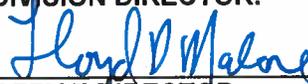
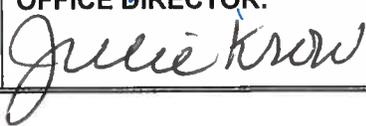


<b>COLORADO DEPARTMENT OF HUMAN SERVICES</b> <b>1575 SHERMAN ST., DENVER, COLORADO 80203-1714</b>  <b>AGENCY LETTER</b>	<b>NUMBER:</b> CW-12-10-I
	<b>CROSS REFERENCE NUMBER:</b>
<b>DIVISION OR OFFICE:</b> Children, Youth and Families	<b>DATE:</b> May 31, 2012
<b>PROGRAM AREA:</b> Child Welfare - CW	<b>DIVISION DIRECTOR:</b> 
<b>TITLE:</b> RUNAWAY SERVICE AUTHORIZATION  <b>TYPE:</b> I - Information	<b>OFFICE DIRECTOR:</b> 

**Proposed Distribution:**

All County Caseworkers, Financial Officers, and other employees that use Colorado Trails for their jobs.

**Purpose:**

A new "no pay" service authorization in Trails was developed for Runaway. Data integrity was a factor for this new service authorization and it is a better way to track a client with a status of runaway.

**Procedure or Information:**

**Runaway Service Authorization**

The Runaway service authorization is an out of home service category and is marked "No Pay". All Trails users should use the same generic service authorization for runaway. The service in Trails is "owned" by Weld County and available for all Counties to use. This will not affect any reports or outcomes for Weld County. The service will be available for any runaway placeholder after January 1, 2012.

This service should be used to track the status of runaways during periods in which the county has custody of the child (i.e. there is an open removal). The service should be closed when the child is no longer considered a runaway (i.e. child has been located and placed back in Out-of-Home (OOH) care, or the county has been relieved of custody), in which case the workers would close the removal as well.

It is important to open an "absence" if a caseworker wants to overlap the runaway service authorization with the placement service authorization to hold the bed.

**Steps to using the Runaway Service**

- Click on the "Srcv Prov." Icon located on the secondary toolbar
- Select the appropriate client and click the OK command button
- If the client does not have an open removal, create one
- Click on the "Srcv Auth" Icon on the secondary toolbar
- Select Out of Home from the service Category select box
- Select Runaway from service type

**Find Provider**

**Search Criteria**  Soundex Search **Find...**

**Provider Id:**

**City:**

**Service Category:**  **State:**

**Last Name:**

**Service Type:**  **Agency Name:**

Relative Guardianship  
Residential Child Care Facility  
Residential Drug/Alcohol Program  
Residential Treatment Center  
Residential Work Program  
Runaway

**Service Address County:**

**Select...**

- The Provider Search Window will open
- Choose the Runaway provider
- Click the "OK" command button

**Provider Search Results**

Provider Matches

Resource ID	Agency/Resource Name	Owner County/Division
1616110	RUNAWAY PROVIDER	WVeld

General | Address | Phone | Acceptance & Restrictions

**Provider Id:** 1616110      **Resource Type:** Service  
**Name:**  
**Agency Name:** RUNAWAY PROVIDER  
**SSN:** - -      **FEIN:** -  
**Governing Body:** NONE  
**Summary:**

Buttons: OK, New, Sort..., New Search..., Cancel, Help

- The Provider will show up in the Service Authorization Window for the client
- Choose the county
- Click the "Add" command button

CYFD1033 - CW

File Edit Functions Tools Help IV-E MODULE NYTD Survey Alerts

Workload Ref. Log Inbox Supervisor Org Resources Other Svcs Training/ED Fiscal Sp. Adm. Tools Ticklers DYC

Workload Svc. Prev. Renewal Svc. Auth. History Trial Visits CCAR

**Services Authorized**

Provider#	Provider	Service Type	Start Date	End Date	Approved	CW/DYC Case#
		Foster Family Home Care	11/01/1999	09/01/2005	Yes	CW
		Supervised Visitation	02/01/2001	07/11/2001	Yes	CW
		Kinship Care	10/19/2005	02/02/2012	Yes	CW
		Kinship Care	09/01/2005	10/19/2005	Yes	CW
1616110	RUNAWAY PROVIDER	Runaway	00/00/0000	00/00/0000		CW

Buttons: Add, Change, Clear, Print, Approval..., Find..., Delete, Sgrt..., Details..., Absent..., Svc. Ref..., Cancel

General | **Service Details** | Comments | Rate Details | Absence | Entry/Exit Reason | Approved:

**Service Information**

**Service Category:** Out of Home      **Service Type:** Runaway  
**Start Date:** 00/00/0000      **End Date:** 00/00/0000  
**County:**      **Leave Reason:**

Pay Provider:  Yes  No      **Worker:** Gina Montoya      Refresh [F5]

Pre-Adoptive Home   
  Permanent Placement   
  Whole Family Placement

**Effective Date:**

Immediately

**Contact Person:**

Kimber Johnson

303-866-5976 or email at [Kimber.Johnson@state.co.us](mailto:Kimber.Johnson@state.co.us)

Mimi Scheuermann

303-866-5794 or email at [Ann.Scheuermann@state.co.us](mailto:Ann.Scheuermann@state.co.us)

**Supersedes:**

N/A

**Attachments:**

N/A