



Missing Child Case Management Checklist

Missing Child Checklist Required Documentation in FSFN

- 1. Search child's belongings for missing items within 24 hours. FSFN note labeled "Missing Child- Attempt to Locate" with detail must be entered.** If this is not applicable the FSFN note must state reason as to why the belongings could not be searched (child returned, child took his/her belongings with him). If on call received the report and it says the "caregiver was unaware" the caregiver must be contacted by CMO and document what was found (leaving a voicemail or sending an email without receiving a response will not be accepted).
- 2. Caregiver or case manager immediately contacted people regarding the child's possible whereabouts. FSFN note labeled "Missing Child- Attempt to Locate" with detail must be entered.** If on call received the report and it says the "caregiver was unaware" the caregiver must be contacted by CMO and document who was contacted. If caregiver reported no persons were contacted please email me to address with Eckerd.
- 3. Caregiver or case manager checked places the child is known to frequent within 24 hours. FSFN note labeled "Missing Child- Attempt to Locate" with wording "checked places known to frequent" must be entered.** If on call received the report and it says the "caregiver was unaware" the caregiver must be contacted by CMO and document places he/she searched (the bedroom, outside property, park, ect.). If caregiver reported he/she did not check places please email me to address with ECA Contracts.
- 4. Caregiver or case manager documented in each FSFN note contact information for persons contacted (EACH FSFN Notes must state person's full name and method of communication for example; phone number, address, and/or email, and relationship to child)**
- 5. Child's parent or legal guardian, relative, or foster parent was notified the child is missing** with all contact information and relation to child in each note. If it is not applicable, document reason for N/A in the FSFN note.
- 6. Child's GAL, Attorney, Attorney Ad Litem, Probation Officer, therapist and the missing child specialist were notified that the child is missing** with all contact

information and relation to child in each note. If it is not applicable, document reason for N/A in the FSFN note.

7. **Missing Child Report was reported to the court within 72 hours and entered into FSFN note. Affidavit for take into custody MUST be filed. When received forward a copy to the missing child specialist.** Best practice is to upload the affidavit into FSFN File Cabinet.
8. **Missing Children FSFN Attempts to Locate notes were entered into FSFN within 24 hours.** Must be labeled as “missing child attempt to locate”
9. **Photo obtained immediately upon recovery and uploaded into FSFN File Cabinet or note in FSFN stated child’s appearance has not changed**

10. The child’s recovery shall be completed in FSFN by completeing the MCR recovery form with in 24 hours of recovery to include weekend and holidays.

11. Upon recovery the child shall be interviewed within 24 hours, this includes weekends and holidays. This is done to determine if there is a need for change of placement and any additional services that may be neede3d to prevent future missing child episodes.

The interview shall:

- a. Determine the factors that contributed to the run episode
- b. Inquire into the child’s expeirience while they were absent from care. This includes why they ran, where they ran, or was any abuse encountered while missing. If the child reports being trafficked or sexually exploited it will be determined if the child is a possible victim of trafficking.

Documentation must be be input into FSFN within one business day of the interview and labeled as “missing child-debreifing”.