

Efforts to Locate Cheat Sheet

- 1) Maintain contact with LE weekly and NCMEC
- 2) Efforts to locate including:
 - a) Fax fliers to Pinellas/ Pasco Family Health Centers in areas youth may be located (<http://www.doh.state.fl.us/chdsitelist.htm>) (request forwarding to all family planning clinics), and to Planned Parenthood and/or local hospitals and Urgent Medical Care centers (see attachment)
 - b) Fax Flyers to local DMV's, SS Admin offices, public transportation locations, post offices, and Vital Statistic offices – see attached
 - c) Posting Flyers at local businesses near areas of previous recovery/sightings (convenient stores/gas stations, grocery stores, laundry mats, pawn shops, malls, restaurants, transportation hubs, etc...)
 - d) Contact youth's school re: R/A and provide flyer to school resource officer
 - e) Contact with previous Caregivers/family members
 - f) Search Facebook and Instagram as well as any other social media sites for youth and provide page info (if located) to LE – request subpoena
- 3) Refer for diligent search / Assess identified relatives / non-relatives.
- 4) Contact with all parties to the case -- enter note in FSFN
- 5) Attend Court hearing
- 6) Check the child's belongings to see items missing

At least ONE effort must be completed weekly, but more than one effort is better. Please enter all efforts to locate in FSFN under "missing child- attempt to locate".

Please note that contact with LE/NCMEC is NOT considered an effort to locate that can stand as the only effort for the week. Also incoming calls or emails are not "stand alone" efforts either as no effort is expended by the worker. All efforts must be entered in FSFN, filed in the child's file, and if the child is missing during the Judicial Review diligent efforts must be filed with the court and in the JRSSR.