

Return to Care Reporting Form

Runaway and Missing Youth Return Report

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

Date Completed: Form Completed Date.

Time Completed: Form Completion time.

Completed By / title: Individual Completing the Form

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

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

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

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

FACTS ID: Click or tap here to enter text.

Home County: Choose an item.

DHHR Worker: Click or tap here to enter text.

Run Event Reported to:

CI

Assigned Child's Worker

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

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

Date of Return: Click or tap to enter a date.

Time of Return: Click or tap here to enter text.

Exact Pickup Location (not facility): Click or tap here to enter text.

Placement Provider: Click or tap here to enter text.

Did the youth return on their own?

Yes No

Did the Youth Have any Companions when

Fleeing? Yes No

Did all companions return? Yes No N/A

Will youth return to the placement they ran from? Yes No

Return Narrative

Please describe the circumstances surrounding the youth's return, including any noted risks to the youth while on runaway status.

Did the youth report being victimized while absent from care? Yes No

Describe: Click or tap here to enter text.

Did the youth report or have any noted injuries? Yes No

Describe: Click or tap here to enter text.

Did the youth disclose substance use while on runaway status, or is there a reasonable suspicion that the youth used substances while on runaway status? Yes No

Describe: Click or tap here to enter text.

Has Law Enforcement Agency been notified of the return? Choose an item.

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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)