# **Missing Youth Protocol Flowchart**

When a youth is determined to be missing take the following actions.

Document thoroughly in FACES.

### **IMMEDIATELY CONTACT** Law Enforcement Circuit Manager/FCCM Agency Supervisor (Agency name, officer's name/phone number, report Director number, recent child photograph) Within 2 Hours - Notify the National Center for Missing and Exploited Children (NCMEC) (Document confirmation #) Report any person under the age of twenty-one (21) missing from care. Call 1-800 -THE-LOST or report online https://cmfc.missingkids.org/reportit Within 24 Hours - obtain information from all available sources, update FACES RUN as temp placement Parents/Relatives GAL/JO/CASA (Unknown, Known, Abducted) **The Next Business Day** Juvenile Office - Request "pick-up"/capias order Within 3 Business Days **CD-308 Missing Youth Notification** Consult with supervisor to: review efforts, ensure Email to CD.MissingYouth@dss.mo.gov statutory requirements are met, check documentation Upload to OnBase and develop next steps Every 7 calendar days, until youth is located, contact LE to inquire about efforts and any new information they have collected. Document in FACES. Every 7 calendar days, and then monthly thereafter contact **Family Members** Friends School Faculty Service Providers Search available databases, public records and social media accounts. Request TLO & STAT when needed.

# When a Youth Returns from Missing

**Immediately** assess the youth's health and well-being. Obtain immediate medical/mental help if needed.



#### Within 24 Hours with youth in person

Utilize CD-288 Human Trafficking Assessment Tool to create individualized response plan Discuss experiences while gone, appropriateness of previous placements and contributing factors of run.

Make arrangements for medical exams or mental health needs and schedule as deemed necessary.



#### Within 24 Hours

Update FACES Placement Screen

Notify Law Enforcement, JO/Court, GAL, Resource Provider, Youth's Parents

Notify NCMEC



### Within 3 business days

Hold FST

Discuss supports and services to prevent future RUN episodes

Document in FACES all activities and decisions related to youth's return