



## Quick Tips on Screening for Preventive Providers

Administrated by the ACS Office of Child Trafficking Prevention and Consultation (OCTPC), the Child Trafficking Database (CTDB) is a cloud-based mechanism which allows assigned staff to electronically complete the mandated OCFS sex trafficking screening tools (OCFS 3921 and OCFS 3920) thereby alleviating the use of paper tools. The results of the CTDB are then entered into Connections Sex Trafficking Window by the screener, exactly in the same way the results of the paper tools would be entered into Connections. Screening cannot occur in Connections because the screening tool indicators are not in Connections. For information on the OCFS paper screening tools, see *15-OCFS-ADM-16: Requirements to Identify, Document, Report and Provide Services to Child Sex Trafficking Victims*.

### **What Does the CTDB Do?**

Assigned staff and their supervisors will be able to screen children for sex trafficking, document services, generate reports and view screening caseload demographics. Supervisors can do everything that a Screener can do and can also perform additional functions. Supervisors can view their unit as a whole or view each assigned Screener's caseload individually. Both Screeners and Supervisors have access to a "dashboard" which list all screenings (1) Assigned in Connections, (2) In Progress and (3) Completed (within the last seven days). Screenings which occurred prior to the past seven days can be accessed through the Search feature. Screenings completed in the CTDB can be printed for case record insertion and can also be copied and pasted as a Word document into a Connections Progress Note.

### **Who is to be screened in the CTDB?**

As of February 15, 2017, all children (except in Advocate cases) affiliated with the NYC child welfare and juvenile justice systems are to be screened using the CTDB, instead of with the OCFS paper tools. This includes children in investigations, with contracted foster care agencies, with contracted preventive service agencies and in juvenile detention facilities.

### **Who is not to be screened in the CTDB?**

Children in Preventive Advocates-Only (ADVPO) cases are not screened in the CTDB. They are screened offline using the OCFS 3921 and OCFS 3920 paper tools. When a child in an ADVPO case is identified as meeting the Federal Definition of Trafficking Level (OCFS 3920), please email the child's age, gender and borough to [Child.Trafficking@acs.nyc.gov](mailto:Child.Trafficking@acs.nyc.gov). To submit ADVPO case screening data, send your quarterly quantitative data to [Eva.Mardak@acs.nyc.gov](mailto:Eva.Mardak@acs.nyc.gov)

### **How to Access the CTDB:**

Access to the CTDB is through the ACS Internet. NYC ACS > About > Partners > Applications for Authorized Users > CTDB or use this link: <https://www.nyc.gov/site/acs/about/applications-for-authorized-users.page> All screeners and supervisors will require a Microsoft Dynamics license to enter their CTDB dashboard. For a Dynamics license, email [CTDB@acs.nyc.gov](mailto:CTDB@acs.nyc.gov) and provide name, email and CARA ID of the person for whom a license is being requested.

### **How to Report Issues with the CTDB:**

Please email the problem description to the CTDB Mailbox, available at: [CTDB@acs.nyc.gov](mailto:CTDB@acs.nyc.gov)  
An OCTPC team member will assist with troubleshooting and/or IT connection.