

Missing Child Reporting and Assessment

When a child in Out-of-Home Care (OHC) has been reported as missing, the National Center for Missing and Exploited Children (NCMEC) should be notified. Furthermore, when the child returns to OHC, an Assessment When a Child or Juvenile is No Longer Missing must be completed. In eWiSACWIS this is accomplished through the Missing Child Reporting and Assessment page.

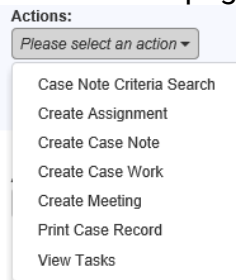
The Missing Child Reporting and Assessment page can be created from the Create Case Work page or from the corresponding Missing from OHC placement.

Note: The Missing Child Reporting and Assessment page and the report to NCMEC can be entered independent of entering the Missing from OHC placement. This allows the Report of Missing to be sent to NCMEC before the child's placement status has been updated.

Creating the Missing Child Reporting and Assessment page

To create from Create Case Work: .

1. From the desktop, go to the Cases tab and click the Create Case Work hyperlink [Create case work](#) or select Create Case Work from the Actions drop-down next to the specific case to open the Create Case Work page.



2. On the Create Case Work page, select Missing Child Reporting and Assessment from the Placement/Services drop-down. Select the Case and the Case Participant that is missing. Click on the Create button to open the Missing Child Reporting and Assessment page.

Create Case Work - Internet Explorer

eWiSACWIS Print Help

Create Case Items

- Administration ▼
- Adoption ▼
- Agreements/Notices ▼
- Assessment ▼
- Case/Perm Plan ▼
- Education ▼
- Eligibility ▼
- ICPC ▼
- ICWA ▼
- Imaging ▼
- Legal ▼
- Narrative ▼
- Payment ▼
- Permanency Consult ▼
- Placement/Services ▼

Cases

Abby, Art (9221139)

Abby, CopyEverything (9221271)

Abby, Mom (9222547)

Abelmann, Samantha (9222750)

Ace, Willy (9222525)

Case Participants

Abby, Andy Ann, Biological Child (9224770)

Abby, Anthony, Biological Child (9226620)

Abby, Antonia, Biological Child (9233939)

Abby, Art, Reference Person (9221485)

Abby, Bernadette, Biological Child (9233481)

Art, Antonio, Biological Child (9226619)

Create
Close

The Missing Child Reporting and Assessment page can also be created and accessed from the new Pending placement created when the existing placement is ended and final approved where the End Reason is Missing From OHC – Not Closing Case.

The screenshot displays the eWiSACWIS interface for an Out of Home Placement. The top navigation bar includes the eWiSACWIS logo and utility links for Resource, Print, and Help. The main content area is divided into tabs for 'Service' and 'Provider', with 'Service' currently selected. Under the 'Placement Information' section, the following details are visible:

- Child:** Abby, Bernadette (9233481)
- Case Name:** Abby, Art (9221139)
- Request Number:** (empty)
- County:** Milwaukee
- Service Category:** Missing From Out-of-Home Care
- Removed From Home:** 05/12/2021
- Service Type:** Missing from Out-of-Home Care - Non Paid
- Placement Begin:** 06/01/2022
- Placement Setting:** Missing From Out-of-Home Care
- Placement End:** 00/00/0000
- Child Specific Costs:** N/A
- VPA/VTLA Effective:** 00/00/0000
- Current Basic Costs:** (empty)
- Supplemental Costs:** \$0.00
- Exceptional Costs:** \$0.00
- Administrative Costs:** \$0.00
- Costs > Spending Limit:** \$0.00
- Current Monthly Payment:** \$0.00

Below the placement information, there are several checkboxes for placement types, none of which are selected. A red box highlights the link 'Missing Child Reporting and Assessment' next to the 'Child Specific Costs' field. At the bottom, there is a section for 'Child Removal From Home Information' with a dropdown for 'Environment at Time of Removal' and a 'Go' button. The bottom right corner contains 'Save' and 'Close' buttons.

Once a Missing from OHC placement has been automatically created, click the Missing Child Reporting and Assessment link on the Service Tab. For information on documenting a Missing from OHC placement, please see the Creating an Out of Home Placement user guide.

Note: The Missing Child Reporting and Assessment page automatically launches on approval (for both worker and supervisor) of a Missing from OHC placement.

Missing Child Reporting and Assessment Page

Missing Child Reporting and Assessment
Print Help

Basic Information

Child Name: [Abby, Bernadette \(9233481\)](#) DOB: 02/02/2012 Status: Pending

Missing From

Date and Time last seen:
 Date: Time: AM PM Reported to Agency by:

Location: Current Placement Other

Street:

WI City: City: Zip:

Country: State/Province: County:

Recovered At

Date: Time: AM PM Reported to Agency by:

Street:

WI City: City: Zip:

Country: State/Province: County:

Related Placements

Date	Type
06/01/2022 - present	Missing from Out-of-Home Care - Non Paid

Report of Missing to the National Center for Missing and Exploited Children (NCMEC)

Created	Sent	Response/Status
No records found.		

Report of Recovery to the National Center for Missing and Exploited Children (NCMEC)

Created	Sent	Response/Status
No records found.		

Assessment when a Child or Juvenile is No Longer Missing

Created	Status
No records found.	

The Missing Child Reporting and Assessment Page is made up of several sections.

Basic Information: This box displays the child name, date of birth and status. The status will give an indicator of what has been completed so far and will show as Pending, Reported Missing, Recovered – Assessment Pending or Complete.

Missing From: This box needs to be completed after a child goes missing from an OHC placement and is used to document the time and place that the child was last seen.

Recovered At: This box needs to be completed after a child returns to care and is used to document the time and place that the child was recovered at.

Related Placements: This box will show any placements documented in eWiSACWIS that fall between the Missing From date and the Recovered At date. Clicking on the placement will open the Placement page.

Report of Missing to NCMEC: This box is used to send a Report of Missing to NCMEC. After the Missing From section has been completed, click the Insert button to insert a new Report of Missing to NCMEC.

Report of Recovery to NCMEC: This box is used to send a Report of Recovery to NCMEC. If an initial Report of Missing to NCMEC had been successfully sent and the Recovered At section has been completed, then click the Insert Button to insert a new Report of Recovery to NCMEC.

Assessment when a Child or Juvenile is No Longer Missing: This box is used to create the Assessment when a child or juvenile is no longer missing. The Insert button will be enabled after the Missing From and Recovered At sections have been completed.

Made in Error: This checkbox appears after a Report of Missing has been sent to NCMEC. When checked and the page is saved user receives the following notification: 'If the report was submitted to NCMEC in error, you must also contact MCMEC at 1 (800) 843-5678 to report the error.'

Submission Failed: Reported to NCMEC outside eWiSACWIS: This checkbox is enabled if the Report of Missing to NCMEC status is "Submission Failed". Indicates then that the this incident was reported to NCMEC outside of eWiSACWIS. Saving the page after checking the checkbox deletes any pending Report of Missing or Report of Recovery rows for the Missing Child Reporting and Assessment.

Report of Missing to the National Center for Missing and Exploited Children (NCMEC)

Created	Sent	Response/Status
06/17/2022 8:53 AM	Cake, Caitlin C. 06/17/2022 8:58 AM	Submission Failed: 999 Submission Failed

[Insert](#)

Report of Recovery to the National Center for Missing and Exploited Children (NCMEC)

Created	Sent	Response/Status
No records found.		

[Insert](#)

Assessment when a Child or Juvenile is No Longer Missing

Created	Status
No records found.	

[Insert](#)

Made in Error

Submission Failed: Reported to NCMEC outside eWISACWIS

[Save](#) [Close](#)

Note: The Assessment can be created regardless of whether or not the child was successfully reported to NCMEC.

From the Desktop

After the Missing Child Reporting and Assessment page has been saved, it can be accessed from the Missing from OHC placement as above or from the outlier under the Missing Child category. Clicking the Missing Child Report link will open the Missing Child Reporting and Assessment page. The Assessment link will display if an Assessment when a Child or Juvenile is No Longer Missing has been approved. Clicking the link will open the assessment directly.

Abby, Art (9221139)

Case details: CPS Family - Ongoing BMCW-Agency-CSSW Open OHP exists for associated participant(s)	Case address: 111 Penntown Rd Milwaukee, WI 53213	Primary worker: Cake, Caitlin C. (Supervisor) (123) 456-7890 Ext. 1234 ccake@wisconsin.gov	Actions: <input type="button" value="Please select an action"/>
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View case information

Access Reports	Assessments	Assets and Income	Assignments
Case/Permanency Plan	Child/Youth Images	Eligibility	Legal
Missing Child	Narratives	Participant Documents	Payments
Permanency Consultation	Placements	Planning	Related People
Safety			

Missing Child	Missing Child Report	06/20/2022	Abby, Bernadette	Pending
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Placements	Pending Placements	06/01/2022	Abby, Bernadette	Pending
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Reporting a child as missing to NCMEC

From the Missing Child Reporting and Assessment page:

1. Complete the Missing From group box. The date and time the child was last seen, who the report was made by, and the location (City, Country and State at a minimum) that the child went missing from are required.

Note: Selecting the location as Current Placement will automatically fill in the most recent placement address.

Missing Child Reporting and Assessment Print Help

Basic Information

Child Name: [Abby, Bernadette \(9233481\)](#) DOB: 02/02/2012 Status: Pending

Missing From

Date and Time last seen:

Date: Time: 00:00 AM PM Reported to Agency by:

Location: Current Placement Other

Street:

WI City: City: Zip:

Country: State/Province: County:

Recovered At

Date: Time: 00:00 AM PM Reported to Agency by:

Street:

WI City: City: Zip:

Country: State/Province: County:

2. Under the Report of Missing to NCMEC group box click the insert button to create the report.

Report of Missing to the National Center for Missing and Exploited Children (NCMEC)

Created	Sent	Response/Status
No records found.		

3. Complete the Report of Missing Page.

NCMEC Type: description of circumstances narrative and a response to a question about sex trafficking are required.

Report of Missing to NCMEC Print Help

Basic Information

Child Name: [Abby Bernadette \(9233481\)](#) Status: Pending Last Updated by:

Report of Missing to the National Center for Missing and Exploited Children (NCMEC)

Missing from: 11 River Road, Madison, WI 53701 Dane County United States 04/14/2021

Missing from out-of-home care.

Description of circumstances surrounding missing episode: NCMEC Type: [Details](#)

Are you aware of indicators or facts that the child/youth is being groomed, recruited or victimized through sex trafficking?

The NCMEC Type Details flare explains the different drop down values:

Family Abduction (FA)	The taking, retention, or concealment of a child, younger than 18yrs of age, by a parent, other person with a family relationship to the child, or his or her agent, in violation of the custody rights, including visitation rights, of another parent or legal guardian.
Non-Family Abduction (NFA)	The coerced and unauthorized taking, retention, luring, confinement, or concealment of a child younger than 18 by someone other than a family member.
Endangered Runaway (ERU)	Any missing child younger than 18 years of age who is missing of his or her own accord and whose whereabouts are unknown to his or her parent(s) or legal guardian.
Lost, Injured, or Otherwise Missing (LIM)	Any missing child younger than the age of 18 where there are insufficient facts to determine the cause of the child's disappearance, or any child 10 years of age or younger who is missing on his or her own accord.

Image: A date hyperlink will display to the most recent child/youth photo. Click the [Imaging Search](#) link to select a different image or to add one. This photo will be sent along with the Report of Missing to NCMEC.

Information on Height, Weight, Eyes, Hair and Physical Appearance pre-fills from Person Management and is required prior to sending the report to NCMEC. Clicking the Modify link will open Person Management in edit mode in order to make updates as needed.

Vehicle Information and **Companion(s)/Abductor(s)** narrative fields are optional and allow additional details that may be helpful in finding the child.

The **Special Needs** narrative field is used to document any special needs of the child and is required prior to sending the report to NCMEC.

Image: [01/21/2022 Imaging Search](#) Height: 4' 2" Weight: 110 lbs Eyes: Green Hair: Blonde [Modify](#)

Physical Description (e.g. clothing, glasses, hairstyle/color, teeth, braces, scars, tattoos, body piercing(s), acne, freckles, birthmarks, discolorations, injuries, etc.):
 ID_WRK=8796498 CD_WRK_TYPE=1595 CD_QTYPE='PA'

Vehicle Information (e.g. make, model, year, color, license plate number/state, etc.):

Companion(s)/Abductor(s) (e.g. name, sex, race, relationship to child, physical appearance, known address, etc.):

Special Needs (e.g. medical condition(s), allergies, cognitive/developmental delays, behavioral/emotional needs, history with running, history with/at-risk of drug/alcohol use, suicide risk, gang involvement, etc.):

Nickname(s)/Alias(es), Demographics, Medication(s) and Child Address(es) all pre-fill from Person Management. Clicking the Modify link next to any of those items will open the Person Management page to make updates as needed.

Report of Missing to the National Center for Missing and Exploited Children (NCMEC)

Nickname(s)/Alias(es): [Modify](#)

Demographics: [Modify](#)

DOB: 02/02/2012

Gender: Female

Race: Black

Tribal Affiliation:

SSN: 123-45-6789

Current Medication(s): [Modify](#)

Clonidine, ID_WRK=8065602 CD_WRK_TYPE=1126 CD_QTYPE='HC'
 Imipramine, ID_WRK=8065603 CD_WRK_TYPE=1126 CD_QTYPE='HC'
 ProAir HFA, ID_WRK=8065604 CD_WRK_TYPE=1126 CD_QTYPE='HC'
 Risperdal, ID_WRK=8065605 CD_WRK_TYPE=1126 CD_QTYPE='HC'
 Trazodone, ID_WRK=8065606 CD_WRK_TYPE=1126 CD_QTYPE='HC'
 Vyvanse, ID_WRK=8065607 CD_WRK_TYPE=1126 CD_QTYPE='HC'

Child's Address(es): [Modify](#)

Primary Cell:

Primary E-Mail:

Other Phones:

Other Emails:

Primary Residence (03/11/2019 - present): 45 Address Two 2 West, Apt. S, Evansville, WI 53536 United States, Grant County.

Parent(s)/Guardian(s): [Modify](#)

Mother: [Amy Aardvark](#) (888) 777-8888 cell: (608) 555-1212 work@email.com
 7522 E Hampstead Ct, Middleton, WI 53562360 United States, Dane County.

Note: Parent(s)/Guardian(s) information will only appear if the child is in in-home care.

For the Law Enforcement (LE) Contact section, Date Reported, Agency, City and Country are required. The Agency field will begin searching a list of Wisconsin law enforcement agencies as soon as 3 characters are typed. Selecting an agency that is on the list will autofill the agency information

The Reported to NCIC checkbox is used to indicate that law enforcement has reported the missing child to the National Crime Information Center (NCIC).

Agency Contact pre-fills with the information for the Primary Case Worker. Click the Search link to search out a different worker.

The Phone field pre-fills with the selected worker's phone number and is required. The phone number can be updated on this page to allow for a general agency contact number to be used.

The Agency Contact E-mail, County and Agency information all pre-fill from the selected worker's record and are not editable on this page.

Law Enforcement (LE) Contact: Date Reported: 00/00/0000 LE Case #: Reported to NCIC

First Name: Last Name:

E-Mail:

Agency: Unit:

Street:

WI City: City:

State: Zip: Country:

County: Agency Phone:

Agency Contact: Caitlin Cake (10173) [Search](#)

Phone: (123) 456-7890 Ext: Cell:

Email: ccake@wisconsin.gov County: Milwaukee Agency: DMCPs-Agency-CSSW

Address: 620 S 76th Street, Suite 120, Milwaukee, WI 53205

Options:

4. Lastly, under the Options dropdown select "Send to NCMEC" to submit the report. A pop up will display confirmation (with number) that NCMEC has received the report.

Reporting a child as recovered to NCMEC

From the Missing Child Reporting and Assessment page:

1. Complete the Recovered At group box. The date and time the child was recovered, who the report was made by, and the location (City, Country and State at a minimum) that the child was recovered from are required.

Missing Child Reporting and Assessment Print Help

Basic Information

Child Name: [Abby, Bernadette \(9233481\)](#) DOB: 02/02/2012 Status: Pending

Missing From

Date and Time last seen:
Date: 00/00/0000 Time: 00:00 AM PM Reported to Agency by:

Location: Current Placement Other

Street:

WI City: City: Zip:

Country: United States State/Province: Wisconsin County:

Recovered At

Date: 00/00/0000 Time: 00:00 AM PM Reported to Agency by:

Street:

WI City: City: Zip:

Country: United States State/Province: Wisconsin County:

Related Placements

Date	Type
06/01/2022 - present	Missing from Out-of-Home Care - Non Paid

2. In the Report of Recovery to NCMEC group box click the Insert button to create the report.

Report of Recovery to the National Center for Missing and Exploited Children (NCMEC)

Created	Sent	Response/Status
No records found.		

3. Complete the Report of Recovery page.

The [Report of Missing to NCMEC](#) number hyperlink launches the initial Report of Missing to NCMEC.

The Recovery Narrative and question “Was the child deceased at the time of recovery?” are required.

The Law Enforcement (LE) Agency and LE Case # pre-fill with information from the Report of Missing but can be updated.

Agency Contact pre-fills with the information for the Primary Case Worker. Click the Search link to search out a different worker.

The Phone field pre-fills with the selected worker’s phone number and is required. The phone number can be updated on this page to allow for a general agency contact number to be used.

The Agency Contact E-mail, County and Agency information all pre-fill from the selected worker’s record and are not editable on this page.

Report of Recovery to NCMEC Print Help

Basic Information

Child Name: [Abby, Bernadette \(9233481\)](#) Status: Pending Last Updated by: Cake, Caitlin 06/22/2022 1:37 PM

Report of Recovery to the National Center for Missing and Exploited Children (NCMEC)

Missing Date: 02/12/2021 03:00 PM Report of Missing to NCMEC: [1719908BA21](#)

Recovered: 02/15/2021 03:00 PM milwaukee, WI United States

Recovery Narrative (e.g. how was the child recovered)?

Enter data here...

DOB: 02/02/2012

Was the child deceased at the time of recovery? Yes No

Law Enforcement (LE)

Agency: LE Case #:

Agency Contact: Alice Hibbler (9961677) [Search](#)

Phone: Ext: Cell:

ewuat_9961677_@wi.gov Milwaukee
DMCPs-Agency-SaintA 6737 W Washington, Suite 4400, Milwaukee, WI, 53205

Options:

5. Lastly, under the Options dropdown select “Send to NCMEC” to submit the report. A pop up will display confirmation (with number) that NCMEC has received the report.

Completing the Assessment When a Child or Juvenile is No Longer Missing

From the Missing Child Reporting and Assessment page:

1. Click the Insert button in the Assessment when a Child or Juvenile is No Longer Missing group box.

Note: The Assessment when a Child or Juvenile is No Longer Missing is required when a Missing from OHC placement is ended due to the child returning to care. The primary case worker receives a tickler that the assessment is due within 5 days from the ending of the Missing placement. An assessment can be inserted in this section regardless of whether or not the child was reported as missing to NCMEC.

Basic Information

Child Name: [Abby, Bernadette \(9233481\)](#) DOB: 02/02/2012 Status: Recovered - Assessment Completed

Missing From

Date and Time last seen:

Date: Time: AM PM Reported to Agency by:

Location: Current Placement Other

Street:

WI City: City: Zip:

Country: State/Province: County:

Recovered At

Date: Time: AM PM Reported to Agency by:

Street:

WI City: City: Zip:

Country: State/Province: County:

Related Placements

Date	Type
No records found.	

Report of Missing to the National Center for Missing and Exploited Children (NCMEC)

Created	Sent	Response/Status
06/17/2022 8:53 AM	Cake, Caitlin C. 06/17/2022 8:58 AM	Confirmed (18171F5B8F3)

[Insert](#)

Report of Recovery to the National Center for Missing and Exploited Children (NCMEC)

Created	Sent	Response/Status
06/17/2022 9:49 AM	Cake, Caitlin C. 06/17/2022 9:49 AM	Confirmed (1817223F088)

[Insert](#)

Assessment when a Child or Juvenile is No Longer Missing

Created	Status
No records found.	

[Insert](#)

[Save](#) [Close](#)

2. Complete the Assessment When a Child or Juvenile is No Longer Missing page.

1. Runaway (1 Year): Runaway rating is required. The sub items are required if a rating other than 0 is selected for Runaway. If required, select a rating for each.

2. Perpetrator/Exploiter Influence: rating is required.

Expanding the Notes displays a narrative box where notes about the rating can be documented.

Note: Completing the ratings on this page does not update the ratings on the child's CANS. Hover cursor over the Details flare to get more information on the rating criteria.

The screenshot shows a web browser window with the title 'Assessment When a Child or Juvenile is No Longer Missing'. The browser tabs include 'eWISACWIS' and 'Missing Child Reporting and Ass...'. The application interface has a dark blue header with 'Print' and 'Help' icons. Below the header is a 'Basic Information' section with the following data: Child Name: Abby Bernadette (9233481), DOB: 02/02/2012, Missing Date: 06/16/2022 12:09 PM, Recovered: 06/17/2022 08:00 AM. The main content area is titled 'Assessment when a Child or Juvenile is No Longer Missing' and contains a note: 'Note: These answers will not affect the child's current CANS rating.' The assessment consists of three main sections: 1. Runaway (1 Year), 2. Perpetrator/Exploiter Influence, and 3. Motivation for Running. Each section has a rating scale from 0 to 3 and a 'Details' link. Section 1 includes sub-items: a. Frequency of Running (1 Year), b. Consistency of Destination (1 Year), c. Safety of Destination (1 Year), d. Involvement in Illegal Activities (1 Year), e. Likelihood of Return on Own (1 Year), f. Involvement with Others (1 Year), and g. Realistic Expectations (1 Year). Each sub-item also has a rating scale and a 'Details' link. Section 3 includes a sub-item: a. Was the youth running to someone/something? The interface includes an 'Options:' dropdown menu, a 'Go' button, and 'Save' and 'Close' buttons at the bottom right. A 'Made in Error' checkbox is visible at the bottom left.

3. Motivation for Running: A response to question a. "Was the youth running to someone/something?" and question b. "Was the youth running from someone/something?" is required.

If "Yes" is selected for either part a or b, a selection of who/what they were running to or from is required. Check all that apply.

If “Yes” is selected for either part a or b, the Please Explain narrative is also required.

4: Victimization. Select all that apply.

5. Planning for Future Missing Episodes: Explain the plan for the prevention of future missing episodes narrative is required to save the page.

The screenshot shows a web browser window with the title "eWISACWIS" and a tab for "Missing Child Reporting and Assessment". The main content area is titled "Assessment When a Child or Juvenile is No Longer Missing".

Basic Information:
Child Name: [Abby, Bernadette \(9233481\)](#) DOB: 02/02/2012 Missing Date: 06/16/2022 12:09 PM Recovered: 06/17/2022 08:00 AM

3. Motivation for Running:
a. Was the youth running to someone/something? Yes No
If Yes, please select all that apply: Peer(s) Birth parent(s) Other family member(s) Other
Please explain:

b. Was the youth running from someone/something? Yes No
If Yes, please select all that apply: Unsafe environment(s) Unsafe person(s) Other
Please explain:

4. Victimization:
Was the child/youth a victim of any of the following while missing? Please select all that apply:
 Alcohol and Other Drug Abuse Injuries Sexual Abuse
 Emotional Abuse Medical Trauma Sex Trafficking
 Human Trafficking Physical Abuse

5. Planning for Future Missing Episodes:
Explain the plan for the prevention of future missing episodes:

Options:
Actions
Approval

Note: After all required fields have been completed and the page has been saved, select Approval from the Options menu to send for Supervisor approval.