Missing Youth Protocol Flowchart

When a youth is determined to be missing take the following actions.
Document thoroughly in FACES.

### IMMEDIATELY CONTACT

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Circuit Manager/FCCM Agency Director</th>
<th>Law Enforcement (Agency name, officer’s name/phone number, report number, recent child photograph)</th>
</tr>
</thead>
</table>

### 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 (Unknown, Known, Abducted)
- Parents/Relatives
- GAL/JO/CASA

### The Next Business Day
Juvenile Office - Request “pick-up”/capias order

### Within 3 Business Days

- CD-308 Missing Youth Notification
  - Email to CD.MissingYouth@dss.mo.gov
  - Upload to OnBase
- Consult with supervisor to: review efforts, ensure statutory requirements are met, check documentation 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

<table>
<thead>
<tr>
<th>Immediately</th>
<th><a href="#">Assessment</a> assess the youth’s health and well-being. Obtain immediate medical/mental help if needed.</th>
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</thead>
<tbody>
<tr>
<td><strong>Within 24 Hours</strong> with youth in person</td>
<td></td>
</tr>
<tr>
<td>Utilize CD-288 Human Trafficking Assessment Tool to create individualized response plan</td>
<td>Discuss experiences while gone, appropriateness of previous placements and contributing factors of run.</td>
</tr>
<tr>
<td><strong>Within 24 Hours</strong></td>
<td></td>
</tr>
<tr>
<td>Update FACES Placement Screen</td>
<td>Notify Law Enforcement, JO/Court, GAL, Resource Provider, Youth’s Parents</td>
</tr>
<tr>
<td><strong>Within 3 business days</strong></td>
<td></td>
</tr>
<tr>
<td>Hold FST</td>
<td>Document in FACES all activities and decisions related to youth’s return</td>
</tr>
</tbody>
</table>