

**Cuyahoga County Division of Children and Family Services  
(CCDCFS)  
Policy Statement**

**Policy Chapter:** Substitute Care  
**Policy Number:** 6.06.01  
**Policy Name:** Custody Checklist

**Original Effective Date:** 11/14/1994  
**Revision Date(s):** 11/01/2018, 11/01/2015  
**Current Revision Date:** 11/01/2021  
**Approved By:** Cynthia G. Weiskittel

**PURPOSE:** To help clarify and make more consistent the actions and tasks performed by the Worker-of-Record (WOR) when custody of a child is requested and/or received. The Custody Checklist helps to ensure that all appropriate actions and case activities take place within the applicable timeframes and is an effective tool to document performance.

**SCOPE:** This policy applies to all Cuyahoga County Division of Children and Family Services (CCDCFS) staff who complete a legal filing for custody of a child on their caseload.

**POLICY**

- A. At the time the WOR reports to legal to complete a custody filing, he/she begins to complete a Custody Checklist for each child on the filing. The Custody Checklist is updated as necessary with documentation of completed case activities. (Documentation is needed specifically the day of custody, the day after custody, within 3-7 days, 8-30 days, 75<sup>th</sup> day and annually). All updates to the Custody Checklist are entered into the Statewide Automated Child Welfare Information System (SACWIS).
- B. The WOR's Supervisor is responsible for monitoring the appropriateness and timeliness of the completion of each specific step of the custody checklist for each child/family on the worker's caseload.

**PROCEDURES**

- A. Reporting to the CCDCFS Prosecutor's Office to complete a custody filing initiates the Custody Checklist.
- B. The WOR accesses and completes the Custody Checklist via Ohio Department of Job and Family Services' Enterprise Document Management System (EDMS) Traverse Application.

1. The Custody Checklist is completed, one step at a time, with the completion of corresponding case activities.
2. Each step requires a check mark, WOR's initials, and the date of completion.
3. As each step is completed, the WOR reviews the Custody Checklist with his/her Supervisor. The Custody Checklist is reviewed during Worker/Supervisory conferences at least once a month.
4. The Custody Checklist Form is maintained in the "Checklist" section of the EDMS Traverse Taxonomy.

**SEE ALSO:**

**FORM**

Custody Checklist