

Missing Children Guide

Reporting, Location, Stabilization and Prevention

Introduction

The Missing Children Guide was created by the Department of Children and Families (DCF) Central Office Child Location Staff in collaboration with DCF local Child Location Staff, Community Based Care (CBC) providers and the Florida Department of Law Enforcement (FDLE). The purpose of this guide is to provide user-friendly information to caregivers, caseworkers, Child Protective Investigators and other relevant individuals to assist them in knowing what to do when a child under court ordered supervision or in shelter care goes missing. Court-ordered supervision includes children in both out of home and in home care and children in shelter care.

Instructions included in this guide for reporting, documentation and location and recovery are based on DCF Operating Procedure (CFOP) 175-85, *Prevention, Reporting, and Services to Missing Children*, the Missing Child Tracking System (MCTS), Florida Administrative Code (FAC) 65C and Florida Statute (FS) Chapter 39. Tips and effective practices provided in all sections of this guide are based on input from the field and the Florida Department of Law Enforcement/Missing Children Information Clearinghouse (FDLE/MCIC) and on national research related to children missing from the care of the state.

The Missing Children Guide will be updated at least annually to incorporate effective and best practices and changes in regulatory requirements. When the Missing Children Guide is updated only the pages that were updated will be sent out. Also, an update log will be sent out each time the guide is updated. The log will contain the Update Number which will be the two digit month, then a dash, then the two digit year the update was issued. A list of what was updated will be given and the effective date for said update. The log will be sent out in a table format. You may contact the DCF Central Office Child Location Unit for any update information or any questions concerning the Missing Children Guide.

Developed by

The Department of Children and Families (DCF), Community Based Care providers (CBC), and the Florida Department of Law Enforcement/Missing Children Information Clearinghouse (FDLE/MCIC)

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Section I: Reporting Children Missing

This section is for use by individuals responsible for determining if a child is missing from the care of the department, taking initial steps to locate the child and reporting the child missing to local law enforcement and other relevant individuals within required time-frames

Step One: Determine if the child is missing

1. When should a child be considered missing from the Department's care?

A child should be considered missing when the child's whereabouts are unknown and:

1. The child has been adjudicated dependent and placed in out-of-home or in-home care; and/or
2. The child is the subject of an active protective supervision case; and/or
3. The child is the subject of an active or emergency shelter order; and/or
4. The child is the subject of an active abuse investigation and the parent or legal custodian has been notified of the requirement to report a change in residence or location of the child to the protective investigator and the parent causes the child to move, or allows the child to be moved, to a different residence or location, or the child leaves the residence on his or her own accord and the parent or legal custodian does not notify the protective investigator of the move within 2 business days, the child may be considered to be a missing child for the purposes of filing a report with a local law enforcement agency under s.937.021

2. When should a child not be considered missing from the care of the department?

A child should not be considered missing when:

1. The child is receiving Voluntary Protective Services (VPS); or
2. The child is the subject of an active abuse investigation in which no contact has been made with the family and there is insufficient probable cause to petition the court for a Take Into Custody Order (65-29.013, F.A.C.), or
3. The child's whereabouts are known and a social service provider or law enforcement agency has physically confirmed the child's whereabouts; or
4. A child, age 12 or older, states they are going to a location unsupervised and no effort is made to confirm the child is at that location, or any other location where the child might have gone
5. The child returns to their placement within four (4) hours and a Law Enforcement report number has not yet been initiated. **Important: Once a Law Enforcement report number has been issued, regardless of time frame and/or recovery, a Missing Child Reporting Form (MCRF) must be completed.**

Tips for Case managers/Investigators:

- Not all children who have contact with the Department, or other social service agencies, can be considered missing from care
- For questions on how to determine if a child is missing, please refer to FAC 65-29.013, 65-30.019 or F.S. Chapter 39.
- For questions regarding how to report a child missing, please contact your local Child Location Point of Contact or the DCF Central Office Child Location Unit (CLU)

Step Two: Report the child missing

1. A child is missing, now what?

Once it has been determined that a child meets the criteria for reporting a child as missing, be sure to follow the steps below:

- A. For children age eleven (11) or younger: contact local law enforcement immediately to report the child missing
- B. For children of any age who are believed to be at a high risk: for example, the child is believed to be with someone who may harm them, may be a risk to themselves, or has a known medical condition or disability, contact local law enforcement immediately to report the child missing
- C. For children age twelve (12) or older who willingly left care, but are not at high risk make immediate efforts to locate the child prior to contacting local law enforcement
 - Valid efforts to locate a child prior to contacting local law enforcement include all those that apply to the child, but are not limited to the following:
 - Contact friends
 - Contact neighbors
 - Contact school
 - Check locations the child is known to frequent
 - Contact relatives
 - Contact employers/co-workers
 - Contact former placements
 - Contact DJJ case managers
 - Contact former DCF/CBC case managers
 - Contact local hospitals
 - Check local transportation terminals

Important Note:

Efforts to locate the child prior to contacting local law enforcement should not exceed four (4) hours from the time it was learned the child went missing from care. If after four (4) hours the child's location remains unknown, contact local law enforcement to report the child missing. Please be advised that you must be conducting efforts to locate the child during the four hour period.

2. What information must be provided to local law enforcement when reporting a child missing?

When reporting a child missing to local law enforcement, be prepared to provide the following information:

- Documentation that states that the child is in the court-ordered custody of, or under the supervision of the Department, for example, the shelter order or order of adjudication
- The child's full name including any known aliases and nicknames
- The child's date of birth
- The child's Social Security Number
- A detailed physical description of the child, including:
 - Height
 - Weight
 - Eye color
 - Hair color
 - Skin complexion
 - Condition of teeth

- Any identifying scars, marks, or tattoos including a brief description of the location and design of the scar, mark, or tattoo
 - A description of what the child was last seen wearing
- The last known location of the child
- A recent photo of the child
- Whether the child may be in the company of a companion/abductor (be prepared to give as much demographic and descriptive information for this individual as possible)
- Whether the child took any clothing or personal belongings with them
- The overall mental or emotional state of the child
- Whether the child has any known medical conditions that require immediate or ongoing care
- Whether the child is currently taking any medication
- Whether the child has run away in the past and if so, where the child was located
- A list of the child's known friends and associates
- A brief description of what efforts, if any, have already been made to find the child
- The name and contact information of the child's primary case worker
- Information on whether the child has been receiving or making/sending any unusual phone calls or emails

3. What if local law enforcement refuses to take a missing child report?

If the law enforcement agency refuses to accept a missing person's report, the following steps should be taken:

- A. Caregivers should:
 1. Ask the responding officer to explain why they will not take a missing child report, and
 2. Contact the child's case manager and explain the situation to them
- B. Case managers should:
 1. Contact the local law enforcement agency that refused to take the missing person's report and attempt to report the child as missing, and
 2. If the officer still refuses to take the report, the case manager should contact the shift supervisor and attempt to resolve the issue preventing the agency from accepting the missing child report, and
 3. If the local law enforcement agency still refuses to take a missing child report, the case manager should contact their local child location point of contact for assistance
 4. If the local child location point of contact requires further assistance in getting a child reported as missing to local law enforcement they should contact the DCF Central Office Child Location Unit in Tallahassee

Important Note:

If the issue preventing the child from being reported missing is a question related to the custody of the child, or the manner in which the court order granting custody or supervision has been worded, the case manager may be required to contact Child Welfare Legal Services (CWLS) and have the court order modified in a manner that clearly states that the department has the authority to report the child as missing

4. What are Pick-Up Orders and how should they be used?

What is a Pick-Up Order?

- A pick-up order is a court order that notifies local law enforcement that they (local law enforcement) are required to deliver a child to the care/supervision of the department upon the child being taken into custody
- Once the court has issued a pick-up order that order is transferred to the local sheriff's department. There is no state or federal requirement that a pick-up order be assigned as an

active case to any unit or deputy within the sheriff's department nor is there any requirement that the pick-up order be entered into any local, state, or federal data information system

Important Note:

It is for the reasons stated above that the seeking of, or granting of, a pick-up order should never be considered to meet any requirement associated with reporting a child as missing to local law enforcement

When should a pick-up order be sought for a child that is considered to be missing?

- **For a missing child that has already been adjudicated dependent and placed in out-of-home care there is no reason to seek a pick-up order**
 - **The only exceptions to this are if the court orders that a pick-up order be issued and/or local law enforcement refuses to take a missing child report absent a pick-up order even though the child is already considered to be under the care and supervision of the department**

Step Three: Notify the child's primary case worker

1. A child has been identified and reported as missing to local law enforcement, what next?

Make sure that the child's case manager is immediately informed that the child is missing so that they can enter the child into the Missing Child Tracking System

Section Two: Documenting a Missing Child Episode

This section is for use by DCF or contracted Community-Based Care employees who are responsible for entering the Missing Child Reporting Form (MCRF) into the Missing Child Tracking System (MCTS). If you are unclear who is responsible for completing the MCRF, please contact your local Child Location Point of Contact concerning the policies and procedures in your area

Step One: Accessing the Missing Child Tracking System

1. What is the Missing Child Tracking System?

The Missing Child Tracking System (MCTS) is a web-based database designed to track each Runaway, Parentally Abducted, and Endangered child under the court-ordered supervision and/or care of the Florida Department of Children and Families and its contracted Community-Based Care organizations

2. Where is the Missing Child Tracking System Located and How Do I Get There?

The MCTS is located on the Internet. To enter a Missing Child Report Forms into the MCTS you must access the MCTS via the link provided in FSFN. To conduct any other activities within the MCTS (print a report form, check on photos, close a missing child episode) the MCTS can be accessed through your Virtual Provider Network (VPN) connection at: <http://ewas1.dcf.state.fl.us/mspt/mcts/>

1. If you cannot access the log on page of the MCTS, the issue may be:

A. The VPN connection

1. If you do not have a VPN connection you cannot access the MCTS
2. If your computer is not properly configured with a VPN connection you cannot access the MCTS
3. Issues related to your VPN connection should be addressed through your agency's IT support group
4. As a rule, if you can access FSFN from your computer you should be able to access the MCTS

B. A MCTS issue

1. If you can access FSFN through your VPN connection but still cannot access the MCTS there may be an issue with one of the internet servers
2. Please wait for five (5) minutes and attempt to access the log on screen again
3. If you still cannot access the log on screen please call 850-410-8543 during normal business hours for assistance

3. How Do I Log On to the Missing Child Tracking System?

To log in the system, click login on the left-hand side of the first screen. You will need to type in your username and password and click "LOGIN"

Once at the site, please familiarize yourself with the information located on the center of the page. The names and phone numbers of the DCF Central Office Child Location Unit staff, also known as the CLU, are located on this screen. If you have any problems logging onto the system or questions

on how to fill out the form, please contact your local Child Location Point of Contact or a member of the CLU. You may also contact the CLU staff for:

1. Password resets
2. Technical assistance
3. General questions

Step Two: Creating a New Missing Child Episode and Filling out a MCRF

Important Note:

- The Missing Child Reporting Form must be entered into Missing Child Tracking System (MCTS) within one working day from the time that the DCF/CBC was notified that the child went missing
- If local law enforcement has refused to take a missing child report a “dummy” police report number should be entered into the police report number field of the MCTS (i.e. 1234567). This will allow for the Missing Child Report Form to be completed within the one working day time requirement.

1. How Do I Create a New Missing Child Episode?

FSFN

1. Log on to FSFN
2. Search for the child’s active case
3. Click on the child’s active case
4. On the FSFN Participants page locate the MCTS link located to the right of the child’s name
5. Check to make sure the child you are attempting to report as missing is correct
6. Click on the MCTS link

Potential Problems

- A. On occasion the MCTS will not take you to the Missing Child Reporting Form screen of the MCTS after you have attempted to designate the District from where the child is placed when they went missing from care. When this occurs attempt the following;
 - On the upper left hand corner of the MCTS screen click on the log-out link of the MCTS and then attempt to reenter the missing child report form
 - Or closeout of your FSFN session and close any additional open browser windows that are displaying FSFN or MCTS information for at least 15 minutes and then attempt to reenter the missing child report form.
- B. If you have any additional problems entering a missing child report form you will need to contact the Statewide Help Desk at 850-487-9400 or CLU staff at 850-410-8543

2. How Do I fill out the Missing Child Report Form?

Once you have successfully logged into the MCTS you will be able to fill out the Missing Child Report Form (MCRF). After you accessed the MCTS via the link contained in FSFN you will find that the (MCRF) will display the new MCRF with the child’s First Name, Middle Name, Last Name, date of birth, and sex of the child pre-populated from the information contained in FSFN. Prior to entering any additional information into the MCRF please ensure that the information contained in the pre-populated fields is for the correct child that you are attempting to enter a MCRF for.

Important Note:

After you successfully log on the system you may initiate a new MCRF entry. It is important to remember that all MCRFs are submitted to the Florida Department of Law Enforcement/Missing Children Information Clearinghouse (FDLE/MCIC) and that the National Center for Missing and Exploited Children (NCMEC) will receive information on all episodes that meet their criteria. It is crucial that all information entered be correct and that proper spelling/grammar/punctuation/capitalization be used. For example: when filling out the caller's first name, do not type in JANE or jane. Instead, type in Jane

Tip:

After you fill out the child information page, you may fill out the pages of the MCRF in any order you wish, however, be sure to fill out all of the pages that are applicable to the missing child episode

The following instructions will be given in the order in which the pages appear on the MCRF

1. The Child Information Page of the MCRF:**A. Date Reported to DCF**

1. Type in the date that the CBC or DCF learned or was notified that the child was missing
2. Type in as: MM/DD/YY (e.g. 11/16/06)

B. District/Region

1. You should have chosen the district/region when you clicked on the MCTS link next to the child's name in FSFN.
2. Children who go missing while under courtesy supervision should be assigned to the district where the primary case manager is located (e.g. if the child is missing from District 1 but the primary case manager is located in District 2, choose District 2)

C. CBC Agency

Populated with the CBC Lead Agency that is currently assigned the child's case, or will be assigned the case pending staffing

D. Legal Status

Choose one of the options from the drop down box that best describes the current placement status of the child (e.g. if the child is currently in foster care, choose Out of Home placement)

E. Social Security Number

1. Type in the Social Security Number for the child
2. Use the format: 555-55-5555
3. Verify that entered information is correct

F. Nickname

1. Type in the child's nickname
2. If the child does not have a nickname, leave this blank

G. Alias First Name

1. Type in the child's alias first name
2. If the child does not have an alias, leave blank

H. Alias Middle Name

1. Type in the child's alias middle name
2. If the child does not have an alias, leave blank

I. Alias Last Name

1. Type in the child's alias last name
2. If the child does not have an alias, leave blank

J. Race

Choose the child's race from the drop down box (e.g. White)

K. Eye Color

1. Choose the option from the drop down box that best describes the child's eye color (e.g. if the child has brown eyes, choose "Brown")
2. If the eye color is unknown, leave blank
3. If there is a picture of the child, check the picture before leaving the information blank

L. Hair Color

1. Choose the option from the drop down box that best describes the child's hair color (e.g. if the child has black hair, choose "Black")
2. If the hair color is unknown, leave blank
3. If there is a picture of the child, check the picture before leaving the information blank
4. If the child wears a wig, changes hair color frequently, has a mohawk or anything that cannot be described with the drop down box, make sure to document it in the Narrative Section of the MCRF

M. Height

1. Type in the child's height, for example, if the child is 5'4", type in as 504
2. If this information is not known, leave blank

N. Weight

1. Type in the child's weight, for example, if the child is 120 lbs., type in as 120
2. If this information is not known, leave blank

O. Build

1. Choose the option from the drop down box that best describes the child's build, for example, if the child has a medium build, choose "Medium"
2. If the child's build is unknown, leave blank

P. Complexion

1. Choose the option that best describes the child's complexion, for example, if the child's complexion is light, choose "Light"
2. If this information is not known, leave blank

Q. Teeth

1. Choose the option that best describes the child's teeth, for example, if the child's teeth are crooked, choose "Crooked"
2. If this information is not known, leave blank

R. Scars/Marks/Tattoos

1. Choose the option from the drop down box that best describes any scars/marks/tattoos associated with the child
2. If the child has more than one of the listed options, choose multiple, for example, if the child has a tattoo, choose "tattoo." If the child has a tattoo and a body piercing, choose "Multiple"
3. If this information is unknown or the child does not have any scars/marks/tattoos, leave blank

S. Scars/Marks Description

1. If applicable briefly describe the scars/marks/tattoos along with the location of the scars/marks/tattoos
2. Using the example for "Multiple" from above, you would type in "star shaped tattoo on the left shoulder and nose is pierced"
3. If this information is unknown or the child does not have any scars/marks/tattoos, leave blank
4. If there is a picture of the child, check the picture for any identifying scars/marks/tattoos before leaving this information blank

T. Case Type

Choose one of the following three options from the drop down box. The remaining classification (Involuntary, Disabled, Disaster, Hague) are highly specialized categories for missing children and should not be utilized without receiving specific instruction from or consulting with the CLU staff

1. **Runaway** is defined as any child age 12 or older whose whereabouts are currently unknown who is believed to have left his or her placement voluntarily and has been missing for more than four (4) consecutive hours from the time that it was learned that the child's location was unknown
2. **Endangered** is defined as any child whose whereabouts are currently unknown who is considered to be missing under circumstances that would indicate that the child is at a high degree of risk of immediate physical harm to themselves due to medical or physiological reasons or is believed to be with someone who places them at a high degree of risk. Any child age 11 or younger who is believed to have left his or her placement voluntarily should be classified in this category
3. **Parental Abduction** is defined as any child whose whereabouts are unknown and is believed to be in the company of a custodial parent who has absconded from care in direct violation of a court order or any child that has been removed from his or her placement by a non-custodial parent whose whereabouts are unknown. If it is believed that the child being in the company of the custodial or non-custodial parent places the child at a high degree of risk the episode should be classified as Endangered

Important Note:

The remaining classification are highly specialized categories for missing children and should not be utilized without receiving specific instruction from or consulting with the CLU staff

U. Missing From date

1. Type in the date the child was last seen
2. Type in as: MM/DD/YY, for example, 11/16/06

V. Missing From Location

1. Choose one of the options in the drop down box, for example, "playground/school" if the child was last seen at school
2. In general you will need to focus on the following locations for children placed in out-of-home care: Home-Foster, Home-Group Home, Home-Shelter, Gov't facility, Office Bldg., Playground/School or the location where the child was last seen
3. The Missing From Location for children placed in in-home care should be focused on the type of home, for example, Home-Single Family, Home-Townhouse, Playground/School or the location where the child was last seen

W. Missing From Location-add detail

Type in the address where the child was last seen, for example, 123 North Monroe Street, if the child was last seen at a residence. Do not type in "paternal aunt's home." There is no need to type in the City, State or Zip Code as you will enter this information in a separate field. If the child was last seen at school, a group home or any other location that most individuals would be familiar with, you may type in the name of the location. For example, if the child ran after a court appearance at the courthouse, you may type in "Leon County Courthouse" as the Missing from location detail

X. Missing From City

Type in the city/town where the child was last seen, for example, Tallahassee

Y. Missing From State

1. This field will default to Florida
2. If another State is required, choose the State from the drop down box, for example, Georgia

Z. Missing From County

Choose the county where the “missing from city” is located from the drop down box, for example, Leon

AA. Zip

Type in the five-digit Zip Code for the address where the child was last seen

BB. Missing From Country

Choose the country where the child was last seen from the drop down box, for example, United States

CC. Status/Behavior/Attitude Check List

1. At the end of this page, there is a set of statements dealing with the general status of the child and the general behaviors and attitudes of the child
2. Choose Yes or No for each of the fields listed that best describe the child’s behavior and attitude for each category, for example, if the child has runaway before, choose yes under the “Has Runaway Before” statement. If the episode involves a child that is not a runaway and/or the child has never runaway before, choose no

Tips:

- Once you have filled out all of the necessary information, click “Insert Child” at the bottom of the screen
- If you failed to fill out any of the required fields, the system will not let you move forward until you have done so
- The system will also prompt you on what fields you are missing
- Once you have completed the Child Information Page and clicked Insert Child, you will be taken to a page that allows you to complete the rest of the necessary pages of the MCRF

2. The Caller Information Page of the MCRF:

Important Note:

When filling out the MCRF, the “caller” is always an employee of DCF or an employee of an agency that has a contractual agreement with DCF. In general, the information contained on the caller page should be viewed as the primary contact information for the individual that has primary responsibility for conducting efforts to locate the child and would be the lead individual in initiating efforts for the child. For example, picking up the child when located. Local policies will determine whose personal information should appear on this page. It is important to note that personal information for a foster parent, school employee, group home employee, non-custodial parent, and so on **should never be entered into this page**

In the case of children who go missing while under courtesy supervision, the personal information associated with the primary case worker assigned from the sending District should be used to fill out the information on this page

A. Date of Call

This field refers to the day that you entered the form and will default to the current date

B. Agency

This field will default to the Department of Children and Families

C. CBC Agency

When applicable, choose the drop down box for your agency. Note: Only Lead CBC Agencies are used. If your CBC Agency is not in the drop down box, please use the lead agency for your area. If you do not know this information, please contact your local Child Location Point of Contact or one of the members of the CLU in Tallahassee for assistance

D. Relationship

This field defaults to Social Services

E. First Name

Type in the caller's first name, for example, Jane

F. Middle Name

Type in the caller's middle name, for example, Helen

G. Last Name

Type in the caller's last name, for example, Doe

H. Sex

Choose Female or Male from the drop down box

I. Address

Type in the caller's work address

J. City

Type in the City where the caller's work address is located

K. State

This field will default to FL, however this field has a drop down menu and the state can be changed, should you need to do so

L. Country

This field will default to United States, however the country can be changed should you need to do so

M. Zip

Type in the five-digit Zip Code for the Caller's work address

N. Work Phone

Type in the Caller's work phone number as: 555-555-5555, for example, 850-410-8543

O. Work Extension

If applicable, type in the Caller's work extension

P. Cell Phone

Type in the Caller's cell phone number as: 555-555-5555, for example, 850-410-8543

Q. Beeper

If applicable, type in the Caller's beeper number as: 555-555-5555, for example, 850-410-8543

R. Country Code

1. This field is used only in international cases
2. If the episode is not an international case, leave this field blank
3. If the episode is an international case, please contact a member of the CLU

S. Fax Number

If applicable, type in the Caller's work fax number as: 555-555-5555, for example, 850-410-8543

T. Email Address

1. Type in the Caller's work email address
2. Please be sure to use the correct upper or lower case in the event that the email address is case sensitive

Tip:

Once all of the necessary information has been completed on this page, you may click on "Add Caller" at the bottom of the page

3. The Law Enforcement Information Page of the MCRF:

Important Note:

The law enforcement page of the MCRF is designed to capture information as it relates to the local law enforcement agency that has taken the missing child report. FDLE and NCMEC will utilize this information to forward potential leads and location information to the local law enforcement agency. It is extremely important that information be entered as accurately as possible

A. Case Number

1. Type in the Local Law Enforcement (LLE) Agency's Missing Child Report Case number. Please type in the case number using the same format, as the LLE agency would enter it in their system. For example, if Tallahassee Police Department uses 06-123456, then you would enter the report number in that format
2. If you are unsure or do not know the missing child report case number contact that local law enforcement agency to confirm or obtain the number prior to entering the MCRF into the MCTS
3. If local law enforcement has refused to take a missing child report you may enter a "dummy" number in this field (i.e. 1234567).

B. Date Law Enforcement was notified

Type in the date LLE took a missing child report as: MM/DD/YY, for example, 11/16/06

C. Please select an Agency from the list below or type in a new agency

This field contains a drop down box with nearly all of the law enforcement agencies in Florida. If you choose the agency from this list, the system will automatically fill out all of the other necessary information pertaining to the law enforcement agency that you chose. For example, if you choose "Tallahassee Police Department" on the drop down menu, the system will fill out the address and phone number for this agency. If the agency that took the missing child report is not listed in the drop down box, you can type it directly below in the "Department Field"

D. Department

If you chose an agency in the drop down menu from above, this is to be left blank. If the agency you needed was not in the drop down menu listed above you must enter it here. For example, if the law enforcement agency is out of state, type in the name of the agency in this field, for example, Los Angeles Police Department

E. Address

Only enter the address if you did not select an agency from the drop down menu

F. City

Only type in the city if you did not select an agency from the drop down menu

G. State

Only type in the state if you did not select an agency from the drop down menu

H. County

Only type in the county if you did not select an agency from the drop down menu

I. Country

Only type in the country if you did not select an agency from the drop down menu

J. Zip

Only type in the zip code if you did not select an agency from the drop down menu

K. Work Phone

Only type in the work number if you did not select an agency from the drop down menu

L. Work Extension

Only type in the work extension if you did not select an agency from the drop down menu

Tip:

Once you have filled out all of the appropriate information, click "Add Agency" at the bottom of the page

4. The Companion/Abductor Information Page of the MCRF (if applicable):

Important Note:

- If a child is believed to have left their placement with another individual(s), information pertaining to the individual(s) should be entered on this page. This should include information on custodial and non-custodial parents who have absconded from the supervision of the department with a child
- An entry for each individual that the child may be with is required in this section For example, if a child and his three siblings are abducted by both parents, an entry will be needed for each of the three siblings as a companion, as well as for each parent as an abductor

A. Companion Type

Choose an option from the Companion/Abductor drop down menu that best describes the individual with whom the child left the placement. For example, if a child runs away with another child from the placement, you would choose "Companion"

B. Relationship

1. Choose the relationship from the drop down menu that best describes the relationship of the Companion/Abductor to the child
2. If this information is unknown, choose "unknown"

C. First Name

1. Type in the first name of the Companion/Abductor
2. If this information is unknown, leave blank

D. Middle Name

1. Type in the middle name of the Companion/Abductor
2. If this information is unknown, leave blank

E. Last Name

1. Type in the last name of the Companion/Abductor
2. If this information is unknown, leave blank

F. Social Security Number

1. Type in the Companion/Abductor's Social Security Number as 123-45-6789
2. If this information is unknown, leave blank
3. Verify that entered information is correct

G. Sex

Choose male or female

H. Birth Date

1. Type in the Companion/Abductor's date of birth as MM/DD/YY
2. If this information is unknown, leave blank
3. Verify that entered information is correct

I. Perceived Age

1. If the Companion/Abductor's date of birth is not known, type in his/her approximate age or "perceived age." For example, if the individual is in his/her "late teens," type in 19
2. If this information is unknown, leave blank

J. Alias First Name

1. Type in the companion/abductor's alias first name if applicable
2. If this information is unknown or there is no alias, leave blank

K. Alias Middle Name

1. Type in the companion/abductor's alias middle name if applicable
2. If this information is unknown or there is no alias, leave blank

L. Alias Last Name

1. Type in the companion/abductor's alias last name if applicable
2. If this information is unknown or there is no alias, leave blank

M. Race

1. Choose the Companion/Abductor's race from the drop down box, for example, if the companion/abductor's race is white, choose "White"
2. If this information is unknown, leave blank

N. Eye Color

1. Choose the Companion/Abductor's eye color from the drop down box, for example, if the companion/abductor's eye color is brown, choose "Brown"
2. If this information is unknown, leave blank

O. Hair Color

1. Choose the option from the drop down box that best describes the individual's hair color, for example, if his/her hair color is brown, choose "Brown"
2. If this information is unknown, leave blank

P. Height

1. Type in the Companion/Abductor's height. Please enter 5'6" as 506
2. If this information is unknown, leave blank

Q. Weight

1. Type in the Companion/Abductor's weight, for example, if the person weighs 140 lbs., type 140
2. If this information is unknown, leave blank

R. Build

1. Choose the option from the drop down box that best describe the companion/abductor's build, for example, if he/she is of medium build, choose "medium"
2. If this information is unknown, leave blank

S. Complexion

1. Choose the option from the drop down box that best describes the Companion/Abductor's complexion, for example, if the individual's complexion is dark, choose "Dark"
2. If this information is unknown, leave blank

T. Teeth

1. Choose the option from the drop down box that best describes the Companion/Abductor's teeth, for example, if the individual's teeth are stained, choose "Stained"
2. If this information is unknown, leave blank

U. Scars/Marks

1. Choose the option from the drop down box that best describes any scars/marks associated with the Companion/Abductor
2. If the companion/abductor does not have any of the options that are given, then leave blank
3. If the companion/abductor has more than one of the options that are given, choose Multiple. For example, choose "Tattoo" if he/she has a tattoo. Choose "Multiple" if he/she has a tattoo and a body piercing

V. Marks Description

1. If applicable, briefly describe the "scars/mark." Using the example for "Multiple" from above, you would type in "star shaped tattoo on left shoulder and nose is pierced"
2. If the Scars/Marks section is left blank, this would also be left blank

Tip:

Once you have filled out all of the appropriate information, click "Add Companion/Abductor" at the bottom of the page

5. The Vehicle Information Page of the MCRF (if applicable):

Important Note:

- If you have any information on any vehicle that might be involved in the child's disappearance please enter the information in this section
- If you have information on more than one vehicle each vehicle will require an entry

A. Vehicle Make

1. Choose the make of the vehicle from the drop down box
2. If the information is not known, leave blank

B. Model

1. Type in the vehicle model
2. If the information is not known, leave blank

C. Vehicle Year

1. Type in the year that the car was made
2. If this information is not known, leave blank

D. Vehicle Style

1. Choose the style from the drop down box that best describes the vehicle
2. If the information is not known, leave blank

E. Vehicle Color

1. Choose the vehicle color from the drop down box
2. If the information is not known, leave blank

F. Description

1. Type in any information that would describe the vehicle. For example, "the truck is missing its tailgate"
2. If there is no description, leave blank

G. Tag Number

1. Type in the vehicle tag number
2. If the information is not known, leave blank

H. State

1. This refers to the state that issued the vehicle tag
2. The field defaults to FL. Use the drop down box to change the state if necessary

I. Tag Year

1. Type in the year that the tag was issued to the vehicle
2. If this information is unknown, leave blank

Tip:

Once you have filled out all of the appropriate information, click "Add Vehicle" at the bottom of the page

6. The Narrative Page of the MCRF:

A. Relevant Information

1. The narrative is to include only information that is relevant to the missing episode and which would assist in the location of the child
2. Do not put placement issues, issues with Law Enforcement, or the reason why an MCRF was not entered timely in this section
3. Relevant information for this section would include
 - a. information on where the child was last seen that is not included in another section of the MCRF
 - b. the child's direction of travel
 - c. what the child was last seen wearing
 - d. the child's possible destination
 - e. information on prior missing child episodes (where the child went, where the child was located)
 - f. any information that could not be listed on the MCRF, but might be helpful in the location of the child. An example of this would be, "child's hair is naturally brown, but is currently dyed pink" or "child frequents local area video arcades"
4. If there is no information available that would help in the location of the child, please use the following narrative exactly as it appears here: "The child ran away from placement. Direction of travel is unknown. Clothing description is unknown"

Tips:

- Once you have filled out all of the appropriate information, click “Add Text” at the bottom of the page
- When you have filled out all of the appropriate pages, click “Finished” at the upper or bottom right of the screen

You have now completed the entry of a Missing Child Reporting Form

Section Three: Location of a Missing Child

The information contained in this section outlines requirements/responsibilities of the case manager/designated worker in regards to locating a missing child

The case manager/designated worker is required to:

1. Provide law enforcement with relevant information
2. Conduct and document efforts to locate the child
3. Review the FDLE Missing Child Information Clearinghouse Website
4. Prepare for the return of the child
5. Resolve the missing child episode

Step One: Communicating with Law Enforcement

1. What information does law enforcement need to assist in the location of a missing child?

A. The following information needs to be provided to law enforcement immediately:

1. A recent photo of the child (see Missing Child – Photos Handout)
2. Any leads regarding the possible location of the child
3. Documentation of any efforts to locate the child
4. A list of locations the child frequents and any possible destinations
5. A list of the child's relatives and friends
6. Information on any companions
7. Information related to any prior missing episodes (location information, etc.)
8. Contact information for the case manager/designated worker as well as contact information for the individual responsible for picking up the child or where the child should be taken if/when located by law enforcement
9. Information on problems at school or at home
10. Child's email, screen names and access to computers

Tip:

School records, yearbooks, driver's licenses, state identification cards, and past placements can be excellent resources for finding recent photos for children when no photo is on file or the only available photo is considered to be out-of-date

B. The following information needs to be provided to law enforcement within the first week of the investigation:

1. Copy of the child's fingerprints
2. Copy of the child's dental records
3. Copy of the child's case file (when requested by law enforcement)

Tip:

Meeting with local law enforcement to go over a missing child's case file within the first week of the missing child episode is a valuable location tool for local law enforcement, as it provides them with the opportunity to generate potential leads as to the child's whereabouts and gives them insight into child's past and state of mind. In fact, during Operation SafeKids the FDLE/MCIC found that over 40% of all social services missing child cases could be resolved quickly by specific information that was contained within a missing child's case file

C. The following information needs to be provided to law enforcement on an ongoing basis:

1. Any changes or updates related to the missing child's case status (i.e. case manager/designated worker changes, changes in legal status)
2. Results of any efforts to locate the missing child that were undertaken by the case manager/designated worker

D. The following information needs to be provided to law enforcement as soon as the child is located (this is especially important if law enforcement did not assist in locating the child):

1. Address where the child was located (including street address, city, state and zip code)
2. Physical condition of the child when the child was located
3. General circumstances regarding the location (who, what, where, when and how)

Important Note:

The law enforcement agency that initiated the Missing Child report enters the child into FCIC/NCIC and as such is the only agency that can remove the child from the system. In other words, it is critical that they are notified of the location to ensure that the child's FCIC/NCIC entry is removed from the system. The child's episode will remain open in the MCTS and with FDLE until the child is removed from FCIC/NCIC

Step Two: Efforts to Locate

1. What is an effort to locate a missing child?

An effort is any activity that is directly undertaken by the case manager/designated worker in an effort to identify the physical location of a child that has gone missing from care

2. What would be considered an effort to locate?

The following list offers suggestions and does not include every example of an effort to locate. Remember to be creative and use your imagination

1. Contact friends, relatives, parents, caregivers, school personnel, employers, Guardian ad litem, therapist, counselor, service provider and other significant individuals to see if they can offer any leads
 - *Effective Practice:* Make notifications count as efforts to locate! After advising the required individuals that the child is missing, follow up with questions, such as:
 - Have you seen the child?
 - Do you know where the child might be?
 - Do you know who the child might be with?
 - Did the child mention running away?
 - If the child contacts you, can you contact me?
2. Contact other programs and services for help locating the child. For example:
 - ◆ -ESS Checks
 - Search for benefit activity and/or new addresses for the missing child or individuals associated with the missing child after the date child went missing from care
 - ◆ -Medicaid Billing
 - Search for benefit activity and/or new addresses for the missing child or individuals associated with the missing child post the missing from date
 - ◆ -Child Support
 - Search for benefit activity and/or new addresses for the missing child or individuals associated with the missing child after the date child went missing from care
 - ◆ -School Records

- Review attendance records in an effort to ascertain if the missing child has been attending school post the missing from date
- Attempt to discover if requests have been made to provide transcripts information for the missing child to new/different schools after the date child went missing from care
- ◆ -Vital Statistics
 - Attempt to determine if requests have been made regarding vital statistic records post the missing from date
- ◆ Driver's License
 - Attempt to ascertain if new/updated driver's licenses or state identifications have been issued to the missing child or individuals that may be associated with the missing child after the date child went missing from care
- ◆ Department of Juvenile Justice (DJJ)
 - Contact DJJ facilities to see if the missing child has been or is currently being held in a DJJ facility post the missing from date
 - Contact DJJ case manager to see if they have had any contact with the missing child after the date child went missing or any information on the whereabouts of the missing child
- ◆ Clerk of Court
 - Attempt to identify if the child or individuals that may be associated with the missing child have attended court hearings or are scheduled to appear in court in the near future (note: these proceedings may or may not be related to dependency court proceedings)
- ◆ SSN and SSI Benefits
 - Search for benefit activity and/or new addresses for the missing child or individuals associated with the missing child post the missing from date
- ◆ Immigration and Customs
 - Attempt to have passports flagged in those cases where the missing child or individuals that maybe associated with the missing child may attempt to leave the country
 - Attempt to have the missing child or individuals that maybe associated with the missing child flagged so that they may be identified if and when they attempt to re-enter the country
- ◆ United States Department of State
 - Attempt to work with embassies and consulates in possible destination countries in an effort to locate the missing child or individuals that may be associated with the missing child
- ◆ Public Records Checks
 - Accurint/AutoTrack
 - Attempt to identify address information for the missing child or individuals that may be associated with the missing child post the missing from date
- ◆ Out of State Social Service Agencies
 - Attempt to ascertain if the missing child or individuals associated with the missing child have had contact with an out-of-state social service agency after the date child went missing from care

3. Make home and field visits to places familiar to the child such as malls, schools, playgrounds, neighborhood where the child currently resides, past neighborhoods and neighborhoods of friends and family. Also, visit runaway shelters, DJJ Facilities, Hospitals, Transportation Hubs and areas where children and teens congregate

- Effective Practice: when checking physical locations for a missing child, make sure to bring missing child flyers for posting and distribution

Important Note:

Contact law enforcement to exchange new information and obtain updates. This practice will help eliminate any duplication of efforts

3. Where would I document efforts to locate?

Efforts to locate must be documented in FSFN

- Efforts to locate missing children are required to be entered into FSFN within 48 hours or in a timeframe that is consistent with your agency's internal policy
- Efforts should contain who, what, where, when and how narratives

Tip:

If you would like to record your efforts in the MCTS as well as FSFN, just copy and paste the narrative from FSFN to the MCTS. By keeping a copy of all efforts in the MCTS it will save time with having to go through every case note in FSFN to see if it relates to a missing episode

4. How often do I need to conduct and document efforts to locate?

At a minimum, efforts should be made and documented once a week for the first three months and monthly thereafter

Important Note:

This is the Department's policy. If you work for a CBC provider, make sure to check their policy as some agencies require that additional efforts be made. For example, some agencies require efforts be made three times a week for the first two weeks, weekly thereafter for the first 90 days and monthly for each month after the initial 90 days

Step Three: The FDLE Missing Children Information Clearinghouse (MCIC)

1. What is the FDLE/MCIC?

The MCIC is located within the FDLE Division of Criminal Justice Information Services and is a central repository of information regarding missing children. The information is collected and disseminated to assist law enforcement agencies, public and private organizations and the citizens of Florida in locating missing children. The MCIC is utilized as a resource center and information exchange service and compliments the state and federal computerized missing person's files

2. What does FDLE do with the DCF missing child information once it is submitted to them?

Once the information is reported to law enforcement, they accept a missing child report, enter the child as missing in FCIC/NCIC and a Missing Child Reporting Form is electronically submitted, FDLE (Missing Child Information Clearinghouse) opens a case on the child. MCIC provides analytical and investigative assistance to law enforcement agencies. Some of the services they provide are:

1. Posting the child's picture and information on their Missing Child Website. The website is accessible to the public and missing child flyers can be printed directly from the site
2. Conducting both public and private database searches
3. Flagging birth records and school records

3. Why do I need to access FDLE's Missing Child website?

The case manager/designated worker needs to access the website to ensure the child is posted, all of the information associated with the event is correctly documented and the child's photo is properly displayed. Also, you can print missing child flyers directly from the website

4. How Do I access FDLE's Missing Child website and print flyers?

1. The website is: www.fdle.state.fl.us. Once at the site, click on the Missing Children Information Clearinghouse link on the right side of the page.
2. To print flyers: click on the search tab at the top of the page, type in the child's last name and/or first name, and click submit. Click on the child's picture and the flyer will come up. Click printable flyer under the child's picture. You may then print the flyer
 - Make sure the page is set to landscape
 - Make sure to use a color copier as the picture will be in color as long as the picture that was provided was in color
 - Flyers can be distributed to service providers, schools and may be posted in the community

Important Note:

If there is no available picture of the child, it will limit the need to print flyers. Submitting updated photos can play a crucial role in the location of a missing child

Step Four: Preparing for the child's return

Tip:

You need to plan for the child's return before the child returns

How do I secure placement for the child?

- Interview the current caregiver to determine whether or not the child will be placed there when he/she is located
- If the current caregiver is not willing to take the child back or the child has expressed a strong aversion to returning to the placement, explore other placement options
- Check to see if there is a more appropriate placement

Important Note:

If/when the child returns and expresses a desire to live with a relative or non-relative, the case manager will follow all necessary procedures to assist in the placement (background checks, notifying the court for approval, etc.)

Step Five: Locating the Missing Child

1. What steps need to be taken once a child is located?

When a child is located, the following steps should be followed:

- See the child as quickly as possible to assess safety and well-being
- Make sure basic/immediate needs are met and obtain any needed medical care, counseling and/or other services
- Immediately notify law enforcement. This is especially important if law enforcement did not assist in locating the child

- Contacting law enforcement will ensure that the missing child entry is removed from FCIC/NCIC
- Law enforcement may need to physically see the child unless there is an agreement between the Law Enforcement agency and the Department/Provider that law enforcement will accept a Child Location Notification in lieu of seeing the child face to face
- **A child is not considered located until the child is seen by law enforcement or a child welfare professional**
- Notify the child's parents, legal custodian, relatives, substitute caregivers, Guardian ad litem, and the court of the child's location
- Document the location in FSFN. Also, remember to end date the runaway, abducted or absconded status in Other Placement in FSFN once the child is located
- Complete and submit a location form in the Missing Child Tracking System
- Florida Administrative Code 65C-30.019 requires that the services worker or CPI shall interview the child within 24 hours of the child's return to determine the child's need for further services and/or change in placement. Debriefing tools and effective practice information can be obtained by contacting the DCF Child Location staff in Tallahassee (see resources section)

Important Note:

If the child turns 18 years old while reported as missing, all agencies notified that the child was missing will be contacted by the case manager. The case manager will inform the court and request the case to be closed. If requested, information from the case file will be given to the local law enforcement agency for their continuing efforts to locate the missing person. **When notifying law enforcement, make certain that they understand that the child was never recovered**

Tip:

Many times, children will run away to a location where they were previously found. Keeping detailed information on past locations may help locate a child who frequently runs away from care

2. How do I complete and submit a location form in the Tracking System?

- A. To complete and submit a location form, follow the steps below:
1. Log onto the MCTS
 2. Select Resolve from the menu on the left
 3. Select the child's name that has been located
 4. Enter all of the information requested and click the "Add Location Information" at the bottom of the screen
 5. The form is then sent electronically to the Central Office. Once the FCIC/NCIC entry is deleted, the child will be closed in the MCTS and will be closed with FDLE/MCIC

Important Note:

The child's FSFN alert will not be turned off until the form is submitted and the child's missing entry is out of FCIC/NCIC. The episode will remain open in the MCTS and with FDLE until these two tasks are complete

- B. To complete the narrative section, use the following guidelines:
- The section must include one of the following headings:
 1. Child returned to placement on his/her own
 2. Child was located by DCF/CBC (name worker)
 3. Child was located by Law Enforcement (name the agency)
 4. Child aged out without being located
 5. Court removed jurisdiction without the child being located
 6. Child found deceased

- A brief description of the child's condition is very important to include in the narrative section as is a general description of the circumstances involving the location

C. To complete the address section, use the following guidelines:

- Make sure to fill out the street address, city, state and zip code where the child was located.
- Many times, children will run to the same location where they were previously located and this information is vital in locating children that are habitual runaways
- If the information is not included, the point of contact or the case worker may be contacted for this information as FDLE may request the location address for their records

Important Note:

The completed location form is sent electronically to Headquarters for review and closure with the FDLE/MCIC. Incomplete information may result in the local Children Location Point of Contact or the case manager/designate worker being contacted by local law enforcement, the FDLE/MCIC or the National Center for Missing and Exploited Children (NCMEC) for detailed information related to the resolution of a missing child investigation

Section Four: Stabilization of Missing Children

The information contained in this section outlines requirements/responsibilities of the case manager or designated worker related to stabilizing a child upon his/her return. This section also contains effective practices, as suggested from the field along with national research

1. How do I stabilize a child once they are located?

See the child as quickly as possible to assess safety and well-being

- Make sure basic/immediate needs are met
- Obtain any needed services
- Interview/Debrief the child
- Conduct staffings to discuss needed services
- Identify and provide any additional training or support to caregivers
- Utilize the Behavior Analysis Services Program

Important Note:

Florida Administrative Code 65C-30.019 states that the child is to be interviewed by the services worker or CPI within 24 hours of the child's return to determine the child's need for further services and/or change in placement

2. What are some effective practices for stabilizing children upon their return?

1. Youth Interaction Tool helps to identify why children are running
2. A team approach (worker, placement, mental health/substance abuse/education) in managing children who run from care
3. Positive and supportive caregiver interaction with children
4. Specialized case management for children who run away
5. Monthly meetings to staff children/youth, coordinate efforts and share best practices
6. Be creative: start with identifying the needs of the youth, then be creative in meeting them

3. What does national research suggest regarding the stabilization of children?

There is little research or published information on this subject. However, the National Center for Missing and Exploited Children (NCMEC) has published *Location and Reunification of Missing Children: A Team Approach*, which describes different stages a child will go through, depending upon who has abducted the child. The following are examples of what the child may experience:

- Non-Family Abductions
 - Brief Euphoria
 - Hyperarousal
 - Hypervigilant Recall
 - Compliance/Resistance
 - Denial and Help-Seeking
- Family Abductions
 - Lack of Control
 - Belief Confusion

- Fear
- Role and Identity Confusion
- Divided Loyalties
- Guilt and Shame
- Abandonment

If the child was abducted by a parent, the parent may have told the child lies or made negative statements about the other parent and/or about the department/child welfare agency. Statements made by the parent to the child prior to his/her return may negatively impact the child once he/she is located and placed

Children most often will feel a lack of control in these situations. The child should be assessed and receive counseling regarding the abduction

Section Five: Prevention of Missing Episodes

The information contained in this section provides suggestions on how to prevent missing children incidents, based on national research and effective practices from the field

Tip:

Increase prevention efforts in order to decrease missing episodes

1. How can a parentally abducted, involuntary or endangered episode be prevented?

- Research suggests that Parentally Abducted, Involuntary or Endangered (PIE) children should never go places alone and should be taught to trust their own instincts and to run if they feel they may be in danger
- Caregivers should know where the child is at all times and talk openly about safety with the child
- Regular parent-child visits and regular worker-child visits that allow for private conversations with the child are very important

2. How can a runaway episode be prevented?

National Research concerning runaway prevention lists a number of factors that will reduce or eliminate the number of runaway episodes

- Placement stability
- Providing more activities/less downtime
- Mental health and substance abuse assessment and treatment
- Normalcy
- Independent living/transition planning and activities
- Placement or visitation with sibling(s)
- Positive relationship/bond with at least one adult
- Increased flexibility (a more flexible set of rules tied to each individual child's ability to handle more responsibility)
- Granting family visits or phone calls during holidays, weekends or during a family crisis
- More openness regarding the child's case information
- Attentive case management
- What does not help reduce runaway episodes is punishments, lecturing, name calling or labeling, criticizing or hassling, raising voice or yelling and isolating
- Children are either "pulled" to run or "pushed" to run. Interviewing the child to find out why he/she is running will help stabilize the child and prevent future runs

3. What are habitual runaways and what is a behavioral review?

- Habitual runaway is defined as a child that has run away three or more times
- A behavioral review or comprehensive behavioral assessment must be made by a Certified Behavior Analyst or Certified Associate Behavioral Analyst. Contact the Behavior Analysis Services Project (BASP) in your district for an assessment or further information

4. What are some effective practices to prevent children from running from care?

Tip:

It cannot be stated enough: contact the Behavior Analysis Services Project (BASP) in your district to request assistance with stabilization and prevention of runaways

1. Normalcy

- Statewide Normalcy workgroup
- Childnet Normalcy workgroup
- Memo from Sec. Lucy D. Hadi (*dated August 31, 2005*)
- Florida Administrative Rule 65C-13.002, 65C-13.003, 65C-13.008

2. Runaway Assessment

- Questionnaire developed to identify child-specific factors contributing to runaway behavior
- Used by BASP to make placement and intervention recommendations for individual children/youth who run from care

3. Placement Preference Assessment

- Questionnaire developed to identify preferred placement characteristics and preferred activities to assist in matching placement and child/youth
- Critical placement meetings to plan for placement in advance of return from runaway

4. Youth Interaction Tool

- Interview tool designed to teach staff/caregivers how to most effectively interact with runaway youth
- Maximizes amount of information gathered for child and help promote a positive relationship

5. Teen Homes Certification Program

- Program to establish specialized homes for difficult teens/runaways
- Program includes intensive training and maintenance requirements for selected caregivers as well as special incentives/support services as compensation for program participation

6. Group Home Training

- Intensive training for group home staff aimed at teaching skills needed to work with teens
- Ongoing assistance and consultation by BASP regarding group home incentive systems and behavior management programs

7. Runaway Case Management Model

- BASP has developed a proposed model for an effective case management structure for agencies working with runaway children

8. Risk Assessment

- BASP and the Chapin Hall study related to children who run from foster care have identified variables associated with an increased risk of running away
- Preliminary data currently being used by BASP to identify highest risk runners to prioritize referrals
- Information can be gathered from a child/youth and their family during a variety of naturally occurring assessments and interviews to determine if a child/youth has a history of running away—good predictor of future behavior.

9. Runaway Steering Committee

- Multi-disciplinary and multi-agency group who meet to problem assess and address the needs to children/youth who run from care

- Very effective intervention for youth who run frequently and have complex needs and behaviors
 - Youth should be included when possible to ensure the identification of needs and interventions are accurate and effective (youth-guided care)
 - District Four is a good resource
10. Resource mapping and building/system of care to ensure individual needs of teens are met
- Identifying and meeting the individual needs of teens in out of home care to reduce the risk of them running requires access to a variety of services and supports.
11. Specialized Teen Counselors
12. Teen Courts

5. What are some resources related to children who run from care?

1. National Runaway Switchboard
 - ◆ Web site: Prevention education material, free community education materials
 - ◆ Community education and runaway prevention material
2. Local Law Enforcement and Florida Department of Law Enforcement/Missing Children Information Clearinghouse (FDLE/MCIC)
3. 211/Information and Referral Networks
4. The Transition Center at University of Florida
 - ◆ Transition Individual Education Plans (IEPs)
 - ◆ Requirements for special education students
5. Florida Department of Education web sites:
 - ◆ General
 - ◆ Bureau of Exceptional Education and Student Services: Clearinghouse Information Center
6. Casey Family Foundation
 - ◆ Independent living resources/Information
7. Annie E Casey Foundation
 - ◆ Resources/information on child welfare
8. Project Safe Place
9. Chapin Hall, Center for Children at the University of Chicago
 - ◆ Study: *Youth Who Run Away from Substitute Care*
 - ◆ Web site
10. Child Welfare League of America
 - ◆ Best practice Guidelines: *Group Homes for Teenagers and Children Missing from Care*
11. National Center for Missing and Exploited Children
 - ◆ Web site, publications, material related to abduction and safety, links to other resources
12. Florida Network of Youth and Family Services
13. Adopt US Kids

- ◆ Web site

14. Local Child Location Points of Contacts, Substance Abuse and Mental Health, Independent Living Coordinators, District Behavior Analysts

15. Florida's Center for the Advancement of Child Welfare Practice

- ◆ Web site: resources on system of care, collaboration and links to other resources

16 Central Office Missing Children staff:

- ◆ Hans Soder: (850) 487-8897
- ◆ Reagan Rogers: (850) 922-4863
- ◆ Greg Schmidt/Missing Child Tracking System: (850) 410-8543
- ◆ Laurie Blades: (850) 487-2251

17. National Dissemination Center for Children with Disabilities (NICHCY)

- ◆ Web site has a statewide cheat sheet with numerous resources

Please contact the Central Office Child Location Unit if you would like additional information on the Missing Children Tracking System or resources related to youth who run from care.