

**PROCEDURAL GUIDE  
500-025**

**RUNAWAY YOUTH & JUVENILE RUNAWAY WARRANTS**

**WHAT CASES ARE AFFECTED**

**All children at Jamison Children’s Center (JCC) or in out-of-home care.**

Date Issued: 04/01/26

Effective Date: 04/01/26

New Policy Release

Revised

**Revision(s) Made:** Additional noticing responsibilities are added per WIC Section [16501.35\(b\)](#). Runaway protective custody warrants expire after 10 days and additional sections are added for Definitions, Active Efforts per the ICWA, Harm Reduction, and Placement Preservation.

Cancels: 500-025 issued 07/23/2025

**I. OVERVIEW**

**A. POLICY INTENT**

The Kern County Department of Human Services (KCDHS) must ensure every effort is made to protect minors who are in our custody. When KCDHS becomes the minor’s temporary custodian, we become obligated to protect the child. This is true even if a petition is not filed.

**B. OPERATIONAL IMPACT**

This procedural guide impacts all group counselors (GC’s) at the Jamison Children’s Center (JCC) who are responsible for the intake process for children being brought into JCC by a law enforcement agency (LEA) and/or social service workers (SSWs). This procedural guide also impacts all Court Services SSWs and Placement SSWs assigned to the child’s case. In addition, this procedural guide impacts all legal process technicians (LPTs), who are responsible for initiating the runaway warrants; paralegals, who are responsible for the diligent searches on runaway minors; and the Court Hearing Officer (CHO).

**C. ACRONYMS**

- Child and Family Team Meeting (CFTM)

- Dependent Child(ren) of the Court (DCC)
- Court Hearing Officer (CHO)
- Foster Family Agency (FFA)
- Group Counselor (GC)
- Jameson Children's Center (JCC)
- Interstate Compact for the Placement of Children (ICPC)
- Kern County Department of Human Services (KCDHS)
- Legal Processing Technicians (LPTs)
- **Nonminor Dependent (NMD)**
- Non-Relative Extended Family Member (NREFM)
- Office Services Technician (OST)
- Protective Custody (PC)
- **Placement Preservation Strategy**
- Resource Family Approval (RFA)
- Social Service Supervisor (SSS)
- Social Service Worker (SSW)
- Short Term Residential Therapeutic Program (STRTP)

## **D. DEFINITIONS**

### **1. Placement Preservation Strategy**

A youth-centered process to support, equip and wraparound a family with the resources needed to preserve the stability, placement and well-being of children and youth placed in out-of-home care. Upon notification that a youth's placement may be in jeopardy, the CFT shall be consulted as soon as possible and a CFTM will be requested within five business days to initiate a placement preservation strategy. Placement preservation strategies include, but are not limited to the following:

- a) A strengths-based Child and Family Team Meeting (CFTM) with a neutral third-party facilitator. The facilitator must be staff who are not assigned to or have an interest in the case.
- b) Use of an age-appropriate approach, which is focused on the strengths and positive attributes of the child/youth and family.
- c) Action-oriented tasks when coordinating services and supports to the youth and resource family in a timely manner.
- d) Use of strategies that align with the Child and Adolescent Needs and Strengths (CANS), if a CANS assessment was completed.

### **2. Missing From Care**

The whereabouts of a child subject to an order of foster care placement are unknown to the county child welfare agency or probation department, or the county child welfare agency or probation department has located a child subject to an order of foster care placement in a location not approved by the court that may pose a risk to the child, taking into account the age, intelligence, mental functioning, and physical condition of the child. This only applies to an NMD when the county child welfare agency or probation department suspects that the

NMD did not voluntarily leave foster care or is at risk of substantial harm. Please see WIC Section [16501.35\(c\)](#).

**3. Imminent Risk**

When there is immediate danger to the health and safety of the child/youth, or to the safety of the foster youth or other children in the home or facility.

**4. Indian Child**

“Indian Child” means an unmarried person who is under age 18 and is either a member of a federally recognized American Indian or Alaska Native tribe or eligible for membership in such a tribe and is the biological child of a member of such a tribe. Please refer to WIC Section [224.1\(b\)](#).

## II. POLICY

### A. PROCEDURES

**1. Active Efforts for an Indian Child per the ICWA**

- a) The ICWA helps to keep children connected to their families and tribes by requiring KCDHS to make “active efforts” to keep Indian families together. Active efforts mean casework that goes beyond “reasonable” efforts. Active and early participation and consultation with the child’s tribe in all case planning decisions is the key to active efforts.
- b) Active efforts include providing remedial services and rehabilitative programs designed to prevent the breakup of the Indian family and should be assessed on a case-by-case basis. Active efforts should be delivered in a manner that takes into account the prevailing social and cultural values, conditions and way of life of the Indian child’s tribe. Active efforts should also utilize the available resources of the Indian child’s extended family, tribe, tribal and other Indian social service agencies and individual Indian substitute care providers.
- c) When an Indian child or NMD is “missing from care,” “active efforts” include, but are not limited to:
  - (1) Notifying the Tribe immediately, or no later than 24 hours after the agency has received information that the child is missing from placement, collaborating with the tribal representative on efforts to locate the child.
  - (2) 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.
- d) The active efforts to meet such requirements must also be documented in the child’s case record. For more comprehensive instructions regarding “active efforts” per the ICWA, please refer to Procedural Guide [300-024](#) – Service Delivery to Native American and Alaska Native Children in Out-of-Home Care per the ICWA.

## **2. Harm Reduction**

- a) A harm reduction approach can be utilized in both preventing and mitigating risks associated when a youth is missing from care. Honest discussion is important and should include reasons why the youth should leave their placement, 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 increase 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 process will increase engagement, their progress in healing, and helping build safe behavior.
- b) Creating harm reduction informed safety plans with youth at risk for leaving placement, is essential and should include resources that are youth specific and based on the individual youth's needs. The safety plan should consider where the youth is at and include their preferences, as a youth is much more likely to utilize a safety plan they had a voice in developing. Safety plans should include identified alternatives to the youth leaving care, emergency contact information, social media contact information, name and contact information for persons the youth agreed to check-in with while away from care, and safe ways to meet basic needs and receive services while away from care. If local resources for basic needs are limited, consider providing the youth with an emergency bag including items such as hygiene products, reproductive and sexual health products, a first aid kit, bus passes, and contact information to assist in returning to care.
- c) Harm reduction should also be applied to all attempts to engage with a youth while they are missing from care:
  - (1) Attempt often to contact the youth via text, phone, email and/or social media. Coordinate communication with the youth's CFT members, including the youth's Tribe in the case of an Indian youth, and/or network of support to ensure the youth does not become overwhelmed by too many attempts to communicate.
  - (2) If contact with the youth is made, remain non-judgmental/neutral and focused on their well-being. Be honest, express concern, but refrain from language that is punitive or condescending. Allow the youth to have voice and choice in their return, exploring what the youth feel is in their best interest.
  - (3) Create a plan for their return, broken down by safe and achievable steps, with the youth leading the plan when ready. Also consider input by the CFT members in developing this plan. If the youth's whereabouts are known, discuss the possibility of convening a CFTM with the youth identifying who they want to participate in the meeting.
  - (4) Part of effective harm reduction implementation is to continuously assess the situation for increased risk. Should there be suspicion that the youth is in immediate danger, contact law enforcement.

### **3. Placement Preservation**

- a) If a placement is in jeopardy of disruption or unplanned change and there is no imminent safety or risk, the primary SSW shall inform the SSS within 24-hours to discuss placement preservation efforts.
- b) A CFTM will be scheduled so the CFT can strategize ways to preserve the current placement in jeopardy **prior** to making a placement change, utilizing a Placement Preservation Strategy as defined above. In any case where a child is identified as an Indian child, the child's Tribe(s) shall be invited to participate in all aspects of the CFT.
- c) The CFT shall explore options and establish a plan regarding the child/youth's needs which should include: age-appropriate engagement with an opportunity to have their voice heard; representatives who support the child/youth, especially their court appointed educational rights holder; conflict resolution practices that identify concerns and barriers as well as solutions.
- d) The CFT will also explore appropriate transitions for the child/youth when any placement change is proposed. For more comprehensive instructions regarding placement preservation efforts, please refer to Procedural Guide [400-033](#) – Out-of-Home Placement Changes.

### **4. When a Child Runs Away from Out-of-Home Placement:**

Note: The following sections would also apply to an NMD if, based on the totality of circumstances, the department suspects that the NMD did not voluntarily leave foster care or is at risk of substantial harm. Please refer to WIC Section [16501.35\(c\)\(2\)](#).

- a) Primary SSW Responsibilities:
  - (1) The assigned SSW will route the completed and signed warrant to the LPC.
  - (2) The SSW will route a completed request ([KCDHS 368-Serv Request for diligent search of runaway minor](#)) to the designated senior paralegal for assignment in CWS/CMS.
  - (3) The SSW shall obtain a copy of the child's birth certificate and include this in the request packet to the SSS.
  - (4) If the child's caregiver has not reported the child as a runaway youth to law enforcement officials, the SSW must report it immediately or within 24-hours so that the law enforcement authority can enter the information into the Federal Bureau of Investigation's National Crime Information Center database. The SSW will also report the child as a runaway youth to any tribal law enforcement agency for the child's tribe when applicable.
  - (5) Per WIC Section [16501.35\(b\)](#), within 24-business hours of receiving information of the runaway minor, the SSW will provide notice that the child is missing from foster care to:
    - (a) the parents, Indian custodians, and/or legal guardians (unless notification has been limited by the court),
    - (b) the child's attorney,

- (c) the parents', Indian custodians', and/or the legal guardians' attorneys (unless notification has been limited by the court)
  - (d) the CASA worker,
  - (e) any known sibling of the child who is 10 years of age or older and is a DCC, unless notice would be contrary to the safety and well-being of that sibling. Notice to siblings shall be provided in a trauma informed manner.
  - (g) the child's Tribe or Tribal Representative (if applicable),
  - (g) any other known relatives with whom the runaway may make contact with, in an attempt to obtain additional information about the child's whereabouts.
  - (h) The SSW may also make attempts to locate the child using the [Runaway Checklist](#).
- (6) Any notice issued above may be provided in writing or verbally and shall include contact information for the child's Primary SSW and SSS.
- (7) The SSW will document all information in the CWS/CMS Contact Notebook.
- (8) The SSW will complete the [RAW PC Application Pre-Dispo](#) (prior to the Dispositional Hearing) or [RAW PC Application](#) (after the Dispositional Hearing) and the [RAW PC Warrant Pre-Dispo](#) (prior to the Dispositional Hearing) or the [RAW PC Warrant](#) (after the Dispositional Hearing) templates located in new documents in CWS/CMS under Kern, "Warrant of Arrest," (in the child's case) within 24-business hours. The Runaway Application allows the SSW to report the child to the National Center for Missing and Exploited Children. The SSW will ensure that all known descriptive information on the last page of the [RAW PC Warrant Pre-Dispo](#) or [RAW PC Warrant](#) is completed.
- (a) If the SSW is monitoring the child through a harm reduction approach, the SSW will staff the case with their SSS to determine if a RAW Warrant shall be filed and document the staffing in CWS/CMS.
- (9) The runaway application and warrant will be routed to the CHO.
- (10) Once reviewed, the runaway application and warrant will then be filed by the CHO at the court.
- (11) Copies of the protective warrant will be faxed to the appropriate LEA, along with a picture of the child when possible.
- (12) The Primary SSW will report the incident to the National Center for Missing and Exploited Children (NCMEC). This can be done by calling 1-800-The-Lost (1-800-843-5678), or online at [cmfc.missingkids.org](http://cmfc.missingkids.org). The SSW must obtain the law enforcement report number prior to contacting the National Center for Missing and Exploited Children. A case manager with the National Center for Missing and Exploited Children will be assigned and will contact the SSW to obtain additional information. The case manager will then provide a case number for reference. The SSW shall document this information into CWS/CMS.
- (a) The runaway warrant includes language that allows permission for the child's photograph to be provided to the NCMEC.

- (13) Within 24-hours, the SSW will route a completed [SOC 158](#) (form is accessible in the minor's case) to foster care so as to ensure there is no overpayment.
- (14) If the child remains on runaway status for 14-days, the SSW send a completed diligent search request worksheet ([KCDHS 368](#)), and a signed copy of the protective warrant to the diligent search email-[diligentsearch@kerndhs.com](mailto:diligentsearch@kerndhs.com). This does not apply when a child is technically on runaway status, but the SSW is monitoring the child through a harm reduction approach.
- (15) The assigned paralegal will complete a diligent search declaration and file a report to the JJC.
- (16) In CWS/CMS:
- (a) Update the child's case plan to show "Child's Whereabouts Unknown" in contact exceptions, and "Every Six Months" as Frequency in the Case Management Services tab.
  - (b) Check the box for "Outstanding Warrant Exists" in the Case Management Section (blue button), Child ID page.
  - (c) Follow the directives for "Documenting When a Child is on Runaway Status" from Procedural Guide [500-007](#) – Documenting When a Child is on Temporary Leave from a Placement, on Runaway Status, and Non-Foster Care Placements.
  - (d) Close the child's placement with "Child Ran Away." Do not close the Placement Episode.

**NOTE:** The SSW will check the box for "Outstanding Warrant Exists" on the child's ID page in CWS/CMS for the **child only**. **Do not check this box for adults.**

- (17) The SSW will continue their efforts to locate the runaway DCC and document all attempts in CWS/CMS. The SSW shall submit a [CSEC & Runaway Referral Form](#) to work with the CSEC Support Social Worker for assistance in locating the youth.
- (a) If the child is located out of county, the placement SSW will arrange transportation for the child's return and facilitate the placement of the child in an appropriate facility.
  - (b) The SSW will notify LEA that the child has been located and cancel the missing person report.
  - (c) The SSW will contact the lead GC at JCC to recall the runaway warrant.
  - (d) If the child is located, but refuses to return, then the Primary SSW needs to staff and discuss safety and service needs.

**NOTE:** A warrant expires after 10 days, at which time, unless the child has been located, the Primary SSW must complete a [RAW PC Warrant Pre-Dispo](#) (prior to the Dispositional Hearing) or the [RAW PC Warrant](#) (after the Dispositional Hearing) templates located in new documents in CWS/CMS under Kern, "Warrant of Arrest," (in the child's case) and submit the completed warrant to the CHO so a new warrant can be issued.

- b) Primary SSW Responsibilities upon the child's return to their placement or JCC:
- Contact JCC to have the original warrant recalled by forwarding the original warrant to JCC (if applicable).
  - Contact the CHO to have the original warrant recalled.
  - Contact the LEA and cancel the missing person report.
  - Notify the National Center for Missing and Exploited Children (NCMEC). This can be done by calling 1-800-The-Lost (1-800-843-5678) or by calling/emailing the assigned case manager.
  - Notify the CSEC Support SSW so that the CSEC Support SSW does not continue to search for the youth.
  - Determine the primary factors that contributed to the child running away or otherwise being absent from placement. This may be determined through a face-to-face interview, or Child and Family Team (CFTM) meeting.
  - Address these factors for the child's next placement(s) to the extent that this is possible.
  - Determine the child's experiences while absent from placement.
  - Determine whether the child was a possible victim of commercial sexual exploitation by completing the KCDHS [CSEC Screening Tool](#).
  - A SCAR shall be submitted if the child's experiences while absent from care indicate a reasonable suspicion that the child was a victim of sexual abuse and/or exploitation.
  - If the child was a possible victim of commercial sexual exploitation, submit a [CSEC & Runaway Referral Form](#) to the CSEC Program for consideration of assigning a CSEC Support Social Worker .
    - (a) If the child is determined to meet the CSEC criteria and/or Labor Trafficking criteria, follow the instructions for locating and entering the CSEC Data and Start and End Date, [please refer to Attachment B and Attachment C](#). See Procedural Guide [100-033](#) – Commercially Sexually Exploited Children (CSEC). Follow the runaway protocol, [please refer to Attachment A](#).
  - Document all the above efforts into CWS/CMS.
  - In accordance with the Harm Reduction approach, if a DCC is on runaway status, but their whereabouts are known and the SSW maintains regular contact with them, but the youth refuses to return to care, the SSW shall notify LEA and remove the youth from the missing person list and recall the warrant. The SSW is required to document in CWS/CMS all active efforts to place the youth in an approved placement.
- c) SSS Responsibilities:
- (i) The SSS will sign and approve the completed request packet.
  - (ii) In the absence of the SSW, the SSS will sign the warrant.
  - (iii) The completed request packet will be routed to the assigned paralegal.
- d) **Expectations** of the Out-of-Home Caregiver, please refer to [Attachment A](#).
- e) CSEC Worker Responsibilities:
- (1) Upon receipt of the CSEC & Runaway Referral form and assignment as secondary worker:

- (a) Make contact **and/or contact attempts** with the youth returning from Runaway and conduct an assessment using the [CSEC Screening/Assessment Tool](#).
- (b) Conduct weekly meetings with the identified CSEC and CSEC at risk youth whose placement is unstable.
- (c) Work with the Primary SSW on locating, documenting, and entering data for contacts with runaway youth.

**5. If the Child Runs Away from JCC:**

a) Group Counselor Responsibilities:

- (1) The GC will immediately file a missing person report with the KCSO, for children 11-years old or younger and/or for children who may be a danger to themselves or others. In all other situations, GCs will file a report an hour after the child has run away.
- (2) The missing person report number is to be noted on the [Runaway Notification Report](#) for the runaway, and scan and email to the Legal Process Center (LPC).
- (3) The [Runaway Notification Report](#) will include the child's description; this information will be used for the Juvenile Runaway Warrant.
- (4) The GC will scan and email a copy of the Runaway Notification Report to the assigned SSW.
- (5) If the runaway returns to JCC, the GC will fax the [Runaway Notification Report](#) and check the appropriate box that the minor has returned, contact the KCSO, and cancel the missing person report. A copy will be scanned and emailed to the Legal Processing Technician (LPT).

b) LPT Responsibilities:

- (1) Upon receipt of the [Runaway Notification Report](#), the assigned Point of Contact (POC) LPT for the Legal Processing Center (LPC) will call JCC to check if the child has returned.. If a petition is filed, the LPT will complete the paperwork for the runaway warrant within 72-hours.
- (2) The LPT will obtain the assigned SSW's signature and route the Protective Custody Warrant to the Juvenile Justice Center (JJC) to the attention of the CHO, [please refer to Attachment A](#).

c) CI SSW Responsibilities:

- (1) The assigned CI SSW shall complete the investigation if there is an allegation of abuse or neglect. Contact the parent(s) to inform them that their child is on runaway status.
- (2) If a child has been brought to the JCC and then runs away, the JCC GC will file a missing person report with the Kern County Sheriff's Department within one hour, so that the law enforcement authority can enter the information into the Federal Bureau of Investigation's National Crime Information Center database.
  - (a) If it is suspected that the child is a CSEC Victim or at risk of CSEC, forward a copy of the TOC to CSEC Program.

**NOTE:** JCC is not a locked facility. If a minor runs away from JCC, a CI SSW will be assigned to investigate any allegations of abuse or neglect. If there is no investigation, the SSW or SSS will notify JCC.

- (3) If the child has run away from JCC and the allegation of abuse or neglect is unfounded and it is determined that the child could have been returned home, the CI SSW will need to fill out the [Kern County Sheriff's Office Runaway Update Transfer of Custody Form](#). The SSW shall send a copy of the form to the Kern County Sheriff's Department and forward a copy of the form to JCC.
- (4) A runaway warrant cannot be obtained on a child who has not been detained by the court. Another option is to file a Protective Custody Warrant. The assigned CI SSW can file a Protective Custody Warrant on any minor who is at risk, or has no place to go according to the evidence found during the investigation. The warrant is good for 10-days, and then will expire. If the minor is found and returned to JCC, proceed. If the minor is not found, close the case.

**NOTE:** The warrant consists of a declaration that must be signed by someone who has firsthand knowledge of the runaway. If the assigned SSW is not available, the assigned SSW's immediate supervisor will sign the declaration.

- d) Primary SSW's responsibility:
  - (1) If the child returns to JCC and the warrant has been routed to the JJC, the SSW will contact the CHO, and request information on the status of the warrant.
  - (2) If the warrant has **not** been signed, **the CHO notifies the SSW.**
    - (a) If the child is picked up by a SSW or LEA and returned to JCC, LEA will sign the proof of service, which is part of the warrant.
    - (b) If the child returns on his/her own accord (or in some other way other than with a SSW or LEA) **the SSW will notify the CHO** so the warrant can be recalled. A signature on the warrant is not required.

### III. APPROVAL LEVELS

Section	Level	Approval
1.	SSW	<u>Complete the request packet for diligent search</u>
	SSS	<u>Approve request for diligent search.</u>
2.	SSW	<u>Complete investigation of allegations</u>
2.	SSW	<u>Forward request packet for diligent search</u>
	SSS	<u>Approve request for diligent search.</u>

### IV. OVERVIEW OF STATUTES/REGULATIONS

Welfare and Institutions Code Section [224.1](#), [340](#), [16501.1\(f\)\(19\)](#), [16501.35](#), and [16501.45](#)

Penal Code [11165.1](#) and [11166\(j\)\(2\)-\(3\)](#)  
Senate Bill [794](#), Chapter 425, 2015  
[ALC 15-49, 16-08, 16-85, 19-26, 22-100, 24-18, and 25-67](#)  
[ACIN I-13-17, I-59-18, I-50-19, and 1-36-21](#)  
[AB 1401 Chaptered 262 9/23/2017](#)

## RELATED POLICIES

[100-033 – Commercially Sexually Exploited Children \(CSEC\)](#)  
[300-024 – Service Delivery to Native American and Alaska Native Children in Out-of-Home Care per the ICWA.](#)  
[400-033 – Out-of-Home Placement Changes](#)  
[500-007 - Documenting When a Child is on Temporary Leave from a Placement, on Runaway Status, and Non-Foster Care Placements.](#)

## V. FORM(S) REQUIRED/LOCATION

### CPS Forms:

[Runaway Notification Form](#)  
[Kern County Sheriff's Office Runaway Update Transfer of Custody Form](#)  
[Special Incident Report \(KCDHS 536–JC\)](#)  
[Request for Diligent Search of Runaway Minor \(KCDHS 368-Serv\)](#)  
[CSEC and Runaway Referral Form](#)  
[CSEC Screening/Assessment Tool](#)

[Attachment A](#)  
[Attachment B](#)

### CWS/CMS:

1. Contact Notebook
2. Update the child's case plan to show "Child's Whereabouts Unknown" in contact exceptions, and "Every Six Months" as Frequency in the Case Management Services tab.
3. Case Management Section (the blue button).
4. Child ID page, check box for "Outstanding Warrant Exists".
5. Close the child's placement with "Child Ran Away". Do not close the Placement Episode.
6. Kern Documents "Warrants of Arrest".

### [RAW PC Application Pre-Dispo](#)

[RAW PC Application](#)  
[RAW PC Warrant](#)  
[RAW PC Warrant Pre-Dispo](#)

**SDM:** None

## Attachment A

### **Court Hearing Officer (CHO) Responsibilities:**

- The CHO will deliver the RAW Warrant and Application to the Clerk's Office for signature, giving it to the supervising clerk.
- The Clerk provides the RAW Warrant and Application signed by the judge to the CHO via email.
- The CHO makes one copy for County Counsel and forwards the rest to the SSW and SSS.

### **Responsibility of the Out-of-Home Caregiver:**

- The caregiver will contact law enforcement and file a missing person report.
- The caregiver will obtain the missing person report number.
- The caregiver will contact the Placement SSW and provide the missing person report number and child's last known description.
- If the child returns to the placement, the caregiver is to notify the SSW as soon as possible.

### **Active Efforts for an Indian Child per the ICWA**

Active efforts are affirmative, active, thorough, and timely efforts intended to maintain or reunite an Indian child with their family. Active efforts per the ICWA mean casework that goes beyond "reasonable" efforts. Active and early participation and consultation with the child's tribe in all case planning decisions is the key to active efforts. Active efforts should be delivered in a manner that takes into account the prevailing social and cultural values, conditions and way of life of the Indian child's tribe. Active efforts should also utilize the available resources of the Indian child's extended family, tribe, tribal and other Indian social service agencies and individual Indian substitute care providers. When an Indian child or NMD is "missing from care," "active efforts" include, but are not limited to:

- Notifying the Tribe immediately, or no later than 24 hours after the agency has received information that the child is missing from placement, collaborating with the tribal representative on efforts to locate the child.
- 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.

### **Runaway Checklist:**

The purpose of this list is to provide a guide as to what "best practice" efforts should be made when attempting to locate a runaway child.

Reasonable efforts must be made every month to locate the child. If a physical address is available, complete two attempts monthly in an effort to locate the child. The physical addresses may be to a child's prior placement, where the child has been previously located, where the child is reported to visit, or to addresses you have reasonable

suspicion that the child could be staying. Always remember to exercise safety and check CJIS prior to visiting unknown addresses. Take a colleague if warranted. Sometimes Law Enforcement will complete welfare checks for SSW's, but this is a hit or miss.

In addition to attempting to locate a child in person, the SSW should make at least 2 to - 3 attempts per month to locate the child via other means. If no physical addresses are available, you still should make at least 2-3 attempts per month to locate the child via other means. Other means include but may not be limited to:

- Call family and friends to see if the child has been in contact, or to check for ideas about possible location, etc.
- Call CASA to see if the child has been in contact and check on possible locations.
- Call Mental Health providers to see if the child is still attending counseling and if so, when.
- Check the child's hangouts.
- Check for school enrollment with (contact the appropriate school district office instead of the prior school site to verify that enrollment in the district is checked and not just with 1 school).
- Check Juvenile CJIS for activity (some SSS's have juvenile CJIS access).
- See an HST to Check MEDS or C-IV to see if anyone has applied for cash aid on behalf of the child. If so, there will be an address attached to where the aid is being sent.
- Certain folks with the Department have the ability to check social media, Face Book, etc. These sites can be checked for social networking and give a clue into the child's whereabouts.
- Reverse telephone searches at [whitepages.com](http://whitepages.com) can be completed if the child calls you from a telephone number.

All of these efforts should be documented in CWS. Documentation is key as this will ensure that the court worker can explain to the court all of the efforts you have made to attempt to locate the child.

## Attachment B

### Instructions for locating and entering the CSEC Data and Start and End Date

In the Client Management Section (blue section), open the Existing Client Notebook:

1. Click the **ID** tab to access the **CSEC Data** table.
2. Select from the 6 **CSEC Types** and enter the **Start and End Dates** according to the instructions in the table starting on page four of this ACL.
3. The Start Date is a mandatory field when creating a row and cannot be less than the date of birth for the child or youth.
4. The Start Date cannot be a future start date.
5. The End Date is mandatory if an 'At Risk' value is created and an active 'Victim' row already exists. The same is true when a 'Victim' row is created and an active 'At Risk' row already exists. A child or youth cannot be at risk and a victim at the same time. **There is no need to indicate "At Risk" more than once. If there is an "At Risk" classification, there is no need to enter it again.**
6. The End Date field is mandatory if 'Absence from Placement' is selected because the child or youth would have returned and the case worker would have interviewed them.
7. The End Date must be greater than or equal to the Start Date and cannot be a future End Date.

Client Services - Referral [L, Mother] - [Client [Susie L]]

File Edit Search Action Associated Attach/Detach Window Help Tool

Summary ID Demog Address Names Related Clients ID Num Juv. Cr. # Search Log AFDC/FC Attorneys Service Providers I.C.W.A. Adoption Info AAP Eligibility

**Name and Identification**

Client Information

Prefix First Middle Last Suffix Name Type  
 Susie L Legal

Gender Marital Status SSN Client Index Number (CIN)  
 Female

Driver's License - State/Number Date of Birth or Age and Age Unit  
 04/16/2000 15 Years

Self Reporter Alien Registration #  
 Client is a Minor/NMD Parent Client Number 1714-5280-8894-8002659  
 Outstanding Warrant Exists

**Other Client Information**

ICWA Eligible Incapacitated Parent  
 Yes  Yes  
 No  No  
 Not Asked  Unknown  
 Pending  Not Applicable

Child has Indian Ancestry

**Indian Ancestry Notification**

County	Date

County Date Informed

**Language**

Primary Language  
 Secondary Language

Literate  
 Yes  
 No  
 Unknown  
 Not Applicable

**Safely Surrendered Baby**

This Client has been involved in the Safely Surrendered Baby Program

**Confidentiality**

Confidentiality In Effect  
 Effective Date

**CSEC Data**

CSEC Type	Start Date	End Date
1		

CSEC Type Start Date End Date  
 (None)               

At Risk  
 Specific: Victim Before Foster Care  
 Primary: Victim During Foster Care  
 Victim in Open Case not in Foster Care  
 Victim while Absent from Placement  
 Victim with Closed Case, Rcv ILP Svcs

Other Ethnicity  Unable to Determine  
 Unable to Determine - Reason

**Safety Alert Information**

Activation Date	Reason	Deactivation Date

## Attachment C

### Instructions for entering the Labor Trafficking Special Project Codes in the Case Notebook:

In the Client's open case:

1. Click on the Special Projects Page tab.
2. Click on the "+" in the Special Projects grid and select the appropriate code listed below:

- S-Labor Traf Expl Child Labor
- S-Labor Traf In Child Crim Beh
- S-Labor Traf EL/IC Concern

