

# **Adding an AWOL Child Record and a Custody with No Placement Record**



**Knowledge Base Article**

# Adding an AWOL Child Record and a Custody with No Placement Record

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# Adding an AWOL Child Record and a Custody with No Placement Record

## Overview

This article provides step-by-step instructions for creating an AWOL Child Placement Location record and creating a Custody with No Placement Location record within the Ohio SACWIS system.

## Navigating to Child Placement Records

1. From the Ohio SACWIS Home screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Select the appropriate **Case ID** link.

Home Intake **Case** Provider Financial Administration

Workload Court Calendar Placement Requests

Case Workload

Caseworker: [ ] Sort By: Case Name Ascending Filter

Test, Worker (41 cases)

Test, Child [ 123456 ] - Open 04/03/2024 - Adoption

4. Click, **Child Location/ICCA** in the side navigation pane.

Home Intake **Case** Provider Financial Administration

Workload Court Calendar Placement Requests

<>

Case Overview

Activity Log

Attorney Communication

Intake List

Safety Assessment

Substance Abuse Screening

Forms/Notices

Category/Pathway Switch

Safety Plan

Actuarial Risk Assessment

Family Assessment

Ongoing Case A/I

Specialized A/I Tool

Law Enforcement

Justification/Waiver

Case Services

Legal Actions

Legal Custody/Status

Living Arrangement / Guardianship

Initial Removal

Placement Request

**Child Location/ICCA**

Residential Treatment Information

CASE NAME / ID: **Ongoing**  
Sacwis, Susie / 123456 Open (04/04/2023)

ADDRESS: 123 Test Rd  
Test Oh 12345 CONTACT:

AGENCY: Test County Children Services Board

PRIMARY WORKER: Test Worker SUPERVISOR(S): Test Supervisor

Assign Worker

Case Actions

View Case Information | 0 Linked Cases | Program Categories | Case Status History

Case members have unspecified relationships.

Action Items Case Alerts Dashboard Assignments / Eligibility

Result(s) 1 to 11 of 14 / Page 1 of 1

11/28/2023 Case Review due Actions...

01/09/2024 Previously Adopted value needs updating Actions...

# Adding an AWOL Child Record and a Custody with No Placement Record

The **Child Location/ICCA** screen appears.

## Adding an AWOL Child Location Record

1. Make a selection from the **Child Name** drop-down menu.

**Note:** If the child's name is not displayed, you must first record an Initial Removal Record. Please refer to the [Recording an Initial Removal](#) KBA for additional information.

2. Click, **Add Child Location Record**.

The screenshot shows the 'Child Location/ICCA' interface. On the left is a navigation menu with 'Child Location/ICCA' highlighted. The main area has a 'Sort Results By:' dropdown set to 'Begin Date (Descending)'. Below are 'Filter' and 'Clear Filters' buttons. A blue header bar reads 'Child Location / Non-Custodial Parent Records'. Below this, it says 'Result(s) 1 to 3 of 3 / Page 1 of 1'. A table lists two records:

	Child Name Age, DOB	Service Description	Provider Name / Non- Custodial Parent	Begin Date - End Date	Agency	Status	
<a href="#">edit</a> <a href="#">authorize</a>	Test, Child 1 Age 4, 01/18/2020	Family Foster Home	Test, Provider	09/01/2022	Test County Children Services Board	Completed	Actions... ▾
<a href="#">edit</a> <a href="#">authorize</a>	Test, Child 2 Age 14, 06/10/2009	Family Foster Home	Test, Provider	07/22/2022	Test County Children Services Board	Completed	Actions... ▾

At the bottom, there is a 'Child Name:' dropdown menu and an 'Add Child Location Record' button, both highlighted with a red box.

The **Add Child Location Record** screen displays.

3. From the **Child Location Type** dropdown menu, select **AWOL/Custody No Placement**.

The screenshot shows the 'Add Child Location Record' screen. At the top, it displays 'CASE NAME / ID: Test, Child / 123456' and 'Adoption / Open (11/21/2023)'. Below that, it shows 'CHILD NAME / ID: Test, Child / 123456', 'AGE, DOB: 12, 09/07/2011', and 'AGENCY: Test County Children Services Board'. A blue header bar reads 'Child Location Type Details'. Below this, there is a 'Child Location Type: \*' dropdown menu with a red box around it. The dropdown menu is open, showing the following options:

- Certified/Approved Placement
- Non-Custodial Parent
- AWOL/Custody No Placement
- Non-Certified Providers

## Adding an AWOL Child Record and a Custody with No Placement Record

**Note: AWOL / Custody No Placement** is used for any period of time when the PCSA has or obtains legal custody of a child, but does not have a Certified/Approved Placement, Non-Custodial Parent arrangement, or Non-Certified Provider placement or when the child is AWOL.

4. **Agency** will default to the agency name and address that has custody of the child.
5. Place a checkmark next to **Child AWOL** and any other appropriate **Reason Child Not in Placement** options.
6. Make a selection under **Child AWOL**, **Child is considered a Runaway** or **Child's whereabouts is unknown but is not considered a Runaway**.

**Note:** The above options only display when **Child AWOL** is selected for an **Initial Location Record**. If **Other** is selected, a Narrative Box displays, **Reason Placement Not Found**. This narrative is Required.

7. Select a **Begin Date**.

Child Location Type Details

Child Location Type: \*  
AWOL/Custody No Placement

*AWOL / Custody No Placement: Used for any period of time when the PCSA has or obtains legal custody of a child, but does not have a Certified/Approved Placement, Non-Custodial Parent arrangement, or Non-Certified Provider placement or when the child is AWOL.*


AWOL/Custody No Placement Details

Agency:  
Test County Children Services Board


ADDRESS:  
12345 N. Somestreet Rd, Apt C  
Longnamecity, OH 12345-6789

Reason Child Not in Placement: \*

Mental Health  
 Substance Use  
 Extreme Behaviors  
 Juvenile Justice  
 Medical Needs  
 Emergency Removal  
 After-Hours Removal  
 Developmental Disabilities  
 No Beds Available  
 Child Out of Town/State

Child AWOL   
 Child is considered a Runaway  
 Child's whereabouts unknown but is not considered a Runaway  
 Other

Reason Placement Not Found: \*


Begin Date: \*  
 

## Adding an AWOL Child Record and a Custody with No Placement Record

8. Enter the **Law Enforcement Contact Name**.
9. Select the **Date Law Enforcement Contacted**.
10. Enter the **Time**.

NCMEC AWOL Information

Law Enforcement Contact Name: \*

Date Law Enforcement Contacted: \*   Time: \*

HH:MM AM / PM

Law Enforcement Not Contacted

11. If Law Enforcement was **not** contacted, check the box next to **Law Enforcement Not Contacted**.
12. Make a selection from the **Reason Law Enforcement Not Contacted** dropdown menu.

**Note:** [Rule 5101:2-42-88 - Ohio Administrative Code | Ohio Laws](#), states: Upon receiving notification that a child is missing from a substitute care placement, the PCSA or PCPA shall immediately, and in no case later than twenty-four hours contact both:

- (1) Law enforcement for entry into the national crime information center (NCIC) database.
- (2) The national center for missing and exploited children (NCMEC).

NCMEC AWOL Information

Law Enforcement Contact Name: \*

Law Enforcement Not Contacted

Reason Law Enforcement not contacted: \*

13. Select a date for **Date National Center for Missing and Exploited Children (NCMEC) contacted**.
14. Enter the **Time**.

## Adding an AWOL Child Record and a Custody with No Placement Record

---

Date National Center for Missing and Exploited Children (NCMEC) contacted: *	Time: *
<input type="text"/> 	<input type="text"/> <input type="text"/>
	HH:MM AM / PM

NCMEC Not Contacted

15. If NCMEC was **not** contacted, check the box next to **NCMEC Not Contacted**.  
16. Make a Selection from the **Reason NCMEC not contacted** dropdown menu.

---

<input checked="" type="checkbox"/> NCMEC Not Contacted
Reason NCMEC not contacted: *
<input type="text"/>

17. Make a selection for **Length of time child has been AWOL**.  
18. Click the **Search Address** button for **Last known location of child**.  
19. Click the **Search Person** button for **Anyone the child may have been with prior to or during AWOL**, if applicable.  
20. Provide **Narrative** for **Efforts and Resources used to locate the child**.

---

Length of time child has been AWOL: *
<input type="text"/> <input type="text"/>
<i>Days, weeks, etc.</i>

---

Last known location of child: *
<input type="button" value="Search Address"/>
Anyone the child may have been with prior to or during AWOL:
<input type="button" value="Search Person"/>

---

Name:
<input type="text"/>
Efforts and Resources used to locate the child: *
<input type="text"/>
<input type="button" value="√ABC"/>
<input type="button" value="2000"/>

21. Change the **Status** to **Complete**.

## Adding an AWOL Child Record and a Custody with No Placement Record

**Note:** The Status will remain in Draft form until the record is finished and you have selected a status of Complete.

22. Click the **Save** button.

Status: \*  
Draft

End Date:



End Reason:

Created in Error

Created Date: 00/00/0000

Created By: Last, First

Modified Date: 00/00/0000

Modified By: Last, First

Apply

Save

Cancel

The **Child Location Records Filter Criteria** screen displays showing the new Child AWOL record.



# Adding an AWOL Child Record and a Custody with No Placement Record

- Substance Abuse Screening
- Ongoing Case A/I
- Specialized A/I Tool
- Law Enforcement
- Justification/Waiver
- Case Services
- Legal Actions
- Legal Custody/Status
- Living Arrangement/  
Guardianship
- Initial Removal
- Potential Adoptive Families
- Child Recruitment
- Pre-Adoptive Staffing/Matching  
Conference
- Child Location/ICCA
- Residential Treatment  
Information
- Independent Living
- Case Plan Tools
- Visitation Plans
- Review Tools
- Family Team Meeting
- Case Conference Note
- Human Trafficking
- Child Fatality/Near Fatality
- ICPC
- Pre-Finalization Information
- Finalization Checklist
- Case Closure

Child Location
ICCA
Family & Permanency Team
QRTP Assessment

**Child Location Records Filter Criteria**

Child Name:

Date Range:  -

From Begin Date To Begin Date

Status:

Include Created in Error  Include Historical

Include Non-Custodial Parent  Include Child Location Records for Inactive Members

Sort Results By:

Filter Clear Filters

**Child Location / Non-Custodial Parent Records**

Result(s) 1 to 2 of 2 / Page 1 of 1

	Child Name Age, DOB	Service Description	Provider Name / Non-Custodial Parent	Begin Date - End Date	Agency	Status	
<a href="#">edit</a>	Test, Child Age 17, 11/20/2006			06/04/2024	Test County Children Services Board	Completed	<a href="#">Actions...</a>
AWOL at Agency Custody has been end dated. Please update the AWOL/NCMEC narratives on the Initial Removal record.							
<a href="#">edit</a> <a href="#">authorize</a>	Test, Child Age 17, 11/20/2006	Therapeutic Foster Care - Level 1		09/08/2022 - 06/04/2024	Test County Children Services Board	Completed	<a href="#">Actions...</a>
AWOL at Agency Custody has been end dated. Please update the AWOL/NCMEC narratives on the Initial Removal record.							

**Note:** Once a case has a completed **AWOL Location Record**, a badge will display on the Person Overview screen and the Case Overview screen, alerting the caseworker. When the record is end dated, the badge will no longer display.

- Person Overview
- Profile
- Education
- Medical
- Employment
- Military
- Background
- Delinquency
- CANS Assessment(s)
- SACWIS History
- Relationships

PERSON NAME / ID:  
**Test Child / 123456**

Female Age 17, DOB 11/20/2006

123 Test Rd  
Test, Oh 12345

ENVIRONMENTAL HAZARDS:

RACE: *White*

HISPANIC / LATINO: *No*

HAIR COLOR:

EYE COLOR:

**AWOL**

**AKA Names**

# Adding an AWOL Child Record and a Custody with No Placement Record

## Adding a Custody with No Placement Location Record

1. Make a selection from the **Child Name** drop-down menu.

**Note:** If the child's name is not displayed, you must first record an Initial Removal Record. Please refer to the [Recording an Initial Removal](#) KBA for additional information.

2. Click, **Add Child Location Record**.

The screenshot shows the 'Child Location/CCA' interface. On the left is a navigation menu with options like 'Residential Treatment Information', 'Independent Living', 'Case Plan Tools', etc. The main area has a 'Sort Results By:' dropdown set to 'Begin Date (Descending)'. Below that are 'Filter' and 'Clear Filters' buttons. A blue header bar reads 'Child Location / Non-Custodial Parent Records'. Below this, it says 'Result(s) 1 to 3 of 3 / Page 1 of 1'. A table displays two records:

	Child Name Age, DOB	Service Description	Provider Name / Non- Custodial Parent	Begin Date - End Date	Agency	Status	
<a href="#">edit</a> <a href="#">authorize</a>	Test, Child 1 Age 4, 01/18/2020	Family Foster Home	Test, Provider	09/01/2022	Test County Children Services Board	Completed	Actions... ▾
<a href="#">edit</a> <a href="#">authorize</a>	Test, Child 2 Age 14, 06/10/2009	Family Foster Home	Test, Provider	07/22/2022	Test County Children Services Board	Completed	Actions... ▾

At the bottom, there is a 'Child Name:' dropdown menu and an 'Add Child Location Record' button, both highlighted with a red box.

The **Add Child Location Record** screen displays.

3. From the **Child Location Type** dropdown menu, select **AWOL/Custody No Placement**.

The screenshot shows the 'Add Child Location Record' screen. At the top, it displays 'CASE NAME / ID: Test, Child / 123456' and 'Adoption / Open (11/21/2023)'. Below that, it shows 'CHILD NAME / ID: Test, Child / 123456', 'AGE, DOB: 12, 09/07/2011', and 'AGENCY: Test County Children Services Board'. A blue header bar reads 'Child Location Type Details'. Below this, there is a dropdown menu for 'Child Location Type: \*' with a red box around it. The dropdown menu is open, showing the following options:

- Certified/Approved Placement
- Non-Custodial Parent
- AWOL/Custody No Placement
- Non-Certified Providers

## Adding an AWOL Child Record and a Custody with No Placement Record

**Note: AWOL / Custody No Placement** is used for any period of time when the PCSA has or obtains legal custody of a child, but does not have a Certified/Approved Placement, Non-Custodial Parent arrangement, or Non-Certified Provider placement or when the child is AWOL.

4. **Agency** will default to the agency name and address that has custody of the child.
5. Place a checkmark next to any appropriate options for **Reason Child Not in Placement**.

**Note: If Other** is selected, a Narrative Box displays, **Reason Placement Not Found**. This narrative is Required.

6. Select a **Begin Date**.

**Child Location Type Details**

Child Location Type: \*

AWOL/Custody No Placement

*AWOL / Custody No Placement: Used for any period of time when the PCSA has or obtains legal custody of a child, but does not have a Certified/Approved Placement, Non-Custodial Parent arrangement, or Non-Certified Provider placement or when the child is AWOL.*

**AWOL/Custody No Placement Details**

Agency:

Test County Children Services Board

ADDRESS:  
12345 N. Somestreet Rd, Apt C  
Longnamecity, OH 12345-6789

**Reason Child Not in Placement: \***


- Mental Health
- Substance Use
- Extreme Behaviors
- Juvenile Justice
- Medical Needs
- Emergency Removal
- After-Hours Removal
- Developmental Disabilities
- No Beds Available
- Child Out of Town/State
- Child AWOL (a)
- Other

**Reason Placement Not Found: \*** (expand full screen)

✓ABC

4000

**Begin Date: \***



## Adding an AWOL Child Record and a Custody with No Placement Record

7. If the child's location is the same as agency address, **Check** the checkbox.
8. If the address is not the same as the agency, fill out the Address details.
9. Change the **Status** to **Complete**.

**Note:** The Status will remain in Draft form until the record is finished and you have selected a status of Complete.

10. Click the **Save** button.
11. The **Child Location/Non-Custodial Parents Record** screen displays showing the new Child AWOL record.

[Substance Abuse Screening](#)

[Ongoing Case A/I](#)

[Specialized A/I Tool](#)

[Law Enforcement](#)

[Justification/Waiver](#)

[Case Services](#)

[Legal Actions](#)

[Legal Custody/Status](#)

[Living Arrangement / Guardianship](#)

[Initial Removal](#)

[Potential Adoptive Families](#)

[Child Recruitment](#)

[Pre-Adoptive Staffing/Matching Conference](#)

[Child Location/ICCA](#)

[Residential Treatment Information](#)

[Independent Living](#)

[Case Plan Tools](#)

[Visitation Plans](#)

[Review Tools](#)

[Family Team Meeting](#)

[Case Conference Note](#)

[Human Trafficking](#)

[Child Fatality/Near Fatality](#)

[ICPC](#)

[Pre-Finalization Information](#)

[Finalization Checklist](#)

[Case Closure](#)

Child Location    ICCA    Family & Permanency Team    Q RTP Assessment

**Child Location Records Filter Criteria**

Child Name:

Date Range:  -    
From Begin Date      To Begin Date

Status:

Include Created in Error       Include Historical

Include Non-Custodial Parent       Include Child Location Records for Inactive Members

Sort Results By:

Filter    Clear Filters

**Child Location / Non-Custodial Parent Records**

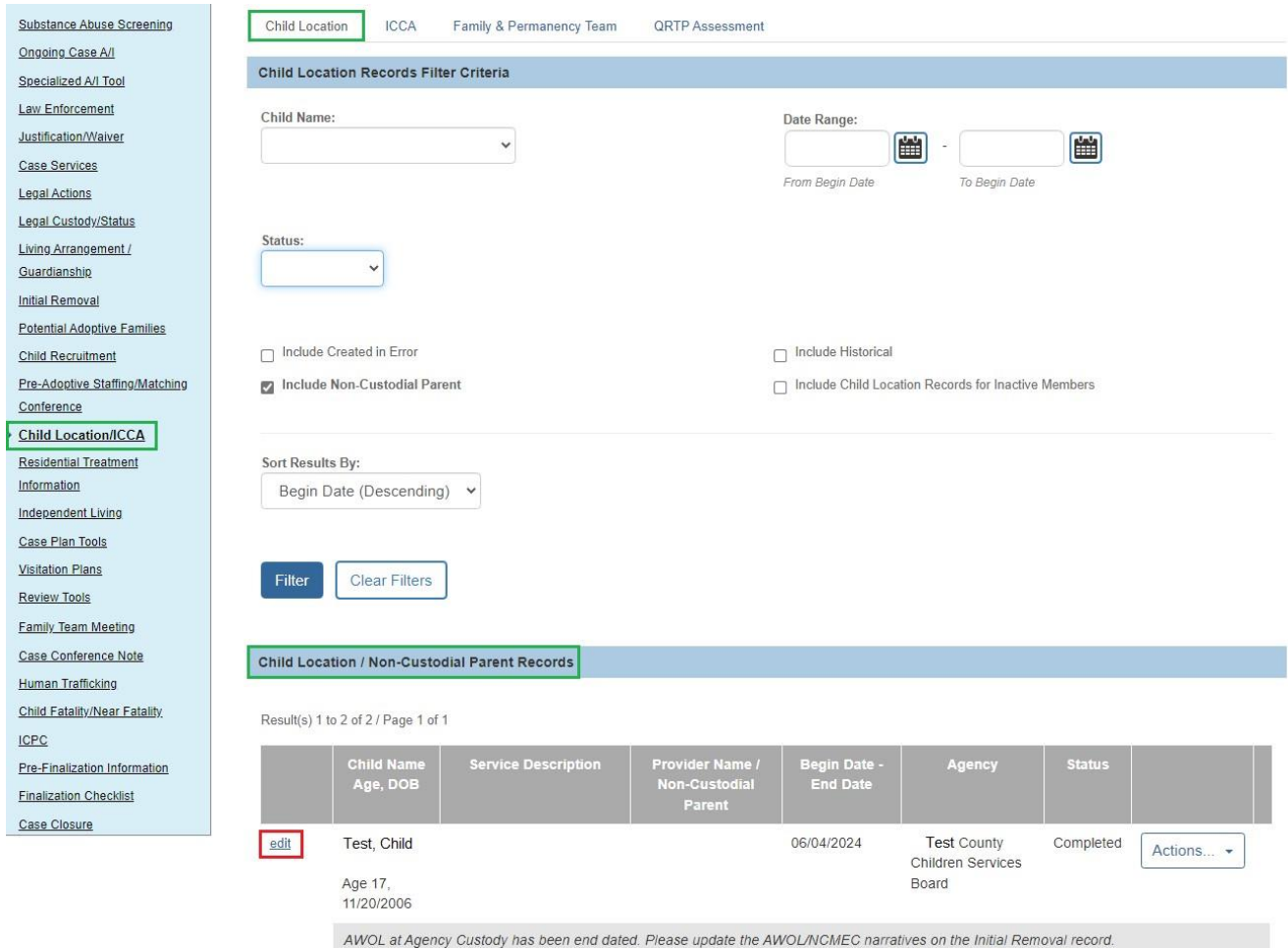
Result(s) 1 to 2 of 2 / Page 1 of 1

	Child Name Age, DOB	Service Description	Provider Name / Non-Custodial Parent	Begin Date - End Date	Agency	Status	
<a href="#">edit</a>	Test, Child Age 17, 11/20/2006			06/04/2024	Test County Children Services Board	Completed	<a href="#">Actions...</a>
<i>AWOL at Agency Custody has been end dated. Please update the AWOL/NCMEC narratives on the Initial Removal record.</i>							
<a href="#">edit</a> <a href="#">authorize</a>	Test, Child Age 17, 11/20/2006	Therapeutic Foster Care - Level 1		09/08/2022 - 06/04/2024	Test County Children Services Board	Completed	<a href="#">Actions...</a>
<i>AWOL at Agency Custody has been end dated. Please update the AWOL/NCMEC narratives on the Initial Removal record.</i>							

# Adding an AWOL Child Record and a Custody with No Placement Record

## End Dating Child Location Record

1. From the **Child Location Records Filter Criteria** screen, click the **Edit** button on the appropriate record.



Substance Abuse Screening  
Ongoing Case A/I  
Specialized A/I Tool  
Law Enforcement  
Justification/Waiver  
Case Services  
Legal Actions  
Legal Custody/Status  
Living Arrangement / Guardianship  
Initial Removal  
Potential Adoptive Families  
Child Recruitment  
Pre-Adoptive Staffing/Matching Conference  
**Child Location/ICCA**  
Residential Treatment Information  
Independent Living  
Case Plan Tools  
Visitation Plans  
Review Tools  
Family Team Meeting  
Case Conference Note  
Human Trafficking  
Child Fatality/Near Fatality  
ICPC  
Pre-Finalization Information  
Finalization Checklist  
Case Closure

Child Location | ICCA | Family & Permanency Team | Q RTP Assessment

### Child Location Records Filter Criteria

Child Name:

Date Range:  -   
From Begin Date To Begin Date

Status:

Include Created in Error  Include Historical  
 Include Non-Custodial Parent  Include Child Location Records for Inactive Members

Sort Results By:

**Filter**

### Child Location / Non-Custodial Parent Records

Result(s) 1 to 2 of 2 / Page 1 of 1

	Child Name Age, DOB	Service Description	Provider Name / Non-Custodial Parent	Begin Date - End Date	Agency	Status	
<a href="#">edit</a>	Test, Child Age 17, 11/20/2006			06/04/2024	Test County Children Services Board	Completed	<input type="button" value="Actions..."/>

*AWOL at Agency Custody has been end dated. Please update the AWOL/NCMEC narratives on the Initial Removal record.*

The **Child Location Record** screen displays.

2. Select the appropriate **End Date**.
3. Make a selection from the **End Reason** dropdown menu.
4. Click the **Save** button.

**Note:** If the record was **Created in Error**, check the **Created in Error** checkbox, shown in green below. Click the **Save** button.

## Adding an AWOL Child Record and a Custody with No Placement Record

Status: \*

Completed

End Date:

04/22/2024

End Reason:

Created in Error

Apply Save Cancel

The **Child Location Records Filter Criteria** screen displays.

### System Generated AWOL

Upon end dating any Child Location Record with an end reason of Child AWOL, the system will auto-generate an AWOL Record in a Draft Status.

The auto-generated record will display with any record (excluding the AWOL records) being end dated with that specific end reason.

1. From the **Child Location Record** screen, enter the **End Date**.
2. Select **Child AWOL** from the **End Reason** dropdown menu.
3. Provide any additional information in the **Narrative Boxes**.
4. Click the **Save** button.

End Date:

05/31/2024

\* The following end information will only be saved if an end date is entered

End Reason:

Child AWOL

Secondary End Reason:

Was there an effort to maintain placement?

Describe the services that were provided to maintain placement:

Explain the circumstances that led to the removal:

Additional Comments:

Apply Save Cancel

## Adding an AWOL Child Record and a Custody with No Placement Record

The **Child Location Records Filter Criteria** screen appears displaying the new auto-generated AWOL Child Location Record in Draft Status.

Substance Abuse Screening

Ongoing Case All

Specialized A/I Tool

Law Enforcement

Justification/Waiver

Case Services

Legal Actions

Legal Custody/Status

Living Arrangement / Guardianship

Initial Removal

Potential Adoptive Families

Child Recruitment

Pre-Adoptive Staffing/Matching Conference

Child Location/ICCA

Residential Treatment Information

Independent Living

Case Plan Tools

Visitation Plans

Review Tools

Family Team Meeting

Case Conference Note

Human Trafficking

Child Fatality/Near Fatality

ICPC

Pre-Finalization Information

Finalization Checklist

Case Closure

Child Location
ICCA
Family & Permanency Team
QRTP Assessment

**Child Location Records Filter Criteria**

Child Name:

Date Range:  -   
From Begin Date To Begin Date

Status:

Include Created in Error  Include Historical

Include Non-Custodial Parent  Include Child Location Records for Inactive Members

Sort Results By:

Filter Clear Filters

**Child Location / Non-Custodial Parent Records**

Result(s) 1 to 2 of 2 / Page 1 of 1

	Child Name Age, DOB	Service Description	Provider Name / Non-Custodial Parent	Begin Date - End Date	Agency	Status	
<a href="#">edit</a>	Test, Child  Age 17, 11/20/2006			06/04/2024	Test County Children Services Board	Draft	Actions... <input type="text" value=""/>

AWOL at Agency Custody has been end dated. Please update the AWOL/NCMEC narratives on the Initial Removal record.

5. Click the **Edit** button on the new AWOL Child Location record.

Child Location/ICCA

Residential Treatment Information

Independent Living

Case Plan Tools

Visitation Plans

Review Tools

Family Team Meeting

Case Conference Note

Human Trafficking

Child Fatality/Near Fatality

ICPC

Pre-Finalization Information

Finalization Checklist

Case Closure

Sort Results By:

Filter Clear Filters

**Child Location / Non-Custodial Parent Records**

Result(s) 1 to 2 of 2 / Page 1 of 1

	Child Name Age, DOB	Service Description	Provider Name / Non-Custodial Parent	Begin Date - End Date	Agency	Status	
<a href="#">edit</a>	Test, Child  Age 17, 11/20/2006			06/04/2024	Test County Children Services Board	Draft	Actions... <input type="text" value=""/>

AWOL at Agency Custody has been end dated. Please update the AWOL/NCMEC narratives on the Initial Removal record.

The **Child Location Record** screen displays.

## Adding an AWOL Child Record and a Custody with No Placement Record

**Note:** All fields are modifiable except **Child Location Type** and the check marked **Child AWOL** under **Reason Child Not in Placement**. (Shown in green below) All other fields will pre-populate and are modifiable.

Child Location Type Details

Child Location Type: \*  
AWOL/Custody No Placement

*AWOL / Custody No Placement: Used for any period of time when the PCSA has or obtains legal custody of a child, but does not have a Certified/Approved Placement, Non-Custodial Parent arrangement, or Non-Certified Provider placement or when the child is AWOL.*

AWOL/Custody No Placement Details

Agency:  
Test County Children Services Board

ADDRESS:  
12345 N. Somestreet Rd, Apt C  
Longnamecity, OH 12345-6789

Reason Child Not in Placement: \*

- Mental Health
- Substance Use
- Extreme Behaviours
- Juvenile Justice
- Medical Needs
- Emergency Removal
- After-Hours Removal
- Developmental Disabilities
- No Beds Available
- Child Out of Town/State
- Child AWOL
- Other

6. Add additional **Narrative** if needed.

**Note:** Reason Placement Not Found will pre-populate with, **Child AWOL from Placement (Previous Child location record has been End Dated)**.

7. **Modify** any of the pre-populated fields if necessary.

**Note:** The **NCMEC** information fields will pre-populate if it was previously completed on the AWOL leave record from the prior placement. If it was not previously completed, the worker will need to complete this section in order to save the record as **Complete**.

8. Select **Completed** from the Status dropdown menu.

9. Click the **Save** button.

**Note:** Once a case has a completed **AWOL Location Record**, a badge will display on the Person Overview screen and the Case Overview screen, alerting the caseworker. When the record is end dated, the badge will no longer display.



## Adding an AWOL Child Record and a Custody with No Placement Record

---

Status: \*  
Completed ▼

End Date:



End Reason:

Created in Error

Apply

Save

Cancel

The **Child Location Records Filter Criteria** screen displays.

If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).