

# Missing from Care Reporting Form

## (Runaway and Missing Youth Report)

*This form is to be utilized when reporting missing and runaway youth*

**Date Completed:** Form Completed Date.

**Time Completed:** Form Completion time.

**Person completing form / title:** Click or tap here to enter text.

**Reporter's Name/title/role:** Click or tap here to enter text.

**Contact Phone or email:** Click or tap here to enter text.

**Date of Run:** Click or tap to enter a date.

**Time of Run:** Click or tap here to enter text.

**Youth's Name:** Click or tap here to enter text.

**Preferred Name/Aliases:** Click or tap here to enter text.

**Date of Birth:** Click or tap here to enter text.

**Sex (assigned):** Click or tap to enter sex assigned at birth and/or verified in FACTS.

**Gender Identity (self-identified):** Enter Youth's Self-Identified Gender

**Racial Identity:** Enter Self-Identified Race

**FACTS ID:** Click or tap here to enter text.

**DHHR Worker:** Click or tap here to enter text.

**Home County:** Choose an item.

**Placement Provider:** Click or tap here to enter text.

**Last Known Whereabouts (not facility name. Be specific ie: XYZ gas station.):** Click or tap here to enter text.

**Distinguishing Characteristics (including eye color, hair color, height, and weight, scars, and tattoos if known) Include what youth was last known to be wearing (include footwear):**

### Endangerment Statuses

Please check all that apply to the youth and describe in the space provided<sup>1</sup>.

(In order for criteria to be met it must increase child's risk of injury or danger to youth, others, or the public. Behavior meeting criteria must be beyond what is normal for a youth of the youth's age.

le: Medication must pose a significant risk to life or health if one or more doses are missed. If questions review "Missing and Endangered Advisory Criteria.")

**Serious Substance Use Disorder**

**Actively Homicidal**

**Actively Suicidal**

**Actively Self-Harming**

**Medical Condition Requiring Medication**

**Atypical Sexual Behaviors**

**Pregnant**

**Violent**

**Age 13 or under**

**Intellectual or Developmental Disability**

**Trafficking Status:**

**History of Trafficking**

**Suspected/At-Risk of Trafficking**

**Situational Endangerment Condition which may Indicate Youth is at Significant Risk of Harm**

Describe details of conditions selected:

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<sup>1</sup> Missing youth must immediately be reported to the National Center for Missing and Exploited Children (NCMEC) @ 1-800-THE-LOST or 1-800-843-5678.

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## (Runaway and Missing Youth Report)

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### Referral Narrative

Please describe the run event including, run companions, possible destinations, and any information which may have led to the run or otherwise help to locate the youth. **If youth is believed or suspected to have gotten into or have use of a vehicle, please include a description of the vehicle / plate number if known.**

**Did the Youth Have any Companions when Fleeing?**  Yes  No

**Name of Law Enforcement Agency Notified?** E.g., Cabell County Sherriff's Office.

**Was the Youth's Information Requested to be Entered into the National Crime Information Center (NCIC)?**  Yes  No  Unknown (Only use if law enforcement did not advise)

**Name of Assigned Officer:** Click or tap here to enter text.

**Case Number Generated from Missing Persons Case (NCIC ID):** Click or tap here to enter text.

**Was National Center for Missing and Exploited Children Notified?**  Yes  No

Unknown (Only use if law enforcement did not advise)

### **As of 10/15/21, Completed form is to be emailed to:**

1. The youth's assigned child welfare worker per FACTS,
2. The child welfare worker's supervisor
3. All Child Locators (Rachel Deem, Mary "Mandy" Muth)
4. Runaway Social Worker (Spence CWC PeaceMaker)
5. Immediate supervisor of Runaway Social Worker (Adam Gandee)
6. At least one CI Supervisor on duty (If Adam is on duty, additional CI supervisor is not required)
7. Social Services Supervisor of Centralized Intake Unit (Justin Ash)
8. The District Community Services Manager (CSM)
9. Director of Field Operations (Lorie Bragg)