

Chapter: Administration
Subject: Required Agency Policies
Section: 1.5
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ODJFS Rule: 5101: 2-5-13(A)(B)(C)(D)
COA Standard: PA-AM 2.02(c), 3.03, 4.03(a-c), 5.04
Review/Revised: 5/15/20

NRTC has, at a minimum, all of the policies listed in rule 5101: 2-5-13, as applicable to the function being performed (operating a children's residential center).

Unless otherwise indicated, policies, plans and procedures related to ODJFS certified or approved functions are to be submitted to ODJFS in accordance with the following:

1. At the time of application for an initial certificate, all policies, plans and procedures shall be submitted.
2. When the Center revises a policy, plan or procedure, the revision shall be submitted within thirty calendar days of the change.
3. If a change of the Administrative Code or the Revised Code requires a policy to change, the Center shall submit the affected policy to ODJFS within thirty days of the effective date of the change.

NRTC ensures that agency staff and contractors performing work related to the functions listed in rule 5101: 2-5-03 of the Administrative Code shall implement all current written policies of the agency related to those functions and that all activities and programs related to those functions occur in accordance with such policies.

All policies required by chapter 5101: 2-5-13 will be provided to any person affected by the policy. Any policy required by chapter 5101: 2-5-13 will be provided to any person upon request. Policies are posted on the Courts website for reference at anytime.