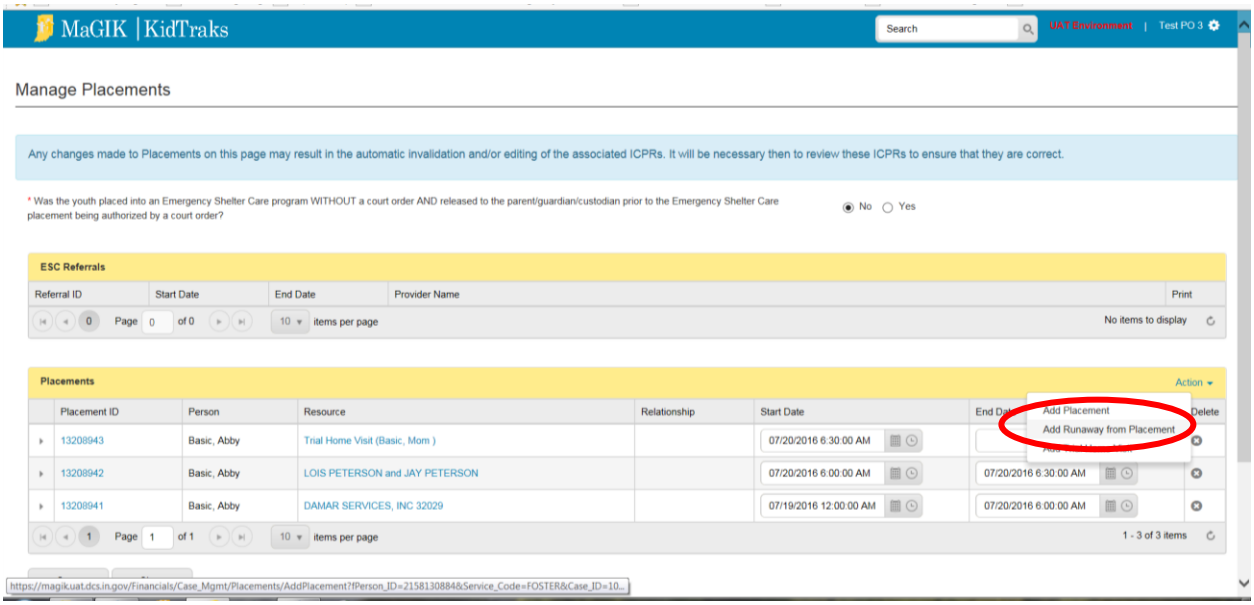
INDIANA DEPARTMENT OF CHILD SERVICES	**INDIANA DEPARTMENT OF CHILD SERVICES** **PROBATION SERVICES MANUAL**	
	Chapter 2: Placements	**Effective Date:** 9/30/2016
	Section 10: Runaway	**Version:** 1

GUIDANCE

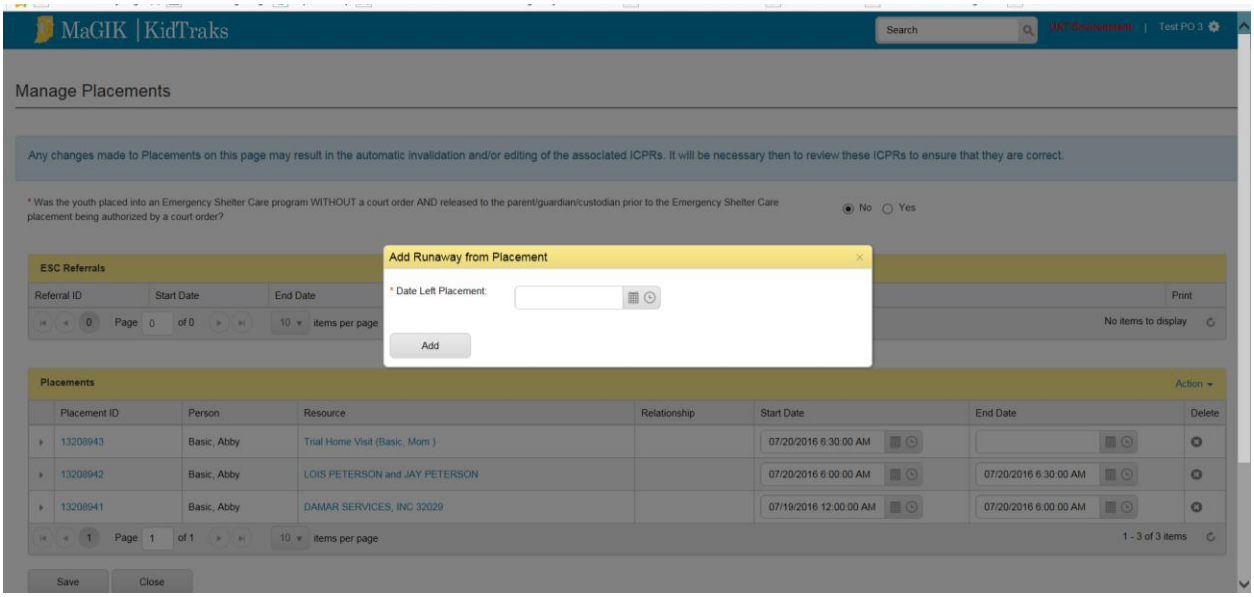
When a youth runs from an out of home placement (residential, relative, foster care, non-relative, Trial Home Visit) multiple processes will need to be completed in Kidtraks. These include: entering the runaway in the placement page, National Child Missing and Exploited Children Form, and the Human Trafficking Screener Tool.

Add Runaway from Placement

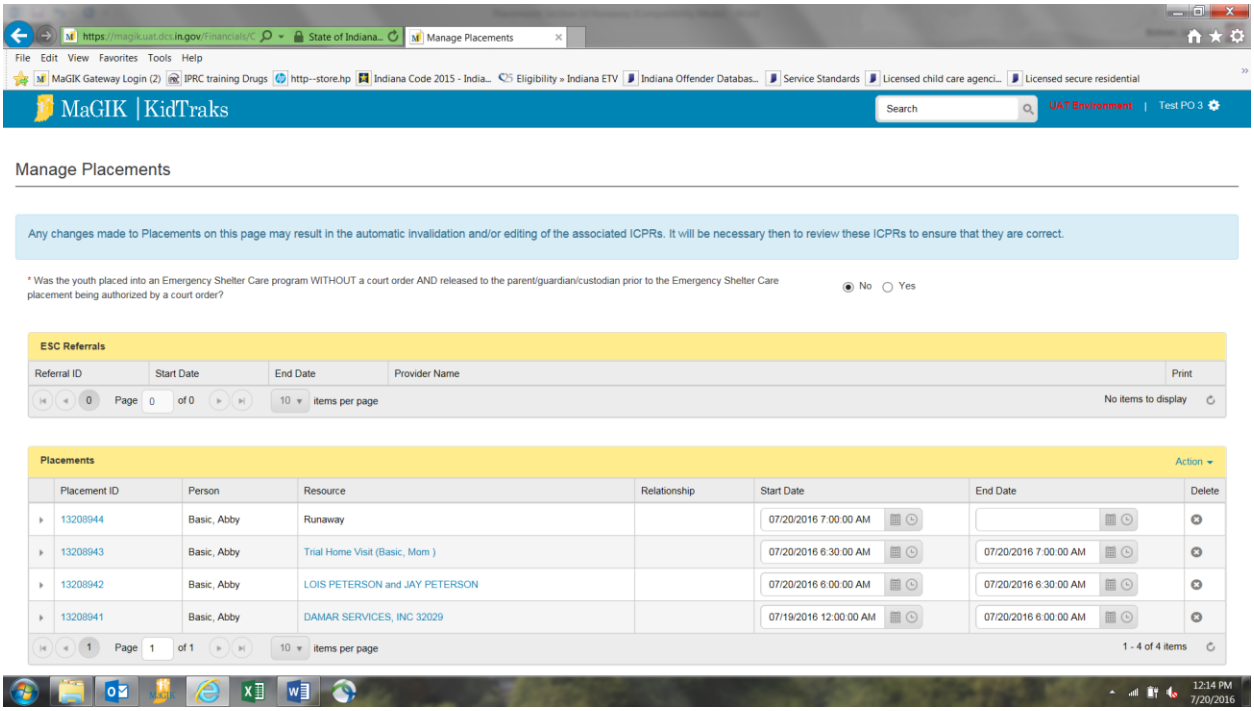
Navigate to the “Placements” link on the left side of the screen. Choose “Manage”. Once in the Manage placements screen, click on the “Action” link then choose, “Add Runaway From Placement”.



Upon clicking “Add Runaway from Placement”, a pop up screen will be enabled that simply asks for the date and approximate time that the child ran away. Click on the calendar to enter the date; click on the clock to enter the time. Click “Add” and the data will auto populate onto the placement history page. To exit the pop up screen without saving, X in the upper right hand corner.



The Runaway event has been added. Click on “Save” then “Close” and you will be redirected back to the Placements Page.



Completing and submitting the NCMEC Form

Completing the Screener Tool