

## BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 1.4	SUBJECT: <b>PROTECTIVE SERVICE ALERTS</b>
OAC: 5101:2-35-67	EFFECTIVE DATE: 4/22/03
	REVISION DATE: 10/25/05, 11/21/06, 10/07
	REVIEW DATE: 6/22/04, 10/25/05, 11/28/06, 10/07

**PURPOSE:**

To ensure staff of the CSB understand the state mandate of a protective service alert.

**POLICY:**

- 1.4 When a caseworker is unable to locate a family who is the subject of a child abuse or neglect assessment/ investigation, or a family who requires protective services, and the caseworker has reason to believe that the family has moved out of the county or state, the caseworker will complete a "Protective Service Alert Report".

**PROCEDURES:**

1. The worker shall register the Protective Service Alert in SACWIS. The worker shall also complete the form, JFS 1440 "Protective Service Alert Report" and mail three copies of the form and any custody order regarding the family to ODJFS at ODJFS/OCF/BFS, PO Box 182709, Columbus, Ohio 43218-2709.  
Attn: Barbara Parker.
2. If the ODJFS determines a need for more information regarding the family, the caseworker will provide such upon request from ODJFS.
3. If the BCCSB worker is unaware of the family's whereabouts and has completed the PSA, the worker shall staff the case for closure after 30 days.
4. If the family is located in another county or state, the caseworker will contact the appropriate agency regarding the family and take any necessary steps to assist this agency in their duties/services. When completed, the caseworker will staff the case for closure.
5. When the agency is contacted by the ODJFS that a protective services alert family has been located in Butler County, the agency will follow up as indicated in the alert or as indicated by the level of risk to the child.

