

Directions for Completing the Away From Supervision/Runaway Reporting Form

- Item 1:** Indicate the number of total episodes of all children who were away from supervision/runaway. This will be the **duplicated count**.
- **“Episode” is defined as an event that occurs for a period of time for one child. So if three children leave together and are away from supervision for a period of 1 hour, there would be 3 episodes of away from supervision (count one for each child).
- Item 2:** Indicate the number of episodes of away from supervision/runaway that occurred from each of the locations listed.
- Item 3:** Indicate the number of the episodes that occurred for each of the time periods listed.
- Item 4:** Indicate the number of children (not episodes) who were involved in away from supervision/runaway episodes. This will be your **unduplicated count**. Also indicate the number of children by sex in a. and b. (Example: If 3 youth ran two times and 1 youth ran one time, which would equal 7 episodes of away from supervision. **Item 1** would be 7 and **Item 4** would be 4 children.)
- Item 5:** Indicate the number of children who were involved in multiple episodes of away from supervision/runaway. Also indicate the number of children by sex in a. and b. (Using the example above, **Item 5** would be 3 children who ran two times)
- Item 6:** Indicate the total number of new admissions for the month.
- Item 7:** Indicate the total census (# of youth in placement at your facility during the month) for the month in whole numbers. Do not indicate a percentage because a youth was only there part of the month.
- Item 8:** Indicate by number, what the cause is for all episodes of away from supervision/runaway for each of the reasons listed. The total for the reasons must equal the total in **Item 1**.
- Item 9:** Indicate by number, the disposition of all episodes of away from supervision/runaway by explanation listed. The total number of explanations must equal the total in **Item 1**.
- Item 10:** Indicate by number, activities or situations that children report occurring during their away from supervision/runaway by the explanations listed.

The AFS/Runaway Event Survey will need to be utilized to gather this information.

**** Section e, Trafficking Victim** will be determined by evaluating the youth's responses to **Question 8** and **Question 9** of the AFS/Runaway Event Survey. If a youth answers yes to any of the questions under 8 and 9 on the survey, they have been a victim of Trafficking.

Item 11a&b: Indicate by number, the episodes of youth who were considered "away from supervision" for a short period of time and the episodes of youth who were considered to be a "runaway". These can be determined by evaluating the episode and determining which definition fits the incident. (See examples below)

Item 12a: Indicate the duplicated percentage, calculated according to the instructions on the reporting form. Any percentage of 15% or higher requires a corrective action plan submitted with the reporting form.

Item 12b: Indicate the unduplicated percentage, calculated according to the instructions on the reporting form. Any percentage of 15% or higher requires a corrective action plan submitted with the reporting form.

Item 13: **Indicate by check mark if a corrective action plan is required and attach a copy.**

Trafficking Definition for Item 10e:

Trafficking of children involves the recruitment, transportation, transfer, harboring, or receipt of children for the purpose of exploitation. The two most common forms of trafficking involve the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a sex act, commercial sex act or labor act, where such an act is induced by force, fraud, or coercion. Commercial sexual exploitation of children can take many forms, including forcing a child into prostitution or other forms of sexual activity or child pornography. Children may also become a victim of trafficking when forced or coerced into an act by offering them food, clothing, shelter, gifts, drugs, and alcohol in exchange for the act.

Child exploitation may also involve forced labor or services, slavery, or practices similar to slavery, servitude, the removal of organs, illicit international adoption, trafficking for early marriage, recruitment as child soldiers, for use in begging or as athletes (such as child camel jockeys).

If a person is under the age of eighteen (18), there is no requirement to prove that force, fraud or coercion was used to secure the victims actions.

Some examples for Item 11a & 11b:

1. John age 16 leaves his placement due to being angry at his sibling and storms off. Walks around the block a few times and then returns to the home 1-2 hours later. Foster Parent (FP) could not follow him and reported him leaving the home to the agency. This would be documented as an AFS episode, but not a "runaway episode."

2. Susie age 15 leaves her placement with a packed backpack and night. FP cannot follow her since they did not see her leave. She is returned to the home by local law enforcement 10 hours later and was found at the local bus stop with a ticket to another city, where she intended to meet a "new boyfriend". This would be considered an AFS episode and a "runaway episode."
3. Tom, age 17 leaves his placement with his personal items. FP could not keep up with him and lost him on the street. He is still missing after 24 hours. This would be considered an AFS episode and a "runaway episode."
4. Bill age 13 gets angry at the FP during an activity and storms out of the home, FP follows him and tries to talk him into returning to the home. He continues to walk away towards a park and says he needs to cool off. FP continues to follow him and talk to him. He stops and rests on a bench for 30 minutes with FP watching and talking to him. He then decides to return to the home. This would not be considered an AFS episode or a "runaway episode."