

## **Missing Youth Notification (CD-308) Instructions**

### **PURPOSE**

The Missing Youth Notification informs central office that a youth is missing and verifies the completion of statutorily required actions.

### **# OF COPIES AND DISTRIBUTION**

Upload the form to OnBase (AC-Other Documents – Description: Missing Youth Notification) and email to Central Office (CD.MissingYouth@dss.mo.gov) within 3 business days after a youth goes missing.

### **INSTRUCTIONS FOR COMPLETION**

#### **General**

By using this form, staff will track the details regarding contacting NCMEC, Law Enforcement and specific descriptive details relating to the youth.

#### **Specific**

<u>Case Manager, CM's Phone</u>	Name of the case manager for the youth, along with the best contact number for the Case Manager
<u>Supervisor, Supervisor's Phone</u>	Name of the case manager's supervisor, along with the best contact number for the Supervisor
<u>County of AC Jurisdiction</u>	County with judicial oversight of the alternative care case.
<u>Youth's Name</u>	Youth's name connected to Department Client Number
<u>Youth's DCN</u>	Youth's Department Client Number
<u>Youth's DOB</u>	Youth's Date of Birth
<u>Date Missing</u>	Date the youth went missing during this missing/run episode
<u>Biologically Assigned Gender</u>	Youth's assigned gender at birth
<u>Identified Gender</u>	Youth's chosen/identified gender if different from biologically assigned gender. Enter N/A if biological and identified gender are the same.

#### Law Enforcement (LE) Fields

- Agency Name & Phone # Agency that took the missing person report (city policy, county sheriff, Missouri Highway Patrol, etc) and the agency's phone number
- Report # Report number associated with the missing person's report
- Date contacted Date LE was contact to take the missing person report

- Name of Officer Name of the LE official who took the report

#### NCMEC Fields

- Date/Time NCMEC was contacted Date and time National Center for Missing and Exploited Children was contacted
- NCMEC confirmation # Case number created by NCMEC
- Picture provided Yes, if the youth's picture was provided to NCMEC. No, if a picture was not provided to NCMEC. If no, explain next steps to obtain and provide NCMEC with a picture.

#### Parents/Guardian ad Litem/Juvenile Officer Contact

Check yes/no to indicate whether these individuals have been notified of the missing youth

#### Capias/“pick-up” order

Check yes/no to indicate whether a court has issued such an order

#### Has the youth been missing before/# of times

Check yes/no to indicate previous episodes of running away or going missing. Enter the number of times prior to current episode the youth has been missing.

#### Known active substance use

Check yes/no to indicate whether the youth is potentially or currently using any substances

#### Date of last in-person worker/youth contact

Date of most recent face-to-face contact

#### Date of last visit between parent and youth

Date of most recent visit between parent and youth, may have been virtual or in-person.

#### List individuals that may be with or have knowledge of youth's location

Consider the connections the youth may have and if there are any initial reasons to believe they are running with someone, known or unknown and any on may help them stay gone, give a place to live, previous run location, etc.

#### Additional information

Document any information that is relevant to this youth's situation