

**Child and Family Services Policy Manual: Investigation  
Child Protective Services Alert**

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<b>Definition</b>	A <b>Child Protective Services Alert</b> is a notification from DPHHS central office to all local offices that a child may be in danger.
<b>Circumstances</b>	<p>A child protection specialist would initiate an alert when a child's location is unknown under circumstances such as the following:</p> <ul style="list-style-type: none"> <li>• where children reported to have been abused and/or neglected, or in danger of such, have been removed before an investigation could be started or completed; or</li> <li>• where children in the Agency's custody have been illegally removed from Agency control.</li> </ul>
<b>Action</b>	Under such circumstances, the child protection specialist mails or faxes the protective services alert to the Office Manager in the central office. The protective services alert indicates to which counties and/or states the alert is to be sent. The Office Manager in central office sends the alert to all jurisdictions indicated.
Information	<p>The alert may include the following information:</p> <ul style="list-style-type: none"> <li>• names, ages and sexes;</li> <li>• brief physical description of each person;</li> <li>• suspected destination;</li> <li>• names and addresses of relatives;</li> <li>• possibility family may apply for public assistance;</li> <li>• possibility the family may flee from contact;</li> <li>• whether the family is considered dangerous;</li> <li>• persons to contact if family is located; including phone, address and supervisor; and</li> <li>• a brief description of the family situation.</li> </ul> <p>Indicate what action the locating child protection specialist should take if the family is located. Specify any of the above information that is not available. Normal county-to-county movement is handled between the counties in writing and by telephone contact. The central office should be advised by the child protection specialist initiating the alert to cancel it when the family has been located.</p>
<b>CAPS</b>	When viewing the PERL screen, if a 'C' appears in the "CAN/P" field, a Child Protective Service alert was received on that person. Please contact the designated central office staff for

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the specifics and action to be taken. If a 'P' appears in the "CAN/P" field, the person is a provider person or person associated with a provider (e.g. the son of a foster care family provider). If a 'B' appears in this field, the person has a protective service alert and is a provider (or associated with a provider).

After requesting an alert be issued by central office, a 'C' should be displayed in "CAN/P" field. This can only be entered by the designated person in the central office.