

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 24, 2011

M E M O R A N D U M

What's Inside:Updated policy and
procedure for submitting
protective service alerts

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S
DIVISION STAFF

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: UPDATED PROTECTIVE SERVICE ALERT POLICY AND PROCEDURE

DISCUSSION:

The purpose of this memorandum is to inform staff of updated policy and procedure for "protective service alerts". These revisions tighten up the guidelines for information submitted and distributed in a protective service alert. A Protective Service Alert is to follow the revised format:

Protective Service Alert**Identifying Information:**

Mother/Parent Substitute:	First & Last Name	DOB 00/00/00 DCN 00000000
Parent/Parent Substitute	First & Last Name	DOB 00/00/00 DCN 00000000
Children:	First & Last Name	DOB 00/00/00 DCN 00000000
	First & Last Name	DOB 00/00/00 DCN 00000000

(Do not include social security numbers)

Nature of Concern:

Brief description of current concerns (unable to locate family, child has runaway, family reportedly left the state...etc)

Brief history of prior concerns (History of running away, frequent relocation, do not include history of drug use or treatment, protected health information...etc)

Description of the child(ren)
Description of vehicle (if applicable)
Last known address or location
Possible whereabouts or destination

Custody status (CD custody, pick up orders...etc.)

What agencies have been alerted (Other county offices, other state agencies, juvenile office, law enforcement...etc.)

If you have any information, please contact:

First & Last Name, Children's Service Worker

or

First & Last Name, Children's Service Supervisor

County Children's Division Office

Address

City, State, Zip

Phone Number

(Include Confidentiality Statement)

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NECESSARY ACTION

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT

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PROGRAM MANAGER

Amy L. Martin

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CHILD WELFARE MANUAL REVISIONS

Section 3, Chapter 4, Attachment E: [Protective Service Alert](#)

FORMS AND INSTRUCTIONS

N/A

REFERENCE DOCUMENTS AND RESOURCES

N/A

RELATED STATUTE

N/A

ADMINISTRATIVE RULE

N/A

COUNCIL ON ACCREDITATION (COA) STANDARDS

N/A

CHILD AND FAMILY SERVICES REVIEW (CFSR)

N/A

PROTECTIVE FACTORS N/A

Parental Resilience

Social Connections

Knowledge of Parenting and Child Development

Concrete Support in Times of Need

Social and Emotional Competence of Children

FACES REQUIREMENTS

N/A