	Family Investment Administration
Department of Human Resources **311 West Saratoga Street** **Baltimore MD 21201**	**ACTION TRANSMITTAL**
Control Number: #05-36	**Effective Date: UPON RECEIPT**
	Issuance Date: April 19, 2005

TO: **DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES**
                DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
                FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF
                HEALTH OFFICERS, LOCAL HEALTH DEPARTMENTS
                MCHP SUPERVISORS, LOCAL HEALTH DEPARTMENTS

FROM: **ELIZABETH D. SEALE, DEPUTY SECRETARY, DHR**
                KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR, DHR, FIA
                JOSEPH E. DAVIS, EXECUTIVE DIRECTOR, DHMH, OOEP

RE: **CIS ALERT IDENTIFYING RUNAWAYS/MISSING CHILDREN IN OUT-OF-HOME PLACEMENTS**

PROGRAM AFFECTED: ALL PROGRAMS

ORIGINATING OFFICE: OFFICE OF PROGRAMS

SUMMARY:
      The Social Services Administration (SSA) is responsible for tracking Foster Care children in out-of home placement to ensure that they are safe and receiving proper care. If a foster care child runs away or is missing, staff must use every resource to locate the child.

      The Client Information System has alerts, which identify children in active State custody in runaway or missing status. When a child in this status seeks services or is referred for investigation, a message displays at the bottom of the CIS Client DataBase Participation, Services System/Client Inquiry and Services System/Service Unit Summary screens which says: **"ALERT: RUNAWAY/MISSING."**

ACTION REQUIRED:
      FIA case managers and Local Health Department case managers must notify the Social Services Administration (SSA) Case Worker, when the above alert message appears. An identification number appears on the CDBP screen for the SSA caseworker involved with the runaway/missing child. Case managers can locate the SSA caseworker's name and telephone on CARES through the **OMEN**, submenu. To locate the name and telephone of the SSA caseworker, do the following:

- From the CARES Welcome Menu, Enter Option "**O**" (File Inquiry) in the selection field, and press enter

- Enter selection "**K**" (Worker ID) in the selection field, tab over to the Worker ID field and enter the caseworker ID number, press enter

- The name of the caseworker will display along with the telephone number. The supervisor's ID number of the caseworker appears also. The same procedure can be used to find the supervisor's name and telephone number.

- If the telephone numbers of the caseworker or the supervisor are obsolete, look up their names on the DHR automated phone listing on the intranet.

FIA case managers and Local Health Department case managers must notify the SSA caseworker immediately when this alert appears in their caseload. If the child is in the office, the SSA caseworker may request that the FIA/LHD case manager assist by conducting an interview or delaying the child's interview until the SSA caseworker has sufficient time to get to the local office and pick up the child.

If the SSA caseworker is not available or unable to come to the local office or if the child is not in the office when the alert appears, the FIA/LHD case manager should give the child's current location (address, telephone number, etc.) to the SSA caseworker, the SSA caseworker's supervisor or the Out-of-Placement manager in the local department. If the SSA case manager, SSA supervisor and Out of Placement manager are not available, select the option on the phone system to return to the attendant and request to speak with a staff person who can handle the call. **DO NOT LEAVE A MESSAGE ON THE SSA WORKER'S VOICE MAIL.**

Narrate in detail on the CARES narrative screen, information about the CDBP alert and all actions taken. Include the name and telephone number of the SSA caseworker, the SSA caseworker's supervisor or the local department's Out-of-Placement manager to whom information was provided.

ACTION DUE: Upon receipt.

INQUIRIES: Please direct all questions regarding this policy to Ruth Waugh at 410-238-1242. Local Health Department staff should direct questions to Cathy Sturgill at 410-238-1247.

cc: FIA Management Staff
      Constituent Services
      DHR Help Desk
      DHR Systems Support Center
      DHMH Management Staff