



Texas Department of
Family and Protective Services

Tracking Runaway/Missing Children Overview

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Tracking Runaway/Missing Children

Overview

New pages, features, and functionality in IMPACT 2.0 now allow caseworkers to report and track children in DFPS care who run away or go missing.

When a child returns or is recovered, details about the return, as well as information from the Recovery Interview and questionnaire, will now be entered into IMPACT 2.0.

You will be able to edit and update information on episodes still in process as well as view the historical data on runaway/missing episodes for a child.

Tracking Runaway/Missing Children – Features



The new Runaway/Missing features in IMPACT 2.0 include:

- **Runaway/Missing List page**
- **Missing Child Detail page**
- **Child Recovery Detail page**
- **Child Recovery Detail tasks**
- **SUB Stage Closure Alerts to Runaway/Missing episodes**
- **Runaway/Missing Event Options on the Person Detail page**
- **Runaway/Missing Event List page**
- **Runaway/Missing Event Search**



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Tracking Runaway/Missing Children List Page

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Runaway/Missing List Page

IMPACT 2.0's **Runaway/Missing List** page is the starting point for recording and tracking children who go missing or run away while in DFPS care.

It is from the **Runaway/Missing List** page that you add new runaway/missing episodes, view episode history, and access existing episodes.

Runaway/Missing List Page – How to Get There



Follow these steps to locate the **Runaway/Missing List** page:

1. From your **Assigned Workload** page within the **My Tasks** tab, select the **SUB Stage Name** hyperlink (only).

SS	WB	Hr	P/S	M-Ref	Stage Name	County	Stage	Type	Opened	Assigned	Region	Unit	Stage ID	Case ID	PGM
			S				SUB	REG	04/25/2012	0/0/11/2018	01	04			015

2. You will arrive at the **Case Summary** page.
3. Select **Placement** from the secondary menu.

Mrg	M-Ref	Stage Name	Sig	Type	Opened	Time	Closed	Primary	Reg	Stage ID	Ov Dep	Phone
			PAL	REG	02/07/2018				01			
			ADD	REG	05/15/2014		05/17/2014		01			

- You will arrive at the **Placement List** page.
- Select **Runaway/Missing** tab from the tertiary menu.

The screenshot shows the 'Placement List' page. The tertiary menu has 'Runaway/Missing' selected. The page title 'Placement List' is highlighted. Below the title, there are fields for 'Stage Name' and 'Case ID'. A table lists placement records with the following columns: Date Entered, Status, Type, Description, Stage, Stage Name, Case ID, Person, Entered By, and EXISTED. The table contains several rows of data, including entries for 'Placement' with various dates and descriptions.

- You will arrive on the **Runaway/Missing List** page. This is where you will create new runaway/missing episodes, and view or edit existing episodes.

The screenshot shows the 'Runaway/Missing List' page. The tertiary menu has 'Runaway/Missing' selected. The page title 'Runaway/Missing List' is highlighted. Below the title, there are fields for 'Stage Name' and 'Case ID'. A table with columns 'Type', 'Date Child Missing', and 'Date Child Returned' is shown, containing the message 'There are no records to display.' Below the table, there is a 'Forms and Reports' section with a 'Reports' dropdown menu and a 'Lookup' button.

Runaway/Missing List Page – A Tour

The **Runaway/Missing List** page won't have any episodes listed at first, because that information does not reside in the Legacy IMPACT system for import to IMPACT 2.0.

But, when IMPACT 2.0 *does* start collecting this information, you will see a list page resembling the one displayed here.

The **Runaway/Missing List** page features:

- The list containing summary information on all the runaway/missing episodes for the child.
- The **Type** hyperlinks that will take you to the **Missing Child Detail** page where you can view or update certain details of the episode.
- The **Add** button, which allows you to add a new runaway/missing incident.
- The **Reports** section where you can launch and view a report of the episodes, including information from both the runaway/missing details and the recovery details.

The screenshot displays the 'Runaway/Missing List' page. The left sidebar contains a navigation menu with items like 'Case Summary', 'Person', 'Contacts/Summaries', 'Service Authorization', 'Legal', 'Child Plans', 'Placement', 'History', 'Medical', 'Foster Care Eligibility', 'PCA', 'ICPC', and 'Case Management'. The 'Placement' tab is selected. The top navigation bar includes 'My Tasks', 'Case', 'Search', 'Reports', and 'Resources'. Below this, there are tabs for 'Placement Info', 'Placement for Case', 'Runaway/Missing', 'Service Level', 'Common Application', and 'SSCC Options'. The 'Runaway/Missing' tab is active. The main content area is titled 'Runaway/Missing List' and contains a table with the following data:

Type	Date Child Missing	Date Child Returned
Runaway/Missing	12/12/2018	12/13/2018

Below the table is a 'Forms and Reports' section with a 'Reports' dropdown menu and a 'Launch' button. An 'Add' button is located in the bottom right corner of the table area.



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Tracking Runaway/Missing Children

Missing Child Detail Page

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Missing Child Detail Page

Caseworkers can add a new missing child incident directly from the **Runaway/Missing List** page. All details for a new runaway/missing incident will be captured on the **Missing Child Detail** page.

After creating a new runaway/missing episode from the **Runaway/Missing List** page, you may not know all of the information needed to complete the record.

However, for some fields, you will be able to select the **Save** button to save the information you have entered so far, and then return later to edit or add the information necessary to select the **Save and Complete** button to complete the incident.

Missing Child Detail Page – Creating a New Missing Child Incident

1. To create a new **Missing Child Detail** page, select the **Add** button on the **Runaway/Missing List** page.

The screenshot displays a software interface for managing missing child incidents. On the left is a navigation menu with options like 'Case Summary', 'Person', 'Legal', and 'Placement'. The main content area has tabs for 'Placement Info', 'Placements for case', 'Runaway/Missing', 'Service Level', 'Common Application', and 'SSOC options'. The 'Runaway/Missing List' tab is active, showing a table with the following data:

Type	Date Child Missing	Date Child Returned
Runaway/Missing	12/12/2018	12/13/2018

Below the table is a 'Forms and Reports' section with a 'Reports' dropdown menu and a 'Go' button. A red box highlights the 'Add' button in the bottom right corner of the table area.

2. You will arrive at the **Missing Child Detail** page. This is where you will enter the information that initiates a new runaway/missing episode.



Note: Fields on the **Missing Child Detail** page that are marked by a red asterisk (*) are required fields and must be filled in to initially save the incident. Once you select the **Save** button, data entered into required fields is locked and cannot be modified. For fields not marked by a red asterisk, you may select the **Save** button to save the incident and return at a later time. Later, you can provide any additional information necessary to select **Save and Complete** and complete the incident.

The screenshot shows the 'Missing Child Detail' page in a web application. The page title 'Missing Child Detail' is highlighted with a red box. The form includes several sections with input fields and checkboxes:

- Case Information:** Includes fields for 'Case ID', 'Case Name', and 'Case Type'.
- Incident Details:** Includes checkboxes for 'Child Missing', 'Child Not Found', 'Child Returned', and 'Child Missing from Home'. There are also date pickers for 'Date Missing' and 'Date Returned'.
- Parent Information:** Includes fields for 'Parent Name', 'Parent Address', and 'Parent Phone'.
- Child Information:** Includes fields for 'Child Name', 'Child Address', and 'Child Phone'.
- Case Management:** Includes checkboxes for 'Case Closed', 'Case Reopened', and 'Case Archived'.

At the bottom right of the form, the 'Save' and 'Save and Complete' buttons are highlighted with red boxes.

Missing Child Detail Page – Completing the Details

Follow these steps to complete a new **Missing Child Detail** page:

1. For **Date Child Missing**, select a date from the **Date** selector icon.
2. For **Time Child Missing**, select a time from the **Time** icon.



Note: Although two separate fields exist for **Date** and for **Time**, IMPACT 2.0 treats them as one element. Therefore, entering a **Date** requires also entering the **Time**, and entering a **Time** requires also entering a **Date**.

3. Select the appropriate option from the **Went Missing From** dropdown.



Note: If the option "Other" is selected for the **Went Missing From** field, you must provide information in the **Comments for Other** field.

If the child went missing prior to removal date, you must select the checkbox for **Child went missing prior to removal date** or you will encounter an error message when you try to save the page.

4. For **Date Worker Notified** and **Time Worker Notified**, select the date and time from the **Date Selector** and **Time** icons.

Placement Info Placements for Case Runaway/Missing Service Level Common Application

Missing Child Detail

Stage Name: [Redacted]
Case ID: [Redacted]

1 * Date Child Missing: 01/14/2019 2 * Time Child Missing: 11:00 AM 3 Went Missing From: Other

4 Child went missing prior to removal date

5 * Date Worker Notified: 01/14/2019 6 * Time Worker Notified: 11:15 AM

Comments for Other:

CPS Office required field
Home required field
Placement
School
Other

Missing Child Detail Page – The Parties Notified Section

Follow these steps to complete the **Parties Notified** section of the **Missing Child Detail** page.

1. On the **Missing Child Detail** page, scroll down to the **Parties Notified** section. There are required and non-required fields in this section.
2. For the **Law Enforcement** and **SI Division** fields, select the date and time from the **Date Selector** and **Time** icons. The fields for **Date** and **Time** require information to initially save the record.
3. For the **Court** field, select the date and time that the court was notified of the missing child's status, if that information is available.
4. The **National Center for Missing and Exploited Children (NCMEC)** fields for **Date** and **Time** require information to initially save the record. You must either enter the date and time information, or you must select the **Not Applicable** checkbox.



Note: Take note of the fields marked with a red asterisk (*). These are mandatory fields that require information before the incident can be saved.



Note: Court date and time are not required to save the incident, but will be required before you can save and complete the incident.

- Person
- Contacts/Summaries
- Service Authorization
- Legal
- Child Plans
- Placement
- History
- Medical
- Foster Care Eligibility
- PCA
- ICPC
- Case Management

Missing Child Detail

Stage Name: * required field
 Case ID: conditionally required field

* Date Child Missing: * Time Child Missing: * Went Missing From:

Child went missing prior to removal date

* Date Worker Notified: * Time Worker Notified: ↑ Comments for Other:

Parties Notified:	Date:	Time:	Not Applicable:	
* Law Enforcement	<input type="text" value="01/14/2019"/>	<input type="text" value="11:30 AM"/>	<input type="checkbox"/>	1 NCIC# <input type="text" value="000000"/>
* SI Division	<input type="text" value="01/14/2019"/>	<input type="text" value="11:30 AM"/>	<input type="checkbox"/>	2
Court	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	3
* NCMEC	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	4 NCMEC# <input type="text"/>
Attorney Ad Litem	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
Guardian Ad Litem	<input type="text" value="01/14/2019"/>	<input type="text" value="11:45 AM"/>	<input type="checkbox"/>	
CASA	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
Juvenile Justice	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
Parent(s)	<input type="text" value="01/14/2019"/>	<input type="text" value="12:00 PM"/>	<input type="checkbox"/>	
Parent(s) Attorney	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	

Runaway/Missing Actions: Amber Alert Issued * Suspected Reason for Absence: Runaway

5. For the following fields, you must either provide a **Date** and **Time**, or you must select the **Not Applicable** checkbox:

- **Attorney/Ad Litem**
- **Guardian Ad Litem**
- **CASA**
- **Juvenile Justice**
- **Parent(s)**
- **Parent(s) Attorney**



Note: If the **Not Applicable** checkbox is selected for these fields, you can initially save the page, and then update these fields later by deselecting the **Not Applicable** checkbox and inserting the date and time information.

All these fields will be locked after you select **Save and Complete**.

Parties Notified:	Date:	Time:	Not Applicable:	NCIC#
* Law Enforcement	<input type="text" value="01/14/2019"/>	<input type="text" value="11:30 AM"/>	<input type="checkbox"/>	<input type="text" value="000000"/>
* SI Division	<input type="text" value="01/14/2019"/>	<input type="text" value="11:30 AM"/>	<input type="checkbox"/>	
Court	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
* NCMEC	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	NCMEC# <input type="text"/>
Attorney Ad Litem	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
Guardian Ad Litem	<input type="text" value="01/14/2019"/>	<input type="text" value="11:45 AM"/>	<input type="checkbox"/>	
CASA	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
Juvenile Justice	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
Parent(s)	<input type="text" value="01/14/2019"/>	<input type="text" value="12:00 PM"/>	<input type="checkbox"/>	
Parent(s) Attorney	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	

1
2
3
4
5
6

Runaway/Missing Actions:
 Amber Alert Issued
 NCMEC Publication
 CSCAL Issued

* Suspected Reason for Absence:
 Runaway
 Abducted
 Missing

Missing Child Detail Page – NCIC and NCMEC Numbers

Follow these steps to provide the **National Crime Information Center (NCIC)** reference number and **National Center for Missing and Exploited Children (NCMEC)** reference number, if available.

1. Scroll down to the items for NCIC # and NCMEC#.
2. Enter the reference numbers if available.
 - Although it is preferred to have these reference numbers, these are not required fields. However, if you do enter the information, it is *essential* the information is correct because these fields cannot be modified after **Save and Complete**.
 - Because these fields are locked and cannot be modified after **Save and Complete**, you would be unable to correct these fields. This is important to understand, since this information feeds into the **Child Recovery Detail** page and isn't editable there either.



Note: *These fields remain editable after **Save**. They cannot be modified after **Save and Complete**.*

- Under **Runaway/Missing Actions**, select the checkboxes of all actions that apply.
- Under **Suspected Reason for Absence**, select one of the radio buttons for "Runaway," "Abducted," or "Missing."

Parties Notified:	Date:	Time:	Not Applicable:
* Law Enforcement	01/14/2019	11:30 AM	NCIC# 000000
* SI Division	01/14/2019	11:30 AM	
Court			
* NCMEC			NCMEC# 00000
Attorney Ad Litem			<input checked="" type="checkbox"/>
Guardian Ad Litem	01/14/2019	11:45 AM	<input type="checkbox"/>
CASA			<input checked="" type="checkbox"/>
Juvenile Justice			<input checked="" type="checkbox"/>
Parent(s)	01/14/2019	12:00 PM	<input type="checkbox"/>
Parent(s) Attorney			<input checked="" type="checkbox"/>

Runaway/Missing Actions: <input type="checkbox"/> Amber Alert Issued <input type="checkbox"/> NCMEC Publication <input type="checkbox"/> CSCAL Issued	* Suspected Reason for Absence: <input checked="" type="radio"/> Runaway <input type="radio"/> Abducted <input type="radio"/> Missing
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Missing Child Detail Page – Save vs. Save and Complete

Follow these steps to save an incomplete record and return to it later, or to save and complete the **Missing Child Detail** page.

1. Select the **Save** button at the lower right of the page to save an incomplete incident.
2. You must complete *all* fields on the page to successfully save and complete the **Missing Child Detail** page. If any field is left incomplete, you will receive an error message.
3. Scroll down to the **Child Recovery Detail** button on a completed **Missing Child Detail** page. This is the button you will use to open a **Child Recovery Detail** page when the missing child is recovered or returns to DFPS care.



Note: All required fields (marked with a red asterisk) must be completed to initially save the information. Once initially saved, required fields are locked and cannot be modified.

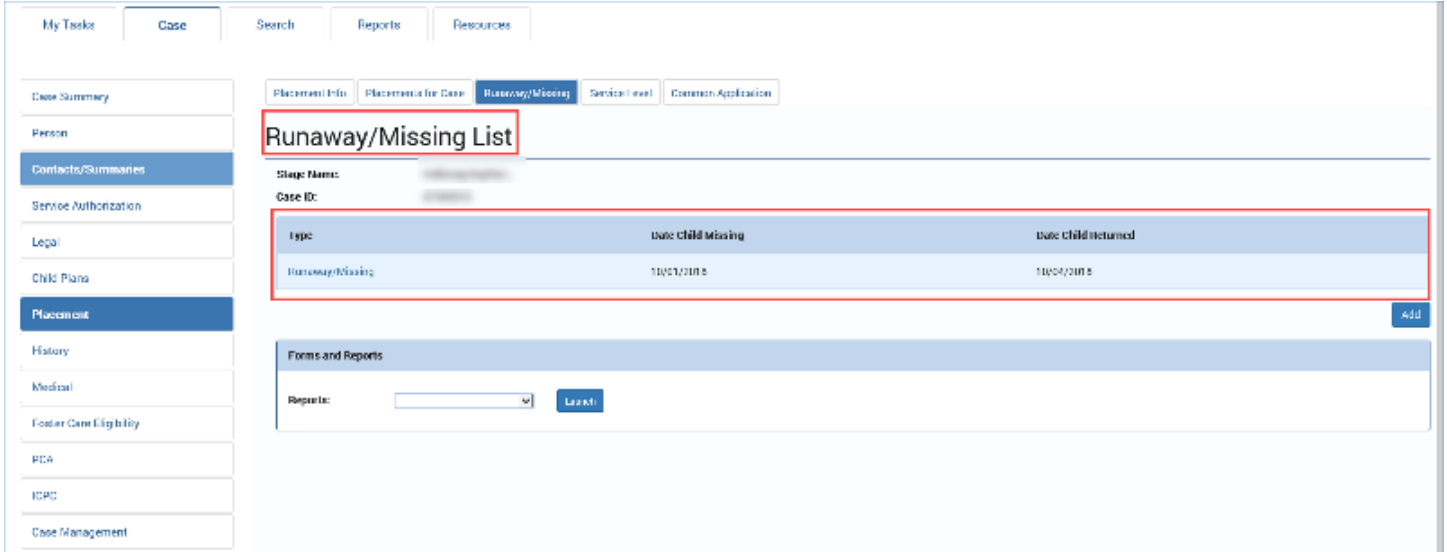


Note: You must successfully save and complete the **Missing Child Detail** page to enable the **Child Recovery Detail** button. This button navigates you to the **Child Recovery Detail** page when the child is recovered or returned.

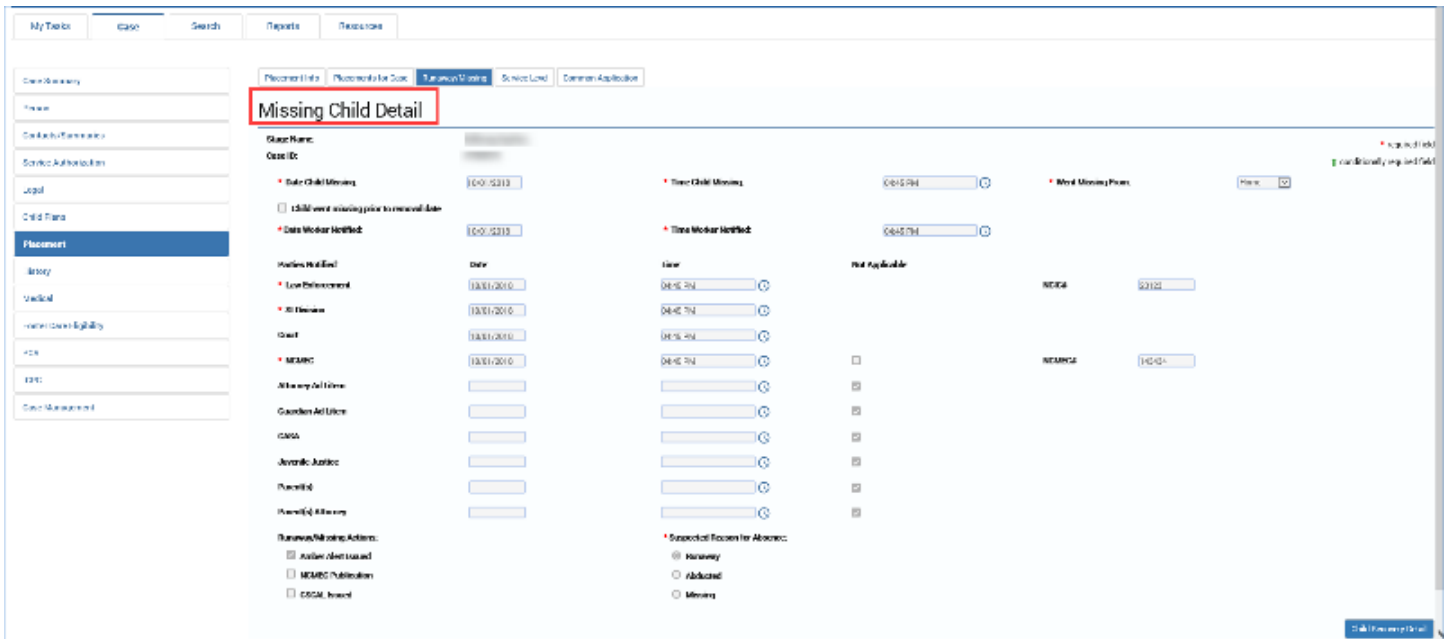
Missing Child Detail Page – Editing and Updating

Follow these steps to access an existing **Missing Child Detail** page for viewing or editing:

1. To return to an incomplete **Missing Child Detail** page to edit or add information to complete the page, return to the **Runaway/Missing List** page.
2. Select the link of the runaway/missing episode you wish to access.



3. You will arrive at the **Missing Child Detail** page.





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Tracking Runaway/Missing Children Child Recovery Detail Page

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Child Recovery Detail Page

You will use the **Child Recovery Detail** page to document information when a missing or runaway child is recovered or returned to DFPS care. Information from the recovery interview and questionnaire is entered into the **Child Recovery Detail** page.

Child Recovery Detail Page – How to Get There

The **Child Recovery Detail** page is always created from the **Missing Child Detail** for the child. To reach that page, you must navigate once again to the **Runaway/Missing List** page.



Follow these steps to create a new **Child Recovery Detail** page:

1. From your **Assigned Workload** page within the **My Tasks** tab, select a **SUB Stage Name** hyperlink (only).

The screenshot shows the 'My Tasks' tab with a sub-tab for 'Workload'. Under 'Workload', there are two sections: 'Staff To-Do List' and 'Assigned Workload'. The 'Assigned Workload' section has fields for 'UserName' and 'UserID'. Below these is a table with columns: SS, WS, HI, IYS, M-Ref, Stage Name, County, Stage, Type, Opened, Assigned, Region, Unit, Stage ID, Case ID, and PCM. A red box highlights the 'Assigned Workload' header, and another red box highlights a 'SUB Stage Name' hyperlink in the table.

2. You will arrive at the **Case Summary** page.
3. Select **Placement** from the secondary menu.

The screenshot shows the 'Case Summary' page. The 'Case Summary' header is highlighted with a red box. Below the header is a secondary menu with options: Case Summary, Case Summary Tool, Case To-Do List, Event Log, Event Search, Case History, Principal Case History, Family Tree, and PCSM. The 'Placement' option is highlighted with a red box. The main content area shows 'Case Name', 'Attention' (with a note: 'You are currently in the [SUB Stage]'), and 'Case Information' (with fields for Case ID, Status, Region, and Start Date of Case). Below this is a table with columns: Mrg, M-Ref, Stage Name, Sig, Type, Opened, Time, Closed, Primary, Reg, Stage ID, Ch Dep, and Phone.

- You will arrive at the **Placement List** page.
- Select **Runaway/Missing** tab from the tertiary menu.

My Tasks | **Case** | Search | Reports | Resources

Placement Info | Placements for Case | **Runaway/Missing** | Service Level | Common Application

Placement List

Stage Name: [redacted] Submitted Cases
Case ID: [redacted]

Date Entered	Status	Type	Description	Stage	Stage Name	Case ID	Person	Entered By	Case ID
08/28/2018	NFRV	Placement	Not Start 08/23/2018	Relative's Home	SLB	[redacted]	[redacted]	[redacted]	295335702

Reports: [dropdown] **Launch**

- You will arrive on the **Runaway/Missing List** page.

My Tasks | **Case** | Search | Reports | Resources

Placement Info | Placements for Case | **Runaway/Missing** | Service Level | Common Application | SSC options

Runaway/Missing List

Stage Name: [redacted]
Case ID: [redacted]

Type	Date Child Missing	Date Child Returned
Runaway/Missing	12/12/2018	12/18/2018

Forms and Reports

Reports: [dropdown] **Launch**

- On the **Runaway/Missing List** page, select the hyperlink in the column labeled **Type** to access the **Runaway/Missing** episode for which you'll be creating a Child Recovery incident.

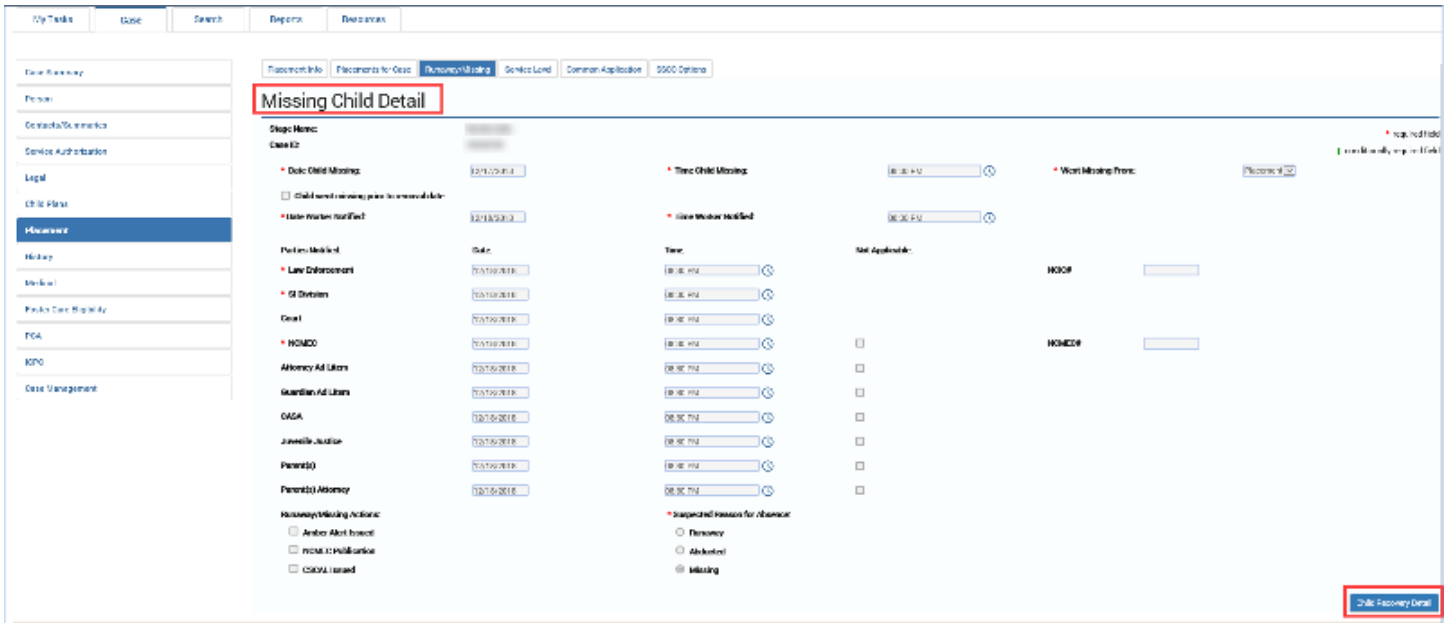
The screenshot displays a software interface for managing child cases. On the left is a vertical navigation menu with options like 'Case Summary', 'Person', 'Contacts/Summaries', 'Service Authorization', 'Legal', 'Child Plans', 'Placement' (highlighted), 'History', 'Medical', 'Foster Care Eligibility', 'PCA', 'ICPC', and 'Case Management'. The top navigation bar includes 'My Tasks', 'Case', 'Search', 'Reports', and 'Resources'. Below this, there are tabs for 'Placement Info', 'Placements for Case', 'Runaway/Missing' (selected), 'Service Level', 'Common Application', and 'SSIC Options'. The main content area features a section titled 'Runaway/Missing List' (highlighted in red). Below this title are fields for 'Stage Name' and 'Case ID'. A table with the following data is shown:

Type	Date Child Missing	Date Child Returned
Runaway/Missing (highlighted in red)	12-12-2018	12-13-2018

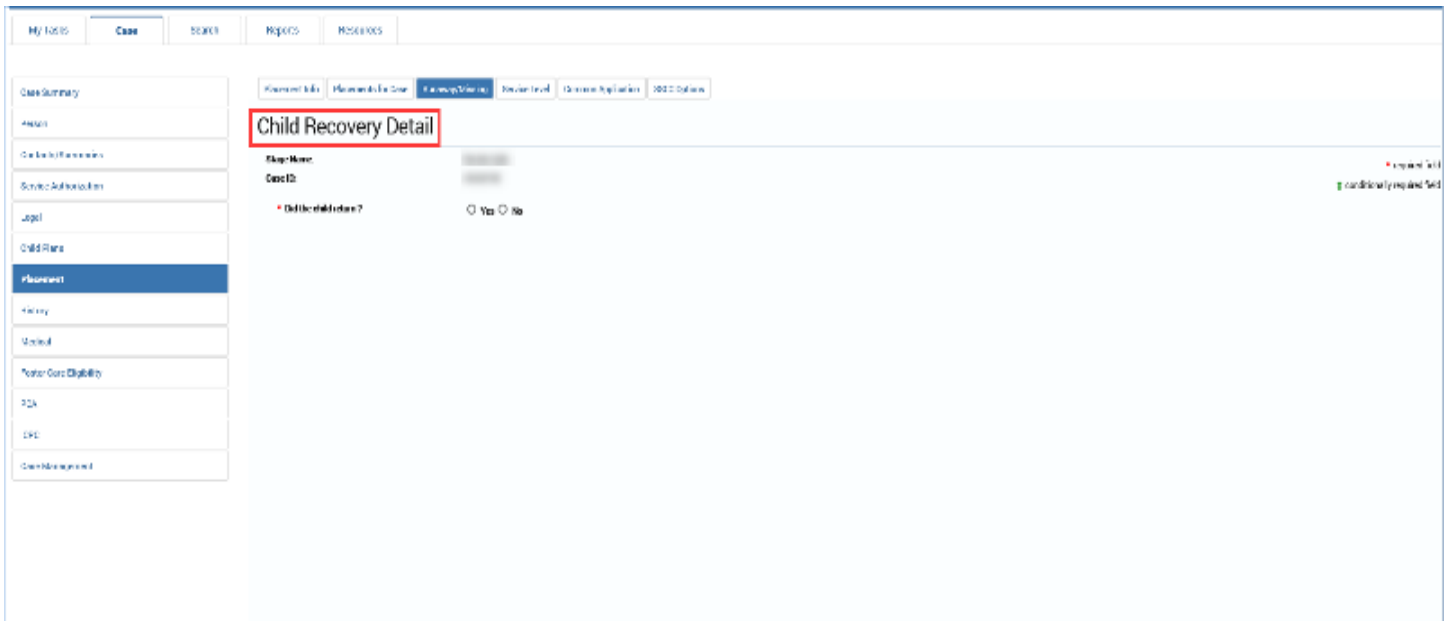
Below the table is a section titled 'Forms and Reports' containing a 'Reports' dropdown menu and a 'Go' button. An 'Add' button is located to the right of the table.

Child Recovery Detail Button – Portal to the Detail Page

1. You will arrive at the **Missing Child Detail** page for that episode.
2. Select the **Child Recovery Detail** button in the lower right of the **Missing Child Detail** page.



3. You will arrive at the **Child Recovery Detail** page.



Child Recovery Detail Page – About Required Fields

Identify the required fields marked with a red asterisk (*) on the **Child Recovery Detail** page. These are the fields that will need to be completed before initially saving the record. And, after that initial save, data in these fields will be locked and cannot be modified.

The screenshot displays the 'Child Recovery Detail' page. The left sidebar lists various navigation options, with 'Placement' currently selected. The main content area shows the 'Child Recovery Detail' form. The 'Stage Name' and 'Case ID' fields are visible. A red box highlights the 'Did the child return?' field, which has radio buttons for 'Yes' and 'No'. Another red asterisk is visible next to the 'Placement' field. A 'Save and Complete' button is located at the bottom right of the form area.

Child Recovery Detail Page – When a Child Doesn't Return

Follow these steps to complete the **Child Recovery Detail** page:

1. For the field **Did the Child Return?**, select the "No" radio button to view its conditional display and the fields that are specific to a "No" response.
2. Select a **Reason Child Did Not Return** from the dropdown:
 - "Child Aged Out"
 - "Child Deceased," or
 - "Court Terminated"
3. Select the **Save and Complete** button.

The screenshot shows a web application interface for 'Child Recovery Detail'. The page has a navigation bar with tabs: 'My Tools', 'Cases', 'Search', 'Reports', and 'Resources'. Below the navigation bar, there are several tabs: 'Placement Info', 'Placements for Case', 'Placement/Visiting', 'Service Level', 'Common Application', and 'SPOC options'. The 'Placement/Visiting' tab is active. The main content area is titled 'Child Recovery Detail'. It contains a 'Stage Name' field with the value 'Case #123'. Below this, there is a section for 'Did the child return?' with two radio buttons: 'yes' (unselected) and 'no' (selected). A dropdown menu is open next to the 'no' radio button, showing three options: 'Child Aged Out', 'Child Deceased', and 'COURT TERMINATED'. To the right of the dropdown, there is a 'Save and Complete' button. The left sidebar contains a list of navigation items: 'Case Details', 'Notes', 'Contacts/Summaries', 'Service/Authorization', 'Legal', 'Child Care', 'Placement', 'History', 'Milestones', 'Parent/Guardian', 'NDA', 'DPC', and 'Case Management'. The 'Placement' item is highlighted in blue.

Child Recovery Detail Page – Providing Details on a Recovered Child

Throughout the **Child Recovery Detail** page, certain "Yes" or "No" responses will trigger conditional displays—fields that appear and will require additional information.

Select dates and times from the **Date Selector** and **Time** icons for the following fields:

- **Date Child Returned**
- **Time Child Returned**
- **Date Worker Notified**
- **Time Worker Notified**



Note: Just a reminder that IMPACT 2.0 treats the **Date** field and **Time** field as one element. A date cannot be entered without also entering the time, and a time cannot be entered without entering a date. Once the date and time are entered and the **Save** button selected, those fields are locked and cannot be modified.

The screenshot shows the 'Child Recovery Detail' page in IMPACT 2.0. The page title 'Child Recovery Detail' is highlighted with a red box. Below the title, there are several fields for entering information. The fields 'Date Child Returned', 'Time Child Returned', 'Date Worker Notified', and 'Time Worker Notified' are highlighted with red boxes. The form includes sections for 'Recovery Information' with columns for 'Date' and 'Time', and 'Notification During Absence' with checkboxes for 'See Trafficking', 'Lack of Trafficking', 'FBI (as related to trafficking)', 'FBI (as related to trafficking)', and 'Other'.

Child Recovery Detail Page – Recovery Notification Section

To continue completing the **Child Recovery Detail** page, move to the **Recovery Notification** section and follow these steps:

1. For the **Returned By** field, select the appropriate option from the dropdown for this required field.



Note: If "Other" is selected from the dropdown, you must provide information in the field labeled **Comments for Other**.

2. Proceed to the **Recovery Notification** section.
3. For the **Law Enforcement** and **SI Division** fields, select the date and time when law enforcement was notified of the child's return.
4. For the **Court Date** field, select the date and time the court was notified of the child's recovery, if the information is available.



Note: Although the date and time that the court was notified of the child's return are not required to initially save the episode, that information will be required to save and complete the episode. So if you select the **Save** button without the date and time, you will need to enter that data before the episode can be saved and completed.

Case Summary | Placement Info | Placements for Case | **Runaway/Missing** | Service Level | Common Application

Child Recovery Detail

Stage Name: [blurred]
Case ID: [blurred]

* Did the child return? Yes No

* Date Child Returned: [calendar icon] * Time Child Returned: [clock icon]

* Date Worker Notified: [calendar icon] * Time Worker Notified: [clock icon]

* Returned By: **1** [dropdown menu: S.I, Family/Friend, Case Worker, Juvenile Justice, Law Enforcement, **Other**, Self]

↑ Comments for Other: [text area]

2 Recovery Notification: Date: Time: Not Applicable:

3 * Law Enforcement [calendar icon] [clock icon]

* SI Division [calendar icon] [clock icon]

4 * Court [calendar icon] [clock icon]

NCMEC [calendar icon] [clock icon] NCMEC# [text box]

Attorney Ad Litem [calendar icon] [clock icon]

5. For the following fields, if you do not provide information in the **Date** and **Time** fields, you must select the **Not Applicable** checkbox for any fields left blank. These fields are still editable after selecting the **Save** button, but *not* after selecting **Save and Complete**.

- **NCMEC**
- **Attorney/Ad Litem**
- **Guardian Ad Litem**
- **CASA**
- **Juvenile Justice**
- **Parent(s)**
- **Parent(s) Attorney**



Note: *If you select the **Not Applicable** checkbox for these fields and then select the **Save** button, these fields can be updated later by deselecting the checkbox and updating with the actual date and time information. However, once you select the **Save and Complete** button, these fields are locked and cannot be modified.*

- Case Summary
- Person
- Contacts/Summaries
- Service Authorization
- Legal
- Child Plans
- Placement**
- History
- Medical
- Foster Care Eligibility
- PCA
- ICPC
- Case Management

Placement Info | Placements for Case | **Runaway/Missing** | Service Level | Common Application

Child Recovery Detail

Stage Name: [Redacted]

Case ID: [Redacted]

* Did the child return ? Yes No

* Date Child Returned: 01/11/2019 [Calendar Icon]

* Time Child Returned: 12:30 PM [Clock Icon]

* Date Worker Notified: 01/11/2019 [Calendar Icon]

* Time Worker Notified : 01:15 PM [Clock Icon]

Recovery Notification:	Date:	Time:
* Law Enforcement	01/11/2019 [Calendar Icon]	02:00 PM [Clock Icon]
* SI Division	01/11/2019 [Calendar Icon]	02:15 PM [Clock Icon]
Court	01/15/2019 [Calendar Icon]	09:00 AM [Clock Icon]

Not Applicable:

NCMEC	[Input]	[Input] [Clock Icon]	<input checked="" type="checkbox"/>
Attorney Ad Litem	[Input]	[Input] [Clock Icon]	<input checked="" type="checkbox"/>
Guardian Ad Litem	01/11/2019 [Calendar Icon]	03:45 PM [Clock Icon]	<input type="checkbox"/>
CASA	[Input]	[Input] [Clock Icon]	<input checked="" type="checkbox"/>
Juvenile Justice	[Input]	[Input] [Clock Icon]	<input checked="" type="checkbox"/>
Parent(s)	01/11/2019 [Calendar Icon]	04:00 PM [Clock Icon]	<input type="checkbox"/>
Parent(s) Attorney	[Input]	[Input] [Clock Icon]	<input checked="" type="checkbox"/>

Recovery Interview Conducted: Yes No

Child Recovery Detail Page – A Note About the NCIC & NCMEC Fields

The fields for **NCIC#** and **NCMEC#** on the **Child Recovery Detail** page were locked to editing when the **Missing Child Detail** page was saved.

If information was entered into these fields on the **Missing Child Detail** page, it will be carried over into the **Child Recovery Detail** page.

These fields cannot be modified.

The screenshot shows the 'Child Recovery Detail' page in a web application. The page title 'Child Recovery Detail' is highlighted with a red box. The form contains various fields for case information, including 'Case ID', 'Date Child Reported', 'Date Child Returned', 'Date Victim Reported', 'Date Victim Returned', 'Recovery Method Used', 'Life Compromised', 'Sex', 'Age', 'Race', 'Ethnicity', 'Religion', 'Marital Status', 'Parent(s) of Offender', and 'Recovery Information'. The 'NCIC#' and 'NCMEC#' fields are highlighted with red boxes, indicating they are locked for editing. The 'Followed By' field is also highlighted with a red box. The page includes a sidebar with navigation options and a top navigation bar with tabs for 'Missing Child Detail', 'Child Recovery Detail', 'Runaway/Missing', 'Runaway Level', 'Disposal/Approval', and 'BASIC System'.

Child Recovery Detail Page – Child Recovery Interview

To complete the **Recovery Interview Conducted** field of the **Child Recovery Detail** page, follow these steps:

1. For **Recovery Interview Conducted** field, select the "Yes" or "No" radio button.
2. If no recovery interview was conducted, you are required to select an option from the **Reason Not Interviewed** dropdown.



Note: If "Other" is selected from the **Reason Not Interviewed** dropdown, you must provide comments in the **Comments for Other** field below. Although the **Recovery Interview Conducted** field can be left blank for an initial **Save**, you are required to complete this section for a successful save and complete.

Child Recovery Detail Page – If Missing Child Was Runaway

Follow these steps to enter information as to why the child was missing, and if a runaway, reasons as to why the child ran away.

1. Under **Confirmed Reason for Absence**, select one of the radio buttons for "Runaway," "Abducted," or "Missing."
2. If "Runaway" is selected as **Confirmed Reason for Absence**, you must select the applicable checkboxes from the list of options under **Runaway Reasons**. A minimum of one checkbox must be selected.



Note: If the checkbox for "Other" is selected for **Runaway Reasons**, you must provide comments in the **Comments for Other** field.

Child Recovery Detail Page – Victimization and Trafficking

If a child has been victimized while missing, you must document this in the **Recovered Child Detail** page.

Also, if the child was a victim of sex trafficking or labor trafficking while missing, this is where that information must be entered as well.

Follow these steps to document victimization and trafficking:

1. Under **Victimization During Absence**, select any applicable checkbox(es) from the list of options.
2. If the checkbox for "Sex Trafficking" or for "Labor Trafficking" is selected under **Victimization During Absence**, you must also complete a trafficking episode for the child victim by selecting the **Trafficking Record** hyperlink.



Note: *The process for completing a trafficking episode is covered in the training module "Tracking Human Trafficking."*

3. Remember to select the **Save** button to save your work before selecting the hyperlink to create a trafficking episode!
 - If you attempt to navigate away from the **Child Recovery Detail** page without first selecting the **Save** button, an alert message will appear, asking "Are you sure you want to leave this page? All unsaved work will be lost."
4. If the checkbox for "Other" is selected for **Victimization During Absence**, you must provide comments in the **Comments for Other** field.

Child Recovery Detail Page – Save vs. Save and Complete

You may save an incomplete **Child Recovery Detail** page and return later to update information. Saving and completing a Child Recovery Detail page locks the page and completes a Runaway/Missing episode.

Follow these steps to save an incomplete page, or to save and complete the page and close the episode.

1. When you have finished entering information into the **Child Recovery Detail** page, select the **Save** button at the lower right of the page to save an incomplete episode.
2. All *required* fields (marked with a red asterisk) will need to be completed to successfully save the episode.
3. Select the **Save and Complete** button at the lower right of the page to complete the episode.



Note: All fields must be completed to successfully save and complete the episode.

How to Edit or Update a Child Recovery Detail Page

Follow these steps to access an existing **Child Recovery Detail** page for viewing or editing:

1. To return to an incomplete **Child Recovery Detail** page to update or add information to complete the page, return to the **Runaway/Missing List** page.

Type	Date Child Missing	Date Child Returned
Runaway/Missing	12/1/2018	12/1/2018

2. Select the link of the **Runaway/Missing** episode you wish to access.

Type	Date Child Missing	Date Child Returned
Runaway/Missing	12/1/2018	12/1/2018



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Tracking Runaway/Missing Children Child Recovery Detail Tasks

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 Child Recovery Detail Tasks – Complete the Task..... 7

Child Recovery Detail Tasks

IMPACT 2.0 will automatically create a task labeled **Complete Child Recovery Detail** page after a caseworker saves a **Child Recovery Detail** but does not complete the episode. This is to ensure the page is completed within a defined interval.

Child Recovery Detail Tasks on Staff To-Do List – How to Get There



Follow these steps to view and complete a task for **Complete Child Recovery Detail** page from the **Staff To-Do List** page:

1. From **My Tasks**, select the **Staff-To-Do List** tab from the secondary menu.

The screenshot shows the 'My Tasks' menu with 'Staff To-Do List' selected. The 'Assigned Workload' section displays the following table:

SS	F	WS	Tr	P/S	MRef	Stage Name	County	Stage	Type	Opened	Assigned	Region	Unit	Stage ID	Case ID	PGM
<input type="checkbox"/>				S		SUB	REG	09/25/2018	06/27/2018	07	08	CPS
<input type="checkbox"/>				S		SUB	REG	01/05/2018	08/10/2018	07	07	CPS
<input type="checkbox"/>				S		SUB	REG	07/13/2018	10/15/2018	07	08	CPS
<input type="checkbox"/>				S		SUB	REG	07/13/2018	10/15/2018	07	08	CPS
<input type="checkbox"/>		⚠		S		SUB	REG	05/15/2018	05/30/2018	07	08	CPS
<input type="checkbox"/>		⚠		S		SUB	REG	05/15/2018	05/30/2018	07	08	CPS
<input type="checkbox"/>				S		SUB	REG	07/31/2018	08/21/2018	07	08	CPS

- From the **Staff To-Do List** page, select the task hyperlink with the **Description** of "Complete Child Recovery Detail page within 7 days."

Staff To-Do List

Search Criteria
 From: [] To: 12/27/2018 []

Show 10 entries

Type	Date	Stage Name	Created By	Description
<input type="checkbox"/> Task	12/19/2018	[]	TB	TB - Permanency Care Assistance Application
<input type="checkbox"/> Alert	12/19/2018	[]	SYSTEM	Approval Complete: SDM FSNA []
<input type="checkbox"/> Alert	12/26/2018	[]	SYSTEM	Case [] - Relative Caregiver - Kinship Reimbursement Payment - TANF expires on 1/25/2019
<input type="checkbox"/> Alert	12/26/2018	[]	SYSTEM	Initial Child Plan due for []
<input type="checkbox"/> Task	12/27/2018	[]	PMW	Complete Child Recovery Detail Page within 7 days

Showing 1 to 5 of 5 entries

Select All Delete New Using

Reports
 Reports: [] Launch

- You will arrive at the **Child Recovery Detail** page of the open runaway/missing episode.
- On this page you will need to provide the information required to save and complete the **Child Recovery Detail** page.

Child Recovery Detail

Case Name: []
 Case ID: []
 Recurrence Identification: []
 Date: []
 Time: []
 Mileage: []
 Recurrence Details: []
 Relocation Details: []

Child Recovery Detail Tasks on Case To-Do List – How to Get There



Follow these steps to view and complete a task for "Complete Child Recovery Detail page" from the **Case To-Do List** page:

1. From your **Assigned Workload** page in the **My Tasks** tab, select the **Stage Name** hyperlink for the case in **SUB** Stage.

SS	WS	Hr	P/S	M Ref	Stage Name	County	Stage	Type	Opened	Assigned	Region	Unit	Stage ID	Case ID	PGM
<input type="checkbox"/>			S		Complete Child Recovery Detail page	00000	SUB	REG	09/26/2018	09/27/2018	07	DB	00000	00000	CRS
<input type="checkbox"/>			S		Complete Child Recovery Detail page	00000	SUB	REG	07/05/2018	07/10/2018	07	L7	00000	00000	CRS
<input type="checkbox"/>			S		Complete Child Recovery Detail page	00000	SUB	REG	07/13/2018	10/15/2018	07	DB	00000	00000	CRS
<input type="checkbox"/>			S		Complete Child Recovery Detail page	00000	SUB	REG	07/13/2018	10/16/2018	07	DB	00000	00000	CRS

2. You will arrive at the **Case Summary** page.
3. Select **Case To-Do List** from the primary menu.

Mrg	M-Ref	Stage Name	Stg	Type	Opened	Time	Closed	Primary	Reg	Stage ID	On Dep	Phone
<input type="radio"/>		Complete Child Recovery Detail page	FSU	REG	08/23/2018			00000	04	00000		00000000
<input checked="" type="radio"/>		Complete Child Recovery Detail page	SUB	REG	08/23/2018			00000	04	00000		00000000

Child Recovery Detail Tasks – Complete the Task

In order to complete the task, the Runaway/Missing episode must be complete, which means saving and completing the **Child Recovery Detail** page.

1. Complete those fields requiring information to perform a successful save and complete of the **Child Recovery Detail** page, most notably those fields relating to:
 - **Recovery Interview**
 - **Confirmed Reason for Absence**
2. Select the **Save and Complete** button when the **Child Recovery Detail** page is completed.



Note: You must select the **Save and Complete** button on the **Child Recovery Detail** page in order to complete a runaway/ missing episode. That's extremely important for two reasons:

1. You must complete any open runaway/missing episode before initiating a new runaway/missing episode should the child run again.
2. Once you save and complete the task, IMPACT 2.0 automatically removes the task from both the **Case To-Do List** page and the **Staff To-Do List** page, when the event status changes from PROC to COMP.



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Tracking Runaway/Missing Children Closing a Sub Stage

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Closing a SUB Stage with Open Runaway/Missing Episode

IMPACT 2.0 will not allow closure of the SUB stage if there is a runaway/missing child episode with an incomplete **Child Recovery Detail** section, and you will be alerted with an error message should you attempt closure.

Finding and Closing a SUB Stage with Open Runaway/Missing Episode – How to Get There



Follow these steps to close a case in SUB stage with an incomplete runaway/missing episode:

1. From your **Assigned Workload** page in the **My Tasks** tab, select the **Stage Name** hyperlink for the case in **SUB** Stage with the open **Runaway/Missing** episode.

SS	I	WS	HR	IYS	M Ref	Stage Name	County	Stage	Type	Opened	Assigned	Region	Unit	Stage ID	Case ID	ICM
					S			SUB	RDS	04/25/2012	07/11/2010	01	CA			CPS

2. You will arrive at the **Case Summary** page.
3. Select **Case Management** in the secondary menu.

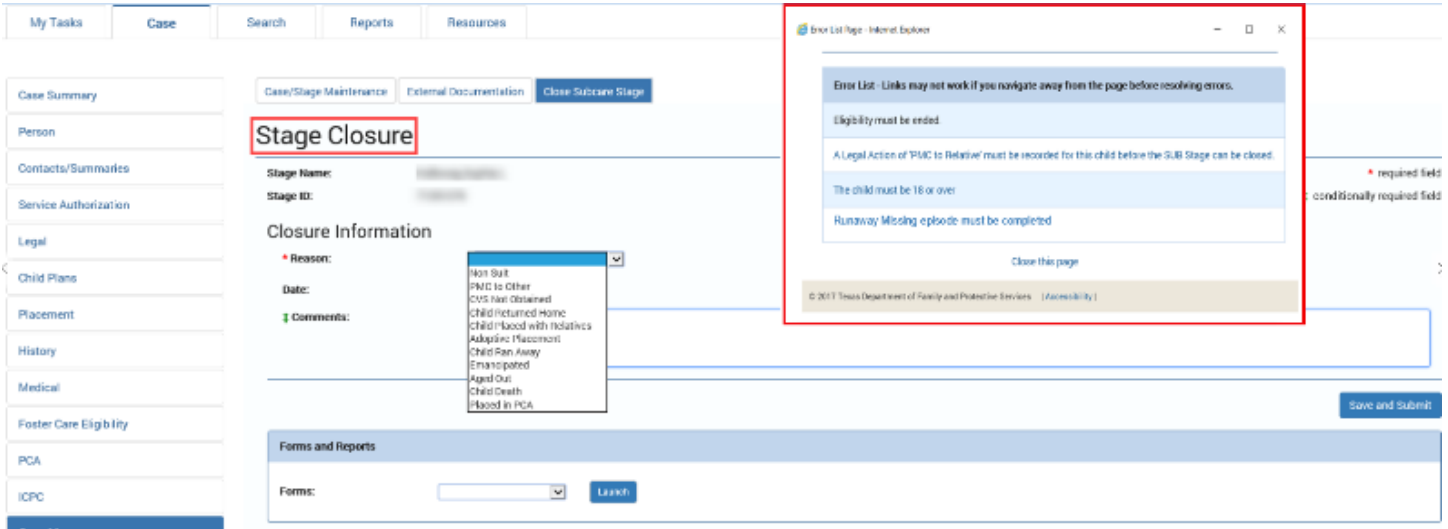
M Ref	M Ref	Stage Name	Stg	Type	Opened	Time	Closed	Primary	Req	Stage ID	Or Dsp	Phone
			AW	HRG	09/07/2015				01			
			ADD	RDS	05/19/2014		05/17/2015		01			
			ADD	RES	05/19/2014		04/05/2016		01			

Closing a SUB Stage with Open Runaway/Missing Episode

1. You will arrive at the **Case Maintenance** page.
2. Select **Close Subcare Stage** in the tertiary menu.

The screenshot displays the 'Case Maintenance' page. On the left is a vertical sidebar with menu items: Case Summary, Person, Contacts/Summaries, Service Authorization, Legal, Child Plans, Placement, History, Medical, Foster Care Eligibility, PCA, ICPC, and Case Management (highlighted in blue). At the top, there are three tabs: 'Case/Stage Maintenance' (active), 'External Documentation', and 'Close Subcare Stage' (highlighted with a red box). Below the tabs, the main content area is titled 'Case Maintenance' (highlighted with a red box). It contains two sections: 'Change Stage Name' with 'Current Name' and 'New Name' (a dropdown menu), and 'Change County' with 'Current County' and 'New County' (a dropdown menu). A blue 'Save' button is located in the bottom right corner of the main content area.

3. You will arrive at the **Stage Closure** page, where you will attempt to close this case. To close a case in **SUB** stage with an open Missing/Runaway episode, follow these steps:
 - a. Select a **Reason** from the dropdown.
 - b. Provide the date.
 - c. Include any relevant information in the **Comment** section.
 - d. Select the **Save and Submit** button in the lower right of the page to attempt closing the SUB stage to trigger the error message.



Closing a SUB Stage with Open Runaway/Missing Episode – The Error Message

1. Observe that the **Error List** message box may contain multiple reasons as to why the stage cannot be closed.
2. One of the errors is "Runaway/Missing episode must be completed," which is also a hyperlink.
3. Select the "Runaway/Missing episode must be completed" error hyperlink.
4. You will arrive at the **Runaway/Missing List** page for the case.
5. Under the **Type** heading, select the **Runaway/Missing** episode in need of completion.



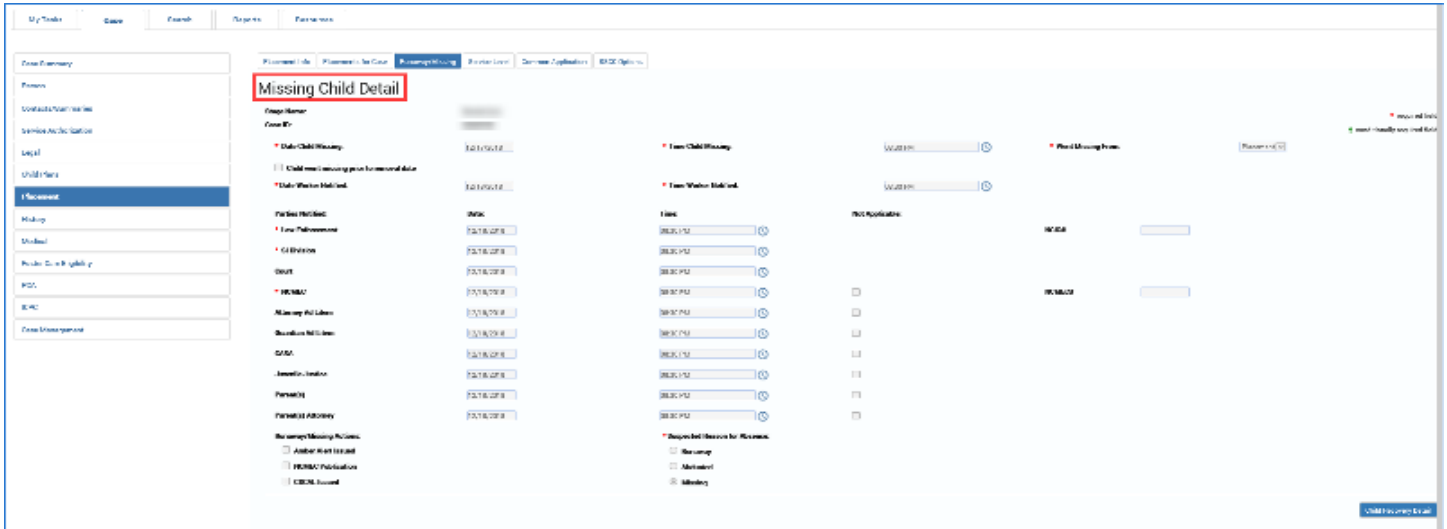
Note: Navigating away from the **Stage Closure** page before resolving the errors may disable the functionality of the hyperlinks.

Type	Date Child Missing	Date Child Returned
Runaway/Missing	12/17/2018	
Runaway/Missing	12/17/2018	12/18/2018

Closing a SUB Stage by Closing the Open Runaway/Missing Episode

In order to close the SUB stage, you must close the Runaway/Missing episode. An episode consists of both a **Missing Child Detail** page and a **Child Recovery Detail** page, and *both* must be completed to close a Runaway/Missing episode. Follow these steps to complete the episode:

1. You will arrive at the **Missing Child Detail** page for the case.





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Tracking Runaway/Missing Children Reports

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Runaway/Missing Reports

You can now generate a report containing details from all missing/recovered episodes for a person.

Runaway/Missing Reports – How to Get There



Follow these steps to generate and view a **Runaway/Missing Report**:

1. From your **Assigned Workload** page in the **My Tasks** tab, select the **Stage Name** hyperlink for the case in SUB Stage with the open **Runaway/Missing** episode.

My Tasks Case Search Reports Resources

Workload

Staff To Do List

Assigned Workload

UserName: [redacted]
User ID: [redacted]

Show 10 entries

SS	I	WS	HR	IYS	M Hef	Stage Name	County	Stage	Type	Opened	Assigned	Region	Unit	Stage ID	Case ID	ICM
						[redacted]	[redacted]	SUB	REG	04/25/2012	07/11/2010	01	C4	[redacted]	[redacted]	CPS

2. You will arrive at the **Case Summary** page.
3. Select **Placement** from the secondary menu.

My Tasks Case Search Reports Resources

Case Summary Case Summary Tool Case To-Do List Event List Event Search Case History Principal Case History Family Tree PCSP

Case Summary

Case Name: [redacted] * required field
conditionally required field

Attention:
You are currently in the [redacted] SUB stage

Case Information
Case ID: [redacted] Region: [redacted]
Status: Open Start Date of Case: 04/12/2012

Show 12 entries

Msg	M-Ref	Stage Name	Stg	Type	Opened	Time	Closed	Priority	Reg	Stage ID	Ev Dep	Phase
		[redacted]	PVL	REG	05/07/2013			[redacted]	01	[redacted]		[redacted]
		[redacted]	ADD	REG	02/19/2014		05/17/2016	[redacted]	01	[redacted]		[redacted]

- You will arrive at the **Placement List** page. Select **Runaway/Missing** from the tertiary menu.
- You will arrive on the **Runaway/Missing List** page.

The screenshot shows the 'Runaway/Missing List' page. The left sidebar includes 'Placement' as a selected menu item. The main area features a table with the following data:

Type	Date Child
Runaway/Missing	12/10/2018
Runaway/Missing	12/03/2018
Runaway/Missing	11/26/2018

Below the table is a 'Forms and Reports' section with a 'Runaway/Missing Report' button and a 'Launch' button. A browser window overlay displays the message: 'Your report is being generated. If you wish to see all available reports, check the Reports tab. Close this page.'

- You will arrive at the **Runaway/Missing List** page.

The screenshot shows the 'Report List' page. The top navigation bar has 'Reports' selected. The main content area displays a table with the following data:

Status	Name	Description	Generation Date	Page Date
Complete	Runaway/Missing Report	Runaway/Missing - [redacted]	01/09/2019	03/01/2019
Complete	Tortfolding History	Tortfolding History - [redacted]	01/09/2019	03/01/2019
Complete	Risk Assessment Report	Stage Name: [redacted]	01/14/2019	02/14/2019
Complete	Summary Reading Tool	SUPPLEMENTAL Reading Tool - [redacted]	10/26/2018	11/29/2018

The 'Runaway/Missing Report' row is highlighted. The page footer indicates 'Showing 1 to 4 of 4 records'.

Runaway/Missing Reports – Launching the Report

It is from the **Runaway/Missing List** page that you will launch your **Runaway/Missing Report**. Follow these steps to generate your report:

1. Scroll to the bottom of the page to the **Reports** section.
2. Select the **Launch** button.
3. You will arrive at the **Reports List** page.

Status	Name	Description	Generation Date	Page Date
Complete	Runaway/Missing Report	Runaway/Missing - [redacted]	11/26/2018	03/01/2019
Complete	Trafficking History	Trafficking History - [redacted]	11/26/2018	03/01/2019
Complete	Risk Assessment Report	Risk Assessment Report - [redacted]	11/14/2019	02/14/2019
Complete	Runaway Housing Tool	Runaway Housing Tool - [redacted]	11/26/2018	11/26/2018

4. From the **Reports List**, select the **Runaway/Missing Report** hyperlink under the **Name** column.
5. View the report and observe that it includes information from both the **Missing Child Detail** and the **Child Recovery Detail**.

TEXAS IMPACT

Runaway/Missing Report

ENAWM00

CASE NAME: [REDACTED] CASE ID: [REDACTED] STAGE NAME: [REDACTED] STAGE ID: [REDACTED] STAGE: SUB

Missing Child Detail

Date/Time Missing	Child Missing Prior to Removal Date	Went Missing From	Date/Time Worker Notified	Suspected Reason for Absence	Party Notified	Date/Time Party Notified	NCMEC/NCIC Number	Runaway/Missing Actions
01/02/2019 01:45 PM	No	Home	01/02/2019 01:45 PM	Runaway	Law Enforcement Court NCMEC SI Division Attorney Ad Litem Guardian Ad Litem CASA Juvenile Justice Parent(s) Parent(s) Attorney	01/02/2019 01:45 PM 01/02/2019 01:45 PM 01/02/2019 01:45 PM 01/02/2019 01:45 PM 01/02/2019 01:45 PM 01/02/2019 01:45 PM 01/02/2019 01:45 PM 01/02/2019 01:45 PM 01/02/2019 01:45 PM		Anber Alert issued

Child Recovery Detail

Did the Child Return	Reason Not Returned	Date/Time Child Returned	Returned By	Date/Time Worker Notified	Party Notified	Date/Time Party Notified	Recovery Interview Conducted? Held	Date Recov Interview	Reason Not Interviewed	Confirmed Reason for Absence	Runaway Reasons
Yes		01/03/2019 01:15 PM	Family/Friend	01/03/2019 01:30 PM	Law Enforcement Court NCMEC SI Division Attorney Ad Litem Guardian Ad Litem CASA Juvenile Justice Parent(s) Parent(s) Attorney	01/03/2019 01:30 PM 01/03/2019 01:30 PM 01/03/2019 01:30 PM	N		Child Refused		

01/29/2019 10:55 AM

Department of Family and Protective Services

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TEXAS IMPACT

Runaway/Missing Report

ENAWM00

CASE NAME: [REDACTED] CASE ID: [REDACTED] STAGE NAME: [REDACTED] STAGE ID: [REDACTED] STAGE: SUB

Did the Reason Not Return	Child Returned	Date/Time Child Returned	Returned By	Date/Time Worker Notified	Party Notified	Date/Time Party Notified	Recovery Interview Conducted? Held	Date Recov Interview	Reason Not Interviewed	Confirmed Reason for Absence	Runaway Reasons
Yes		12/03/2018 05:00 PM	Family/Friend	12/03/2018 05:00 PM	Law Enforcement Court NCMEC SI Division Attorney Ad Litem Guardian Ad Litem CASA Juvenile Justice Parent(s) Parent(s) Attorney	12/03/2018 05:00 PM 12/03/2018 05:00 PM 12/03/2018 05:00 PM 12/03/2018 05:00 PM 12/03/2018 05:00 PM 12/03/2018 05:00 PM 12/03/2018 05:00 PM 12/03/2018 05:00 PM 12/03/2018 05:00 PM	N		Child Refused		
No					Law Enforcement Court NCMEC SI Division Attorney Ad Litem Guardian Ad Litem CASA Juvenile Justice Parent(s) Parent(s) Attorney						
No					Law Enforcement Court NCMEC SI Division Attorney Ad Litem Guardian Ad Litem CASA Juvenile Justice Parent(s) Parent(s) Attorney						



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Tracking Runaway/Missing Children Event Options on Person Detail Page

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Runaway/Missing Event Options on Person Detail Page

A **View Runaway/Missing Events** option now appears in the **View Options** dropdown on the **Person Detail** page.

Events are created as soon as a **Missing Child Detail** or **Child Recovery Detail** page is saved successfully on each **Runaway/Missing** episode. One event is created when the **Missing Child Detail** page is initially saved, and another event is created when the **Child Recovery Detail** page is saved.

Viewing Runaway/Missing Events – How to Get There



Follow these steps to navigate to the **Person Detail** page to view **Runaway/Missing Events**:

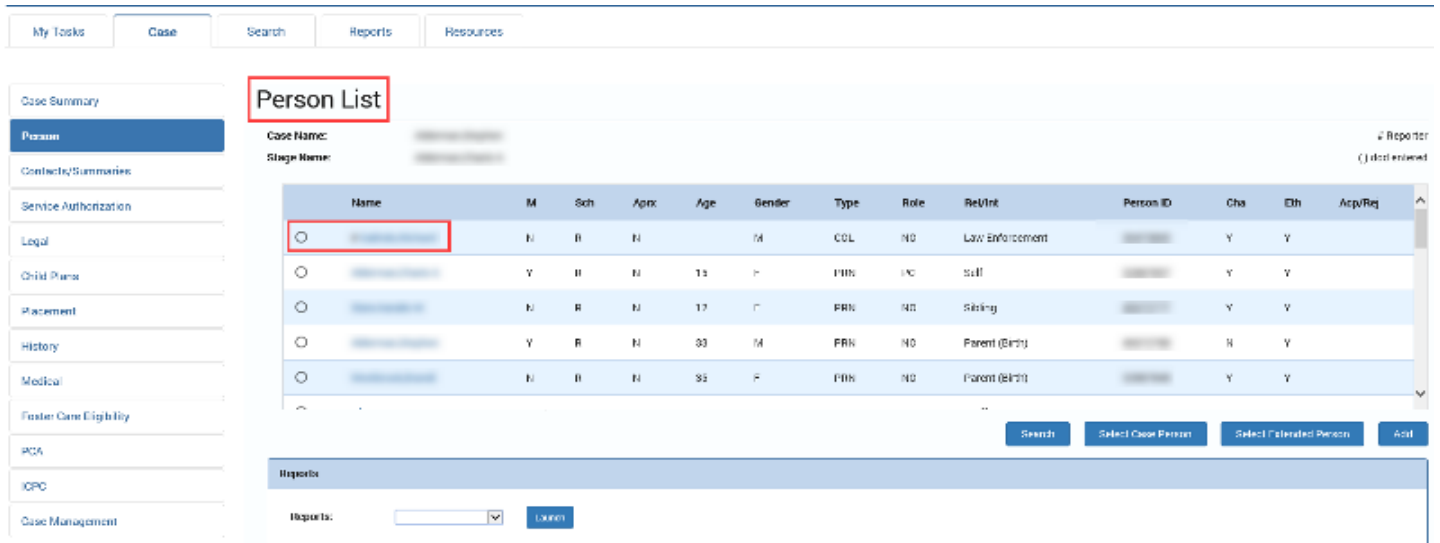
1. From your **Assigned Workload** page in the **My Tasks** tab, select the **Stage Name** hyperlink for the case in SUB Stage with the open **Runaway/Missing** episode.

The screenshot shows the 'Assigned Workload' page. The 'My Tasks' tab is selected and highlighted in red. The 'Assigned Workload' section is also highlighted in red. Below this, there is a table with columns: SS, WS, HR, IYS, M, Hrd, Stage Name, County, Stage, Type, Opened, Assigned, Region, Unit, Stage ID, Case ID, and PCSP. One row in the table is highlighted in red, corresponding to the 'Runaway/Missing' episode mentioned in the instructions.

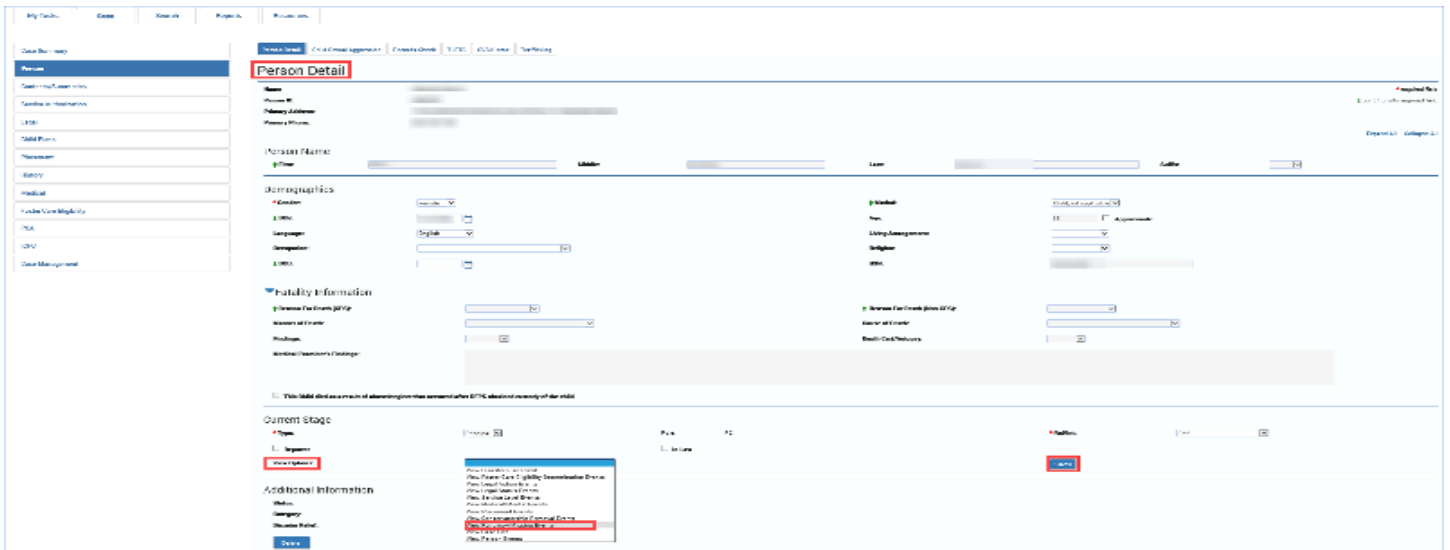
2. You will arrive at the **Case Summary** page.
3. Select **Person** from the secondary menu.

The screenshot shows the 'Case Summary' page. The 'Case Summary' tab is selected and highlighted in red. The 'Person' option in the secondary menu is also highlighted in red. The page displays case information, including Case Name, Case ID, Status, Region, and Start Date of Case. Below this, there is a table with columns: Mrg, M-Ref, Stage Name, Stg, Type, Opened, Time, Closed, Primary, Reg, Stage ID, Ov Dsp, and Phone. Two rows are visible in the table.

- You will arrive at the **Person List** page.
- Select a person from the **Person List** page.



- You will arrive at the **Person Detail** page for the person.
- On the **Person Detail** page, scroll down to the **View Options** field. Select "**View Runaway/Missing Events**" and then select the **Search** button.



- You will arrive at the **Events List** page, which will display all the **Runaway/Missing Events** associated with the person.



Note: An event is created when a **Missing Child Detail** page is saved, and another event is created when a **Child Recovery Detail** is saved.

My Tasks
Case
Search
Reports
Resources

Person

Resource

Staff

On-Call

Case

Person Detail
Child Sexual Aggression
Records Check
CVS/Forms
Trafficking

Event List

Stage Name: [REDACTED] # Submitted Events

Case ID: [REDACTED]

Alerts:

- Sensitive events will not appear in the listbox.

Show 10 entries

Date Entered	Status	Type	Description	Stage	Stage Name	Case ID	Person	Entered By	Event ID
12/18/2018	CONF	Runaway/Missing	Child Missing	SUB	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	201802625
12/13/2018	CONF	Runaway/Return	Child Returned	SUB	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	201801608
12/13/2018	CONF	Runaway/Missing	CHILD Missing	SUB	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	201801892

Showing 1 to 3 of 3 entries



Texas Department of
Family and Protective Services

Tracking Runaway/Missing Children Types of Events on Events List Page

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Types of Runaway/Missing Events on Events List Page

Event List Page – Viewing Both Missing and Returned Events

Follow these steps to select and view a **Runaway/Missing** and a **Runaway/Returned** event:

1. On the **Event List** page, observe there are hyperlinks under the **Type** column for both **Runaway/Missing** and **Runaway/Returned** events.

The screenshot shows the 'Event List' page. The title 'Event List' is highlighted with a red box. Below the title, there are filters for Stage Name and Case ID. A table of events is displayed with the following data:

Date Entered	Status	Type	Description	Stage	Stage Name	Case ID	Person	Entered By	Event ID
12/18/2018	COMP	Runaway/Missing	Child Missing	SUB					29E781865
12/13/2018	COMP	Runaway/Return	Child Returned	SUB					29E781868
12/13/2018	COMP	Runaway/Missing	Child Missing	SUB					29E781866

2. Select **Runaway/Missing** to be directed to the **Missing Child Detail** page.

The screenshot shows the 'Missing Child Detail' page. The title 'Missing Child Detail' is highlighted with a red box. The page displays various fields for Case ID, Date Child Missing, Date Worker Notified, and a list of services provided. The services list includes:

- Law Enforcement
- Police
- NCJ
- CPC
- Case Management

3. Select **Runaway/Returned** to be directed to the **Child Recovery Detail** page.

My Tasks | **Case** | Search | Reports | Resources

Placement Info | Placements for Case | **Runaway/Missing** | Service Level | Common Application

Child Recovery Detail

Stage Name: [Redacted] * required field
Case ID: [Redacted] ‡ conditionally required field

Yes No
* Did the child return?

* Date Child Returned: 03/07/2019 * Time Child Returned: 05:15 PM * Returned By: Case Worker

* Date Worker Notified: 03/07/2019 * Time Worker Notified: 05:15 PM

Recovery Notification:

	Date:	Time:	Not Applicable:	NCIC#
* Law Enforcement	03/07/2019	05:15 PM	<input type="checkbox"/>	<input type="text"/>
* SI Division	03/07/2019	05:15 PM	<input type="checkbox"/>	
Court	03/07/2019	05:30 PM	<input type="checkbox"/>	
NCMEC	03/07/2019	05:30 PM	<input type="checkbox"/>	NCMEC# <input type="text"/>
Attorney Ad Litem	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
Guardian Ad Litem	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
CASA	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
Juvenile Justice	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
Parent(s)	03/07/2019	05:45 PM	<input type="checkbox"/>	
Parent(s) Attorney	03/07/2019	06:00 PM	<input type="checkbox"/>	

Recovery Interview Conducted: Yes No

‡ Reason Not Interviewed: Child on run

Victimization During Absence:

- Sex Trafficking Trafficking Record
- Labor Trafficking
- PHAB (Not related to trafficking)
- SXAB (Not related to trafficking)
- Other

Save Save and Complete



Texas Department of
Family and Protective Services

Tracking Runaway/Missing Children Events Search

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Runaway/Missing Events Search

IMPACT 2.0 now includes "Runaway/Missing" as an option on the **Event Search** page.

Runaway/Missing Events Search – How to Get There



Follow these steps to conduct a search for **Runaway/Missing Events**:

1. From your **Assigned Workload** page in the **My Tasks** tab, select the **Stage Name** hyperlink for the case in **SUB** Stage with the open Runaway/Missing episode.

The screenshot shows the 'My Tasks' tab selected in the top navigation bar. The main content area displays the 'Assigned Workload' section, which includes a 'Staff To-Do List' and a table of assigned cases. The 'Assigned Workload' text is highlighted in red. Below the table, there is a 'Show to' dropdown menu and a table with columns: SS, I, WS, HI, PYS, M Ref, Stage Name, County, Stage, Type, Opened, Assigned, Region, Unit, Stage ID, Case ID, and PCM. One row in the table is highlighted in red, corresponding to the case mentioned in the instructions.

2. You will arrive at the Case Summary page.
3. Select the **Event Search** tab on the primary menu.

The screenshot shows the 'Case Summary' page. The 'Case Summary' tab is highlighted in red. The page displays case information, including 'Case Name', 'Case ID', 'Status', 'Region', and 'Start Date of Case'. Below this, there is a table of events with columns: Mng, M Ref, Stage Name, Stg, Type, Opened, Time, Class, Primary, Req, Stage ID, On Dep, and Phone. The 'Event Search' tab is highlighted in red.

4. You will arrive at the **Events Search** page.

The screenshot shows a web application interface with a top navigation bar containing 'My Tasks', 'Case', 'Search', 'Reports', and 'Resources'. Below this is a secondary navigation bar with tabs for 'Case Summary', 'Case Summary Tool', 'Case To-Do List', 'Event List', 'Event Search' (highlighted with a red box), 'Case History', 'Principal Case History', 'Family Tree', and 'PCBP'. On the left is a vertical sidebar menu with categories like 'Person', 'Contacts/Summaries', 'Service Authorisation', 'Legal', 'Child Plans', 'Placement', 'History', 'Medical', 'Foster Care Eligibility', 'PCA', 'ICPE', and 'Case Management'. The main content area is titled 'Event Search' and contains a 'Search Criteria' section with fields for 'Case Name', 'Start Date', 'Person', 'End Date', and 'Staff'. There are checkboxes for 'Search Entire Case?' and 'Search Person', and buttons for 'Search Person' and 'Search Staff'. Below the search criteria are expandable sections for 'Event Types' and 'Stages'. A 'Search' button is located at the bottom right of the main content area.

Runaway/Missing Events Search – Conducting a Search

Follow these steps to conduct a search for Runaway/Missing events for a case on the **Events Search** page.

1. Expand the **Event Types** section and select the checkbox for "**Runaway/Missing.**"
2. Select the **Search** button.

3. If runaway/missing events exist for the case, you will arrive at the **Runaway/Missing Event List** page, which will display all runaway/missing events associated with the person.