

BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 1.4	SUBJECT: PROTECTIVE SERVICE ALERTS
OAC: 5101:2-36-14	EFFECTIVE DATE: 4/22/03
	REVISION DATE: 10/25/05, 11/21/06, 10/07, 3/10, 5/12, 8/13, 3/15
	REVIEW DATE: 6/22/04, 10/25/05, 11/28/06, 10/07, 3/10, 5/12, 8/13, 3/15

PURPOSE:

To ensure staff of Butler County Children Services understand the state mandate of a protective service alert.

POLICY:

- 1.4 BCCS shall issue a protective service alert if either of the following occurs:
- (1) The agency receives an abuse or neglect report and it is determined that the whereabouts of the alleged child victim and his or her parent, guardian or custodian are unknown and the agency has reason to believe the child is in immediate danger of serious harm.
 - (2) The agency determines that protective services are needed and the agency determines the whereabouts of the child and his or her parent, guardian, or custodian are unknown and the child remains at risk of abuse or neglect.

PROCEDURES:

1. PSA will be recorded and maintained in SACWIS. To enter a PSA in SACWIS navigate to Administration, Utilities, Maintain PSA. Enter PSA filter criteria, Add PSA.
3. If a person with an active PSA has been located, the agency shall notify the originator of the PSA in writing no later than the next working day.
4. Upon receipt of notification that a person has been located the agency shall cancel the PSA.
5. A PSA will expire in ninety days. An extension must be completed prior to the expiration of the PSA if the agency determines the child remains in immediate danger of serious harm. Each PSA extension will expire ninety days from the issued date.
6. If the initial safety concerns do not support the need for an active alert after 90 days have passed with no subsequent report received by an Ohio county, there is no need to complete an extension.

7. To enter a PSA in SACWIS go to Administration, then utilities, maintain PSA, fill out PSA filter Criteria, Add PSA and then follow and fill in where applicable.

Approval Date: 6-4-15


William Morrison, Director