TN Department of Children's Services

Recovery Checklist for Absconders/Runaways/Escapees- Part B

Click link for instructions: *Instructions for CS-0705-1*

Adjudication (Check one): ☐ Delinquent ☐ Dependent & Neglected ☐ Unruly ☐ Probation ☐ Aftercare

Was the youth missing for less than 24 hours? ☐ Yes ☐ No

Date Submitted:		**Checklist completed by:**	
BASIC INFORMATION ON CHILD/YOUTH:			
Child/Youth's Name:		**Electronic Record System Person ID:**	
Date of Birth:	**Sex:** ☐ Male ☐ Female	**Region/Home County:**	
Has youth received new delinquent charges while on runaway? ☐ Yes ☐ No	**If yes, list:**		
FSW/JSW:	**Phone Number:**	**Team Leader:**	**Phone Number:**
NOTIFICATION/RUNAWAY INFORMATION:			
Date/Time youth absconded:	**Date/Time youth returned to care:**	**Date NCMEC notified:**	
Date Law Enforcement notified of recovery:	**Person reported to:**		
Where did the youth run from?		**Incident Report Completed:** ☐ Yes ☐ No	
Where was the youth located?			
Describe youth's appearance and note any health issues:			
Was youth taken for medication evaluation? ☐ Yes ☐ No			
If youth was unable to attend their annual permanency plan hearing due to runaway status, has a copy of the Foster Child/Youth Bill of Rights now been provided, explained, and acknowledged (CS-4291)? ☐ Yes ☐ No			
Is there a reason to suspect youth is at risk of human/sex trafficking? ☐ Yes ☐ No **If Yes, report this incident to the DCS Child Abuse Hotline at 877-237-0004 or on the DCS internet site *https://apps.tn.gov/carat/*.**			
Date of Referral:	**Referral Number:**		

Reason Runaway/Escape Status Ended *(Check one):*

☐ **Youth was apprehended** ☐ **Youth aged out** ☐ **Court released youth from custody** ☐ **Youth turned self in**

☐ **Other; Explain:**

Comments/Additional Information:

Once form is completed, immediately forward by e-mail to the specific program area designees below:

- ***ei_DCS.AbsconderUnit@tn.gov***
- Team Leader and Team Coordinator
- Regional Administrator, Regional Director, or Juvenile Justice Statewide Director as applicable
- Regional Absconder Representative
- Director of Network Development
- Regional Health Nurse if imminent health issues exist
- Executive Director of Network Development and Child Programs or Juvenile Justice
- Deputy Commissioner of Child Programs or Juvenile Justice
- Commissioner