

Section 18. Missing Child/Young Adult

A child/young adult being missing can mean several things. It can mean the child/young adult may have run away, wandered away from a safe environment and became lost, been abducted by a non-family member, wrongfully taken or retained by a person related to them, been displaced by disaster or otherwise have gone missing for any reason at all. The circumstances as to why the child/young adult is missing may determine the approach taken to locate and return the child/young adult to where he or she is supposed to be, whether at home, in foster care, residential care or another location as determined by the caregiver or guardian. Every child/young adult should be considered unsafe if missing including when he or she has occasional contact with the caseworker or a family member despite not being where he or she is supposed to be.

Of course when a child/young adult is not where you thought he or she would be (for example at school, in his or her bedroom or at his or her friend's house) it is reasonable to take a few steps to determine if the child/young adult is actually missing or if there was a reasonable explanation he or she was not in the expected location (look around the house, call the child/young adult's cell phone, check with the school or a neighbor). The specific circumstances and the characteristics of the child are considered when determining what steps to take and how long to take before determining the child/young adult's whereabouts are truly unknown.

The required and suggested actions to take when a child/young adult is missing and located are outlined below. The actions listed are not exhaustive and while described in a logical order, the order in which each action occurs is controlled by the specific circumstances in a given case.

Note: While the administrative rule requirements pertaining to a missing child/young adult are specific to a child/young adult in substitute care, if a child/young adult on an open CPS assessment or open Department case that is not in substitute care is missing it is expected that the caseworker will refer to this procedure to find ways to support the parents or caregiver in locating the missing child/young adult.

A. When a Child/Young Adult is Missing: Actions to take

The following activities should be completed when the caseworker receives information that a child/young adult is missing. While there are varying timelines on when to complete the following activities, efforts to locate the child/young adult must be made immediately. It is important to complete these activities every time a child/young adult is missing, even when he or she may have only returned to placement briefly before being missing again.

1. Report to Law Enforcement

The caseworker must ensure the missing child/young adult is reported to law enforcement.

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Procedure

In most cases the first person to discover a child/young adult in substitute care is missing is the caregiver (foster parent, relative caregiver, residential care provider). When the caregiver was the one to identify the child/young adult is missing they may have reported to law enforcement. If the foster parent or other caregiver made the report to a law enforcement agency (LEA) the caseworker should confirm the report was made by contacting law enforcement to obtain the report number and to provide contact information.

Establish a practice of taking a photo of each child/young adult on an open case and uploading the photo into the OR-Kids file cabinet. Hopefully the photo will never be needed for this purpose, but if the child/young adult goes missing a recent photo is a critical component to locating him or her.

Be prepared to provide a recent photo of the child/young adult if one is available, as well as information such as:

- a. A physical description, including tattoos and piercings, what he or she was wearing when seen last, and a description of personality traits;
- b. Information about the child/young adult's routine, friends, activities, social media presence, etc. including any recent changes in his or her life; or
- c. Click on this link to view a checklist of information to gather:
www.ojjdp.gov/pubs/ChildIsmissing/ch1ck.html.

Not having this information or collecting this information should not prevent a report from being made.

Note: Federal law requires that law enforcement take a report on a missing child and that there be no wait time to take the report. If told there is a wait time, reference 42.U.S.C. 5780(1).

2. Report to The National Center for Missing and Exploited Children (NCMEC)

The caseworker must ensure the missing child/young adult is reported to the National Center for Missing and Exploited Children. NCMEC is a resource to assist in locating missing children/young adults. Despite the organization's name, NCMEC also receives reports on young adults.

Procedure

When making a report to NCMEC, always contact law enforcement first as NCMEC will need to know that a missing persons report has been filed. If attempts to file a missing persons report with law enforcement are unsuccessful, as long as an attempt was made, contact NCMEC to see if they can assist.

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When the caregiver is the one to identify the child/young adult is missing they must report to NCMEC by calling the Hotline Number, 1-800-THE-LOST (800-843-5678). When the caregiver already made a report, the caseworker must still contact NCMEC (if NCMEC has not already contacted the caseworker) to provide contact information, potentially additional information about the child/young adult and to confirm NCMEC knows the child/young adult is in the custody of child welfare. When contacting NCMEC to follow up on a report made by a caregiver do so by calling the Hotline Number, 1-800-THE-LOST (800-843-5678).

An initial report to NCMEC by a caseworker can be made by either calling the Hotline Number, 800-THE-LOST (800-843-5678) or on the website (<http://cmfc.missingkids.org/ReportHere>) by completing the online form designed for Child Welfare caseworkers. When using the online form it is important to know the form will time out after 30 minutes without any data entry and information entered will not save. The 30 minute time frame will reset with every key stroke. This link is to NCMEC's website specific to children/young adults missing from substitute care: <http://cmfc.missingkids.org/home>.

Just like the report to LEA, also be prepared to provide a recent photo and description of the child/young adult. Not having this information or collecting this information should not prevent a report from being made.

Note: Providing information to NCMEC, including the child/young adult's photograph, does not violate Department confidentiality rules.

NCMEC is much more than a hotline and it is important to be aware of all the other resources that NCMEC offers.

The Critical and Runaway Unit provides technical assistance to law enforcement and support to those with a claim to custody of children who are missing under critical circumstances or who have run away from their legal guardian. Upon assignment of a case, the case management team makes initial contact with listed parents or guardians and law enforcement in order to verify circumstances surrounding the child's disappearance. Each team provides the relevant technical assistance and uses the full array of NCMEC resources, including NCMEC missing child posters, requests for analytical reports from NCMEC's Case Analysis Division, referrals to NCMEC's in-house federal liaisons (including the Federal Bureau of Investigation, United States Marshal Service, United States Postal Inspection Service, Immigration and Customs Enforcement and the Naval Criminal Investigation Service) and referrals to other NCMEC divisions (Exploited Children Division for possible sexual exploitation, Family Advocacy Division for family support, reunifications and post-recovery support). Once a case is ready, the case management team develops and implements a strategy for poster distribution. Incoming leads are closely monitored and promptly forwarded to law enforcement. The case management teams keep in regular contact with parents or guardians, as well as law enforcement, and continue to assess appropriate resources to help resolve each case.

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3. Notifications

As outlined in OAR 413-080-0053 the caseworker must as soon as practicable, ensure the court and legal parties to the case are notified, unless notification may jeopardize the safety of the child or young adult or interfere with an investigation.

Procedure

The requirement is to notify the court and legal parties to the case and depending on who is a party to the specific case and who is representing whom this may include:

- a. Parents - Communication with the parents may be through the attorneys if this has been requested. (This notification does not apply to parents who have relinquished their rights or whose parental rights have been terminated).
- b. The judge
- c. The district attorney
- d. The assistant attorney general presenting the Department in the matter
- e. The child's attorneys
- f. The parents' attorneys
- g. The CASA
- h. The tribe

Other notifications to make include:

- a. The tribe - Sometimes the tribe is involved in case planning, but is not a party to the case
- b. The caregiver – The foster parent or provider was likely the one to notice the child/young adult missing, but in a circumstance where the caseworker knows first, it is critical that the caseworker is quick to let them know.

While the caseworker does not need to make these notifications themselves they do need to ensure the notifications are made. Asking someone else to assist with these notifications, like support staff or the child's attorney is just fine. The method for notification is flexible and may include phone, email, in person or another method, just be sure to document the notification.

Resources are available to provide support to families and those close to the missing child/young adult through NCMEC (<http://www.missingkids.com/Home>) and the National Runaway Safeline (www.1800runaway.org).

Note: This notification must occur if the child/young adult is missing even if he or she is missing, but maintaining contact and refusing to return to an approved placement.

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4. Staffing

Procedure

After reporting and notifications are completed, no later than 24 hours after a child/young adult is missing, staff the case with a supervisor. Continue to staff with a supervisor at a minimum of once weekly to:

- a. Identify protective factors and vulnerabilities of the child/young adult
- b. Identify individuals already contacted and others who should be
- c. Discuss potential reasons for the child/young adult to be missing
- d. Determine whether to send a Department wide email communication
- e. Determine whether to request a pick-up order and warrant
- f. Determine whether to request a court hearing
- g. Review ongoing strategies and efforts to determine the child/young adult's whereabouts
- h. Review updated information from law enforcement and NCMEC
- i. Determine what additional steps may be taken to assist in finding the child/young adult
- j. Develop a placement plan for when the child/young adult is located. If there is sporadic contact with the child/young adult, make attempts to develop a plan together.

5. Search

Procedure

There are many ways to search for a missing child/young adult, including but not limited to physically looking, using the internet, using the phone, and accessing others to assist with efforts to locate.

- a. Physically looking and other outreach efforts

It is important that there are efforts to physically look for the child/young adult, as well as other efforts to reach out in the community. This may include:

- A. Searching the last place he or she was seen
- B. Going to the homes of his or her friends and family, including extended family
- C. Checking regular hang outs and any place frequented by him or her and leaving

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messages at these places

- D. Going to emergency shelters and homeless youth programs
- E. Checking food pantries
- F. Searching the immediate area around the place he or she was last seen
- G. Checking with juvenile detention if it is a child who is missing and jails if it is a young adult
- H. Checking with hospitals
- I. If he or she is a victim of sex trafficking or at risk of being a victim of sex trafficking checking clubs.

While it is important that there are efforts to physically look for the child/young adult, who should be looking depends on the situation, including the place to be searched. In most circumstances various people will have a role in looking for the child.

When the caseworker is looking for the child/young adult make sure to consider safety concerns for the caseworker. Depending on the location where you are looking (a club, possible home of a pimp) consider going with another caseworker, using law enforcement and making sure the local office knows where you are going and when you anticipate returning. Staff the safest approach with a supervisor.

Consider, when it is believed that a child may have run away, collaborating with individuals who the child/young adult considers to be trustworthy adults so if located he or she is more likely to listen and agree to return home.

b. Looking on the internet

When using the internet to search, refer to and follow the policies on use of the internet and social media.

- A. Remember to check Facebook, Twitter and other social media sites. Refer to the current policy on the use of social media and where there are restrictions in viewing or posting, reach out to family and friends who have positive relationships with the missing child/young adult to allow viewing of the content and consider asking these individuals to post messages.
- B. If the missing child/young adult is a victim of sex trafficking or at risk of being a victim of sex trafficking, check known escort sites, such as www.bedpage.com and www.onebackpage.com, and check ads.
- C. Google the child/young adult's phone number in case the number is in an ad
- D. If there is an urgent reason to, Facebook can be contacted for an IP address to assist in locating the child/young adult.

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- c. Using the phone
 - A. Call the child/young adult's phone number or have someone he or she trusts call from their phone.
 - B. Use the phone's GPS system to try and determine a location.

6. Contact Individuals Close to the Child/Young Adult

Procedure

Looking for the child/young adult includes reaching out and maintaining contact with those who know him or her well. These individuals may be critical for locating the child/young adult. Likely these individuals have information about what led to him or her being missing, where he or she might be and who he or she might be with. These individuals are also potential resources to assist in looking for the child/young adult. Always consider confidentiality when determining who to contact and what information to share.

These people may include:

- a. Relatives, including his or her parents and siblings
- b. Others in the foster home the child/young adult resided
- c. Neighbors and the landlord of his or her last known address
- d. Close friends and classmates, including any known boyfriends or girlfriends
- e. Teachers, counselor and other school personnel from the school he or she last attended or other schools he or she attended if there is knowledge that he or she had a close relationship with persons at that school
- f. Employer and co-workers where he or she was employed
- g. Other Department staff such as former caseworkers
- h. Mental health providers
- i. Tribal staff
- j. Attorney
- k. CASA
- l. Probation or parole officer
- m. Advocate or case manager
- n. Runaway and Homeless Programs (These programs usually have message boards and can post messages for the child/young adult)

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It is important to maintain regular contact with the individuals close to the child/young adult. Updates to and from these individuals are important and may identify the location of the child/young adult. Also maintain regular contact with the LEA and the NCMEC case manager to provide any new information regarding the child/young adult's possible whereabouts and to receive updates on their efforts to locate him or her.

7. Assemble a team

Procedure

When attempting to locate the child, gather individuals who can provide guidance on how to locate the missing child/young adult. This team may be the existing county multi-disciplinary team (MDT).

Sometimes the missing child/young adult has run away and remains in sporadic contact with the caseworker or others that are part of the child's support network. In these cases the MDT can assist in establishing a plan on how to use those contacts to negotiate a plan for him or her to return or at least to reduce the harm to the child/young adult while he or she remains on the run.

The reason for the child/young adult being missing and his or her specific circumstances will dictate who would be included on the MDT. These individuals may include:

- a. Law Enforcement
- b. Juvenile Probation
- c. Non-profit for case management beyond DHS provided services
- d. Shelter/Treatment
- e. District attorney if court involved.

When meeting consider the following:

- f. Protective factors and vulnerabilities of the child/young adult
- g. Information already gathered and information still needing to be gathered
- h. Potential reasons for the child/young adult to be missing
- i. Strategies and efforts to locate the child/young adult
- j. What steps to take when the child/young adult is located.

When the missing child/young adult is a victim of sex trafficking or is at risk of being a victim of sex trafficking it is important to assemble a sex trafficking/CSEC MDT. While sex trafficking/CSEC MDT's are being developed in every county in Oregon, one does

not yet exist in every county. When a sex trafficking/CSEC MDT would be beneficial and there is not one already existing, make efforts to include individuals representing the entities above that have experience in working with victims of sex trafficking. If the expertise is not readily available in the county reach out to another local office or district child safety consultant for assistance in locating expertise outside of the county.

8. **When the Caseworker Has Periodic Contact with a Missing Child/Young Adult**

Procedure

The caseworker may be contacted by a missing child/young adult and determine he or she at the time of the contact is not willing to return to an approved placement. The child/young adult is considered missing until he or she returns to an approved placement so the caseworker must continue to make efforts to return the child/young adult. This includes when a caseworker assumes or suspects where the child or young adult is.

If periodic contact occurs between the caseworker and the child/young adult, the caseworker may still be able to begin gathering information from him or her. Information gathering can also be a means of trust building or maintaining trust. The child/young adult may be in contact with very few safe people and it might be necessary to have daily phone contact just to check in. Some of this is just to build the relationship and to keep reminding the child/young adult that there is someone out there who cares about him or her and wants him or her to be safe. The child/young adult may feel great about their life one day and then be scared or hurt the next day. If a caseworker calls during a time the child/young adult needs support it can make a big difference in how he or she views the Department or the plans the Department may make. It is important to encourage the child/young adult to return every time the caseworker has contact.

At each contact the caseworker must make efforts to engage the child/young adult and return him or her to an approved placement. Attempt to gather the following information:

- a. His or her location
- b. Any information about where he or she is staying for any period of time
- c. Any information about individuals he or she may be with
- d. Information about his or her health and safety

Note: If the child/young adult requires medical help, encourage him or her to seek prompt medical attention by going to the nearest emergency room or urgent care clinic.

- e. Whether he or she is attending school and where
- f. Whether he or she is employed and where

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- g. Any contact he or she has made with family, friends, providers, etc.

If the caseworker gathers information that may assist in locating the child/young adult, the information should be shared with law enforcement and NCMEC.

9. **Substitute Care Payments When a Child/Young Adult is Missing**

When a child/young adult is missing from substitute care, specifically the home of a Department certified foster parent or relative caregiver, holding the bed that the child/young adult occupied in the certified foster home may be an option for up to fourteen days. To hold a bed and authorize payment to the Department certified foster parent or relative caregiver for up to fourteen days following the date the child/young adult was determined missing the following two criteria must be met:

- a. The plan is for the child/young adult to return to the same foster parent or relative caregiver, and
- b. No other caregiver is receiving a maintenance payment for the child/young adult.

If the criteria are met and the bed will be held complete the following steps:

- a. Close the placement that the child/young adult went missing from.
- b. Open a service with the “Foster Care Non-Placement Service/Hold Foster Home Bed” category/type and select the foster home as the provider.
- c. Open a placement with the Other Substitute Care/Child on Runaway service for the child/young adult and use Provider # 110299, Dept. of Human Services.
- d. The caseworker will need to total the amount of the current Foster Care Payment Rate and any Enhanced Supervision Payment Rate (LOC) and enter the total amount into the child/young adult specific rate field.

These actions will ensure the following:

- a. OR-Kids accurately reflects who is in the home.
- b. Allows the space at the home to be held.
- c. Allows payment to the foster home to continue.
- d. Changes the child/young adult’s physical address to the local office address.

Note: If the child/young adult is missing, but you know his or her location document that information in a case note. Do not change the child/young adult’s physical address as this impacts Medicaid.

- e. Allows Medicaid to remain open for the child/young adult.
- f. Keeps the substitute care episode open for federal reimbursement.

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- g. Allows the Department to track the status of the child/young adult in case of an emergency and for reporting purposes.

The caseworker must remember to close the “Foster Care Non-Placement Service/Hold Foster Home Bed” service either when the child/young adult returns to the home or after 14 days (up to a maximum of 14 days is allowed by federal rules), as this payment will not automatically stop after 14 days.

When a missing child/young adult is located change the open service to accurately reflect his or her placement at the time of return.

10. Court hearings

Permanency and administrative hearings will continue as scheduled when a child/young adult is missing.

Procedure

- a. Continue to have regularly scheduled permanency hearings and Citizens’ Review Board (CRB) hearings.
- b. Reports to the court and CRB include documentation on the agency’s efforts to locate the child.
- c. The child’s legal parents continue to receive notification of the hearings and reviews.

11. Document

As outlined in OAR 413-080-0053, the caseworker must document the following in the Department’s electronic information system:

- a. Efforts made to locate the missing child/young adult; and
- b. The notifications to parents and caregivers, the court, the attorney for the child/young adult, the attorneys for the parents, district attorney, CASA and the tribe.

Procedure

In OR-Kids case notes selecting the case note type “missing child/young adult” located under the categories of “assessment” or “case management” document the following information at least monthly until the child/young adult is located:

- c. Continued efforts to locate (places searched, individuals contacted, MDT meetings, information gathered, websites checked, and continued progress consultation with LEA and NCMEC).

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- d. Contact with the child/young adult.
- e. Any additional information gathered related to the child/young adult's health, safety or whereabouts.

B. When a Child/Young Adult is Located: Actions to take

The following is a list of activities to complete when the caseworker receives information that a child/young adult who was missing has been located. It is not exhaustive, and while described in a logical order, the order in which each action occurs is controlled by the specific circumstances in a given case.

1. Return the Child/Young Adult to a Safe Placement

Procedure

- a. Engaging a child/young adult is essential when he or she returns. It is important that he or she feel welcome, supported and cared about. Go to the child/young adult or have a support person go to him or her. Although the caseworker must meet with the child/young adult, it may be better for someone else to make the first contact.
 - A. Consider the relationship with the child, including how long the caseworker has known the child and the level of trust developed.
 - B. Consider the location and circumstances when determining whether to contact law enforcement for assistance.
- b. Consider contacting secure transport if there is a bed for the child in a secure facility. While it sometimes makes sense to interrupt a child's perceived freedom by placing him or her in a residential program or by probation placing the child in detention, the goal is to help him or her learn to protect themselves. The goal is to also help him or her make good decisions when he or she is ready, and to provide a safety net for when he or she makes choices that may not be wise or safe.
- c. Arrange transportation for the child/young adult to return if he or she is out of town or out of state. When a child/young adult in the legal custody of Department has been located in another state, the Interstate Compact on Juveniles (ICJ) applies. The caseworker contacts the ICJ coordinator at the Oregon Youth Authority, 503-373-7569, and arranges the child/young adult's return to Oregon. The ICJ coordinator assists in obtaining the correct court order and also can assist in making travel arrangements for the child/young adult's return.
- d. Make sure the child knows the Department is committed to providing them with a safe place to sleep every night.
- e. In determining whether to return a child/young adult to the last placement he or she was in before going missing the worker should gather information from the child/

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young adult and the caregiver separately about why the child/young adult went missing. If the reasons are related to the placement itself staff the decision to place with a supervisor.

- f. If the child/young adult has a history of running away or indicates that he or she will not accept any placement selected by the Department, the worker should discuss with the child/young adult where he or she wants to live or what type of placement he or she is willing to accept. Such placements may include:
 - A. A particular relative with whom the child/young adult is comfortable. The requirements for relative placement must be met in order to place him or her with that relative.
 - B. A former caregiver or another adult with whom the child/young adult has formed a relationship and with whom the he or she expresses a desire to be placed. Again, all certification requirements must be met in order to place him or her with that adult.
 - C. Independent living services, while not a placement, has housing programs associated with those services. If the child/young adult is considering independent living services as a possibility determine if he or she is eligible and appropriate for these services.
 - D. Reunification with the child/young adult's parent or parents. If he or she expresses a desire to live with his or her parent, the caseworker should determine if the factors that prevented a reunification in the past are still a factor and if not follow the Department requirements for pursuing the possibility of reunification.

By attempting to limit trauma to the child/young adult and increase their connections with supportive people, he or she will be more likely to move forward in making progress toward a stable adulthood.

2. **Evaluate medical needs**

When a child/young adult is located if the child/young adult needs to be seen by a medical professional do so within 24 hours.

To more fully understand the needs of the child/young adult, depending on the circumstances consider requesting a urine analysis and testing for sexually transmitted disease for him or her. This information may also impact the safety or health of others living in the home with the child/young adult.

3. **Notifications**

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Procedure

When the child/young adult is located the caseworker should ensure this information is shared within 24 hours with those who were informed that he or she was missing (If the time of the notification that the child/young adult was located occurs after hours, the time line for completing these notifications begin on the next working day). These notifications may include:

- a. Parents or caregivers
 - b. Law Enforcement. When the child/young adult ran away do not remove the missing persons report until he or she is in an approved placement. Knowing the location of the child/young adult does not mean he or she is safe.
 - c. NCMEC. Call the Hotline Number, 800-THE-LOST (800-843-5678). Like law enforcement, NCMEC will continue to utilize resources to locate missing persons, so it is important to notify them when a child/young adult is located.
 - d. The court (including all parties).
 - e. The tribe
4. **Vacate pick up order and warrant**
If a pick up order and warrant were issued assure that these are vacated.
5. **Replace needed clothing or personal items**
6. **Schedule a team meeting**
The caseworker should gather the team that was assembled when the child/young adult went missing.

Procedure

Bring together the team assembled when the child/young adult was missing to develop a plan to support him or her now that he or she is located. It will be important for the caseworker to meet with the child/young adult and gather information to best inform how to support him or her. This support may include identification of services necessary to meet the child/young adult's needs.

7. **Take a photo**
The caseworker should take a photo of the child/young adult and upload that photo into the OR-Kids file cabinet.

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Procedure

Having a recent photo of a child/young adult is a critical piece to locating him or her if missing. Even though the child/young adult was located, it is important to be prepared in the event he or she goes missing again.

8. Gather information

The caseworker should make face-to-face contact with the child/young adult within three working days of him or her being located. As outlined in OAR 413-080-0053 when a missing child/young adult is located, the caseworker must:

- a. Determine and, to the extent possible, address the primary factors that contributed to the missing status of the child/young adult;
- b. Determine the child/young adult's experiences when missing; and
- c. Determine if the child/young adult is a sex trafficking victim or at risk of being a sex trafficking victim.

Procedure

This information must be gathered from the child/young adult and may be gathered from others. The caregiver at the time the child/young adult went missing is likely to have a critical perspective and friends of the child/young adult are likely have relevant information as well.

When gathering this information from the child/young adult, if the child/young adult reports he or she ran away, consider using the Run Debrief form to assist in gathering the specifics about what contributed to the decision to run away and what happened when on the run (see Chapter 3, appendix "Run Debrief" or the DHS forms server).

Note: When gathering this information be listening for information indicating the child/young adult may be a victim of sex trafficking. See Chapter 3, "Sex Trafficking Victim Identification" section for a list of indicators.

The information gathered should also include:

- d. Contact information for the child/young adult and their preferred method to be contacted;
- e. If there are adults he or she trusts and would return to or speak to;
- f. What he or she are looking for in a placement or at home (using motivational interviewing if possible); or
- g. The future.

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Ongoing conversations about the future are really important, especially when present life is difficult. Asking a child/young adult what he or she wants their life to be like in five years, where he or she wants to go in regard to education, getting a driver's license, etc. can be impactful. A child/young adult might, for example, want to look at school placements even though he or she does not want to live in foster care.

Ensure information is gathered in a developmentally appropriate manner, considering the following:

- h. The age and developmental stage of the child/young adult
- i. The mental and physical health of the child /young adult
- j. The child/young adult's culture
- k. The best person to gather information
- l. Ways to continue to gather information by being in contact more than usual (daily, weekly, etc.)

9. **Use information gathered**

When the caseworker understands the primary factors contributing the child/young adult being missing, the caseworker must make efforts to address those factors if at all possible. Even if the child/young adult has a different caregiver when he or she returns, the circumstances that lead to the child being missing may be able to be addressed in the new environment.

When the caseworker knows what happened when the child/young adult was missing, the caseworker should consider sharing this information with the MDT as this can inform how to best support the child/young adult and prevent them from going missing in the future.

Determine if the ongoing safety plan needs to be modified and whether the services to the child/young adult continue to be sufficient.

10. **Develop a runaway prevention plan**

When a child/young adult was missing due to having run away consider developing a runaway prevention plan. Develop the plan with the child/young adult, the caregiver and others working with the child/young adult. It should identify what interventions are needed to help break the behavior cycle that leads to running, when applicable. The runaway prevention plan should help support the child/young adult and could include regular check-ins by him or her with caregivers throughout the day. The check-in gives the child/young adult the opportunity to process what he or she is feeling that would cause him or her to run.

Some causes of running and interventions could be:

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- a. If he or she runs to see friends, work with the caregiver to increase activities and they have with their friends.
- b. If he or she runs to see his or her biological family, assess safety issues and, if possible, increase family visits.
- c. If he or she runs to use drugs, refer him or her for a substance abuse assessment and treatment if recommended.
- d. If he or she is struggling with school, look for increased educational supports.
- e. Review current placement and the reason for his or her lack of engagement. Work with the child/young adult and caregiver to alleviate issues and if not possible, look at other more suitable placement options.

See Chapter 3, appendix “Run Prevention Plan” or the DHS forms server for a template that can be used for this purpose.

11. **Take steps to resume school attendance**

12. **Document**

As outlined in OAR 413-080-0053 when a child/young adult missing from substitute care is located, the caseworker must document the following in the Department’s electronic information system:

- a. The primary factors that contributed to the missing status of the child/young adult;
- b. Any actions taken to address the primary factors that contributed to the missing status of the child/young adult;
- c. The child/young adult’s experiences when missing;
- d. The determination of whether this child/young adult is a sex trafficking victim or at risk of being a sex trafficking victim; and
- e. The notifications to individuals or entities that the child/young adult was located.

Procedure

The caseworker should document the information gathered from and about a missing child/young adult who has been located in OR-Kids case notes selecting the case note type “missing child/young adult” located under the categories of assessment or case management.

The determination of a whether a child/young adult is sex trafficking victim or at risk of being a sex trafficking is documented on the “Determination of Sex Trafficking Victim Status” form (See Chapter 3 appendix or the DHS forms server) and then scanned and uploaded into the OR-Kids file cabinet under the file cabinet category “sex trafficking”. For details about how to make the determination see Chapter 3, “Sex Trafficking Victim Identification” section.

Forms and references

Legal references

- I-B.1 Monthly Contact and Monitoring Child and Young Adult Safety
- I-E.5.1 Maintenance and Treatment Payments
www.dhs.state.or.us/policy/childwelfare/manual_1/i-e51.pdf
- I-B.3.2.1 Substitute Care Placement Reviews
www.dhs.state.or.us/policy/childwelfare/manual_1/i-b321.htm

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