

Texas Department of **Family and Protective Services** 

# Tracking Runaway/Missing Children Overview

#### Contents

Tracking Runaway/Missing Children	3
Overview	3
Tracking Runaway/Missing Children - Features	3

# 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



Texas Department of **Family and Protective Services** 

# Tracking Runaway/Missing Children List Page

#### Contents

Runaway/Missing List Page	
Runaway/Missing List Page – How to Get There	
Runaway/Missing List Page – A Tour5	

# 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).

My Tasks Case	Search Reports	Resources											
Workload	Workload												
Staff To-Do List	Assigned Wo	orkload											
	Liser Name :											. ۵	# new stage
	Lber IID :											• Elipible F	For Screening
	Show 0 ventries												7
	88 !	WIS HIT PVS	M-Ref Stage Name 🕆	County	Stage	Туре	Opened	Assigned	Region	Unit	Stage ID	Case ID	PGM
		s	100 million (1990)	-	SUB	TEC	P4/25/2012	07/11/2018	61	ы		-	ors.

- 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 Dase Summ	ry tool Case to De List	Event List	Event Search	Case History	Principal Case H	ristory Family In	ee POSP				
Person	Case Summar	1										
Contacts/Summaries	Case Name:											<ul> <li>required field</li> </ul>
Service Authorization											1	anditionally required field
Legal	Attention:											
Child Plans	<ul> <li>You are currently in tr</li> </ul>	e 300 82	·9*									
Flagement	Case Information						Danisa:					
History	Status	Open					Start Date of Case	e 04	4/19/2012			
Medical												Expand All Collapse A
Foster Care Bigibility	Show 12 😽 entries											
PCA	Mrg M-Re	6 Stage Name	Sig	Туре	Opened	Time	Closed	Primery	Reg	Slage ID	Ov Dep	Phone
ICPC	0		PAL	REG	00/07/2018			-	01			-
Case Management	0	10000	A00	ЯНG	05/19/2014		06/17/2016	1000	m			-

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

			_							
Case Summary	Elscenent Inio	Placements In	Case Fores	way/Minsing Service Level Common Application SSDC Options						
Person	Placemer	nt List								
Contacts/Summaries	Stage Name:								1	Submitted Eve
Service Authorization	Care ID:		-							
legal	Show 10 v entrie	•								
driid Plana	Date Entered 1	status 🕈	Type	Description 1	Stage	Stage Name	Case ID 👘	Person *	Entered By	Event ID
Placement	10/10/2018	FBND	Placement	Act Start 10/17/2018	SUB	-	-	-	-	
History	09/25/2018	APIN	Hannest	Act Start 09/20/2018 End 10/17/2018	SUB	-	-	-	100120-001	11.000
(edica)	09/15/2018	APRV	Placement	Act Ster: 09/17/2010 Doc 09/25/2010	SUB	-	-	-	-	-
unter Care Eig bildy	00/15/2018	APRV	Placement	Act Start 09/11/2018 End 09/17/2018	SUE	-	-	100000-0000-0	10.000	-
AGA	0772572018	APW	Hacement	Act Start D7/27/2018 End CW11/2018	SUB	100100-0000-0	-	-	10000	1000
one	07/09/2018	APRV	Placement	Act Sheil 07/09/2010 Enci 07/24/2010	sun	-		-	-	
S 12 32	02/01/2018	1000	Classesant	Art Class 10/20/2010 End (77/20/2010			-			

6. 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.

My Tasks Case	Search Reports Resources	
Case Summary	Placement Into Placements for Case Runaway/Messing Service Level Common Application 8800 Options	
Person	Runaway/Missing List	
Contacts/Summaries	Stage Name:	
Service Authorization	Case ID:	
Legal	Type Date Child Miceing	Date Child Retorned
Child Plans	There are no records to display.	
Placement		Add
History	Forms and Reports	
Medical	Reports:	
Foster Care Eligibility		
PCA		
iapa		
Case Management		

#### **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.

My Taska Case	Search Reports	Resources		
	Discovered Infr. Characteristic for	Free Deserved Assister Coming Local Common Acadimation SSEE Continue		
Case Summary		The second second second second second		
Person	Runaway/Missi	ng List		
Contacts/Bummaries	Stage Name:	trans Tester		
Service Authorization	Caper ID:	and the second se		
Legel	Туре	Date Child Missing	Date Child Returned	
Child Plans	Hunaway/Missing	12/12/2018	12/13/2018	
Placement				Add
History	Forms and Reports			
Medical	Reports:	V Lanch		
Foster Care Eligibility				
PCA				
ICPC				
Case Management				



Texas Department of **Family and Protective Services** 

# Tracking Runaway/Missing Children Missing Child Detail Page

#### Contents

Missing Child Detail Page	. 3
Missing Child Detail Page – Creating a New Missing Child Incident	. 3
Missing Child Detail Page – Completing the Details	. 5
Missing Child Detail Page – The Parties Notified Section	6
Missing Child Detail Page – NCIC and NCMEC Numbers	. 9
Missing Child Detail Page – Save vs. Save and Complete	11
Missing Child Detail Page – Editing and Updating	12

# 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.

My Taska Case	Search Reports Resource	ea.		
Case Bummary	Hacement info Hacements for Case 10	noway/reliasing Service Level Common Application SSCC Options		
Paraon	Runaway/Missing Lis	st		
Contacts/Summaries	Stage Name:			
Service Authorization	Casse ID:			
Legal	Туре	Date Child Missing	Date Child Returned	
Child Plans	Bunaway/Missing	12/12/2018	12/13/2015	
Placement				Add
History	Forms and Reports			
Medical	Heports:	V Land		
Foster Care Eligibility				
PCA				
10PC				
Case Management				

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.

Ny Tanka Case Search	Reporte Resources					
tase summary	Placement infor Placements for Score	LeaveyVoing Scriptland Communi-	Ang direction			
Person	Missing Child Detai	1				
Dantanity Sciences	NaySaw					
Remine Automization	Gene ID.					‡ concidentally required field
tegal	Cate Child Minsing	z	Time Child Missing	0	Areal Missing Francis	×
The William	Child went missing prior to remove	al date				
Contract (	Date Worker Notified:		Time Worker Natified:	0		
Disconcre	Parties Hottlind:	Detec	Inc	Hot Applicable:		
History	💽 ave traditionerset		0		HOCK	
triedical	E Division					
Foster Sam Digibility	Court					
POA	E HING		G		ROMER	
ICPC	Attorney Ad Liters					
Case Management	maadaa Adititeen	e	0			
	CAGA		G			
	Accessite Austice		G			
	Parent(s)	i i i i i i i i i i i i i i i i i i i	G			
	Parent(a) Attorney	- e	G			
	Runwweg/Missing Actions:		supected iteason for Absence:			
	Anter Methoded		O Remover			
	Costat Inner		O Alderted			
						Seve Save and Complete Official Receivery Establ

#### **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 Placem	nents for Case Runaway/Missin	g Service Level	Common Application			
Missing Chil	ld Detail					
Stage Name: Case ID:	August 1			ŧ	CPS Office equired Home Placement equired	d field d field
<ul> <li>Date Child Missing:</li> <li>Child went missing</li> </ul>	01/14/2019 📩 2 * Tin g prior to removal date	ne Child Missing:	11:00 AM	Went Missing From:	Other	
5 * Date Worker Notified	d: 01/14/2019 🛅 🌀* Tin	ne Worker Notified:	11:15 AM	‡ Comments for Other:		
				L		

## **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.
- 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	Missing Chil	d Detail					
Contacts/Summaries	Stage Name:	10.000					* required f
Service Authorization	Case ID:					‡ condition	onally required f
Legal	* Date Child Missing:	01/14/2019 📩	* Time Child Missi	NG: 11:00 AM	* Went I	Missing From: Other	V
Child Plans	Child went missing	g prior to removal date					
Placement	* Date Worker Notified	<b>1</b> : 01/14/2019 📩 🧰	* Time Worker Not	ified: 11:15 AM	‡ Comm	ents for Other:	
History							
Medical							1
	Parties Notified:	Date:	Time:	Not Applicable:			
Foster Care Eligibility	* Law Enforcement	01/14/2019 📩 📩	11:30 AM	1	NCIC#	000000	
PCA	* SI Division	01/14/2019 📩 📩	11:30 AM 🕓	2			
ICPC	Court		0	3			
Case Management	* NCMEC		<u> </u>	<b>a 4</b>	NCMEC#		
	Attorney Ad Litem		0	1			
	Guardian Ad Litem	01/14/2019 📩	11:45 AM				
	CASA		<b>O</b>				
	Juvenile Justice		G				
	Parent(s)	01/14/2019 📩	12:00 PM				
	Parent(s) Attorney		0	<b>~</b>			
	Runaway/Missing Act	lions:	* Suspected Beaso	n for Absence:			

- 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:			
* Law Enforcement	01/14/2019	11:30 AM		NCIC#	000000	
* SI Division	01/14/2019	11:30 AM				
Court		0				
* NCMEC		<b>O</b>		NCMEC#		
Attorney Ad Litem		<b>O</b>	Image: Contract of the second seco			
Guardian Ad Litem	01/14/2019	11:45 AM	• ¢			
CASA		0	🛛 🧯			
Juvenile Justice		0	🛛 🧳			
Parent(s)	01/14/2019	12:00 PM	• 6			
Parent(s) Attorney		<b>O</b>	<b>0</b>			
Runaway/Missing Actio	ons:	* Suspected Reason f	or Absence:			
Amber Alert Issue	ed	Runaway				
NCMEC Publication	on	○ Abducted				
CSCAL Issued		$\bigcirc$ Missing				
			[	Save Save a	nd Complete	Child Recovery Detail

## **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 <u>essential</u> 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**.

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

Parties Notified:	Date:	Time:	Not Applica	ble:			_
* Law Enforcement	01/14/2019	11:30 AM			NCIC#	000000	
* SI Division	01/14/2019	11:30 AM					
Court		<b>O</b>					
* NCMEC		0			NCMEC#	00000 ×	
Attorney Ad Litem		0					_
Guardian Ad Litem	01/14/2019	11:45 AM					
CASA		G					
Juvenile Justice		<b>O</b>	✓				
Parent(s)	01/14/2019	12:00 PM					
Parent(s) Attorney		C	✓				
Runaway/Missing Act	ions:	* Suspected Reason	for Absence:				
Amber Alert Issu	ed	Runaway					
NCMEC Publicat	ion	O Abducted					
CSCAL Issued		O Missing					
				Save	Save a	nd Complete	Child Recovery Det

#### **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.

Ny tanàn Gaoire Saecak	IN SET 11 FOR SET 1995					
Zare du terrary	Decementing Discovers for lass	names likeling Cavies Laval Consorr Application				
Period	Missing Child Detail					
Sectors, Towners	Yay Ren.					
Service Astronomics	Cine D.	1000				2 conditionally required field
Topi .	Your information contail	ins 2 error(s)				
Skillen	<ul> <li>These Laws Field as a series i Radializati</li> <li>These All Database HeatHeat The All</li> </ul>	i Paliti a mpinal Planara a salar Integri tel Planara atta na ta				
Reserved	* Date Child Winsing:	12993 (2008 🗎	<ul> <li>Time Child Mexicq.</li> </ul>	211W 3	<ul> <li>West Missing From.</li> </ul>	Balace 💌
6 838Y	<ul> <li>Onlineart adults prive to service infer</li> </ul>	-				
Nec cel	* Date Wester Holder.	02/20/22000	<ul> <li>Time We for Holdied.</li> </ul>	21100		
Farter Own-Dig bility	Parties Hatfled	late:	Dear	Mail Applicable		
208	<ul> <li>Low indexessed.</li> </ul>	ta chi cana	0		HOLI	
an	* 21 Decision	ta an cana 📃 🚍	0			
Secold Surgement	Gast	<b>—</b>				
	· MOMPO	halonizarina 📄 🚞	Kalen ()		HENT'S	
	Atomey Ad Uten		0	-		
	Operation Ad Libert		0	=		
	CM IM		0	<b>—</b>		
	Janualie Jackier		O	<b>—</b>		
	Permi(N)			L.		
	Persei(3) Attorney		0			
	Benaview Missing Actions		* Suspected Reason for Absence:			
	HONO Publication		C Related			
	C (SCA) framed		(8) Mining			
						Since Cave and Complete Online Factories Dealth

## **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.

My Taska Case	Search Reports Resc	NICES		
Case Summery	Placement Info Placements for Case	Renewayy Wiceing Service Level Common Application		
Person	Runaway/Missing I	List		
Contacts/Summaries	Slage Name:	100 · · · · · · · · · · · · · · · · · ·		
Service Authorization	Case ID:			
Legal	Type	Date Child Missing	Date Child neturned	
Child Plans	Burneway/Missing	10/07/2008	10(04/000 B	
Placement				Ad
History	Forms and Reports			
Medical	Reports:	V Land		
Foster Gane Eligibility				
PCA				
ICPC				
Case Management				

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

and Manuality	Plecement Infa Plecements for Seat	Turumon Vissing Schice Low Domm	en Asplitotion					
	Missing Child Deta	ail						
a Auch Samma ins	Slage Name.	Contraction in the local distance						• 8.36
crylec Aultronicolism	Case ID:							$\gamma$ carditionally eq.
and the second se	<ul> <li>Date Child Mersing</li> </ul>	0.01/5213	<ul> <li>Time Child Wassing.</li> </ul>	CRMS PM	<ul> <li>Word Missing</li> </ul>	From.	Hara; V	
id Flans	12 thild went missing prior to rem	colidate						
scameri	* Data Wodar Hotfled:	10-01/52113	* Time Woder Notified:	ORAS FIN				
1007	Parties Profiles?	Delv	time	reat Applicable				
64	<ul> <li>Low Enforcement</li> </ul>	13/01/2010	Devis and 🕓		NC/C4	20121		
	<ul> <li>XI Distance</li> </ul>	10/01/2010	0446.7N					
ner Care Highling	Cast	18/81/2010	bers an C					
	• MOMEC	10/01/2010	Devis Ini		NEMISCA.	140404		
	Alter any Additional		G					
- Management	Guardian Ad Litera		0					
	GARA		G					
	devenite dustice		G					
	Porcellal		0					
	Parel(d) Allowing		G	8				
	DunawayNitoting Actions:		*Suspected Record in Absence					
	Aniter Alemasaud		Receiving					
	MOMES Publication		Ablacted					



Texas Department of **Family and Protective Services** 

# Tracking Runaway/Missing Children Child Recovery Detail Page

#### Contents

Child Recovery Detail Page	3
Child Recovery Detail Page – How to Get There	3
Child Recovery Detail Button – Portal to the Detail Page	6
Child Recovery Detail Page – About Required Fields	7
Child Recovery Detail Page – When a Child Doesn't Return	8
Child Recovery Detail Page – When a Child is Recovered	9
Child Recovery Detail Page – Providing Details on a Recovered Child	. 10
Child Recovery Detail Page – Recovery Notification Section	. 11
Child Recovery Detail Page – A Note About the NCIC & NCMEC Fields	. 14
Child Recovery Detail Page – Child Recovery Interview	. 15
Child Recovery Detail Page – If Missing Child Was Runaway	. 15
Child Recovery Detail Page – Victimization and Trafficking	. 16
Child Recovery Detail Page – Save vs. Save and Complete	. 17
How to Edit or Update a Child Recovery Detail Page	. 17

# **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).

My Tasks Case	Search Reports Resources
Workload	Workford
Staff To Do List	Assigned Workload
	UserName :
	UserID: ■ Highlen: Screening Screening
	Show to ventries
	SS I WS HT 19/ST Millef Stage Name 1 County 1 Stage 1 type Opened 1 Assigned 1 Region Unit Stage 10 Case 10 1 PGM 1
	SUD R05 04/25/2012 07/11/2010 01 04 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 Less Summary Led Less To Du List Event List Event Search Less History Principal Case History Family Ince 1923P
Person	Case Summary
Contacts/Summaries	Gase Name:
Service Authorization	cadibardyreginal fe
Legal	Attention:
Child Plans	You are currently in the SUB darge
Flacement	Case Information
History	Case LDC Heginin: Status Open Start Date of Case: 04/19/2012
Medical	Expand All Collapse /
Foster Care Bigibility	Shaw 12 🗸 settion
PCA	Mig M-Rel SlageName Sig Type Operad Time Closed Primary Reg SlageID OvDep Phone
ICPC	O PAL REG 02/07/2016 01
Case Management	O A00 AFG 08/19/2014 De/17/2016 00

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

kty Tasks Case	Search Reports	Resources							
Case Summary	Placement Info Placements	for Case Runaw	sy/Missing Service Level Common Application						
Person	Placement Lis	t –							
Contacts/Summaries	Slage Name:	allowing fragment							* Submitted Events
Service Authorization	Case IIX	-							
Legal	Date Entered Status	Туре	Description	Stage	Stage Name	Case ID	Person	Entered By	Event ID
Child Plans	08/23/2016 APRV	Placement	Act Start 08/23/2018 Relative's Home	SUB	10000		100000	1	295535702
Piscement									844
History	Ibports								
Medical	Dom setter	_							
Foster Care Bigibility	neports:		V 13113/						
PCA									
IOPO									
Case Management									

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

My Tasks Case	Search Reports Resou	rees		
Case Summary	Placement info Placements for Case 1	unaway/Missing Service Level Common Application SSUD options		
Parson	Runaway/Missing Li	ist		
Contacts/Summaries	Stage Name:			
Service Authorization	Cause ID:			
Legal	Туре	Date Child Missing	Date Child Returned	
Child Plans	Runaway/Wissing	12/12/2018	12/13/2018	
Placement				Add
History	Forms and Reports			
Medical	Beparts	V Lenth		
Foster Gare Eligibility				
PDA				
ICPC				
Case Management				

 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.

se Summary	Placement Info Placements for Case Place	away/Missing Service Level Common Application SSCD Options		
naan	Runaway/Missing Lis	t		
nlacts/Summaries	Stage Name: Gauge ID:			
jai	Туре	Date Child Missing	Date Child Returned	
ld Plans	Runaway/Wissing	12/12/2018	12/13/2018	
oement				
tory	Forms and Reports			
dical	Bepuris	V Linkfr		
ter Care Eligibility	l			

#### **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.

Ny Taola Gase Search	Deports Depositions						
Date Summay	Flasement Info Placements for Gase	Runowsyn Missing Genetics Lond Comm	nan Aspilissilon 5500 Optiona				
Pesar	Missing Child Deta	il					
Centacta/Summatica	Stope Herne:	10.00					• seat is diffe
Service Authertration	Case 12						providinally replied for
Logal	<ul> <li>Date Ohild Missing:</li> </ul>	12/17/2010	<ul> <li>Time Ohild Missing.</li> </ul>	an cao e o	<ul> <li>Wart Mooing Prote:</li> </ul>	Placement 💌	
Child Flank	Child sent missing print to ensure	of state-					
Accesses.	<ul> <li>Date water surflext</li> </ul>	12/18/5010	<ul> <li>time woor wolfed</li> </ul>	DECIDIFIC			
	Parties Mobiled.	Date:	Terr	Nati Application			
Hotay	<ul> <li>Law Enforcement</li> </ul>	TADATARALIN	(a)		HOLD		
Media al	• Si Division	123 119/2010	ana ea				
Paska Dan Big Milly	Cent	7551262010	(a at ma				
PGA	<ul> <li>HOMEO</li> </ul>	YA DOCUMENT	and we	0	HONEDO		
KIPO	Attorney Ad Liters	1318/3818	DR SK THA			-	
Case Vanagement	Guardian Ad Libra	10/10/2010					
	OASA	1215/2018	DESC TN CO				
	and the states	1315/3018	OR SE THA				
	Perentia	10/10/2018					
	Perentici Atiomey	12/16/2018	OF SC TH				
	Reason Atlanta Actions		* Suspected Reason for Absence	_			
	Amber Alet Issued		O Denovery				
	result: Publication		Abdunical				
	CSCVL instead		· initiating				
							This Recovery Detail

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

My Tooles Case Search	Neports Nescurocs			
Case Summary	Received to be Presented in Some	Ranweytricia) Revie tool German Application (2000 by	in n	
46501	Child Recovery Det	ail		
Carloth/Reservice	Slope Horne,	1000.00		• required light
Service Authorizofian	Case (D:			g conditionally required field
Logel	<ul> <li>Oid the child class?</li> </ul>	O Yes O No		
Child Rens				
rissecent				
Sidney .				
Vector				
Poster Core Eligibility				
*2k				
CPC				
Contributing stand				

## **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.

My Tables Case Search	Neporo Hosoures	
taw san yay	Forenershilds (Research for Sec. ) In www.blooks (Section Common Application (SEC) Options	
Pesar	Child Recovery Detail	
Centeda/Cummorica	Stage Home:	* reculted licit
Service Authorization	Deal?	1 considerationals could all the
tegal	• Did the child mism? 🔷 ves 🖶 He	
Child Plens	* Ranew Het Retarned:	Gave and Complete
Placenet		
lititary		
redical		
Faules Care Bigibility		
P04		
KIPC		
tase Vanagement		

## 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.

Hy Toxic Case Secret	Reports Resources		
Gar-Serrey	Placement info Placements for Date	Survey/Vising Service Level Common/polication SSOC Options	
Pener	Child Recovery De	tail	
Contects/Summaries	Stage Hame:		* vaj kud filid
Gervice Authoritation	* Did the child return ?	O 144 € 150	Livershims dy segmed field
Caldelars	* Researched Detained	2141 ( 2pr 10.1	See al Countrie
Planet		Land Development Doubt Terrar Reed	
Sidoy			
Andre Ger-Fleidele			
NSA			
IDFD			
Case Hengenert			

### Child Recovery Detail Page – When a Child is Recovered

Now let's examine the **Child Recovery Detail** page that conditionally displays for a child who has been recovered or returned to DFPS care.

For the field **Did the Child Return?**, select the **Yes** radio button to view its conditional display and the fields that are specific to a "Yes" response.

Ny Tanàn Casa Escué	Reputs Researce					
Cence Service y	Preservatives Preservation Const. Preserv	wyWindow Denisational Devenue Appl	native DIVID Options			
Person	Child Recovery Detail					
Confacts/Summaries	Xiego Pierro.					• ec.indivit
Service 4 athorized on	Case ID:					# canditionally required field
Legal	* Did the shift of stars."	⊗ Ves ⊂ Me	and the second			
Gillen	<ul> <li>Date Date Reference.</li> </ul>		<ul> <li>Trans Child Herbarand.</li> <li>Trans Windows Multiple</li> </ul>	0	<ul> <li>Pietar and By-</li> </ul>	
Reard						
Hoton	Removery Maillingine	Dain:	Terr	Red Applicable:		
Hedical	- Law Enforcement		0			
Postor Care Eligibility	User					
PD.	HUMAN			D	IN MARK I	_
191:	Alterney Art Lines					
Dave Management	Parallan Ad Lines		Ő	п		
	CA10.		0	п		
	Assertin Anthon	0	0	D		
	Pasarji()	Ö	G			
	Parodija) Alizanoj	——————————————————————————————————————	G			
	Record y later for Conducted.	ି <b>ଅଲ</b> ି	) <b>m</b>			
	Violanization During Alexano.					
	In the coefficiency The Second					
	🗆 Labor Tudibiling					
	PHAT(Het related to traffolding)					
	2008 (Ant related in instituting)					
	Ciles					

# 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.

Hy Taka Gave Seath	Reports Resources					
	The second state of the second states of the	- Martin Projection Company				
Decement	Ohild Deseuers Detail					
Particular Discovering	Uniid Recovery Detail					
	Raye Hann. County.					• expained field
	• Old the child prime ?	8 Net 🔾 No				+ vie service / requirer he
(ep)	* Date Ohld Patternet		* Time Child Reference	0	4 Determed Re-	v
Dalid Mero	* Date Worker Healtholt	0	* Time Wolker Healthed *	0		
Harmen	Second States	(10)	Time	the soullookle		
liktoy	Les Princessi		0	Pit Synamic	Nate	
V of al	10 Objectory		0			
Foote Care Elgibility	Goan		0			
PDA	NONEO	Ċ	O	C	NONDOR	
101	Attorney Add time		0			
Cone-Management	Generalizes Add Linese		0	C .		
	6464.		O	C		
	devealle Justice	Ċ.	0	L		
	Parent(s)	Ċ.	0	C		
	Parent(c) Miname	<b>1</b>	0	C .		
	Receivery Interview Conducted:	0 m 0	π.			
	Wotimization During Alexence:					
	U Sec Trafficting Tartics og Record					
	Loise Tellisting					
	Press (net without to training)					
	<ul> <li>CLASS plant related to inefficiency</li> <li>Communication</li> </ul>					
	1 Canar					

### **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 Runaw	ay/Missing Service Le	Common Applicati	on
Person	Child Recovery Detail			
Contacts/Summaries	Stage Name:			eld
Service Authorization	Case ID:			t of Family/Friend eld
Legal	* Did the child return ?  Yes  No	t Time Child Deturne		Case Worker Juvenile Justice Law Enforcement
Child Plans	Date Child Neturned.			Self
Placement	Date Worker Notified:	<ul> <li>Time Worker Notifi</li> </ul>	ied :	‡ Comments for Other:
History				
Medical	2 Recovery Notification: Date:	Time:	Not Applicable:	
Foster Care Eligibility	* Law Enforcement	0		NCICM
PCA	SI Division	0		
ICPC	4 Court 📩	0		
Case Management	NCMEC	0		NCMEC#
	Attorney Ad Litem	0		

- 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	Placement Info Placements	for Case Runaway/Missing	Service Level Common Ap	plication
Person	Child Recovery	y Detail		
Contacts/Summaries	Stage Name:	1000		
Service Authorization	Case ID:			
Legal	* Did the child return ?	◉ Yes ○ No		
Child Plans	* Date Child Returned:	01/11/2019 📩	* Time Child Returned:	12:30 PM
Placement	* Date Worker Notified:	01/11/2019 📩 📩	* Time Worker Notified :	01:15 PM
History				
Medical	Recovery Notification:	Date:	Time:	Not Applicable:
Foster Care Eligibility	* Law Enforcement	01/11/2019	02:00 PM	
PCA	* SI Division	01/11/2019	02:15 PM	
ICPC	Court	01/15/2019	09:00 AM	
Case Management	NCMEC		0	
	Attorney Ad Litem		0	
	Guardian Ad Litem	01/11/2019 🛗	03:45 PM	
	CASA		0	
	Juvenile Justice		C	

01/11/2019 📩 📩

○ Yes ○ No

Parent(s)

Parent(s) Attorney

Recovery Interview Conducted:

0

0

04:00 PM

 $\checkmark$ 

# 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.

My Tanka Dage Enande	Repets Reserves						
	Recorded Records to Care Law	en Maxima - Staving Lovel - Damage Ambiguitae	SEC Drive.				
Nerver	Child Recovery Detail						
Contector Summariae	Crasp Harrar Crasp Harrar					* trop	ind in t
device Authorization	• Did for shill relate ?	0 Km () En				# secolitizatily any if	witch
child i ana	<ul> <li>Date Child Helvanol.</li> <li>Date Water Helical</li> </ul>	12102214	<ul> <li>True Calif Februari.</li> <li>True Water Rolling :</li> </ul>	sy taine (S	<ul> <li>Returned By.</li> </ul>	N N	
floorest	Record Helfinglan.	Date.	line.	Hel Applicable.			
Mer ind	* Lev Celocoment	12/16/2018			MIKW		
Partice Gene Rightling	Cast	2,10,200	Invention (C)				
are	Include:	tatean -	Deverne (S)		MORE .		
Case Management	Guardian Million	52180280 🗎	DUBEN ()				
	ande. Annele Justice	12/14/2010	DARPH (S	-			
	Paradoj Baradoj Alexano	1201102000	lantra (C)	-			
	Becomy Intention Cardinian's	C *= C 1	100.00 (c)	-			
	Victimization During Research						
	Sectivation     Int Stag Micro     Lator Tetlicing						
	PRAND (bit is stated to be finding) State (bit which is to disting)						
	C Obw						
						Mark Score of C	

### **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."
- 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.
- 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.

My Tanks Used Frank	Asperta Desarrora			
Gase Screenery	Planner Hale Revents in Sec. Revery Moving	index tee Sam an Applicative 18/32 Spinors		
Person	Runaway/Missing List			
Carlock/Romania.	Stage Status: Chara 62			
Reputer all resultions	Тире	Barts Child Minning	Dese Oblit (Network)	
Old Res	Weisers-Walling	12112210	1317/2018	
Rammi				A20
Hirary	Forms and Reports			
meccal .	leporte:	land.		
Pack Care by Unity				
at .				
Case Management				

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

Ny taola Gauer Stands	Hepota Hestuces			
Zeer Briter An see See Straff Serversites Service La connection	Prevented New York (Interstations) See	Land   Demme Adeleter   SCX Optime		
Lepf	1ppr	Hale Dirid Mexing	Eule Child Holomed	
3637 au	Amounty Musicy	10/11/2014	101/00/8	
Receivent				1.0
4 carp	Formal and Reports			
Maximal .	Reports:	Land		
Paster Care Rightly		—		
80				
or.				
Date Management				

- 3. You will arrive at the **Missing Child Detail** page.
- 4. Select the **Child Recovery Detail** button at the bottom of the **Missing Child Detail** page to access the **Child Recovery Detail** page for the episode.

Ny Taola Gana Boards	España Rosanos						
Save the second	near Patro Rear Patro See	wenter the second second second	orbe S000 bobes				
Perce	Missing Child Detail						
Sectorie, Tomeration	Roge Hann						<ul> <li>secularité</li> </ul>
Service Entropy offers	Cave II.						4 conclumnity required for
1 mpd	<ul> <li>Less Oxid Massing</li> </ul>	12/17/2010	<ul> <li>Time likely blocking</li> </ul>	BRACENA ()	<ul> <li>Wast Milesing France</li> </ul>	Flower and E	
Dist.	Bild was missing plants remarked data						
	* Easte Workser Hostilla de	17/18/2018	* Time Worksriterilist:	BRACEN (S			
Reament .	Factor Solling	<b>1</b> -+-	<b>N</b> -1	End Analisable:			
ilinary.	<ul> <li>Law issistanti</li> </ul>	1211/0214	24.40 PM		0.001		
Mec cel	• Il Denim	1212/0215	K0.02 PM				
Forter Own Biobliny	Gami .	12117-0010	1000 M				
204		the first first in			221074		
are		The residence					
See the second	and a second second	12/11/06/17	63076				
	Cancillar Ad Orion	12/18/06/16	boom .				
	OKA	10/10/08/10	DOOM S	0			
	derende des lan	13/18/28/18	(23.73 PM	a			
	Pareil)	13/16/06/16	01/0 PM 🕓	G			
	Plannik), Minney	12/10/0010	60.00 PM				
	Finances/Minolog Antineor		<sup>4</sup> Desperated Research for Absence:				
	Sector Alexi Issued		C Reservery				
	CATC Publication		C Abdected				
							Child Preserves Doniel



# Tracking Runaway/Missing Children Child Recovery Detail Tasks

#### Contents

Child Recovery Detail Tasks	
Child Recovery Detail Tasks on Staff To-Do List – How to Get There	
Child Recovery Detail Tasks on Case To-Do List – How to Get There	
Child Recovery Detail Tasks – Complete the Task7	

# **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.

Workload	winidoad					6.									
Staff To-On List	Assigne	d Work	load	1											
Unit Summary	User Name :	Tan	ez.Rachel												' new sta
Unit Maintenance	Lister II) :	384	02108											• Higible For	rker Safe / Screeni Screeni
	-														
	55	i ws	Iti P/S	MHR	Slage Name	County	Slage	Type	Opened	Assigned	Region	Unit	Stage ID	Case ID	PGM
			S			-	SUB	86G	09/25/2018	09/27/2018	07	08	1000		CPS
			s			10.0007	SUB	REC	01/05/2018	08/10/2018	07	E7	-	-	CPS
			s			-	SUB	REG	07/13/2018	10/16/2018	07	DB	1 country		CPS
			s		discussion of the local discus	-	SUD	REG	07/13/2018	10/18/2018	07	05		-	CPS
		۸	N			-	SU6	HFG	05/15/2018	05/30/2010	.07	115	-		CPS
		A	s			-	SUB	DEC	05/15/2018	05/30/2018	67	DВ	-	-	CPS
								2123		722127020-2		1122			

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

f To Do List	Searc	h Crit	eria									
Summary	From:					Te: [12/27/2018]						
Maintenance												
	Show 10	* entri	ies.									
		Туре	Date *	Stage Name 🕈	Created By 2	Description						
		Task	12/19/2018		18	T8 - Permanency Care Assistance Application						
		Alert	12/19/2018		SYSTEM	Approval Complete: SDM FSNA						
		Alert	12/26/2018		SYSTEM	Case I - Relative Caregiver - Kinship Reimbursement Payment - TANF expres on 1/25/201						
		Alert	12/26/2018		SYSTEM	Initial Child Plan due for						
		Task.	12/27/2018	-	PMW	Complete Child Recovery Detail Page within 7 days						
	Showing 1	to 5 of 5	5 entries									
	Select A		Delete			Ne						

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

By tasks Game States	Reports Parcelance							
Case Summer	Parametriste Parametriste Cons Service, 3	Annine Convictional Converse Application						
Feren	Child Recovery Detail							
Defect Review	child Recovery Detail							
	Vegertame: Geen Ex							<ul> <li>magnitud field</li> <li>conditionally and that fails</li> </ul>
	<ul> <li>Did Box stable return 7</li> </ul>	(i) Nov (i) Lie						
Deg 11	<ul> <li>Date Child Holemand.</li> </ul>	1902/0010	<ul> <li>Lines Child Holes and.</li> </ul>	ionare (S	<ul> <li>Eviamed By:</li> </ul>		Ence Worker (c)	
dvdr wa	* Date Wester Hold int.	1992 59414	* Line Webs Holdish .	VOM IN				
Pacement	Because Mathematics	inter .	Terr	the involution				
Hakey	<ul> <li>Low Polycometric</li> </ul>	6,764,2018	INNERSE IN		100	204.20		
tradical	23 Dahian	6.0420.0	INNERS (D)					
Forter-Darw Dig billey	Gent	10.04.2018	BARCHA (Q)					
POA	and the second sec	-	0	Ц	HOAT OF	11238		
1070	Arterray Addition		0					
Date Management	Crossilian Ini I Home		0	п				
	0454		0	п				
	Januarile Junites	- B	0	п				
	Parados	- B	0					
	Particular Allocates	- B	0	0				
	Recovery Interview Conducted:	이 Vec 8 He						
	2 Reason Marinaarviewalt	Child be ear 🔤						
	Wednesdation During Meanure.							
	S And Tarihidang Table dag Record							
	Later Tel Miles							
	<ul> <li>PIAE-Size related to trafficility)</li> </ul>							
	CAAD plan selected to including particular							
								fame Second Damp of

### **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.

My Tasks	Case	Search	1	Rep	orts	Res	ources											
									e l									
Workload		Worklo	ad				_											
Staff To-Do List		Ass	igneo	l W	orklo	bad												
Unit Summary		User N	Jame :		-	-											e Awa	new stage river Satety
Unit Maintenance		User I	):														• Eligible For	Screening
		-																_
			SS !	W	s Hr	P/S	M-Ref	Stage Name	County	Stage	Туре	Opened	Assigned	Region	Unit	Stage ID	Case ID	PGM
						8			-	SUB	REG	09/26/2018	09/27/2018	07	DØ			CPS
		Π				5				SU8	R16	01/05/2018	08/18/2018	07	tz.			CPS
						2			-	SUB	REG	07/13/2018	10/15/2018	07	D8			CPS
		Ц				8			*****	SUB	REG	07/13/2018	10/15/2018	07	06			CP8

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

My Tasks Case	Search Reports	Resources										
Case Summary	Case Summary Case Summary T	case To-Do List Ev	ent List	Event Search	h Case History	Principal Case	History Family T	ee PCSP				
Person	Case Summary											
Contacts/Summaries	Case Name:											<ul> <li>required field</li> </ul>
Service Authorization											11	anditionally required field
Legal	Attention:	SI E staas										
Child Plans	The arc variancy in the	cco suge										
Flacement	Case Information						Design					
History	Status 0	pear .					Start Date of Case	rc.	07/22/2018			
Medical												Espend Al — Collepte Al
Foster Care Eligibility	Show 10 👻 entries											
PCA.	Mrg M-Ref	Slage Name	Sig	Туре	Opened	Time	Clored	Primary	Reg	Slage ID	Ox Dop	Phone
ICPC	0	100100	FSU	RDG	03/23/2018			-	04			-
Case Management	۲	100100	SUG	REG	08/23/2018			1010.000	04			-

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

My Tasks Case	Search	Reports	Resources											
Case Summary	Case Summary	Case Surr	mary Tool Case To-On List	Dvent List	Ovent Search	Case History	Principal Case History	Family Tree	POSP					
Person	Case To	-Do L	ist											
Contacts/Summaries	Caper Norme:		(desp)/seq											
Service Authorization	Case ID:													
Legal	Search C	riteria					10:	01/07	2019					
Child Plans			0										s	Search
Pacement														
History	show in 😽	entries												_
Medical		Type	Bate 🕆	Assigned	Crea	oed Hy 🕆	Description							
Foster Care Digibility	0	Abat	10/19/2018	км	AV									
PCA	0	Tank	11/07/2018	JAM	.IAN		Complete Child Recov	ery Defail Page	within 7 days					
ICPC	0	Task	12/01/2018	JAM	5751	TM	The Child's Service Pla	an Review for		is due by 12/31/2	01/1			
Case Management	0	Task	12/04/2010	545	JAM.		- Approve C	hild Deckground	Summary In					
	Showing 11	to 14 of 14 er	thes								н	< Page 2 o	4 2 Þ	М

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

My Testa Case Da	ank Papara Dana was							
Constantion	Planets Table Planets is Care Barras	Marry Device Lower Common Application						
Prom	Child Recovery Detail							
ConnectionConnection	Barlan							
Annulas in the destine	Gautil.							<ul> <li>septime</li> <li>septime</li> </ul>
cani	<ul> <li>Did the child rature 2</li> </ul>	⊕ <b>16</b> ⊕ <b>16</b>						
u. a	<ul> <li>Date Dild Returned</li> </ul>	10,04,000	<ul> <li>These CARL Parts much:</li> </ul>	CLAR PP	<ul> <li>Between By</li> </ul>		Class Pionar	
	<ul> <li>Date Waster Multiple</li> </ul>	10,04,000	<ul> <li>These Masters Englished •</li> </ul>	calatere 🔘				
	Records Helderica	to be	Ten.	Phi. Rystinality.				
1999)	• Law Debecement	10.04.0010	MAR PM		HOUR	20116		
leiter I	• Of Ordina	10,044,001.0	Mar PM					
sh-En Fight y	tout	10/04/0019	Maren 🕓					
εΛ	HEALE		0	D	PROVIDENT	2020		
a-2	Albumy Ad Libert		Q	D				
See blace general	Wandlow Hd Libert		0	D				
	EARA		0					
	denomile devices		0					
	Parent(s)		0					
	Parenti(s) Attancy		0					
	Researcy Interview Constraints	C 76. 😸 Rei						
	§ Research Mathematics	Stabilizer nor 💌						
	Mechanisatian Daring Abassare							
	K the tradicting Techning Record							
	Later Territolog							
	PHONE (Mail or chained instant Stations)							
	<ul> <li>MAII (Not extend to both string)</li> <li>Convert</li> </ul>							
								Care Service Co

### **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.



# Tracking Runaway/Missing Children Closing a Sub Stage

#### Contents

Closing a SUB Stage with Open Runaway/Missing Episode	3
Finding and Closing a SUB Stage with Open Runaway/Missing Episode – How to Get There	3
Closing a SUB Stage with Open Runaway/Missing Episode	4
Closing a SUB Stage with Open Runaway/Missing Episode – The Error Message	6
Closing a SUB Stage by Closing the Open Runaway/Missing Episode	7

# 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.

My Tasks Case	Search Reports	Resources											
Workload	Workload												
Staff To Do List	Assigned Work	load											
	User Name :											<b>A</b> .	A new stage
	User ID :	-										• Higible	or Scorning
	Show to ventries												۲
	ss i ws	нг гузф мла	Stage Name 🕆	County	Stage 🕆	type	Opened	Assigned	Region	unit	Stage ID	Case ID 🕆	PGMT
		5	-	-	sut	RDG	04/25/2012	07/11/2018	01	64		-	CPS

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

My Tasks Case	Search Repo	rts	Resources										
Case Summary	Case Summary Case	e Summary To	ol Case To-Do List	Event List	Event Sear	ch Case History	Principal Cas	e History Family	Tree PCSP				
Person	Case Sumr	nary											
Contacts/Summaries	Case Name:	-										‡ 0	<ul> <li>required field</li> <li>inditionally required field</li> </ul>
Legal	Attention:												
Child Plans	<ul> <li>You are curre</li> </ul>	ntly in the	SUB stag	je –									
Placement	Case Informa	tion											
History	Status							Hegion: Start Date of Ca	89K				
Medical													Expand All — Collepse Al
Foster Care Eligibility	Show in ventrie	,											
FCA	Ming	Millef	Stage Name	Stg	Турс	Opened	Time	Closed	Primary	Reg	Stage ID	OV DSp	Phone
ICPC	0		-	PAL	REG	09/07/2108			1.00.000	a	-		-
Cases Management	0		100.000	A00	REG	09/19/2014		05/17/2016	1000	01			-
	0		-	AD0	REG	09/19/2014		04/05/2016	1000	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.

Case Summary	Case/Stage Maintenance	External Documentation	Close Subcare Stage	]		
Person	Case Mainter	nance				
Contacts/Summaries	Change Stage N	2000				
Service Authorization	Current Name:	aine		New Name:		V
Legal						
Child Plans	Change County Current County:			New County:	×	
Placement						
History						Save
Medical						
Foster Care Eligibility						
PCA						
ICPC						
Case Management						

- 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.

My Tasks Case	Search Reports Resources		🗃 bror	List Age - Indexed Explorer — — — >	×	
Case Summary	Case/Stage Maintenance External Documentation Close Subcom	e Slage		Error List - Links may not work if you navigate away from the page before resolving errors.	L	
Person	Stage Closure			Eligibility must be ended.		
Contacts/Summaries				A Legal Action of 'PMC to Belative' must be recorded for this child before the SUB Stage can be closed.		
And the bash of the later	stage Name: Stage ID:			The child must be 18 or over		conditionally required fiel
Service Authorization	Closure Information			Runaway Missing episode must be completed	Ц	
Legal	*Reason:	•		Close this page	-	
Child Plans	Date: PNC to Other CVS Net Other		0.20	17 Tears Desartment of Family and Postertive Services (Accessibility)		
Placement	Comments: Child fistured Home     Child fistured Home     Child Placed with helatives					
History	Adoptive Macement Child Pan Away Empanished					
Medical	Aged Out Child Death					
Foster Care Eligibility	Placed in PCA					Save and Submit
PCA	Forms and Reports					
1090	Forms:	anofi				
A						

# 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.

My Tasks Case	Search Reports Resou	tes :		
Case Summary	Placement Into Placements for Case P	unaway/Missing Service Level Common Application SBDC Options		
Person	Runaway/Missing Li	st		
Contacts/Summaries	Stage Name:			
Service Authorization	Caue ID:			
Legal	Туре	Date Child Missing	Date Child Returned	
Child Plans	Runaway/Missing	12/17/2018		
Placement	Runoway/Missing	12/12/2018	12/13/2018	
History				Add
Medical	Forms and Reports			
Foster Care Bigibility	Reports:	V laret		
PCA				
ICPC				
Case Management				

# 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.

Uy Tanks Case Passab	Reports Records						
Ence Demonstry	Financial de Financia la Case Financia	aptilizing ReviewLevel Derman Applications (\$102.0pt co.)					
Parasa	Missing Child Detail						
Contacts/Ivan/rearies	Coupe Harmer						and at fair
service authorization	Const III -						# must changing any local field
Legal	<ul> <li>Date Child Wessing.</li> </ul>	14 LOSS 14	<ul> <li>Lines Child Missing.</li> </ul>	water (S	<ul> <li>Wood Messing Frame.</li> </ul>	Planar rol v	
child deca	11 Child could missing price for merceral data						
thement	*Date Warks Holifed.	14109-14	<ul> <li>Time Water Hold ind.</li> </ul>	wares IS			
	Parties Petities	MX.	times	not ecolemize:			
Halp	<ul> <li>Low Palessenset</li> </ul>	12.18.478	aux m		10.004		
Videal	<ul> <li>GENERATION</li> </ul>	10.118-02518	alac Mu				
Production Bilgdelling	Deut.	10,18,000 8	anacew 🕓				
PDA .	· HOME	10/10/00/0	bear Au		IN THE OF		
E-C	Nimer filling	12/18/2018	MAK MA	_			
Const Management			here in				
		0.019,014	and the second s				
	510.	12/18/28/8	MEK PM (1)				
	- Investive Institute	12.18.278	aux 110 100				
	Persetos	tours una	pillar PM				
	Particular Advances	12,18,2818	anac PM				
	Burnarray Maxing Actions:		* Respected Heaton for Research				
	Amber Kentingund		Berump				
	PROMOCIPATION IN THE PROPERTY OF		C Abitmirel				
			o mond				
							while the army formal

- 2. Determine what's incomplete, if anything, on the **Missing Child Detail** page.
- 3. Remember, you must select the **Save and Complete** button on a **Missing Child Detail** to even create a **Child Recovery Detail**. Only when the **Missing Child Detail** is complete is the **Child Recovery Detail** button enabled.
- 4. Once you've selected **Save and Complete** on the **Missing Child Detail** page, select the **Child Recovery Detail** button to navigate to, and complete, the **Child Recovery Detail** page.

UyTaska Case Kaseb	Dependen Den service						
Cons Concerny	Financial de Financia la Case Re	angeblading Reviewlevel Service Application	B/2 Opin to				
Parasa	Missing Child Detail						
Contacts/Interview	Chape Marrier Course Re-						<ul> <li>mode of links</li> </ul>
service.Archorization	* Date Child Wissing.	La Lyse M	<ul> <li>Lines Child Missing.</li> </ul>	ware IO	· Wood Missing Prov.	Planar col v	5 most changing any lived field
rbilities	Child was United by piles for managed data						
Histories	*Date Warks Habilital	141/0014	<ul> <li>Time Webse Hold int.</li> </ul>	wates 🕓			
Hidop	Parties Methics	MK	time.	mot repolicative:			
United	<ul> <li>Galilyddiadau Galilyddiadau</li> </ul>	12.18.278	MER PU		N 13		
Roder Don Righting	deut	12,18,0018	anac PU 🕓				
P0.	* NONEC	12,18,2218	anat mu	D	NUMBER OF		
E.C.	Alterney Ad Libert	12/10/22/0					
	Guardian Millionen GAM	12/18/2018	BEECOM D				
	. Investigation	12/18/2018	aux m ()				
	Persetty	10.10.0010	allaci Mu				
	Partentist Attorney	12,18,228.8	anac PM				
	Auber Net Issued		Barung				
	PROBACT Providentics CREAK Instant		C Alexandred S Millioning				
							Units has sweep to cair

5. Only after successfully closing the Runaway/Missing episode can you return to the **Stage Closure** page to close the SUB stage.

Case Summary	Case/Stage Maintenar	ce External Documentation Close Subcare Sta	ge
Person	Stage Clos	ure	
Contacts/Summaries	Stage Name:	and the state of the state of	* required field
Service Authorization	Stage ID:		‡ conditionally required field
Legal	Closure Infor	mation	
Child Plans	Date:		
Placement	‡ Comments:		
History			
Medical			Saue and Submit
Foster Care Eligibility			
PCA	Forms and Reports		
ICPC	Forms:	Launch	
Case Management	L		



# Tracking Runaway/Missing Children Reports

#### Contents

Runaway/Missing Reports	
Runaway/Missing Reports – How to Get There3	
Runaway/Missing Reports – Launching the Report5	

# 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		Workload														
Staff To Do List		Assig	gned Wor	rkload												
		User Nan User ID :	ne :												≜ tigiblet	A new stage Vorker Safety for Screening Screened
		Show 10	✓ entries													Ŧ
			ss i w	is ni pyst	M Hef	Stage Name 🕆	County®	Stage 🕆	type	Opened	Assigned	Region	Unit	Stage ID	Case ID 🕆	РОМ 🕆
				3		-	-	sut	RDG	04/25/2012	07/11/2018	01	64			CPS

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

My Tasks Gase	Search Reports	Resources											
Case Summary	Case Summary Case Summ	rery Tool Case To-Do List	Event List	Event Search	Case History	Principal Case I	listory Family T	PCSP					
Person	Case Summar	У											
Contacts/Summaries	Case Name:	And the Constant of Constant o										La	<ul> <li>required field</li> <li>activities are serviced field</li> </ul>
Service Authorization												1.0	
Legal	Attention:	ihu: SUII sila	101										
Child Plans													
Placement	Case Information						Baning						
History	Status	Open					Start Date of Case	5	04/19/201	2			
Medical													topand All — Collapse All
Foster Care Eligibility	Show 12 👻 entries												
PCA	Ming M-R	tel Slage Name	Sig	Тури о	Opened	Time	Cluster	Primary		Reg	Slage III	(In Dep	Phone
ICPC	0	100110-00110-0	PAL	R60 (	09/07/2018			-	-		-		
Case Management	0	1000	ADD	REC (	00/19/2014		06/17/2016	-					-

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

Case Summary	Placement Info Placements for C	ase Runaway/Missing	Service Level Common Application		
Person	Runaway/Missir	ng List		× □ ×≙-9,	
Contacts/Summaries	Stage Name:		Close this page.		
Service	Case ID:				
Authorization	Туре	Date Child M			
Legal	Runaway/Missing	12/10/2018			
Child Plans	Runaway/Missing	12/03/2018			
Placement	Runaway/Missing	11/26/2018			
History					dd
Medical	Forms and Reports			_	
Foster Care Eligibility	Reports:	Launch			
PCA	Runaway/Missing	Report	l		

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

My Tasks Case Sear	ch Reports R	lessunces			
Report Fiel	Report List				
	Show m 🗢 antrias				
	Status	Hume	Description	Ocreation Date	Purge Date
	Complete	Farmway/Minning Report	Farmway/Mining-	01/29/2019	02/01/2019
	Complete	Trafficking History	Torfficial History-	01/29/2019	08/01/2019
	Complete	Hiok Assessment Heport	Stage Name:	01/14/2019	02/14/2019
	Complete	Summary Heading Tool	SUS 48 ATODO Heading Tool-	10/26/2018	11/26/2018
	Showing I to 4 of 4 entries				

### **Runaway/Missing Reports – Launching the Report**

It is from the **Runaway/Missing List** page that you will launch you **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.

My Tasks Case Sea	ch Reports Fo	socurces.			
Report Fist	Report List				
	Show as westing				
	Status	Nume	Description	Openetation Date	Parge Date
	Complete	Farrway/Minsing Report	Reneway/Masing -	01/29/2019	03/01/2019
	Complete	Trafficking History	Trafficking History	01/29/2019	03/01/2019
	complete	Hisk Assessment Report	Stage Nome:	05/14/2019	02/14/2019
	Complete	Summary Reading Tool	SUB 66/S1000 Heading Tool	10/26/2018	11/25/2016
	Showing Lio & of diartities				

- 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 IMPAC	T										
RNAWMEOO				20	inaway/Missing Repo	et					
CASE NAME:		CASE ID:		STACE NAME:		STAGE ID:		STACE:	cus		
Nissing Child Detail											
Date/Time Child Ch Missing Pr	ild Missing	Went Missing From	Date/Time Works: Notified	r Suspected Reason for Absence	Party Notified	Date/Time Party Notified	MCHEC/NCIC Mus	her Runsway/ Actions	Missing		
01/02/2019 01:45 FM No		Nome	01/02/2019 01:4	5 PM Bunaway	Lew Enforcement Court NCMRC SI Division Attorney Ad Litem CARA Juvenile Justice Parent(*) Parent(s) Attorney	01/02/2019 01:45 PM 01/02/2019 01:45 PM		Anber Al	ert ixxued		
Child Recovery Detail	not o interes	child	noturned we	nato (Tino Morkov	north Motified	noto/mino norte	RADAMAN	nate neces	Rongon Mat	confirmed.	
Child Returned Return	Returned		securited by	Notified	Farty Socilied	Notified	Interview Conducted?	Interview Held	Interviewed	Reason for Absence	sunaway seasons
Yes	01/03/201	19 01:15 PM	Family/Friend	01/03/2019 01:30	PM Law Enforcemen Court	1L 01/03/2019 01:30 01/03/2019 01:30	PM N PM		Child Refused		
					BCMRC EI Division Attorney Ad Li Gaardian Ad Li Gaardian Ad Li CARA Juwenile Justi Parent(s) Parent(s) Atto	01/03/2019 01:30	D IM				
01/29/2015 10:55 AM				De	partment of Family and	Protective Services					waga: 1 of 1
TEXAS IMPAC	т										
PERMINENC				Ro	naway/Missing Repo	at					
CASE NAME:		CASE ID:		STACE NAME		STACE ID.		STACE	SCB		
Did the Reason Not Child Returned	Date/Time Returned	Child	Returned By	Date/Time Worker Notified	Darty Notified	I Date/Time Party Notified	Recovery Interview	Date Recov Interview	Reason Not Interviewed	Confirmed Reason for	Runaway Reasons
Peturn	12/02/201	E 05.00 TM	Parily/Priand	12/02/2018 05-00	THE Law Enformemen	12/03/2018 05-00	Conducted	7 Held	Child Rofuga	Absence	

Did the Child Return	Reason Not Returned	Date/Time Child Returned	Returned By	Date/Time Worker Notified	Party Notified	Date/Time Party Notified	Recovery Date Recov Interview Interview Conducted? Held	Reason Not Interviewed	Confirmed Reason for Absence	Runaway Reasons
Yes		12/03/2018 05:00 FM	Pamily/Priend	12/03/2018 05:00 PM	Law Enforcement Court NCMMC RI Division Attorney Ad Liten CASA Juvenile Justice Parent(x) Parent(s) Attorney	12/03/2018 05:00 PM 12/03/2018 05:00 PM	24	Child Refused		
Did the Child Return	Resson Not Returned	Date/Time Child Returned	Returned By	Date/Time Worker Notified	Party Notified	Date/Time Party Notified	Recovery Date Recov Interview Interview Conducted? Held	Reason Not Interviewed	Confirmed Reason for Absence	Runaway Reasons
No	Court Terminated				Law Enforcement Court NOMEC SI Division Attorney Ad Liten ChEA Juvenile Justice Parent(s) Parent(s) Attorney					
Did the Child Return	Reason Not Returned	Date/Time Child Returned	Returned By	Date/Time Worker Notified	Party Notified	Date/Time Party Notified	Recovery Date Recov Interview Interview Conducted? Held	Reason Not Interviewed	Confirmed Reason for Absence	Runaway Seasons
Ма	Child Aged Out				Law Enforcement Court NCMEC SI Division Attorney Ad Liten CASA Juvenile Justice Parent(s) Parent(s)					



# Tracking Runaway/Missing Children Event Options on Person Detail Page

Contents
Runaway/Missing Event Options on Person Detail Page
Viewing Runaway/Missing Events – How to Get There

## **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:

 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	Worldowd											
Staff To Do List	Assigned Wo	orkload										
	User Name :	1000									A	A new stage
	User ID :										• Eligible P	or Screening Screened
	Show 10 v entries											Ŧ
	SS 1	WS HY PYST	Millef Stage Name 🕆	County	Stage 1 Typ	e Opened†	Assigned	Region	Unit	Stage ID	Case ID 🕆	PGMT
		3	Charles - The Contest	-	SUD RDS	64/25/2012	07/11/2018	01	64		-	CPS

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

My Taska Case	Search Reports	Resources										
Case Summary	Case Summary Case Summa	ry Tool Gase To-Do List	Event List	Event Search	Case Listory	Principal Cas	el listory   Family 1	Dree POSP				
Person	Case Summary	'										
Contacts/Summaries	Carse Name:	Read Frank										<ul> <li>required field</li> </ul>
Service Authorization											1 0	nditionally required field
Logui	Attention:	Alterna Andre Carlo										
Child Plans	<ul> <li>You are currently in the</li> </ul>	e Alderman, charle A, SUB staj	ge.									
Placement	Case Information											
History	Case ID: Silatus	-					Region: Slart Date of Cae	a: 04/19/2	117			
Medical												Spand All Collapse All
Feater Care Eighlity	Show a vertries											
PCA	Mrg M-Re	Stage Name	Stg	Туре	Opened	Time	Closed	Primary	Reg	Stage ID	Ov Dsp	Phone
ICPC	0	-	PAL	REC	09/07/2018			10.000	01	71408817		-
Case Management	0	100.000	ADD	REC	09/19/2014		06/17/2016	1000	01	66258711		-

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

My Tasks Case	Search	Reports B	esources												
Case Summary	Person	List													
Person	Case Name:	-												€ B	eporter
Contacts/Summaries	stage name:													() 0004	encered
Service Authorization		Name	м	Sch	Λριχ	Age	Gender	Туре	Role	Rel/Int	Person ID	Cha	Eth	Acp/Rej	^
Legal	0	1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-	ы	R	N		м	COL	NO	Law Enforcement	100.000	Y	Ÿ		
Child Plans	0	-	۷	н	ы	15	۲	PUN	PC	self		٣	٧		
Placement	0		ы	R	ы	17	r	FAN	ND	Sitting	-	Y	v		
History	0	-	۷	R	N	33	м	PRN	NO	Parent (Birth)	-	N	Y		
Medical	0	-	ы	B	N	85	F	PDN	ND	Parent (Birth)	100100	Y	Ÿ		~
Foster Care Eligibility	-										Salard Case Passer	Cale	I Felended B		Add
PCA										2000					17.11
ICPC	Happorto														
Gase Management	Reports:		¥ L	ounen -											

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

Hylada. Gene Xanali Kaj	pais Rosana						
Courterrang	Terran Sendi C.4.4 Cread Approxies Pression De	and the second second second					
Percen	Person Detail						
Saatur 162 Saaan selas							• required finis
Samba in Healtharios	Annual Colores	-				E.o. (1	Confirment has
Lioni	Passary Phone.	101 TAL					
CARD Plane.						Crys.	and all collapse all
Nessar	Person Name	1910-					
History							
maket	Demographics						
Forder Core Might By							
PNA .	Languager Pro			Living-Jamagamana	N I ADDRESS		
iav.	Georgeter C			la figinar	×		
Case Management	1.000.	8			and the second se		
	<ul> <li>Fratelity Information threase for from (IPA) Manuel Minute Finitup.</li> </ul>			y Roman Factoria (des 1949) Gause al Conte Back Catélorianes			
	Biodinal Datable i Calinger	erværstælen BYSC ekselsstivsenslyst der ståld					
	Current Stage						
	*	Compare 20	Pos PC		•Nation 200		
	L. Separate	Anna 11 Anna Anna Anna Anna Anna Anna An	L. Intere		ant		
	Additional Information Takes Company Decision Nets	Construction of the second sec					

8. 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 Gase	Search Bop	orts F	lesources							
Person	Person Detail Child	scoual Aggress	ion Records Cheek C	WS/Home Trafficking						
Resource	Event List									
Staff	Stage Name:	-	1. Tan 1							# submitted events
On-Call	Case ID:									
Case	· Sensitive events :	will not appear i	n The listbox.							
	Show 10 👻 entries									
	Date Entered 1	Status 🕆	Type 🕆	Description 🕆	Stage 🕆	Stage Name 🕆	Case ID 🕆	Person 🕆	Entered By	Event ID 1
	12/18/2018	COMP	Runsway/Missing	Child Missing	SUB	-		10110-011	100100-0011	298702625
	12/13/2018	COMP	Runaway/Return	Child Returned	sue	100000		101103-0110-0	10000	295701653
	12/15/2018	COMP	Runaway/Missing	Child Missing	SUB	-		100100	-	295781866
	Showing 1 to 3 of 3 on	trica								



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

#### 

# 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.

My Tasks Gase	Search Bop	orts R	esources							
Person	Person Detail Child	d sexual Aggressi	on Records Cheel:	ovs/Home Trafficking						
Bessurce	Event List									
Staff	Stage Name:	-	1.1100							# Submitted Events
On-Call	Case ID:									
Case	<ul> <li>Sensitive events</li> </ul>	will not appear in	The listbox.							
	Show 10 V entries									
	Date Entered 1	Status †	Туре 🕆	Description	Stage	Stage Name 🕆	Case ID 🕆	Person 🗈	Entered By 1	Event ID 1
	12/15/2018	COMP	Runaway/Missing	Child Missing	sue	-		100100-0001	100110-00110-0	298782625
	12/13/2018	COMP	Runaway/Return	Child Returned	sue	-		100100-0001	100100-0000-0	298701853
	12/15/2018	COMP	Runaway/Missing	Child Missing	SUB	100110-00110-0011		100100-000		298781895
	showing 1 to 3 of 3 o	ntrica								

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

e Summery	How we take How we take One	Removed Removed Removed	- Application - 2002 C Options				
	Missing Child Date						
	Wissing Child Deta	301					
ten hy Barn ne ins	Nap New Control	And a second second					• •
vice Authorization	Gasella						‡ conditionally re
d	<ul> <li>Date Child Missing</li> </ul>	12/17/2016	<ul> <li>Lines Child Missing</li> </ul>	CE15 FM	<ul> <li>Mend Minssing P</li> </ul>	 Harr 🐨	
Para	Child went missing prior to rend	eval data					
camenti	* Date Worker Holified:	12/16/2016	* Time Worker Notified:	CEOR FM			
a	ratio ratified	Task-	time	real Applicable			
a	<ul> <li>Low Enlowerment.</li> </ul>	15/18/5018	Katola Piel		MORGE		
Constant and a second sec	<ul> <li>Si Division</li> </ul>	12/10/2210	Kasca PM				
	Cani	12/10/24200	LITUDAG (C				
	* HOMED	15/10/5210	KIKCI PM		NOMED#		
	Allamon Ad Liken	12/18/2418	DALADAR (G				
He nag on ent	Geordian Ad Liters	13/18/24208	OCCUPATION OF CONTROL	D			
	GASA	12/18/2018	K8.09 PM				
	Assemble Justice	12/18/2018	DECEMBER ()				
	Pareni(s)	15/18/54708	DEDMI G				
	Paroni(s) Attorney	12/18/2018	68.00 PM				
	Reneway/Missing Actions:		* its specied Reason for Absense:				
	Amilia Alert Issued		Interver				
	<ul> <li>Home c Publication</li> </ul>		O Abducted				

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

My Tasks Case Sea	rch Reports Resources					
Case Summary	Placement Info Placements for Case	Runaway/Missing Service Level Common.	Application			
Person	Child Recovery Deta	il				
Contacts/Summaries	Stage Name:	and the second sec				<ul> <li>required field</li> </ul>
Service Authorization	Case ID:					‡ conditionally required field
Legal	* Did the child return ?	Yes O No				
Child Plans	* Date Child Returned:	03/07/2019	<ul> <li>Time Child Returned:</li> </ul>	05:15 PM	* Returned By:	Case Worker 🔻
Placement	* Date Worker Notified:	03/07/2019	* Time Worker Notified :	05:15 PM		
History	Recovery Notification:	Date:	Time:	Not Applicable:		
Medical	* Law Enforcement	03/07/2019	05:15 PM		NCIC#	
Foster Care Eligibility	* SI Division	03/07/2019	05:15 PM			
DCA	Court	03/07/2019	05:30 PM			
	NCMEC	03/07/2019 📩	05:30 PM		NCMEC#	
	Attorney Ad Litem		<b></b>			
Case Management	Guardian Ad Litem		<u> </u>			
	CASA		<b>O</b>			
	Juvenile Justice		<u> </u>			
	Parent(s)	03/07/2019 📩	05:45 PM			
	Parent(s) Attorney	03/07/2019 📩	06:00 PM			
	Recovery Interview Conducted:	O Yes 🖲 No				
	‡ Reason Not Interviewed:	Child on run 🔻				
	Victimization During Absence:					
	Sex Trafficking Trafficking Record	a				
	PHAB (Not related to trafficking)					
	SXAB (Not related to trafficking)					
	Other					
						Save Save and Complete
						Save Save and Complete



# Tracking Runaway/Missing Children Events Search

#### Contents

Runaway/Missing Events Search	;
Runaway/Missing Events Search – How to Get There	
Runaway/Missing Events Search – Conducting a Search	,

# 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.

My Tasks Case	Search Reports Resources				
Workload	Workload				
Staff To Do List	Assigned Workload				
	User Name :				A new stage
	UserID:				<ul> <li>Highle for Scooning</li> <li>Screened</li> </ul>
	Show to 🗸 entries				т
	SS I WS HI LYST M	Hef Stage Name 🗎 County 🕇	Stage 1 type Opened 1 A	aligned 🕆 Region Unit Stage ID	Case ID 1 PGM 1
	G 8	discontrainer and	SUB BDG 04/25/2012 07	/11/2018 01 C4	CPS

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

My Tasks Case	Search Reports	Resources										
Case Summary	Case Summary Case Summ	rary rool Case to be tist	event tist	Event Scare	h Case History	mincipal Case	e History Family	Ince LICSP				
Person	Case Summar	У			_							
Contacts/Summeries	Case Name:	And the Party of States									to	<ul> <li>required field</li> <li>and itionally required field</li> </ul>
Service Authorization											• •	and a second second second
Legal	Attention:	lhe Alderman Charie A. SUB da	61.H									
Child Plans	,											
Placement	Case Information											
History	Status	Open					Start Date of Ca	se: 0	W/1 W2012			
Medical												espand All – Oellapse All
Foster Care Eligibility	Show 10 👻 entries											
PCA	Mrg M-F	lef Stage Name	Sig	Type	Opened	time	Clourd	Primary	Heg	Slage III	Ov Dap	Phane
ICPC	0	101103-0110-0	PAI	REG	09/07/2010			1.00	01	-		
Case Management	0	1000-0000-0	AD0	RDG	09/19/2014		06/17/2016	1000	01	-		100,000

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

My Tasks Case	Search Reports Res	ources			
Case Summary	Case Summary Case Summary Tool	Case To-Do List Event List Event Search	Case History Principal Case History Family Tree FOSP		
Person	Event Search				
Contacta/Summaries	Search Criteria				
Service Authorization	Case Name		Search Entire Case?		
Legal	Start Date:	÷	Find Date:	12/19/2018	
Child Plans	Person	Select Faces	Staff:		Select Staff
Placement					Espand Al — Collapse Ali
History	Event Types				
Medical	Stages				
Foster Care Bigloility					_
PCA					Search
ICFC					
Case Management					
## **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.

Event Search								
Search Ontena								
Case Name.		Di Scarch Erine Groch						
Start Date:		End Date:	01/26/2019					
Pasee.	Robert Freedom	Stall.	6 mi	6 al -				
				Expand All Collag				
Event Types								
IOOA - Plant. Request	Eom/Referal		HYTD Revelue Population					
1008 - Picet. Status	Foxier Care Application General Care Care Application		KYTD Reveloe Servey Submitted Kyto Statement Recentration					
Admin Policy Page	Drate Cardinates		Reformed Visitation Page					
Afeelies /vaistarce	Gandanshin Britali		Hertification					
Adoption Azaistance Application	Haran		PCA Fligibility Application					
Amyrine Assistance Recertification	Hearts Care Beacht		PCA Eligibility Repetitication					
Approval			POSP Detail					
Assessment	Initalo-Report Facilitate		PRT Action Plan					
Assignment	Kin Cht/ Him Asmit Add		PHI Action Plan Follow Up					
Assistance	Kin Cotort Home Asint		Penn, Plan Meeting					
Autorization	Kin Home Aamt Addend		Premanency Care Assistance					
Case-General	Kin Home Assessment		Placement					
	Kinship Developmental Plan		Hacement Hereinal					
Child Background Summary	Li Kinship Dventa		U fin					
Children Service Plan	Kinataip Horne		Priority Change					
Common Appecation	C Kinanip sarwyr-vananion							
Conservation from Conservation Dates								
Contact			Beccen					
Conversion	Netical Acterna		Furneway/Wissing					
Concetive Acto Plan	Medical Consenter Designation		Bonsitive					
Day Care Request	Netical Developmental Holor	r	Serious Incident.					
Delete	Nonthly Assessment	-	Sentice i evel					
Developmental Plan	Northly Pryment Rotension		Stage					
Désastor Man	RV10 19 Failowap Survey Sub-	witted .	Variance					
CA Chigdeliky	NYTD 21 Fellowup Survey Sub	bilied						
Stages								

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.

My Taxlos Case Search	n Beporte	Rescurres							
Case Summery	Case Sammary Case Is-	Dolžd Event Lat. Event S	anda Guna Héstany Méncipa (Guna Hést	ay Punity Inc. 1034					
	Case Name: Case III								d'Submitted Evenix
	Date Critered	Sistua Type	Description	Stage	Singe Name	CaseID	Person	Entered Dy	Dent 10
	01/14/9019	COUP Report	gyblioting Child Micros	y Fille	-		-	10021000	-
	Barate								
	Barote								
	request.	L	<u> </u>						