

Missing Youth Status Report (CD-308):

PURPOSE:

The Missing Youth Status Report will be completed to track milestones at the beginning of, and throughout, the time a youth is missing.

OF COPIES AND DISTRIBUTION:

This form will be retained in the file during the period the youth is missing. The case manager will upload the form to OnBase (AC-Other Reports – Description: Missing Youth Status Report) and email to Central Office (CD.MissingYouth@dss.mo.gov) within 3 business days after a youth goes missing. The form will again be uploaded and emailed when the youth is found, or if the Court releases jurisdiction.

INSTRUCTIONS FOR COMPLETION:

General:

By using this form, staff will track the details regarding the missing youth, as well as dates of attempts to locate.

Specific:

Case Manager, CM's Telephone #: Name of the case manager for the child, along with the best contact number for the Case Manager

Supervisor, Supervisor's Telephone #: Name of the case manager's supervisor, along with the best contact number for the Supervisor

County: Enter the case management county

Child's Name: Enter the child's name

Child's DCN: Enter the child's DCN

Child's DOB: Enter the child's DOB

Date Missing: Enter the date the child first went missing

Gender/Identified Gender: Enter the child's gender, and their identified gender

Date of Last FST: What is the date of the last FST

Law Enforcement Agency Name & Contact #: Enter the Agency contacted, along with the contact number

Report #: Enter the Report Number of the missing persons report

Date contacted & Name of Contact: What was the date of law enforcement contact, and the name of that person

Have the Parents/GAL/JO Been Contacted: Check if these individuals were contacted

Did the Court issue a “pick-up” order: Did the Court issue a pick-up order for the youth

Date/Time NCMEC was contacted/NCMEC confirmation #: Record the date/time NCMEC was contacted along with the NCMEC confirmation number

Has the child been missing before/# of times: Check if the child has been missing before, and the number of times prior to current episode the child has been missing

Any substance use: Has the youth had any known previous instances of substance use

Date of last Face to Face contact/Last visit between parent and youth: Record the dates of the last Face to Face contact between the worker and child, and the date of the last visit between parent and youth

Ongoing tracking: For as long as a youth’s whereabouts remain unknown, the case manager will record monthly contacts in FACES, and record the dates of these contacts on the form