

How to complete a Recovery Form in FSFN

To complete and submit a Recovery Form, follow the steps below:

1. Log onto FSFN.
2. Open the case file and click on the Missing Child Report Symbol.
3. Click on the Open MCR.
4. Enter all of the information requested and click "save" at the bottom of the screen.
5. There are two types of recoveries, rapid and standard. A rapid recovery occurs when a child is reported and recovered before it is submitted to FDLE/MEPIC. A standard recovery occurs when FDLE/MEPIC has opened a case on the missing child. The MCR should default to whatever recovery is needed.
6. Once you complete the recovery form, click "Options" and then "Approval." Make sure you approve the recovery form to the Hillsborough Kids Missing Point of Contact person.
7. The Hillsborough Kids Missing Child POC will review the recovery form and approve it to MCR HQ.

Important Note:

In order to submit a recovery form, you must be assigned to the child's case in FSFN.

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.

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 recovery form is sent electronically to Headquarters for review and closure with the FDLE/MEPIC. Incomplete information may result in the local Children Location Point of Contact or the Regional Criminal Justice Coordinator being contacted by local law enforcement, the FDLE/MEPIC or the National Center for Missing and Exploited Children (NCMEC) for detailed information related to the resolution of a missing child investigation.