

MISSING CHILD REPORT MCR

USER GUIDE

MISSING CHILD REPORT - MCR

FUNCTIONALITY ADDRESSED:

The Missing Child Report module documents when a child under the care of the department goes missing. The Missing Child Report process involves gathering information regarding the locating and recovery of the missing child. The Missing Child Report will allow all of the DCF/CBC/Sheriff's Office responsibilities to be documented. The Alert types of Abducted, Absconded, and Runaway will be addressed in the MCR module, rather than the Alerts module.

A child should be considered missing from the Department's care in the following scenarios:

- The child has been adjudicated dependent and placed in out-of-home or in-home care; and/or
- The child is the subject of an active protective supervision case; and/or
- The child is the subject of an active or emergency shelter order; and/or
- The child is the subject of an active abuse investigation in which a preponderance of the evidence indicates that the child is at risk of abuse, abandonment, or neglect; and/or
- The child's location becomes unknown.

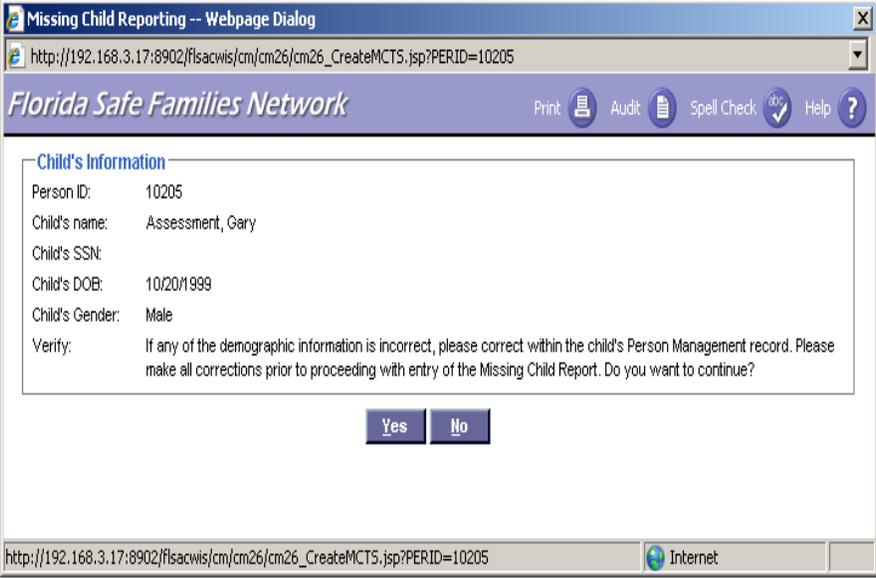
A child should **NOT** be considered missing from the care of the department in the following scenarios:

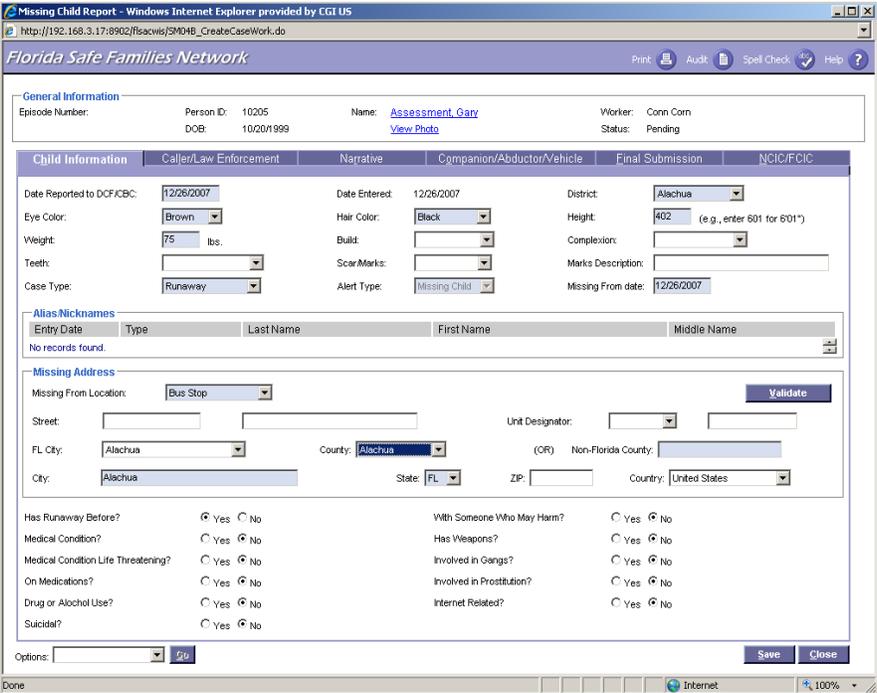
- The child is receiving Voluntary Protective Services (VPS); or
- The child is the subject of an active abuse investigation in which no determination has been made as to the overall validity of allegations; or
- The child's whereabouts are known and a social service provider or law enforcement agency has physically confirmed the child's whereabouts; or
- A child, age 12 or older, states they are going to a location unsupervised and no effort is made to confirm that the child is at that location, or any other location where the child might have gone.
- The child returns to their placement within four (4) hours.

LEARNING OBJECTIVES:

Upon completion of this course, the student will demonstrate the ability to:

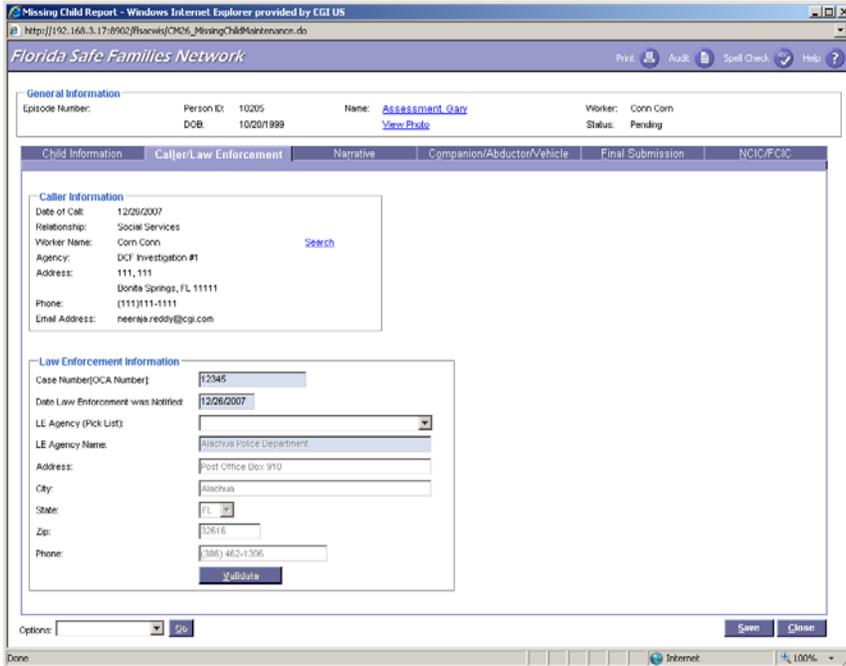
- Create an Missing Child Report
- Initiate Recovery

FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION STEPS	NOTES
<p>ACCESS THE MISSING CHILD REPORT</p>	<p>Click <i>Create>Case Work>MCR>Missing Child Report>Select case name>Select participant name>click Create.</i></p>	<p>If the case participant selected is 18 and over an error message will display stating that a Missing Child Report cannot be created for an adult.</p>
<p>CHILD CONFIRMATION POP-UP PAGE</p> 		<p>The first page in the process of creating a Missing Child Report is the Child Confirmation pop-up page.</p> <p>The Child Confirmation page displays demographic data for the selected child. After the user reviews the information, the user can either continue with the process of creating a Missing Child Report by selecting Yes or cancel the creation of the new Missing Child Report by selecting No.</p> <p>Selecting No will return the user to the desktop.</p>
<p>MISSING CHILD REPORT WINDOW</p>		<p>By selecting the “Yes” button on the</p>

FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION STEPS	NOTES
<p>CHILD INFORMATION TAB</p> <ul style="list-style-type: none"> ■ Required Fields ■ Hyperlink to access Person Demographic ■ View Photo Hyperlink ■ Status ■ Alias/Nicknames ■ Missing From Location ■ Options 		<p>Child Confirmation pop-up page, the Missing Child Report page will be displayed. Once created and saved, the Missing Child Report is accessed by expanding the selected Case under the Cases expando on the Desktop, expanding the Missing Child Report Icon, and then selecting the desired Missing Child Report hyperlink.</p> <p>The Missing Child page is the main page in the MCR and is composed of a tab folder with six tabs and a header group box.</p> <p>The header is visible from all the individual tabs and contains basic child and report information. The Episode Number is a unique system generated number for the Missing Child record. The child's Person ID, Name, and DOB are all pre-filled from the child's person management record. The View Photo link will only be visible if a photograph exists for the child. The Worker creating the record is pre-filled based on the user login. The status changes as the Missing Child Report is processed through various stages and approval levels.</p> <p>The six tabs in the Missing Child Reporting page are:</p> <ul style="list-style-type: none"> ■ Child Info ■ Caller/Law Enforcement ■ Narrative ■ Companion/Abductor/Vehicle ■ Final Submission ■ NCIC/FCIC <p>The user has the ability to switch between tabs by selecting the name of each tab folder.</p> <p>The Child Information tab is the default tab in the Missing Child Report page. This tab contains information regarding the child that has been reported missing.</p>
<p>MISSING CHILD REPORT WINDOW CALLER/LAW ENFORCEMENT TAB</p>		<p>The Caller/Law Enforcement tab collects information about the caller and the local law enforcement</p>

FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION STEPS	NOTES
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- Search Point of Contact
- Agency Law Enforcement Pick List
- Other Agency Address
- Options



agency.

When filling out the MCR, the “caller” is always an employee of DCF/CBC/Sheriff’s Office worker or an employee of an agency that has a contractual agreement with DCF or Lead Agency.

The information contained in the Caller Information group box should be viewed as the primary contact. The primary contact person can be updated using the Search hyperlink, then searching a new point of contact. The new contact information for the individual that has primary responsibility is listed.

It is important to note that personal information for a foster parent, school employee, group home employee, non-custodial parent, should never be entered into this page.

In the case of children who go missing while under courtesy supervision, the personal information associated with the primary case worker assigned from the sending District should be used to fill out the information on this page.

The Law Enforcement Information group box is designed to capture information as it relates to the local law enforcement agency taking the report. The user selects an agency from a pick list of available LE Agencies across the state. A LE Agency Name field is available if the agency is not listed. FDLE and NCMEC will utilize this contact information to forward potential leads and recovery information to the local law enforcement agency.

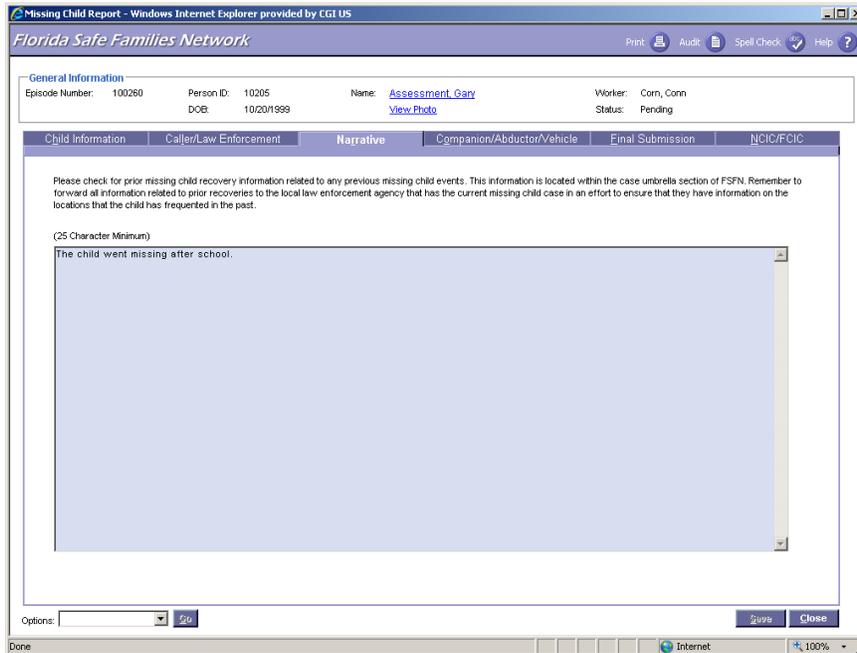
MISSING CHILD REPORT WINDOW

NARRATIVE TAB

- Narrative to Assist in Recovery
- Options

The Narrative Tab requires text narrative of at least 25 characters minimum. The narrative is to include only information that is relevant to the missing episode and which would

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assist in the recovery of the child.

The user should not put placement issues, issues with Law Enforcement, or the reason why an MCR was not entered timely in this section.

Relevant information for this section would include:

- Information on where the child was last seen that is not included in another section of the MCR.
- The child's direction of travel.
- What the child was last seen wearing.
- The child's possible destination.
- Information regarding any prior recovery locations from earlier missing child episodes.
- Any information that could not be listed on the MCR, but might be helpful in the recovery of the child. An example of this would be, "child's hair is naturally brown, but is currently dyed pink" or "child frequents local area video arcades".

If there is no information available that would help in the recovery of the child, please use the following narrative exactly as it appears here:
"The child ran away from placement. Direction of travel is unknown. Clothing description is unknown."

MISSING CHILD REPORT WINDOW

COMPANION/ABDUCTOR VEHICLE TAB

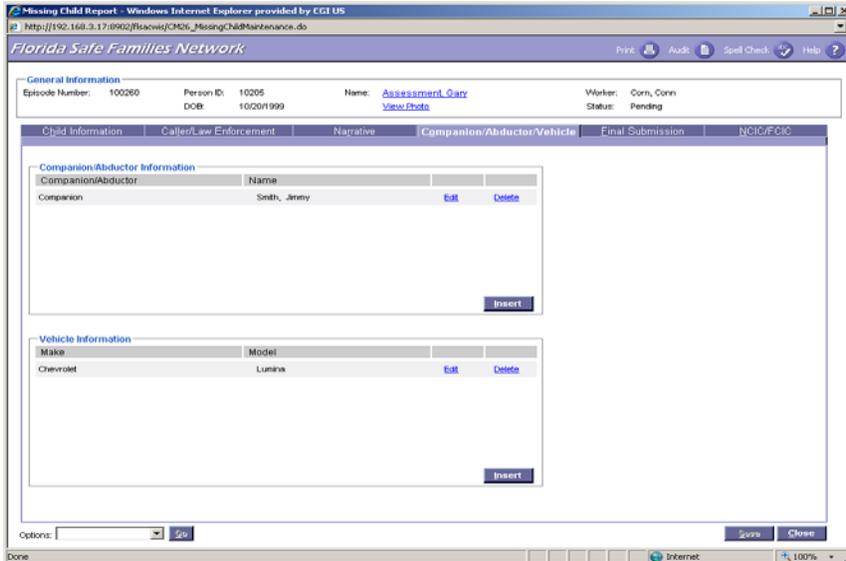
- Insert Button
- Edit Hyperlink
- Delete Hyperlink

If a child is believed to have left their placement with another individual(s), information pertaining to the individual(s) should be entered on the Companion/Abductor/Vehicle tab.

An entry for each individual that the

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- Options



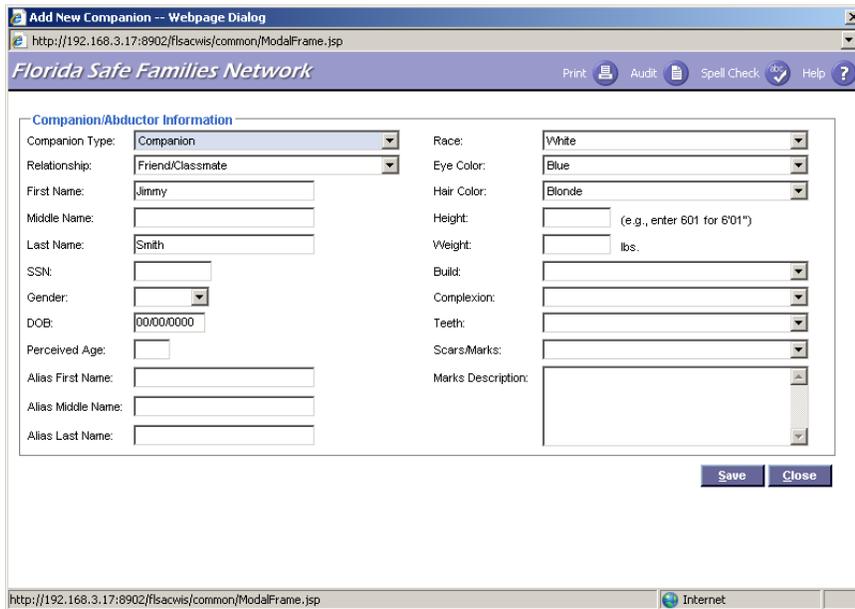
child may have gone missing with is required in this section. For example, if a child and his three siblings are abducted by both parents, an entry will be needed for each of the three siblings as a companion, as well as for each parent as an abductor. This would also apply to the Vehicle Information; if you have information on more than one vehicle each vehicle will require an entry.

The information can be entered/modified by clicking the Insert button or Edit hyperlinks.

The pop up pages will display fields which would be beneficial in describing the companion, abductor, or vehicle information that would aid in locating the missing child.

ADD NEW COMPANION POP-UP PAGE

- Companion Type is a required field



The Companion/Abductor pop-up page is used to add companions and abductors to the missing child report.

It is accessed through the Insert command button on the Companion/Abductor/Vehicle Information tab of the missing child report page. The Companion Type is a user selected dropdown and is the only required field on the pop-up.

ADD NEW VEHICLE POP-UP PAGE

The vehicles pop-up page is used to add any information on any vehicle that might be involved in the child's disappearance.

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Add New Vehicle -- Webpage Dialog

Florida Safe Families Network

Print Audit Spell Check Help

Vehicle Information

Vehicle Make: Chevrolet
 Model: Lumina
 Year:
 Vehicle Style:
 Vehicle Color: Blue
 Description:
 Tag Number:
 Tag Year:
 State: FL

Save Close

http://192.168.3.17:8902/fsacwis/common/ModalFrame.jsp Internet

MISSING CHILD REPORT WINDOW

FINAL SUBMISSION TAB

- I Agree Checkbox
- Options

Missing Child Report - Windows Internet Explorer provided by CGI US

Florida Safe Families Network

Print Audit Spell Check Help

General Information

Episode Number: 100260 Person ID: 10205 Name: Assessment_Cary Worker: Corn, Conn
 DOB: 10/20/1998 View Photo Status: Pending

Child Information Caller/Law Enforcement Narrative Companion/Abductor/Vehicle **Final Submission** NCIC/FCIC

You are about to submit a Missing Child Report for approval to your Missing Child Location Specialist. If you are unsure as to whom you should submit the Missing Child Report Form to for approval please check the help link. If you are still unsure about whom to route the Missing Child Report Form for approval please call the statewide help desk prior to submitting the Missing Child Report Form for approval.

I, the undersigned, represent that the information provided here is truthful and request that said information and enclosed photograph be published and circulated by any method subscribed to by the investigating agency or the Florida Department of Law Enforcement (FDLE), which includes, but is not limited to, dissemination to the public, other law enforcement agencies, hospitals, social services, children's shelters, medical examiners and/or other agencies involved with missing persons.

I agree to hold harmless any agency or department using, transmitting, or distributing this information for any errors whatsoever occasioned by misinformation I may supply and to indemnify FDLE, all law enforcement agencies, or other organization individuals, and contacts or sources of information, and undertake to hold harmless said entities from and against all legal liabilities, including defendant's costs for suits, claims, actions or damages that the reported missing child might prosecute against them.

I agree to notify FDLE and the investigating agency of any updated, new or additional information concerning the missing child and/or his/her whereabouts and of any changes in my address or telephone number. I further agree that a photostatic copy of this authorization has the same effect as an original.

I AGREE

Options: Save Close

Done Internet 100%

The final submission tab is the final tab prior to the submission of the Missing Child Report for approval. The user should read all text on this screen and then check the "I AGREE" checkbox.

The option to approve the record will not be available until the "I AGREE" checkbox has been checked.

The user should also printout the Missing Child Report template and send to FDLE.

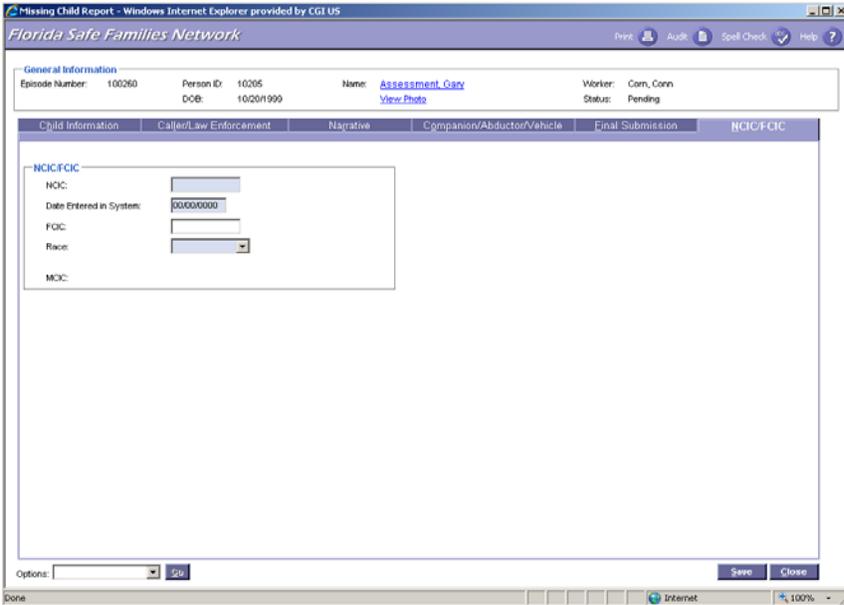
MISSING CHILD REPORT WINDOW
NCIC/FCIC TAB

The NCIC/FCIC tab is where the MCR HQ Specialist enters information related to the NCIC and FCIC

FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION STEPS	NOTES
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- **NCIC:** National Crime Information Center
- **FCIC:** Florida Crime Information Center
- **MCIC:** Missing Children Information Clearinghouse

To initiate a Recovery
Click the Options drop down.



systems.
This tab is only visible to someone with proper security. The authorized user will enter the NCIC, Date Entered in System, FCIC, Race, and then click the Save button. The status of the MCR will change to “Submitted to FDLE”, indicating the MCR is ready to transmit data to FDLE via the FDLE Interface process.

On the bottom left of each tab is the Options drop down box. The Options drop down box will display

- Standard Recovery
- Rapid Recovery
- Approval
- Missing Child Report Template

Either Standard Recovery or Rapid Recovery will be available for selection based on the Report Status. Both Recovery options cannot be available simultaneously. Selecting Standard Recovery or Rapid Recovery launches the Resolve form.

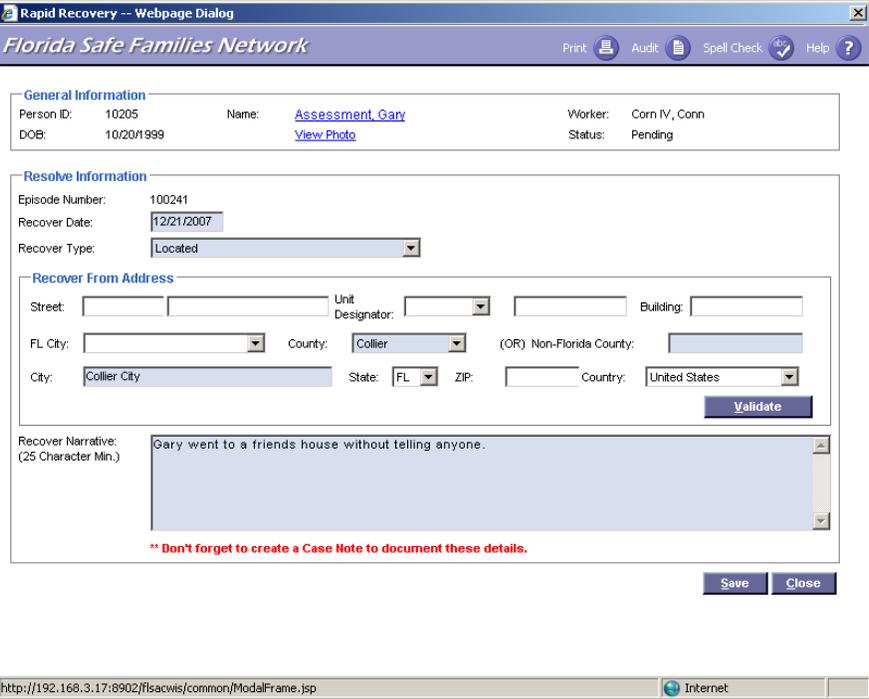
Selecting Approval launches the standard FSFN Approval window.

Selecting Missing Child Report Template launches the Missing Child Report Template.

SELECT RAPID RECOVERY
RESOLVE POP-UP PAGE

OPTIONS DROPDOWN

The Resolve pop-up page is used to document when a child has been recovered. The page is used for both the Standard Recovery and the Rapid Recovery.

FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION STEPS	NOTES
<p>SELECT RAPID RECOVERY</p> <p>THE RESOLVE POP-UP PAGE LAUNCHES:</p> <ul style="list-style-type: none"> ■ Recovery Type ■ Recovery Date ■ Recovery Location ■ Recovery Narrative  <p>SELECT RAPID RECOVERY CONT'D</p>		<p>A Rapid Recovery will not require any approval, and will not forward the Missing Child Report to FDLE. The Rapid Recovery will expire the Alert in FSFN with the date the page is saved. Saving the Rapid Recovery will lock and freeze the MCR.</p> <p>A Standard Recovery will require an approval and will forward the Missing Child Report to FDLE. The worker should route the recovery information to the MCR HQ Specialist for review. The MCR HQ Specialist will notify and provide FDLE with the Recovery information. Once FDLE has processed the Recovery on the FDLE system, FDLE will update FSFN with the Date Closed value via the FDLE Interface process which will lock and freeze the MCR.</p> <p>When a child is recovered; the following steps should be followed:</p> <ol style="list-style-type: none"> 1. See the child as quickly as possible to assess safety and well-being. 2. Make sure basic/immediate needs are met and obtain any needed medical care, counseling and/or other services. 3. Immediately notify law enforcement. This is especially important if law enforcement did not assist in the recovery of the child. <ul style="list-style-type: none"> ■ Contacting law enforcement will ensure that the missing child entry is removed from the FCIC/NCIC systems. ■ A child is not considered recovered until the child is seen by law enforcement or a child welfare professional. 4. Notify the child's parents, legal custodian, relatives, substitute caregivers, guardian ad litem, and the court of the child's recovery. 5. Document the recovery in FSFN 6. Complete and submit a recovery

FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION STEPS	NOTES
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form in the Missing Child Report.

FROM THE OPTIONS DROP DOWN, SELECT APPROVAL
 The Approval pop-up page displays.

OPTIONS DROPDOWN
SELECT APPROVAL
THE APPROVAL POP-UP PAGE LAUNCHES

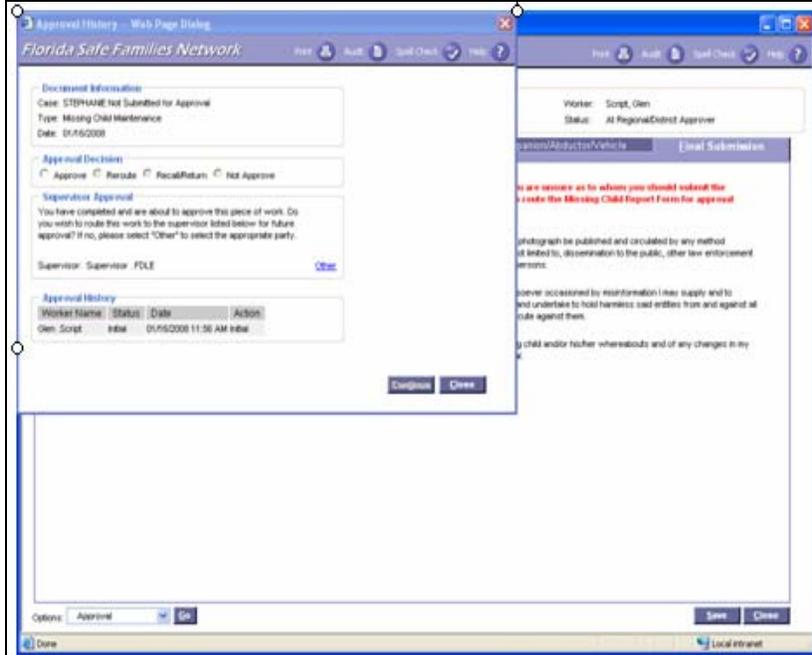
- Approval Decision
- Supervisor Approval

Routing an MCR for approval drives the status to change on the MCR.

The approval level of the worker who creates the MCR sets the next status on the MCR. (See Help>About on your desktop to establish your approval level)

FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION STEPS	NOTES
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- Approval History
- Other Hyperlink
- Status Changes



Example Routes:

Worker Level 1 routes to Regional/District Approver who routes to MCR HQ Specialist.

Worker Level 2 routes to Regional/District Approver who routes to MCR HQ Specialist.

Worker Level 3 routes to MCR HQ Specialist.

Worker Level 4> No approval routing necessary but sets the final status on the MCR prior to FDLE receiving the MCR information.

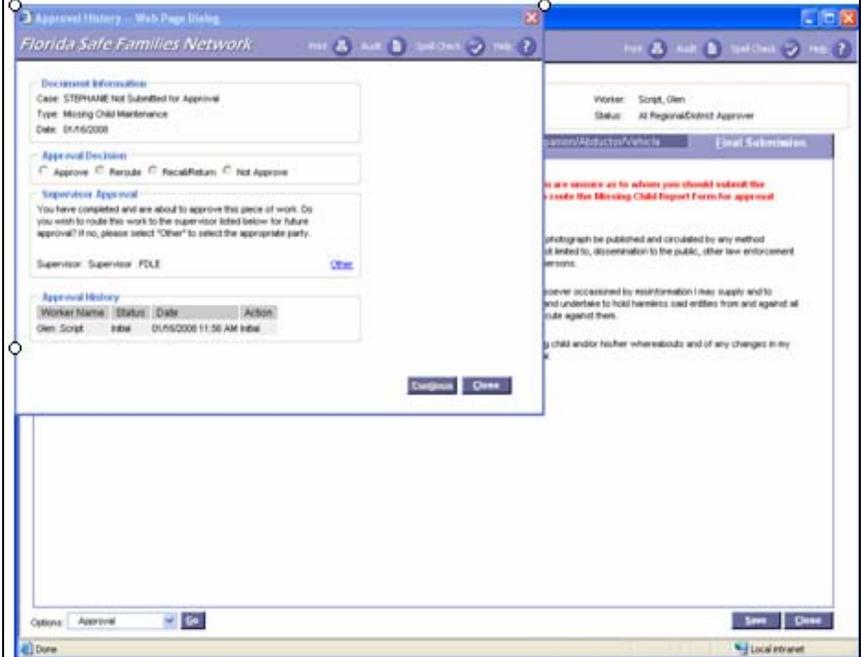
The worker creating the MCR record should ALWAYS select Other hyperlink in the Supervisor Approval group box to send the approval to the Regional/District Approver. (If the user does not select Other hyperlink the MCR will be routed by default to the workers unit supervisor. The unit supervisor could then approve the MCR, or select Other hyperlink and route to Regional/District Approver).

Once the Regional/District Approver reviews or updates the MCR they would then select Other hyperlink on the Approval History page to route the approval to MCR Headquarters Specialist.

FROM THE OPTIONS DROP DOWN, SELECT APPROVAL CONT'D

The MCR HQ Specialist is the last person in the approval chain. They will enter the FCIC/NCIC information and save the MCR. Doing this prepares the MCR information to be picked up and send to FDLE via the FDLE Interface process.

Expected Status Changes:

FSFN PAGE/ACTION	TASK DESCRIPTION/NAVIGATION STEPS	NOTES
		<ul style="list-style-type: none"> ■ Pending ■ At Regional/District Approver ■ At MCR HQ Specialist ■ Submitted to FDLE ■ FDLE Accepted ■ Pending Rapid Recovery ■ Pending FDLE Recovery ■ FDLE Recovery at Dist Approver ■ FDLE Recovery at HQ Specialist ■ Closed FDLE Recovery ■ Closed Rapid Recovery <p>FDLE then returns information to FSFN in intervals when they have accepted the MCR Information, and when they have accepted the MCR Recovery.</p> <p>This completes the MCR cycle which freezes the MCR window or Recovery window from further editing.</p>

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