Missing Child* Protocol Flowchart
For Caseworkers
(Formally known as RUN status)

**IMMEDIATELY** When a LS-1 child is determined to be missing, the caseworker must contact and document in FACES narrative:
- Supervisor
- Circuit Manager
- Law Enforcement (Document Report Number)

Within 24 Hours notify, and document in FACES narrative:
- Parents/Guardians
- Juvenile Office (request "pick-up"/capias order)
- Guardian Ad Litem

Within 24 Hours - Notify the National Center for Missing and Exploited Children (NCMEC) Document in FACES Narrative along with the CONFIRMATION #
This is for any person under the age of twenty-one (21) missing from care. This can be completed by calling 1-800 -THE-LOST or by completing an online report to NCMEC. The website for online reporting is: https://cmfc.missingkids.org/reportit and may only be utilized by staff.

Within 3 Business Days: Complete Missing Child Checklist, upload to OnBase, and Email to Central Office
CD.MissingYouth@dss.mo.gov

Within 1 week, and then monthly thereafter, contact and document in FACES:
- Family Members
- Friends
- School Faculty
- Service Providers

Monthly - Search - document in FACES:
- Family Support Division (IPAR, IMES)
- MO HealthNet (MXIX, MCII)
- Food Stamp Assistance (FAMIS, FAPC)
- TLO search or other public record databases

* Missing Child refers to a youth whose whereabouts are unknown
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## When a Child Returns from Missing

**Immediately** assess the youth’s health & wellbeing - Obtain immediate medical attention if needed

### Within 24 Hours

- Complete CD-288 Human Trafficking Assessment Tool (and upload in OnBase)
- Notify Law Enforcement, JO/Court, GAL, Resource Provider, Youth’s Parents, Parent Attorney
- Notify NCMEC

### Within 24 Hours

- Arrange for a medical exam
- Update FACES Placement Screen

### Within 72 Hours

**Schedule FST meeting**

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