

How do I...

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How Do I...?	Selections	Tips & Guidelines
<p>Create a Missing Child Report</p>	<ul style="list-style-type: none"> ▪ From Desktop menu select Create>Case Work. ▪ From MCR dropdown list select Missing Child Report. ▪ From the Cases group box select the family's name. ▪ From the Case Participants group box select the correct individual. ▪ Click Create. ▪ Review demographic information displayed. ▪ Click Yes. 	<p><i>The Missing Child Report process involves gathering of 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.</i></p>
<p>Child Information</p>	<ul style="list-style-type: none"> ▪ In the Date Reported to DCF/CBC field enter today's date. ▪ From the District dropdown list select District. ▪ From the Eye dropdown field select correct color. ▪ In the Height field enter correct height. ▪ In the Weight field enter correct weight. ▪ From the Build dropdown list select correct build. ▪ From the Complexion dropdown list select which is applicable. ▪ From the Scar/Marks dropdown list select which is applicable. ▪ From the Teeth dropdown list select which is applicable. ▪ In the marks Description field enter description if appropriate. ▪ From the Case Type dropdown list make the appropriate selection. 	<p><i>The demographic information contained in the display will be transmitted to the Florida Department of Law Enforcement and Missing Children Information Clearinghouse (FDLE/MCIC) and National Center for Missing and Exploited Children (NCMEC) and other law enforcement agencies to identify the child should they have contact with.</i></p>

How Do I...?	Selections	Tips & Guidelines
Alert Type	<ul style="list-style-type: none"> ▪ From the Alert Type dropdown list make the appropriate selection. ▪ In the Missing From Location dropdown list make the appropriate selection. ▪ In the first field Street Address enter the Street number. ▪ In the second field Street Address enter the street name. ▪ In the third field Unit Designator enter appropriate information. ▪ From the FL City dropdown list select appropriate City. ▪ From the County dropdown list select the appropriate county. ▪ In the Zip field enter the appropriate zip code. ▪ In the County field the code defaults to the United States. ▪ Click the Validate button. ▪ Select the User Entered Address radio button. ▪ Click Continue. ▪ Click Save. 	<p><i>The Alert types Abducted, Absconded, and Runaway will be addressed in the Missing Child Report (MCR) module.</i></p>

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<p>Caller/Law Enforcement</p>	<ul style="list-style-type: none"> ▪ Click the Caller/Law Enforcement tab. ▪ Review the Caller Information group box. ▪ Click the Search hyperlink. ▪ Enter the appropriate Last Name. ▪ Click the Search button. ▪ Click the radio button next to the appropriate selection. ▪ Click Continue. ▪ In the Alternate Phone field enter the appropriate phone number. ▪ Review the Law Enforcement Information group box. ▪ In the Case Number [OCA Number] field enter appropriate information. ▪ In the Date Law Enforcement was Notified field enter yesterday's date. ▪ From the LE Agency (Pick List) dropdown list select appropriate information. 	<p><i>The "caller" is always an employee of DCF/CBC/Sheriff's Office, user or an employee of an agency that has a contractual agreement with DCF or Lead Agency.</i></p> <p><i>This is the primary contact information for the individual that has primary responsibility for conducting efforts to locate the child.</i></p> <p><i>This is the lead individual in initiating recovery efforts for the child; for example, picking up the child when located.</i></p> <p><i>The Law Enforcement captures information as it relates to the Local Enforcement Agency (LEA) that has taken the missing child report. Florida Department of Law Enforcement (FDLE) and National Center for Missing and Exploited Children (NCMEC) will use this information to forward potential leads and recovery information to the Local Enforcement Agency (LEA).</i></p>
<p>Narrative</p>	<ul style="list-style-type: none"> ▪ Click Narrative tab. ▪ In the Narrative field enter appropriate information for case. ▪ Click Save. 	<p><i>The Narrative is to include only information that is relevant to the missing episode and would assist in the recovery of the child.</i></p> <p><i>The user should not include placement issues, issues with Local Enforcement Agency (LEA) or the reason why a Missing Child Report (MCR) was not entered timely.</i></p> <p>NOTE</p> <p><i>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."</i></p>

How Do I...?	Selections	Tips & Guidelines
<p>Companion/ Abductor Information Vehicle Information</p>	<ul style="list-style-type: none"> ▪ Click Companion/Abductor Information tab. This tab is only visible to users with proper security. ▪ Review the Companion/Abductor group box. ▪ In the Companion/Abductor group box click Insert. ▪ Click Close. ▪ Click No. ▪ Review the Vehicle Information group box. ▪ Click Close. ▪ Click No. 	<p><i>The Companion/Abductor/Vehicle tab provides information and a description of the individual who may have abducted the child and also detailed information about the vehicle.</i></p> <p><i>There are two group boxes with Insert buttons in each group box.</i> <i>Companion/Abductor Information</i> <i>Vehicle Information</i></p> <p><i>If a child is believed to have left their placement with another individual(s), information pertaining to the individual(s) should be entered on this page.</i></p> <p><i>This should include information on custodial and non-custodial parents who have absconded from the supervision of the department with a child.</i></p> <p><i>An entry for each individual that the child may be 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.</i></p> <p>NOTE <i>Information about companions/abductors must be entered from scratch each time a Missing Child Report (MCR) is created.</i></p>
<p>Final Submission</p>	<ul style="list-style-type: none"> ▪ Click Final Submission tab. ▪ On the Final Submission tab click "I Agree" in the check box. ▪ Click Save. ▪ From the Options dropdown list select Missing Child Report. ▪ Click Go. ▪ Review the Word template. ▪ Click Close and Return to FSFN. ▪ Click Save. ▪ From Options dropdown list select Approval. ▪ Click Go. 	<p><i>The Final Submission tab is the final tab prior to the submission of the Missing Child Report for approval. If you have appropriate security level, the NCIC/FCIC tab will be the final tab.</i></p> <p><i>The user should print the Missing Child Report template as well as read all text on this screen and then check the "I AGREE" checkbox.</i></p> <p><i>The option to approve the record will not be available until the "I AGREE" checkbox has been checked.</i></p> <p><i>Selecting Missing Child Report from the options dropdown will launch the Missing Child Report template, which includes all information compiled.</i></p> <p><i>The Approval History pop-up appears.</i> <i>Note: The user must select the <u>OTHER</u> hyperlink to route this approval to the appropriate person – Regional/District Approver.</i></p> <p><i>The alert will be automatically generated when the Regional/District Approver approves the Missing Child Report. The Alert generated by the system will be frozen and cannot be modified.</i></p>

How Do I...?	Selections	Tips & Guidelines
Final Submission Continued		<p>The Region/District Approver must select the <u>OTHER</u> hyperlink and route the approval to the MCR HQ/Specialist.</p> <p>Check the Missing Child Report (MCR) Reporting document for additional information.</p>
NCIC/FCIC Recovery	<ul style="list-style-type: none"> ▪ Click the NCIC/FCIC tab. This tab is only visible to users with proper security. ▪ From the Options dropdown list select Rapid Recovery. ▪ Click Go. ▪ Review the General Information group box. ▪ Review the Resolve Information group box. ▪ In the Recover Date field enter today's date. ▪ From the Recover Type dropdown list select Located. ▪ Review the Recover From Address group box. ▪ In the Street Address fields enter street information. ▪ From the FL City dropdown list select correct city. ▪ From the County dropdown list select correct county. ▪ In the Zip field enter correct zip code. ▪ In the Recover Narrative field enter appropriate information. ▪ Red bold sentence will appear under the Recover Narrative. ▪ Click Save. ▪ Click Yes. ▪ Click Close. ▪ Click Close again. ▪ Click Refresh button. ▪ From Maintain Case click Actions hyperlink. 	<p>This tab is only visible to users with proper security. The Missing Child Report (MCR) HQ Specialist enters information related to the NCIC and FCIC systems.</p> <p>The saved information is then sent to a queue that the Florida Department of Law Enforcement (FDLE) will use to pull records from FSFN.</p> <p>Do not make any changes on this tab; this tab would only be available to you with the appropriate security.</p> <p>The Narrative is to include only information that is relevant to the missing episode and would assist in the recovery of the child.</p> <p>The user should not include placement issues, issues with Local Enforcement Agency (LEA) or the reason why a Missing Child Report (MCR) was not entered timely.</p> <p>NOTE</p> <p>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."</p> <p>A Case Note with a type of "Missing Child-Debrief" must be created for the child.</p>

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<p>Create Case Note</p>	<ul style="list-style-type: none"> ▪ Select radio button Create Case Note. ▪ Click Continue. ▪ In the Contact Begin Date enter today's date. ▪ In the Time field enter correct time. ▪ In the Contact End Date enter correct date. ▪ From the Category dropdown list select Case. ▪ From the Type dropdown list select Missing Child Debrief. ▪ From Participants group box select appropriate name. ▪ Click Add Face-to-Face Contacts hyperlink. ▪ In the Narrative Field enter appropriate information. ▪ Review the Contact Information expando. ▪ From the Face-to-Face Contact dropdown list select Completed. ▪ In the Contact Date/Time field enter today's date and current time. ▪ Click Save. ▪ Click Close. ▪ Click Refresh. ▪ Click the yellow case folder for appropriate case. ▪ Click Narrative icon. ▪ Click Close. 	<p><i>Required date and time field for Contact Begin Date field.</i> <i>The time or date can not be in the future.</i></p> <p><i>Required narrative and results of meeting with participant.</i></p>

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