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**Glenn County Health and Human Services Agency**

**Social Services - Child Welfare Services**

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**Service Division Policy and Procedure**

<u>Effective Date:</u> January 2015	<u>Contact References:</u> Children’s Bureau/Family and Youth Services Bureau	<u>Approved by:</u>	<u>Revision Date:</u> 07/19/2016 06/07/2019 12/15/2025
	Public Law (PL) <a href="#">113-183</a> ; <a href="#">PL 117-348 SB-794</a> ; <a href="#">WIC 16501.35</a> & <a href="#">16501.45</a> ; <a href="#">ACIN I-23 15</a> ; <a href="#">ACL 15-49</a> ; <a href="#">ACL 16-08</a> ; <a href="#">ACL 16-15</a> ; <a href="#">ACL 25-67</a>		

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**Title: Youth that are Unaccounted for Protocol – Reporting Unaccounted for Foster Youth, Response and Services**

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## Purpose

- To provide procedures for reporting when foster children and Nonminor Dependents (NMDs) are **missing from foster care or absent from care**, and to outline search and response efforts.
- To determine the factors that lead to the child/NMD being absent from foster care and address those factors in subsequent placements.
- To determine the child/NMD’s experiences while absent from foster care, including whether the youth was a sex trafficking victim.
- To prevent potential harm to foster youth from being missing or absent from care, including risks associated with commercial sexual exploitation or other victimization.
- To provide services to foster youth who return from missing/absent status or are at risk of leaving care.

## Definition

**Missing from foster care:** A child or youth is considered missing from foster care when their whereabouts are unknown to the child welfare agency or probation department, or when they are located in a non-approved placement that may pose risk. This determination must take into account the child’s age, developmental level, mental functioning, and physical condition.

In the case of a nonminor dependent (NMD), this definition shall only apply if based on the totality of the circumstances, the county child welfare agency or probation department suspects that the nonminor dependent did not voluntarily leave foster care or is at risk of substantial harm (WIC section 16501.35(c)(2)).

Children/NMDs may be missing due to abduction, wrongful detention, wandering away and becoming lost, leaving placement without permission, or otherwise being absent from care for any reason. Even when a youth's location is known (e.g., staying with a friend or relative but refusing to return to placement), they are considered **absent from care** and therefore **missing from foster care** under [ACL No. 25-67](#).

## Policy/Procedure

- Foster youth who are believed to be missing from foster care, absented themselves from foster care or for other unusual reasons cannot be located will be reported immediately (**or within 2 hours**) to local law enforcement and tribal law enforcement agency for the child's tribe. The social worker will make a Missing Persons Report, unless the caregiver has assured they have already done so. Documentation must include the report number and law enforcement agency (document in CWS/CMS the day of or the next business day).
- Nonminor dependents should also be reported missing to law enforcement if it is suspected that they are victims of harm or foul play and not voluntarily absent from care.
- Per [Penal Code 11166 \(j\)\(3\)](#): When a child or youth receiving child welfare services is *reasonably* believed to be the victim of, or at risk of, **commercial sexual exploitation (CSE)**, the county probation or welfare department **shall immediately, or within 24 hours**, report the incident to law enforcement for entry into the National Crime Information Center (NCIC) and to the National Center for Missing and Exploited Children (NCMEC). ([External Missing Child Data Entry Form](#) or 1-800-THE-LOST) (CDSS recommends reporting all foster children missing from care to NCMEC)
  - All reports to Law Enforcement and NCMEC must include, when reasonably possible:
    1. A photo of the missing or abducted child or youth
    2. A description of the child's or youth's physical features, such as height, weight, sex, ethnicity, race, hair color, and eye color
    3. Endangerment information, such as the child's or youth's pregnancy status, prescription medications, suicidal tendencies, vulnerability to being sex trafficked, and other health or risk factors, to the extent such information is released in compliance with other applicable laws.
    4. Information about whether the child or youth is or may be an Indian child, as defined in [WIC 224.1](#), including the name of the child's Tribe.

For more information when reporting to NCMEC [Case Worker Guide to Reporting Missing Children, Sound Policy and Practice Recommendations, National Center for Missing & Exploited Children](#)

## Notification

- **Immediately** notify the youth's/NMD's parent/guardians/Indian Custodians unless prohibited by court order. (i.e. termination of parental rights, no contact order, restraining order etc.)
  - Ask the parent/ legal guardian to contact the Department immediately if they receive information regarding the youth's whereabouts.
- Notify the child/youth's Attorney and CASA within **24 hours**.
- Notify the child/youth's tribal representative **immediately**, or within **24 hours**. (Collaborating with the tribal representative on efforts to locate the child and ensuring that the Tribe is regularly updated regarding the child's status, particularly when the child has been located, to determine the most appropriate placement, if a placement change is necessary. Engagement with the Tribe may provide additional information to assist in locating the youth. The active efforts to meet such requirements *must also be documented* in the child's case record.) Please see [Active Efforts When an Indian Child Is Missing from Care](#) for more guidance.
- Notify the attorneys for the parents/legal guardians/Indian Custodians within **24 hours** *unless this has been limited or terminated by the court*.
- The court of jurisdiction within **24 hours**.
- Any known sibling of the child or NMD who is 10 years of age or older and adjudged to be a dependent child of the juvenile court within **24 hours**. If such notice would not be contrary to the safety and well-being of that sibling. Notice to siblings shall be provided in a trauma-informed manner.
- *These notices shall include contact information for the case carrying social workers and/or probation officers and their supervisors within the placing agency issuing the notice.*
- Notify eligibility staff that the child has temporarily left placement.
  - Placement may remain open and payment continued for up to fourteen (14) calendar days if the caregiver is willing to have the child/youth return and the SW agrees it is safe.
  - If the caregiver states the youth cannot return, payment should end effective the date the youth left placement.
  - A SOC 158A ending placement should be submitted as soon as possible
- A Protective Custody Warrant shall be filed with the Juvenile Court for a missing foster child within **one business day**.

- For youth 18 or older (including NMDs), a Protective Custody Warrant is **not** required. However, CWS must show the court that reasonable search efforts were made before a case can be terminated. Only upon the court making a finding that reasonable efforts were made to locate a NMD can their case be terminated and search efforts ceased.

## Case Management

- The social worker will conduct an ongoing diligent search and document efforts in CWS/CMS. Per [Division 31-320](#), the assigned social worker shall attempt to locate a missing minor at least monthly.
- Efforts to locate a missing child/youth should include:
  - Contacting significant persons in the youth's life (parents, siblings, relatives, friends, former caregivers, education/service providers) to inquire if they know the youth's whereabouts.
  - Physically checking locations where the youth is likely to be.
  - Conduct visits to relevant addresses or request a welfare check by law enforcement, when possible
  - Following up on leads regarding the youth's whereabouts.
  - Searching social media sites.
  - Consult with or refer to Missing Children Liaisons.
- If the youth is in contact or through others, but refuses to return, engage them in discussion of safe alternatives. Provide emergency resources (e.g., Hygiene kits, contact cards)
  - Consider holding a CFT meeting to discuss ways to support the youth during their absences and to help create a plan for return when the youth is ready. The social worker should consistently attempt to have face-to face contact with the youth to ensure they are, at the very least, physically safe, and to continue to support their needs the best they can. (An example of a safety and Support Plan is on page 14 of the [ACIN I-13-17 PROMISING PRACTICES FOR YOUTH WHO ARE MISSING OR RUN AWAY FROM FOSTER CARE](#) ).
  - A harm reduction approach should be utilized in both preventing and mitigating risks associated when a youth is missing from care. Honest discussion is important and should include legitimate reasons why the youth should stay in their placement, as well as the understanding and acknowledgment that a youth may decide to leave regardless. These discussions should include how a youth can maintain their own safety while missing from care. This does not mean that leaving placement is encouraged or condoned, but instead meets the youth where they are, encourages openness, and builds trust. This will go a long way in terms of engagement, their progress in healing, and helping build safe behavior.  
***\*Should there be suspicion that the youth is in immediate danger, contact law enforcement.***

- Reassess potential placements (including any parents, relatives, NREFMs or Tribal relationships) and consult with supervisors regarding temporary or unlicensed placements.
  - Safeguard the youth's personal property:
    - Retrieve belongings within 7 days if placement has ended.
    - Complete a written inventory.
    - Store belongings safely for at least one year or until the youth is located.
    - Return belongings upon request regardless of willingness to return to placement.
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## Upon Return of Youth

When a youth is located, it is the responsibility of the caseworker to arrange for the return of the youth to care and assist in stabilization. When a youth returns to placement, the assigned caseworker should utilize engagement and assessment strategies to identify what prompted the youth's absence, assess for and address any additional trauma that occurred while missing from care, and identify opportunities to enhance the youth's well-being and resilience. It is important to notify the Child and Family Team (CFT) of the youth's return to care and coordinate any changes to the case plan or a placement change with the input of the team, including the Tribe in the case of an Indian child.

- Update all the people that you previously notified, that the child is back in placement or safe, as soon as possible. Parents/guardian, ICWA Rep, Court, Attorneys, Local LE (if applicable), etc.
- Conduct an in-person interview **within** 3 days to assess health, safety, and potential victimization. The sooner the better depending on any reported victimization or health/safety concerns. Determine the primary factors that contributed to the absence. If needs have changed, update the Integrated Practice CANS within 30 days.  
\* A copy of the [Debriefing Plan](#).
- Complete a [CSEC screening tool](#) (appendix B) for youth at risk.
- Report any crimes committed against the youth i.e. sex trafficking, violence or other types of exploitation) to law enforcement and CWS authorities.
- **Refer youth to appropriate treatment services for any reported trauma** (i.e. physical = medical, psychological = therapeutic, substance abuse = AOD, sexual = SAIT Protocol).
- **Recall any warrants.**

- Hold a Child and Family Team (CFT) meeting to discuss measures to prevent further absences.
- Address factors that led to the youth leaving care and incorporate into subsequent placements.
- Work with the youth to develop a safety plan and alternatives to leaving care.
- Document incidents and risk of CSE in CWS/CMS per [ACL 15-49](#).

## Active Efforts When an Indian Child Is Missing from Care

Active efforts are **affirmative, active, thorough, and timely actions** taken by the child welfare agency to **prevent the breakup of the Indian family, locate a missing Indian child, and reunify the child with their family or Tribe**. These efforts must be **culturally appropriate, collaborative, and exceed the standard of reasonable efforts**.

**Required Actions: Reminders to double check the following**

### 1. Immediate Tribal Notification

- Notify the child's Tribe within **24 hours**.
- Share **all known details and collaborate on search efforts**.
- Collaborate with tribal representatives to develop a search plan, including requesting assistance from tribal law enforcement, community leaders, or spiritual advisors.

### 2. Collaborative Search Planning

- Engage the Tribe to ensure you are using culturally relevant and community-based strategies.
- Request assistance from tribal law enforcement and community members.
- Include tribal representatives in CFT meetings and safety planning.

### 3. Culturally Appropriate Search Strategies

- Visit locations significant to the child's cultural identity (e.g., tribal lands, community centers).
- Engage extended family members and tribal kin who may have insight or contact. Engage tribal elders, spiritual leaders, and extended family. Provide and/or arrange transportation to the parents/Indian custodian/guardian and extended family.
- Visit culturally significant locations.

#### 4. Supportive Services

- Provide culturally appropriate emergency resources (traditional foods, spiritual items).
- Offer harm reduction strategies that respect tribal values.

#### 5. Documentation of Active Efforts

- Record all active efforts in CWS/CMS, including:
  - Dates and outcomes of tribal contacts
  - Search activities and locations visited
  - Services offered and accepted
  - Tribal input and recommendations
- Continue documenting efforts until the child is located and stabilized.

#### 6. Upon Return

- **Notify the Tribe immediately.**
- Conduct [debriefing](#) interview within 3 days.
- **Coordinate** with Tribe to determine appropriate placement and services.
- Hold a CFT meeting with tribal involvement to develop a culturally grounded safety plan and address factors contributing to the absence.
- Update CANS and case plan to reflect the child's current needs. Continue active efforts to support stabilization and prevent future absences.

*Resources for this section:*

- [ACL No. 25-67](#) -Missing youth guidance
- [ACL No. 24-18](#)– Active efforts and ICWA compliance
- [§WIC 224.1\(f\)](#)and [§WIC 224.2\(d\)](#)– Legal mandates
- [MPPDIVISION 31-002\(A\)\(1\)\(A-K\)](#)– Policy standards
- **ICWA Guidelines** – Federal and state protections

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## Documenting

There are two types of alerts within Child Welfare Services Case Management System (CWS/CMS) that can be triggered as well:

\*Safety Alert in the Client notebook: the warnings of violence or other conditions in which child welfare staff may be at risk of physical harm.

The values of reasons of this type of alert include:

- Dangerous Animal on Premises

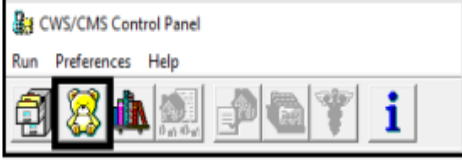


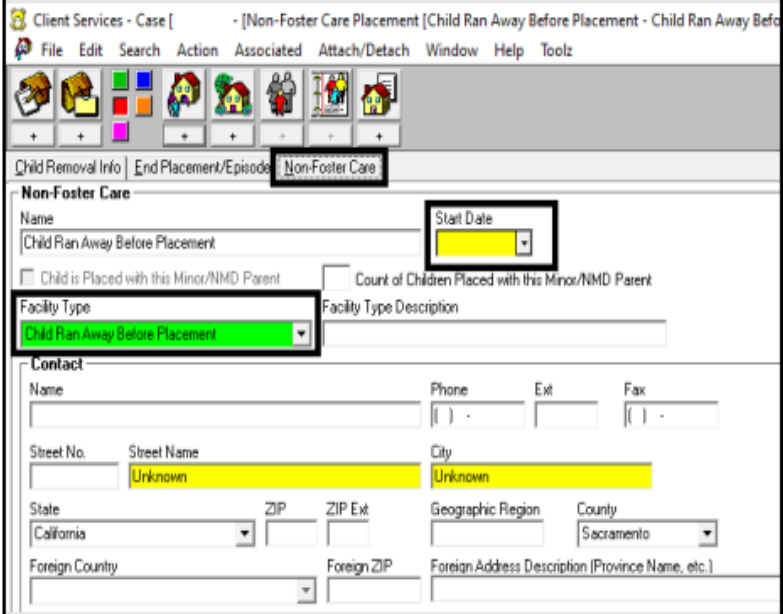
- Dangerous Environment • Firearms in Home
- Gang Affiliation or Gang Activity • Hostile, Aggressive Client
- Remote or Isolated Location • Severe Mental Health Status
- Threat or Assault on Staff.

**ONLY Supervisors or staff with Approval, or Approval and Assignment Transfer Authority can record a Safety Alert.**

**Categories include:**

- Dangerous Animal on Premises
- Dangerous Environment
- Firearms in Home
- Gang Affiliation or Gang Activity
- Hostile, Aggressive Client
- Remote or Isolated Location
- Severe Mental Health Status
- Threat or Assault on Staff Member
- Other

\*For documentation instructions on how to **document if a child/youth or NMD is missing from care**, refer to the instructions on pages 8-12.

Instructions	Screenshot
<p>1. Go to Client Services (teddy bear icon).</p>	
<p>2. If the child/youth or NMD is missing or left without permission ("ran away") <b>after</b> placement go to step 6. If the child/youth is missing or left without permission ("ran away") <b>before</b> placement, begin at this step. Go to the Placement Management Section and Create a New Non-FC Notebook.</p>	
<p>3. "Placement" should already be selected under "Select Item to Create". Select the child/youth or NMD's name.</p> <p>Click "Non-Foster Care" to create a new Non-FC Notebook.</p>	
<p>4. For the "Facility Type" dropdown, select "Child Ran Away Before Placement". Indicate all information known about the current circumstances in the case contact notes.</p> <p>"Unknown" will automatically populate Street Name and City.</p> <p><u>Note</u>: "Ran Away" means that the child/youth or NMD is absent from care or left without permission.</p>	

**Instructions**

5. Go to the "Child Removal Info" Page/Tab and complete all mandatory fields and enter information about when the child/youth or NMD became missing or left without permission ("ran away").

**Screenshot**

6. Go to Client Management (blue section) and Open existing client (first icon).

7. Select the client notebook of the child/youth or NMD. Click OK.

**Instructions**

8. Go to the "Address" Page/Tab. If the child/youth or NMD is missing or left without permission "ran away", select "AWOL" in the "AWOL/Abducted frame" (this should already be selected if the user created a new Non-FC Notebook). Please note that selecting "AWOL" will not automatically end date the Placement.

**Note:** AWOL means that the child/youth or NMD is missing or left without permission.

If the child/youth or NMD was abducted, select "Abducted".

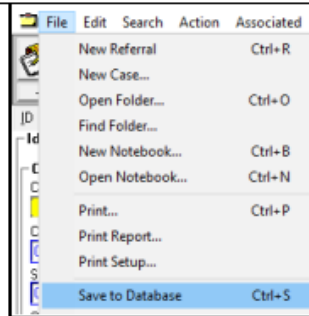
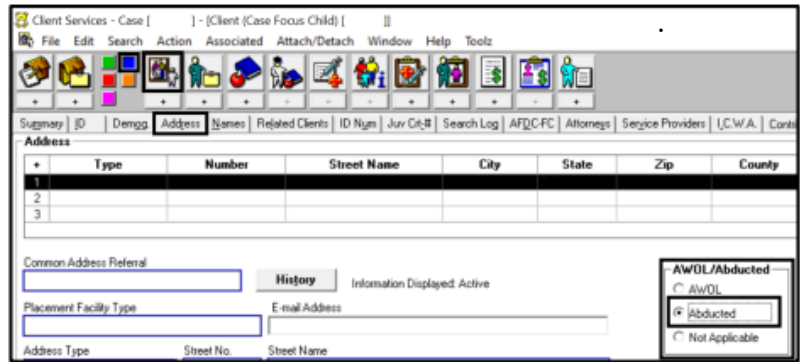
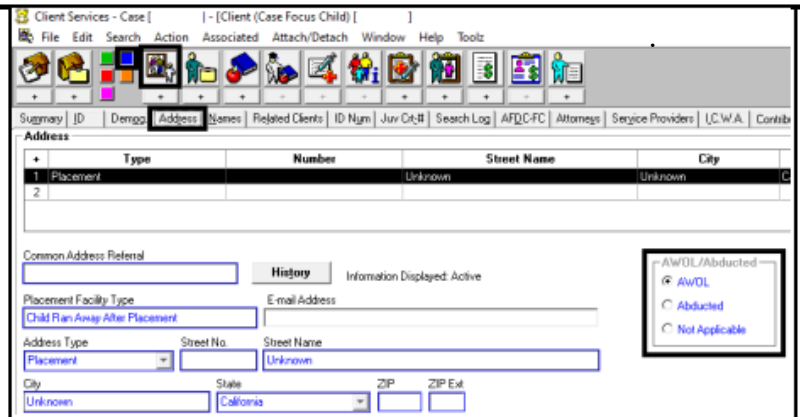
Specify the circumstances in the contact notes. Provide any known information (date and time, where the child/youth was last seen, etc.).

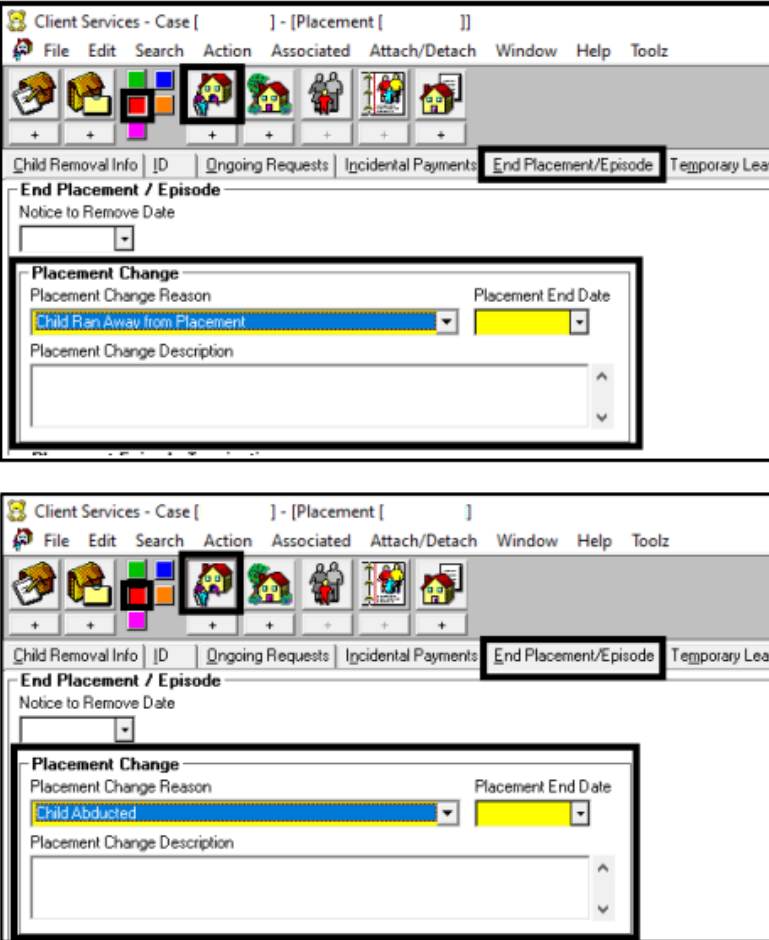
9. Click File and Save to Database.

If the child/youth or NMD is missing or left without permission ("ran away") **before** placement, then this is the last step.

If the child/youth or NMD is missing or left without permission ("ran away") **after** placement, continue to the next step.

**Screenshot**



Instructions	Screenshot
<p>10. If the child/youth or NMD has not returned, then end the <b>Existing Placement Home</b> as appropriate, at discretion of worker and Child and Family Team.</p> <p>Open the Placement Section and open the existing placement. Go to the “End Placement/Episode” Page.</p> <p>If the child/youth or NMD is missing or left placement without permission, select “Child Ran Away from Placement” for the Placement Change Reason.</p> <p>If the child/youth or NMD was abducted, select “Child Abducted” for the Placement Change Reason.</p> <p>Select the appropriate Placement End Date. End Placement and do <b>NOT</b> end the Placement Episode.</p> <p>When the ‘Child Abducted’ Placement Change Reason for the placement is selected, the AWOL/Abducted indicator on the Client Address page is set to Abducted.</p> <p>If the Placement Change Reason is changed from ‘Child Abducted’ to another reason, the AWOL/Abducted indicator is set to ‘Not Applicable’.</p>	 <p>The top screenshot shows the 'End Placement / Episode' form with the 'Placement Change Reason' dropdown set to 'Child Ran Away from Placement'. The 'Placement End Date' is highlighted in yellow. The 'Placement Change Description' field is empty.</p> <p>The bottom screenshot shows the same form with the 'Placement Change Reason' dropdown set to 'Child Abducted'. The 'Placement End Date' is highlighted in yellow. The 'Placement Change Description' field is empty.</p>

**Instructions**

**Screenshot**

11. Create a new Non-FC Notebook. Go to the Placement Management Section and select the "+" icon under the first house.

12. "Placement" should already be selected under "Select Item to Create". Select the child/youth's name.

Click "Non-Foster Care" to create a new Non-FC Notebook.

13. In the "Facility Type" dropdown select the appropriate dropdown (see "Non-FC Facility Type selection" table below).

"Unknown" will automatically populate Street Name and city.

Complete all mandatory fields (highlighted in Yellow).

Specify the circumstances in the contact notes. Provide any known information (date and time, where the child/youth or NMD was last seen, etc.).

14. Verify that "AWOL" is selected in the "AWOL/Abducted frame" (follow steps 6-8).

Click File and Save to Database.

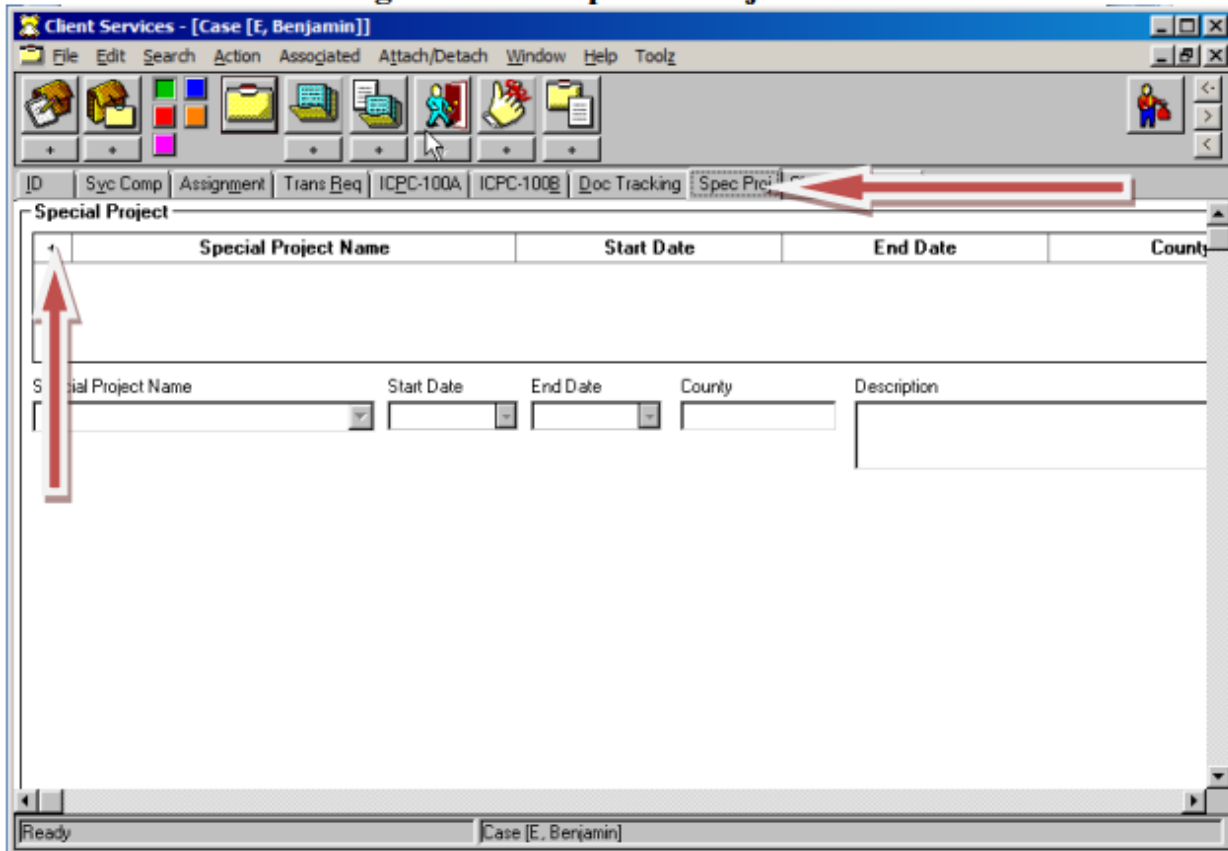
The screenshot displays a software interface for managing placement information. At the top, there is a menu bar with options like File, Edit, Search, Action, Associated, Attach/Detach, Window, Help, and Tools. Below the menu is a toolbar with various icons. The main area is divided into several sections:

- Address Table:** A table with columns for ID, Type, Number, Street Name, and City. It contains two rows: Row 1 has '1' in ID, 'Placement' in Type, and 'Unknown' in both Street Name and City. Row 2 has '2' in ID.
- Form Fields:** Below the table are several input fields for 'Common Address Referral', 'Placement Facility Type' (with a dropdown menu), 'Address Type' (with a dropdown menu), 'City', 'State' (with a dropdown menu), 'ZIP', and 'ZIP Ext'. The 'City' field is populated with 'Unknown'.
- Non-Foster Care Section:** This section includes a 'Name' field (populated with 'Child Ran Away After Placement'), a 'Start Date' field, and a 'Facility Type' dropdown menu. The 'Facility Type' dropdown is highlighted in green and shows 'Child Ran Away After Placement' selected. Below this is a 'Contact' section with fields for Name, Phone, Ext, Fax, Street No., Street Name, City, State, ZIP, ZIP Ext, Geographic Region, County, Foreign Country, Foreign ZIP, and Foreign Address Description. The 'City' field in the Contact section is highlighted in yellow and populated with 'Unknown'.
- AWOL/Abducted Frame:** A small box on the right side of the form contains radio buttons for 'AWOL/Abducted', 'AWOL', 'Abducted', and 'Not Applicable'. The 'AWOL' option is selected.

**Non-FC Facility Type selection:**

Situation	Which CWS/CMS Facility Type to select
Absent from care but the whereabouts are known (e.g., the child/youth went to a friend's house and is checking in).	"Child Ran Away After Placement" or "Child Ran Away Before Placement" (select the appropriate dropdown).
Absent from care and the whereabouts are unknown.	"Child Ran Away After Placement" or "Child Ran Away Before Placement" (select the appropriate dropdown).  Additionally, record "unknown" in the "State" and "City" fields.
Absent from care or left placement without permission before the first Out-of-Home Placement has been created within the Placement Episode.	"Child Ran Away Before Placement"

## Instructions for entering the CSEC Special Project Codes



In the Client's **open Case**:

1. Click on the Special Projects Page tab.
  2. Click on the "+" in the Special Project grid and select the appropriate code (listed below).
- **S-CSEC Victim During Care** -Child/youth who is CSEC/sex trafficked, or who receives food or shelter in exchange for, or who is paid to perform, sexual acts as described in Penal Code §236.1 or §11165.1, including pornography and who became such a victim WHILE IN foster care.
  - **S-CSEC Victim Before Care** -Child/youth who is CSEC/sex trafficked, or who receives food or shelter in exchange for, or who is paid to perform, sexual acts as described in Penal Code §236.1 or §11165.1, including pornography and who became such a victim BEFORE entering foster care.
  - **S-CSEC At-Risk** -Min. of 2 indicators: prior sexual trauma; freq. AWOL/homeless; solicitation charges; probation/LE involvement; history of hard substance abuse; branding tattoos; freq. truancy; relationship w/ much older adult; tech use involving atypical sexual behavioral.
  - **S-CSEC Absence From Placement** Dependent/ward who is AWOL, or is abducted, or is otherwise absent from placement and is CSEC/sex trafficked as described in WIC §300(b)(2) or Penal Codes §236.1 or §11165.1 during absence from placement and identified as such upon return to placement.

## MISSING YOUTH DE-BRIEFING FORM

Name: \_\_\_\_\_

Caseworker Name: \_\_\_\_\_

Type of Absence:  ABD       WUK       WCC

ABD = abducted; WUK = whereabouts unknown; WCC = whereabouts unknown, periodic contact with caseworker

Dates Missing: From \_\_\_\_\_ to \_\_\_\_\_      Date of De-Briefing: \_\_\_\_\_

Time Missing: From \_\_\_\_\_ to \_\_\_\_\_

Individual conducting de-brief: \_\_\_\_\_

Relationship to child/youth : \_\_\_\_\_

Location of De-Briefing: \_\_\_\_\_

Returned:  Voluntarily/on own       Via Law Enforcement

Screening for commercial sexual exploitation/sex trafficking completed using tool was done on \_\_\_\_\_

Outcome of screening: \_\_\_\_\_

If youth was sexually exploited while away from care, record on the Special Incident Report Addendum any action you took as dictated by County's CSEC Response Protocol. This information must also be entered into CWS/CMS pursuant to the instructions outlined in ACL 16-49 and ACL 16-74.

### **The Debriefing Interview**

*Conduct the debriefing in two phases. Phase 1 should be conducted immediately upon the youth's return and is focused on immediate engagement to ensure safety and well-being (If youth's immediate need is for rest and there are no emergent medical needs, this may be conducted after the youth has slept). Phase 2 should be conducted within 48 hours and is focused on understanding and responding to the incident. The debrief interview is conducted by an adult of the child's choosing. The debriefing interview should take place in a safe, neutral place if possible outside of the placement. The individual conducting the debrief interview should hold a conversation with the youth and gather information to answer the following questions. Ask open-ended questions in a natural, conversational manner. It's important that you really focus on listening to what the youth is telling you.*

## **PHASE 1: Ensure Immediate Safety and Well-Being**

**Before beginning the interview, tell the youth the following (in your own words):**

- I'm going to ask you some questions to help me understand why you left unexpectedly without telling anyone, if anything happened while you were away that requires medical attention, and what your needs are right now.
- Some of these questions are personal. I am asking them so we can figure out together if there is anything you need. However, you do not have to answer or can keep some details private if you are not comfortable talking about it.
- I will keep your answers private to the best of my ability. The information you provide may be used to understand your experience while away from care and to inform your case plan to ensure you receive appropriate services and support. If there is a safety issue that I must report, which includes instances of known or suspected child abuse or neglect, or commercial sexual exploitation, I will inform you before I share.
- At a later date, we will create or update your Safety and Support Plan based on what we discuss today.



1. What do you need right now to feel safe?

2. Who should we contact to let them know you are safe? Is there anyone on your Safety and Support Plan that we should contact?

3. Have you eaten lately? If not, what can I get you?

4. How are you feeling (health/mental health)?

a. Did you get sick or were you hurt or injured while you were gone?

i. If so, describe your illness or how and where you were hurt/injured.

ii. Did you get medical care anywhere?

iii. If so, what care did you get and from where did you get medical care?

b. Were you sexually active while you were away? (Important: youth does not need to go into detail to determine need for follow-up care for sexual assault or sexual exploitation).

- i. If so, answer these questions to determine need for follow-up care: when, with whom, what kind of protection did you use?
1. Both people should consent, or say yes, willingly and freely before having sex. Is that how you would describe this activity?
- ii. Did the sexual activity cause any pain, discomfort, or was it unusual to you in any way?
- iii. For females, do you think you may be pregnant? For males, if your partner was female, do you think you may have gotten her pregnant?

*Note: Any child who reports having engaged in sexual activity should be offered a reproductive health exam within 24 hours of being located. Follow county protocols for commercial sexual exploitation/sex trafficking or sexual assault. If the youth reports being forced to engage in sexual activity (e.g., was commercially sexually exploited or was sexually assaulted), the caseworker must make a report to the appropriate law enforcement agency and NCMEC within 24 hours.*

5. Why did you leave your placement? Please record the youth's responses in narrative form as well as check any boxes below that apply.

- To be with friends  To see parents  To see other family members
- To live with parents/family  To see girlfriend/boyfriend  Not feeling safe in placement
- Somebody asked or told me to  To get away from caregiver  Conflict with program
- Did not mean to run-just left  Got lost while out  School problems
- To have some excitement  Did not like my placement  Other: \_\_\_\_\_

6. Tell me a little more about what was happening right before you left your placement?

7. Did anyone encourage you to leave?

8. Did you encourage others to leave with you?

9. Did you tell anyone you were leaving before you left? If so, who did you tell?

10. Was there anything that staff/caregiver or your caseworker could have done to make it easier for you to stay?

11. Did you have a plan about how to take care of yourself while you were gone and did it work out? Were you able to access any of the services or support systems you identified on your Safety and Support Plan?

## **PHASE 2: Understanding and Responding to the Incident**

1. How are you today? How are you feeling?

2. Are you sick or injured? Would you like to see a doctor?

3. What was the first thing you did after you left?

4. Where did you go?

5. If you were planning to go to specific place, did you go there?

6. Where and with whom did you stay while you were gone? Please record the youth's responses in narrative form as well as check any boxes below that apply.

Friend's house  Streets  Parents  Other Family Members  Shelter/hostel

Hotel or Motel  With peers  With strangers  Another adult's house

Boyfriend/girlfriend

Other: \_\_\_\_\_

7. How much money did you have with you when you left?

8. Why (or under what circumstances, e.g. police picked the child up) did you return?

9. Have you ever felt you needed to leave your living situation before? If so, when and why?

10. What was the best thing about being away?

11. What the worst thing about being away?

12. Do you think you might run away again in the future?

a. If so, why would you run away again?

b. What can I (caseworker) or your caregiver do to help you make a decision to not leave in the future? What would help you to stay?

13. Do you need any services or support? Yes No

14. Did you feel involved in the planning for your life when you left? Yes No

15. What do you want to see happen in your life in the next 3 months? Focus on goals, strengths, and solutions.

16. How can I help you work towards your goals? (Work into Safety and Support Plan; Follow up on your commitment)

17. Is there anything else you would like to share that has not been asked?

***Information gathered through this process should only be gathered for purposes of determining any treatment needs, developing plans to support the youth, and reporting data to the state on children who run away from foster care for federal reporting purposes. The information should be handled with sensitivity and care. Unless otherwise required by law, the information disclosed by the child/youth should not be used to implicate them in a criminal charge or for any purpose other than tailoring services for the child/youth. See ACIN I-13-17 for more information.***

CONFIDENTIAL CLIENT INFORMATION

Caseworker's/Adult Supporter Name: \_\_\_\_\_

Caseworker's/Adult Supporter Signature: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date \_\_\_\_\_