

Topic 18: Protective Service Alerts

Link to [CPS Assessment Procedure](#)

The STAR system CABA screen contains information on both in-state and out-of-state protective service “alerts.” STAR maintains protective service alerts for six months.

Contact the Central Abuse Registry and request a protective service alert when you have protective concerns about a family subject to an ongoing assessment who moves and cannot be located.

Do not request a protective service alert unless you believe this is necessary to protect the alleged victim. If you do not believe there is an immediate threat to the child subject, request assistance in completing the assessment from the unit that serves the location where the family has moved, if known.

Also notify juvenile court authorities of the family’s move if:

- ◆ The family has an open juvenile court case, or
- ◆ You believe that the family’s departure presents an immediate threat to the child subject’s life or health.

To request an alert, provide Registry staff with as much information about the family as possible. Include:

- ◆ Names
- ◆ Birth dates
- ◆ Social security numbers
- ◆ Descriptions of family members, as available
- ◆ The assessment of potential danger to children within the family
- ◆ The possible location of the family, if known

Draft an individual memo to the Registry on letterhead, using the suggested format. FAX the memo to the Central Abuse Registry at (515) 242-6884.

Upon receipt of this information, the Central Abuse Registry

- ◆ Transmits your memo to all service area offices in Iowa and any child abuse offices in other states, as appropriate.
- ◆ Enters the information into STAR.

Protective Service Alert Sample Memo

Date:

Subject: Protective Service Alert

Caretakers: Fred N DOB: 4-1-60 SS#: xxx-xx-xxxx

 Carrie N DOB: 11-3-61 SS#: xxx-xx-xxxx

Child: Sheila N DOB: 5-17-97 SS#: xxx-xx-xxxx

Relationship of caretakers to child: mother and father

Nature of Concerns: Sheila N is believed to be at risk as Fred N is a registered sex offender who has not completed sex offender treatment. There is also strong evidence suggestive of domestic violence in the home.

A CINA petition was filed with respect to Sheila and a hearing was scheduled for July 20, 2004. The family did not appear at the hearing and notice was never served on them, as they apparently moved out of the state the first week of July. Carrie N told someone they were moving to California. The court has subsequently issued a removal order for this child.

I am requesting this information be provided to all states' abuse registries for dissemination within the state agencies in attempt to locate this family. Should your records indicate any contact with this family, please call Jane T at the Janesmore County DHS office, at 641-xxx-xxxx.