



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF CHILD AND FAMILY SERVICES
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Manual Transmission Letter (MTL)
Family Programs Office: Statewide Child Welfare Policy Manual

MTL # 0210-11182015
11/18/2015

TO: Tim Burch, Interim Director - Clark County Department of Family Services
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FROM: Jill Marano, Deputy Administrator, Division of Child and Family Services

POLICY DISTRIBUTION:

Enclosed find the following policy for distribution to all applicable staff within your organization:

- **0210 Missing and Exploited Child**

This policy is/was effective: 10-01-2015

- This policy is new. Please review the policy in its entirety (**FOR CLARK AND WASHOE COUNTIES**)
- This policy replaces the following policy(s): Policy Name:
- This policy has been revised. Please see below for the type of revision:
 - This is a significant policy revision. Please review this policy in its entirety.
 - This is a minor policy revision: (List page number & summary of change):
Page 1. 0210.3 Authority-added PL 114-22
Page 2. 0210.4.6-amended definition of “Sex Trafficking” per PL 114-22
 - A policy form has been revised: (List form, page number and summary of change):
 - _____

NOTE:

- Please read the policy in its entirety and note any areas that are additionally required by your agency to be in compliance with the policy enclosed.
- This is an **All STAFF MEMO** and it is the responsibility of the person listed above to disseminate the policy enclosed to appropriate staff within his/her organization and to ensure compliance.
- The most current version of this policy is posted on the DCFS Website at the following address: <http://dcfs.nv.gov/Policies/>. Please check the table of contents on this page for the link to the chapter you are interested in.

Child welfare agencies in Nevada believe families are the primary providers for children's needs. The safety and well-being of children is dependent upon the safety and well-being of all family members. Children, youth and families are best served when staff actively listens to them and invite participation in decision-making. We support full implementation of family centered practice by engaging families in child and family teams and offering individualized services to build upon strengths and meet the identified needs of the family.

0210.0 Missing and Exploited Child

0210.1 Policy Approval Clearance Record

<input checked="" type="checkbox"/> Collaborative Policy	This policy supersedes:	Number of pages in Policy: 8
Date Effective: 10/01/2015	0210 Missing Child (DCFS Rural Region only)	
DMG Approval	09/18/2015	Policy Lead: Gabriella Villafuerte
DMG Approved Revisions	MM/DD/YYYY	Policy Lead: _____
DMG Approved Revisions	MM/DD/YYYY	Policy Lead: _____
DMG Approved Revisions	MM/DD/YYYY	Policy Lead: _____
DCFS Deputy Administrator Approval:	09/18/2015	
Review by Representative from the Office of the Attorney General:	01/06/2014 (DCFS Rural Region Missing Child Policy)	

0210.2 Statement of Purpose

0210.2.1 Policy Statement: The Child Welfare agency will ensure that a standardized search for a child is conducted, and the proper authorities are notified, when a child in the custody of the agency is missing or runs away. The Child Welfare agency will also ensure to document, provide adequate services, and notify the proper authorities when a child is identified as a victim of exploitation.

0210.2.2 Purpose: The purpose of this policy is to ensure prompt measures are taken to report when a child in the custody of a Child Welfare agency is missing or has run away and to ensure that all attempts to locate the child occur in a timely manner. This policy ensures that when a child has been identified as a victim of exploitation that prompt measures are taken to report, treat, and document the event, including those not removed from home, those who have run away from foster care, and youth not in foster care who are receiving services under the Chafee Foster Care Independence program. This policy guides caseworkers on what to do when a child is missing, what to do once the child has been located, and if a child has been identified as a victim of exploitation.

0210.3 Authority
 Federal law 42 U.S.C. § 5772
 NRS 432B.165
 NAC 424.475(5)
 PL 113-183
 PL 114-22

0210.4 Definitions

0210.4.1 Agency: NRS 432B.030 defines “agency” as “1. In a county whose population is less than 100,000, the local office of the Division of Child and Family Services; or 2. In a county whose population is 100,000 or more, the agency of the county, which provides or arranges for necessary child welfare services.”

0210.4.2 Commercial Sex Act: The term “commercial sex act” is defined by the federal Trafficking

Victims Protection Act as the giving or receiving of anything of value (money, drugs, shelter, food, clothes, etc.) to any person in exchange for a sex act.

- 02.10.4.3 Exploited Child:** NRS 432.150 defines “exploited child” as a person under the age of 18 who has been:
- a. Used in the production of pornography in violation of the provisions of NRS 200.710,
 - b. Subjected to sexual exploitation, or
 - c. Employed or exhibited in any injurious, immoral, or dangerous business or occupation.
- 02.10.4.4 Missing Child:** NRS 432.150.4 defines “missing child” as “a person under the age of 18 years who has run away or is otherwise missing from the lawful care, custody and control of a parent or guardian.”
- 0210.4.5 Runaway:** A child whose whereabouts are currently unknown and who is believed to have left his or her placement voluntarily.
- 0210.4.6 Sex Trafficking:** According to the Victims of Trafficking and Violence and Protection Act, the term `sex trafficking' means the recruitment, harboring, transportation, provision, obtaining, patronizing or soliciting of a person for the purpose of a commercial sex act.

0210.5 Procedures

0210.5.1 Foster Parent and Caregiver Notification Responsibilities When a Child is Missing and/or Exploited

If a foster parent or caregiver is not aware and/or has no knowledge of a child's whereabouts for three (3) hours, and communication attempts through phone, social media, text message, etc., have failed with a child in the custody of the agency, and/or there are suspicions or it has been determined that the child has been a victim of exploitation, the foster parent/caregiver is required to complete the following:

1. If a child is missing the foster parent/caregiver must check to see what, if any, of the child's personal belongings are missing or if the child left a note; and,
 - a. Call the following persons as appropriate to ascertain if the child has been seen or has given any indications that may explain the child's missing status:
 - i. School/child's teacher and school resource officer;
 - ii. The child's relatives/parents, both local and non-local, if appropriate and the foster parent/caregiver has means for such contact;
 - iii. Any friends or places the child generally frequents; and,
 - iv. The child's employer, if applicable.
2. Make a report to local law enforcement and notify the Child Welfare agency.
 - a. Foster parents/caregivers are to notify the agency immediately upon determination that a child is missing, has run away, is suspected or determined to be a victim of exploitation, and then should be instructed to file a police report with their local law enforcement agency if the foster parents/caregivers have not already made a report. Licensed foster homes and caregivers are required by NAC 424.475(5) to notify law enforcement immediately upon determination. A missing person report must be made

with the local law enforcement agency. A copy of the law enforcement report should be given to the child's caseworker to be maintained in the child's case file.

3. If at any time the child returns to the foster parent/caregiver home or the foster parent/caregiver learns additional information about the possible whereabouts of the child, the foster parent/caregiver is to notify law enforcement and the agency immediately.

0210.5.2 Child Welfare Caseworker or Designee Responsibilities When a Child is Missing and/or Exploited

A. Notification

1. Child welfare caseworkers must notify and file a report with law enforcement as soon as practicable but no later than 24 hours upon becoming aware of missing and/or exploited children, if one has not already been made, so that law enforcement may enter information into the National Crime Investigation Center database (NCIC).
2. Make a report to the National Center for Missing and Exploited Children (NCMEC) at 1-800-843-5678 (1-800-THE-LOST) as soon as practicable but no later than 24 hours of becoming aware that the child is missing and/or exploited.
3. Provide Law Enforcement and/or Missing and Exploited Children with all requested pertinent information about the child, some of which might include:
 - The child's full name, including known aliases and nicknames.
 - Current Photo of the child. (**Caseworkers need to maintain yearly updated photos in each child's file.**)
 - For exploited children, the location where the crime was committed.
 - For exploited children, date and time when the crime was committed.
 - For missing children, provide the date, time, and location where child was last seen if known.
 - For missing children, provide the name(s) of the person/people who saw the child last if known.
 - Any pertinent medical history, conditions such as developmental disability, or if they are medically fragile.
 - Identify and secure any computers and wireless devices used by the child and provide law enforcement access to these items. Ask law enforcement to look for clues in any chat and social networking websites the child has visited.
 - Compile descriptive information about the child. Descriptive information should include items and information such as: a recent photo of the child, a description of the clothing worn at the time the child was last seen, cell and other phone

numbers, date of birth, hair and eye color, height, weight, complexion, identifiers such as eyeglasses or contact lenses, braces, body piercings, tattoos, other unique physical attributes, and/or any general health and medical conditions the child may have.

4. Notify immediate supervisor via text message, telephone, or email within three (3) hours of becoming aware the child is missing or has run away. Notify child's parents that their child is missing within six (6) hours of becoming aware if parental rights have NOT been terminated (weekends and holidays excluded as parent contact information may not be available during non-business hours), or if unable to reach parents, make a concerted effort to notify.
5. Notify the child's service providers that the child is missing and/or is a victim of exploitation no later than (two) 2 business days after becoming aware of the issue. Service providers may include, but are not limited to:
 - Legal representative (Guardian ad Litem, CASA, or Attorney) that the child is missing
 - Therapist
 - Parole or probation officer
 - IL service provider
6. Child welfare caseworkers must document their actions including the report number provided by law enforcement and confirmation from the National Center of the successful filing of the missing persons report in UNITY within five (5) days.
7. If the child is residing in another state through the Interstate Compact on the Placement of Children (ICPC), the caseworker will immediately contact the ICPC worker providing supervision to request their assistance in reporting the child as missing to the local law enforcement agency in the state which the child resides. ICPC will contact Interstate Compact for Juveniles (ICJ) for assistance if needed. The caseworker will notify the ICPC Office as soon as possible that the child has been reported as missing and of the efforts to locate the child via the NVICPC@dcs.nv.gov email address. The caseworker will complete all other Missing Child Policy requirements in their entirety until the child is located.

B. Continued Efforts to Locate the Child

1. After initial contacts, the child welfare caseworker must:
 - Continue to seek information from the parents, relatives, adult mentors, child attorney, friends, and others, who may have information about the child's whereabouts while the child is in missing or on runaway status.
 - Ask the other children in the home if they have heard from or know where the child may be.
 - Check all of the child's contacts (i.e., local family members, friends, significant other, etc.) to ask if they have heard from the child and if they

know of his/her whereabouts. It might also be useful to search the multiple social media outlets, and pin cell phones.

2. If at any time new information is obtained on the child's location, all law enforcement agencies and other agencies notified that the child was missing must be contacted immediately.
3. Child welfare caseworkers must document their actions of continued efforts to locate the child in UNITY with a monthly case note until the child has been located. **TIP:** Many times, children will run away to a location where they were previously found. Keeping detailed information on past locations may help locate a child who frequently runs away from care.

C. Procedures After a Child Has Been Located and/or Identified as a Victim of Exploitation

Upon a child's return to care, the child welfare caseworker must ensure that all of the following steps are completed:

1. Assess all of the immediate needs of the child as quickly as possible to determine safety and well-being.
2. Identify any medical or counseling needs the child may need upon his/her return to care. The child may have experienced abuse and/or trauma while he/she was missing. Caseworkers should ensure that the child is not in need of medical attention.
3. Ensure the child knows and is aware of the concerns expressed regarding his/her safety and wellbeing, by the adults who have significant relations with the child.
4. If the child was missing or is suspected of being a victim of exploitation, the child will go through a screening and, if age appropriate, interviewed privately by the caseworker or designee within one (1) business day of the child's return to determine the child's need for further services and/or change in placement. Additionally, the caseworker will work with the child to determine the factors that led to the child being absent from foster care and, to the extent possible, address and eliminate those factors in subsequent placements. Also, determine the child's experiences while absent from foster care, including if the child was a victim of sex trafficking. If it is determined that the child is or was a victim of sex trafficking, referrals for appropriate services must be made.
5. Interview persons close to the child to assist in determining the factors that led to the child running away, and to determine the child's experiences while absent from foster care, including if the child was a victim of sex trafficking.
6. Inform supervisor, child's parents, legal guardian (if parental rights have not been terminated), parole or probation officer (if child is on parole or probation), and any other agencies and people who were contacted that the child has been located. Also, inform local law enforcement within three (3) hours of becoming aware that the child has been located.
7. Notify the National Center for Missing and Exploited Children by calling 1-800-843-5678 (1-800-THE-LOST) and file a recovery report within 48 hours of becoming aware that the child has been located.

D. Children Out of Area or Out of State

If a child is located in Nevada outside of his/her agency area or in another state, the following must be completed to return the child to his/her Child Welfare agency:

1. Assess the needs of the child as quickly as possible to determine safety and well-being.
2. Depending on what agency located the missing child, contact local CPS office and/or local law enforcement agency to request assistance in sheltering the child until travel arrangements can be made to return the child to Nevada.
3. Organize transportation of the child back to the agency. Depending on the circumstances, the assigned caseworker may be required to travel to another state and supervise the child's return home.
4. Seek assistance from Supervisor if other jurisdictions refuse to help facilitate the child's return to care.

0210.5.3 Supervisor's Responsibilities When a Child is Missing and/or Sexually Exploited

A. Notification

Once notification that a child is missing, has run away, has been located, and/or is or has been a victim of exploitation comes to the attention of the supervisor, the supervisor must:

1. Ensure that staff follows the Missing and Exploited Child policy and procedures in its entirety.

B. Ongoing Efforts

1. Discussion of the child welfare caseworker's efforts to locate the child, and referrals and services provided to the victim of exploitation must be completed in the ongoing case staffings with supervisor.
2. A child's placement must be identified for his/her return from missing or runaway status.
3. Discussion of the referrals and services provided to victim of exploitation.

0210.5.4 Timelines:

Table 0210.1: Timelines for Missing and Exploited Child Policy: When a Child is Missing and/or Identified as a Victim of Exploitation

Requirement	Deadline	Starting Date	Responsible Party	Actions to be Taken
File police report	Within 3 hours	Day of becoming aware child is missing and/or identified as a victim of exploitation	Licensed foster parent or child's caregiver	<ul style="list-style-type: none"> ▪ File a missing person report with the local law enforcement agency that the child is missing and/or a victim of exploitation.

Notify child's caseworker or on-call worker after hours.	Immediately	Day of becoming aware child is missing and/or identified as a victim of exploitation	Licensed foster parent or child's caregiver	<ul style="list-style-type: none"> Attempt to find child through friends/family.
Make a report to the National Center for Missing and Exploited Children.	No later than 24 hours	Day of becoming aware child is missing and/or identified as a victim of exploitation	Caseworker/Designee	<ul style="list-style-type: none"> Make a report to the National Center for Missing and Exploited Children.
Notify Supervisor	Within 3 hours	Day of becoming aware child is missing and/or identified as a victim of exploitation	Caseworker/Designee	<ul style="list-style-type: none"> Caseworker is to notify their supervisor of the missing and/or exploited child.
Involve ICPC worker	Within 3 hours	Day of becoming aware child is missing and/or identified as a victim of exploitation	Caseworker/Designee	<ul style="list-style-type: none"> If the child is residing in another state through ICPC, the caseworker will immediately contact the ICPC worker to request their assistance in locating the missing child.
Notify child's parent(s).	Within 6 hours	Day of becoming aware child is missing and/or identified as a victim of exploitation	Caseworker/Designee	<ul style="list-style-type: none"> Notify child's parent(s) if their parental rights have NOT been terminated.
Notify other agencies and people who are involved with the child.	2 business days	Day of becoming aware child is missing and/or identified as a victim of exploitation	Caseworker/Designee	<ul style="list-style-type: none"> Notify other agencies and people who are involved with the child (i.e., Legal Representative, therapist, Parole Officer, ILP Service Provider, etc.).
Case Notes	Within 5 days	Day of becoming aware child is missing and/or identified as a victim of exploitation	Caseworker/Designee	<ul style="list-style-type: none"> Enter case notes about efforts to locate the child and complete UNITY windows to include police report number and National Center for Missing and Exploited Children confirmation.
Continued Efforts to Locate	Ongoing	Day of becoming aware child is missing and/or identified as a victim of exploitation	Caseworker/Designee	<ul style="list-style-type: none"> Continue efforts to locate the child and document all contacts and ongoing efforts in UNITY case notes.

Table 0210.2: Timelines for Missing and Exploited Child Policy: When a Child is Located and/or Identified as a Victim of Exploitation

Requirement	Deadline	Starting Date	Responsible Party	Actions to be Taken
Assess need to see child as quickly as possible to determine safety and well-being.	Within 6 hours	Day child is located	Caseworker/Designee	<ul style="list-style-type: none"> When the child returns to care and/or is identified as a victim of exploitation, ensure that the child hears and sees statements of concern regarding the child's safety and well-being from the adults who have significant relations with the child.

Identify any medical or mental health needs the child may need after their runaway episode.	Ongoing	Day child is located	Caseworker/Designee	<ul style="list-style-type: none"> A child may have experienced abuse and/or trauma while he/she was on missing status; workers should ensure that the child isn't in need of medical attention.
Conduct screening, if age appropriate, upon the child's return, and if determined that child is or was a victim of exploitation referrals for appropriate services must be made.	Within 24 hours	Day child is located, and/or determined to be a victim of exploitation	Caseworker/Designee	<ul style="list-style-type: none"> Caseworker is to conduct the assessment upon the child's return to determine factors that led to the child being absent and if the child had been a victim of exploitation.
Notify supervisor, child's parents, and any other agency and people that were contacted.	Within 1 business day	Day child is located	Caseworker/Designee	<ul style="list-style-type: none"> Caseworker is to notify his/her supervisor and all agencies and people notified that the missing child has been located.
Notify local law enforcement agency that the child has been located if law enforcement wasn't involved in locating the child.	Within 3 hours	Day child is located	Caseworker/Designee	<ul style="list-style-type: none"> Remove the child's missing person report with the local law enforcement agency.
Inform the National Center for Missing and Exploited Children that the child has been located.	Within 48 hours	Day child is located	Caseworker/Designee	<ul style="list-style-type: none"> Remove the child's missing person report with the National Center for Missing and Exploited Children.
Update UNITY	Within 5 days	Day child is located	Caseworker/Designee	<ul style="list-style-type: none"> Enter case notes about locating the child and include National Center for Missing and Exploited Children recovery report confirmation.

0210.5.5 Forms:

A. FPO 0210A: Incident Report Form (DCFS Rural Region ONLY)

- Must be completed and submitted to Supervisor, then Manager, and also Rural Region Manager within 24 hours.

B. FPO 0210B: Statewide Screening Tool for Child Welfare Sexual Exploitation.

- Must be completed if the child was missing or is suspected of being a victim of exploitation.

0210.6 Attachments

0210.6.1 FPO 0210A-Incident Report (DCFS Rural Region ONLY)

FPO 0210B-Statewide Screening Tool for Child Welfare Sexual Exploitation.