	INDIANA DEPARTMENT OF CHILD SERVICES PROBATION SERVICES MANUAL	
	Chapter 2: Placement	Effective Date: 10/01/2016
	Section 29: NCMEC Form	Version: 1

If a youth in foster care runs away, the NCMEC (National Center for Missing & Exploited Children) form must be completed within 24 hours of the run episode.

- Foster care is the federal definition which includes, residential placement, group home, foster home, pre-adoptive home, etc.. The full definition of foster care is at the end of this section.
- Please note that for a youth in placement, a runaway episode is considered a “critical incident” and must be reported to the placing agency within 24 hours per the Master Residential Contract:

“(10) Reporting Incidents. The Contractor shall report to the Placing Agency within 24 hours any issue concerning a child placed with the Contractor that impacts his or her health, case or permanency plan progression, welfare, or general well-being. The Contractor shall document the incident in a complete and thorough manner on an incident report form. Such incident report forms shall be available to DCS at annual reviews. The Contractor shall collect, aggregate and analyze critical incident data, as defined in **Attachment 3**. The Contractor agrees to report actual and per/100 patient day critical incident data to DCS Residential Licensing on a monthly basis.”

- Federal Code (see below) mandates that youth running away while in foster care be reported immediately, or no later than 24 hours to law enforcement authorities for entry into the National Crime Information Center (NCIC) database of the Federal Bureau of Investigation.

SEC. 104. LOCATING AND RESPONDING TO CHILDREN WHO RUN AWAY FROM FOSTER CARE.

Section 471(a) (42 U.S.C. 671(a)), as amended by section 102(a) of this Act, is amended—

- (1) by striking the period at the end of paragraph (34) and inserting “; and”; and
- (2) by adding at the end the following:

“(35) provides that—

“(A) not later than 1 year after the date of the enactment of this paragraph, the State shall develop and implement specific protocols for—

“(i) expeditiously locating any child missing from foster care;

“(ii) determining the primary factors that contributed to the child’s running away or otherwise being absent from care, and to the extent possible and appropriate, responding to those factors in current and subsequent placements;

“(iii) determining the child’s experiences while absent from care, including screening the child to determine if the child is a possible sex trafficking victim (as defined in section 475(9)(A)); and

“(iv) reporting such related information as required by the Secretary; and

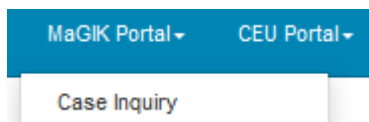
“(B) not later than 2 years after such date of enactment, for each child and youth described in paragraph (9)(C)(i)(I) of this subsection, the State agency shall report immediately, and in no case later than 24 hours after receiving, information on missing or abducted children or youth to the law enforcement authorities for entry into the National Crime Information Center (NCIC) database of the Federal Bureau of Investigation, established pursuant to section 534 of title 28, United States Code, and to the National Center for Missing and Exploited Children.”.

- **Directions to access the form are on the next page below.**

Directions to Access the NCMEC Form:

*****Please note that this form will only work properly with Internet Explorer or Firefox browsers. It will not work with Chrome due to Chrome and Adobe Acrobat no longer being compatible.**

1. Log in to **KidTraks**.
2. From MaGIK Portal dropdown menu, select **Case Inquiry**.



3. Search for a Person or Case and **JD/JS** Case Type.

Person ID:	Equal ▼	<input type="text"/>
Case ID:	Equal ▼	<input type="text"/>
First Name:	Begins With ▼	<input type="text"/>
Last Name:	Begins With ▼	<input type="text"/>
SSN:	Equal ▼	<input type="text"/>
County:	Equal ▼	Select ▼
Casebook Case ID:	Equal ▼	<input type="text"/>
Case Type:	Equal ▼	JD/JS ▼

4. Select the Case.

Case Inquiry

Find Existing Value

Person ID: Equal

Case ID: Equal

First Name: Begins With

Last Name: Begins With

SSN: Equal

County: Equal

Casebook Case ID: Equal

Case Type: Equal

Search Results: 500 Records Found

Case ID	Person Name	Person ID	Case Type
100000805959	NewQATest, NewQATestSeven 01/01/02 (14)	2158130094	JD/JS

5. Once the Case page opens, click on the Action dropdown in the upper right and select **Complete NCMEC Form**.

Action ▾

- Complete NCMEC Form
- Add New Service/Activity
- Close Case
- Delete Case
- Print Medicaid Eligibility/FC Summary Form
- Reassign JPO
- Submit to Casebook
- View Recommendation Survey

6. The NCMEC form will display for data entry, saving and printing.

National Center for Missing & Exploited Children

Case Information

Case Type *

Reporter Information

First Name *	Middle Name	Last Name *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Reporter Relationship *	Gender	Agency *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address	City	State *	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email *	Work Phone	Extension	Cell Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*You must enter at least one phone number *

7. Once the entire form is completed click on the **Email** button. This action will first validate your answers.

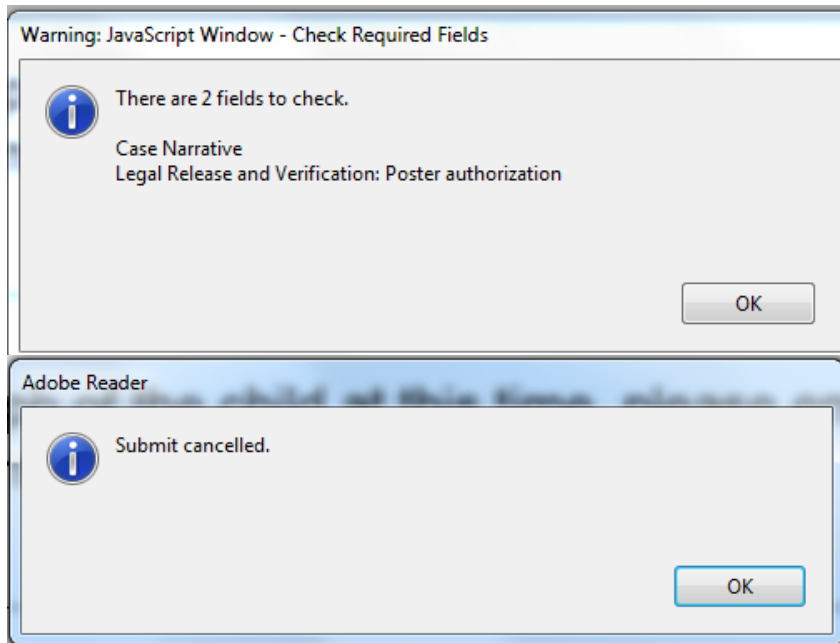
Legal Release and Verification

If you are not able to upload a photograph of the child at this time, please email it to Imaging@ncmec.org with the child's name in the email subject line.

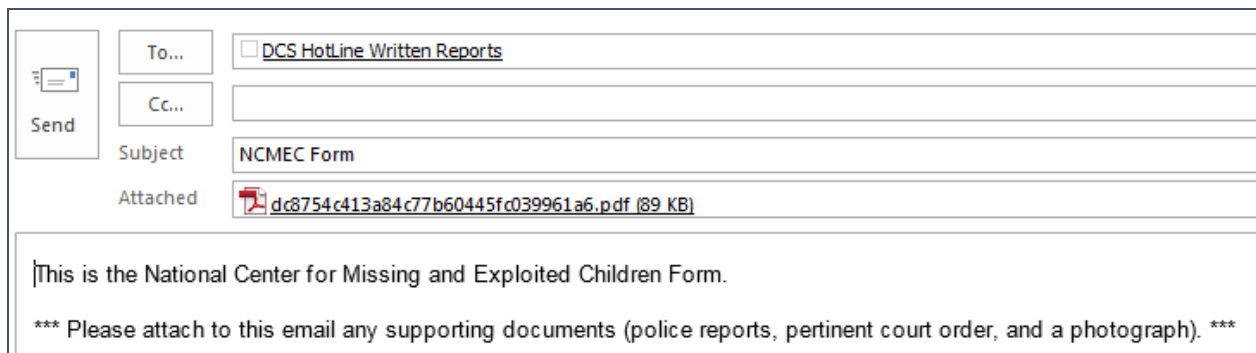
I have read and accept the legal terms & conditions *

Do you authorize NCMEC to create and disseminate a poster for this missing child case ? *

8. If all required fields are not filled out, you will receive error messages.



9. When all required fields are completed, click on the **Email** button again and if validations passed successfully, the system will generate an email with your completed form attached and you will be asked to manually attach any documents that you referenced in the form.



10. When all attachments have been added, click **Send** and your email will be sent to the Hotline.

Federal Definition of Foster Care:

- Pre-Adoptive Home—A home in which the family intends to adopt the child. The family may or may not be receiving a foster care payment or an adoption subsidy on behalf of the child.
- Foster Family Home (Relative)—A licensed or unlicensed home of the child's relatives regarded by the title IV-E agency as a foster care living arrangement for the child.
- Foster Family Home (Non-Relative)—A licensed foster family home regarded by the title IV-E agency as a foster care living arrangement.
- Group Home—A licensed or approved home providing 24-hour care for children in a small group setting that generally has from seven to twelve children.
- Institution—A child care facility operated by a public or private agency and providing 24-hour care and/or treatment for children who require separation from their own homes and group living experience. These facilities may include:
 - Child care institutions;
 - residential treatment facilities;
 - maternity homes; etc.
- Supervised Independent Living—An alternative transitional living arrangement where the child is under the supervision of the agency but without 24 hour adult supervision, is receiving financial support from the child welfare agency, and is in a setting which provides the opportunity for increased responsibility for self care.
- Runaway—The child has run away from the foster care setting.
- Trial Home Visit—The child has been in a foster care placement, but, under title IV-E agency supervision, has been returned to the principal caretaker for a limited and specified period of time.

*Children's Bureau, An Office of the Administration of Children & Families,
http://www.acf.hhs.gov/sites/default/files/cb/afcars_tb1.pdf*