

CHECKLIST FOR YOUTH WHO ARE MISSING or WHO HAVE A HISTORY OF RUNAWAY BEHAVIORS

Missing youth are defined as youth missing from home, missing from out-of-home care, or whom are considered to be of a “critical missing” status. Youth are considered to be missing when they are unaccounted for 8 hours or more and their absence cannot be reasonably justified by the youth’s age, maturity or emotional capacity and when efforts to locate the youth have been unsuccessful. “**Critically Missing Youth**” are defined as all children ages 12 and under, any youth with significant cognitive, psychological, emotional or physical or medical needs or any youth who are suspected to be involved in high risk situations(situations involving sexual behaviors, victimization , abuse , weapons, etc.)who are missing from home or out of home care.

_____CC has provided youth and family with the Resource Folder for Youth with a Runaway History and explained what will occur when a youth is missing: *Things to Think about, Information from the National Runaway Safeline, What Will Happen if My Child is Missing, Information for Youth with a Runaway History, etc.* Folder will be provided at enrollment.

_____CC initiates the *Information for Youth with a Runaway History or Youth Who are Missing Worksheet* with the child and family prior to the first POC. Some of this worksheet will need to be completed at the time of the youth’s absence.

_____ Family/guardian, care coordinator, placement provider should all have a copy of this form.

_____CC discusses *Things to Think About Before I Run Away* with the youth and incorporates strategies into the crisis plan/plan of care by the first team meeting.

_____Missing Youth Coordinator (Diane Thompson) will contact CC to schedule a review. Regular reviews will be scheduled by Missing Youth Coordinator.

_____CC facilitates a team discussion about when and who should be notified if youth is missing.

_____if parent becomes aware of absence of youth first, parent notifies cc.

_____Placement providers notify parent/guardian and CC immediately and file a Missing Person Report in the county of that placement

_____CC notifies BMCW worker or probation officer immediately and determines when and what notice they will give to law enforcement and the court. If the designated worker cannot be reached, CC may make those notifications. CC leaves messages for systems partners.

_____CC or designated system partner assists parent/guardian in filing a Missing Person Report with the local police on the same day the child is reported missing (if the youth is missing from home). The resource folder can provide information to aid in this report and parent can also contact the National Runaway Safeline at 1-800-RUNAWAY.

_____ CC notifies supervisor, all team members (all people listed on team list and crisis plan) as well as the Missing Youth Coordinator (Diane Thompson) immediately.

_____ If the youth is believed to be "Critically Missing", cc notifies Sensitive Crimes at 935-7405 based on review with High Risk Coordinator and/or Missing Youth Coordinator.

_____ Cc assists parent in contacting the National Center for Missing and Exploited Children at 1-800-THELOST (843-5678). If the parent does not have custody (legal placement of the child) the designated system partner (BMCW or probation) or local law enforcement must report the youth as missing to the National Center for Missing and Exploited Children at 1-800-THELOST (843-5678)

_____ CC documents all contacts and interventions.

_____ CC schedules a consultation with Diane Thompson to ensure that all appropriate steps are taken to locate the youth. The consultation should be scheduled within 24 hours.

_____ CC files a temporary COP according to the COP policy.

_____ CC files a critical incident report if the youth is determined to be "Critically Missing" according to the critical incident policy.

_____ CC schedules an emergency team meeting within 24 hours. The team explores contact information for those people the youth may seek out when missing. Those contacts could be team members, friends, boyfriends/girlfriends, relatives, former caregivers, biological family members, teachers, community contacts, etc. The team discusses social media the youth may use such as Facebook, Twitter, MySpace, Tumbler, etc. The parent/ guardian or person designated by the parent/guardian can be encouraged to monitor these activities through the youth's friends.

_____ CC contacts the parent/guardian twice weekly in person and by phone regarding the whereabouts of the youth, more often if the situation is critical.

_____ CC requests that Supervisor become involved if parent/guardian is not communicating with the team (does not return phone calls or misses home visits). Supervisor attempts phone contacts and home visits with the parent/guardian. If that is unsuccessful, Families United or other support staff should be involved to try to open lines of communication with the family.

_____ CC continues to contact all team members on plan and crisis plan at least one time weekly in an attempt to locate that youth. Supervisor assists with this process as needed.

_____ Missing Youth Coordinator will assist CC in determining when and if youth should be placed on the disenrollment list.