

# After Hours Intake

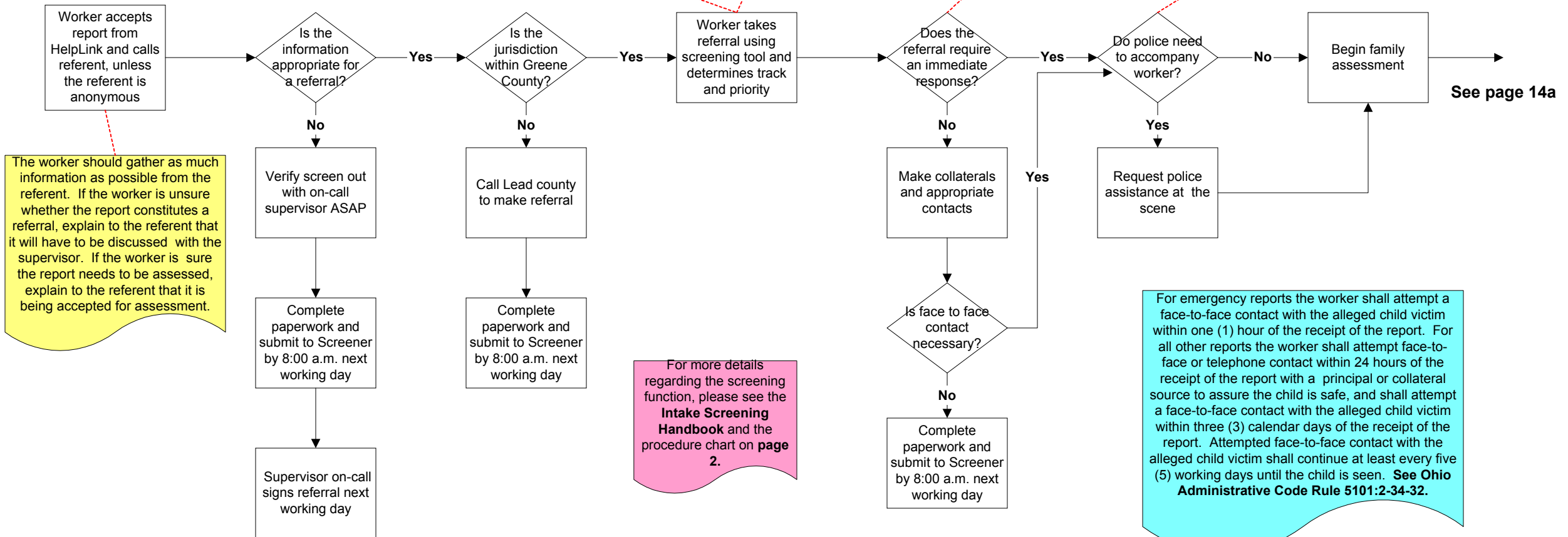
The worker on-call should obtain the beeper case from the previous worker. The worker receiving the case should check to be sure all needed forms are present and that the phone is charged and in proper working order. A form entitled EMERGENCY PHONE is to be completed each week noting all time spent on after hours work. The form is to be submitted to the In-Home Program Manager on Friday following the worker's beeper duty.

**TRACK**  
 Risk Assessment  
 Intake Assessment  
 Third Party  
 Out-of-Home  
 Law Enforcement  
 Courtesy Interview  
 Homestudy  
 Direct Open  
 DIVERT

**PRIORITY**  
 Emergency, Non-Emergency or Other  
 The agency shall consider the report an emergency when it is determined that there is imminent risk to the child's safety or there is insufficient information to determine whether or not the child is safe at the time of the report.

Is the referent alleging imminent risk? Are the police or hospital requesting an immediate response?

Contact on-call supervisor when: you go out on and return from a referral; if removal is being considered; if you are unsure about whether to request police assistance.



The worker should gather as much information as possible from the referent. If the worker is unsure whether the report constitutes a referral, explain to the referent that it will have to be discussed with the supervisor. If the worker is sure the report needs to be assessed, explain to the referent that it is being accepted for assessment.

For more details regarding the screening function, please see the **Intake Screening Handbook** and the procedure chart on **page 2**.

For emergency reports the worker shall attempt a face-to-face contact with the alleged child victim within one (1) hour of the receipt of the report. For all other reports the worker shall attempt face-to-face or telephone contact within 24 hours of the receipt of the report with a principal or collateral source to assure the child is safe, and shall attempt a face-to-face contact with the alleged child victim within three (3) calendar days of the receipt of the report. Attempted face-to-face contact with the alleged child victim shall continue at least every five (5) working days until the child is seen. **See Ohio Administrative Code Rule 5101:2-34-32.**

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