim assistance, and other services needed for the children's well-being and safety.

By signing this MOU/Interagency agreement, you are part of our MDT (Multidisciplinary Team), among professionals that include Gallia County Department of Job and Family Services, Gallia County Sheriff's Office, Gallipolis Police Department, Gallia County Prosecutor, and Hope's Place of Ohio Children's Advocacy Center. This MDT approach helps ensure the various disciplines work collaboratively together to strengthen community response to ensure the most effective coordinated response is available for every child in need.

The population to be served through this agreement includes children (ages birth to 17 years old) who are dealing with allegations of sexual abuse, human trafficking, and severe physical abuse. In addition to children, Hope's Place of Ohio Children's Advocacy Center will provide services to adults with special needs who have been victims of sexual abuse and/or human trafficking. Hope's Place of Ohio Children's Advocacy Center will also provide services to any child that has been involved in or exposed to trauma/traumatic events while prioritizing child sexual abuse and human trafficking.



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

Each of the undersigned agencies has specific responsibilities (as outlined in this attached protocol) regarding the components listed above. We agree to support the concept and philosophy of a Children's Advocacy Center model incorporating a multidisciplinary team approach and adhere to the guidelines as outlined in this agreement. We acknowledge on occasion that exceptions to the guidelines will be necessary, and at such times an exception will be made with all parties involved.

We, the undersigned, do hereby acknowledge the multidisciplinary team approach by Hope's Place of Ohio Children's Advocacy Center will abide by the policies and procedures set forth in this MOU/Interagency Agreement and its attached protocol to enhance the individual efforts of each agency and to ensure that the well-being of each child is the main priority.

We, the undersigned acknowledge this Gallia County Memorandum of Understanding / Interagency Agreement will be reviewed on an annual basis in January of each year and updated at least every 3 years and it may be amended as parties agree.



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

Section 2 – Protocol

Policies and Procedures of the MDT Team

Purpose of the Multidisciplinary Team

The purpose of the multidisciplinary team shall be to review the following cases:

- Reported or suspected child sexual abuse cases
- Child human trafficking cases involving commercial sexual activity referred by participating professionals, including those in which the alleged perpetrator does not have custodial control or supervision on the child or is not responsible for the child's welfare.
- Reported or suspected physical abuse, family violence, neglect, fatality and/or near fatality cases may be reviewed upon MDT request.
- Cases completed by other Child Advocacy Centers for children whose cases should be reviewed in this jurisdiction.
- Upon request by an MDT member, cases will be reviewed for children who have been exposed to trauma/traumatic events while prioritizing child sexual abuse.

The Goals and Objectives of Multidisciplinary Teams

The Gallia County Multidisciplinary Team has the following goals: (1) safety and protection for child victims of sexual abuse and (2) accountability of the child sexual abuse service system.

For the purposes of this document, the term child sexual abuse also encompasses child human trafficking cases involving commercial sexual activity.

The team does not discriminate when providing services to children and families and when working with MDT partners.



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

Goal: Safety and Protection for Child Victims of Sexual Abuse reported or suspected physical abuse, family violence, neglect, fatality, and/or near fatality cases may be reviewed upon MDT request.

- To ensure the immediate safety of the child victim and to minimize further trauma or systemic re-victimization.
- To protect the privacy rights of the child and the child's family.
- To minimize the number of victims of child victim interviews and to ensure interagency collaboration; and
- To facilitate access to medical and mental health intervention to promote successful healing.

Goal: Accountability of the Child Sexual Abuse, reported or suspected physical abuse, family violence, neglect, fatality and/or near fatality cases may be reviewed upon MDT request

- To increase the quality of sexual abuse investigations, prosecution, and victim services and eliminate the duplication efforts.
- To increase successful prosecution and offender accountability through multidisciplinary collaboration.
- To ensure that each case of child sexual abuse, reported or suspected physical abuse, family violence, neglect, fatality and/or near fatality cases may be reviewed upon MDT request is appropriately reviewed.
- To hold all professionals involved in child sexual abuse cases, reported or suspected physical abuse, family violence, neglect, fatality and/or near fatality cases may be reviewed upon MDT request to the highest standard of professional conduct.
- To ensure the best practice care guidelines are implemented throughout the system of care.
- To identify and improve system and local resource deficiencies.
- To promote the child victim and family voice.
- To collect and maintain accurate information regarding the investigation and prosecution of child sexual abuse cases, reported or suspected physical abuse, family violence, neglect, fatality and/or near fatality cases may be reviewed upon MDT request.
- To implement trauma informed care practices and principles; and
- To increase and maintain active participation and consistent attendance of each agency at multidisciplinary team meetings.



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

The Gallia County Multidisciplinary Team members are defined as:

- A professional employed by an agency that has signed the multidisciplinary team MOU / Interagency Agreement in effect for the multidisciplinary team; and
- A professional who is actively involved in the child sexual abuse service system.

Key responsibilities Common to All Team Members

- Operate in the best interest of the child; and
- Educate each team member on the role of each discipline represented; and
- Attend team meetings and actively participate in the team’s activities; and
- Work and communicate in a cooperative manner with other members on the multidisciplinary team, while maintaining the privacy interests of the child and the confidentiality of the case review process; and
- Report any significant developments in the case to appropriate agencies (law enforcement agencies, DJFS, prosecutor) and the multidisciplinary team; and
- Ensure privacy interests of the child will be protected during the review process.

Gallia County Multidisciplinary Team Members Are:

<u>Name of Agency</u>	<u>Role</u>
Gallia County Prosecutor’s Office	Prosecuting Attorney
Gallia County Sheriff’s Office, Gallipolis Police Department	Law Enforcement
Gallia County DJFS	Child Protection Services
Hope’s Place of Ohio Children’s Advocacy Center	Children’s Advocacy Center
Hope’s Place of Ohio Children’s Advocacy Center	Medical Provider
Hope’s Place of Ohio Children’s Advocacy Center Gallia County Prosecutor’s Office (Survivor Services)	Mental Health Provider
Hope’s Place of Ohio Children’s Advocacy Center, Gallia County Prosecutor’s Office (Victim Assistance)	Victim Advocate



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

Code of Conduct for Gallia County Multidisciplinary Team Members

The MDT partners, along with Hope's Place of Ohio Children's Advocacy Center 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 toward 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 agencies.
- Fulfill their mission, goals, and objectives of a coordinated response to child abuse; and
- Practice fairness and equity.

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



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

Referrals

Services will be provided without discrimination. All cases involving children must be reported to the Department of Job and Family Services and/or law enforcement agencies. If child abuse has been alleged, caretakers, school officials, medical personnel, churches, or other community agencies must first make a report of abuse to DJFS and/or law enforcement as required by law. Once a case has been accepted by either investigative agency, the investigator will become the referring party.

Forensic interviews and medical exams will not be scheduled without a referral from DJFS and/or law enforcement and the prosecutor's office. Referrals for other services such as counseling, advocacy, and other direct services may be referred by custodians, guardians, and/or professional community partners.

Procedure:

Normal Business Hours: Monday -Thursday 8am-5pm

When an allegation of child sexual abuse, human trafficking and severe physical abuse is received by a Gallia County MDT partner (DJFS/law enforcement), the referring party shall make a timely referral to Hope's Place of Ohio Children's Advocacy Center to allow for scheduling of the forensic interview and/or comprehensive medical exam. The role of Hope's Place Children's Advocacy Center is to provide overall case coordination, including scheduling the forensic interview, comprehensive medical exams, victim advocacy and support, and counseling as needed.

Once the referral is received, Hope's Place of Ohio Children's Advocacy Center will then coordinate a date and time with the referring party before contacting the family. Per Hope's Place of Ohio's policy, an MDT partner must be present for all scheduled forensic interviews. If an agency cannot be present for the scheduled forensic interview, another representative from the agency can attend in their place.

After Hours and Weekends

When a referral is received outside of normal business hours, the initiating agency shall first make the preliminary determination about whether the referral is urgent or emergent in nature. Cases that are deemed emergent include when there has been potential contact within the past 72-96 hours, where the chance of forensic evidence collection is high. Urgent cases are those where potential contact has been within the past 2 weeks, and physical injury is most likely present.



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

If a case is determined not to be urgent or emergent at this time, the referring party will call during normal business hours, and the normal referral process applies.

It is best practice, for referrals not deemed emergent, to only have a minimal facts interview in the field. The first responder's report is based on observations, the report of the witnesses, any evidence at the scene that may be documented and any notes on the child's behavior, unsolicited statements, and condition.

Urgent or Emergent Referrals

Urgent referrals are those reports that require immediate action to ensure that the child victim is safe in their current environment. This is often predicated based upon concerns that the child's alleged 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 comprehensive medical exam to determine a safety plan for the child. By calling Hope's Place of Ohio Children's Advocacy Center, these urgent cases will be prioritized and scheduled promptly.

Emergent Referrals are those reports that 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 evidence collection; or
- Suspicious injury or medical necessity.

The process for Urgent/Emergent referrals is as follows:

- The MDT partner / referring party will notify Hope's Place of Ohio Children's Advocacy Center immediately for scheduling the comprehensive medical exam and forensic interview.
- The MDT partner / referring party will notify the PSANE nurse and/or the Director of Ohio Operations to assist with emergent referrals during evenings and weekends.

Referrals for Other Services

Hope's Place of Ohio Children's Advocacy Center's priority will be to provide services to any victims of child sexual abuse, child physical abuse, child human trafficking, or child trauma, however; all other types of counseling cases will be accepted for an intake when capacity allows to determine appropriateness of counseling services at Hope's Place of Ohio Children's Advocacy Center, or another referral source as determined by the Clinical Director, Executive Director,



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

and/or the Director of Ohio Operations. A referral will be provided to the family or the non-offending caregivers if the client's need is out of the Hope's Place of Ohio Children's Advocacy Center scope of practice, such as in-patient care. Counseling services may be accepted by an individual or other referring agency. Counseling services may not be provided to any individual who is currently incarcerated, in a group home, or any other facility where client may be housed for their behavior modification and is unable to attend counseling sessions in person. Client confidentiality and safety cannot be verified and enforced in these situations, and client's referral may be accepted when they are discharged from the facility.

Policy:

Procedure:

Returning clients (counseling only)

- Reason related to initial CSA, severe CPA, HT or general? Cases will be referred out as needed or an intake scheduled.
- A licensed clinician completes counseling intake to gather information to determine appropriateness of counseling at Hope's Place of Ohio Children's Advocacy Center or another referral as determined by the Clinical Director, Executive Director, and/or the Director of Ohio Operations.
- Appropriateness:
 - Initial trauma stabilization and/or resolution
 - CSA, severe CPA, HT to take priority. Other trauma events as capacity allows.



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

Joint Investigations

Gallia County DJFS case workers and law enforcement officers jointly investigate allegations of child abuse as mandated by Ohio Revised Code 2151.421. Hope's Place of Ohio Children's Advocacy Center is a victim services agency, not an investigative agency.

Child protective services (DJFS/CPS) and law enforcement shall participate in the joint investigation of all child sexual abuse cases. The Children's Advocacy Centers shall assist in the coordination of the scheduling forensic interviews, comprehensive medical exams, advocacy, and counseling services as needed. There are specific responsibilities that are shared during this joint process. They are as follows:

- **Interviewing victims**
 - Giving that interviewing the alleged victim is a key component of an investigation of child sexual abuse, CPS and law enforcement shall both participate in the interviewing process.
 - Every effort should be made to conduct interviews at the Child Advocacy Center.
- **Interviewing caregivers, alleged offenders, and witnesses**
 - During the investigation, DJFS/CPS and law enforcement will conduct a joint investigation to coordinate the interviewing of parents/caregivers (non-offending), alleged offenders, and any witnesses to the offense(s).



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

Roles

Law Enforcement

Law Enforcement is an integral part of the Multidisciplinary Team process. They investigate criminal activity and files criminal charges when there is enough evidence to do so.

Roles of Law Enforcement Agencies:

- Determine whether there is evidence that a crime has been committed.
- Determine whom the evidence indicates committed the crime.
- Collect evidence, including the victim's statement through a developmentally appropriate interview of the child, statements from other witnesses, photographs of the scene, physical evidence and/or any corroborating information or material.
- Making appropriate referrals to the CAC for forensic interviews and/or comprehensive medical exams
- Bring any evidence that needs to be presented during the forensic interview.
 - Contact the interviewer ahead of time to discuss evidence and whether it is appropriate or not given the allegations and content to present.
 - If determined that it should be presented, coordinate a time with the interviewer before the FI date to review materials and make selection of evidence for inclusion in the interview.
 - Law enforcement **MUST** attend the forensic interview for chain of custody of evidence if materials are presented during the FI.
- Attending the forensic interview and pre/post meetings with team members and/or caregivers
- Present information to prosecutors for review
- Attending and participating in monthly case review meetings
- Providing feedback and suggestions regarding procedures and operations at least annually for protocol review.
- Coordinate requests for protective orders for victims of child abuse.
- Maintain an updated Curriculum Vitae for use in prosecution of child abuse as may be required by MDT partners prosecuting child abuse.



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

Gallia County Department of Job and Family Services / CPS Case Worker

Child Protection Services investigates reports of child abuse and neglect and provides services to children who have been abused or neglected by a person responsible for a child's care, custody, or welfare. The focus of CPS is the protection of children and acting in the children's best interest. The decisions made concerning the protection of children and acting in the children's best interest. The decisions made concerning the protection of the child will be based upon the professional judgement of CPS staff in compliance with CPS policy, statutory law, and placement factors.

Child protective services provide an integral part of the multidisciplinary team. These roles include:

- Provide protective services for children.
- Making appropriate referrals for forensic interviews and/or comprehensive medical exams.
- Observing forensic interviews of children. Law enforcement will make every effort to collaborate with child protective workers to reduce repetitive interviews. It is best practice that all sexual abuse, human trafficking, and severe physical abuse should have an interview completed at the CAC. Other types of cases can be interviewed as capacity allows.
- Interviewing witnesses, including children.
- Interviewing members of the victim's family, including children.
- Assessing the safety of the child and planning for safety precautions, as necessary.
- Attending and participating in multidisciplinary team case review; and
- Providing feedback annually on suggestions regarding MDT procedures.
- Maintain an updated Curriculum Vitae for use in prosecution of child abuse as may be required by MDT partners prosecution child abuse.



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

Prosecution

Prosecution evaluates the forensic interview, reviews statements of any witnesses, suspects, and any other corroborative evidence to make decisions about criminal prosecution. Charging decisions shall be based upon the professional judgement of the prosecutor's office. If a case goes to criminal court, the prosecutor and victim advocate are responsible for maintaining contact with the family about the status of the case, providing information about victim rights, and preparing children and families for court.

As it pertains to the multidisciplinary team process, the prosecutor is an integral part of this MDT process. They participate in the multidisciplinary team case review to receive updates from the MDT partners about the cases aside from the records that have already been provided.

The in-house counsel for Gallia County Job and Family Services represents Gallia County Job and Family Services and its Child Protective Services Unit under a Memorandum of Understanding with the Gallia County Prosecutor's Office and is a prosecutor for the purpose of the MDT partner contract.



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

Sexual Assault Nurse Examiner (PSANE/ASANE)

Specialized child sexual abuse medical evaluation and treatment services are routinely made available for every child who has experienced sexual abuse (regardless of the ability to pay) and are coordinated by the multidisciplinary team.

The PSANE/ASANE plays an integral role as part of the multidisciplinary team. These roles are as follows:

- Review and document the medical history and interview of the child.
- Determine whether a medical examination is necessary or appropriate.
- Conduct a comprehensive and/or focused examination.
- Provide both written and photo documentation of the examination findings.
- Obtain laboratory testing as indicated by PSANE/ASANE services protocol.
- Provide reassurance and education to the child and family.
- Assist in the medical diagnosis and treatment of alleged sexual abuse of a child; and
- Participate in case review, educate MDT partners, and provide medical findings.
- PSANE shall maintain an updated Curriculum Vitae for use in prosecution of child abuse as may be requested by MDT partners prosecuting child abuse.

Physician and/or Medical Supervisor

- Oversee PSANE services and protocols.
- Diagnoses and treatment of alleged sexual abuse of a child.



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

Forensic Interviewer(s)

Forensic interviewers conduct legally-sound, developmentally appropriate, culturally competent, neutral, fact-finding interviews of children. Forensic interviewers are trained in a national or state recognized specialized training of at least 32 hours that include practice interviews. The legally sound interview protocol shall comply with Ohio evidentiary rules and accepted interview techniques. MDT partners may advise as to any requirements or changes in Ohio law without being considered counsel for the child advocacy center partner.

Additionally, forensic interviewers participate in peer review on a regular basis to receive feedback on interviews conducted, share general practice with peers, and review updated research relevant to the field of forensic interviewing. Interviews are conducted with the MDT to avoid duplicative interviewing and minimize trauma to those being interviewed.

The forensic interviewer plays an integral role in the MDT process. The roles are as follows:

- Conduct a developmentally appropriate, non-leading, non-duplicative recorded forensic interview for the purpose of determining what medical and mental health care a child victim might need: and
- Consult with members of the MDT regarding matters pertaining to child development, disclosure process and dynamics, and other relevant subjects.
- Forensic Interviews shall maintain an updated Curriculum Vitae for use in prosecution of child abuse as may be required by MDT partners prosecuting child abuse.

Hope's Place Children's Advocacy Center Family Advocate (FA)

Victim advocacy services are essential to support the child victim and the non-offending caregiver in the aftermath of an allegation of abuse. Research shows that a supportive caregiver is a critical piece in healing and recovery for children. Hope's Place Children's Advocacy Center provides a family advocate for every case referred to the agency. Family advocates have a vital role during the forensic interview and through case completion. While the child victim is being interviewed, the advocate sits with the family and can provide resources and information. They ensure the client is comfortable, assist the family with paperwork, needs assessment, and provide referrals to community partners as needed. Family advocates are a critical support to non-offending caregivers during the investigation. It is their job to answer any questions the family has and provide a listening ear during the family's time of need. Since the family advocate plays an integral role in the MDT process, the specific roles are as follows:

- Assist clients and their non-offending family members throughout their involvement with Hope's Place Children's Advocacy Center and the MDT investigative process.
- Assess the client and caregiver's needs prior to the interview.
- Provide education and assistance regarding victim's rights and crime victims' compensation.
- Coordinate with the family and the investigative partners, including case status updates.
- Provide access to evidence-based services, such as individual trauma counseling, to address the impact of trauma.
- Facilitate referrals/linkages to address 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 Review and share information to prevent duplication of efforts with DJFS, law enforcement, and victim advocates employed at the prosecutor's office. MDT case review can also provide a warm hand-off to the prosecution victim advocate assigned to the child).

Prosecution Victim Advocate

- Participate in case review to help prevent duplication of efforts with MDT partners as well as Hope's Place Family Advocate. Allows for a warm hand-off of a case being prepared all court proceedings.



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

- **Accompany the child and family members to court proceedings and assist in preparing children and their family members for the court experience.**
- **Notify children and family members of court dates and other significant developments related to the prosecution of the case.**
- **Assist the child victim or family with the preparation of the Victim Impact Statement**
- **Provide the Parole Board with a copy of the Victim Impact Statement, schedule and accompany the child victim or family, at their request, to a victim parole hearing.**
- **Assist the family in accessing appropriate compensation from the Crime Victim Compensation Board.**



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

MDT Coordinator

It is the duty of the Gallia County multidisciplinary team to review all child sexual abuse, child human trafficking cases, and severe physical abuse cases. Each MDT partnering agency must develop a process to notify team members of the cases scheduled for review. Hope's Place Children's Advocacy Center MDT Coordinator or his/her designee will serve as the chairperson of the Gallia County MDT case review and shall maintain all records of the case review. Hope's Place Children's Advocacy Center MDT Coordinator will assist in the facilitation of the meeting, sending out notices of the meeting and updating the case review sheets detailing the progress of the cases during care review. Other roles are as follows:

- Share care review discussions with partners if unavailable to attend.
- Leads case review including prep and communication; and
- Assist in mitigating any barriers to effective communication among investigative partners.



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

Consent(s)

General Consents

- A general “Informed Consent and Confidentiality” form is reviewed and signed by the legal parent / custodian of the child. This “informed Consent and Confidentiality” form reviews the following:
 - Multidisciplinary Team
 - Legal Custody
 - Service Complaints
 - Confidentiality
 - Office Hours

Service Specific Consent

- A “service specific” consent is reviewed and signed by the legal parent / custodian of the child. This covers the consent for the following services:
 - Advocacy
 - Counseling
 - Forensic Interview
 - Medical exam

No custodian present consent

- Hope’s Place of Ohio will provide counseling services to any child 14 years or older upon the request of the minor without consent of parent(s) or guardians as outlined in Ohio Revised Code 5122.04 (<https://codes.ohio.gov/ohio-revised-code/section-5122.04> (Ohio revised code)).

Procedure:

- Hope’s Place of Ohio will provide forensic interviews and sexual abuse exams for a child fourteen and older upon the request of DJFS / CPS Worker or law enforcement with the consent of that child (see revised code above).
- Hope’s Place of Ohio will provide mental health counseling to any child 14 years of age or older at the request of the child without the consent of parent(s) or legal guardian (see above revised code).



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

- Hope's Place will encourage the child to inform the parent(s) or legal guardian of the service provided by Hope's Place of Ohio.
- Hope's Place of Ohio will contact the parent(s) or legal guardian if failure to inform would result in harm to the child or others.

Facility: Accommodations, Privacy, and Safety

Hope's Place of Ohio understands that a child's disclosure is a process. The opportunity is enhanced when the child is interviewed in a safe, neutral setting by an interviewer who has been specially trained in developmentally appropriate forensic interviewing techniques.

Hope's Place of Ohio provides a safe, accessible, neutral, family-friendly environment in which to conduct interviews, medical exams, and counseling.

- Forensic interviews
 - One room dedicated to interviewing children. In this room there are two chairs and a table. Fidgets, playdough, paper, and writing utensils are available if needed.
 - One room dedicated as the observation room. This room is for the multidisciplinary team members to view the interviews. This room is equipped with recording equipment to record both audio and video.
 - All forensic interviews are recorded in the hope of reducing the number of times the child must speak about the traumatic event. The legal custodian and the child are advised of this prior to the interview. The legal custodian signs a consent for this service which outlines expectations of the interview. The forensic interview recordings are stored digitally in the cloud-based information sharing platform (Guardify).
 - To protect the confidentiality of the child being interviewed, provisions are made to soundproof both the interview room and the observation room. These provisions include sound panels and noise machines that are utilized during all forensic interviews.
 - The multidisciplinary team (MDT) agrees that to the extent possible all child forensic interviews will be conducted at Hope's Place of Ohio Children's Advocacy Center. 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 the rapid response.
 -



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

- **Medical Exams**
 - A medical room is provided on site for children needing medical examinations.
 - Hope's Place of Ohio utilizes a cortex flow camera system to take and store photographic documents taken during the examination.
 - The medical room remains closed unless accompanied by the PSANE.
 -
- **Counseling / Mental Health**
 - A dedicated room is available for counseling. A couch, table, and chairs are provided.
 - Other therapy tools and items needed for counseling are available and stored in the counseling room.
- **Waiting Room**
 - A separate room is available for the family members to wait during the scheduled appointment times.
 - Couches, tables, chairs, and limited toys are available.

If the alleged offender accompanies the child to the appointment, the MDT partners are made aware of the concern. The individual will then be asked to wait outside of the CAC facility. In the event the alleged offender is needed to sign consent forms, arrangements should be made prior to the scheduled appointment at the advocacy center.

Hope's Place of Ohio Children's Advocacy Center can and will interview children who have problematic sexual behaviors at the request of MDT partners, however; these forensic interviews are victim focused. In the event this interview needs to be scheduled, Hope's Place of Ohio will ensure no other children are scheduled at this time. The child with problematic sexual behaviors will be monitored the entire time during their appointment while at the advocacy center.

All forensic interviews are recorded in efforts to limit the number of times a child must speak about the abusive experience. The parent / guardian and the child are advised of this prior to the interview. The parent / guardian signs a consent form for procedural expectations of the forensic interview, the medical examination, advocacy, and multidisciplinary team involvement. Once the interview is completed, the interviews are stored electronically in a cloud-based information sharing system (Guardify).

To the extent practicable and when in the best interest of the child victim, interviews with the child shall be conducted at Hope's Place of Ohio Children's Advocacy Center (CAC) by the CAC interviewer with the multidisciplinary team (law enforcement, cps, and/or the prosecutor) present for the interview.



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

Law enforcement and DJFS/CPS shall make every effort to schedule forensic interviews with child victims of sexual abuse at the CAC. In some instances of imminent danger, it may be necessary for the child to be taken else for their forensic interview and medical examination. If this is the case, it is the responsibility of the MDT partners to notify the MDT coordinator of case information so this case can be added for case review and to provide victim advocacy and other case coordination services.



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

Intake and Information Sharing Procedures

Cross reporting should occur between Gallia County Department of Job and Family Services / CPS and law enforcement prior to the forensic interview, in accordance with the referral / intake procedure of Ohio Revised Code.

Non – MDT members are not allowed to observe interviews. MDT members (law enforcement DJFS/CPS, PSANE and/or prosecutor) are the only people allowed to be present during forensic interviews. Any special accommodation needed for the child and/or their non-offending family members, such as interpreter services, are arranged prior to their appointment at Hope's Place of Ohio Children's Advocacy Center.

The medical history of the child is used to determine the extent of medical examinations and services provided. The PSANE or other medical personnel observe the forensic interviews and determine what type of examination is necessary (focused / comprehensive). If biological parents are not available, MDT partners will facilitate getting the medical history of the child in accordance with best practice for their investigation.

The child and family's rights to privacy and confidentiality are extremely important and must be maintained within the context of information sharing among team members to provide coordinated responses for all cases referred to Hope's Place of Ohio. In general, MDT partners follow their respective agency guidelines / mandates for client confidentiality. Additionally, Hope's Place of Ohio Children's Advocacy Center staff inform parents and guardians about the MDT Team and information sharing expectations and have the parent or guardian sign the consent form acknowledging this procedure.

Forensic Interviews

A forensic interview of a child is a developmentally sensitive and legally sound method of gathering information regarding allegations of abuse or exposure to violence. The forensic interview is utilized to gather and coordinate information to avoid duplication of services and to determine what the child may have experienced for medical purposes. The forensic interviewer can assess for mental health counseling needs, however; a forensic interview is separate from mental health treatment, which is a clinical process designed to assess and to mitigate the long-term adverse impact of trauma, distress, or other diagnosable mental health conditions.

Children are interviewed regarding their victimization and not regarding any possible criminal activity in which they may have been engaged.



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

If the child is interviewed at Hope's Place of Ohio Children's Advocacy Center, only one forensic interviewer shall conduct a forensic interview with the child. All forensic interviewers who conduct interviews at the CAC, including MDT partners, must have received specialized training in conducting forensic interviews. The training must be recognized by the National Children's Alliance as an approved forensic interviewing course. All forensic interviewers must also regularly participate in a structured peer review and obtain a minimum of eight (8) hours of continuing education (CEUs) every two years.

The forensic interviewer will be selected on a case-by-case basis. Criteria to be considered include, but are not limited to age, developmental level of the child, level of trauma, history of previous forensic interviews, conflict of interest with one or multiple parties, cultural/linguistic considerations, and interviewer availability.

The multidisciplinary team investigating the allegations, including the CAC interviewer and the CAC victim advocate, will meet to review the reports prior to the completion of the interview and determine who will conduct the interview. Interviewing aids (Play Dough, drawing materials) may be used by the forensic interviewer as needed. The use of anatomical drawings and anatomical dolls shall be used at the discretion of the forensic interviewer as a practice-informed technique. If there is a need to introduce evidence within the forensic interview, discussion will occur with the MDT partners that are present for the interview on the information that will be shared and ensure that best practice will be used to introduce the evidence in a trauma-informed way. Additional forensic interview training is needed to introduce evidence during an interview. If a child requires subsequent interviews, the MDT will determine the criteria and process of when to conduct the additional interview(s). Criteria to be considered for subsequent interviews / multi-session interviews include the child's age and developmental level, child's expression of distress and/or trauma, child's engagement in the interview, new disclosures, child's level of disclosure, number of alleged perpetrators, multiple types of victimizations, and child's emotional readiness.

The MDT will identify and determine a plan to address any cultural or linguistic issues that may affect the forensic interview and overall delivery of services. Upon referral, the CAC will assess with the investigators if the child and/or family need an interpreter or other accommodation for children who are deaf, blind/visually impaired, or present with other communication needs. If needed, the CAC will assist in the coordination and provision of professional interpretation services at no cost to the child's family. At no time will the CAC utilize children or family members to translate. Interpreters or interpreter agencies used during the completion of forensic interviews must be 1) be appropriately credentialed, licensed, and/or educated in their field 2) sign a confidentiality agreement or memorandum of understanding that included confidentiality, and 3) be approved by CAC leadership.

Forensic interviews may be observed by DJFS/CPS staff, law enforcement, prosecutors, and CAC staff who are members of the multidisciplinary team and who are actively participating in the



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

investigation of the case involving the child. Interviewers shall be advised as to who is witnessing the interview and all professionals that observe will be noted in the child's file. With the consent of the child's caregiver/guardian, learners under the direct supervision of one of the above professionals may witness a forensic interview in the presence of their supervisor. Witnessing forensic interviews shall be limited to observation from outside the room where the child is located. All professionals and learners who witness the forensic interview shall sign a confidentiality form provided by the CAC. Signed confidentiality forms shall be retained in the child's file.

All interviews conducted at the CAC will be recorded. Recorded forensic interviews are stored in a cloud-based system (Guardify). Director of Ohio Operations (or designee) releases the Forensic Interviews with downloadable privileges going to the prosecutor's office. Download privileges are given to the prosecutor's office for discovery purposes to protect the child's privileged information and confidentiality. Gallia County Department of Job and Family Services in-house counsel shall have the same access to forensic interviews afforded to the Prosecutor's Office when prosecuting cases of child abuse. Hope's Place of Ohio Children's Advocacy Center will coordinate and make available the viewing access of the recorded interview to those appropriate MDT partners as needed for their case investigation. Investigative team members may contact Hope's Place of Ohio to request access to view the forensic interviews.

Hope's Place of Ohio Children's Advocacy Center will maintain all documentation of investigative team members who have viewed or downloaded recorded interviews remotely through secure technology. Team members will electronically sign a form to agree to comply with all statutes and codes related to the recordings of interviews at Hope's Place of Ohio Children's Advocacy Center, including those who may view the interview and restrictions regarding duplication.

During the forensic interview process, the CAC advocate will assist in coordination of services and provide child and family information on Crime Victim Compensation, the Crime Victim Bill of Rights, and the role as well as information for the advocate housed within the prosecutor's office.

Suspect Interviews

Alleged offender interviews are not conducted at Hope's Place of Ohio Children's Advocacy Center. These interviews will be conducted by law enforcement or other professionals (at a location and upon terms they deem appropriate).

Under certain circumstances, children with problematic sexual behaviors may be interviewed at Hope's Place of Ohio Children's Advocacy Center. These children will be provided with victim-focused services. Coordination between the MDT partners is important to determine the appropriateness of services. In the event services are scheduled at the CAC, their appointments will be scheduled when no other children are in the building.



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

Alleged offenders identified in Hope's Place of Ohio Children's Advocacy Center cases and/or convicted sexual perpetrators are not permitted on site at Hope's Place of Ohio Children's Advocacy Center. Should the situation arise, a Hope's Place of Ohio Children's Advocacy Center staff member or MDT partner will initially separate the child, and any non-offending family members, from the alleged offenders in the reception area. The alleged offender will be advised to leave the premises and wait in their vehicles, and if necessary, law enforcement 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 Hope's Place of Ohio Children's Advocacy Center.

Victim Advocate Services

Victim support and advocacy services are routinely made available to all child victims and non-offending family members as part of the multidisciplinary response.

Victim advocates are important, not only for the direct support and education services which they provide to victims and their families, but also because they play a key role in linking professionals and agencies together, therefore increasing the accountability of the service system. Victim advocates should not duplicate services provided by other agencies but should fill in gaps and link resources together for each child and family. There are training requirements, duties, and restrictions on activities for victim advocates.

Specific responsibilities of the victim advocate include:

- Function as a liaison for the child's case, including serving as a link between the child and the agencies with which the child is involved. This may include documenting all services being rendered to the child victim.
- Explain Hope's Place of Ohio Children's Advocacy Center expectations, confidentiality, information sharing within the MDT partners, and securing consent for their scheduled appointments.
- Assist the child and family in accessing available community resources (emergency food, housing, mental health counseling, and other resources).
- Provide information and education to the child and family regarding the roles of all professionals involved in the case.
- Inform child victim/survivor and family of the role of Hope's Place of Ohio and applicable confidentiality rules.
- Coordinate services with other victim advocates (in other agencies) and inform the child and family of the roles of the different advocates.



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

- Provide emotional support services to the child and family, including education and expectations regarding the investigation and court process and crisis counseling.
- Accompany the child and family members to court proceedings upon their request and assist in preparing children and family members for the court experience.
- Notify children and family members of court dates and other significant developments related to the prosecution of the case.
- Provide information to team members regarding case information gathered while providing direct services and while coordinating services between agencies.
- Assist the child victim or family with the preparation of the Victim Impact Statement.
- Provide the Parole Board with a copy of the Victim Impact Statement, schedule and accompany the child victim or family, at their request, to the victim parole hearing.
- Assist the family in accessing appropriate compensation from the Crime Victims Compensation Board (when applicable).
- Advocate for the rights of the child with the agency/agencies that are involved or should be involved in the case as well as the prosecutor and court system and provide advocacy for the life of the case.



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

Medical Services

Hope's Place of Ohio Children's Advocacy Center includes PSANE nursing services. PSANE nurses have received advanced training to provide services to sexually abused children. Hope's Place of Ohio Children's Advocacy Center has a Cortexflo system onsite and maintains a supply of sexual assault evidence collection kits for use in emergency situations. Criteria for an emergency medical examination, consistent with the Ohio Department of Health Sexual Assault Protocol for pediatric and adolescent patients.

Specialized PSANE medical examinations are available to all Hope's Place of Ohio Children's Advocacy Center, regardless of the ability to pay, through the Ohio Attorney General's SAFE Program, which provides reimbursement for all medical evaluations performed by a trained medical provider in conjunction with DJFS/CPS and law enforcement investigations of alleged child abuse.

It is best practice for the comprehensive medical examination to follow the forensic interview which PSANE observes. Comprehensive medical exams are only conducted when deemed medically necessary. The purpose of a medical examination when a child reports sexual abuse extends far beyond providing an evidentiary examination for the investigation. The purpose of the medical exam is to:

- Document the medical history.
- Collect forensic evidence when applicable.
- Conduct a comprehensive physical exam (including an ano-genital exam).
- Ensure both the physical and emotional health, safety, and well-being of the child.
- Diagnose (*), document, and treat medical conditions resulting from abuse.
- Differentiate medical findings that are indicative of abuse from those which may be explained by other medical conditions.
- Diagnose (*), document, and treat medical conditions unrelated to abuse (when applicable and appropriate).
- Identify any developmental, emotional, or behavioral problems and refer to therapy if not already being addressed; and
- Reassure and educate the child and family regarding the medical process.

(*) Note the PSANE cannot diagnose, however, Hope's Place of Ohio Children's Advocacy Center's medical director routinely reviews all their medical exams.



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

Medical exam only referrals are also accepted at Hope's Place of Ohio Children's Advocacy Center. They are referred to Hope's Place of Ohio Children's Advocacy center by an MDT partner (DJFS/CPS/Law enforcement) investigator as part of an investigation. See referral protocol.

Once the referral is received, the victim advocate will coordinate a date and time for the comprehensive medical exam to take place.

Comprehensive 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 comprehensive medical examinations are:

- Child's age and their inappropriate sexual knowledge
- Child's siblings have been victimized.
- Child has been exposed to 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 with the MDT team's feedback will make the decision as to whether a comprehensive medical examination is required.

Emergency Medical Evaluation

The following medical indications require an emergency medical evaluation:

- Medical, psychological, or safety concerns such as acute pain or bleeding, suicidal ideation, or suspected human trafficking.
- Alleged assault that may have occurred within the previous 72 hours necessitating collection of trace evidence for later forensic analysis.
- Need for emergency contraception
- Need for post-exposure prophylaxis (PEP) for STIs including Human Immunodeficiency Virus (HIV)

An emergency medical exam is scheduled for the same day at Hope's Place of Ohio Children's Advocacy Center if medical staff are available. The referral is made by an investigator (law enforcement and/or GCDJFS/CPS) who is an MDT partner, and the exam is scheduled and coordinated by Hope's Place of Ohio Children's Advocacy Center staff, the non-offending caregiver,



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

and the medical provider. If Hope's Place of Ohio Children's Advocacy Center staff does not have a medical provider available, the family is referred to the nearest emergency facility.

Urgent Medical Evaluation

The following medical indications shall be referred for an urgent medical evaluation:

- Suspected or reported sexual contact occurring within the previous two weeks, without emergency medical, psychological, or safety needs identified.

An urgent medical exam is scheduled as soon as possible at Hope's Place of Ohio Children's Advocacy Center if medical staff are available. A referral is made by law enforcement and/or GCDFJS/CPS, and the exam is scheduled and coordinated by Hope's Place of Ohio Children's Advocacy Center staff, the investigator, and the non-offending family members. This medical exam is usually preceded by the Forensic Interview as part of the medical model.

Non-Urgent Medical Evaluation

The following medical indications shall be referred for a non-urgent medical evaluation:

- Disclosure of abuse by the child, sexualized behaviors, sexual abuse suspected by the MDT, or family concern for sexual abuse, but contact occurred more than two weeks prior without medical, psychological, and safety needs identified.

A non-urgent medical exam is scheduled within one to two weeks by Hope's Place of Ohio Children's Advocacy Center staff and coordinated with the referring MDT partner and the non-offending parent / guardian, usually preceded by the forensic interview at part of the medical model.

Follow up Evaluation

The following medical indications shall be referred for follow-up medical evaluation:

- Findings on the initial examination are unclear or questionable, necessitating re-evaluation.
- Further testing for STIs not identified or treated during the initial examination. The victim is provided with prescriptions for lab work: Acute hepatitis panel, pregnancy quant (B-HCG), RPR/VDRL, Trep Panel, HIV Elisa with reflex western blot, urine culture and Urine NAAT (GC/Chlamydia) using DX: T74.22XA. At three- and six-months post exam; repeating HIV, Hepatitis B&C are recommended. Results will be reviewed by Hope's Place of Ohio Children's Center Doctor / Medical Director.



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

- Documentation of healing/resolution of acute findings
- Confirmation of initial examination findings, when an initial examination was performed by an examiner who had conducted fewer than one hundred such evaluations.

A follow up medical examination is determined by the medical director or PSANE and scheduled at Hope's Place of Ohio Children's Advocacy Center at the discretion of the medical provider. The exam is scheduled and coordinated by Hope's Place of Ohio Children's Advocacy Center staff, the non-offending caregiver, and investigators.

Physical Abuse Medical Examinations

Hope's Place of Ohio Children's Advocacy Center does not have the resources to provide medical services for severe physical abuse victims. These victims are referred to the nearest emergency department. The non-medical aspects of the case are managed by the MDT and review at case review.

Medical Examination – Information Sharing

The medical provider at Hope's Place of Ohio Children's Advocacy Center will communicate the documented medical findings to MDT investigators and/or prosecutors in a timely manner.

Specific responsibilities of the Hope's Place of Ohio Children's Advocacy Center medical professionals to child sexual abuse cases include the following:

- A specialized medical evaluation with photo documentation of findings.
- Diagnosis and treatment of child victims of sexual abuse as indicated, specifically included diagnoses of bodily injury, sexually transmitted infections, or other outcomes of the abuse.
- Assessment as to whether findings are consistent with the presentation of the child sexual abuse or other forms of abuse.
- Answer medical questions which arise during case discussions by team members including explanation and interpretation of findings in the medical report.
- Expert testimony in court with proper notice of at least 10 business days.
- Screening and referral for other medical services.
- Consultation regarding the significance of specific past medical data and current investigation, including the interpretation of findings of previous medical examinations.
- A resource to team members for up-to-date medical literature as well as current medical recommendations from nationally recognized medical professional organizations related to child sexual abuse.



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

- Facilitation of the development of medical resources for child sexual abuse cases in the community; and
- Participation in a structured medical peer review of medical findings.

Mental Health Providers

Child victims of sexual abuse and their non-offending families are routinely connected with specialized, trauma-focused mental health services as part of the multidisciplinary team response. Licensed and certified professionals who provide assessment and treatment services to victims of child sexual abuse will receive initial and ongoing training on children, trauma, and child maltreatment.

A mental health professional is a practitioner who is licensed or certified by their respective Board in the state of Ohio and who is supervised by a licensed practitioner to render mental health services, as applicable. Providers who provide assessment and/or treatment to victims of child sexual abuse will receive initial and ongoing training on children, trauma, and child maltreatment.

Mental health screenings, such as Trauma Symptom Checklist for Young Children (TSCYC), Trauma Symptom Checklist for Children (TSCC), Trauma Symptom Checklist for Children - Alternate (TSCC-A), or those alike will be provided by a qualified mental healthy professional for reported or suspected sexual and physical abuse cases. Family violence, neglect, witness to violence or other types of traumas may be reviewed upon MDT request and services will be provided if capacity allows. Those with clinically significant responses to mental health / trauma screenings will be offered mental health services, such as individual counseling, with Hope's Place of Ohio Children's Advocacy Center mental health professional when available. Outside referrals with community agencies will be offered should Hope's Place of Ohio Children's Advocacy Center not meet all needs necessary for successful treatment as MOUs and/or releases of information documentations signed by families allow. Follow up contact form advocates with families will help ensure children receive the continuum of care that is requested from the MDT.

Mental health professionals serve two distinct roles in the MDT, reflected in the responsibilities below: direct treatment provider and consultant to the team on mental health concerns in general. IN roles involving direct service provision, providers must follow all applicable confidentiality laws and ethical requirements. Providers should consider obtaining consent forms to release information to the team from the child's parent/guardian when the information would be helpful to the team and the information would otherwise be prohibited from disclosure.

Specific responsibilities of the Hope's Place of Ohio Children's Advocacy Center mental health professionals relating to child sexual abuse cases include:



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

- Provide appropriate trauma-informed evidence-based assessment of the mental health (including substance related needs) of the child victim or non-offending caregiver(s) / family members.
- Assist in determining the most appropriate mental health services for all family members, providing referrals as appropriate.
- Provide mental health crisis prevention and intervention services as needed particularly in instances of elevated suicide or homicide risk.
- Provide trauma-informed evidence-based therapeutic interventions to children and families during and after the investigation and prosecution process.
- Maintain confidentiality except as provided by law according to ORC.
- Obtain appropriate consent to release otherwise privileged information.
- Assist DJFS or law enforcement in determining the risk to a child. This role is limited to consultation, as DJFS retains the statutory responsibility to substantiated child sexual abuse.
- Identify potential mental health issues of family members or non-offending caregivers which may impact the course of the investigation or the welfare of the child.
- Provide specific support and help to the prosecutor and JCDFS/CPS in-house counsel and the prosecutor's advocate and the Guardian at Litem in preparing child victims and their families for court related meetings and proceedings. Request proper notice so staff can accommodate.
- Assist in DJFS/CPS case plan/safety plan upon request of DJFS/CPS.
- Provide expert testimony in court with proper service of notice in at least 10 business days.
- Assist in the preparation of Victim Impact Statements.
- Provide specialized consultation to professionals involved in the investigation with a goal toward providing insight into the impact of victimization on the child and parent, and interpreting behaviors within the context of trauma responses.
- Serve as a resource to the team for current prevailing literature related to child sexual abuse and its impact on children, most widely accepted assessment techniques, and best practices for age specific interventions; and
- Facilitate the development of long-term treatment resources in the community.
- Mental health professionals shall maintain an updated Curriculum Vitae for use in prosecution of child abuse as may be required by MDT partners prosecuting child abuse.



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

Case Review

In addition to other purposes, such as conducting investigations and the improvement of the child abuse service system, case review is an important function of the MDT.

The objectives of the case review process include the following:

- To promote a thorough understanding of case issues and to monitor the case progress of the investigation and interventions, to ensure the most timely and effective system response possible.
- To facilitate efficient gathering and sharing of information and communication between team members.
- To develop joint solutions for problems by allowing team members a forum to voice opinions.
- To coordinate intervention and assess services; and
- To Facilitate efficient and appropriate disposition of cases.

Members of the MDT with cases on the case review list meet for case review bi-monthly at the designated meeting host for the Gallia County MDT meeting. This host site will alternate between the Office Commons in Jackson, Ohio, and the Gallia County Department of Job and Family Services Office in Gallipolis, Ohio 12:00pm, the first Wednesday of each month. A zoom link will also be provided to each member in the event they cannot travel to the scheduled meeting but would still like to be present. Ad hoc reviews of cases are also readily available as our MDT partners identify further disclosures or need for further review. Every case referred to Hope's Place of Ohio Children's Advocacy Center is placed on the list for initial review and based on the team's discretion removed from case review listing.

Designated attendees included investigative agencies such as JCDJFS, law enforcement, Hope's Place of Ohio Children's Advocacy Center staff, mental health providers, and prosecutors.

All cases reviewed 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 action pending. Once in the court phase of their respective cases, those cases are moved to the "Awaiting Prosecution" portion of case review until their case is resolved in court. Removing cases from case review with no court action is a team decision. Complex cases involving human trafficking, pornography, or multiple perpetrators, or cases where the child's safety is questioned, will be



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

given priority. Any case can be placed on the case review list if a member of the MDT requests it to be included.

Hope's Place of Ohio Children's Advocacy Center MDT Coordinator or designee is responsible for formulating the meeting agenda for cases to be reviewed. The agendas and case listings are emailed to the MDT partners one week prior to the meeting. Everyone is required to sign a confidentiality statement at each meeting they attend.

The MDT facilitator or designee updates NCAtrak with case status, action plans, and need, if any, for additional review. Additionally, the MDT facilitator or designee communicates any recommendations to absent team members.

If an MDT team member has a personal or professional relationship outside of the investigation, that individual is responsible for informing the other team members of the conflict. The team should then determine the next course of action.

Cases to Review

The Gallia County Multidisciplinary Team will review the following cases:

- Reported or suspected child sexual abuse cases.
- Child Human Trafficking cases.
- Reported or suspected physical abuse, family violence, neglect, fatality/near fatality may be reviewed upon the MDT's request.
- Cases completed by other Children's Advocacy Centers but that fall under Gallia County's jurisdiction.
- Upon request by an MDT member, cases will be reviewed for children who have been exposed to trauma/traumatic events while prioritizing child sexual abuse and human trafficking.

The Gallia County Multidisciplinary Team will review cases every month.

- Cases should be reviewed by the team on a regular basis from the initiating report through all court proceedings (criminal and/or dependency neglect or abuse).
- If a team member is absent, case updates are sent to the MDT facilitator prior to the meeting time to be reviewed with other members present.
- Cases in which there is no court action shall be regularly reviewed until the agencies involved close the case and the team determines that all review objectives have been met.



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

- Teams shall meet monthly.

All Gallia County Multidisciplinary Team Members are expected to present cases before the team for review. For ongoing cases, all team members are expected to provide case updates.

The Gallia County Multidisciplinary Team case review process shall include:

- Pertinent information needed for presentation of the case:
 - The names of the investigating law enforcement officer(s) and DJFS/CPS worker(s).
 - The name and respective ages of victim(s), the name of the alleged perpetrator(s), and the allegations or criminal charges; and
 - Any other information needed for a meaningful discussion which may include details of the victim's statement, other witness statements, child forensic interview, medical examination, victim and family mental health needs, offender's statement, DJFS safety plan and issues, ability of the non-offending parent to support the child, cultural considerations, and status of court proceedings.
- The presentation of newly reported allegations of child sexual abuse or child human trafficking since the last team meeting.
- Upon request by an MDT member, cases will be reviewed for children who have been exposed to trauma/traumatic events while prioritizing child sexual abuse.
- Review of pending cases and a plan for future action (investigation, prosecution, and therapeutic intervention).
- Information presented during past case review; and
- The input of team members regarding prosecution and sentencing.

Each MDT team member will receive the agenda and case listing one week prior to the meeting via a secure email. Each MDT team member has ample time to get updates for their respective cases. It is the responsibility of the team member to update other team members of their case updates.

Hope's Place of Ohio Children's Advocacy Center facilitator or designee will serve as the chairperson of the Gallia County Multidisciplinary Team and shall maintain all records of the case review.

Hope's Place of Ohio Children's Advocacy Center facilitator will assist in the facilitation of the meeting, sending out notices of the meeting and updating the case review sheets detailing the progress of the cases during case review.

Orientation and Training for New MDT Members



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

When a new member is brought on to the Gallia County Multidisciplinary Team they are introduced to the team and the team then introduces themselves and their positions to the new member. Hope's Place of Ohio Children's Advocacy Center will provide comprehensive orientation and ongoing training for MDT members.

Team members are required to attend at least one training course annually with the recommendations to attend two or three each year of specialized training. Additionally multidisciplinary team partners will be notified with training opportunities quarterly via email. Facilitators and advocates will complete 8 hours of required training each year.

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

Gallia County Multidisciplinary Team Members have access to case records through the Guardify system which is a cloud-based information sharing system that Hope's Place of Ohio Children's Advocacy Center utilizes. Downloadable capabilities are given to the prosecutor's office.


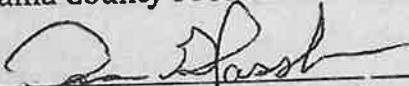
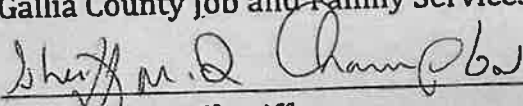
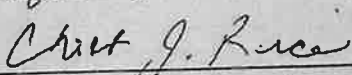
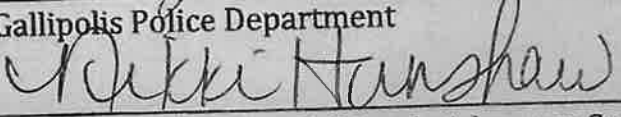
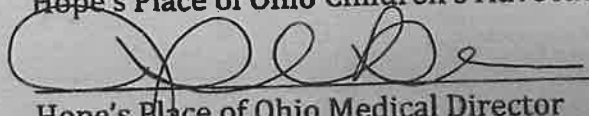
If for any reason our satellite center, Hope's Place of Ohio Child Advocacy Center would close their doors, all records would defer back to the home center in Ashland, Kentucky. Access to records would remain the same for prosecuting child abuse cases. If for some reason, all child advocacy centers were to close, we would defer to the state chapters. For Ohio, this would be the Ohio Network of Child Advocacy Centers.



135 E. Huron Street
Jackson, Ohio 45640
(740) 688-0040

Signature Page

IN WITNESS THEREOF, the parties hereto have duly executed this agreement on the dates below:

 _____ Gallia County Prosecutor	<u>11/5/25</u> Date
 _____ Gallia County Job and Family Services	<u>11/5/2025</u> Date
 _____ Gallia County Sheriff	<u>11/5/25</u> Date
 _____ Gallipolis Police Department	<u>11/5/25</u> Date
 _____ Hope's Place of Ohio Children's Advocacy Center	<u>11/5/25</u> Date
 _____ Hope's Place of Ohio Medical Director	<u>11/5/2025</u> Date