

Department of Children's Services

INSTRUCTIONS FOR USE OF FORM

CS-0705, Part A and B

Note: If youth was gone less than 24 hours only fill out Form B and note details in the comments.

Part A Instructions

This form is used to begin the investigation to find youth who have run away.

1. Fill in type of adjudication and fill out basic information on the youth
2. An Endangered Child Alert is needed if the child has a serious medical condition, is in the company of a known perpetrator or is a threat to him/herself. See [Protocol: Amber Alert/Endangered Child Alert Procedures](#).
3. Provide youth *Basic Information* and *Runaway Information* including as much detail as you have in order to locate the youth and information regarding medical condition and current medications.
4. Provide all *Notification Information* including making a referral to the DCS Child Abuse Hotline, if applicable.
5. *Historical Information/Risk Factors* is important be specific as possible.
6. Once completed email the form to the following:
 - ei_dcs_absconderunit@tn.gov– include a current photograph of youth
 - FSW or JSW with Case Management Responsibility
 - Team Leader and Team Coordinator
 - Regional Administrator 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

Note: The NCIC number starts with an "M" followed by nine (9) numbers.

Part B Instructions

1. Complete basic information on youth. Be sure to include information regarding any new charges the youth may have acquired while on the run.
2. If a runaway report was filed with law enforcement and the child/youth was gone less than 24 hours, only Form B is needed. Provide details in comment section.
3. Notification/Runaway Information: fill out as much information as possible.
4. If there is a reason to suspect human/sex trafficking, make a referral to the DCS Child Abuse Hotline as indicated.
5. Interview the youth if trafficking is suspected. The following questions can be used as a guide if during the course of your screening interview if you suspect the youth is a victim of trafficking, the FSW or JSW provides information to the DCS Child Abuse Hotline when making the referral by calling 1-877-237-0004 or by going to <https://apps.tn.gov/carat/>.

Trafficking Screening Questions

1. Did someone control, supervise or monitor your actions or work while you were not at your placement?
2. Could you leave your situation if you wanted to?
3. Was your communication ever restricted or monitored?
4. Were you able to access medical care?
5. Were you ever allowed to leave the place you were living/working? Under what conditions?
6. Was your movement outside of your residence/workplace ever monitored or controlled?
7. What did you think would have happened if you left the situation? ○ Was there ever a time when you wanted to leave, but felt that you could not? ○ What do you think would have happened if you left without telling anyone?
8. Did you feel it was your only option to stay in the situation?
9. Did anyone ever force you to do something physically or sexually that you didn't feel comfortable doing?
10. Were you ever physically abused (shoved, slapped, hit, kicked, scratched, punched, burned, etc.) by anyone?
11. Were you ever sexually abused (sexual assault/unwanted touching, rape, sexual exploitation, etc.) by anyone?
12. Did anyone ever introduce you to drugs or medications?

Questions taken from "Resources: Screening Tool for Victims of Human Trafficking". U.S. Department of Health and Human Services, http://www.justice.gov/usao/ian/htrt/health_screen_questions.pdf.

Send completed form to:

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