NYC Children | Office of Child Trafficking Prevention and Policy

Child Trafficking Database
- CTDB -
Reference Guide
Phases I & II

August 10, 2020

NYC ADMINISTRATION FOR CHILDREN'S SERVICES

Office of Child Trafficking Prevention and Policy
Division of Family Permanency
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Division of Administration

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CTDB Phase II Reference Guide: Table of Contents

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1. Overview

Introduction

The Child Trafficking Database (CTDB) is a system that allows assigned staff to complete the mandated New York State sex trafficking screening tools in an electronic, web- b a s e d format, thereby alleviating the use of paper screening tools. All children whose parents have an open CPS investigation, as well as children in foster care, receiving preventive services, or are in juvenile justice detention or Close to Home placements are to be screened using the CTDB. The only exception to use of the CTDB for sex trafficking screening is for Advocates Preventive-Only (ADVPO) and Family Assessment Program (FAP) cases, which require the use of paper screening tools to maintain the confidentiality required by the Advocate's Agreement.

The CTDB will permit every screening to be recorded and saved in the system for future access by a worker/supervisor assigned to a child (and only when a worker/supervisor is assigned to a child), and for administrative research and reporting needs, as required by the Federal and State legislation.

This reference guide is for users with the role of Screener (completes a sex trafficking screening) or Supervisor (supervises Screeners) to complete screenings and generate reports, and also for program/ agency administrators to generate reports for their areas of responsibility. Supervisors can do everything that a Screener can do, and can also perform additional functions.

For information focused on users with the role of Supervisor, refer to the *Supervisor Dashboard and Supervisor Abilities* section. For information on report generation, refer to the section on Reports.

Troubleshooting Assistance

- **For all ACS Users:**

  CTDB issues should be addressed through a Help Desk Service Ticket: Intranet > Service desk > Issue Catalog >ACS Tools Applications > CTDB (Child Trafficking DB) Application Issue

- **For Preventive, Foster Care and Juvenile Justice/Detention Users:**

  Email CTDB@acs.nyc.gov for Help Desk Service ticket assistance

History

The 2014 federal legislation (The Preventing Sex Trafficking and Strengthening Families Act), required screening of every child within the child welfare system for potential sex trafficking and timely reporting to law enforcement of any child determined to be sex trafficked. It also required data collection concerning sex trafficked youth and youth at-risk of trafficking.

As a result of this legislation, in 2015 the NYS Office of Children and Family Services (OCFS) issued an Administrative Directive (ADM) entitled <u>16-OCFS-ADM-15: Requirements to Identify, Document, Report and Provide Services to Child Sex Trafficking Victims </u>which took effect immediately. This ADM provided guidance and tools for the mandated sex trafficking screening and law enforcement notification process in a paper format:

- OCFS 3921: Rapid Indicator Tool to Identify Children Who May Be Victims or at Risk of Being Sex Trafficking Victims
- OCFS 3920: Child Sex Trafficking Indicators Tool
- OCFS 3922: Law Enforcement Report of a Child Sex Trafficking Victim

However, due to the volume of cases within ACS and its contract agencies and detention facilities, large scale paper screenings do not permit the ability for a concise, longitudinal history of a trafficked child, or for accurate and timely data tracking. ACS therefore came up with a solution: The Child Trafficking Database (CTDB).

The development of the CTDB has been divided into two phases: Phase 1: Child Trafficking Screening Tool and Phase 2: Service Data and Reports. Phase I, launched on February 15, 2017, provided a mechanism for data input in relation to NYS child sex trafficking screening mandates. Phase II, released on March 12, 2020 featured expanded abilities, including a new window which permits the viewing and recording of services, and auto-generated report capability:

- The ability for authorized users to record information related to referring, receiving and/or providing services for every child identified as trafficked or at-risk for trafficking.

- The ability to run a 'Child Screening History' report, which includes Child Services History to view information on screenings and services for children.

- The ability to run a CTDB Area Compliance report that displays all completed screenings for all children based on a specific ACS Division, Provider Name, or program area.

- The ability for users with "Screener" and "Supervisor" assigned roles to deactivate a screening for a specifically provided reason.

CTDB Administration

The CTDB is administered by the **ACS Office of Child Trafficking Prevention and Policy (OCTPP).** OCTPP responds to all inquiries, provides consultation, guidance and technical assistance, assists in identifying appropriate services, develops and provides trainings and awareness events, administrates the CTDB, and works to develop policies and procedures for best practice work with trafficked and at-risk youth. OCTPP is also responsible for collecting data and preparing reports mandated by the New York City Council and OCFS.

- **Questions about the CTDB should be emailed to CTDB@acs.nyc.gov**
- Questions to OCTPP about **trafficked children** should be emailed to Child.trafficking@acs.nyc.gov
- Requests for CTDB or other types of trafficking related **trainings** should be emailed to Traffickingtraining@acs.nyc.gov

Which Cases Should Be Screened in the CTDB?

All cases that involve children ages birth through eighteen (18):
- whose parents have an open CPS investigation
- who are in foster care;
- who are receiving preventive services;
- who are receiving juvenile justice/detention services, including Close to Home;

The key concept for ACS and contract agency staff to remember is that all staff must complete the sex trafficking screenings within the CTDB, and not use the paper format. See below for the only exception for use of paper tools.

The Only Exception to Using the CTDB and Use of Paper Tools

Advocates Preventive-Only (ADVPO) and Family Assessment Program (FAP) cases are not screened in the CTDB. They require the use of paper screening tools to maintain the confidentiality required by the Advocate's Agreement. ADVPO and FAP data is collected through the applicable division. For details on ADVPO data collection, consult the 2020 ACS policy: Identifying, Assessing, and Safety Planning with Child Sex and Labor Trafficking Victims:

- Attachment R: Division of Prevention Services (DPS) and Provider Agencies Business Processes for Screening for and Documenting Child Sex Trafficking

- Attachment T: Family Assessment Program (FAP) Business Processes for Screening for and Documenting Child Sex Trafficking

1.1 Who are Screeners and What Can They Do?

Screeners are ACS staff or ACS-contracted providers assigned certain CTDB privileges. Screeners can use the system to:

- Create new screenings
- Modify active screenings
- Complete active screenings
- Print screenings

- Enter service referrals
- Update end dates for prior service referrals
- Generate reports

Assigned staff and their supervisors can view the screening history of children on their caseload, input screenings, view screening caseload demographics, and generate reports. Supervisors can view their unit as a whole, or view each assigned screener's caseload individually, view unit demographics, complete screenings and generate reports. Administrators can also view their areas of responsibility at additional levels and generate reports

Both screeners and supervisors have access to a dashboard displaying all screenings that have been assigned, in progress, and completed within the last seven days. Screenings completed prior to the past seven days are available through the [Search](#) function.

A Supervisor of a Unit has the ability to start, update, complete and re-assign any active screening within his/her Unit if it is necessary. A screening can be started, updated and completed by different Screeners within the same Unit (as assigned by a Supervisor).

Any Screening can be deactivated by the assigned Screener or his/her Supervisor at any point with a specified reason. See section on Deactivating Screenings.

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.

Case Assignment

Cases will be automatically generated within the CTDB to ACS, foster care and preventive services agencies' staff by CONNECTIONS (CNNX). The screening will be generated into the CTDB caseload of the assigned staff person on a nightly basis, within 24 hours of CONNECTIONS assignment.
- **A screening is only automatically generated from CNNX at the time of initial case assignment.**
- **Any subsequent screening will need to be created manually, as needed.**

Subsequently required screenings include:

- Whenever a FASP is due
- Every time a child returns from AWOC (Away Without Consent)
- Whenever a significant change occurs in the life of a child

> **Cases will NOT be generated from Connections within the CTDB for Juvenile Justice Detention staff. Detention staff will always create screenings manually.**

Organization of Screenings Within the CTDB

Screenings on the CTDB home page are organized on a dashboard, with three categories:

- Active Screenings (not yet begun)
- In Progress Screenings (opened and started but not completed)
- Completed Screenings (completed by the screener or by the system)

Screenings generated into the CTDB first appear in the **Active Screening** section. Once a screening is opened, it moves to the **In Progress** Section. When a Screening is completed, it moves to the **Completed** Section. Completed screenings are maintained in the Completed Section for seven days after completion. Older completed screenings can be located through the Search function. The bottom portion of the Dashboard maintains charts that provide a variety of visual views of the caseload.

A Full Screening Consists of Three Parts:

(1) **The Rapid Screen** (electronic version of OCFS Form 3921: Rapid Indicator Tool)

- If the Screener does not check off a box on the Rapid tool, then the child is determined NOT to be at-risk for trafficking and the screening is completed.
- If any box is checked on the Rapid tool, the screening will progress to:

(2) The Comprehensive Screen (electronic version of OCFS Form 3920: Child Sex Trafficking Indicators Tool)

Within the Comprehensive tool, there are three levels of indicators used to determine the current status of a child:

- Federal Definition of Trafficking Level
- High Risk Level
- Medium Risk Level

After determination of the screening level based upon the indicators selected in the Comprehensive Screening, the screening will progress to:

(3) Service Referrals
In Phase II, screeners will document all service referrals provided to a child.

> **The Child Screening History Report** can generate a record of all screenings and all service referrals documented within the CTDB.

Life Span of an Active or In Progress Screening in the CTDB

The life span of an active or in-progress screening in the CTDB is 30 days. Notification of an uncompleted screening will be emailed to the assigned Screener and Supervisor at Day 10, and again at Day 29. **If a screening is not completed by Day 30, it is automatically designated as "completed by the system".** System completed screenings will be finalized on Day 30, even if the screener did not enter any information, or only partially completed the screening.

A system completed screening does not fulfill the required screening mandate. A completed screening cannot be re-activated. To replace a screening completed by the System with one that has additional information, a new screening must be manually generated to ensure capture of required information.

> With Phase II, Supervisors and Administrators can generate **CTDB Area Compliance Reports to view which screeners regularly completed their screenings with assessed information and which screeners have a history of incomplete screenings completed by the system.**

Law Enforcement Report of a Trafficked Child

Every time a child screens at the Federal Definition of Trafficking Level, the screener must complete an OCFS 3922: Law Enforcement Report of a Child Sex Trafficking Victim (LER) "within 24 hours of sooner", as required by the OCFS ADM. The only exception is when the child is already known to the NYPD Vice Enforcement Division's Human Trafficking Unit. This does not include knowledge of the child by NYPD through a Missing Person's Report or by the local precinct. The exception is only for prior contact with the Human Trafficking Team at VED@nyod.org, and the previously assigned detective should be contacted with an update.

1. Screeners should only use the **most recent version of the form** and complete all questions with as much detail as possible. The most recent version at the time of this Guide issuance is the three (3) page **June 2018 version**. Email CTDB@acs.nyc.gov if you need a copy of the correct form.

2. As of October 2019, NYPD requests that all LERs are to be emailed to the Vice Enforcement Division. **Do not fax the form to the fax number on the form. Scan the form and email to: VED@nypd.org copied to Child.trafficking@acs.nyc.gov**

3. Call the **Vice Enforcement Division at 212-694-3013** to confirm receipt of the LER and obtain a log number and the name of the detective taking the call. If you have difficulty contacting VED, email CTDB@acs.nyc.gov

4. Document the log number and the detective's name as soon as possible, but not more than 2 weeks after completing the CTDB screening in the CTDB (and also in the CNNX sex trafficking screen, CNNX Progress Note, and any other designated record/file). If the Law Enforcement Report information (NYPD Log Number, Detective Name) is not entered into the CTDB at the time of screening completion, the Supervisor will be able to subsequently enter the information for the Screener within two weeks.

CTDB Notification to OCTPP of a Trafficked Child and Follow Up

Each time a child is identified at the Federal Definition Level of Trafficking within the CTDB, the CTDB will automatically generate an email to a special mailbox administrated by the ACS Office of Child Trafficking Prevention and Policy. That mailbox will automatically forward the email to the relevant division's own trafficking mailbox. This will ensure that a screener receives any needed assistance, and that appropriate and timely follow up occurs. OCTPP staff will reach out to any screener that has identified a child at the Federal Definition of Trafficking level to verify the selected indicators, and to provide guidance, technical support, and resource suggestions as needed.

Where to Seek Help

- Questions concerning **inability to access the CTDB** require a Help Desk ticket:

- **For all ACS Users:** Intranet > Service Desk > Issue Catalog > ACS Tools Applications > CTDB (Child Trafficking DB) Application Issue

- **For Preventive, Foster Care and Juvenile Justice/Detention Users:** Email CTDB@acs.nyc.gov for Help Desk Service ticket assistance

- Questions about the **CTDB in general** may be referred to the CTDB Mailbox at CTDB@acs.nyc.gov

- Questions about **trafficked children, including questions about trafficking red flag indicators, guidance and resource requests** may be referred to the Child Trafficking Mailbox at Child.trafficking@acs.nyc.gov

- Training requests (CTDB, other trafficking trainings) should be emailed to Traffickingtraining@acs.nyc.gov

2. Accessing the System

2.1 ACS Users' Access to CTDB

To access the system, follow these steps:

1. Double-click the Internet Explorer (IE) icon on your desktop to start the browser.

Tip: If the IE icon is not on your desktop, find the IE application in your Start menu and double-click it to launch the browser.

2. The NYC ACS intranet home page displays.
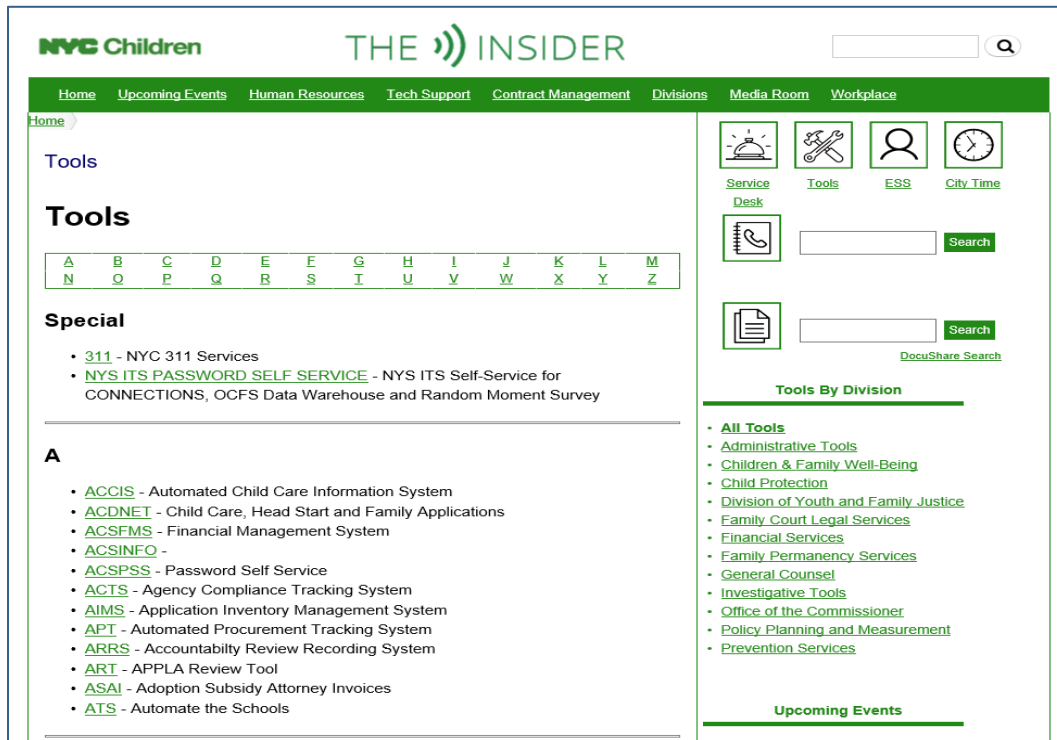
3. Click the **Tools** icon on the NYC ACS intranet home page, shown in the following screen:

4. The ACS Information Systems Applications Tools screen displays.
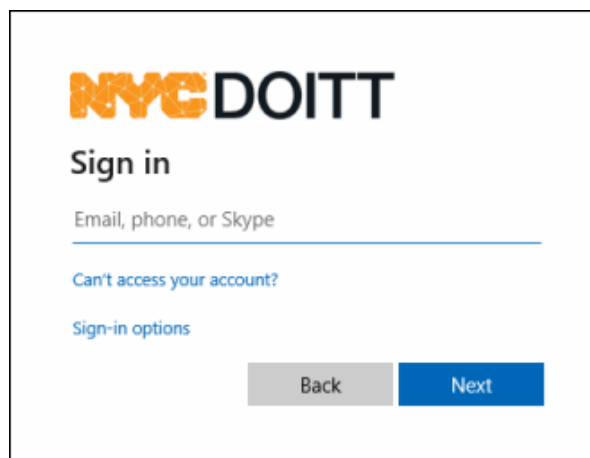
> 🟡 **TIP** Applications are listed on the Tools page in alphabetical order. You can click a letter at the top of the page (**C** in this case) to jump directly to a section.
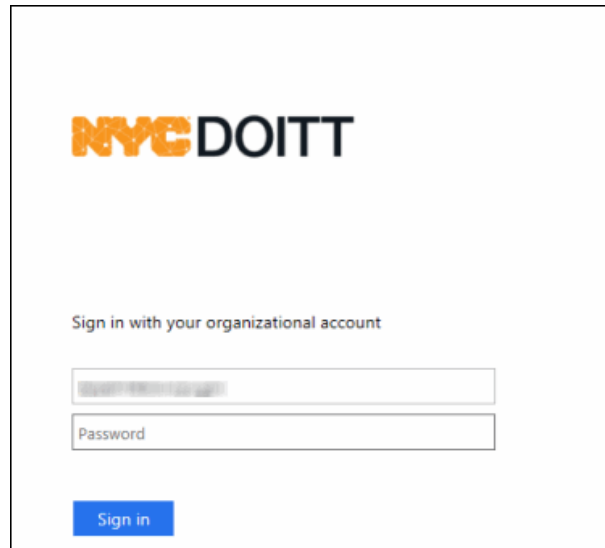
5. Click on the "C" or scroll to "C" and select **CTDB** – Child Trafficking Database
6. A dialog box will open for your Outlook Email address:

7. Enter your Outlook email address and click NEXT.

8. Another dialog box will open for you to sign in with your organizational account:

9. Enter your Network Password and click SIGN IN.

   If your email address and password are valid, and you are authorized to access CTDB, the default dashboard for your user role appears. To view a sample Screener Dashboard, refer to the Screener Dashboard section.

   Note: The Supervisor Dashboard appears somewhat different from the Supervisor Dashboard. Refer to the *Access the Supervisor Dashboard* section if you want to see the difference.

10. **Multi-Factor Authentication:** Some users may have Multi-Factor Authentication enabled. This would have been done by yourself, or your agency's leadership. If you have MFA enabled, you would already know that you have an extra step required before entering the CTDB II application. If you have MFA, the additional step may involve entering a code, answering your phone, or approving a mobile phone notification. As MFA is an interagency mandate, for more information, contact your direct supervisor, not the CTDB Mailbox.
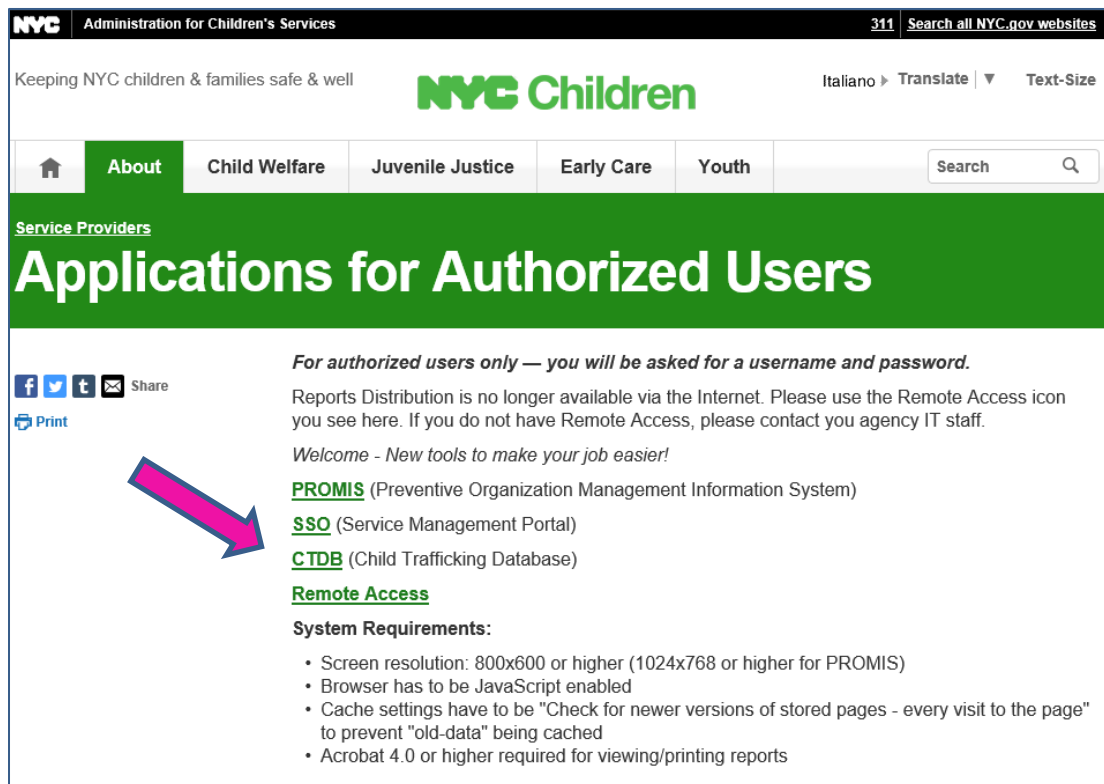
> First time log in may result in a pop-up for CRM over the dashboard. Click on the "Don't show this again" option on the lower right of the screen and it will disappear.

2.2 Provider Agencies Access to CTDB

Phase II access to the CTDB varies greatly from Phase I access for Provider Agencies. Phase I entry required remote access through Contract Agency Remote Access (CARA) portal. **Phase II is cloud based, so access is through the external ACS website. <mark>However, you will still need your CARA password to log on.</mark>**

- ▪ Method 1: Type the Internet address into your browser window:

    https://www1.nyc.gov/site/acs/about/applications-for-authorized-Selecusers.page

- ▪ Method 2: Go to the external ACS web page (browser search: NYC ACS)

    - o Click on the **About** tab
    - o Select **Partners**
    - o Under Service Providers, select **Applications for Authorized Users**
    - o Select **CTDB** (Child Trafficking Database)

1. A dialog box will open for your Outlook Email address:

2. Enter your Outlook email address and click NEXT.
3. Another dialog box will open for you to sign in with your organizational account:

4. Enter your Network Password and click SIGN IN.

    If your email address and password are valid, and you are authorized to access CTDB, the default dashboard for your user role appears. To view a sample Screener Dashboard, refer to the *Screener Dashboard* section.

    Note: The Supervisor Dashboard appears somewhat different from the Supervisor Dashboard. Refer to the *Access the Supervisor Dashboard* section if you want to see the difference.

5. **Multi-Factor Authentication:** Some users may have Multi-Factor Authentication enabled. This would have been done by yourself, or your agency's leadership. If you have MFA enabled, you would already know that you have an extra step required before entering the CTDB II application.

   If you have MFA, the additional step may involve entering a code, answering your phone, or approving a mobile phone notification. As MFA is an interagency mandate. **For more information on MFA, contact your direct supervisor, not the CTDB Mailbox**.

TIP First time log in may result in a pop-up for CRM over the dashboard. Click on the "Don't show this again" option on the lower right of the screen and it will disappear.

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3. Screener Dashboard

The Screener Dashboard is the CTDB's home page for the Screener. The following is a sample Screener Dashboard:
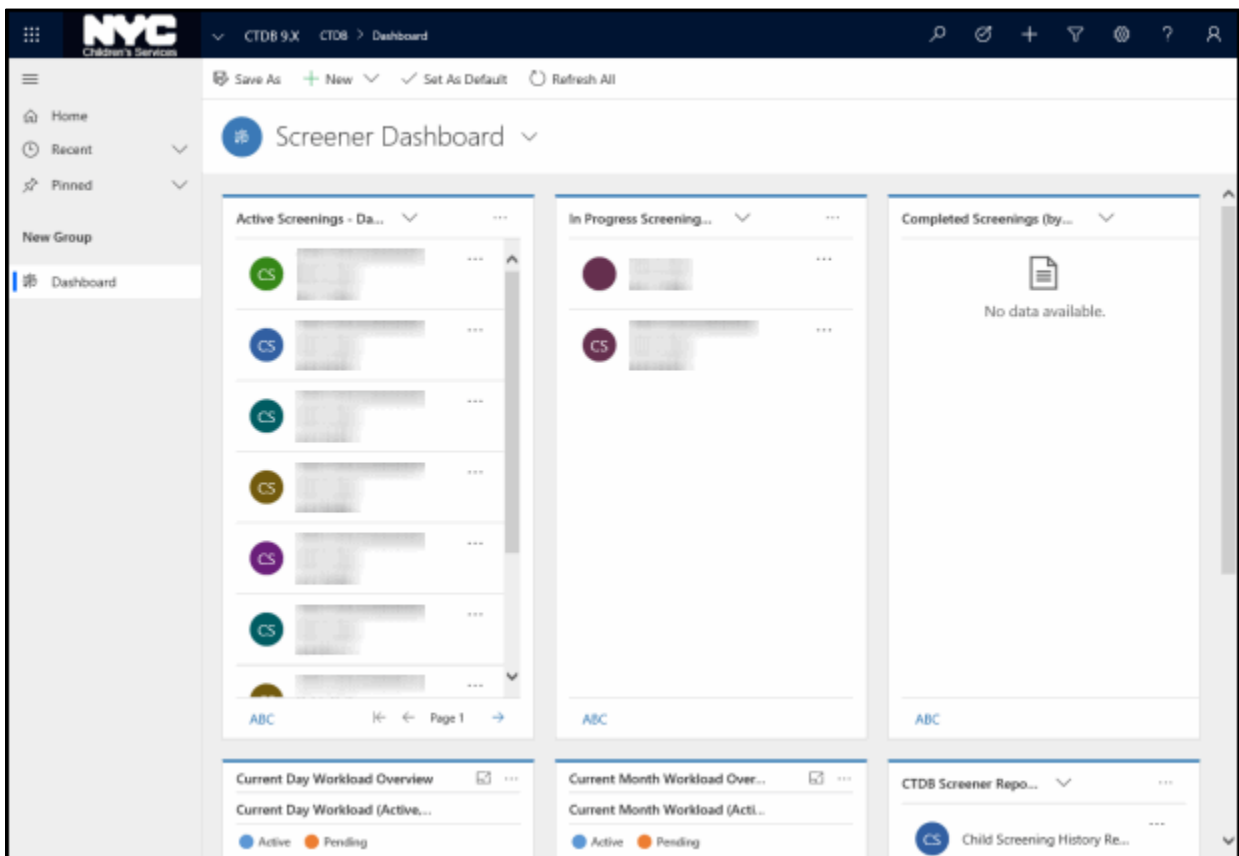
a. Caseload:

The Dashboard displays the Screener's caseload in three different stages: Active, In Progress, and Completed Screenings within last 7 days:

- Screenings generated into the CTDB first appear in the Active Screenings section
- Once a screening is opened, it moves to the In Progress Screenings section
- When a screening is completed, it moves to the Completed Screenings section for seven (7) days. After 7 days, it drops off the Completed Screenings section, but is searchable through the Search function.

- To view all screenings in a Dashboard area: Click on the ellipses and click "See All Records" :
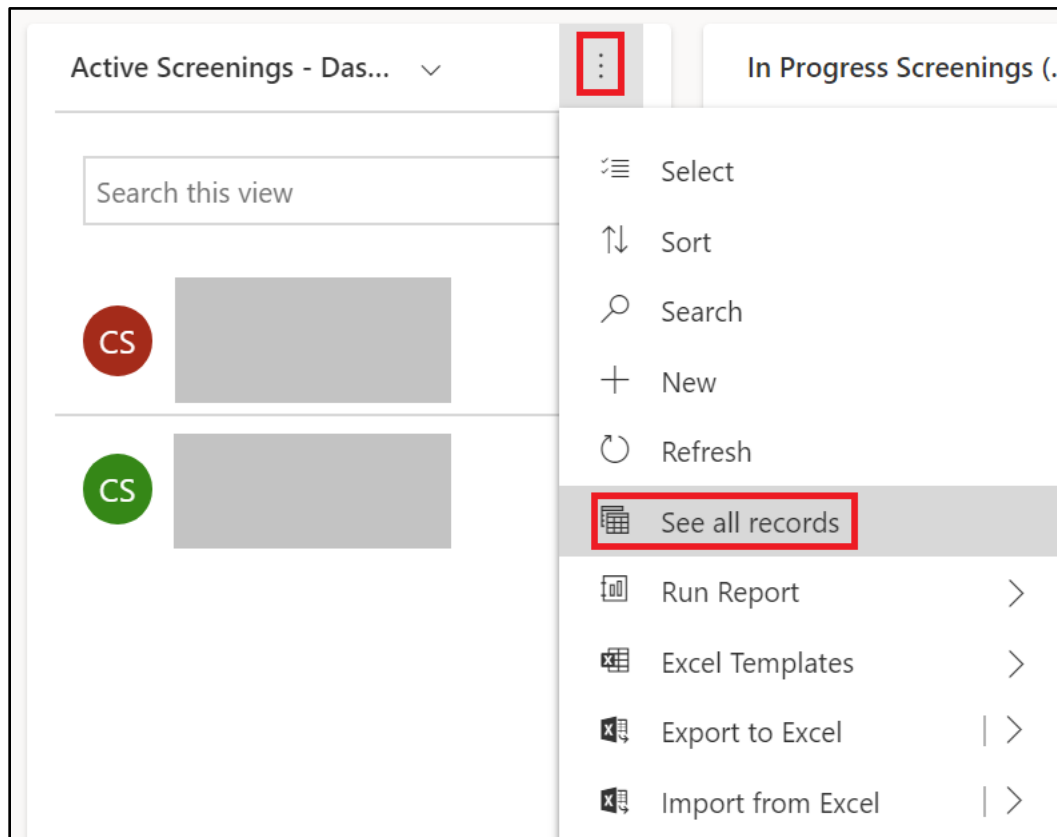
Example: Clicking "See All Records" on the dropdown next to Active Screenings will show all the Active Screenings in a new window.

b. **Metrics:**

The charts at the bottom of the Screener Dashboard provide a visual view of the Screener's **Current Day Workload** and **Current Month Workload**. Supervisor Dashboards will display a visual view of the workload status of screenings of staff who report to the Supervisor.
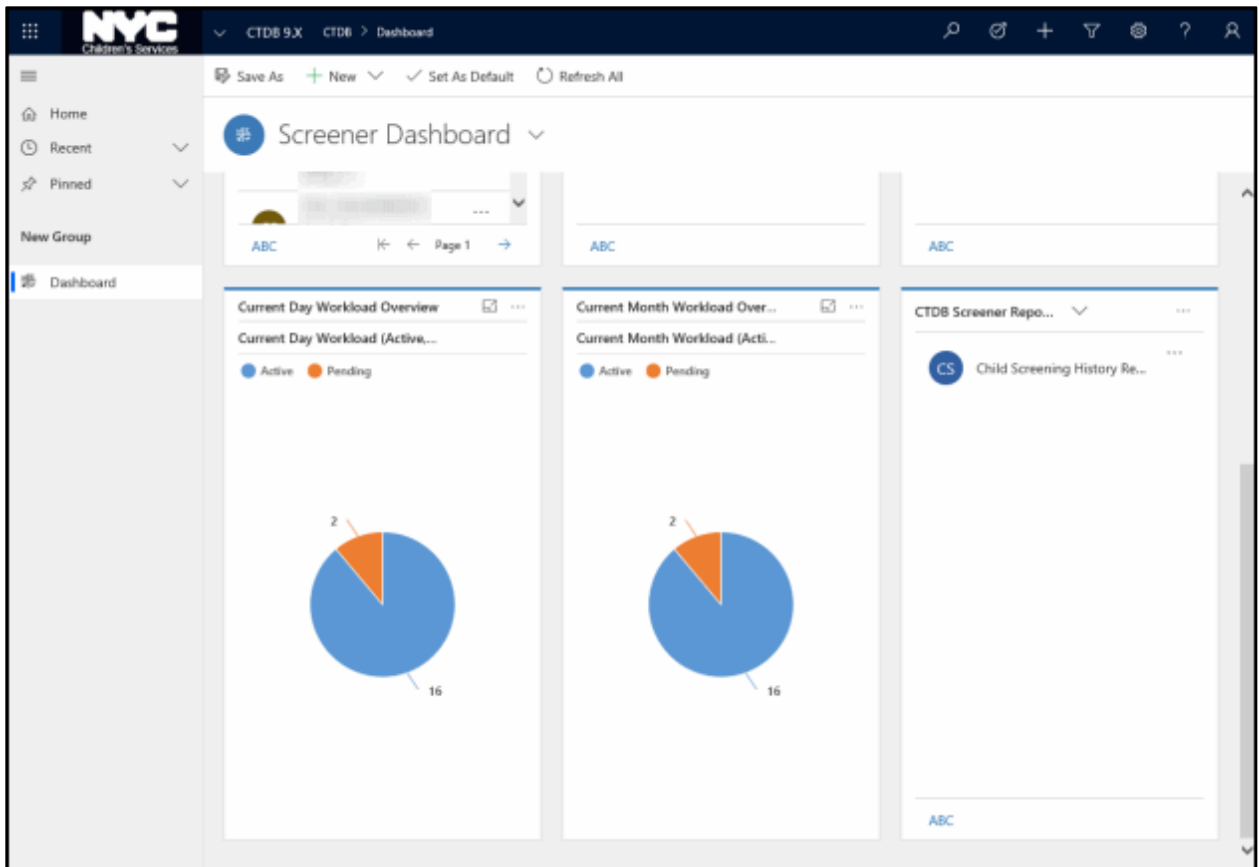
4. Navigating the Dashboard

Screenings can be executed from the Screener Dashboard or the Screenings page. You can use the Navigation Bar to access information, or Search the dashboard.

a. Navigation Bar

The navigation bar is the primary tool for moving through all CTDB data displays. It appears on the left side of every screen. After you have accessed different data views, those most recently accessed will be listed under the **Recent** section.

Click the down arrow to the right of a section to display the options listed under it, then click an area to go directly to that view.

Click the other options on the navigation bar to view the dashboard for your user role, or display a list of active screenings, or display a list of reports you can generate on CTDB data.
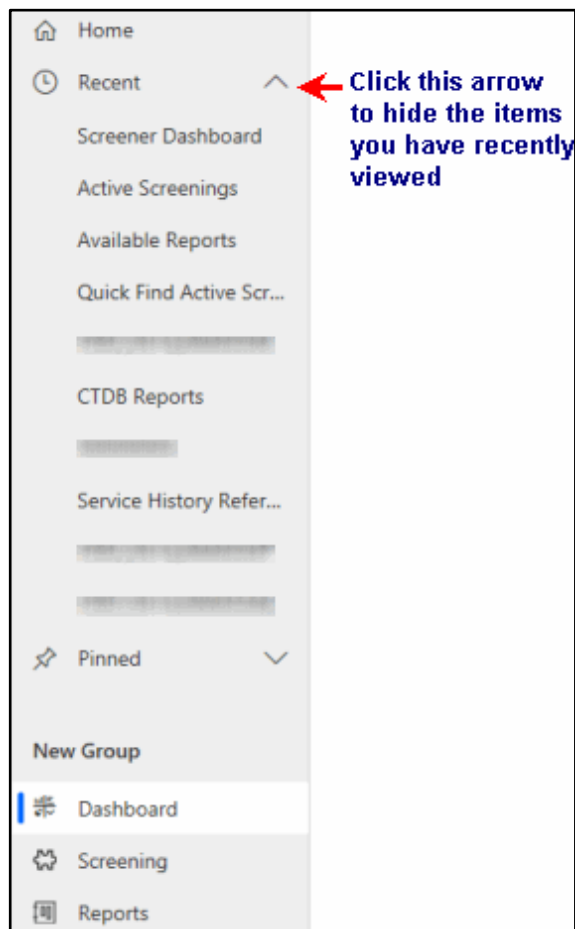
b. **Search**

You can search for specific individual records on any CTDB dashboard by clicking the ellipses and then the Search option.
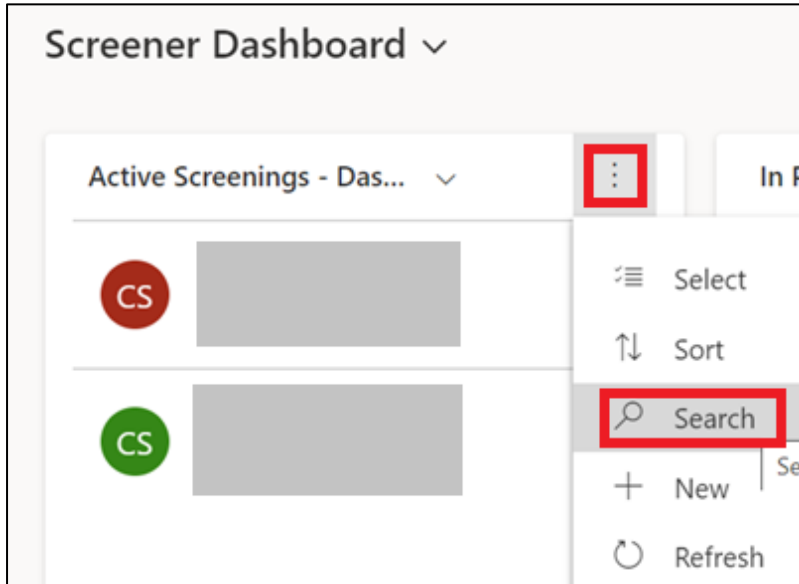
A search bar will appear, allowing you to search screenings by associated PID or Stage ID. Just press enter, and your results will appear in the dashboard right under the search bar.
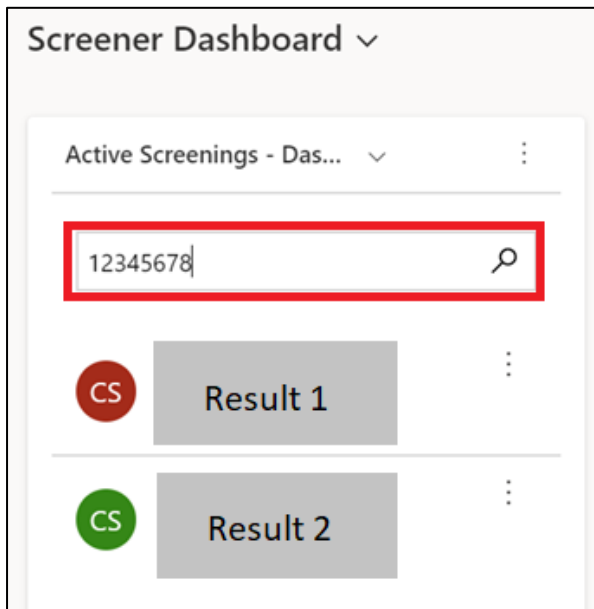
c. <u>Symbols on CTDB Data Tabs:</u>

On all CTDB data entry tabs, you will find the following symbols:

🔒 Child Name	**Lock Symbol:** A field displaying a lock symbol (🔒) is read only and cannot be edited
Division [*] ---	**Required Field:** A field displaying a ✱ is required. You cannot submit a screening unless you have completed all required fields.
--Select-- ⌄	**Look Up Field:** A lookup field contains a drop-down menu of options. Click the ⌄ to display a lookup field's options, then click an option to select it. You can select multiple options. You cannot enter text manually in a lookup field.
---	**Text Field:** A text field accepts free-form text. Click the dashes to activate the text box, then enter up to 1,000 characters, including spaces and punctuation.
📅	**Date Selection:** Click a calendar icon to display a pop-up calendar. The default is the current month and date. If necessary, click the arrows to scroll forward and backward through different months.
☑	**Select Tool:** Click on a checkbox to select the chosen option.

5. Completing a Screening from the Dashboard

a. Select a Screening

To complete a screening that has been assigned to your caseload, click on the selected screening in the Active Screenings section of the Screener Dashboard.
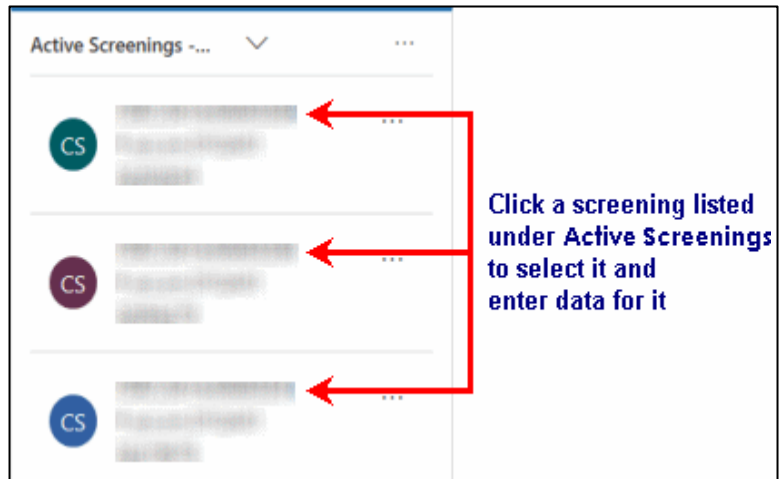
The data screen will appear for the selected screening.
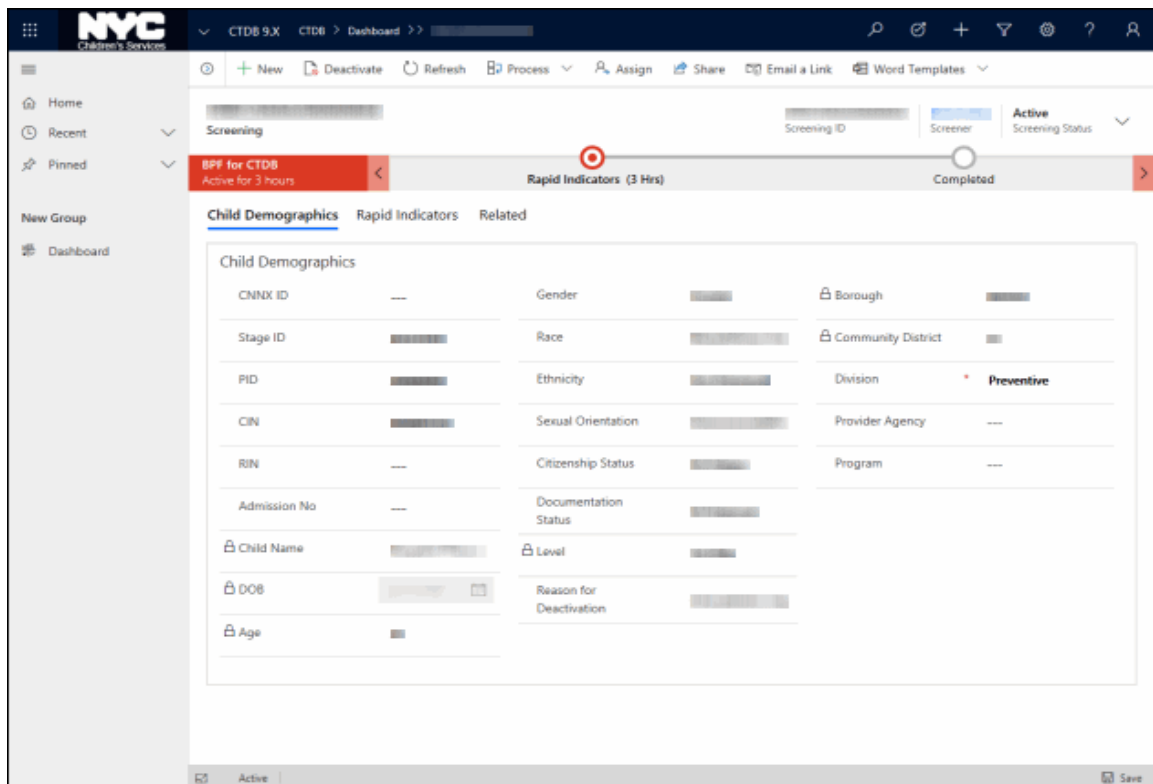
b. Child Demographics Tab

- The Screening will open to the Child Demographics Tab. For CONNECTIONS (CNNX) users, data will auto-populate most of the fields. Some data will need to be manually entered. Fields with red asterisk (*) indicate required data.

  For Juvenile Justice/Detention providers or anyone who does not have a screening auto-populated from CONNECTIONS, see the section on Creating a Screening Manually. Manually created screenings will require insertion of data for all fields in the Child Demographics Tab.

  Auto-Populated vs Manually Entered Data Fields:

  - For CNNX users: Child Name, PID, CIN, DOB (Date of Birth), Age, Borough, Community District, Stage ID fields automatically populate from CNNX.

  - Gender, Citizen Status, Division, Race, Ethnicity, Sexual Orientation fields are manually completed by the Screener.

  -

  - Upon the selection of Division:
      - For Child Protection: A new field will pop up for documentation of your Unit

      - For Foster Care and Preventive, a new field will pop up for documentation of agency. Enter the agency code and select the agency name. After the Agency field is completed, a list of agency affiliated programs will appear for selection. Click on the applicable program.

      - For Juvenile Justice/Detention: a text field appears where you enter the name of the detention facility

c. **Saving Data**

After entering all required information, save your changes by clicking on the **Save button on the lower right side of the screen.** 🖫 Save
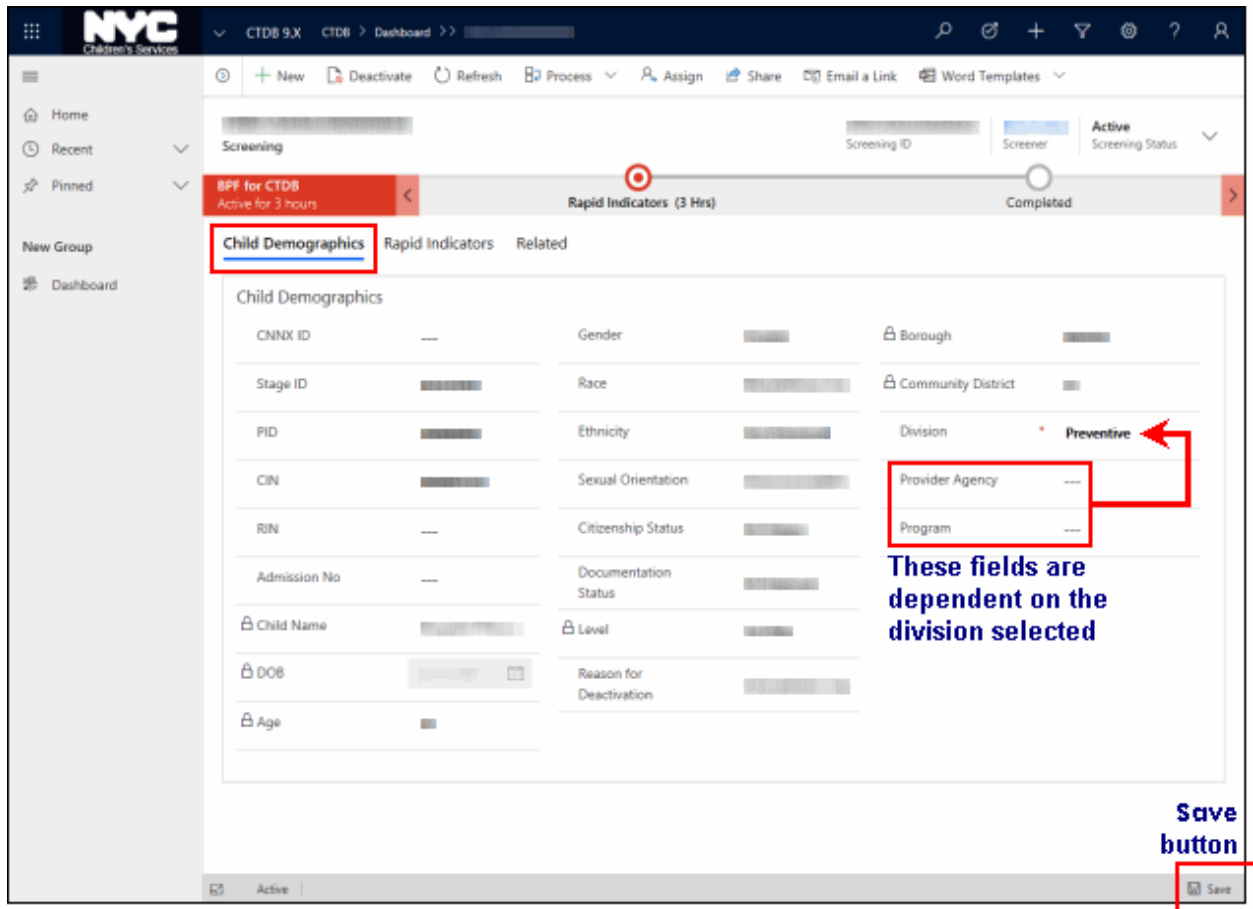
d. **Rapid Indicator Screening**

1. **Complete the Rapid Indicator Screening:**

- Select the Rapid Indicators tab and the eleven (11) indicators from the OCFS 3921: *Rapid Indicator Tool to Identify Children Who May Be Victims or at Risk of Being Sex Trafficking Victims* form will appear.

- Scroll down to read all of the questions.

- If the answer to a question is YES, check the box to the right of the question.

- If the answer to a question is NO, do not check the box to the right of the question.

2. When None of the Rapid Indicators Apply

If no indicators are selected on the Rapid Screening, the Screener proceeds to the **Next Stage** option, which is available by clicking on the ⦿ box over the Rapid Indicator tab heading. Click on Next Stage.
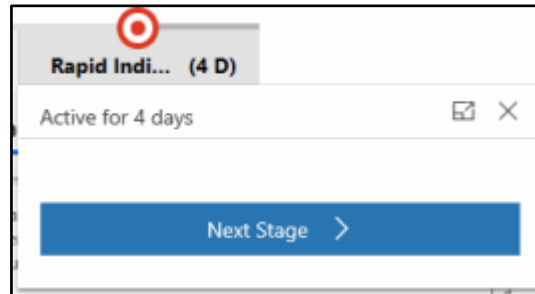

Since none of the Rapid Indicators have been selected, the drop-down will then ask: **Are you sure there are no Rapid Indicators?**
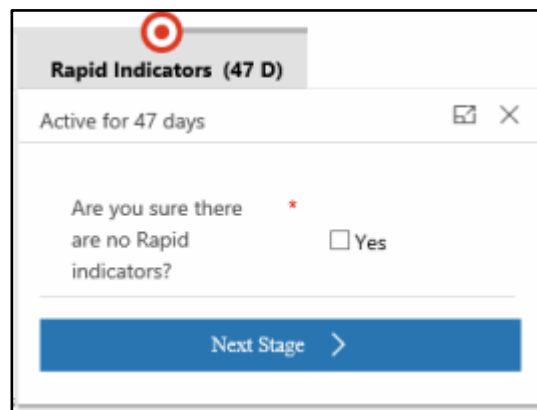

The default check box is YES. **Click on Yes (meaning yes, I am sure there are no Rapid Indicators)** and the response will change to "YES!", confirming there are no applicable Rapid Indicators. The screening is then completed with the child documented at the **No Risk level.**

3. When One or More of the Rapid Indicators Apply

When you select one or more Rapid Indicators, additional tabs will automatically appear across the Navigation bar.
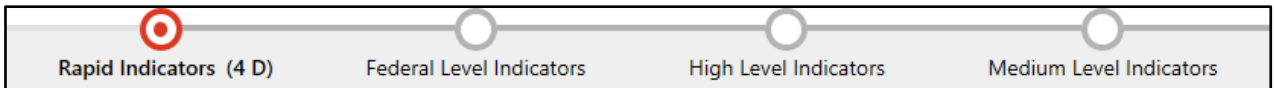
To proceed click the ⊙ over the **Rapid Indicators** heading to display the Next Stage option. Click on **Next Stage**.
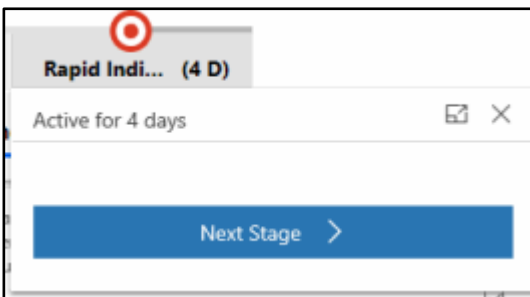
Doing so will progress the screening to the electronic version of OCFS 3920: *Child Sex Trafficking Indicators Tool* (also known as the "Comprehensive Tool"), starting with the Federal Definition Level of Sex Trafficking Indicators, and progressing to the High Level Risk Indicators, then the Medium Level Risk Indicators.

e. Comprehensive Screening

The Comprehensive Screening (Federal, High Risk and Medium Risk indicators will open if any indicator on the Rapid screen is checked.

1. Smart Logic Auto Checking Feature: Ensuring Matching Indicators

The CTDB features "smart logic". This means when a Rapid Indicator that directly relates to a Federal, High Risk or Medium Risk indicator is checked, the CTDB automatically checks the corresponding indicator in the Federal, High or medium sections of the screening. These pre-selections are locked on the Federal, High and Medium levels. If you determine that the pre-selected locked indicator does not apply, you will need to go back to the Rapid Indicator screening and uncheck the non-applicable indicator, so that it unchecks from the Federal, High or Medium level screening areas.
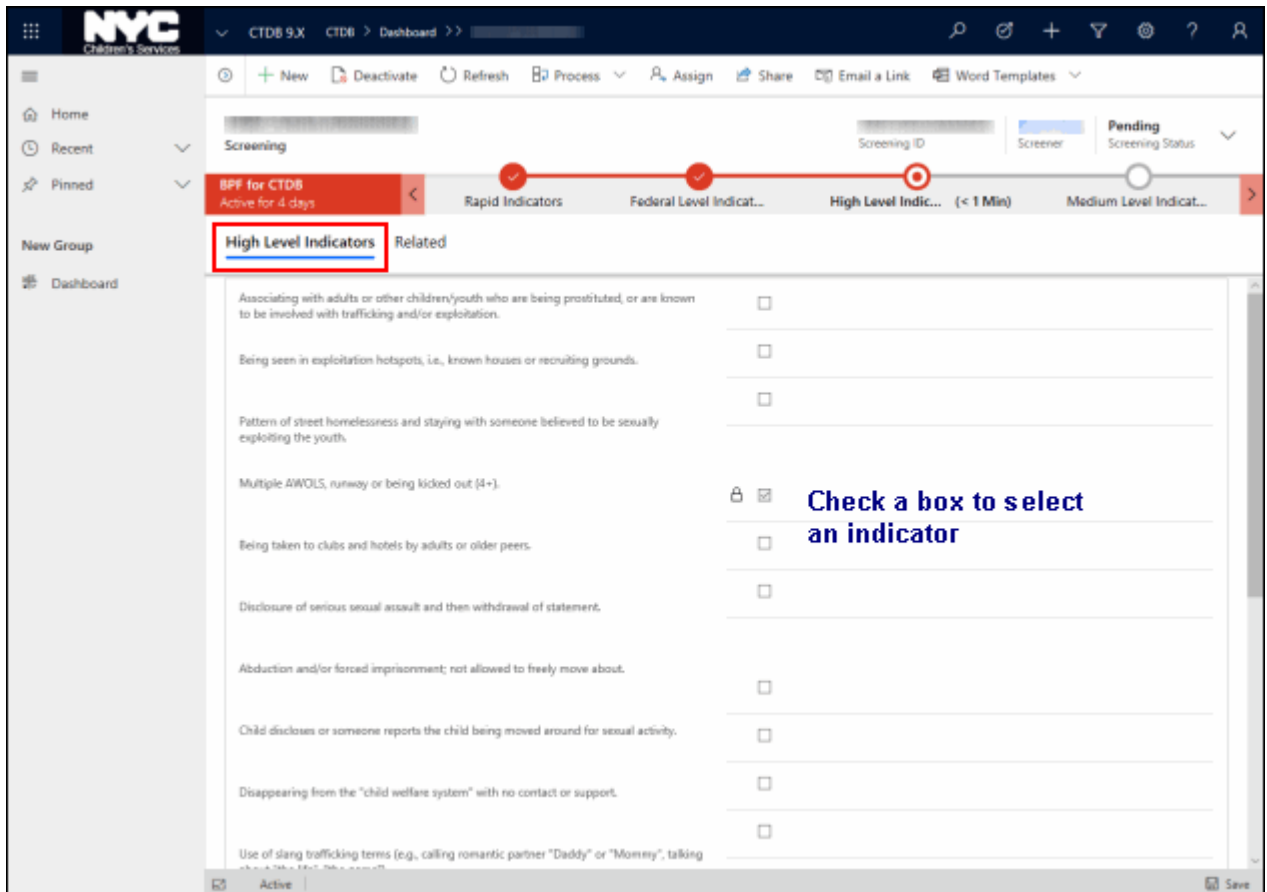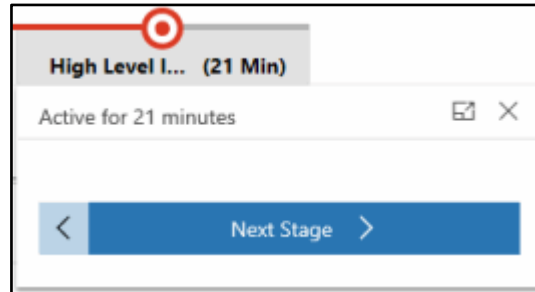
2. <u>**Federal Level Indicators Tab:**</u>
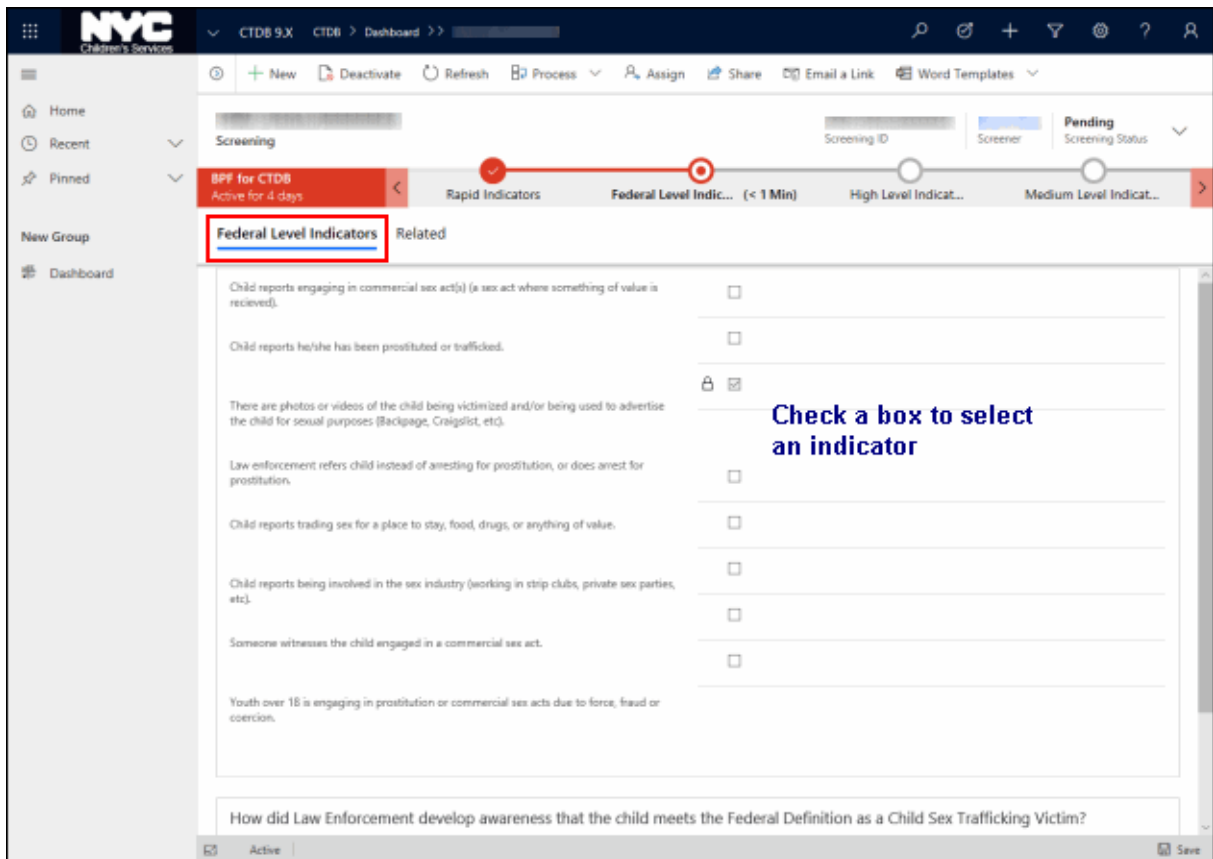
- Scroll down to read all of the questions.

- If the answer to a question is YES, check the box to the right of the question.

- If the answer to a question is NO, do not check the box to the right of the question.

- If you need to change a locked checkbox, you must return to the Rapid Indicator section and uncheck the related indicator.

- **Once you have completed the Federal Level indicators, progress to the High Risk level indicators** by clicking on the ⊙ over the **Federal Level indicators** heading, then click on Next Stage.
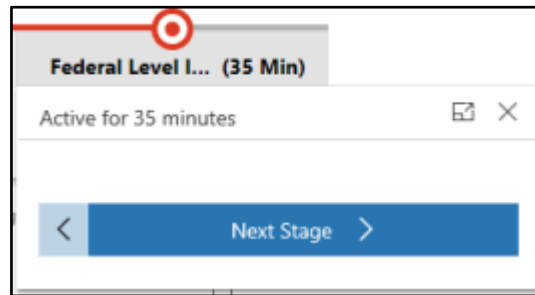
3. **High Risk Level Indicators Tab**

- Scroll down to read all of the questions.

- If the answer to a question is YES, check the box to the right of the question.

- If the answer to a question is NO, do not check the box to the right of the question.

- If you need to change a locked checkbox, you must return to the Rapid Indicator section and uncheck the related indicator.

- **Once you have completed the High Risk level indicators, progress to the Medium Risk level indicators** by clicking on the ⊙ over the **High Level indicators** heading, then click on Next Stage.
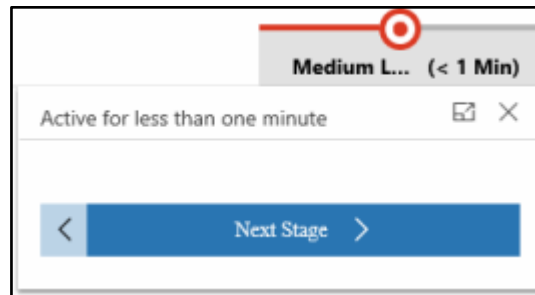

4. <u>Medium Risk Level Indicators Tab</u>

- Scroll down to read all of the questions.
- If the answer to a question is YES, check the box to the right of the question.

If the answer to a question is NO, do not check the box to the right of the question.

- If you need to change a locked checkbox, you must return to the Rapid Indicator section and uncheck the related indicator.

- **Once you have completed the Medium Risk level indicators,** click on the ⊙ over the **Medium Level indicators** heading, then click on Next Stage. Since all the indicator levels are now complete, the screening is complete and the CTDB will provide the level at which the child screened.

5. Completing the CTDB Screening

After completing the Medium Risk indicators, the screening is complete and **will progress to the Services tab.** Prior to progression to the Services tab though, **the screening results will be displayed by the CTDB,** along with the selected indicators for the highest applicable level and relevant guidance as mandated by *16-OCFS-ADM-15: Requirements to Identify, Document, Report and Provide Services to Child Sex Trafficking Victims* and *OCFS 3920: Child Sex Trafficking Indicators Tool.*
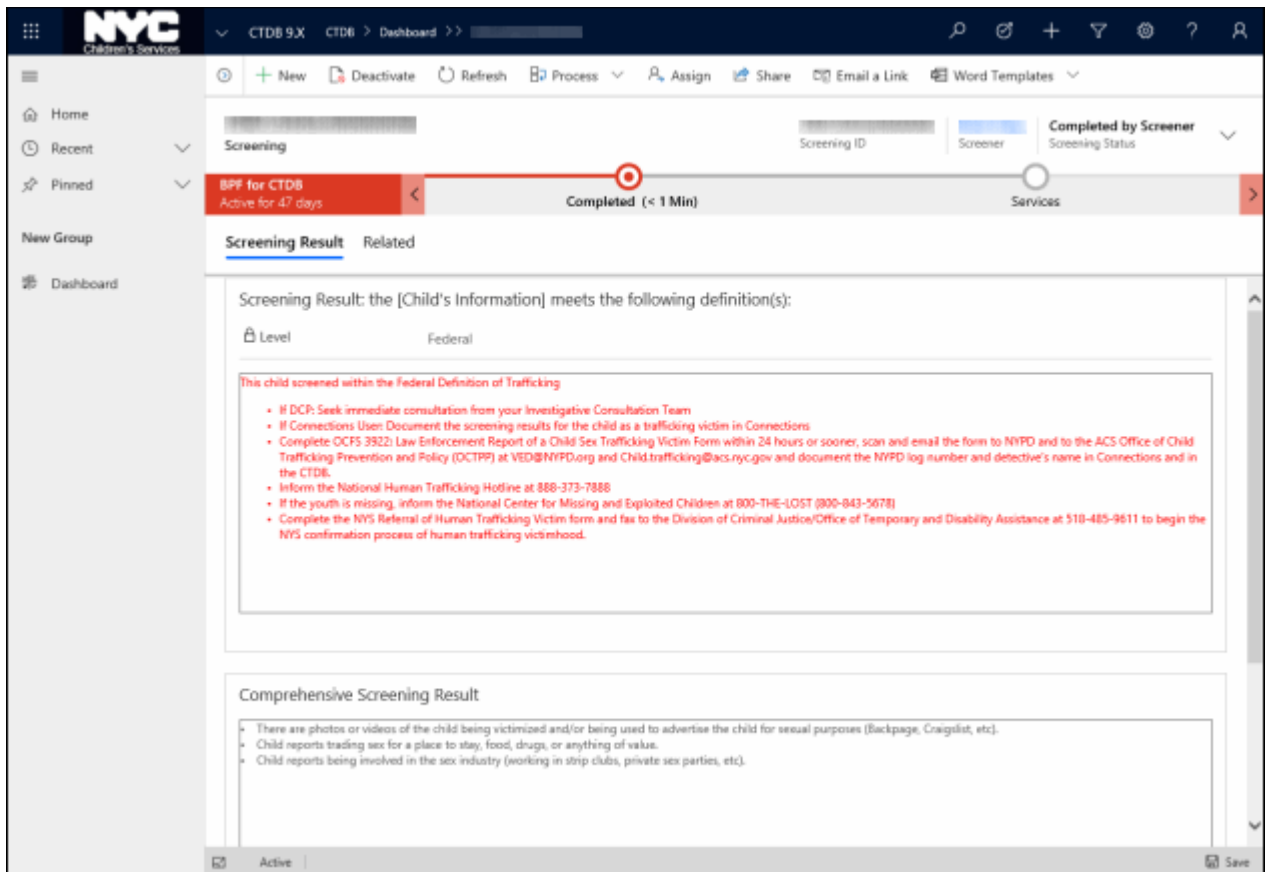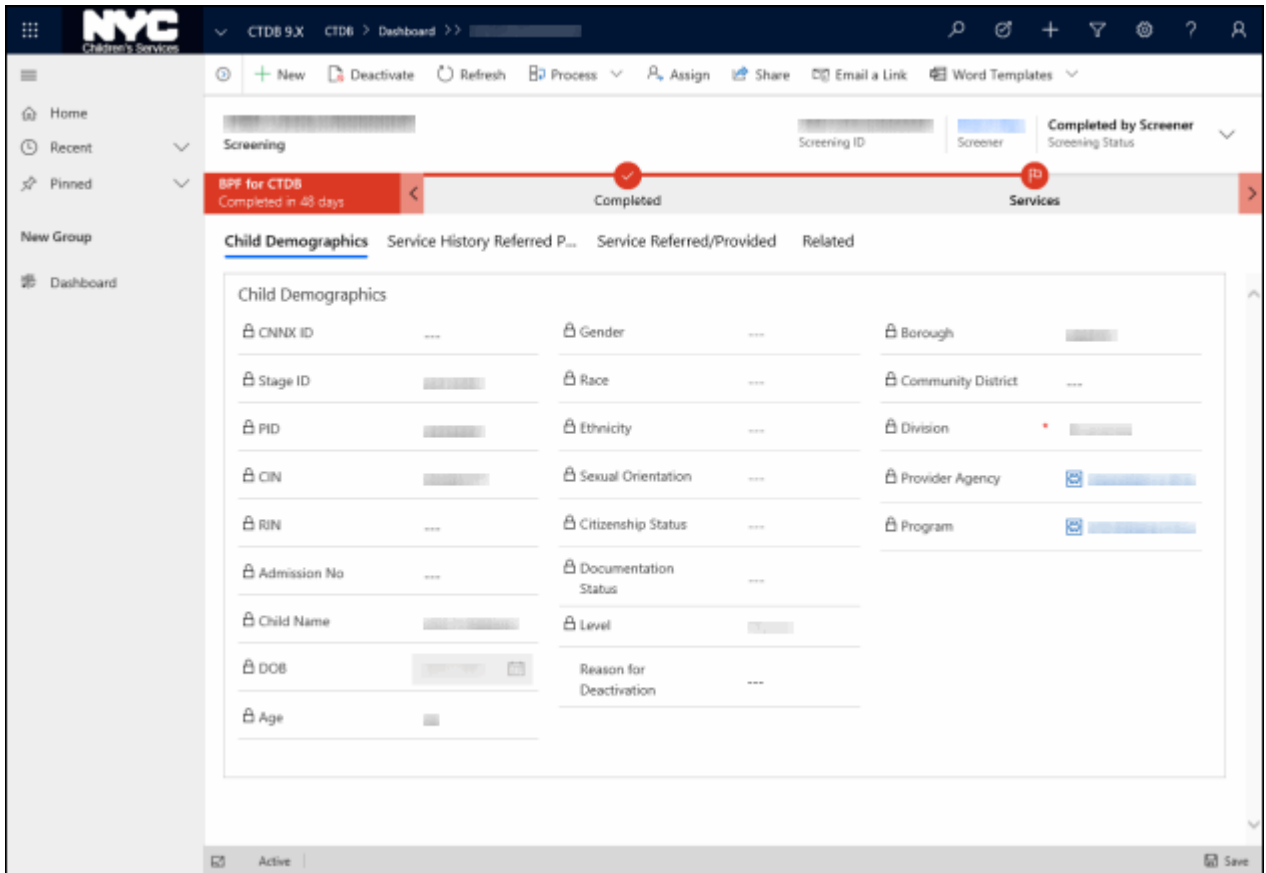
f. Entering the Service Referrals – NEW for CTDB Phase II!

After any Comprehensive level screening is completed (Federal, High-Risk or Medium Risk), CTDB Phase II has a <u>mandatory</u> Services entry component.

- Click the ⦿ over the **Completed** heading, then click **Next Stage**.
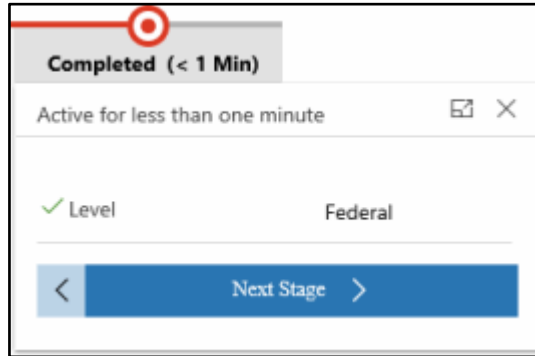
The Services screen appears. All information on the Child Demographics tab is read only.

- The Service History Referred/Provided tab shows a historical view of all past service referrals the child has received. If the child does not have service history **in the CTDB,** the tab will appear blank.

- On the Service Referred/Provided tab, you enter the details of any services currently indicated for the child.

- To add a new service referral, click the ✛ New Service_CTDB link. A dialog box appears.

- Complete all required (*****) fields, then click . The referral is listed on the tab. Repeat to add more referrals.

6. Following Post-Screening Mandates

OCFS and ACS require certain steps to occur, including the provision of the OCFS 3922 form to NYPD and OCTPP "within 24 hours or sooner", for all children who screen at the Federal Definition level. High Risk and Medium Risk level screenings also require mandated responses:

Child Meets Federal Definition Level of a Child Sex Trafficking Victim	- Complete OCFS 3922: Law Enforcement Report of a Child Sex Trafficking Victim **AND** - Scan and email the form to VED@NYPD.org and Child.traffickng@acs.nyc.gov "within 24 hours or sooner" - Document Child as a trafficking victim in CNNX or JJIS - If DCP: Seek guidance from your Investigative Consultation Team - Notify the National Human Trafficking Hotline - If the child is missing, also notify the National Center for Missing and Exploited children (NCMEC) - Contact NYS Office of Temporary and Disability Assistance to submit the NYS Referral of Human Trafficking Victim form to begin the confirmation process
Child Meets High Level Indicators (No Federal Level Indicators)	- Child exhibits indicators that are commonly associated with sex trafficking, which causes serious concerns. - Document high-level indicators in CNNX or JJIS - Child needs to be closely monitored and needs intensive case management services to address current or prevent future trafficking

Child Meets Medium Level Indicators (No Federal or High Level Indicators)	• Child exhibits significant indicators that may indicate sex trafficking. • Document Medium-level indicators in CNNX or JJIS • Child should be more closely monitored and provided services that may address current or prevent future trafficking
No Risk	• No action to be taken at this time

a. **Entering Law Enforcement Report (LER) Information into the CTDB Screening for Children Who Met the Federal Definition of Sex Trafficking**

The NYPD LER number and name of detective should be entered int othe CTDB screening prior to completion. However, sometimes, this information is not immediately available. For this reason, a Supervisor may access a completed screening within two (2) weeks after the screening is completed to enter the LER information.

7. Creating a Screening Manually

CONNECTIONS will only generate a screening into the CTDB at the time of CONNECTIONS case assignment. **For all subsequent screenings, and for Juvenile Justice/Detention which does not utilize CONNECTIONS, the Screener must manually create the screening.**

a. For ACS, Foster Care and Prevention:

You must have the CONNECTIONS Stage ID and/or PID and/or CIN before you begin. Two of these three items are required for CONNECTIONS to recognize the child and populate the demographics into the manually created screening. You must enter either:

- PID and CIN
- PID and Stage ID
- CIN and Stage ID

1. Click the ellipsis at the top right of the Active Screenings section of your dashboard
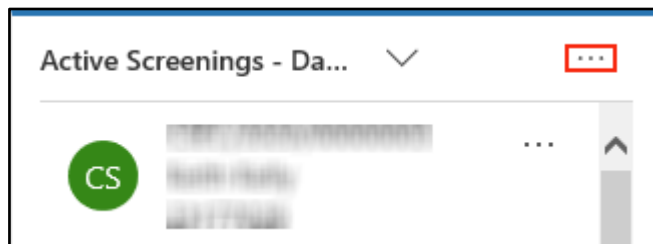
2. A drop-down menu will appear
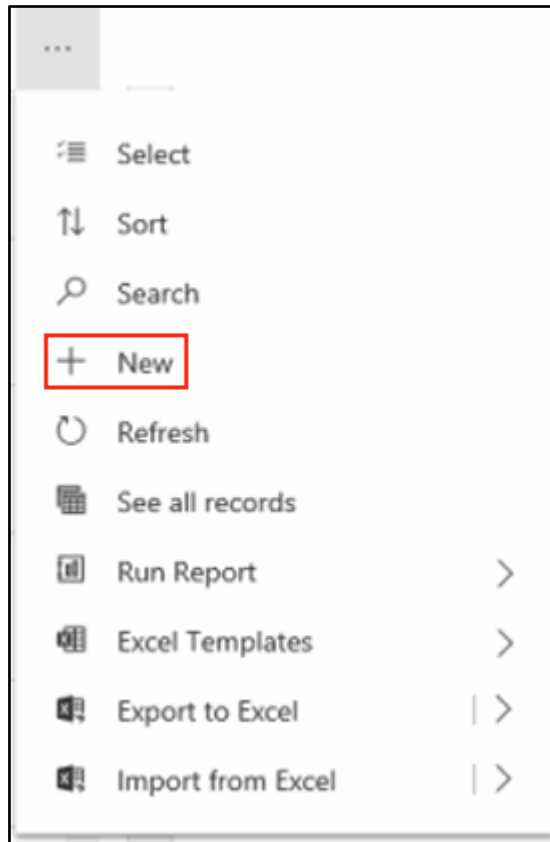
3. Click on the +New option and a blank Child Demographics tab will appear

4. Enter the PID and CIN **OR** PID and Stage ID **OR** CIN and Stage ID

5. If PID/CIN/Stage ID are valid, CONNECTIONS will auto-populate:

- Child Name
- DOB
- Age
- Borough
- Community District

6. Manually enter the values for the other fields, including Division

7. Save the screening and progress to the Rapid Indicators tab

b. **For Juvenile Justice/Detention:**

1. Follow the same steps as shown in the previous section, but **use the RIN and Admission Number instead of the PID, CIN and Stage ID.**

NOTE — **You must have the RIN and the Admission Number before you begin.**
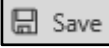

c. **For Crossover Youth:**

As per DYFJ's November 13, 2019 Memorandum: Child Sex Trafficking Screening:
If the youth is a crossover youth, contact the child welfare case planner to see if a prior screening has been completed for the youth. Provide the screening results for the child welfare case manager to enter into the CTDB and CONNECTIONS.

8. Saving, Deactivating and Printing Screenings

a. Saving a Screening

You can save a screening record at any time by clicking the ⊟ Save button at the bottom right corner of the CTDB screen.
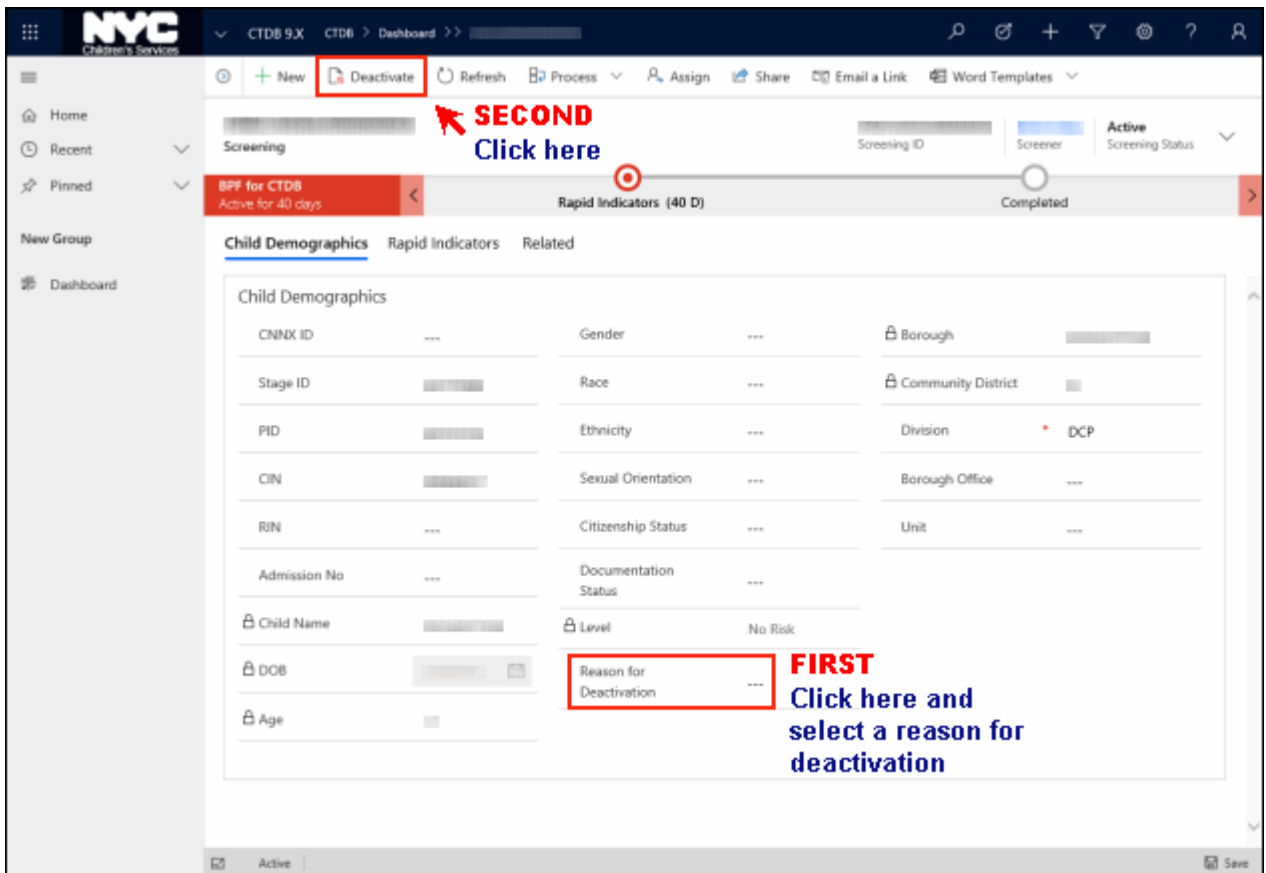
b. Deactivating a Screening

CTDB Phase II permits the deactivation of a screening only with the documentation of a specific reason.

NOTE: Always discuss deactivating screenings with your supervisor before proceeding.

1. Display the Child Demographics tab for the screening.
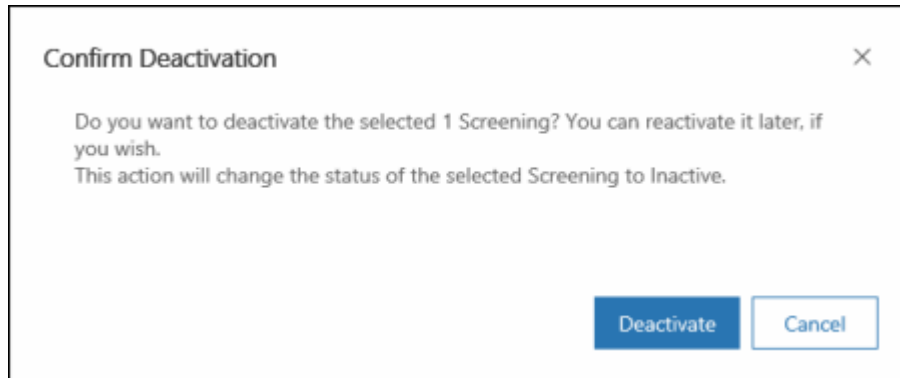2. Click on the Reason for Deactivation dropdown to display the reasons:

3. Select the relevant reason for deactivation of the screening:

- Not assigned in Cnnx
- Reassigned in Cnnx
- Cnnx case closed
- Split case, not responsible
- Case planner responsible
- Advocate case
- Federal Level Screening Completed in Error – Child Not Trafficked

4. Make sure all other required fields on the Demographics tab are completed

5. Click on the Deactivate link on the top, left side of the screen

6. A dialog box will appear asking to confirm the deactivation

Confirm Deactivation   ×

Do you want to deactivate the selected 1 Screening? You can reactivate it later, if you wish.
This action will change the status of the selected Screening to Inactive.

Deactivate   Cancel

7. Select Deactivate (or select cancel if you choose to cancel the deactivation).

8. The following message will appear:

🔒 Read-only This record's status: Inactive
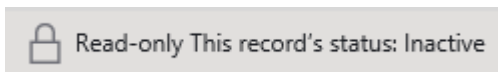
9. The CTDB will remove the deactivated screening from the Screener's dashboard.

10. Note: OCTPP can generate reports as to how many screenings have been deactivated and by whom.

c. **Printing a Screening**

To print the data contained in a screening, generate a report of the screening, then print the report.

9. Supervisor Dashboard and Abilities

Who are Supervisors and What Can They Do?

Supervisors are ACS staff or ACS-contracted providers assigned certain CTDB privileges. Due to confidentiality, a Supervisor can view screenings only in his/her division/program/unit.
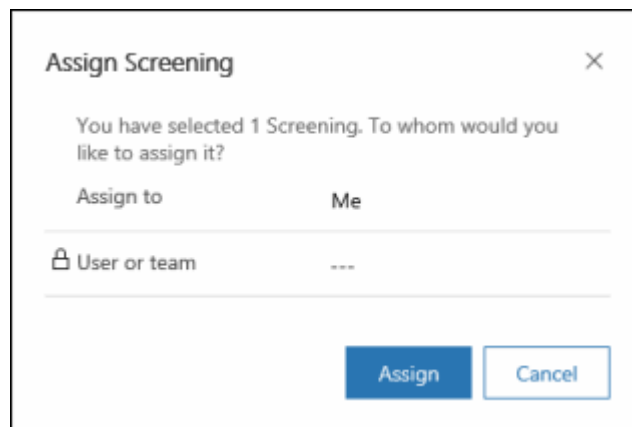
Supervisors can do everything screeners can do, plus more. For example, a Supervisor of a Division/Program/Unit has the ability to create, update, complete and re-assign any active screening within his/her Division/Program/Unit, as necessary:

- Create new screening records
- View Supervisor-Assigned Staff Screenings of Staff
- Save/Print Screenings in Different Views
- Assign a Different Screener to a Case (Re-Assign Staff)
- Display Metrics of Supervisor's Staff's Screening Performance
- Generate Reports

Assign a Different Screener to a Case (Re-Assign Staff)

A Supervisor can re-assign a screening from one Screener to another, from one team to another, or from a Screener or team to her/himself.

- Display the screening you wish to re-assign.
- Click the 🔾 Assign link near the top center of the screen. A dialog box appears.

- To re-assign this screening to yourself, leave **Me** selected in the Assign to field.

- Or, to assign the screening to a different user/team, click **Me** to change to **User or Team**. Then click the **User or team** field and select a name from the drop-down list.

- Click [Assign]. The screening now appears on the dashboard of the person (team member) where you re-assigned it. It no longer appears on the former person's dashboard.
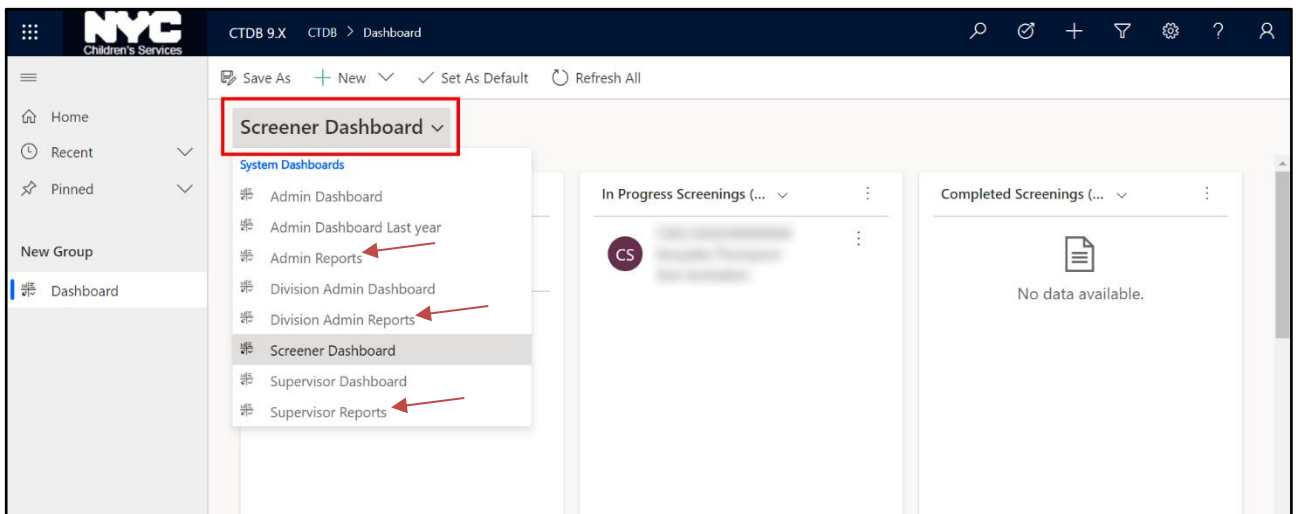
10. Generating Reports

CTDB Phase II provides the ability to generate three (3) types of reports, and save them in other file formats:

a. Child Screening History Report

The Child Screening History report includes services history, and provides the ability to view information on all screenings and services documented for children within the CTDB. This report can be generated by all levels (Screeners, Supervisors, Administrators).

- A **Screener** can generate this report from the lower right section of the Screener dashboard

- A **Supervisor** can generate the report from the Supervisor Reports dashboard (this dashboard is separate from the Supervisor dashboard)

- An **Administrator** can generate the report from the Administrator Reports dashboard (this dashboard is separate from the Administrator dashboard)

- Supervisors and Administrators must change their Dashboard View to see the reports. Click the View Name and select the Reports View instead. Below are examples of all possible view options in the system. You will see the options associated with your role.

- Click the **Child Screening History Report** link from any of these areas. The data entry screen for the report appears.

- Enter a **valid PID, CIN, or RIN** number in the field at the top left, then click [View Report] at the top right. The results will appear.

b. <u>Area Compliance Report</u>

The CTDB Area Compliance report displays all completed screenings for all children based on a specific ACS Division, Provider Name, or program area. It delineates screenings completed by screeners vs. screenings completed by the system (not completed by an assigned screener within 30 days). This report can be generated by Supervisors and Administrators.

- Click the **Area Compliance Report** link from your Reports dashboard. The filtering criteria screen for the report appears.
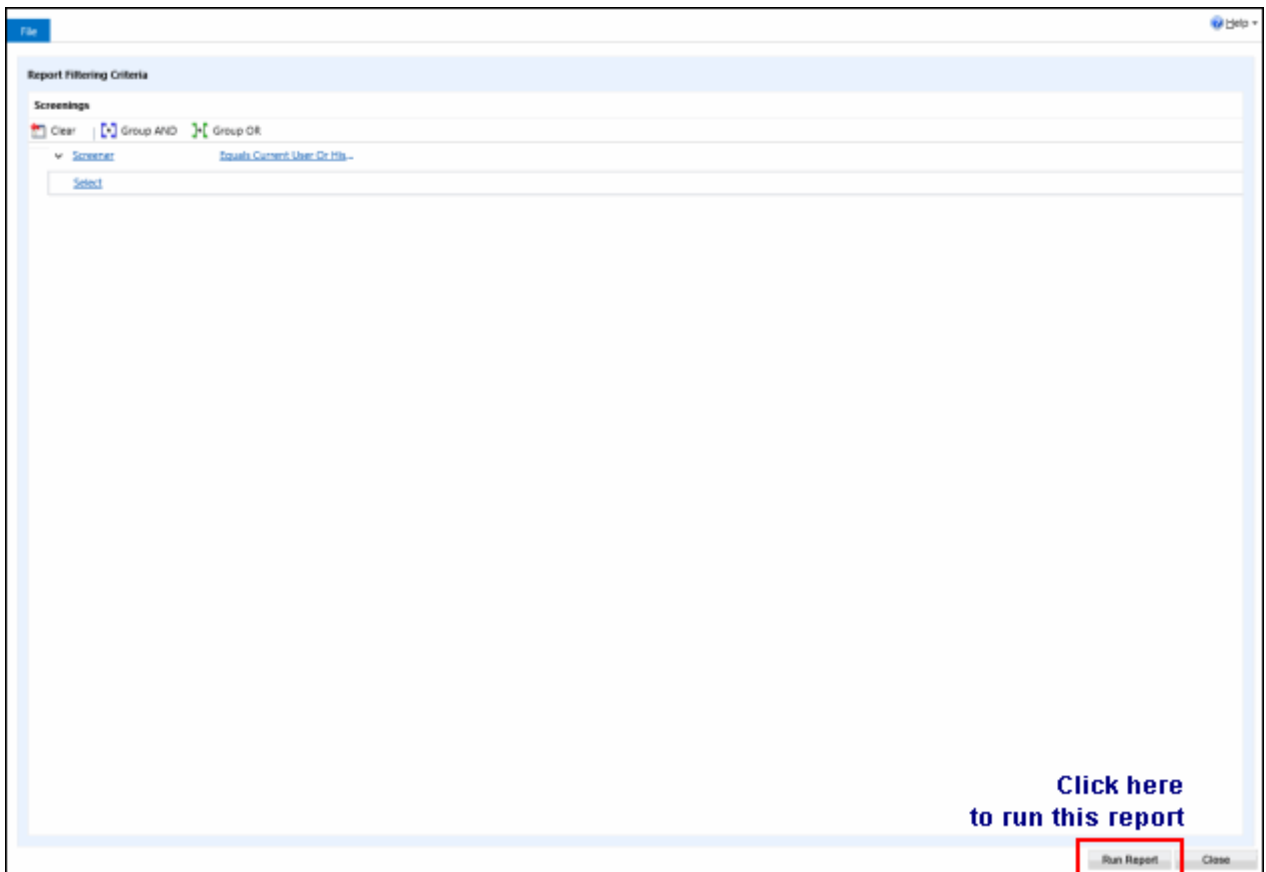
- No data entry is required. Click [Run Report] at the bottom right to generate the report.

c. <u>Saving a Report</u>

You can save any report you generate in a number of file formats. From any report screen, click 💾 ∨ to display a drop-down list of file formats you can select.

💾 ∨
Word
Excel
PowerPoint
Acrobat (PDF) file
TIFF File
MHTML (web archive)
CSV (comma delimited)
XML file with report data
Data Feed
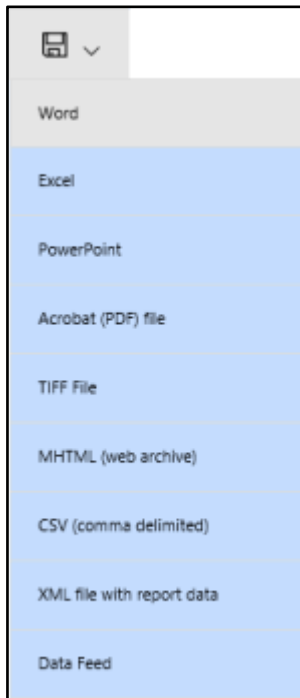
Click any file format to launch that application and export the data to it.

If you want to print report data, first export it to another format as shown here, then print the report from that application. The results are usually preferable to printing directly from the CTDB.

11. Federal Level Screening Results Document

The Federal Level Screening Results information is generated as a MS Word document, as shown in the sample below. It displays only the Federal Level results of the screening because only Federal Level Results was selected from the Word Templates drop-down menu.

- The MS Word document can be saved as well as printed.
- The system displays the save/print options.

NYC Children

Screening Result

General Info

Name	DOB	Gender	Age	Borough
	4/4/2004		16	QUEENS

CD	Sexual Orientation	Citizenship Status	Ethnicity	Race
14				

Stage Id	PID	RIN #	Division	Agency
			Foster Care	

Federal Level Indicators

Child reports engaging in commercial sex act(s) (a sex act where something of value is received).	No
Child reports he/she has been prostituted or trafficked.	No
There are photos or videos of the child being victimized and/or being used to advertise the child for sexual purposes (Backpage, Craigslist, etc).	Yes
Law enforcement refers child instead of arresting for prostitution, or does arrest for prostitution.	No
Child reports trading sex for a place to stay, food, drugs, or anything of value.	No
Child reports being involved in the sex industry (working in strip clubs, private sex parties, etc).	No
Someone witnesses the child engaged in a commercial sex act.	No
Youth over 18 is engaging in prostitution or commercial sex acts due to force, fraud or coercion.	No

Appendix A: Abbreviations and Definitions

Abbreviation	Definition
OCTPP	**Office of Child Trafficking Prevention and Policy**
CARA	Contract Agency Remote Access
CIN	Case Identification Number; Client Identification Number (NYS)
CJIS	Comprehensive Justice Information System
CNNX	CONNECTIONS
CTDB	Child Trafficking Database
DOB	Date of Birth
DYFJ	Division of Youth and Family Justice
IT	Information Technology
OIT	ACS's Office of Information Technology
PID	Person Identification (also PIN)
RIN #	Recipient Identification Number. A unique identifier for a child in the CJIS Detentions system.

Appendix B: Possible Actions to Take for Child at Comprehensive Screening Levels

Comprehensive Screening Level	Possible Actions to Take
Federal	For the child screened within the Federal Definition of Trafficking: • Seek immediate consultation from your Investigative Consultation Team • Document the screening results for the child as a trafficking victim in CONNECTIONS • Complete OCFS 3922: Law Enforcement Report of a Child Sex Trafficking Victim Form within 24 hours or sooner, and document the NYPD log number and detective's name in CONNECTIONS • Complete the NYS Referral of Human Trafficking Victim form and fax to the Division of Criminal Justice/Office of Temporary and Disability Assistance to begin the NYS victim confirmation process • If a child is Sex Trafficked <u>and</u> Missing (AWOL), contact the National Center for Missing and Exploited Children (NCMEC)
High Risk	For the child screened at High Risk for Trafficking: • Document the screening results and the high risk level indicators in CONNECTIONS • Monitor the child closely to uncover any additional indicators and implement intensive case management services to address current indicators and prevent current or future trafficking
Medium Risk	For the child screened at Medium Risk for Trafficking: • Document the screening results and the medium level risk indicators in CONNECTIONS • Monitor the child closely to uncover any additional indicators and provide services that address the current indicators and prevent current or future trafficking
None	Child does not meet any Trafficking Indicators

Feedback

- Screeners, Supervisors and Administrators who have **questions about the CTDB (database)** should email their questions to: CTDB@acs.nyc.gov

- Screeners, Supervisors and Administrations who have **questions about trafficked children** should email their questions to: Child.trafficking@acs.nyc.gov

- **All training requests** (CTDB and training on trafficking related topics) should be emailed to Traffickingtraining@acs.nyc.gov

- If you are having **system problems**:

  - **For ACS staff with access to the Intranet/Help Desk Ticket**: click the Service Desk Icon on the ACS Intranet Home Page (http://nycacs/) and put in a Help ticket.

  - **For Foster Care, Prevention and Juvenile Justice/Detention providers**, email CTDB@acs.nyc.gov for OCTPP staff to assist you with a Help Desk ticket.