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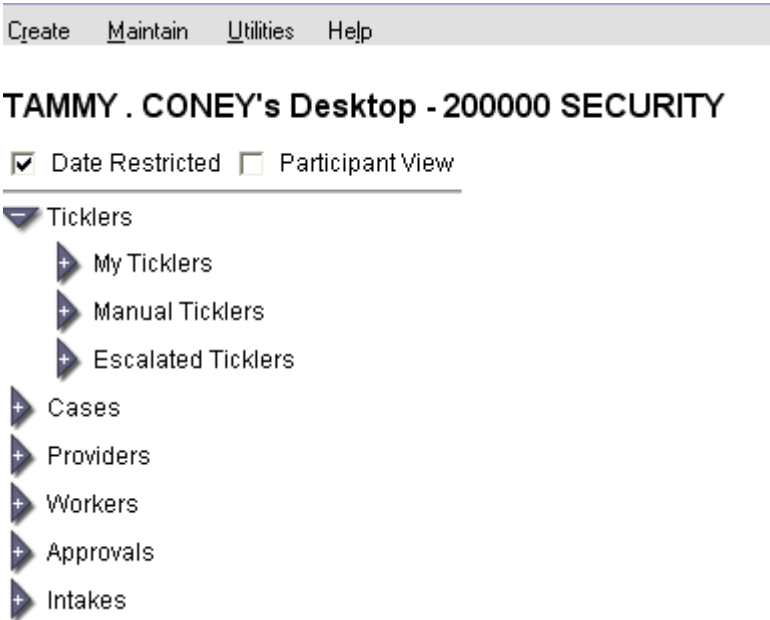
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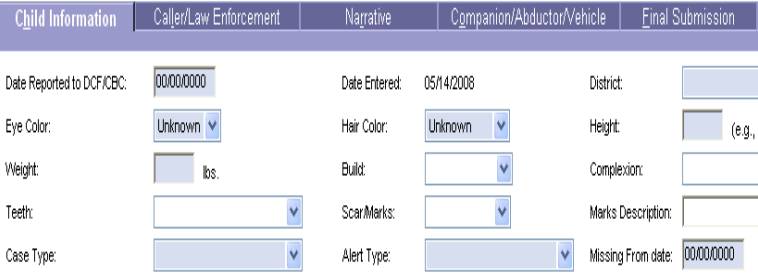
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How Do I...?	Selections	Tips & Guidelines
<p>Create a Missing Child Report</p>	<ul style="list-style-type: none"> ▪ From Desktop menu select Create>Case Work. ▪ From MCR dropdown list select Missing Child Report. ▪ From the Cases group box select the 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. ▪ 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 Clearing (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>
<p>Alert Type</p>	<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 	<p><i>The Alert types Abducted, Absconded, and Runaway will be addressed in the Missing Child Report (MCR) module.</i></p>

	<ul style="list-style-type: none"> 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. 	
Caller/Law Enforcement	<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 [OCANumber] 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.</i></p> <p><i>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>
Narrative	<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 is 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>Access MCR</p>	<ul style="list-style-type: none"> ▪ Select Create from the Desktop ▪ Select Case Work ▪ Select Missing Child Report from the MCR dropdown ▪ Select Case Name from Case group box ▪ Select Specific participant from the Case Participants group box ▪ Click the Create button ▪ Click the Yes button on the Child Confirmation pop-up window 	 <p>The screenshot shows a web application interface. At the top, there is a navigation bar with links for 'Create', 'Maintain', 'Utilities', and 'Help'. Below this is a title bar that reads 'TAMMY . CONEY's Desktop - 200000 SECURITY'. Underneath the title bar, there are two checkboxes: 'Date Restricted' (checked) and 'Participant View' (unchecked). A main menu is displayed with a dropdown arrow next to 'Ticklers', which is expanded to show sub-items: 'My Ticklers', 'Manual Ticklers', and 'Escalated Ticklers'. Below this, there is a list of other menu items, each with a plus sign icon: 'Cases', 'Providers', 'Workers', 'Approvals', and 'Intakes'.</p>

<p>Before Final Submission</p>	<ul style="list-style-type: none"> Complete the Child Information tab, Caller/Law Enforcement tab, Narrative tab, Companion/Abductor/Vehicle tab 	
<p>Final Submission</p>	<ul style="list-style-type: none"> Click the Final Submission tab Click "I Agree" in the checkbox Click Save Select Missing Child Report from Options dropdown list Click Go Review the template and print Click Close and Return to FSN button Click Save on the Missing Child Report Page 	<p>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 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.</p> <p>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.</p> <p>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 defendants' costs for suits, claims, actions or damages that the reported missing child might prosecute against them.</p> <p>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 photostat copy of this authorization has the same effect as an original.</p> <p><input type="checkbox"/> AGREE</p>
<p>Initial Approval by Worker</p>	<ul style="list-style-type: none"> Select Approval from Options dropdown list Click Go Click Approve in Approval Decision Group box Select Other hyperlink in the Supervisor Approval group box. This will launch the Reroute Worker Approval Page Search for Name of your Regional/District MCR Approver on the Reroute Worker Approval Page Select Appropriate Name Click Continue. The Approval History Page will display Click Continue Click Save on the MCR Page 	<p>*Timely submission requires direct submission to the Regional/District MCR Approver to bypass the typical approval process.</p> <p>*Forgetting to select the OTHER hyperlink forwards the MCR back to the Supervisor's Approval expando under "My Approvals" instead of the Regional/District MCR Approver</p>

Changes to MCR after submission for approval

Please note that if a worker makes a change to the MCR after it is approved and saves the change, the MCR is recalled to the last person that approved the MCR.

It is recommended that the worker review the approval history of the MCR to determine who the current approver is.

If the worker determines that a change is needed and another approver is necessary, the worker makes the change to the MCR and saves it. The worker then immediately begins the MCR Approval process, selects the Other hyperlink and continues the approval process.

*If the Missing Child Report is updated before it is approved by the **Regional/District MCR Approver** it will automatically return to the worker who initially submitted the MCR record. The approval process must then be restarted.

Re-Route by Immediate Supervisor
*Please complete these steps if the worker

- Select **Approval** from Options dropdown list
- Click **Go**
- Click **Reroute** in Approval Decision Group box
- Select **Other** hyperlink in the Supervisor Approval group box. This will

*Forgetting to select the **OTHER** hyperlink during Supervisor approval will route the MCR back to the Supervisor

<p>sends the MCR to the Supervisor for approval.</p>	<p>launch the Reroute Worker Approval Page</p> <ul style="list-style-type: none"> ▪ Search for Name of your Regional/District MCR Approver on the Reroute Worker Approval Page ▪ Select Appropriate Name ▪ Click Continue. The Approval History Page will display ▪ Click Continue ▪ Click Save on the MCR Page 	
<p>Approval by Regional / District MCR Approver</p>	<ul style="list-style-type: none"> ▪ Select Approval from Options dropdown list ▪ Click Go ▪ Click Approve in Approval Decision Group box ▪ Select Other hyperlink on the Supervisor Approval group box. This will launch the Reroute Worker Approval Page ▪ Search for MCR HQ ▪ Select Appropriate Name ▪ Click Continue. The Approval History Page will display ▪ Click Continue ▪ Click Save on the MCR Page 	<p>*The MCR alert is automatically created after being approved and saved by the Regional/District MCR Approver</p> <p>*Approval is now at Headquarters (HQ) awaiting finalization</p>
<p>NCIC/FCIC Recovery</p>	<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 	<p><i>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. The saved information is then sent to a queue that the Florida Department of Law Enforcement (FDLE) will use to pull records from FSFN. Do not make any changes on this tab; this tab would only be available to you with the appropriate security.</i></p>

	<p>information.</p> <ul style="list-style-type: none"> ▪ 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><i>The Narrative is to include only information that is relevant to the missing episode and would assist in the recovery of the child. 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:</i></p> <p><i>“The child ran away from placement. Direction of travel is unknown. Clothing description is unknown.”</i></p> <p><i>A Case Note with a type of “Missing Child-Debrief” must be created for the child.</i></p>
<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 Debriefing. ▪ 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. 	<p><i>Required date and time field for Contact Begin Date field. 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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| | <ul style="list-style-type: none">▪ Click Save.▪ Click Close.▪ Click Refresh.▪ Click the yellow case folder for appropriate case.▪ Click Narrative icon.▪ Click Close. | |
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