

Child Welfare Division**Number: CW-PT-26-007****Authorized by:** Jennifer Holman (In Home and Reunification Manager)**Issue date:** 3/16/2026**Subject:** Missing Children or Young Adults Procedure and Media Alert Protocol.**Transmitting (check the box that best applies)**

- | | | | |
|--|---|---|---|
| ☐ New policy | ☐ Policy change | ☐ Policy clarification | ☐ Executive letter |
| ☐ Administrative Rule | ☒ Manual update | ☒ Other: New Protocol | |

Applies to (check all that apply):

- | | |
|--|--|
| ☐ All ODHS employees | ☐ County DD Program Managers |
| ☐ Aging and People with Disabilities | ☐ Developmental Disabilities Services |
| ☐ Area Agencies on Aging: Select | ☐ Self-Sufficiency Programs |
| ☒ Child Welfare Division | ☐ Support Service Brokerage Directors |
| ☐ Children's Intensive In Home Services | ☐ Stabilization and Crisis Unit |
| ☐ Children's Residential Services | ☐ Other (please specify): Enter Text |

Procedure Title: Missing Children and Young Adults**Chapter/Section:** Chapter 4, Section 18**Effective Date:** 04/01/2026 **(Note: New procedure will be posted on April 1, 2026, to reflect these changes.)****Web Address:** [Child Welfare Procedure Manual](#)**Discussion/Interpretation**

Updates to procedure were prompted when development of the Media Alert Protocol and corresponding media release template were drafted. The varying district practices surrounding Media Alerts, including how and when they should be used to help locate a missing or endangered child or young adult were unclear and inconsistent. Procedure was updated to improve guidance for:

- a. How and when to obtain photos,

- b. Establishing a criterion for Media Alerts,
- c. Information to provide to law enforcement, National Center for Missing and Endangered Children (NCMEC) and the child or young adult's Tribe (when it is known or there is reason to know the child is an Indian child).
- d. Documentation requirements,
- e. Process, communication and requirements when it is known or there is reason to know the child or young adult is an Indian child, and
- f. Process when a child or young adult is located.

Implementation/Transition Instructions

In the month of March, local office staff will review the updates to the procedure, the newly developed Media Alert protocol and corresponding communication templates.

Local Office Action Required

Review the revised procedure within local office teams. Utilize the [Media Alert Protocol](#) (referenced within procedure) only when applicable.

Central Office Action Required

Central Office Program Consultant will be available to assist local office staff with questions.

Reviewed by impacted parties? ☒ Yes ☐ No

If yes, reviewed by: CW Policy Council, CW Peer Advisory Review Committee, ODHS Communications Director, CW Executive Leadership, D15 CW Program Managers

Filing instructions:

If you have any questions about this action request, please contact:

Contact(s): Kym Lindberg or Erin Lane

Email: Kym.LINDBERG@odhs.oregon.gov, Erin.LANE@odhs.oregon.gov

NOTE: Procedure is not effective until April 1, 2026. New procedure will be posted in Child Welfare Manual at that time!