

Child Trafficking Database (CTDB) Phase II vs. Phase III Comparison Guidance

1. General Information, Emails and Links:

- Please send all CTDB technical questions to CTDB@acs.nyc.gov
- Please send all questions about this handout and about CTDB training and resources to TraffickingTraining@acs.nyc.gov
- ACS' Trafficking Policy: Identifying, Assessing, and Safety Planning with Child Sex and Labor Trafficking Victims is available at: <https://www.nyc.gov/assets/acs/pdf/youth/childtrafficking/PolicyProcedureTraffickingVictims.pdf>
- The CTDB Reference Guide is available at: <https://www.nyc.gov/assets/acs/pdf/youth/childtrafficking/CTDBReferenceGuide.pdf>
- ACS screeners can access the CTDB through the Intranet Tools section.
- Provider agencies can access the CTDB through this link: <https://www.nyc.gov/site/acs/about/applications-for-authorized-users.page>
- The CTDB Reference Guide will be updated with the launch of Phase IV.
- Live (Teams) CTDB training is available monthly. For dates, see: <https://www.nyc.gov/site/acs/youth/traffickedyouth.page#ctdb>
- The CTDB eLearning is available through Cornerstone: <https://nycacstraining.org/elearning-programs/child-trafficking-database/>

2. The following has **NOT CHANGED** with the launch of CTDB Phase III:

- Screeners must conduct all screenings in the CTDB.
- The **ONLY** exception for using the paper tools (OCFS 2921, OCFS 2920) instead of the electronic CTDB is for Preventive Advocates-Only (ADVPO) and Family Assessment Program cases.
- Connections does not have the ability to complete screenings. Screenings are completed in the CTDB (unless ADVPO or FAP) and the results are recorded in the Connections Sex Trafficking Window. In other words, you cannot complete a screening in Connections, only record the screening results.
- ACS staff can access the CTDB through the Intranet > Tools > CTDB.
- Provider agencies can access the CTDB through ACS' external website: NYC ACS >About >Partners > Applications for Authorized Users > CTDB (see link above).

- All screeners need a Microsoft Dynamics license to enter the CTDB. To obtain the Dynamics license:
 - ACS staff should submit a Service Desk ticket.
 - Providers should email CTDB@acs.nyc.gov for connection to CTDB IT.
- Smart Logic: the automatic check off of a mirrored indicator at a subsequent (Federal, High, Medium) level when the same exact indicator has been checked off on the Rapid Indicators.
- **Supervisors must always be consulted prior to deactivating a screening for any reason.**

3. The following has CHANGED with the launch of CTDB Phase III:

- **The “Save As” button** has been moved from the lower right to the upper left of the dashboard.
- **The +New** (create a screening manually) **option** on the Child Demographics tab has moved from the ellipsis’ dropdown to the top of the Active, In Progress and Completed Screenings columns.
- **The Search option** on the Child Demographics tab has moved from the ellipsis’ dropdown to the top of the Active, In Progress and Completed Screenings columns.
- **The Division field** has been upgraded:
 - For DCP, Bronx North and South and Brooklyn East and West are now individually available.
 - For DYFJ: There are four (4) sub-division selections:
 - DYFJ/CBA
 - DYFJ/JJI
 - DYFJ/CTH
 - DYFJ/Detention
 - For Foster Care: The agency and program are entered manually (typed).

- For Prevention: Click in the Provider Agency box for the PROMIS list.
- The Indicators for all screening levels are now **horizontally aligned with their check boxes.**
- **The “Fail Safe” question (When No Indicators Apply)** is no longer a pop up after clicking on the Bullseye without selecting any indicators. For Phase III, directly below the list of indicators for each level, is an “I confirm there are no (Rapid or Federal or High or Medium) indicators” option to check. If no indicators are checked off for a level, the screener should check the box next to “I confirm there are no (Rapid or Federal or High or Medium) indicators”, then progresses to click on the Bullseye. If neither indicators nor the Fail Safe choice is checked, an error message (“You must either select an indicator or confirm that there are no indicators for this level”) will instruct the screener to go back and check off what applies to that level.
- **The Law Enforcement Awareness section** (“How Did Law Enforcement Develop an Awareness That the Child Meets the Federal Definition as a Child Sex Trafficking Victim?”) which appears at the bottom of the Federal indicators as soon as a Federal indicator is checked, has been reworded to specify involvement with the NYPD Human Trafficking Squad rather than just with NYPD in general. Also, one or more fields must be checked in order to progress the screening. If a field is not checked, an error message (“At least one field in the Law Enforcement Awareness section should be checked. To access this section, please scroll to the bottom of the page”) will occur.
- The **Services Entry tabs** have been reworded for clarity. The tab choices are now:
 - Services History From Prior Screenings
 - Service Referrals For This Screening

- The **Services Dialogue Box** has been re-worded for clarity. The choices for “Did the Youth Accept/Refuse Services?” are now:
 - Youth Receiving Services (services the youth had been receiving prior to this screening)
 - Youth Referred for Services (new services to which the youth will be referred in conjunction with this screening)
 - Youth Refused Services (service suggestions that the youth refused)

If a choice is not selected, an error message pop up will occur, stating: “Did Youth Accept/Refuse Services? Required fields must be filled in”.

- The **Services Entry Dialogue Box** now has two options for entering Provider Agency information. The agency/program can be entered manually (typed in) or for Preventive providers, can be selected from the PROMIS list.
- **Deactivating a screening is now available in three (3) locations**, depending upon the reason:
 - Prior to starting the screening, deactivation for all reasons except Federal level screening completed in error can occur on the Child Demographics tab (same as in Phase II).
 - For a Federal level screening completed in error (child not trafficked):
 - Deactivation can occur on the Completed screen, directly below the Screening Results, after screening at the Federal Definition level.
 - Deactivation can occur by re-opening a completed Federal Level Screening on the Dashboard, in the Screenings Completed Within 7 Days column.

4. Upcoming for Phase IV (launch date tbd):

- A list of foster care agencies and programs will be provided for auto-selection, similar to the use of the PROMIS list for the preventive agencies.

- **When a Federal level screening is deactivated**, the CTDB will automatically generate a new blank screening for that child in the screener’s Active Screening column, so the child can be screened at the proper level.
- **The Child Demographics tab will have additional informational fields for completion:**
 - Primary Language
 - Pregnant or Parenting
 - Last Grade Completed
 - Juvenile Justice System Involvement (y/n)
 - Did Risk Include:
 - Force
 - Fraud
 - Coercion
 - Internet or Social Media
- **A new report, The Indicators Trend Report**, will provide an opportunity to find out which indicators are most prevalent in a specified Community District during a specified timeframe. This report can be generated by screeners, supervisors and administrators. Select a timeframe, select a borough or a borough and a specific community district and the indicators selected for screenings that meet that timeframe and location will appear on the report. However, the indicator Trend Report will only provide the indicators selected for CTDB screenings. The report is not representative of all child experiences not documented in the CTDB.
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