

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

What's Inside: Introducing the PSA-1

September 4, 2013

M E M O R A N D U M

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: PROTECTIVE SERVICE ALERT FORM LETTER (PSA-1) AND INSTRUCTIONS

The purpose of this memorandum is to introduce staff to the Protective Service Alert Form Letter (PSA-1) and instructions. A Protective Service Alert is an official request from the Division to specified professionals to assist in the location of children and/or families involved with the Division.

Protective Service Alerts are not new and have been utilized by the Division and child protection agencies in other states for a number of years. The form is designed as a template to assist workers in providing pertinent information to assist in the location of the child or family, without violating confidentiality, HIPAA, or federal confidentiality related to substance abuse. Social security numbers, protected health information (PHI) and history of substance abuse/treatment should be excluded. Staff will complete and submit the PSA-1 to Central Office, via email to DSS.CD.PSA@dss.mo.gov. When a PSA is received by Central Office it may be sent to particular Children's Division offices, statewide, contracted vendors, or to a protective service agency or agencies in other states.

Attaching Image Files to a Protective Service Alert

An image file (pdf, jpg, gif.etc) of the subject child may be attached to the PSA-1. **Remember, staff must have permission from the court that has jurisdiction of the child to attach an image file.** The court may give approval on a one time only basis or may reach an agreement with the Division to give approval for attaching images as standard procedure for all children in the jurisdiction of that circuit.

For more information on the Protective Service Assessment process and attaching image files please see [Section 3, Chapter 4, Attachment E](#) in the *Child Welfare Manual*.

NECESSARY ACTION

1. Review this memorandum with all Children's Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT

Randall D. McDermit
573-751-8932
Randall.D.McDermit@dss.mo.gov

UNIT MANAGER

Tricia Phillips
573-522-2713
Tricia.Phillips@dss.mo.gov

CHILD WELFARE MANUAL REVISIONS

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

FORMS AND INSTRUCTIONS

Protective Service Alert Form Letter (PSA-1)

REFERENCE DOCUMENTS AND RESOURCES

N/A

RELATED STATUTE

N/A

ADMINISTRATIVE RULE

N/A

COUNCIL ON ACCREDITATION (COA) STANDARDS

PA-FC 12.05; PA-KC 13.05

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