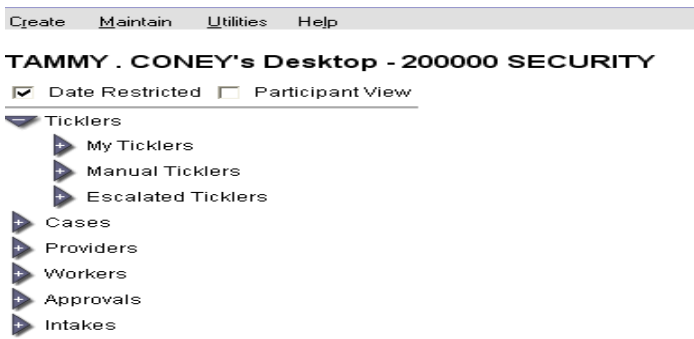
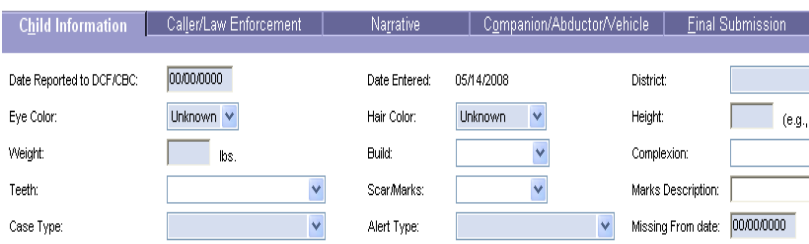
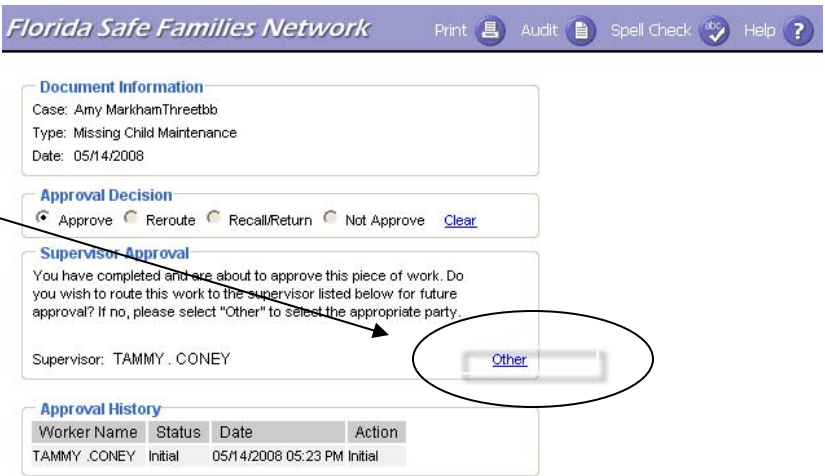
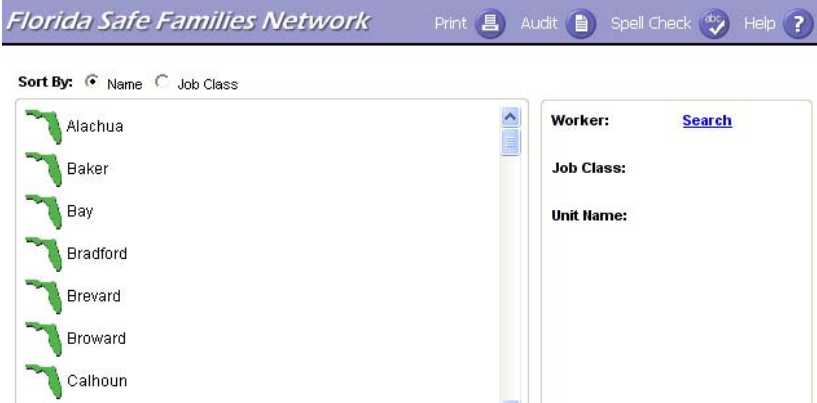


# Missing Child Report (MCR)-Final Submission and Approval Guide

Selections	Tips & Guidelines
<p><b>Access MCR</b></p> <ul style="list-style-type: none"> <li>Select <b>Create</b> from the Desktop</li> <li>Select <b>Case Work</b></li> <li>Select <b>Missing Child Report</b> from the MCR dropdown</li> <li>Select <b>Case Name</b> from Case group box</li> <li>Select <b>Specific participant</b> from the Case Participants group box</li> <li>Click the <b>Create</b> button</li> <li>Click the <b>Yes</b> button on the Child Confirmation pop-up window</li> </ul>	 <p>The screenshot shows a menu bar with 'Create', 'Maintain', 'Utilities', and 'Help'. Below it, the user's desktop environment is visible, including the title bar 'TAMMY . CONEY's Desktop - 200000 SECURITY' and a toolbar with 'Date Restricted' (checked) and 'Participant View' (unchecked). A sidebar menu is expanded to show 'Ticklers' (My Ticklers, Manual Ticklers, Escalated Ticklers), 'Cases', 'Providers', 'Workers', 'Approvals', and 'Intakes'.</p>
<p><b>Before Final Submission</b></p> <ul style="list-style-type: none"> <li>Complete the Child Information tab, Caller/Law Enforcement tab, Narrative tab, Companion/Abductor/Vehicle tab</li> </ul>	 <p>The screenshot shows the 'Child Information' tab of the MCR form. It contains various input fields: Date Reported to DCF/CBC (00/00/0000), Date Entered (05/14/2008), District, Eye Color (Unknown), Hair Color (Unknown), Height, Weight, Build, Complexion, Teeth, Scar/Marks, Marks Description, Case Type, Alert Type, and Missing From date (00/00/0000).</p>
<p><b>Final Submission</b></p> <ul style="list-style-type: none"> <li>Click the <b>Final Submission</b> tab</li> <li>Click <b>"I Agree"</b> in the checkbox</li> <li>Click <b>Save</b></li> <li>Select <b>Missing Child Report</b> from Options dropdown list</li> <li>Click <b>Go</b></li> <li>Review the template and print</li> <li>Click <b>Close and Return to FSFN</b> button</li> <li>Click <b>Save</b> on the Missing Child Report Page</li> </ul>	<p><b>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 to for approval please check the help link. If you are still unsure as to 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.</b></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 photostatic copy of this authorization has the same effect as an original.</p> <p><input type="checkbox"/> I AGREE</p>
<p><b>Initial Approval by Worker</b></p> <ul style="list-style-type: none"> <li>Select <b>Approval</b> from Options dropdown list</li> <li>Click <b>Go</b></li> <li>Click <b>Approve</b> in Approval Decision Group box</li> <li>Select <b>Other</b> hyperlink in the Supervisor Approval group box. This will launch the Reroute Worker Approval Page</li> <li>Search for <b>Name of your Regional/District MCR Approver on the Reroute Worker Approval Page</b></li> <li>Select <b>Appropriate Name</b></li> <li>Click <b>Continue</b>. The Approval History Page will display</li> <li>Click <b>Continue</b> (twice)</li> <li>Click <b>Close</b></li> </ul>	<p>*Timely submission requires direct submission to the Regional/District MCR Approver to bypass the typical approval process.</p>  <p>The screenshot shows the 'Florida Safe Families Network' approval page. It includes a toolbar with 'Print', 'Audit', 'Spell Check', and 'Help'. The 'Document Information' section shows Case: Amy MarkhamThreettbb, Type: Missing Child Maintenance, and Date: 05/14/2008. The 'Approval Decision' section has radio buttons for 'Approve', 'Reroute', 'Recall/Return', and 'Not Approve', along with a 'Clear' link. The 'Supervisor Approval' section contains a message: 'You have completed and are about to approve this piece of work. Do you wish to route this work to the supervisor listed below for future approval? If no, please select "Other" to select the appropriate party.' The supervisor listed is TAMMY . CONEY. An arrow points from the 'Other' hyperlink in the instructions to the 'Other' button in the Supervisor Approval section. The 'Approval History' table at the bottom shows: TAMMY . CONEY, Initial, 05/14/2008 05:23 PM, Initial.</p>

## Missing Child Report (MCR)-Final Submission and Approval Guide

	 <p style="text-align: center;">Sort By: <input checked="" type="radio"/> Name <input type="radio"/> Job Class</p> <p>*If the Missing Child Report is updated before it is approved by the <b>Regional/District MCR Approver</b> it will automatically return to the worker who initially submitted the MCR record. The approval process must then be restarted.</p>
<p><b>Approval by Immediate Supervisor</b> (*Please complete these steps if the worker sends MCR Approval to the Supervisor for approval.)</p> <ul style="list-style-type: none"> <li>▪ Select <b>Approval</b> from Options dropdown list</li> <li>▪ Click <b>Go</b></li> <li>▪ Click <b>Approve</b> in Approval Decision Group box</li> <li>▪ Select <b>Other</b> hyperlink in the Supervisor Approval group box. This will launch the Reroute Worker Approval Page</li> <li>▪ Search for <b>Name of your Regional/District MCR Approver</b> on the Reroute Worker Approval Page</li> <li>▪ Select <b>Appropriate Name</b></li> <li>▪ Click <b>Continue</b>. The Approval History Page will display</li> <li>▪ Click <b>Continue</b></li> <li>▪ Click <b>Close</b></li> </ul>	<p>*Forgetting to select the <b>OTHER</b> hyperlink forwards the MCR back to the Supervisor's Approval expando under "My Approvals " instead of the <b>Regional/District MCR Approver</b></p>
<p><b>Approval by Regional/District MCR Approver</b></p> <ul style="list-style-type: none"> <li>▪ Select <b>Approval</b> from Options dropdown list</li> <li>▪ Click <b>Go</b></li> <li>▪ Click <b>Approve</b> in Approval Decision Group box</li> <li>▪ Select <b>Other</b> hyperlink on the Supervisor Approval group box. This will launch the Reroute Worker Approval Page</li> <li>▪ Search for <b>MCR HQ</b></li> <li>▪ Select <b>Appropriate Name</b></li> <li>▪ Click <b>Continue</b>. The Approval History Page will display</li> <li>▪ Click <b>Continue</b></li> <li>▪ Click <b>Close</b></li> </ul>	<p>*The MCR alert is automatically created after being approved by the Regional/District MCR Approver</p> <p>*Approval is now at Headquarters (HQ) awaiting finalization</p>