Youth Missing from Care

NOTE: Our case management system is moving from Child Welfare Services/Case Management System (CWS/CMS) to Child Welfare Services-California Automated Response and Engagement System (CWS-CARES). This policy includes language, forms/templates, and resources that will be reviewed and updated as we transition into CWS-CARES.

(Revised 05/29/26)

Related Policies
Forms
Background
Defining Missing Child/Youth
Missing Versus Unauthorized Placement
Procedure for Reporting a Youth Missing
Procedure for Reporting a Non-minor Dependent (NMD) Missing
Reporting to Law Enforcement
Authority to Report to National Center for Missing and Exploited Children (NCMEC)
Reporting to National Center for Missing and Exploited Children (NCMEC)
Documenting in CWS/CMS
Special Projects Codes (SPC)
Providing Due Diligence Search Efforts
Placement Preservation and Bed Hold Procedures
Case Plan Update
When the Youth/NMD Return(s)
CSEC Protocol and Data Collection and Reporting
District Attorney
Case Transfers
Alignment with SET

Related Policies

Additional information can be found in the following policies:

- CANS (Child and Adolescent Needs and Strengths)
- Case Consultation
- Case Plans
- Case Transfers
- Child and Family Team Meetings
- Child Abduction
- CSEC Interagency Protocol and CSEC Response Team Protocol
- Commercial Sexual Exploitation- Identification Tool
- Email Policy
- Extended Foster Care- General
- Extended Foster Care- Placement
- Polinsky Children's Center -Absent Without Leave
- Protocol for Working with Indian Families, Children and Tribes
- Temporary Absences
- Termination of Services
- Social Media
- Wanted Notice and Order of Detention

Forms

This policy references the following forms:

- 04-3 Wanted Notice and Order of Detention (CWS/CMS Template)
- 04-21 Missing Youth Search Tool (CWS/CMS template)
- 07-65 Placement Information and Payment Authorization (CWS/CMS Template)
- 04-51A Critical Incident Report

Background

Child and Family Well-Being (CFWB) is responsible for all youth for whom care, custody and control has been assigned to CFWB. When a youth is missing for any reason, the Preventing Sex Trafficking and Strengthening Act (2014) requires counties to implement policies and procedures to locate youth missing from foster care. Counties are also required to collect and report information about factors associated with youth running away from foster care.

Penal Code 11166(j-k) and W&IC 16501.35 mandates county child welfare agencies and county probation departments report to the appropriate law enforcement agency and to the National Center for Missing and Exploited Children (NCMEC). In addition, the California Department of Social Services (CDSS) released All County Letter (ACL) 25-67 providing implementation guidance for Assembly Bill (AB) 2108, which strengthens county responsibilities when youth go missing from foster care. The bill requires placing agencies to notify law enforcement, family members, Tribes, and other key parties within 24 hours of learning a youth is missing.

The following policies and procedures are to be used to report and locate any youth or Non-Minor Dependent (NMD) who have gone missing from foster care.

Defining Missing Child/Youth

A "missing child" as defined by federal law (34 U.S.C 11292):

- any individual less than 18 years of age whose whereabouts are unknown to such individual's parent or legal guardian,
- includes children who may have been abducted by a family or non-family member, wrongfully taken by a person related to them, wandered from a safe environment and become lost, leave from home, foster home or state care facility or,
- any youth who has otherwise gone missing for any reason.

"Missing from foster care" is defined by WIC Section 16501.35 (c)(1) as amended by AB 2108:

- when the whereabouts of a youth who is subject to an order of foster care placement are unknown to the county child welfare agency or probation department or,
- when the county child welfare agency or probation department has located the youth in a location not approved by the court that may pose a risk to the youth, taking into account the age, intelligence, mental functioning, and physical condition of the youth.

A youth will not be considered missing if:

- the youth has left placement without permission but the youth's whereabouts are known and the youth maintains regular contact with the SW,
- the youth's whereabouts do not pose a risk to the youth.

Missing Versus Unauthorized Placement

NOTE: If a youth returns without permission to their parents, previous termination of parental rights or services does not in itself determine that a youth's whereabouts pose a risk. SWs must assess the current taking into account the age, intelligence, mental functioning, and physical condition of the youth.

Procedure For Reporting a Youth Missing

Per Resource Family Written Directives Section 11-06 (a)(5), Resource Parents are to report any unusual absence of youth in their care, including when a youth/NMD leaves a placement without permission, whose whereabouts are unknown or whose whereabouts are known but may pose a risk to the youth. The SCP will, on the same day it is learned that a youth has left care:

- Notify the assigned SW or PSS if the youth leaves during normal work hours.
- Notify the Child Abuse Hotline if the child leaves after working hours.
- Notify the proper law enforcement jurisdiction about the youth's absence.

The SW will then follow these steps:

Step	Action
1	Obtain the following information from the SCP: • when the youth left • the youth's possible destination(s) • any companions the youth left with and a description of the companions If companion is a dependent youth, only use initials in documentation • the youth's type of transportation and obtain license plate numbers and descriptions, if possible • a description of the clothing the youth was wearing when they left • a thorough description of any identifying features, such as piercings, tattoos, scars, birthmarks, etc. • any current health needs or concerns • a current photo of the youth • date and time SCP reported the youth missing to law enforcement; obtain Report Number and responding officer's name and badge number • date and time SCP reported the youth missing to NCMEC ○ If SCP has not reported the youth missing to LE or NCMEC, the SW will complete these reports. See Reporting to LE and Reporting to NCMEC sections below.
2	Notify the PSS and document in CWS/CMS
3	Inform the following parties within 24 hours of learning the youth is missing: • parent, legal guardian, or Indian custodian • attorney(s) for parents, legal guardians, or Indian custodian • attorney for the youth or nonminor dependent

Procedure For Reporting a Youth Missing (cont.)

Step	Action
3 (cont.)	• court of jurisdiction • Court Appointed Special Advocate (CASA) • youth or nonminor dependent's tribe or tribal representative • any know sibling of the youth or NMD who is 10 yrs of age or older and adjudged to be a dependent child of the juvenile court, if such notice would not be contrary to the safety and well-being of the sibling. Notice to sibling will be provided in a trauma-informed manner • local law enforcement agency, including, any tribal law enforcement agency for the youth's tribe
4	Obtain a copy of the police report and follow up with the responding LE Officer or local LE Agency to obtain the National Crime Information Center (NCIC) database number. Report to NCMEC at 1-800-THE-LOST (1-800-843-5678) or submit a NCMEC report via the online form at NCMEC Missing Kids Report. **NOTE:** NCMEC must have the NCIC number from law enforcement in order to complete a Missing Kids Report and complete any search efforts.
5	If the youth is a dependent, complete and obtain the court's signature on the Wanted Notice and Order of Detention (04-3) within 24 hours of being notified the youth is missing.
6	If an Wanted Notice and Order of Detention (04-3) was issued by the court**,** the SW believes the youth is outside the County of San Diego, **and** they have an address where the youth may be staying, contact the U.S. Marshall's Office, San Diego (619)557-6620 and request they go out to pick up the youth.
7	Investigate any leads on the youth's whereabouts. Refer to Search Efforts section below for additional information.
8	Complete the Placement Information and Payment Authorization (07-65) immediately upon hearing the youth has left the home to end payment and the placement episode, unless the SCP has agreed to hold the bed open, see Bed Hold Procedures.
9	If the youth is in a voluntary placement and is not a dependent, consult with the PSS regarding closing the case, see Termination of Services.
10	Jurisdiction of a dependent youth who is missing or who has been abducted may not be terminated until the youth reaches age 18.

Procedure For Reporting a Non-minor Dependent (NMD) Missing

Due to the adult status of the NMD, a Protective Custody warrant is not filed on the NMD's behalf. However, Penal Code Section 11166 and W&IC Section 16501.35(a)(3) requires NMDs to be reported to NCMEC if they are missing. The law assumes that the NMD has been reasonably determined to be missing from care, meaning that there is a competency issue or a reasonable suspicion that the NMD is a victim of harm or foul play, for the reporting and noticing requirements to apply.

If the NMD has been determined missing, the SW shall complete the following steps:

Step	Action
1	When a NMD is missing from care, the SW will immediately or no later than 24 hours from receipt of information, file a Missing Persons Report to the local law enforcement agency.
2	The SW will immediately or no later than 24 hours from receipt of information, submit a report to NCMEC at 1-800-THE-LOST (1-800-843-5678) or submit a NCMEC report via the online form at NCMEC Missing Kids Report.
3	In addition, the following people must be notified immediately if the NMD is missing from care: • NMD's parents (only if receiving FR services) • NMD's attorney • tribal representative (if applicable)

NOTE: The court may elect to terminate dependency for a NMD if the SW has documented efforts to locate the NMD and, at the W&IC Section 391 hearing, the court finds that reasonable efforts were made to locate the NMD and inform the NMD of their options under extended foster care. If it is suspected the NMD is a victim of harm or foul play (e.g., abducted or held against their will) and not voluntarily absent from care, the SW will confirm that a missing persons report is on file with the Department of Justice (DOJ) Missing and Unidentified Persons System before recommending that dependency be terminated.

For more information on NMDs, refer to EFC - General and EFC - Placement.

Reporting to Law Enforcement

The SW will report, or confirm the Substitute Care Provider (SCP) has reported, any missing youth or NMD to law enforcement immediately, but no later than 24 hours after knowledge of the incident, so that the law enforcement authority can enter the information into the Federal Bureau of Investigation's National Crime Information Center (NCIC) database.

The report to law enforcement and NCMEC shall include:

Details	Requirements
Photo of the youth	• Photo should be clear and fit the current description of the youth • Stay away from controversial photos such as flashing gang signs or suggestive images, avoid selfies when possible
Description of the youth	• Include height, weight, eye and hair color • Sex at birth, gender identity and expression, ensure the description of the youth matches their Sexual Orientation, Gender Identity and Expression (SOGIE) by using their identified name and pronouns • Any alternate names (AKAs) or nicknames. • Race and ethnicity • Any identifiable marks including birthmarks, piercings, tattoos, etc. • What the youth was last wearing • Locations the youth frequents
Endangerment information	• Pregnancy status • Prescription medication • Concerns of self-harm/suicidality • Vulnerability to being sex trafficked • Other development and/or health risk factors • Gang affiliation
Tribal affiliation	• Include the name of the youth's tribe • Ensure communication to tribal law enforcement if applicable • Discuss with tribe and LE whether a Feather Alert will be issued

NOTE: County probation or CFWB shall maintain and document **weekly** communication with law enforcement agencies, including tribal law enforcement in the case of an Indian Child, to inquire and provide updates as to the youth's recovery**.**

Authority to Report to National Center for Missing and Exploited Children (NCMEC)

On July 8, 2016, the Presiding Judge of the Juvenile Court signed the "Court Order Authorizing Release of Information, Protective Order in the Matter of The National Center for Missing and Exploited Children (NCMEC)," which allows CFWB and Probation to share information about missing dependent youth with NCMEC. NCMEC, or any other agency acting in cooperation with NCMEC to help locate the missing youth, may publish photographs and posters of the youth in a place and manner deemed most likely to achieve the youth's return. Such photographs and posters may include the missing youth's name, age, and identifying information including, but not limited to, height, weight, ethnicity, identifying marks, hair color, and eye color.

NOTE: No information about the youth's dependency or delinquency case, including the youth's status as a dependent youth, shall be released by way of published posters, photographs or any other materials without further order of the court.

Reporting to National Center for Missing and Exploited Children (NCMEC)

In addition to reporting to the appropriate law enforcement agency, CFWB and Probation staff must also report any missing youth or NMD to the National Center for Missing and Exploited Children (NCMEC) within 24 hours. NCMEC reporting can be completed online or via phone reporting. To report by phone, the SW will call NCMEC at 1-800-THE-LOST (1-800-843-5678). Reports can be filed 24 hours a day.

If the SW has contact with the youth or the youth leaves care frequently, best practice is to have a conversation with the youth that their information and photo will be shared with NCMEC if they are missing. Often, knowing that their image will be publicly posted listing them as missing may be enough to help the youth decide to return to care.

To report online, SWs will follow the instructions to create an account at NCMEC Missing Kids Report.

Once the SW has created an account, the SW will follow these steps to make a report on the website:

Step	Action
1	Select **Report New Case** located at the top of the screen.
2	• Complete the section and select **Yes/No/Unknown**. • Provide any additional information related to Child Sex Trafficking in the **Notes** section, including a description of the child's or youth physical features, such as height, weight, sex, ethnicity, race, hair color, and eye color; endangerment information such as the child's or youth's pregnancy status, prescription medications, suicidal tendencies, vulnerability to being sex trafficked, and other health or risk factors, to the extent such information is released in compliance with other applicable laws; and information about whether the child or youth is or may be an Indian child, as defined in WIC section 224.1, including the name of the youth's Tribe.

Reporting to National Center for Missing and Exploited Children (NCMEC) (cont.)

Step	Action
3	Complete the **Law Enforcement** section by including information from the cross report made to the local law enforcement jurisdiction. Information needed includes the police report number, law information agency's contact information, and NCIC number.
4	Complete the **Case Narrative** section, providing as much known detail as possible regarding the circumstances under which the child or NMD is missing, such as: • Was the youth/NMD upset before leaving? • Did the youth/NMD leave a note? • Did the youth/NMD take any clothing/belongings? • Does the youth/NMD have access to money? • Where might the youth/NMD go? • All information regarding possible companions with the youth. • Provide any known social media handles. • Include youth's strengths and vulnerabilities. • Include any culturally relevant information that may aid in recovery. • Avoid using terms and language that place blame or judgement on the youth. • Add the PSS's name and telephone number as well as contact information for any other individual who may have information regarding the missing youth or NMD.
5	In the Case Narrative section, add the youth or NMD's photo. To upload a picture of the youth, click on the **Browse** button. • Choose **File to Upload**. Select the file with the youth's/NMD's picture and click the **Open** button. The file will automatically be entered.
6	Upload supporting documentation. The SW may upload other documentation (e.g., police reports, custody orders, etc.) to be attached to the missing child/youth report by choosing File **to Upload**, selecting the file, and clicking the **Open** button. The file will automatically be entered.
7	Complete the **Legal Release and Verification** section.

Reporting to National Center for Missing and Exploited Children (NCMEC) (cont.)

Step	Action
8	Once SW submits the online form, SW will be contacted by a NCMEC case manager. The SW, NCMEC case manager and law enforcement will collaborate and the NCMEC case will remain open until the youth is located. Confirm with the that the NCMEC case is opened with the case manager and the youth's poster is up by search the youth's name at NCMEC: Search Missing Posters.
9	Maintain regular communication with NCMEC and law enforcement agencies to share any information related to child's or youth's recovery. This information may include: • The location of the child or youth, or a previous recent location • Names of persons recently in contact with the child or youth • New social media handles of the child or youth or recently uploaded information on existing handles • Any new photos obtained from persons in contact with the child or youth or from social media • Any required follow up or missing information needed

Documenting in CWS/CMS

The SW will discuss the case with the PSS on the date the SW discovers the youth is missing and enter a contact in CWS/CMS regarding that discussion, delineating the specifics of the case. The contact date must be the same date entered on the Special Projects Tab and be the date the youth was first reported missing, which will allow the contact to be easily retrieved and reviewed when there are inquiries about the events surrounding the incident.

The SW will immediately and thoroughly document in CWS/CMS everything listed in the next section, on the day they learn a dependent youth or NMD is missing from care, abducted, or placed with a parent who is now out of contact with CFWB and missing.
Additionally, any new information obtained about how the child went missing will need to be added in an additional contact after the original contact was saved (note: original contact can be edited the same day it is entered - if new information was received the day after the contact was entered, then it needs to be a new contact).

If more than one youth is missing from the same family, the SW will document that information in each youth's CWS/CMS case. **TIP:** Including all the missing youth in the **On Behalf Of** box will automatically copy the contact into each youth's case.

Documenting in CWS/CMS (cont.)

Documentation of a youth who is missing, or who has left care and whose whereabouts pose a risk to the youth, in CWS/CMS must be clear and detailed. The SW is responsible for:

- entering the Special Projects Code (SPC) - (the start date is the date the youth was first missing, not the date the SW was informed)
- requesting a Pick-Up and Detain Order (see Wanted Notice and Order of Detention policy). Note that this does not apply to NMDs.
- entering a contact with PSS delineating the specifics of the case
- updating the case plan (see Case Plans policy) if the youth is missing for more than 7 days to reflect a change in scheduled SW contacts with the youth
- in the case of an abducted youth or a youth who is placed with a parent and is no longer in contact with CFWB, the SW will:
    - enter details regarding their contact with the District Attorney (DA) as a Service Provider
    - enter a contact with Law Enforcement as a Service Provider, or with the Substitute Care Provider (SCP) who contacted Law Enforcement
    - see below for more instructions on documentation

Special Projects Codes (SPCs)

SWs are responsible for entering a Special Project Code for into CWS/CMS if they are missing from care. To enter the Special Project Codes:

In the Case Management Section (green button), select the Special Projects page:

- Click on the (+) to add a row to the grid.
- Select the appropriate Special Project Name:
    - AWOL
    - Abducted
    - Pl. w/pts., no contact w/ HHSA (Placed with parent(s), no contact with HHSA)
- Enter the start date (this is the date the child was first missing, not the date the SW was informed).
- Save to database.

NOTE: If there are siblings who are also missing, enter special project codes for them also.

Providing Due Diligence Search Efforts

The California Department of Social Services (CDSS) per ACL 25-67 requires efforts to be made when a youth/NMD is missing from care. The SW will do the following monthly and document it in CWS/CMS and in the court report:

- If the SW suspects the youth to be with a companion while missing, the SW will also conduct diligence efforts to locate the companion to find the youth.
- If youth is suspected to be missing with another foster youth, contact the assigned SW to see if they have any information.
- Contact significant persons in the youth's life (e.g., parents, siblings, relatives, friends, former caregivers, former and current schools, services providers, etc).
- Request caregiver and/or parent make inquiries to the above individuals and report back information obtained.

Providing Due Diligence Search Efforts (cont.)

- Physically check all places the youth is likely to be or is known to frequent, conduct visits to relevant addresses and follow up on leads regarding the youth's whereabouts.
- Request searches for possible location of adult companions.
- Obtain updated criminal history on youth and companions.
- Request all relevant law enforcement reports of companions and youth to obtain possible leads.
- Obtain updated photos and provide to law enforcement and NCMEC.
- If youth may be out of state contact Child Protection Services and law enforcement of the are to request any possible encounters with the /youth and/or companions.
- Request law enforcement welfare checks.
- Search social media (see Social Media policy).
- Email CDSS Runaway/Missing Children Liaison to meet consultation requirements. The liaison may have additional resources to help with search efforts. To ensure the child's confidentiality is protected, follow the Email Policy (an All County Information Notice will be forthcoming from CDSS with instructions for new reporting forms).
- Search public locator databases (NCMEC and California Missing Child Clearinghouse).

SW will consult monthly with PSS regarding search efforts. SW will commence and continue ongoing efforts to locate the youth and will document ALL efforts and results in CWS/CMS.

A Missing Youth Search Tool (04-21) (CWS/CMS template) has been developed as a means to check off possible leads and list the specific areas to be documented in the narrative. The information from the template can be copied and pasted into the narrative field. The narrative must include:

1. name of the missing youth
2. date youth went missing
3. last placement
4. reason missing (Left care/placement, Abducted, or Placed with parent - no contact with HHSA)
5. witnesses
6. how and when the SW was notified or made aware of the fact the youth is out of contact with CFWB
7. date and time the SCP (or SW) contacted law enforcement and NCMEC
8. date, time and method SW notified the parents and all attorneys
9. date the request for a Pick-up and Detain order was sent to court
10. date the District Attorney was notified (if applicable)
11. suspected whereabouts (if applicable)
12. date the Critical Incident Report (04-51A) was completed (if applicable)

Placement Preservation and Bed Hold Procedures

AB 2247 requires child welfare agencies to develop, implement, and document in the contact notes of the dependent youth's case, a placement preservation strategy to preserve the youth's placement prior to making a placement change. Every effort should be made to ensure that a youth who is missing from care may return to their placement when recovered. SWs are required to consult with the Child and Family Team, including tribal representatives if applicable, to identify supports to maintain the placement and identify services to support the youth and caregivers upon the youth's return to placement. For more detailed information see Child and Family Team Meetings.

Placement Preservation and Bed Hold Procedures (cont.)

If the SCP has agreed to take the child back once the youth is located, payment to the SCP can continue for up to 14 calendar days, beginning with the day the child left the home. However, if the payment is to continue for more than 72 hours, the Regional PSPM must approve continuation of payment to the SCP. For more detailed information, see Temporary Absences.

NOTE: SCPs **cannot** receive payment for bed holds for youth who have been abducted or who are taken to Juvenile Hall.

Case Plan Update

If a youth is missing for more than 7 days, the case plan will be updated to reflect a change in scheduled SW contacts. In the **Case Management Services** tab:

- In the box titled **Services**, select the **Category** of Case Management Services and the **Type** of SW Plan Contact.
- In the box titled **Schedule for Service**, in the Frequency box select from the drop down menu "Monthly," and in the **Contact/Visitation Waivers** drop down menu, select "Child's Whereabouts Unknown."
- In the text box titled **Agency Responsibilities for Services**, enter the following statement: "Youth is ____ (Missing, Abducted, Placed with parents and not in contact with HHSA). A face-to-face SW contact will be made within one working day of the youth's return and visits will resume on a monthly basis." Generate the case plan document.
- Request PSS approval of the case plan.
- Obtain necessary signatures on the case plan.
- Submit the revised case plan to court via ex parte.

NOTE: The SW will follow the policy in the Providing Due Diligence Search Efforts section and document all efforts in CWS/CMS.

NOTE: Even if the child/youth is missing, the SW is still required to update the Child and Adolescent Needs and Strengths Assessment (CANS), CSE-IT tools, and Case Plan at least every 6 months with the information available.

When the Youth/NMD Returns

It is important to begin planning early for the youth's recovery so that specialized resources are immediately available upon their return to care. SWs should reach out to the NCMEC Case Manager or Recovery Services Team to determine resources available in the area where the youth is located, including in other counties or states.

It is also important to provide a trauma informed response upon a youth's return. SWs and/or SCPs should ensure the youth's immediate needs are addressed. The SWs should discuss with the youth what pressured the youth to leave and what led them to return to care. This information may be used to implement harm reduction strategies to ensure the youth's continued safety and facilitate the youth's return to care if they leave placement in the future. For more information about Harm Reduction see Commercial Sexual Exploitation of Children (CSEC) Interagency Protocol.

When the Youth/NMD Returns (cont.)

Within one day after the youth/NMD is located and/or returns, the SW will:

- make a face-to-face contact with the youth
- notify all appropriate parties (including parents, attorneys, tribal representative, CASA, SCP, etc.)
- contact NCMEC case manager to inform them that the youth is no longer missing
- vacate the Pick-Up and Detain Order (see Wanted Notice and Order of Detention)
    - **NOTE:** There may be situations where the Pick-up and Detain order may remain in effect for up to 5 days for youth who have frequent instances of going missing from care. For these situations consult with County Counsel.
- document contact with the PSS using the same criteria noted above to document circumstances of the return
- complete and submit a Placement Information and Payment Authorization (07-65) to the Registrar documenting the youth's return
- end date the Special Projects Code. In the Case Management Section (green button), Special Projects page:
    - Select the appropriate Special Project row
    - Enter the end date (this is the date the youth returned, not the date the SW was informed)
    - Save to database
- schedule Child and Family Team Meeting
- update CANS at CFTM
- update the case plan, if needed, to resume regular monthly contact schedule
- notify the DA's Office for those youth who were abducted

If youth/NMD has been identified as involved in or is at-risk for commercial sexual exploitation (CSE), the SW must:

- determine the primary factors that contributed to the youth or NMD leaving or otherwise being absent from care
- investigate the youth's/NMD's experiences while absent from care, including whether the youth/NMD is a possible victim of CSE
- complete the Commercial Sexual Exploitation Identification Tool (CSE-IT)
    - schedule CSEC Multi-Disciplinary Team Meeting (MDT) if screening results in a Clear Concern (refer to CSE-IT and Case Consultation policies for additional information.)
- to the extent possible, consider factors specific for CSE youth for subsequent placements (refer to CSEC Interagency Protocol and CSEC Response Team Protocol)

CSEC Protocol and Data Collection and Reporting

If the youth/NMD has been identified as a youth who has been commercially sexually exploited or is considered at risk for commercial sexual exploitation, the SW will enter information in the CSEC Data section located on the Identification tab of the Client Management section of CWS/CMS.

For more detailed information about entering CSEC Data and working with a child or NMD at risk or involved in CSE, see CSEC Interagency Protocol and CSEC Response Team Protocol.

District Attorney	For youth who are abducted the District Attorney must also be notified. Call the District Attorney's Child Abduction Unit at 619-531-4345 and document the contact in CWS/CMS. Refer to Child Abduction policy for additional information.
Case Transfers	Any cases of missing youth that are transferred to another worker or program must include documentation on the CWS/CMS Transfer Request page regarding the specifics of the case related to how and why the youth is missing and the current status (limit 254 characters). **NOTE:** See Case Transfers policy for specific requirements regarding transferring a case when a dependent youth is missing from care.
Alignment with SET	This policy aligns with SET Value 1, Relationships with Children, Youth and Families are the Foundation. Staff will have a clear understanding of safety and wellbeing in respect to the recovery of youth missing from care. Additionally, this policy aligns with SET Value 4, Shared Responsibility with Community Partners. Staff will collaborate with various community partner organizations to locate missing youth and mitigate trauma to youth by using a trauma informed perspective and connecting them to support.