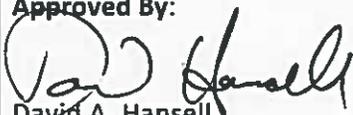


Identifying, Assessing, and Safety Planning with Child Sex and Labor Trafficking Victims

<p>Approved By:  David A. Hansell, Commissioner</p>	<p>Date Issued: <u>9/18/2020</u></p>	<p>Number of Pages: 23</p>	<p>Number of Attachments: 21</p>
<p>Related Laws: 22 U.S.C. § 7102, 42 U.S.C. §§ 671-679b, NY Soc. Serv. §§ 447-a, 447-b, 483; N.Y. Penal Law § 230.34, N.Y. Penal Law § 230.36, Family Court Act (FCA) Articles 3, 6, 7, and 10</p>	<p>ACS Divisions/Provider Agencies: Child Protection, Family Permanency Services, Prevention Services, foster care provider agencies, prevention service provider agencies, Youth and Family Justice, Juvenile Justice Placement provider agencies, non- secure and detention provider agencies, Family Assessment Program</p>	<p>Contact Office /Unit: Selina Higgins, LCSW-R Executive Director, Office of Child Trafficking Prevention and Policy, Child.trafficking@acs.nyc.gov</p>	
<p>Supporting Regulations: 9 NYCRR §§ 6174.1 6174.5; 18 NYCRR § 431.8(3)(iii); 18 NYCRR §§ 765.1– 765.7</p>	<p>Supporting Case Law:</p>	<p>Bulletins & Directives:</p> <ul style="list-style-type: none"> • 09-OCFS-ADM-01 "New York State Anti-Trafficking Statute" • 15-OCFS-INF-03 "Preventing Sex Trafficking and Strengthening Families Act (P.L. 113-183)" • 15-OCFS-INF-08: "Promoting Awareness and Best Practices to Address Human Trafficking" • 15-OCFS-ADM-16: "Requirements to Identify, Document, Report, and Provide Services to Child Sex Trafficking Victims" • "Preventing Sex Trafficking and Strengthening Families Act (P.L. 113-183)" FAQ, October 2015 • 16-OCFS-ADM-07 "Sharing Child Protective Services Information with Law Enforcement When a Child is Missing" • 16-OCFS-ADM-09 "Protocols and Procedures for Locating and Responding to Children and Youth Missing from Foster Care and Non-Foster Care" 	

		<ul style="list-style-type: none"> • 17-OCFS-INF-03 “New York State Processes Related to Notifications of Victims of Human Trafficking” • 19-OCFS-ADM-11, “Sex Trafficking Allegation”
<p>Supersedes:</p> <ul style="list-style-type: none"> • Assessment and Safety Planning with Commercially Sexually Exploited (Sex Trafficked) Children Policy, Division of Child Protection, issued on June 11, 2012 	<p>Related Policies:</p> <ul style="list-style-type: none"> • Policy #2012/01 “Promoting a Safe and Respectful Environment for Lesbian, Gay, Bisexual, Transgender and Questioning (LGBTQ) Youth and their Families Involved in the Child Welfare, Detention, and Juvenile Justice System <i>issued</i> on November 21, 2012 	<p>Key Words:</p> <p>OCTPP, trafficking, sex trafficking, labor trafficking, human trafficking, child sex trafficking, victim, survivor, at risk, at-risk children, youth, identification, documentation, report, reporting, victim services, trauma focused services, trauma-informed services, commercial sexual exploitation of children, law enforcement, quick screening, rapid indicator tool, comprehensive screening, child sex trafficking indicators tool, ongoing screening, Native American, Lesbian, Gay, Bi-Sexual, Transgender, Questioning, LGBTQ, assessment, casework contacts</p>
<p>Related Forms:</p> <p>OCFS- 3921, Rapid Indicator Tool to Identify Children Who May Be Sex Trafficking Victims or Are at Risk of Being a Sex Trafficking Victim (Attachment E)</p> <p>OCFS-3920, Child Sex Trafficking Indicators Tool (Attachment F)</p> <p>OCFS-3922, Law Enforcement Report of a Child Sex Trafficking Victim (Attachment G)</p>		
<p>SUMMARY: This policy articulates guidelines and procedures for ACS and provider agency staff in identifying children and youth, who are in the care, custody, care and custody, maintenance, or supervision of the Administration for Children’s Services (ACS), who are survivors of, or at risk of, sex and/or labor trafficking. Additionally, this policy provides guidance and procedures for ACS and provider agency staff in working towards keeping these trafficked children and youth or at-risk children and youth safe and supported by safety planning, coordinating with law enforcement, and making referrals for appropriate services.</p>		
<p>SCOPE: This policy applies to all ACS and provider agency staff involved in the care, custody, care and custody, maintenance, or supervision of children, youth and young adults of any age who remain in care.</p>		

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Additional resources available via the following links:

ACS' Trafficked Youth web pages:

<http://www1.nyc.gov/site/acs/youth/traffickedyouth.page>;

Movin' On: The NYC Child Tattoo Eradication Project

<https://www.youtube.com/watch?v=NGUMtzplo48>

I. Purpose

The New York City Administration for Children’s Services (ACS) is committed to keeping children and youth who are in its care and/or custody, maintenance, or under its investigation or supervision, safe from sex trafficking/commercial sexual exploitation and labor trafficking. Statistics and studies have shown that children and youth involved in the child welfare system and in the juvenile justice system are particularly vulnerable to sex trafficking/commercial sexual exploitation.¹

In September 2014, the federal government passed the Preventing Sex Trafficking and Strengthening Families Act² to help address sex trafficking and the commercial sexual exploitation of children involved in the child welfare and juvenile justice systems. Based upon this legislation, in September 2015, the New York State Office of Children and Family Services (OCFS) issued the Administrative Directive 15-OCFS-ADM-16 (Revised March 30, 2016), *Requirements to Identify, Document, Report and Provide Services to Child Sex Trafficking Victims*, to notify local departments of social service (LDSS), including ACS, of new procedural requirements. In August 2019, the New York State Office of Children and Family Services (OCFS) issued the Administrative Directive 19-OCFS-ADM-11, *Sex Trafficking Allegation*, to notify local departments of social service (LDSS), including ACS, of the addition of sex trafficking as a new allegation related to child abuse and maltreatment and selection in Connections.

ACS is issuing this policy in accordance with the law and OCFS directives to provide a practice outline for the identification, documentation, safety planning, and provision of appropriate services to children who are sex trafficking victims or at risk of becoming sex trafficking victims. This policy will additionally provide guidance and procedures to follow for children who are identified as labor trafficked or organ trafficked. Finally, this policy will outline practice requirements and provide guidance and additional resources for ACS staff and provider agency staff who, in collaboration with law enforcement, refer children and youth who are identified as victims of sex trafficking for the state confirmation process, coordinate with trauma-focused service providers,³ and help keep children and youth safe and supported. While this policy outlines required screening and reporting requirements, **staff must immediately call 911 if they suspect a child is in immediate danger.**

Sex trafficking is not the only form of human trafficking. Staff must also be alert for indicators and red flags that children and their family members are victims of labor trafficking. Some victims may be both sex and labor trafficked. Staff who identify suspected

¹ Polaris Project (2014)) www.polarisproject.org; Human Rights Project for Girls (2015)) <http://rights4girls.org/wp-content/uploads/r4g/2015/03/DCST-and-JJ-System.pdf>; SPARC “Child Sex Trafficking and the Child Welfare System” (2014) <http://childwelfareparc.org/wp-content/uploads/2014/07/Sex-Trafficking-and-the-Child-Welfare-System.pdf>. See also Coughlin, C., Miller, R.R., Higgins, S., Martinez, K.L., DiPaolo, C., & Greenbaum, J. (2020). Human trafficking in the foster care system. In: Titchen, K. E. & Miller, E. (eds.), pp. 137-149. Medical Perspectives on Human Trafficking in Adolescents: A Case Based Guide. Switzerland: Springer Nature.

² 113 P.L. 183 (2014)

³ N.Y. Soc. Serv. Law § 447-b.

sex and/or labor trafficking are required to document and report their suspicions immediately to the ACS Office of Child Trafficking Prevention and Policy (OCTPP) at child.trafficking@acs.nyc.gov for additional guidance. See 17-OCFS-INF-03, *New York State Processes Related to Notifications of Victims of Human Trafficking* for additional information.⁴

ACS Office of Child Trafficking Prevention and Policy offers several trainings and resources to learn more about child sex trafficking. For more information about these programs, trainings, and resources, please reach out to traffickingtraining@acs.nyc.gov.

II. Definitions

- A. The Child Trafficking Database (CTDB) is a system that allows assigned staff to complete the mandated sex trafficking screening tools in an electronic web-based format, which permits every screening to be recorded and saved for future access by other staff assigned to a child, thereby complying with mandated state and federal screening requirements. The Child Trafficking Database (CTDB) Summary (Attachment B) describes the application. The CTDB Reference Guide for Screeners and Supervisors provides detailed guidance for staff on accessing and using the CTDB to complete the screenings in this system.⁵
- B. Child Sex Trafficking Victim/Survivor – Any child under age 18 who is induced to perform a commercial sex act is considered a sex trafficking victim regardless of whether force, fraud, or coercion is present.^{6 7}
- C. Commercial Sex Act – Where something of value – money, food, clothing, drugs, shelter, protection, or other consideration – is provided in exchange for a sex act. This can also include a child being prostituted, child pornography (photos or videos), exotic dancing, private sex parties and other sexual exploitation.⁸
- D. Commercial Sexual Exploitation of Children (CSEC) – Comprises sexual abuse and remuneration in money, goods, or services - or the promise of money, goods, or services – to the child or a third person or persons for the sexual abuse of a child, who is treated as a commercial sex object. A form of child sexual abuse where a person under the age of 18 has exchanged a sexual act or performance in exchange for something of value.⁹ Actions which constitute CSEC under the New York Safe Harbour law include but are not

⁴ 17-OCFS-INF-03: New York State Processes Related to Notifications of Victims of Human Trafficking.

⁵ See Child Trafficking Database Summary (Attachment B)

⁶ 15-OCFS-ADM-16: Requirements to Identify, Document, Report and Provide Services to Child Sex Trafficking Victims, page 5.

⁷ Victims of Trafficking and Violence Prevention Act of 2000 (TVPA), Public Law 106-386, H.R. 3244.

⁸ 15-OCFS-ADM-16 pp. 5-6

⁹ NY State Safe Harbour Act; See also, OCFS Safe Harbour [NY Fast Facts: CSEC and Minor Trafficking](#).

15-OCFS-ADM-16

limited to: stripping, exotic dancing or performance, sexually explicit photography or video, and minor sex trafficking.¹⁰

1. Commercial Sexual Exploitation of Children (CSEC) is - Referred to as a “severe form of trafficking in persons” in federal law and is defined as “sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, **or** in which the person induced to perform such act has **not attained 18 years of age.**”¹¹

- E. CONNECTIONS (CNNX) – The New York State automated system designed to create a single integrated statewide system for collecting and recording child protective, prevention, foster care, adoption, and Close to Home information. The system does not have the ability in which to complete a sex trafficking screening. It does include a window (“Sex Trafficking Screening Window”) where staff assigned to the case must record the results of a completed sex trafficking screening.
- F. Indicator(s) – For purposes of this policy, “indicator” refers to a sign or warning of a problem requiring attention, and/or factors associated with increased vulnerability. Also known as “trigger(s)” or “red flag.”¹²
- G. Labor Trafficking – Refers to a crime where a person compels or induces another person to engage in labor, or recruits, entices, harbors, or transports such other person by means of intentionally: (1) providing the victim with certain drugs;¹³ (2) requiring servicing of a debt that is caused by a course of conduct, with intent to defraud such a person; (3) withholding or destroying government identification documents; (4) using force or engaging in any scheme, plan, or pattern to compel or induce such person to engage in labor activity by making that person fearful.¹⁴
- H. ACS Office of Child Trafficking Prevention and Policy (OCTPP) – Established in 2015 to provide guidance for ACS and provider agency staff in their work with trafficked and at-risk youth and their families, OCTPP responds to all inquiries, provides consultation, guidance and technical assistance, assists in identifying appropriate services, develops and provides training and awareness events, administrates the CTDB, and works to develop policies and procedures for best practice work with trafficked and at-risk youth. OCTPP also developed and administrates “Movin On’: The NYC Child Tattoo Eradication Project”, and provides direct preventive and therapeutic groupwork services for vulnerable youth. Please see Attachment A for details.
- I. Organ Trafficking – The recruitment, transport, transfer, harboring or receipt of living or deceased persons or their organs by means of the threat or use of force or other forms

¹⁰ N.Y.S.S. Title 8-A § 447A.

¹¹ 22 U.S. Code § 7102 (11a).

¹² See Section III of 15-OCFS-ADM-16.

¹³ New York Penal Law § 135.37.

¹⁴ NY Penal Law § 135.35

of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability, or of the giving to, or the receiving by, a third party of payments or benefits to achieve the transfer of control over the potential donor, for the purpose of exploitation by the removal of organs for transplantation.¹⁵

- J. Safety Planning – For purposes of this policy, “safety planning” refers to an ongoing process of prioritizing the child or youth’s physical, psychological and emotional safety to, or in the process of breaking away or following having broken away from the trafficker at various points of case management, including initial and all subsequent contacts with the child or youth, during standard case planning meetings, and prior to discharge.
- K. Sex Trafficking – The recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act.¹⁶
- L. Trauma-Focused Services – Also known as “trauma-specific interventions” or “trauma-informed services.” Services or treatments that are specifically developed for children and youth exposed to violence and trauma.¹⁷

III. Identifying Children and Youth Who Are Victims of, or At-Risk for Sex Trafficking¹⁸

Case planners and other child-serving staff are encouraged to seek additional guidance and consultation from ACS’ Office of Child Trafficking Prevention and Policy (OCTPP),¹⁹ Investigative Consultants (ICs), and clinical consultants from the ACS Clinical Consultation Program (CCP), as appropriate.²⁰ All staff are expected to familiarize themselves with indicators of, and vulnerabilities to sex trafficking.²¹ The following are some (but not all) indicators to help identify victims and youth at-risk of sex trafficking:

- A. History of sex abuse and/or a reason to believe that the child is currently being sexually abused or exploited.

¹⁵ Declaration of Istanbul on Organ Trafficking and Transplant Tourism (2008), <http://www.declarationofistanbul.org/>; <http://hottproject.com/about-the-crime/other-crimes/trafficking-in-organs.html>.

¹⁶ 22 USC § 7102

¹⁷ “Reducing the Trauma of Investigation, Removal, & Initial Out-of-Home Placement in Child Abuse Cases.” Center for Improvement of Child and Family Services, Portland State University School of Social Work, page 16.

<http://ocfs.ny.gov/main/cfsr/Reducing%20the%20trauma%20of%20investigation%20removal%20%20initial%20out-of-home%20plcaement%20in%20child%20abuse%20cases.pdf>

¹⁸ Please note that when working with Native American youth, there is significant guidance from OCFS in reference to the Indian Child Welfare Act (ICWA). More information can be found at <http://ocfs.ny.gov/main/nas/>

¹⁹ Contact at Child.trafficking@acs.nyc.gov

²⁰ Attachments T and U for business processes for Prevention and Foster Care case planners, respectively.

²¹ Please see the OCFS resource [Responding to Commercially Sexually Exploited and Trafficked Youth \(pp. 8\)](#); Questions about indicators may be sent to Child.trafficking@acs.nyc.gov. Training requests may be sent by the program director to Traffickingtraining@acs.nyc.gov.

- B. A reason to believe there are photographs, social media posts, or other recordings of child posed or dressed provocatively and/or instance(s) of sexual acts with or abuse of a child, particularly if such images or recordings are publicly available (i.e., not limited to “private” settings or on sites that the child does not manage).
- C. The child has a history of running away and/or absences without consent (AWOCs) or episodes of homelessness/couch-surfing in the past (except family homelessness), including frequent short absences or lengthy absences.
- D. The child has tattoos that show, imply, or suggest ownership and/or that he or she does not have an explanation for (e.g. daddy’s girl, property of someone’s name, or other symbols indicative of sex trafficking).²²
- E. Unaccounted-for money or goods that do not fit the youth’s financial situation, including mobile phones, drugs and alcohol, or an unaccounted for person who supplies these goods/money to child/youth. Examples may include frequent manicures or hair styling, hotel stays, and/or designer clothing or shoes or electronics the youth is not known to be able to reasonably afford.
- F. Having an older boyfriend/girlfriend/best friend, especially if he or she appears controlling; youth appearing fearful of boyfriend/girlfriend/best friend at times.
- G. Associating with adults or other children/youth, who are being trafficked or are known to be involved with trafficking and/or exploitation.
- H. Use of slang trafficking terms (e.g. calling the romantic partner “Daddy” or “Mommy,” talking about “the life,” “the game,” “bottom,” “out of pocket” (to look at or talk to another pimp) or “track” (a street location for commercial sex). See the OCFS handbook, *Responding to Commercially Sexually Exploited and Trafficked Youth*²³ for a longer list of terms.
- I. A child or youth who identifies as lesbian, gay, bi-sexual, transgender, or questioning (LGBTQ) and lacks social supports or is estranged from their family.²⁴
- J. A child or youth who significantly reduces contact with family, friends or other support networks and/or who significantly withdraws from previous activities.

²² Attachment L and Section IV(F) provide additional information on tattoo removal regarding trafficked and former gang-involved youth.

²³ This handbook can be found here: <https://ocfs.ny.gov/main/humantrafficking/resources/OCFS-Handbook-for-Office-print.pdf>.

²⁴ Dank et. al, *Surviving the Streets of New York, Experiences of LGBTQ Youth, YMSM, and YSWW Engaged in Survival Sex*, available at <https://www.urban.org/research/publication/surviving-streets-new-york-experiences-lgbtq-youth-ymsm-and-ysww-engaged-survival-sex>; see also Polaris Project, *Sex Trafficking and LGBTQ Youth*, available at <https://polarisproject.org/wp-content/uploads/2019/09/LGBTQ-Sex-Trafficking.pdf>.

- K. A child or youth who has had multiple sexually transmitted infections (STIs), pregnancies and/or multiple miscarriages or abortions.
- L. A child who reports that he/she has been trafficked or is engaging in commercial sex act(s).

IV. Screening for Sex Trafficking

A. General Requirements and Guidelines

1. If a child is in immediate danger the staff member must call 911.
2. For the purposes of this policy, the outlined requirements and guidelines apply to all ACS staff with a primary role in an investigation or case management role in a case and contracted provider agency case planners or their agency's designee²⁵ (hereinafter "staff") who are involved in the investigation of, or the care, custody, care and custody, maintenance, or supervision of any child or youth under the age of 18 and any youth 18 or over in care.²⁶ For individuals who remain in the care and custody of ACS, all screening procedures are exactly the same as for children ages birth through 18 to ensure the same quality of services and protections. Although persons over age 18 are not legally defined as children, these individuals in the care and custody of ACS are receiving services from a child welfare agency, and therefore, all child relevant policies apply fully to them.
3. **Staff must conduct all sex trafficking screenings in the Child Trafficking Database (CTDB).** Staff must review and follow the CTDB Reference Guide for instructions while conducting the Sex Trafficking screening (hereinafter "screening") for a child or youth in the CTDB. The only exception to CTDB usage is for Advocates Prevention-Only cases (ADVPO cases), as documented in section IV5a.²⁷
4. The tools and protocols must be completed by staff as listed in the order below, as required. The OCFS 3921 (*Rapid Indicator Tool to Identify Children Who May Be Sex Trafficking Victims or At Risk of Being a Sex Trafficking Victim*) and OCFS 3920 (*The Child Sex Trafficking Indicator Tool*) are available for completion electronically within the CTDB for all children in the care and/or custody, maintenance, investigation or

²⁵ See Attachments Q-U for additional information on which staff in specific divisions and/or program areas are responsible for the screening, documenting and reporting process.

²⁶ The CSEC screenings are for all youth ages birth through 18, and also for youth over the age of 18 who are receiving any level of ACS or provider agency services. For example, the CSEC screening applies if the youth re-entered foster care from ages 18 to 21 years old and plans to attend college or if the youth is 21+ years old and remains in care.

²⁷ ADVPO cases include families who are voluntarily receiving prevention services, but whose parent/guardian is not being investigated for abuse or neglect.

supervision of ACS.. More information regarding the specific tools and/or actions is detailed below, starting with Section IV B:

- a. OCFs-3921: *Rapid Indicator Tool to Identify Children Who May Be Sex Trafficking Victims or At Risk of Being a Sex Trafficking Victim* (also known as the Rapid Indicator Tool or Quick Screening)
 - b. OCFs-3920: *The Child Sex Trafficking Indicator Tool* (also known as the Comprehensive Tool), must be completed in the CTDB if any indicator was selected on the Rapid Indicator Tool screening.
 - c. *Law Enforcement Report of a Child Sex Trafficking Victim* (also known as the LER), must be completed if the Comprehensive Tool indicates that the child's experiences meet the Federal Definition Level of a child sex trafficking victim;
 - d. Safety planning with a focus on harm reduction and referral to appropriate services with providers experienced in working with trafficked youth must occur for all children/youth who meet the Federal Definition level of sex trafficking. Consult with the Office of Child trafficking prevention and Policy for resource suggestions.
 - e. NYS Notification of Victims of Human Trafficking referral for child/youth meeting the Federal Definition Level of child sex trafficking²⁸; and/or
 - f. Safety planning with a trafficking prevention focus and referral to appropriate services must occur for all children who screen at the High Risk or Medium Risk levels for sex trafficking.²⁹
5. The Child Trafficking Database (CTDB)
- a. The CTDB must be used to complete all sex trafficking screenings for all children in the care and/or custody, maintenance, or investigation or supervision of ACS at the time of initial case assignment, and/or when a Family Assessment and Service Plan (FASP) is due, and/or every time a youth returns from AWOC, and/or when any occurrence of significance occurs in a youth's life that may reflect trafficking.
 - b. Staff must complete the child or youth's initial screening and any subsequent screenings, where required by the division or program (see Attachments Q-U), in the CTDB as soon as possible, but not more than 30 days from the date of its initiation. Screenings shall be completed in the CTDB as soon as possible. If the

²⁸ 17-OCFS-INF-03: New York State Processes Related to Notifications of Victims of Human Trafficking.

²⁹ Per form OCFs-3920 (Attachment F): For High Risk Level: Close monitoring and intensive case management services to address current, or prevent future trafficking. For Medium Risk Level: Child should be more closely monitored and provided services that may address current, or prevent future trafficking.

screening is not completed within 30 days, the CTDB will finalize the screening which will be considered an incomplete screening.

- c. The person with case planning responsibility for the child is responsible for the screening, documentation and reporting requirements outlined in this policy. For cases with multiple assigned workers, it is **the worker with child planning responsibility** that is required to timely conduct the sex trafficking screening in the CTDB and document the results in CNNX³⁰.
 - d. Finalized screenings in the CTDB can only be re-activated for two weeks after completion, and only by the supervisor of a unit to insert the Law Enforcement referral (LER) information resultant of the OCFS-3922: *Law Enforcement Report of a Child Sex Trafficking Victim* form if the Law Enforcement information for a child meeting the Federal Definition Level of trafficking was incomplete at the time of screening finalization in the CTDB.
 - e. An incomplete screening that becomes finalized in the CTDB does not fulfill the screening mandate. Staff must manually generate a new screening in the CTDB and complete the screening to fulfill the screening mandate.
 - f. **When a child or youth discloses sex trafficking** during the course of an assessment, custody, investigation, placement, program enrollment, or supervision, staff must complete the screening in the CTDB, indicating that the child or youth meets the Federal Definition of a child sex trafficking victim, completing all of the required information as prompted in the CTDB and any other designated record or file.³¹
 - g. For screeners encountering challenges with accessing or using the CTDB:
 - i. ACS staff should submit a Help Desk ticket
 - ii. Provider agency staff should email CTDB@acs.nyc.gov
6. Advocates Preventive-Only Cases
- The CTDB must be used to complete all sex trafficking screenings with the exception of Advocates Prevention-Only cases (ADVPO cases). Staff assigned to ADVPO cases must continue to use the paper version of the tools within the same time frames as the CTDB (see below) when conducting the screening for a child or youth, and

³⁰ As per 19-OCFS-ADM-11, there is now a separate distinction to differentiate sex trafficking from sexual abuse in CNNX. Based on the screening, the worker with the child planning responsibility must indicate the potential presence of “sex trafficking” in CNNX. The allegation will be noted as such in the SCR report. Any sex trafficking allegations require that the worker with the child planning responsibility must additionally refer the allegation to a local multidisciplinary team (MDT) / Child Advocacy Center (CAC) **and constitute a law enforcement report**.

³¹ For ADVPO cases, staff must indicate whether the child or youth meets the federal definition of a child sex trafficking victim in the paper forms.

adhere to the same deadlines. These paper tools are stored in the youth's case record. If an Advocates Preventive-Only youth screens at the Federal Definition level for sex trafficking, the screener is to notify the Office of Child Trafficking Prevention and Policy (OCTPP) at Child.trafficking@acs.nyc.gov with only the youth's age, gender and borough. In addition to the notification requirements to OCTPP, staff must call in reports of abuse or maltreatment to the Statewide Central Register or to 911, as appropriate.

7. CNNX Sex Trafficking Screening Window

a. In addition to completing the sex trafficking screening in the CTDB, staff must enter all screening results from the CTDB (or from the paper form for ADVPO cases) in the CNNX *Sex Trafficking Screening* window.³²

8. In addition to the reporting requirements described in this policy, staff must immediately call in a report of abuse or maltreatment to the Statewide Central Register (SCR)³³ if there is a concern or suspicion that the parent or person legally responsible is involved in the sex trafficking of the child or youth. Although the parent/person legally responsible may not be the trafficker per se, they have a duty to protect the child, which may reflect an allegation(s) of Lack of Supervision, Inadequate Guardianship and/or Lack of Food, Clothing and Shelter.

B. Initial Screening for Sex Trafficking With the Rapid Indicator Tool³⁴

1. Staff must complete the **Rapid Indicator Tool** (OCFS-3921, Attachment E) **within the CTDB** as soon as possible to determine whether the child or youth is a survivor of child sex trafficking or is at risk of becoming a victim.³⁵ Staff assigned to ADVPO cases must complete and file the paper format of the Rapid Indicator Tool within 30 days. The Rapid Indicator Tool must be completed prior to the completion of the initial Family Assessment and Service Plan (FASP, which is similarly required to be completed within 30 days for applicable children and families) and/or prior to the conclusion of a child protective or Family Assessment Response (FAR) case.

2. The **Rapid Indicator Tool** is not designed to be used as an interview tool for children and youth. It may never be revealed in the presence of a child or family member. Instead, staff are expected to be familiar with the tool indicators, and observe and ask related questions to obtain relevant information and complete the **Rapid**

³² For additional information, see the 2016 OCFS Job Aid, "[Changes to the CONNECTIONS Family Services Stage \(FSS\) – Phase 4.](#)"

³³ As per 19-OCFS-ADM-11, the SCR will select "sex trafficking" as a specific allegation if the basis of the report expresses concern or suspicion that a parent or person legally responsible (PLR) is involved in sex trafficking of the child or youth. Such allegations should also be selected in documentation completed within CNNX.

³⁴ 15-OCFS-ADM-16

³⁵ See Attachments Q-U for requirements and guidelines for specific divisions and/or program areas, for the circumstances where this screening and subsequent screenings must be completed, as well as further details on the screening, documenting, and reporting process.

Indicator Tool as indicated and in the timeframe specified by each division/program (see Attachments Q-U). Staff shall continue to be alert for indicators during ongoing interactions with the child, and shall complete another screening as needed when indicators are newly observed or reported.

3. If the **Rapid Indicator Tool** finds that the child or youth does not have any indicators that give cause to believe the child or youth is a child sex trafficking survivor, or is at risk of becoming a victim, no further screening is needed and the screening is complete until otherwise specified in this policy. However, staff must monitor the child or youth on an ongoing basis.
4. The Rapid Indicator Tool must be used to screen children and youth prior to each comprehensive FASP due date and/or prior to the closure of a child protective investigation or FAR case, regardless of the outcome of the case (see part H within this section for additional ongoing screening expectations).
5. If any indicator(s) is selected on the **Rapid Indicator Tool portion of the screening within the CTDB** (or with the paper tool for ADVPO cases) that gives cause to believe the child or youth is a child sex trafficking victim, or is at risk of becoming a victim, staff must proceed to the **Comprehensive Tool portion within the CTDB** to determine the level of risk for the child or youth. Staff shall select all applicable indicators and enter the identified indicators into the CTDB.

C. Comprehensive Screening for Sex Trafficking

1. Staff must complete the **Comprehensive Tool** (OCFS-3920, Attachment F) **within the CTDB** as soon as possible for all children and youth for whom one or more indicator was selected from the **Rapid Indicator Tool**, and enter the results from the CTDB into the CNX Sex Trafficking Window as soon as possible, but within no more than 30 days of completing the **Rapid Indicator Tool**. Staff assigned to ADVPO cases must complete the paper format of the **Comprehensive Tool** within the same required timeframe. Staff must note the following points while completing the **Comprehensive Tool**:
 - a. Staff must not use the **Comprehensive Tool** as a questionnaire. Instead, staff are expected to use their knowledge of the tool's listed indicators in observations and interactions with the child, as well as when reviewing the child's case history and other documentation, and when discussing the child's needs and strengths with others in the child's life. The **Comprehensive Tool** shall reflect the information gathered based on the staff's ongoing casework contacts, and/or during the course of a child protective investigation, and/or during the youth's program enrollment, and/or during the youth's custody or detention.

- b. If, at any time, the child or youth discloses that he or she is a survivor of child sex trafficking, staff must immediately check the applicable indicators in the “Federal Level” tab of the **Comprehensive Tool** screen in the CTDB indicating that the child or youth is a child sex trafficking victim.³⁶ Staff must proceed with law enforcement notification, safety planning, NYS confirmation process, and service referral protocols pursuant to this policy (see Section IV. D-F.). Consult with OCTPP as needed for guidance.
2. If the **Comprehensive Tool** reflects that the child or youth meets the Federal Definition Level of a sex trafficking victim,³⁷ staff must report this to law enforcement immediately, but no later than 24 hours³⁸ after identification of the child or youth as a victim (see Section IV. D. below for the notification process). Staff must notify the Office of Child Trafficking Prevention and Policy,³⁹ seek immediate consultation from the Investigative Consultation Team (if applicable to the division), and proceed to subsequent steps as per this policy.
 3. If the **Comprehensive Tool** indicates that the child or youth is at “high risk,” or “medium risk” of becoming a child sex trafficking victim, staff must document the screening results in CONNECTIONS (CNNX) or the designated record or file, continue to monitor the case for as long as it is open, based on the indicator level (see Section IV. F.), and provide service referral(s) (see Section IV. E.) to address any indicators present.
 - a. If the child or youth is in foster care, staff must indicate in the CTDB, CNNX, and in the designated record/file whether the victimization occurred prior to or while the child or youth was in foster care.

D. Reporting Child or Youth Identified as a Sex Trafficking Victim to Law Enforcement

Staff must report any child or youth who is identified as a victim of child sex trafficking to law enforcement immediately, and no later than 24 hours⁴⁰ after identification of the child or youth as a victim. **If a child is in immediate danger or at risk of harm for trafficking, the staff member must immediately call 911.**

1. Staff must notify law enforcement in the following ways:
 - a. Staff must complete the OCFS 3922: **Law Enforcement Report (LER) of A Sex Trafficking Victim form** (Attachment G):

³⁶ For Advocate cases, staff must check off the applicable box in the “Federal Level Indicator” section in the paper format (Comprehensive Tool).

³⁷ See federal definition of “child sex trafficking victim” in Section II of this policy

³⁸ 15-OCFS-ADM-16

³⁹ Child.trafficking@acs.nyc.gov

⁴⁰ 15-OCFS-ADM-16

- i. As of October 2019, NYPD requests that all LERs are to be emailed to the Vice Enforcement Division. Scan the form and email to: VED@nypd.org, copied to Child.trafficking@acs.nyc.gov . **Do not fax the form.**
 - ii. Call the Vice Enforcement Division at 212-694-3013 to confirm receipt of the **Law Enforcement Report Form** and obtain a log number and the name of the detective taking the staff member's call;⁴¹
 - iii. Document the log number and the detective's name who took the staff member's call, as soon as possible, but not more than 30 days after screening initiation in the CTDB, the CNNX sex trafficking screen, CNNX progress note, and any other designated record/file.
2. Staff must notify child.trafficking@acs.nyc.gov with the assigned log number and the name of the detective who took the staff member's calls, along with the ACS case number, and first name of the child or youth.
 3. If, due to law enforcement's delay, staff is unable to obtain the log number and/or the name of the detective taking the staff member's call, the supervisor of the unit under which the screening was conducted has two weeks in which to re-activate the screening in the CTDB to insert the information when law enforcement provides the necessary information.⁴²

E. Refer Sex Trafficking Victim for the State Confirmation Process⁴³

1. Staff must notify the New York State Office of Temporary and Disability Assistance (OTDA) and the New York State Division of Criminal Justice Services (DCJS) immediately of any child or youth who meets the federal definition of child sex trafficking victim or reasonably appears to be a sex trafficking victim.⁴⁴ Staff must notify OTDA and DCJS by taking the following actions:
 - a. Complete the hard copy version of the **NYS Referral Form** (Attachment H) as soon as practicable after encountering a child or youth who meets the Federal Definition Level of sex trafficking;⁴⁵

⁴¹ Note - a separate detective will get assigned to the case/child or youth after the "Law Enforcement Report Form" is submitted and processed.

⁴² The NYPD treats youth who are sex trafficking victims as "rescues," although they may charge the youth. Staff working with a youth and with the NYPD should not discourage the youth from talking with law enforcement, but must also be sure not to coerce youth to talk.

⁴³ 17-OCFS-INF-03: "New York State Processes Related to Notifications of Victims of Human Trafficking"

⁴⁴ NY Penal Law § 230.34; 17-OCFS-INF-03

⁴⁵ NY Penal Law § 230.34; 17-OCFS-INF-03

- b. Fax the **NYS Referral Form** to the number on the form.
2. Within three business days of a referral, OTDA shall notify ACS/provider agency and the child or youth regarding whether the child or youth is a State-confirmed trafficking victim⁴⁶ and if so, is eligible for benefits and services from a case management provider or any other available source.⁴⁷
3. Staff must immediately assist the child or youth in obtaining the eligible benefits and services, if any.
4. Staff must document OTDA's response, communications with the child or youth regarding OTDA's response, and communications with the referred service provider(s), if any, in CNNX⁴⁸, in an email to Child.trafficking@acs.nyc.gov, the case file or record, and any other designated database.

F. Safety Planning

Safety planning is always necessary when working with an identified or possibly sex-trafficked child or youth. CPS teams and case planning teams are responsible for developing safety plans that are flexible, individualized for the youth, and reviewed and updated regularly. Additionally, safety plans must provide for physical, psychological and emotional safety, which includes referring youth to trauma informed service providers who are knowledgeable about sex trafficking.

1. Safety planning with an identified sex trafficked child or youth:
 - a. Staff must develop a safety plan with any identified sex trafficked child or youth to increase the likelihood of the plan succeeding. The safety plan shall reflect that the following steps were reviewed:
 - i. Assess current and potential risks and safety concerns;
 - ii. If applicable, refer the child or youth to the NYC Child Tattoo Eradication Project. The mission of the project is to assist trafficking survivors and former gang members in positively moving forward with their lives through the removal of exploiter brandings and gang-related tattoos, along with relevant, trauma informed support. Based upon the widespread recognition that exploiter and/or gang related brandings inhibit the emotional healing progress, OCTPP has developed a comprehensive network of providers to

⁴⁶ 18 NYCRR § 765.4; 9 NYCRR § 6174.3

⁴⁷ 9 NYCRR § 6174.3; A child or youth meeting the criteria for certification as a victim of a severe form of trafficking may be eligible for federal, state, or local benefits and services, as determined by OTDA; see 18 NYCRR 765.6.

⁴⁸ As per 19-OCFS-ADM-11, there is an option to specify and select "sex trafficking" from "sexual abuse" as a potential allegation in CNNX.

meet the needs of identified youth who want to progress positively with their lives. A youth will need to discuss the specific request with the medical provider before making an informed decision. Parental consent is necessary, unless the youth is over age eighteen, is married or is a parent. Referrals should be sent to: Child.tattoo.removal@acs.nyc.gov⁴⁹

- iii. Consider whether the parent or person legally responsible is involved in the child or youth's trafficking, or did not protect the youth from trafficking;⁵⁰
- iv. Create strategies to avoid or reduce the threat of harm (e.g. avoiding routes where the trafficker is known to frequent). It may take a child multiple attempts to leave a trafficker;
- v. Conduct a debriefing with the child or youth when a child or youth returns to the facility, placement, or program after being absent without consent, missing, or abducted.⁵¹ Staff must use the debriefing tool⁵² as a guide to assess safety concerns and address harm reduction with the child or youth. Staff should never use a paper copy of the tool in the child's presence. Staff should achieve familiarity with the questions on the tool and approach the child conversationally; and
- vi. Outline actionable steps for the child or youth to take to stay safe in potentially dangerous situations, such as:
 - a) Planning an escape route or exit strategy, and rehearsing it, if possible;
 - b) Discussing various options and/or back-up plans if one should fail and ensure the child has resource information for a safe place
 - c) Obtaining any important documents/items and a change of clothes in preparation for an immediate departure;
 - d) Considering a change of phone numbers to a number unknown by the trafficker;

⁴⁹ Attachment L: NYC Child Tattoo Eradication Project - Referral Protocol

⁵⁰ As a reminder, if a parent/guardian or other person legally responsible is known or reasonably suspected to be involved in the trafficking, staff are mandated to report to the SCR. A parent/guardian or other person legally responsible may also have contributed to trafficking vulnerability through Inadequate Guardianship, Lack of Supervision and/or Lack of Food, Clothing and Shelter.

⁵¹ 16-OCFS-ADM-09: Protocols and Procedures for Locating and Responding to Children and Youth Missing From Foster Care and Non-Foster Care, issued on May 5, 2016.

⁵² Attachment M: Debriefing Tool for Children and Youth Who Have Returned After Being Absent Without Consent, Missing, or Abducted, issued on May 5, 2016.

- e) Having the child or youth identify trusted friends or relatives who can help support the safety and service plan; and/or
 - f) Providing the child with contact numbers for service providers⁵³ or the National Human Trafficking Resource Center (NHTRC) hotline (888-373-7888 or text to 233733) to obtain further assistance (see below for information about service referrals and providers).
- b. Staff must document the safety plan in CNNX, and any other designated database, file, form, or record.
1. Safety planning with a child or youth at-risk of becoming a sex trafficked victim
- a. Staff must engage in safety planning with any child or youth found at risk of becoming a sex trafficking victim by focusing on the importance of harm reduction. Staff must:
 - i. Assess potential risks and safety concerns with the child or youth;
 - ii. Conduct a debriefing with the child or youth when a child or youth returns to the facility, placement, or program after being absent without consent, missing, or abducted.⁵⁴ Staff must use the debriefing tool⁵⁵ as a guide to assess safety concerns and address harm reduction with the child or youth; and
 - iii. Provide contact numbers for service providers⁵⁶ and information about resources to the child or youth such as:
 - a) The National Human Trafficking Resource Center (NHTRC) hotline (888-373-7888 or text to 233733)⁵⁷;
 - b) Drop-in centers; or
 - c) LGBTQ Affirming support services, Immigrant services, or legal assistance⁵⁸
 - b. Staff must document the safety plan in CNNX progress notes and any other designated database, file, form, or record.

G. Document Service Referrals and Plan and Service Plan in the FASP

⁵³ See Attachment K for list of LGBTQ-affirming and anti-trafficking hotlines and service providers.

⁵⁴ 16-OCFS-ADM-09.

⁵⁵ Attachment M: Debriefing Tool for Children and Youth Who Have Returned After Being Absent Without Consent, Missing, or Abducted, issued on May 5, 2016.

⁵⁶ See Attachment K for NYC Services for Trafficked and At-Risk Youth.

⁵⁷ See Attachment I for a complete list of Hotlines.

⁵⁸ See Attachment I for a complete list of Hotlines.

As always, the child's service needs and the referrals and services connected to those identified needs, which includes referrals to services related to the child's safety plan, must be documented in the child's FASP.

1. CTDB screening results must inform the child's FASP, and thus must be completed by the FASP due date.
2. Staff shall consider whether the following needs of identified sex trafficked victims, or at-risk children and youth, are being met in their homes, placements, or facilities in order to effectively assess for appropriate services.
3. Appropriate services for victims of sex trafficking include but are not limited to: trauma-focused services and supports, services offered by providers who specialize in working with children at risk or with a history of sex trafficking, and any service identified as part of the child's safety plan.
4. Staff must document the assessment for appropriate services and any service referrals made in CNNX, and any other designated database, file, form, or record, including the child's FASP.

H. Ongoing Screenings for Sex Trafficking

1. Staff are expected to remain alert to indicators throughout ongoing contacts with the child and the child's placement and supports, and must complete subsequent sex trafficking screenings throughout the life of a case, especially when the following occur:
 - a. A child or youth discloses new information about sex trafficking victimization or risk, or a significant life change related to a trafficking indicator;
 - b. Staff observe indicators that give cause to believe the child or youth is a victim or is at risk of being a sex trafficking victim;
 - c. A child or youth returns from runaway status or after having been AWOC from foster care,⁵⁹ and
 - d. Prior to the due date of every comprehensive Family Assessment Service Plan (FASP).
2. Staff must document the following in the CTDB (see Attachment B), CNNX⁶⁰, and any other designated database, file, form, or record:

⁵⁹ 16-OCFS-ADM-09.

⁶⁰ 19-OCFS-ADM-11.

- a. Complete any currently active screenings in the CTDB, or if there is no active screening to complete;
- b. Manually create a new screening in the CTDB.
- c. Note any changes to the level of indicators from the prior screening (for example, if a child had previously been reported at medium-level risk for sex trafficking is now observed to have new indicators at the high-risk level);
- d. Completion of law enforcement notification for children and youth identified as child sex trafficking victims;
- e. Safety planning and related service referrals made for children and youth identified, or at risk of becoming sex trafficking victims conducted;
- f. Notify the Office of Child Trafficking Prevention and Policy at Child.trafficking@acs.nyc.gov
- g. Referral to state confirmation process for trafficking victims, if applicable.

V. Labor trafficking

In addition to screening and documenting indicators of sex trafficking, staff must also be alert to signs that a person with whom they interact is a survivor of labor trafficking, and must document and report labor trafficking as outlined in this section. Safety planning with a focus on harm reduction must occur with all identified labor trafficking survivors, and staff shall make referrals to appropriate services with providers experienced in working with labor trafficked youth.

A. Indicators

1. The presence of one indicator does not mean a child or youth is a trafficking victim; rather a pattern of red flags and vulnerabilities is a more accurate prediction of labor trafficking. Many youth are both sex and labor trafficked, so indicators may apply to both sex and labor trafficked youth.
2. Indicators of labor trafficking include, but are not limited to:⁶¹
 - a. Lack of control of income, finances or identification documents;
 - b. Unpaid, underpaid, or paid only through tips;

⁶¹ 15-OCFS-INF-08: Promoting Awareness and Best Practices to Address Human Trafficking, issued on August 26, 2015.

- c. Works excessively long/unusual hours;
- d. Limited freedom to leave working/living conditions;
- e. Lives and works in the same place;
- f. Signs of trauma, fatigue, injuries, or abuse;
- g. Controlled/restricted communications;
- h. Excessive/inappropriate security features;
- i. Excessive fearfulness of law enforcement;
- j. Non-cooperativeness;
- k. Unexplained absences from school for a period of time; and/or
- l. Running away chronically.

B. Procedure for Suspected Labor Trafficking Cases

1. Staff must immediately notify the ACS Office of Child Trafficking Prevention and Policy (OCTPP) at Child.trafficking@acs.nyc.gov for all suspected labor trafficking cases for notification and guidance.
 - a. If applicable, staff must contact an IC for suspected labor trafficking for further consultation and guidance.
 - b. If applicable, staff may contact the ACS Office of Immigrant Services at 917-551-7961 or the New York State Department of Labor Division of Immigrant Policies and Affairs, via phone at 877-466-9757, or email at trafficking@labor.ny.gov for further guidance and information.
2. Staff must immediately call in a report of abuse or maltreatment to the SCR if there is a suspicion or concern that the parent or person legally responsible is involved in the child or youth's labor trafficking.
3. Staff must document his or her contact with the ACS Office of Child Trafficking Prevention and Policy, the IC, and the SCR in CNNX and any other designated database, file, form, or record.

VI. Organ Trafficking

In addition to screening and documenting indicators of sex and labor trafficking, staff must also be alert to signs that a person with whom they interact is a survivor of organ trafficking and must document and report organ trafficking as outlined in this section. Safety planning with a focus on harm reduction must occur with all identified organ trafficking survivors, and staff shall make referrals to appropriate services with providers experienced in working with organ trafficked youth.

Organ trafficking is: "the recruitment, transport, transfer, harboring or receipt of living or deceased persons or their organs by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability, or of the giving to, or the receiving by, a third party of payments or benefits to achieve the transfer of control over the potential donor, for the purpose of exploitation by the removal of organs for transplantation."⁶²

A. Procedure for Suspected Organ Trafficking Cases

1. Staff must immediately notify the ACS Office of Child Trafficking Prevention and Policy (OCTPP) at Child.trafficking@acs.nyc.gov for all suspected organ trafficking cases for notification and guidance. OCTPP will notify the Agency Medical Director.
 - a. If applicable, staff must contact an IC for suspected organ trafficking for further consultation and guidance.
 - b. If applicable, staff may contact the ACS Office of Immigrant Services at 917-551-7961.
2. Staff must immediately call in a report of abuse or maltreatment to the SCR if there is a suspicion or concern that the parent or person legally responsible is involved in the child or youth's organ trafficking.
3. Staff must document his or her contact with the ACS Office of Child Trafficking Prevention and Policy, the IC, and the SCR in CNNX and any other designated database, file, form, or record.

⁶² Declaration of Istanbul on Organ Trafficking and Transplant Tourism (2008), <http://www.declarationofistanbul.org/>; <http://hottproject.com/about-the-crime/other-crimes/trafficking-in-organs.html>.



We are here to help ACS, contract and provider agency staff with:

- Guidance in work with trafficked and at-risk children/youth and their families:
 - Case Consultations
 - Safety Planning Suggestions
 - Technical Assistance
 - Resource Identification
- The NYC Safe Harbour Program
- Development of Policies and Procedures
- “Movin On’: The New York City Child Tattoo Eradication Project & Network”: Helping youth to positively move forward with their lives through the provision of trauma informed tattoo removal & relevant support
- “Children are NOT for \$ale” Awareness Campaign: brochures and posters in 12 languages!
- Group Work Services for Vulnerable Youth:
 - Dialectical Behavioral Therapy
 - Love146 #Not a Number
 - I am Little Red
 - Power Me Up!
 - Creative Arts Therapy
- Events, trainings, conferences:
 - Trained over 3,600 professionals, youth and community members in 2019!
 - Produces the annual Human Trafficking Exposition and Resource Fair and a host of other events specifically for “January is National Slavery and Human Trafficking Prevention Month”
 - Provides expert workshops and panel presentations at agencies, schools, hospitals, other venues, and at national and local conferences
- The Child Trafficking Database (CTDB): Mandated electronic sex trafficking screenings and longitudinal data aggregation
- The Female Genital Mutilation/Cutting Awareness (FGM/C) Initiative

Contact us at:

- **Child Trafficking Mailbox** for case identification, guidance and Law Enforcement Referrals: Child.trafficking@acs.nyc.gov
- **Child Trafficking Database (CTDB) Issue Mailbox:** CTDB@acs.nyc.gov
- **OCTPP Training Request Mailbox:** Traffickingtraining@acs.nyc.gov
- **Child Tattoo Removal Mailbox** for inquiries/referrals: Child.tattoo.removal@acs.nyc.gov
- **FGM/C Mailbox** for Female Genital Mutilation/Cutting: FGM@acs.nyc.gov

The Child Trafficking Database (CTDB)

Administered by ACS' Office of Child Trafficking Prevention and Policy (OCTPP), and platformed in Microsoft Dynamics, the Child Trafficking Database (CTDB) allows assigned staff to electronically complete the mandated OCFS sex trafficking screening tools, thereby alleviating the use of paper tools. All children under investigation, in the care of ACS contracted foster care agencies, and receiving services from preventive service agencies and juvenile detention providers are expected to be screened using the CTDB. The only exception to use of the CTDB for sex trafficking screening is for Advocates Preventive-Only (ADVPO) cases, which require the use of paper screening tools to maintain the confidentiality required by the Advocate's Agreement.

The CTDB allows staff to view child trafficking screening histories of children on their caseload, input screenings and view caseload demographics relevant to screenings assigned. The CTDB permits every screening to be recorded and saved in the system for future access by a worker assigned to a child (and only when a worker is assigned to a child), and for administrative research and reporting needs, as required by Federal and State legislation.

The development of the CTDB had been divided into two phases: Phase 1: Child Trafficking Screening Tool and Phase 2: Demographic and 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. CTDB Phase II, scheduled for release in early 2020, will encompass 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 in a comprehensive screening
- The ability to run a 'Child Screening History' report which shall include Child Services History to view information on every screening ever done on a child, and any services provided
- The ability to run a CTDB Area Compliance report that shall display all completed screenings for all children based on a specific ACS Division, Provider Name (program area), and shall display all Active/Inactive screenings.
- The ability to run a CTDB Indicator Trend report – to view how many times a particular indicator had been selected for a specified timeframe
- The ability for users with "Screener" and "Supervisor" assigned roles to deactivate a screening for a specifically provided reason

Questions about the CTDB should be emailed to CTDB@acs.nyc.gov



Red Flags for Sex and Labor Trafficking and Who To Contact:

Sex Trafficking:

- Exploited by a trafficker/exploiter/pimp
- Engages in survival sex
- Uses sex to obtain goods
- Lives in a brothel or trap house
- Works in a strip club, massage parlor, adult book/video stores
- Works as an exotic dancer or escort
- Child Pornography (photo, video)
- Suspicious tattoos, especially of a man's name: "daddy", bar code, paw prints
- Has a cell phone that the parent did not provide
- Expensive new clothing and jewelry, hairstyles and nails
- Gang involvement
- References to frequent travel to other cities
- Abusive relationship(s)
- Significantly older partner or spends a lot of time with a controlling person or older adult
- Indications or reports of domestic violence/intimate partner violence
- Runs away from home frequently and/or for significant periods of time
- Shows signs of mental, physical, or sexual abuse
- Has large amounts of money or costly items that s/he cannot reasonably afford
- Involvement in systems such as social services, PINS, courts, etc.
- Exhibits overt sexualized behavior
- Exhibits evidence of sexual abuse
- Is unwilling or unable to identify as a victim

Labor and/or Sex Trafficking:

(Many children are **both** sex and labor trafficked)

- Reluctant to discuss how they make money, where they live, how or when they came to the U.S.
- Lacks control over schedule and/or money
- Is unwilling to disclose whereabouts or information about parents or caregivers
- Is scared of consequences to a degree greater than a situation (for example being late) merits
- Is not in control of their own identification or travel documents
- Works excessive hours
- Unpaid for work, or paid very little
- Lives with their employer, or with multiple people in a cramped space
- Does not manage own money

Attachment C

- Appears to have little privacy or is rarely alone
- Appears to be under someone else's control or under surveillance, needs to answer phone promptly
- Contacts with family, friends, professionals are monitored
- Exhibits submissive or fearful behavior
- Coached or rehearsed responses to questions
- Lies about age or carries a fake form of identification
- Housing is provided by employer
- Youth retells the same story in the same way many times, giving the appearance that the story has been coached

Medical Issues Relevant to Trafficking:

- STD, HIV/AIDS, pelvic pain, inflammation, rectal trauma, urinary difficulties, abdominal or genital trauma
- Multiple STDs and/or abortions
- Evidence of sexual abuse
- Mental Health Issues: emotional distress, depression, anxiety, panic attacks, confusion, phobias, disorientation, self-mutilation, suicidality, helplessness, shame, humiliation, fearfulness, trauma symptoms
- Visible or untreated injuries, scars, cuts, bruises, burns
- Untreated illness or infection (including STDs)
- Explanation inconsistent with, or contradictory to injury
- General poor health and diseases associated with unsanitary conditions
- Suicidal ideation and/or depression

Who To Contact:

If you believe the person is in immediate danger, call 9-1-1. Otherwise, please contact:

- The National Human Trafficking Hotline at 888-373-7888 or Text to 233733
- NYPD Human Trafficking Hotline: 646-610-7272
- If a child is trafficked and missing from home or a program: The National Center for Missing and Exploited Children (NCMEC) at 1-800-THE-LOST (800-843-5678), or use their Cyber Tipline at www.missingkids.com
- If the suspected trafficker is a parent or person legally responsible for the child: The NY Statewide Central Register of Child Abuse and Maltreatment at: 1-800-342-3720
- If you have reason to believe that a youth is being abused or neglected while placed in residential care, call the New York State Justice Center at 1-855-373-2122

If you are from ACS, Foster Care, Preventive Services or Detention Services, please ALSO notify:

- The ACS Child Trafficking Mailbox at: Child.trafficking@acs.nyc.gov
- NYPD, using the OCFS-3922 form may also be required as per 15-OCFS-ADM-16. See handout on how to send the form to NYPD.
- The NYS Office of Temporary and Disability Assistance (OTDA) to commence the victim confirmation process for a child meeting the Federal Definition of Sex Trafficking. Fax the *New York State Referral of Human Trafficking Victim* to 518-485-9611



Language Associated with the Commercial Sex Industry*:

- **12:** Notifying others that Law Enforcement is in the area.
- **Automatic:** The victim's "automatic" routine when the exploiter is not physically present.
- **Beef:** Argument that can escalate to physical fighting.
- **Bottom or Bottom Bitch:** the #1 woman who acts as an enforcer.
- **Branding:** A tattoo or carving on a victim that indicates ownership by a trafficker/pimp/gang.
- **Brothel (Cathouse, Whorehouse):** Guarded locations to keep exploited in and criminals and law enforcement. Victims are often locked in until they are rotated to other locations.
- **Caught a Case:** When exploited or exploiter has been arrested and charged.
- **Catch a Fade:** Invitation to fight.
- **Choosing Up:** If a victim makes eye contact with a pimp, the pimp takes ownership.
- **Circuit:** A series of cities among which victims are moved.
- **Cousins In Law:** Victims of pimp partners working together
- **Curb (Kerb) Crawling:** Driving down the street, looking for a "date".
- **Daddy:** Pimp/exploiter/trafficker (male or female).
- **Dates:** Interaction with Johns, Tricks (buyers of sex).
- **Escort:** Dates arranged by telephone or Internet. Can be outcall (victim travels), or in-call (buyer travels).
- **Exit Fee:** An outrageously large amount of money demanded by the exploiter for the victim to leave the life. (Most exploiters do not let their victims leave.)
- **Family or Folks:** The other members of the stable.
- **Fleek:** Looking good.
- **Flexing:** Lying.
- **Head Cut:** Victim beat down by the pimp.
- **Hurt:** Unattractive.
- **In Pocket:** Not speaking to other pimps, or paying other pimps (controlled).
- **Gorilla Pimp:** Controls through force and humiliation and pain.
- **John (Buyer, Trick):** Trades something of value for sex.

Attachment D

- **Kiddie Stroll:** Area that has younger victims.
- **Lit:** Excited or intoxicated.
- **Loose Bitch:** Keeps choosing different pimps.
- **Lot Lizard:** Exploited at truck stops.
- **Madam:** Manages a brothel, escort service or other trafficking house.
- **Out of Pocket:** when an exploited breaks the rules and makes eye contact with another pimp, or when an unaffiliated trafficked individual is harassed to force him/her to select a pimp.
- **Pimp Circle:** humiliation and intimidation by pimps swarming and hissing insults around the exploited, forcing choose up.
- **PI:** Someone else's pimp.
- **Pipeline:** a chain of states through which victims are moved through a series of locations to markets.
- **Reckless Eyeballing:** Looking around instead of looking down.
- **Renegade:** Without a pimp.
- **Salty:** Upset or angry.
- **Seasoning:** Actions to break resistance and maintain compliance. Can include psychological manipulation, physical violence, rape, sleep or food deprivation, threatening a victim' family.
- **Quota:** The amount an exploited must make before returning home.
- **Romeo Pimp (aka Finesse Pimp):** Controls through psychological manipulation.
- **Square/Squaring Up:** trying to get out of "the life" or "the game"
- **Stable:** The group controlled by the pimp
- **Stroll or Track or Blade:** where sex work occurs regularly.
- **Survival Sex:** Exchanging sex for basic needs to survive.
- **The Game or The Life:** The culture of exploitation.
- **Trade Up/Trade Down:** Exchanging victims like objects.
- **Trap House:** Originally used to describe a place where drugs were sold, it has been extended to exploitation, meaning a location where there is only one exit which is heavily guarded. Victims are trapped inside and sex is exchanged for drugs.
- **Turning a trick:** Act of exploitation.
- **Turn out:** Newly involved, or to be forced into exploitation.
- **Wifeys/Wife in Law:** the other "family" or "folks" of the stable.
- **Wire:** A pimp phone tree to share information, or a victim sending money to a pimp long distance.

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES**RAPID INDICATOR TOOL**

*To Identify Children Who May Be Sex Trafficking Victims
or Are At Risk of Being a Sex Trafficking Victim*¹

The indicators listed on page two help to determine whether a child may be a victim of sex trafficking, or is at risk of being a victim of sex trafficking. These factors are to be considered as a means to determine whether there is reasonable cause to believe the child is a victim or at risk of being a victim, in which case a more [comprehensive assessment](#) of the child's experiences and service needs is required.²

Do not directly ask the child or family the questions. This is not a questionnaire.

Populations

This tool is to be applied in **all** instances, regardless of age, where a child is in the care, supervision or custody of a local department of social services (LDSS) or the Office of Children and Family Services (OCFS). For more information on the population this tool pertains to, please see [Requirements to Identify, Document, Report, and Provide Services to Child Sex Trafficking Victims \(LDSS/VAs\)](#) or [Child Sex Trafficking/Commercially Sexually Exploited Children \(CSEC\) \(OCFS DJJOY\)](#).

When to Complete the Tool

The tool **MUST** be completed and documented:

- If the child returns from being missing, abducted, or absent without consent.
- If a new CPS investigation is opened for the child.

For Cases in CONNECTIONS

- By the due date of the initial Family Assessment and Service Plan (FASP).
- Prior to the investigative or FAR case being closed (whether the case is completed and closed or transferred to receive foster care or preventive services).

For Cases in Juvenile Justice Information System (JJIS)

- During the intake/reception process.

If the child's circumstances change or new information is learned, the tool may be used in addition to the above requirements.

Completion of the Tool

The information about the indicators below is to be collected through the routine process of investigation or case work. The tool should be completed based on the information already gathered as part of the investigation for CPS cases or in the case record.

If the child has already disclosed sex trafficking this tool does **not** need to be completed. The comprehensive screening tool should be completed instead. All children identified as victims must receive services to address the needs identified.

¹ Referenced as the quick screening tool in the sex trafficking requirements policies.

² [Child Sex Trafficking Indicators Tool](#).

Name of Child: _____ DOB: _____
 Name of Person Completing Form: _____ Date: _____
 Agency: _____

The following is a list of some red flags that indicate a child may be a sex trafficking victim or is at risk of being a victim of sex trafficking.

- **Do not directly ask the child or family the questions. This is not a questionnaire.**
- **The child may be a victim or is at risk if the answer is “Yes” to any of the indicators below:**

	Yes
Are there signs of child abuse of a sexual nature and reason to believe that the child, or parent/guardian of the child or other person(s) facilitating the abuse, was given or promised anything in return for the sexual abuse?	<input type="checkbox"/>
Is there reason to believe there are photographs, social media posts, or other recordings of instance(s) of sexual abuse of the child?	<input type="checkbox"/>
Has the parent/guardian been a victim of trafficking or is there concern that the parent/guardian has been a victim?	<input type="checkbox"/>
Does the child have a history of multiple runaways/AWOLS or episodes of homelessness/couch surfing in the past? (Family homelessness should not be counted)	<input type="checkbox"/>
Does the child have tattoos that show, imply, or suggest ownership and/or that he or she does not have an explanation for? (e.g., daddy’s girl, property of someone’s name, symbols, etc.)	<input type="checkbox"/>
Does the child have or has he or she previously had a significantly older boyfriend or girlfriend who is controlling and/or whom the child appears to be afraid of?	<input type="checkbox"/>
Does the child have a history of multiple or chronic sexually transmitted infections, or pregnancies/abortions, or report multiple anonymous sexual partners?	<input type="checkbox"/>
Does the child have money, a cell phone, hotel keys, or other items that he or she does not have the resources to obtain and cannot account for?	<input type="checkbox"/>
Has a gang affiliation been disclosed, reported, or suspected?	<input type="checkbox"/>
Is someone else other than the child’s parent or guardian in control of his or her identification or passport?	<input type="checkbox"/>
Do you have any other reason to believe the child may be a sex trafficking victim?	<input type="checkbox"/>

The Results: Documentation and Required Actions

The worker must document the results of this tool in CONNECTIONS or JJIS.

- No indicators have been marked “yes”. The worker enters “No Risk Indicators” into CONNECTIONS/JJIS and no further screening is needed, unless new information is learned, the child’s circumstances change, the child returns from being missing, abducted, or absent without consent or a new CPS investigative case is opened for the child.
- There **are** one or more indicators marked “**Yes**” or the child has already been determined to be a victim. The worker enters “**At Risk**” into CONNECTIONS/JJIS and must complete the comprehensive screening tool(s) as outlined in the policies [Requirements to Identify, Document, Report, and Provide Services to Child Sex Trafficking Victims](#) (LDSS/VAs) or [Child Sex Trafficking/Commercially Sexually Exploited Children \(CSEC\)](#) (OCFS DJJOY)

Place a copy of this form in the child’s case record for documentation of completion and decision.

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
CHILD SEX TRAFFICKING INDICATORS TOOL
To be used for the comprehensive screening

This tool is based on the work done by Westchester County and Monroe County through the Safe Harbour: NY program (formerly known as ChildRight: New York). Safe Harbour: NY is a New York State Office of Children and Family Services (OCFS)-coordinated program that aims to improve the ability of local departments of social services (LDSSs) and child welfare-serving agencies to efficiently and effectively use their resources to respond to and care for children and youth who are victims of commercial sexual exploitation or child trafficking.

This tool is to be used with children who the LDSS, VA, or juvenile justice staff believe may be a victim, believe may be a victim, or are at risk of being a victim, of sex trafficking. The tool assists workers with looking at possible indicators of sex trafficking, or at risk of sex trafficking, that the child may exhibit. Other than those that are disclosures or proof of trafficking or commercial sex acts, exhibiting one of these indicators does not automatically mean that a child was a victim of trafficking.

The indicators are grouped into “meets child trafficking definition”, “high” and “medium” levels, indicating that a child may have been trafficked or is at risk of being trafficked. Some items included in medium level may be of high concern in general, but may fall on the medium scale for sex trafficking indicators (for example, while a child under 13 who is engaging in sexual activity is of general high concern, it may not correlate with a higher level indicator for sex trafficking, depending on the specific circumstances). Youth with higher numbers of indicators or who have indicators in a higher level are more likely to have been trafficked or engage in behaviors that may increase the risk of being trafficked. The child’s indicator level should be used when developing the child’s case plan and referral for services for him/her. In addition, when completing the indicator level tool, workers should carefully consider when youth who have certain vulnerabilities, such as chronic homelessness, multiple runaway episodes, are LGBTQ, immigration status issues, developmental delays, and/or history of sex abuse, also have indicators present, as they may hold more weight due to the increased vulnerability of the youth.

If an indicator is checked off under the section titled, “Child meets federal definition as child sex trafficking victim,” the child must be documented as a sex trafficking victim and the response protocol must be followed. This includes documenting the notification to law enforcement within 24 hours. See the policy [Requirements to Identify, Document, Report, and Provide Services to Child Sex Trafficking Victims](#) (for LDSSs and VAs) or [Child Sex Trafficking Commercially Sexually Exploited Children \(CSEC\)](#) (for OCFS DJJOY) for more information.

If a child is determined to be a trafficking victim, the worker is not required to complete the rest of the indicators on the checklist during the initial screening, but it is recommended that the worker revisit the tool and check off all applicable indicators when developing the child’s case plan and referring the child for services. This is also the case for the other levels of indicators. If a child has high or medium level indicators, there is no need to complete the rest of the checklist during the first screening, but it should be done prior to the development of the plan of services for the child.

These levels are meant to be fluid; a child’s indicator level may go up or down based on information learned during the life of the case. The tool should be used any time the worker learns new information about the child that may be an indicator of trafficking involvement. Workers should mark the indicators the child exhibits and follow the instructions for each section.

Name of Youth: _____

DOB: ____ / ____ / ____

Name of Person Completing Form: _____

Date: ____ / ____ / ____

Agency: _____

Child Meets Federal Definition of a Child Sex Trafficking Victim - ONE or more of these indicators:	Yes	No
Child needs to be documented as a trafficking victim in CONNECTIONS or JJIS (for DJJOY) and trafficking response protocol followed (see policy or desk aid ¹).		
Child reports engaging in commercial sex act(s) (a sex act where something of value is received).	<input type="checkbox"/>	<input type="checkbox"/>
Child reports he/she has been prostituted or trafficked.	<input type="checkbox"/>	<input type="checkbox"/>
There are photos or videos of the child being victimized and/or being used to advertise the child for sexual purposes (Backpage, Craigslist, etc).	<input type="checkbox"/>	<input type="checkbox"/>
Law enforcement refers child instead of arresting for prostitution, or does arrest for prostitution.	<input type="checkbox"/>	<input type="checkbox"/>
Child reports trading sex for a place to stay, food, drugs, or anything of value.	<input type="checkbox"/>	<input type="checkbox"/>
Child reports being involved in the sex industry (working in strip clubs, private sex parties, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
Someone witnesses the child engaged in a commercial sex act.	<input type="checkbox"/>	<input type="checkbox"/>
Youth over 18 is engaging in prostitution or commercial sex acts due to force, fraud or coercion.	<input type="checkbox"/>	<input type="checkbox"/>
High-Level Indicators - ONE or more of these indicators	Yes	No
Child exhibits indicators that are commonly associated with sex trafficking, which causes serious concerns. Document high-level Indicators in CONNECTIONS or JJIS (for DJJOY). Child needs to be closely monitored and needs intensive case management services to address current or prevent future trafficking.		
Associating with adults or other children/youth who are being prostituted, or are known to be involved with trafficking and/or exploitation.	<input type="checkbox"/>	<input type="checkbox"/>
Being seen in exploitation hotspots, i.e., known houses or recruiting grounds.	<input type="checkbox"/>	<input type="checkbox"/>
Pattern of street homelessness and staying with someone believed to be sexually exploiting the youth.	<input type="checkbox"/>	<input type="checkbox"/>
Multiple AWOLS, runaway or being kicked out (4+).	<input type="checkbox"/>	<input type="checkbox"/>
Being taken to clubs and hotels by adults or older peers.	<input type="checkbox"/>	<input type="checkbox"/>
Disclosure of serious sexual assault and then withdrawal of statement.	<input type="checkbox"/>	<input type="checkbox"/>
Abduction and/or forced imprisonment; not allowed to freely move about.	<input type="checkbox"/>	<input type="checkbox"/>
Child discloses or someone reports the child being moved around for sexual activity.	<input type="checkbox"/>	<input type="checkbox"/>
Disappearing from the "child welfare system" with no contact or support.	<input type="checkbox"/>	<input type="checkbox"/>
Use of slang trafficking terms (e.g., calling romantic partner "Daddy" or "Mommy," talking about "the life," "the game").	<input type="checkbox"/>	<input type="checkbox"/>
Recruiting peers into exploitation.	<input type="checkbox"/>	<input type="checkbox"/>
Tattoos that he/she is reluctant to explain, especially if they show ownership (names, dollar signs, symbols, acronyms) or other types of branding, like cutting or burning.	<input type="checkbox"/>	<input type="checkbox"/>
Does not have any identification or reports someone holding his/her identification.	<input type="checkbox"/>	<input type="checkbox"/>
Unexplained hotel keys.	<input type="checkbox"/>	<input type="checkbox"/>
Child discloses or someone reports that child offered to have sex for money or other payment and then ran before sex took place.	<input type="checkbox"/>	<input type="checkbox"/>
Being groomed and/or sexualized on the Internet; contact with strangers on the Internet and/or sexual risk taking on social media, such as Facebook, Backpage, Zoosk, Craigslist.	<input type="checkbox"/>	<input type="checkbox"/>

¹ Requirements to Identify, Report, and Provide Services to Child Sex Trafficking Victims (for LDSSs and VAs) or Child Sex Trafficking/Commercially Sexually Exploited Children (CSEC) (for DJJOY).

Medium-Level Indicators - ONE or more of these indicators Child exhibits significant indicators that may indicate sex trafficking. Document medium level of Indicators in CONNECTIONS or JJIS (for DJJOY). Child should be more closely monitored and provided services that may address current or prevent future trafficking.	Yes	No
Getting into cars with unknown adults.	<input type="checkbox"/>	<input type="checkbox"/>
Child under 13 engaging in sexual activity.	<input type="checkbox"/>	<input type="checkbox"/>
Known history of prior sexual abuse or sexual acting out.	<input type="checkbox"/>	<input type="checkbox"/>
Having an older boyfriend/girlfriend, especially if he or she appears controlling; youth appears fearful of boyfriend/girlfriend at times.	<input type="checkbox"/>	<input type="checkbox"/>
Not attending school; concerns regarding school attendance.	<input type="checkbox"/>	<input type="checkbox"/>
Staying out overnight with no explanation multiple times and/or regularly coming home late or going missing.	<input type="checkbox"/>	<input type="checkbox"/>
Unaccounted money or goods, including mobile phones, drugs and alcohol, or other person supplies these goods/money to child/youth.	<input type="checkbox"/>	<input type="checkbox"/>
Multiple sexually transmitted infections, pregnancies and/or multiple miscarriages or abortions.	<input type="checkbox"/>	<input type="checkbox"/>
Gang member or association with gangs or neighborhood groups.	<input type="checkbox"/>	<input type="checkbox"/>
Someone else other than the child's parent or guardian was in control of immigration to U.S.	<input type="checkbox"/>	<input type="checkbox"/>
Overt sexual dress.	<input type="checkbox"/>	<input type="checkbox"/>
Does not know his/her address and/or has moved multiple times.	<input type="checkbox"/>	<input type="checkbox"/>
Chronic alcohol and/or drug use by youth.	<input type="checkbox"/>	<input type="checkbox"/>
Youth's story does not make sense - inconsistencies, the narrative doesn't fit together.	<input type="checkbox"/>	<input type="checkbox"/>

Contact for non-emergency questions on child trafficking: ocfs.sm.sppd.child.trafficking.questions@ocfs.ny.gov

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
**LAW ENFORCEMENT REPORT
OF A CHILD SEX TRAFFICKING VICTIM**

Directions: If the youth is in immediate danger, do not complete this form, call 9-1-1. Otherwise, complete the following questions:

1. Is the youth under 21 years old and in the care, custody, or supervision of the New York State Office of Children and Family Services (OCFS), Local Department of Social Services (LDSS), or a Voluntary Authorized Agency (VA)?
 Yes – **CONTINUE** No – **STOP** do not complete this form
2. Are you submitting this form to notify law enforcement of a missing child or a youth who is absent from care?
 Yes – **STOP** do not complete this form; refer to [16-OCFS-ADM-09](#) No – **CONTINUE**
3. Does the youth meet one or more of the criteria below (check all that apply)

Child Meets Federal Definition of a Child Sex Trafficking Victim - ONE or more of these indicators:	
Child needs to be documented as a trafficking victim in CONNECTIONS or JJIS (for DJJOY) and trafficking response protocol followed (see policy or desk aid ¹).	
Child reports engaging in commercial sex act(s) (a sex act where something of value is received).	<input type="checkbox"/>
Child reports he/she has been prostituted or trafficked.	<input type="checkbox"/>
There are photos or videos of the child being victimized and/or being used to advertise the child for sexual purposes (Backpage, Craigslist, etc.).	<input type="checkbox"/>
Law enforcement refers child to services instead of arresting for prostitution, or does arrest for prostitution.	<input type="checkbox"/>
Child reports trading sex for a place to stay, food, drugs, or anything of value.	<input type="checkbox"/>
Child reports being involved in the sex industry (working in strip clubs, private sex parties, etc.).	<input type="checkbox"/>
Someone witnesses the child engaged in a commercial sex act.	<input type="checkbox"/>
Youth over 18 is engaging in prostitution or commercial sex acts due to force, fraud or coercion.	<input type="checkbox"/>

Yes – **CONTINUE** No – **STOP** do not complete this form

4. Are there any federal, state, county, or municipal law enforcement agencies already involved in the youth’s case relevant to his or her trafficking victimization? (This includes law enforcement involved in Multi-Disciplinary Teams (MDT) or Child Advocacy Centers (CAC), as well as Department of Labor investigators. This **does not** include Probation Officers nor instances where a youth has been accused of a crime, including loitering or prostitution.)

Yes – **STOP** do not complete this form No - **CONTINUE**

If all four conditions are met, continue completing this form. If not, stop here.

¹ The terms “child” and “youth” are used interchangeably throughout this form.

² [Requirements to Identify, Report, and Provide Services to Child Sex Trafficking Victims \(for LDSSs and VAs\) or Child Sex Trafficking/Commercially Sexually Exploited Children \(CSEC\) \(for DJJOY\).](#)

Youth Information

Youth's name: _____ Today's Date: ____ / ____ / ____

Youth's DOB: ____ / ____ / ____ Youth's Gender: Male Female Trans-male Trans-female Gender Non-conforming

Youth's current address: _____

Legal Permanent Address (if different than current address) _____

Youth's phone number: Cell: (____) ____ - _____ Secondary: (____) ____ - _____

Youth's social media handles (Email address, Instagram, Snapchat, Twitter, Facebook, Kik, WhatsApp etc.):

Describe any visible physical marks (branding, tattoos, etc.) on the youth's body:

Addresses/locations where youth often spends time or sleeps:

Trafficking Situation

Describe what is known about the trafficking situation:

Do you believe the youth is currently being trafficked? Yes No

Date of most recent victimization, if known: ____ / ____ / ____

County/city/borough(s) where trafficking act(s) occurred, if known:

Any information about the alleged perpetrator(s), including names and nicknames, if known:

*If the alleged perpetrator is the youth's parent, guardian, or a person legally responsible for his or her well-being, a report **must also be made** to the NYS Central Register of Child Abuse and Maltreatment (SCR) by calling **1-800-342-3720**.*

If an SCR report was made check "Yes" box: Yes

Person Completing This Form

Name: _____ Phone number: (____) ____ - _____

Agency/District: _____

Name of your supervisor: _____ Supervisor's phone number: () - _____

Evening contact name and phone number for person familiar with this report: _____

Next Steps

1. Fax only the completed form (no other documentation), **immediately or within 24 hours to:**
 - **New York City:** New York Police Department (NYPD) at **212-694-3149**
 - **Rest of State:** New York State Intelligence Center (NYSIC) at **518-786-9398**
2. Place a copy of this form and the fax confirmation in the youth's case file.

The notification process is complete once the documentation is filed. After faxing this form, do not make additional law enforcement referrals (except calling 9-1-1 relevant to immediate danger).

For questions, refer to the [FAQ](#) attached to [15-OCFS-ADM-16](#), contact your OCFS Regional Office, or email humantrafficking@ocfs.ny.gov.

For law enforcement use only:

Case/Complaint Number: _____



Office of Children and Family Services

Andrew M. Cuomo
Governor

52 WASHINGTON STREET
RENSELAER, NY 12144

Sheila J. Poole
Acting Commissioner

Informational Letter

Transmittal:	17-OCFS-INF-03
To:	Commissioners of Social Services Executive Directors of Voluntary Authorized Agencies Temporary Assistance Directors
Issuing Division/Office:	Child Welfare and Community Services
Date:	March 17, 2017
Subject:	New York State Processes Related to Notifications of Victims of Human Trafficking
Suggested Distribution:	OCFS Regional Directors Directors of Social Services Child Protective and Preventive Services Supervisors Child Welfare Supervisors Foster Care and Adoption Supervisors Staff Development Coordinators Temporary Assistance Directors LDSS Human Trafficking Liaisons
Contact Person(s):	humantrafficking@ocfs.ny.gov InfoDCJS@dcjs.ny.gov bria.contact@otda.ny.gov
Attachments:	<u>New York State Referral of Human Trafficking Victim Form</u> The following attachments can be accessed by clicking on their titles or by using the OCFS website links below: <ul style="list-style-type: none"> • <u>OCFS-3920: Child Sex Trafficking Indicators Tool</u> • <u>OCFS-3921: Rapid Indicator Tool</u> • <u>OCFS-3922: Law Enforcement Report of a Child Sex Trafficking Victim Form</u> • <u>Sample Sex Trafficking and CSEC Referral Flow Chart: For youth in the care, custody or supervision of an LDSS, Voluntary Agency, or OCFS</u> • <u>DSS Quick Reference Guide for compliance with 15-OCFS-ADM-16</u> • OCFS intranet: http://ocfs.state.nyenet/admin/forms/Foster_Care/ • OCFS internet: http://ocfs.ny.gov/main/documents/forms.asp

Filing References

Previous ADMs/INFs	Releases Cancelled	NYS Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
09-OCFS-ADM-01 / OTDA 09-ADM-01 16-OCFS-ADM-09 15-OCFS-ADM-16 15-OCFS-INF-08 15-OCFS-INF-03		18 NYCRR 431.8(b)(3)(i ii)	22 U.S.C. §7102; 42 U.S.C. §§671- 679b; Social Services Law §483-aa, bb, cc Chapter 74 of the Laws of 2007; Chapter 368 of the Laws of 2015		Preventing Sex Trafficking and Strengthening Families Act (P.L. 113-183); ACYF-CB-IM-14-03; ACYF-CB-PI-14-06

I. Purpose

The purpose of this Informational Letter (INF) is to explain differences between certain requirements (detailed in 15-OCFS-ADM-16) to identify, document, and report child victims of trafficking, and the process of confirming human trafficking victimhood; a process managed by the New York State Division of Criminal Justice Services (DCJS) and New York State Office of Temporary and Disability Assistance (OTDA).

II. Background

On September 29, 2014, President Obama signed the *Preventing Sex Trafficking and Strengthening Families Act* (P.L. 113-183) [hereinafter referred to as the “Act”] into law, which amended various provisions of Title IV - E of the *Social Security Act* (SSA). The Act has two primary purposes - to protect and prevent at-risk children and youth from becoming victims of sex trafficking, and to improve the safety, permanency, and well-being outcomes of children and youth involved with the child welfare system. Among other provisions, the Act requires that policies, procedures, and tools for identification, documentation, and response to child victims of sex trafficking, or those at risk of becoming victims, be developed. In response to the Act, the New York State Office of Children and Family Services (OCFS) issued the [Requirements to Identify, Document, Report, and Provide Services to Child Sex Trafficking Victims](#) Administrative Directive (ADM).¹ For more information on the basic provisions of the Act, please see [15-OCFS-INF-03](#).²

¹ 15-OCFS-ADM-16 *Requirements to Identify, Document, Report, and Provide Services to Child Sex Trafficking Victims*.

² 15-OCFS-INF-03 *Preventing Sex Trafficking and Strengthening Families Act*.

On November 1, 2007, the [New York State Anti-Trafficking Law](#)³ took effect, establishing human trafficking as a state crime, and establishing a process to “confirm” victims of human trafficking under the state law. This process was established as a means of providing assistance to confirmed victims, including those who would not be otherwise eligible for assistance due to their immigration status. Confirmed victims, if otherwise eligible, are eligible for benefits and services in accordance with their citizenship or immigration status. On January 7, 2009, OCFS and OTDA issued 09-OCFS-ADM-01 / OTDA 09-ADM-01 to provide local districts with information about this law and its effects, including details about the confirmation process and benefits available to victims.

The *New York State Anti-Trafficking Law* requires DCJS and OTDA to accept referrals of potential victims from local law enforcement agencies or local district attorneys’ offices. In 2015, the ability to refer potential victims of human trafficking expanded to include established legal and social services providers.⁴

Based on the requirements of the two laws, the three agencies (OCFS, OTDA, and DCJS) have roles in the identification and the provision of services to victims. Per the [New York State Anti-Trafficking Law](#), OTDA and DCJS are charged with confirming or denying referrals of victims made to their agencies to allow access to services. Additionally, OTDA manages the New York State Response to Human Trafficking Program (RHTP), which provides case management and referral services to adult foreign-born, New York State confirmed trafficked persons who by virtue of the lack of an eligible immigration status are therefore not otherwise eligible for any mainstream benefits and/or services. This referral process is open to any potential victim of human trafficking, including minors in the care, custody, or supervision of OCFS, local departments of social services (LDSSs), and voluntary agencies (VAs). Additionally, per the federal *Preventing Sex Trafficking and Strengthening Families Act*, OCFS provides oversight to its facilities, LDSSs, and VAs to screen, identify, and provide services to identified victims of human trafficking and youth identified as at risk of becoming a victim.

DCJS, in consultation with OTDA, must determine whether to confirm the referred person as a human trafficking victim (HTV) under statutory and regulatory guidelines. Once confirmed, victims are directed to either the LDSS or the RHTP service provider network. For more information on the *New York State Anti-Trafficking Law* or the RHTP, please refer to [OTDA 09-ADM-01](#).⁵

III. Program Implications

The specific purposes, affected populations, and procedures of the separate and distinct screening, notification, and referral processes of the child sex trafficking and confirmation of victimhood policies described above are summarized in the following table and diagrams:

	Child Welfare Screening and Law Enforcement Notification	Confirmation of Victimhood
--	-----------------------------------------------------------------	-----------------------------------

³ Chapter 74 of the Laws of 2007.

⁴ Chapter 368 of the Laws of 2015.

⁵ OTDA 09-ADM-01 *New York State Anti-Trafficking Statute*.

Lead Agency and Contact	OCFS: 518-474-8536; humantrafficking@ocfs.ny.gov ; http://ocfs.ny.gov/main/humantrafficking/	OTDA: (518) 402-3096; bria.contact@otda.ny.gov ; https://otda.ny.gov/programs/bria/trafficking.asp DCJS: (518) 457-5837, InfoDCJS@dcjs.ny.gov ; http://www.criminaljustice.ny.gov/pio/humantrafficking/humantrafficking.htm Shared OTDA/DCJS fax: (518) 485-9611
Relevant Policy	<i>Requirements to Identify, Document, Report, and Provide Services to Child Sex Trafficking Victims (15-OCFS-ADM-16)</i>	<i>New York State Anti-Trafficking Law (OTDA 09-ADM-01)</i>
Purpose of Process	To identify, document, and provide services to child sex trafficking victims in the child welfare system	To identify and document adult and minor victims of human trafficking, and refer to the appropriate service provider based on age and eligibility status
Applicable Definition of Victims of Sex Trafficking	OCFS's policies refer to the federal definition of sex trafficking, namely that any person under 18 years old who has engaged in transactional or commercial sex is a victim of "severe form of trafficking in persons." ⁶ For the purposes of OCFS policies, any child under age 18 who has engaged in transactional sex or a commercial sex act is considered a sex trafficking victim, regardless of whether force, fraud, or coercion is present.	OTDA and DCJS may confirm an individual under the New York State confirmation process using any definition of "trafficking in persons," either state ⁷ or federal. ⁸ The trafficking must have a nexus to New York State and must have occurred after the <i>New York State Anti-Trafficking Law</i> went into effect in 2007.
Applicable Definition of Victims of Labor Trafficking	The <i>Requirements to Identify, Document, Report, and Provide Services to Child Sex Trafficking Victims</i> policy only applies to child victims of sex trafficking; however, children and youth are also able to access services	Referrals for confirmation and associated services are available to potential victims of both sex and labor trafficking under New York State and federal definitions.

⁶ *Trafficking Victim Protection Act of 2000*, P. L. 106-386 (TVPA).

⁷ Chapter 74 of the Laws of 2007 (New York State Anti-Trafficking Statute).

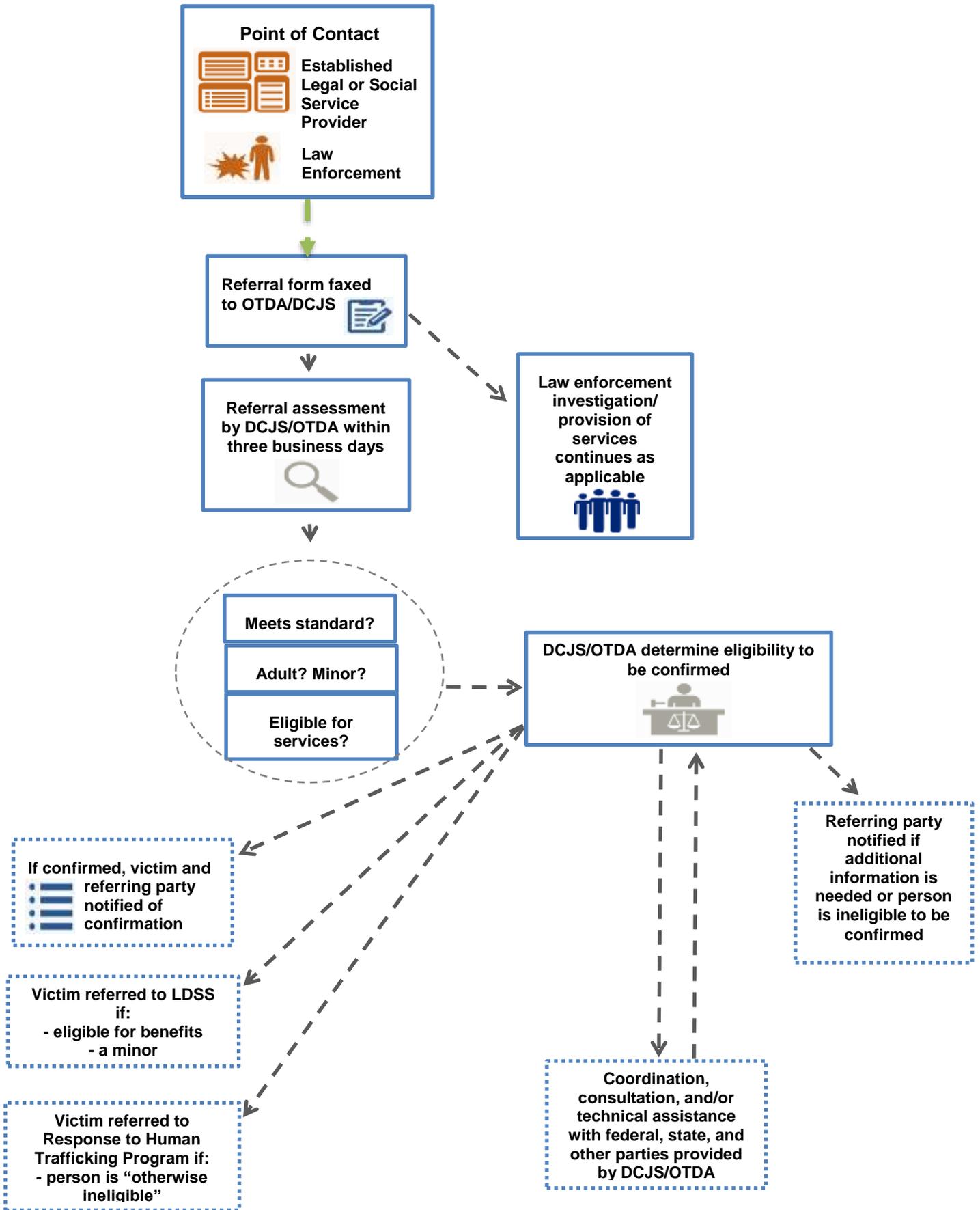
⁸ TVPA.

	related to potential labor trafficking experiences.	
Client Population Affected	All children and youth, regardless of age, in the care, custody, or supervision of an LDSS or OCFS, including children in foster care, child protective services (including family assessment response [FAR] cases), and open preventive cases, receiving Chafee services, or on runaway status from foster care up until the age of 21	All persons (children and adults) whom a designated entity reasonably believes to be a victim of human trafficking
Professionals Affected	All applicable personnel of OCFS, LDSSs, Voluntary Authorized Agencies, and relevant contractors	All representatives of established social and legal services agencies; all members of law enforcement, including district attorneys' office personnel, probation, and Department of Labor personnel
Required Actions	Defined in <i>Requirements to Identify, Document, Report, and Provide Services to Child Sex Trafficking Victims</i> (15-OCFS-ADM-16)	Defined in Chapter 74 of the Laws of 2007, Chapter 368 of the Laws of 2015, and <i>New York State Anti-Trafficking Statute</i> (OTDA 09-ADM-01)
Is client consent required to take defined action(s)?	<p>No – Process is mandatory without consent of parent/guardian and/or youth.</p> <p>In instances where a report to law enforcement is made, youth are not required to cooperate with law enforcement. For more information, please refer to “Is cooperation with law enforcement required?” below.</p> <p>Although consent is not required, workers are encouraged to discuss the reporting process with parents/guardians and youth to maintain engagement.</p>	<p>Yes – For referral to be made by established social or legal services provider, regardless of victim's age</p> <p>No – For referral to be made by law enforcement, regardless of victim's age</p>
Is there an impact on eligibility for youth to access services?	No – Youth who are entitled to services through LDSSs and community-based services may access those services as needed, even if the youth is not identified	No – For youth under 18 years old

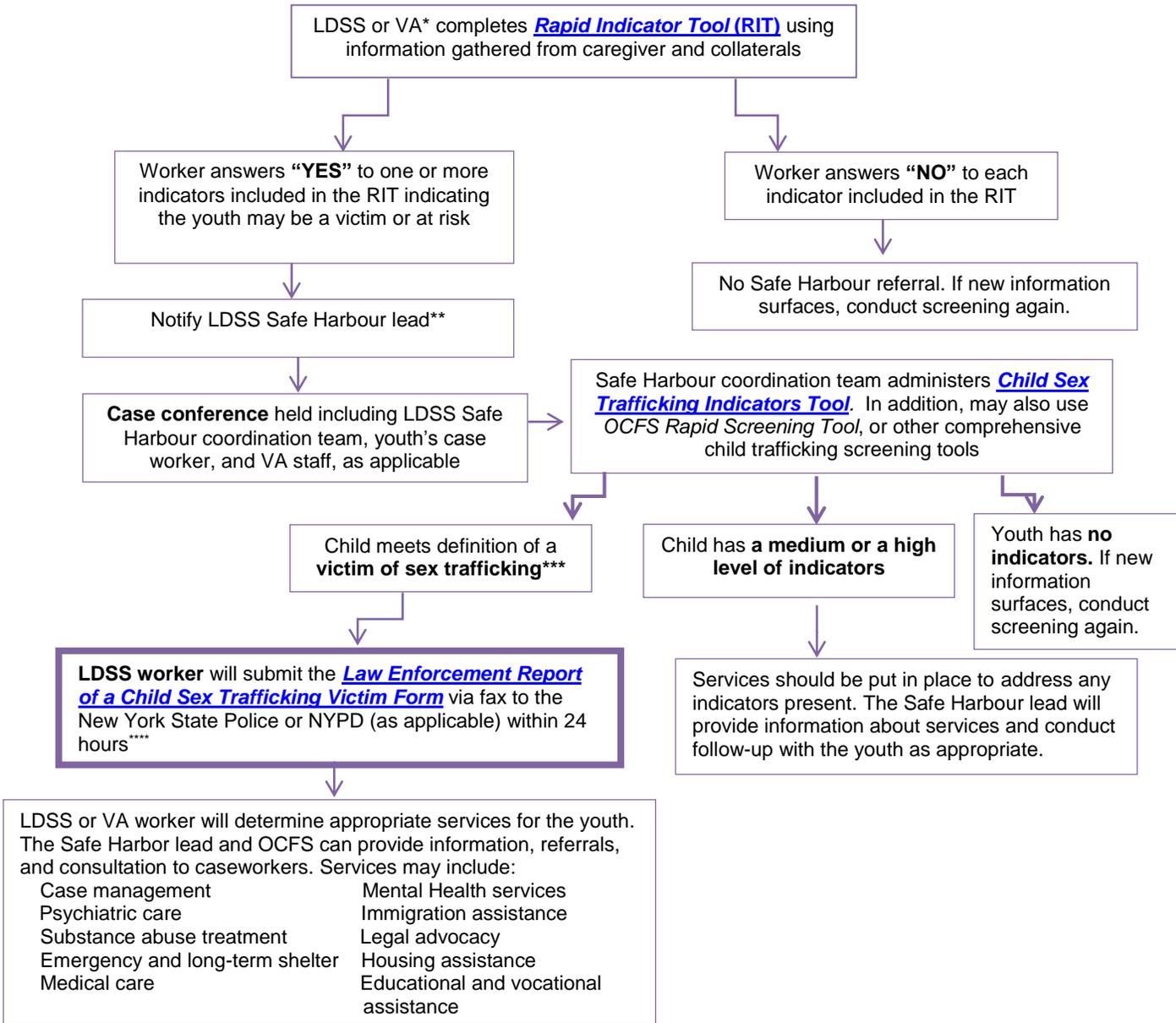
	as trafficked or at risk according to screening tools	Potentially – For persons over 18 years old ⁹
Does the result of one process affect the other?	<p>No – The process defined in 15-OCFS-ADM-16 is not impacted by a client's confirmation or lack thereof.</p> <p>There may be instances where a youth is determined to be a sex trafficking victim by the OCFS screening process, but would not qualify for confirmation by OTDA and DCJS.</p> <p>For more information, please refer to "Applicable Definition of Victims of Sex Trafficking" above.</p>	<p>Yes – If through the course of screening, using the tools attached to 15-OCFS-ADM-16, a child-serving professional reasonably suspects a youth has been trafficked, the worker must submit the <i>New York State Referral of Human Trafficking Victim</i> form to OTDA and DCJS, <i>if consent is obtained</i>.</p> <p>(Note: A worker may reasonably suspect a youth has been trafficked even if the results of the screening do not indicate the youth has been trafficked.)</p>
Is cooperation with law enforcement required?	<p>Requirements for cooperating with law enforcement differ based on whether the individual is a professional or identified youth victim:</p> <p>Yes – <i>Professionals</i> who notify law enforcement of an identified victim of sex trafficking are required to cooperate following the notification.</p> <p>No – <i>Identified youth victims</i> of human trafficking are not required to cooperate with law enforcement, but should be encouraged to do so by professionals as appropriate.</p>	<p>No – The confirmation process is established as a referral for services. It is not an investigative tool for law enforcement.</p>

Referral process for confirmation of victimhood as established by the *New York State Anti-Trafficking Law*:

⁹ For more information about the New York State Response to Human Trafficking Program, please contact bria.contact@otda.ny.gov.



Sample Sex Trafficking and CSEC Referral Flow Chart for youth in the care, custody or supervision of an LDSS, Voluntary Agency (VA), or OCFS:



Note: Mandated reporters are **required** to call the New York Statewide Central Register of Child Abuse and Maltreatment if, at any time, it is suspected that a youth’s parent, guardian, or a person legally responsible for the youth is abusive or neglectful of the youth, including by trafficking or exploiting the youth.

***The LDSS and VA should determine in advance** which agency is responsible for the sex trafficking screening, reporting, and determining services requirements.

****To find your local Safe Harbour lead, contact your OCFS regional office.**

*****It must be documented in the case record that the child is a victim of sex trafficking;** if the youth is in foster care, the documentation must indicate whether the victimization occurred prior to or while the youth was in foster care.

******Form OCFS-3922 must be faxed to the New York State Police or the New York City Police Department.** Though LDSSs and VAs are required to report to law enforcement when a child is identified as a sex trafficking victim, the child is **not** required to cooperate with a law enforcement investigation, should one occur as a result of this report. However, children and youth should be given an opportunity to discuss with law enforcement if they wish. For more information on the required protocol when a youth is suspected to be at risk of sex trafficking refer to 15-OCFS-ADM-16. For more information on how to support youth and provide services to youth who may be at risk of experiencing trafficking, refer to Responding to Commercially Sexually Exploited and Trafficked Youth: A Handbook for Child Serving Professionals.

/s/ Laura Velez

Issued By:

Name: Laura Velez

Title: Deputy Commissioner

Division/Office: Child Welfare and Community Services



Child.trafficking@acs.nyc.gov



**Updated NYPD Law Enforcement Contact Information
for Notification of a Sex Trafficked Youth**

Effective October 18, 2019

This information applies to all ACS, Foster Care, Preventive Services, Juvenile Justice, Family Assessment Program, and any other child welfare staff who screen children and youth for sex trafficking, using the ACS Child Trafficking Database (CTDB), or for Advocacy cases only, the paper version of the two OCFS screening tools (OCFS 2321 and OCFS 2920).

To provide NYPD with the OCFS 3922 Law Enforcement Referral (LER) for children who meet the Federal Definition Level of Sex Trafficking:

1. **Scan and email the OCFS 3922 to VED@NYPD.Org (NYPD's Vice Enforcement Division), copied to Child.trafficking@acs.nyc.gov**
Do NOT fax the OCFS 3922. The fax numbers on the form are obsolete.
2. After emailing, the screener should **call the Vice Division Office at (212) 694-3013**. The office is available Monday through Friday, 10 am to 6 pm.
 - a. Explain you just E-MAILED a sex trafficked child LER for review
 - b. Ask for the NYPD LER number and the name of the detective to whom you are speaking for documentation in Connections and in the Child Trafficking Database (CTDB).
 - c. If you e-mail the LER after business hours, please ensure the follow up phone call occurs immediately on the next business day.
3. Staff from the Vice Division Coordinator's office will review / vet the LER, then send it out to the appropriate unit within the Vice Enforcement Division for assignment. VED will call the screener to gather additional information.
4. Notify ACS' Office of Child Trafficking Prevention and Policy (OCTPP) of all sex and labor trafficked children at Child.trafficking@acs.nyc.gov OCTPP will respond to your email and can assist with assessment, safety planning and resource suggestions.

If there are any issues with, or questions about this process, please notify ACS' Office of Child Trafficking Prevention and Policy at Child.trafficking@acs.nyc.gov



Office of Child Trafficking Prevention and Policy (OCTPP)

Division of Family Permanency / Office of Older Youth Services

David A. Hansell, Commissioner

Julie Farber, Deputy Commissioner

Sabine Chery, Assistant Commissioner

Selina Higgins, LCSW-R, Executive Director,
Office of Child Trafficking Prevention and Policy

About the Office of Child Trafficking Prevention and Policy

The ACS Office of Child Trafficking Prevention and Policy (OCTPP) works to raise awareness of trafficking and assists in identifying appropriate services available to help trafficked and at-risk youth and their families.

OCTPP responds to inquiries, provides consultation and technical assistance, develops and provides training, maintains the Child Trafficking Database (CTDB) and works with stakeholders to develop policies and procedures for best practice work with trafficked and at-risk youth.

OCTPP also leads **“Movin’ On”: The NYC Child Tattoo Eradication Project and Network**, which focuses on referrals for tattoo consultations with medical providers for exploited and gang involved youth.

WHO TO CALL IF YOU HAVE A REASONABLE SUSPICION THAT A CHILD HAS BEEN TRAFFICKED:

Everyone:

- The National Human Trafficking Hotline at 888-373-7888 or Text to 233733
- NYPD Human Trafficking Hotline: 646-610-7272
- If a child is trafficked and missing from home or a program: please report the missing child to local law enforcement and notify the National Center for Missing and Exploited Children (NCMEC) at 1-800-THE-LOST (800-843-5678), or use their Cyber Tipline at www.missingkids.com
- If the suspected trafficker is a parent or person legally responsible for the child: The NY Statewide Central Register of Child Abuse and Maltreatment at: 1-800-342-3720
- If you have reason to believe that a youth is being abused or neglected while placed in residential care, call the New York State Justice Center at 1-855-373-2122

To learn more, please visit:
www1.nyc.gov/site/acs/youth/traffickedyouth.page

- To report trafficked child cases/case inquiries:
Child.trafficking@acs.nyc.gov
- For information on upcoming trainings:
Traffickingtraining@acs.nyc.gov
- For Child Trafficking Database (CTDB) concerns:
CTDB@acs.nyc.gov
- For inquiries about removal of exploiter and gang tattoos:
Child.tattoo.removal@acs.nyc.gov

If you believe the person is in immediate danger, **call 9-1-1.**

If you are from ACS, Foster Care, Preventive Services or Juvenile Justice, please **ALSO** notify:

- The ACS Child Trafficking Mailbox at: Child.trafficking@acs.nyc.gov
- NYPD, using the OCFS-3922 form as per 15-OCFS-ADM-16, for a child meeting the Federal Definition of Sex Trafficking. After completing the form, fax to NYPD at: 212-694-3149 or 212-694-0264, and follow up with a phone call to 212-694-3013, which is the Vice Division Office, available Monday through Friday, 10 am to 6 pm. After 6 pm or on weekends, call 646-610-7272
- The NYS Office of Temporary and Disability Assistance (OTDA) to commence the victim confirmation process for a child meeting the Federal Definition of Sex Trafficking. Fax the New York State Referral of Human Trafficking Victim to 518-485-9611



Understanding Child Trafficking and What YOU Can Do

CHILDREN ARE NOT FOR SALE



NAVY BLUE is the official color for Human Trafficking Awareness and Prevention. By wearing a navy blue ribbon we help raise awareness of human trafficking and child sexual exploitation.



What is Human Trafficking?

Human Trafficking is **MODERN DAY SLAVERY**. Human Trafficking occurs whenever a person engages in sexual and/or labor services for the benefit of someone else due to force, fraud or coercion, OR whenever a young person under the age of 18 is involved in a commercial sex act.

Types of Human Trafficking:

- Labor Trafficking
- Sex Trafficking
- Commercial Sexual Exploitation of Children
- Organ Trafficking



Child Labor Trafficking:

When a child under the age of 18 is included to perform labor or services through force, fraud or coercion.

- **Force: When a person controls another person through violence** Assault, rape, food/sleep deprivation, forced drug use, kidnapping
- **Fraud: Tricking people into something they wouldn't otherwise do** Fraudulent employment contracts, promise of love/marriage, bait and switch
- **Coercion: Using threats against the survivor or their loved ones** Threat of deportation or blackmail, debt bondage, left threats, withholding wages or legal documents, psychological manipulation

Sex Trafficking (Federal Definition):

As per the Trafficking Victims Protection Act (TVPA): "the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act"

Child Sex Trafficking:

Any instance where a person under the age of 18 has exchanged a sexual act or performance in exchange for something of value. This is known as Commercial Sexual Exploitation of Children (CSEC).

Child Sex Trafficking: The Commercial Sexual Exploitation of Children (CSEC)

CSEC occurs whenever a person under the age of 18 has exchanged a sexual act or performance for something of value. CSEC can consist of:

- Engaging or agreeing or offering to engage in sex in return for a fee, or for any item of value
- Child Pornography (sexually explicit photographs, videos)
- Exotic Dancing or Performance
- Stripping
- Escort Services
- Trading sex for food, clothing, a place to stay, or other basic needs

CSEC is a crime! It should be reported, and appropriate services provided to survivors!

Youth Who Are Especially Vulnerable to Trafficking Include:

- Runaway or homeless Youth
- Children involved in the Foster Care system and/or Juvenile Justice System(s)
- Children with a history of abuse (especially sex abuse), maltreatment or neglect
- Children with a history of substance abuse
- Children with disabilities (mental illness, developmental, physical)
- LGBTQ Youth
- Refugees, Immigrants or Non-English Speaking Youth

Warning Signs (Red Flags) for Child Sex and Labor Trafficking:

- Runs away from home frequently and/or for significant periods of time;
- Shows signs of mental, physical, or sexual abuse;
- Has a significantly older partner or spends a lot of time with a controlling person or older adult;
- Indications or reports of domestic violence/intimate partner violence;
- Lies about age or carries a fake form of identification;
- Housing is provided by employer;
- Significantly reduces contact with family, friends, or other support networks;
- Displays a pattern of staying in the homes of friends or a non-legally responsible adult;
- Reluctant to discuss how they make money, where they live, how or when they came to the U.S.;
- Lacks control over schedule and/or money;
- Has large amounts of money or costly items that s/he cannot reasonably afford;
- Involvement in systems such as social services, PINS, courts, etc.;
- Works more than he or she is in school or does not often attend school;
- Experiences suicidal ideations and/or depression.
- Explanations for injuries are inconsistent with their severity;
- Has had multiple sexually transmitted infections and/or abortions;
- Has suspicious tattoos or burn marks (branding);
- Exhibits overt sexualized behavior;
- Exhibits evidence of sexual abuse;
- Is unwilling to disclose whereabouts or information about parents or caregivers;
- Is restricted in communication and/or displays anxious, fearful, depressed, submissive, tense and nervous behavior;
- Is unwilling or unable to identify as a victim;
- Youth retells the same story in the same way many times, giving the appearance that the story has been coached;
- Is scared of consequences to a degree greater than a situation (for example being late) merits.



- **NYC Children’s Office of Child Trafficking Prevention and Policy (OCTPP):**
OCTPP leads all aspects of ACS’ policy, practice, training and technical assistance concerning trafficked and commercially sexually exploited children. Trafficked Child Notifications & Inquiries: Child.trafficking@acs.nyc.gov CTDB Issues: CTDB@acs.nyc.gov
Tattoo Removal Referrals: Child.tattoo.removal@acs.nyc.gov Training Requests: Traffickingtraining@acs.nyc.gov
- **NYC Children’s Immigrant Services and Language Affairs:** Training and technical assistance, information about legal services and resources. **917-551-7968**
- **NYC Mayor’s Office to End Domestic and Gender Based Violence (END GBV)’s Family Justice Centers:** Free and confidential assistance for victims and survivors of sexual violence, human trafficking, stalking, and intimate partner violence. No appointment needed **311 or 1-800-621-HOPE (4673)** <https://www1.nyc.gov/site/ocdv/programs/family-justice-centers.page>
Healthy Relationship Academy: Training and prevention education for teens, parents or professionals. **212-788-2516**
<https://www1.nyc.gov/site/ocdv/programs/nyc-healthy-relationship-training-academy.page>
- **Ali Forney Center:** Housing and supportive services for male and female LGBTQ youth: **212-222-3427** www.aliforneycenter.org
- **Arab-American Family Support Center, Anti-Violence Program.** Available all 5 boroughs. <https://www.aafscny.org/>
- **Bellevue/NYU: Program for Survivors of Torture.** Medical, mental health, social services, legal, training, advocacy. Email: info@survivorsoftorture.org
- **Center for Court Innovation/Queens Youth Justice Ctr. Anti-Trafficking Program** 718-233-4014 info@courtinnovation.org
- **City Bar Justice Center’s Immigrant Justice Project:** Free assistance for asylum seekers fleeing persecution in their home countries, survivors of violent crimes & trafficking, and seekers of humanitarian protection and other forms of relief **212- 382-6710**
- **Covenant House.** Crisis Counseling and emergency housing for youth 16 to 21. (212) 613-0300 www.covenanthouse.org
- **Day One:** Individual services for exploited and trafficked males & females, and intimate dating violence, training: **212-566-8120, Ext. 5692** or socialworker@dayoneny.org
- **The Door:** Multi-service center for all teens (male, female, LGBTQ) ages 12 to 21: **212-941-9090** or www.door.org
- **DYCD’s Runaway and Homeless Youth Programs, including 24 Hour Drop In Centers in all boroughs:** Call DYCD Youth Connect at:1-800-246-4646 or 1-646-343-6800. <https://www1.nyc.gov/site/dycd/services/runaway-homeless-youth.page>
- **ECPAT-USA** Youth and community education **718-935-9192** kwooden@ecpatusa.org
- **EMPOWER Center for Survivors of Sex Trafficking.** Care for women who have experienced sexual trauma. For an appointment, email: empowergyn@gmail.com Website: <http://empowergyn.org/>
- **Freedom Youth Project** Youth prevention program <https://www.freedomyouthproject.org/>

New York City Services for
Sex and/or Labor Trafficked Youth



For copies, email:
Traffickingtraining@acs.nyc.gov

- **Garden of Hope** Chinese communities: Crisis intervention, counseling, shelter, legal advocacy, support groups, case management, youth programs. Hope House (Chinese speaking shelter). 877-980-8595 <https://gohny.org/>
- **GEMS**: Individual and group work services for exploited and trafficked females, housing, mentoring, training: www.gems-girls.org
- **Hetrick Martin Institute**: Services and referrals for male and female LGBTQ youth ages 13 to 24: **212-674-2400** or www.hmi.org
- **JCCA's Gateways Program (JCCA)**: Residential Foster Care for trafficked females (active ACS cases must be referred through the Office of Placement): gateways@jccany.org
- **JCCA's Center for Healing**: Evidence based, clinical services for children and families involved with JCCA who have experienced sexual abuse and/or exploitation. **914-769-0164**
- **Jewish Board's "Bridging the Gap" Program** Confidential one-on-one support, job training, skills building, and social activities, staffed by mentors. bridgingthegap@jbfcs.org
- **Jewish Board's Sally & Anthony Mann Center. Residential Treatment Facility with a specialized unit for trafficked girls.** (active ACS cases must be referred to the NYS Office of Mental Health PACC the through the ACS Office of Placement)
- **Lifeway Network.** Housing, education, advocacy and mentorship program for trafficked youth. **718-779-8075**
contact@lifewaynetwork.org
- **Mayor's Office to End Domestic and Gender Based Violence (END GBV). Family Justice Centers:** Free and confidential assistance for victims and survivors of sexual violence, human trafficking, stalking, and intimate partner violence. No appointment needed. **311 or 1-800-621-HOPE (4673).** <https://www1.nyc.gov/site/ocdv/programs/family-justice-centers.page> **Healthy Relationship Academy:** Training and prevention education for teens, parents or professionals. **212-788-2516.**
<https://www1.nyc.gov/site/ocdv/programs/nyc-healthy-relationship-training-academy.page>
- **Mt. Sinai Adolescent Health Center:** FREE Medical, Dental, Optometry, Mental Health, Counseling, Mentoring and Transitioning Services for males and females up to age 24 (must register by age 22): **212-423-3000** for appointment
- **NYS Department of Labor, Division of Immigrant Policies and Affairs** helps individuals in filing claims for back wages, provides referrals, providing victim certifications for visas **877-466-9757** trafficking@labor.ny.gov <https://www.labor.ny.gov/immigrants/>
- **NYS Office of Temporary and Disability Assistance (OTDA)** For submission of the New York State Referral of Human Trafficking Victim form. Reference: 17-OCFS-INF-03 Email: child.trafficking@acs.nyc.gov for form and procedure.
- **Restore** Services for foreign-national survivors of sex trafficking <https://restorenyc.org/referral>
- **Safe Horizon's Anti-Trafficking Program:** Counseling, basic needs, legal services, linkage to services, training **718-943-8631**
- **Safe Horizon's Streetwork Project:** Hotline for homeless youth under age 25: **800-708-6600.** Drop In Centers in all 5 boroughs:
<https://www.safehorizon.org/tour-homeless-youth-drop-center/>



- **Sanctuary for Families' Anti-Trafficking Initiative** Legal, counseling, case management, advocacy. **(212) 349-6009**
info@sffny.org
- **Sanctuary for Families' Immigration Intervention Project:** Services in over 30 languages, locations in 4 boroughs, but serves Citywide. **718-250-4240** or www.sanctuaryforfamilies.org
- **Sanctuary for Families' Justice and Empowerment for Teens (JET) Initiative:** Training, advocacy and clinical services for all exploited or risk of exploitation youth. **Email:** amathieson@sffny for the referral form
- **STAND Clinic:** Sex Trafficking, Abuse, Neglect, Domestic Violence at Staten Island University Hospital/Northwell Health. FREE outpatient child assessment clinic serving up to age 21. Call Dr. Kaplan at: **(718) 226-3224**
- **Urban Justice Center Sex Workers Project.** Female, male, transgender and immigrant survivors of sex and labor trafficking. 646-602-5617 www.sexworkersproject.org
- **U.S. Department of Labor, Wage and Hour Division:** Community education/training, referrals, investigates employers, computes and recovers back wages for immigrants or labor trafficked, minors, wage loss and wage theft victims
212-264-8185 www.wagehour.dol.gov

Hotlines

- National Human Trafficking Hotline: **888-373-7888** or text **233733**
<https://polarisproject.org/get-assistance/national-human-trafficking-hotline>
- National Center for Missing and Exploited Children: **800-THE-LOST (843-5678)** **Cyber Tip-line:** www.missingkids.com
- NYPD Special Victims/Human Trafficking Hotline: **646-610-7272**
- NYC 24-hour Domestic Violence Hotline: **1-800-621-HOPE (4673)** for immediate safety planning, shelter assistance, and other resources. **TTY: 1-800-810-7444**
- NY Statewide Central Register of Child Abuse and Maltreatment (parent or person legally responsible): **800-342-3720**
- NYS Justice Center (abuse/neglect in residential care) **855-373-2122**
- Lifenet: Free and confidential mental health and substance abuse information, referral, and crisis hotline services for New York City residents 24 hours a day / 7 days a week **212-995-5824**
- National Suicide Prevention Lifeline: Available 24/7/365 **800-273-8255**
- Safe Horizon's Streetwork Project: Hotline for homeless youth under age 25: **800-708-6600**
- Samaritans 24 Hour Suicide Prevention Hotline: **212-673-3000**

“Movin’ On”: The NYC Child Tattoo Eradication Project and Network

Mission: To assist trafficking victims and former gang members in positively moving forward with their lives through the provision of trauma informed tattoo removal and the provision of relevant support.

Goals:

- To ensure that all youth have the opportunity to have an exploiter or gang branding safely removed.
- To link together medical and social work professionals willing to contribute time and expertise towards removing tattoos from child trafficking victims and youth leaving street gangs.
- To reduce trauma by connecting medical providers with case planners and youth to provide an opportunity for shared discussion and situational understanding.
- To provide tattoo removal in a trauma informed, and physically and emotionally safe environment.
- To provide training to medical providers on trafficking and gang dynamics to enhance their knowledge of, and empathy for branded youth.

Why this happened:

Based upon the recognition that exploiter brands inhibit the emotional healing progress, ACS’ Office of Child Trafficking Prevention and Policy (OCTPP) has linked together multiple NYC medical providers and social workers who demonstrated an interest in helping tattooed youth eradicate exploiter tattoos and gang markings. In affiliation with FPS’ Office of Older Youth Services and ACS’ Agency Medical Director, OCTPP is developing a comprehensive network towards meeting the needs of identified youth who want to progress positively with their lives.

What We Will Provide:

What we will provide is a referral for consultation with a medical provider. Tattoo removal can take many sessions and can be very painful. It’s a very individualized situation based upon the number of tattoos, the size and placement, skin tone and other factors. A youth will need to discuss the specific request with the medical provider before making an informed decision. Additionally, parental consent is necessary (even when a youth is in care), unless the youth is married or is a parent.

Attachment L

Minimizing Trauma:

There are a lot of youth with brandings and not a lot of pro bono services currently available, so please be prudent in sharing this information with youth. At this time we would like to concentrate on youth who have voluntarily indicated they would like to have the tattoos removed, which often happens when they want to seek employment out of the life or away from the gang, rather than advertise generally to all youth. We want to reduce trauma, not heighten it, so we do not want to make any promises that are delayed due to a long waiting list. Additionally, a youth really needs to be ready, both emotionally and physically, so please choose those who meet this criteria.

Therefore, due to a currently finite ability to obtain free services, please do not solicit youth about having their tattoos removed if they have not yet mentioned it, or if you have not observed signs of self-removal. (It is very important to be observant of self-harm for any reason, but self-harm also extends to youth who try to remove their tattoos themselves.) As we develop extended capacity within the medical community, we will start advertising widely.

Additionally, the experience involved with exploitation or gang affiliation is traumatic, and the permanent inking of a youth's body and psyche compounds the trauma experienced. The tattoo removal process may result in emotional disturbance and stress. **All youth who decide to have their tattoos removed MUST receive continual supportive counseling from staff of an agency with expertise in working with youth who have experienced trafficking or gang affiliation.** If the case planner requires assistance in locating an agency with this expertise, please email OCTPP at Child.tattoo.removal@acs.nyc.gov

Communication:

To facilitate communication, OCTPP has established a dedicated electronic mailbox available at: Child.tattoo.removal@acs.nyc.gov Access to the mailbox is limited to three persons with the expertise and experience to conference requests: The Director of OCTPP, The Assistant Commissioner of the Office of Older Youth Services, and the Agency Medical Director), in order to maintain confidentiality.

All requests to the mailbox will be assessed for sufficiency of information, then scheduled for initial discussion as to whether the youth meets the criteria for referral.

Referral Criteria:

1. **ACS Affiliation:** Youth must be affiliated with ACS at the time of the request.
2. **Priority:** Priority will be given to youth with tattoos that impact upon safety and well-being and minimize the potential for progress:

Attachment L

- a. Highest priority: Exploiter- and gang-related tattoos in highly visible places (face, hands, neck) that impact upon the physical safety and psychological well-being of youth
- b. Secondary Priority: Exploiter- and gang-related tattoos in not highly visible places (other body parts) that impact upon the psychological well-being of youth.
- c. Non Priority: A youth who wants to have a decorative tattoo removed that is not exploiter- or gang-affiliated, does qualify for the program, but will not take priority over a safety and/or psychological well-being need.

3. Who Can Consent:

- a. Parental consent is required for all youth under the age of 18, except as noted below:
- b. Parental consent is not required when:
 - i. A youth is age 18 or over; or
 - ii. A youth under the age of 18 is either currently married or is a parent.

4. Consent Form:

- a. A consent form must be signed by either the parent of a youth under the age of 18, or by a youth age 18 or over (or a youth under the age of 18 and is either married or a parent). The form will be signed after the medical consultation, but prior to the commencement of treatment.
- b. The form must be scanned and emailed to OCTPP at:
Child.Tattoo.Removal@acs.nyc.gov
- c. Only after the waiver is received by OCTPP, will the medical provider be authorized to proceed with treatment.

5. Required Information for Consideration:

1. Youth's full name
2. Date of birth and age
3. Tattoo description and location (including ink color)
4. Reason for request (please explain the safety or psychological well-being need)
 - a. Tattoo is an exploiter branding
 - b. Tattoo represents gang affiliation
 - c. Youth is attempting to obtain employment and cannot due to tattoo
 - d. Other reason impacting safety or psychological wellbeing
 - e. Youth wishes to remove decorative tattoo he/she/they regret (tattoo not exploiter or gang affiliated)

6. Referral Process:

Attachment L

Upon approval:

1. The case planner will receive (1) a consent form and (2) a list of medical providers.
2. The case planner will call the medical providers on the list and discuss the needs of the youth, and based upon discussion, select a provider and schedule the appointment.
3. Youth under the age of 18 (unless married or is a parent) should be accompanied by their parent.
4. After the consultation with the medical provider, if the decision is to proceed with the tattoo removal, the parent for youth under the age of 18, or a youth age 18 or over (or is married or a parent under the age of 18) will sign the waiver form.
5. The case planner will scan and email the signed waiver form to OCTPP at: Child.tattoo.removal@acs.nyc.gov The process cannot commence without signed waiver receipt by OCTPP.
6. OCTPP will contact the medical provider after receipt of the waiver, and authorize commencement of treatment.
7. The case planner should keep OCTPP updated on the status and results of the process by emailing Child.tattoo.removal@acs.nyc.gov

Debriefing Tool for Children and Youth Who Have Returned After Being Absent Without Consent, Missing, or Abducted

Federal law and OCFS regulations require that the reason(s) the youth left care and the experiences he or she had while absent be identified and addressed, both in the current foster care placement and in any future placement.

The following questions are provided as a **guide** to assist in obtaining this information:

Youth's Name: _____ **Date of Birth:** _____

Placement Name/Address: _____

Date of Absence: _____ **Date Returned:** _____ **Time Returned:** _____

How did the youth return? (circle one) Self Family Friend Police Staff Other

Determining the Reason(s) for the Absence and the Youth's Experiences During the Absence:

Reasons for Absence:

1) Why did you leave or choose to be out of contact? _____

2) Did you plan in advance to leave, or was it a spur-of-the-moment decision?

3) Did anyone ask or encourage you to leave?

4) Did anyone force you to leave, or did anyone threaten either you or someone you care about to coerce you into leaving?

5) Did you go with anyone else or have a plan to meet someone?

If yes, please identify these individuals:

Name: _____ Relationship to the youth: _____

Name: _____ Relationship to the youth: _____

Name: _____ Relationship to the youth: _____

6) Was this the first time you ever left your placement? If you left another time, when was that? Why did you leave? Were you alone or with someone?

7) What made you decide to come back? (*applies only if the youth returned voluntarily*)

8) How do you feel about returning to this placement?

9) Do you think you might leave again in the future? If so, how can we work together to prevent your leaving again?

Experiences While Absent:

1) What was the best and worst thing about being away?

2) What was the first thing you did after you left?

3) Where did you go? If you were planning to go a specific place, did you go there?

4) With whom and where did you stay while you were gone?

5) Did you contact or stay with a family member or family friend?

6) How did you meet your daily needs for food, shelter, and money?

7) People do many different things like have sex, drink, smoke, or use illegal substances or drugs when they are away from home.

a. Did you have sex or sexual contact with someone while you were away?

Yes No

If yes, did you agree to the activity?

Yes No

Were you able to use protection against pregnancy or STIs?

Yes No

Do you have reason to believe you might be pregnant (*if relevant*) or have an infection?

Yes No

Notes: _____

b. Did you drink alcohol while you were away?

Yes No

Did you use any drugs while you were away?

Yes No

If yes, do you know what you drank or what you used?

Yes No

Do you have any concerns about anything you drank or what you used?

Yes No

Notes: _____

8) Did anyone hurt you, or try to hurt you, while you were away?

Yes No

Did anything happen that frightened you or made you upset?

Yes No

Do you feel safe now?

Yes No

Notes: _____

Safety Assessment and Sex Trafficking Screening

General description of the youth (appearance, mood, interaction, behavior, attitude, etc.):

1. Did the youth appear to be under the influence of drugs or alcohol at the time of his/her return? Yes No

2. Is the youth on routine medication?

Yes No

If yes, did the youth miss one or more doses while absent?

Yes No

If yes, contact the youth's medical professional.

3. Does the youth appear to have any immediate physical or mental health needs that need to be addressed?

Yes No

4. Has the youth been seen by a medical professional since returning?

Yes No

5. If yes, is follow-up indicated?

Yes No

6. Has the mandatory sex trafficking screening been done? *

Yes No

*When the youth has returned, a sex trafficking screening must be completed once he/she has stabilized, but no later than five days after his/her return. Please see [15-OCFS-ADM-16 Requirements to Identify, Document, Report, and Provide Services to Child Sex Trafficking Victims¹](#) for the appropriate procedure for this screening, and instructions on your response if the youth is determined to be a victim or at risk.

¹15-OCFS-ADM-16 *Requirements to Identify, Document, Report, and Provide Services to Child Sex Trafficking Victims*: <http://ocfs.ny.gov/main/policies/external/ADM>.



Child.trafficking@acs.nyc.gov



Safety Planning Tips*

Debrief with the Youth Upon Return From AWOL:

- **WELCOME** the youth back and inquire as to their immediate needs.
- **Debriefing Tool (Attachment B of 16-OCFS-ADM-09)**
 - Do not read the tool to the youth.
 - Become familiar with the questions on the tool and engage youth in conversation relevant to the questions.
 - Rephrase the questions as needed without changing the content for a more comfortable conversation.
 - If you are new to using the tool, keep a copy nearby and refer to it as needed. Explain to the youth that this is guidance for you, not for them.
 - Ensure the youth does not obtain the tool from you.
- **Update the Safety Plan based upon the discussion.**

WHAT NOT TO DO	WHAT YOU CAN DO
<ul style="list-style-type: none"> • Do Not Make Assumptions: <ul style="list-style-type: none"> ○ How the youth feels about the trafficker ○ Whether the youth is ready to leave the life ○ Whether the youth thinks of self as a victim (or do you?) • Do not take the youth’s reaction personally • Do not project your own ideals onto the youth • Do not ask unnecessary questions or for details • Do not judge • Do not display disappointment or disapproval • Be aware of body language, facial expressions, voice fluctuations 	<ul style="list-style-type: none"> • Provide encouragement and support • Affirm, affirm, affirm! • Understand teen development: Cognitive, Social-Emotional, Physical • Recognize the impact of trauma on cognitive development/decision making • Cultural sensitivity, Gender sensitivity • Address the culture shock of the reality of leaving the life <ul style="list-style-type: none"> ○ Making a lot of money in one night versus making little money in one month ○ Schedule regulation issues ○ Lack of self-efficacy • Anticipate stress and plan for stress reduction • Recognize the power dynamic • Assess your own expectations and biases <ul style="list-style-type: none"> ○ Do you want to “rescue” the youth? ○ How do you really feel about trafficked youth?

Attachment N

***Extracted from the Safety Planning WITH Trafficked Youth workshop created by Selina Higgins, Ann Marie Pendleton and Jessie Boye-Doe. Copyright 2019. All Rights Reserved.**

To inquire about upcoming sessions, or to book a session of the workshop Safety Planning WITH Trafficked Youth for your program or agency, please email: Traffickingtraining@acs.nyc.gov



Awareness and Red Flags for Emergency Room Visits and Medical Professionals

- Traffickers send their victims to the hospital as a last resort because they really do not want the victims to be seen by anyone in authority or to question a condition.
- Traffickers tend to “hospital shop”, not returning to the same hospital or clinic to avoid detection/identification.
- Victims will lie, or try to hide evidence of bruising, injuries or illness.
- Stories never vary. Responses seem scripted.
- Overdependence on an accompanying person.
- Injuries in places not visibly noticeable: inside mouth, vagina, anus. These injuries can be the result of a violent encounter, or the result of discipline by the exploiter.
- Missing teeth: Dental assistance may be sought for broken teeth, teeth knocked out, or intentionally extracted as a disciplinary measure.
- Signs of physical abuse: Bruising, burns, cuts/wounds, blunt force trauma, fractures, signs of torture.
- Head injuries and neurological symptoms: Traumatic Brain Injury, headaches/migraines, memory loss, vertigo, which could be the result of continual head injuries.
- Reproductive issues: STIs, genitourinary issues, genital trauma, retained foreign bodies. Repeated unwanted pregnancies and forced abortions may be the result of reproductive coercion.
- Dietary Issues: Malnutrition, dehydration, loss of appetite.
- Gastrointestinal issues that can be exacerbated by stress: IBS, continual diarrhea, severe constipation.
- Mental Health: Depression, PTSD, suicidal ideation, self-harming behaviors (cutting), anxiety, nightmares, flashbacks, hyper-vigilance, feeling of guilt and/or shame, flattened affect, hostility. Attachment Disorder indicators, Dissociation Disorder indicators, Eating Disorders, depersonalization or derealization.
- Traffickers or Bottoms may attempt to remain during examinations to monitor all conversations and/or to interject explanations. Note if accompanying person provides all, or most responses while patient remain silent.
- Strategies that can be used to have alone time with the patient (if the accompanying person will not leave): Explain that the patient must be taken elsewhere for blood work or x-rays, and as per hospital policy, cannot be accompanied.
- Provide the National Human Trafficking Hotline number (888-373-7888) or text to 233733) and have victim memorize the number. Do not provide any information on paper, because if discovered, severe repercussions could occur.

Interviewing Tips:

Victims of trafficking will not often disclose during a first meeting. Therefore, it is critical for medical professionals to not focus upon disclosure, but to provide a safe, non-judgmental environment for conversation that may permit identification of trafficking indicators. Always interview the patient in private, and if the accompanying person will not permit a private interview, provide a strategy that will provide an opportunity to permit a private interview. If the patient refuses to be separated from the accompanying party, do not force them. Maintain an awareness of the red flags for trafficking, and if noted, enact with the patient through trauma informed practice. Provide a space that is safe and conducive to discussing sensitive topics. Develop rapport before bringing up sensitive topics. Always assess safety risks which may result from asking sensitive questions. Despite circumstances which may seem disturbing, especially when a patient is determined to return to an unhealthy situation, your goal is not to rescue, but to best assist the patient.

When a Patient is Under the Age of Eighteen (18) and There is a Reasonable Cause to Suspect Child Abuse or Maltreatment:

Contact the NYS Statewide Register of Child Abuse and Maltreatment (SCR)

All mandated reporters who have a reasonable cause to suspect a child is being trafficked for sex must make a report to the SCR. Physicians and other medical professionals are Mandated Reporters. As per the Summary Guide for Mandated Reporters in NYS: “Mandated reporters are required to report suspected child abuse or maltreatment when they are presented with a reasonable cause to suspect child abuse or maltreatment in a situation where a child, parent, or other person legally responsible for the child is before the mandated reporter when the mandated reporter is acting in his or her official or professional capacity. “Other person legally responsible” refers to a guardian, caretaker, or other person 18 years of age or older who is responsible for the care of the child.”

“A reasonable cause to suspect child abuse or maltreatment means that, based on your rational observations, professional training and experience, you have a suspicion that the parent or other person legally responsible for a child is responsible for harming that child or placing that child in imminent danger of harm. Your suspicion can be as simple as distrusting an explanation for an injury.”

Contacting the SCR launches a child protective investigation that will assess your suspicions, as well as any other safety and risk factors within the family and provide safety and service plans to work towards strengthening the family. To contact the SCR, call: 1-800-342-3720.

As of August 26, 2018, NYS has a new allegation related to child abuse and maltreatment: Sex Trafficking Allegation. If there is a reasonable cause to suspect a child is being trafficked for sex, contact the SCR in reference to the Sex Trafficking Allegation.



Trafficking Red Flags for School Professionals and Staff

- Unexplained absences from school, or an inability to attend school on a regular basis
- Sudden or gradual adverse change in academic performance
- Uncharacteristically promiscuous behavior, and/or references to sexual situations or use of terminology beyond age-specific norms, or use of language associated with the commercial sex industry
- Change in usual attire and/or grooming habits
- New and/or more expensive material possessions
- Chronic running away from home
- Behavioral changes: Fearful, anxious, depressed, submissive, tense, nervous, aggressive
- New relationship, especially with an older partner
- Deference to another person (other than the parent) to speak for him or her, especially during interactions with school authority figures (“relative”, romantic partner)
- Signs of physical and/or sexual abuse, physical restraint, confinement, or other serious pain or suffering?
- Deprivation of food, water, sleep (many trafficked youth continue to attend school), medical care, or other basic needs?
- Hotel keys or key cards?
- Large amounts of money/cash rolls or refillable gift cards?
- Prepaid cell phone, or more than one cell phone?
- Not in possession of own identification documents (including school ID)

Interviewing Tips:

- Be aware of the **power dynamic** between you (authority figure) and the youth.
- Remember **not to take their reaction personally**. Speaking to a stranger isn’t easy or comfortable and speaking about personal trauma is never comfortable.
- Be mindful when speaking to survivors of any type of sexual violence that **asking details about their experience can be intrusive** and can evoke resistance due to feelings of embarrassment, shame, self-blame, fear or anger. Only ask for details of the abuse if it is a necessary requirement for your job (filing a report). Otherwise, knowing specific details is not necessary to provide help.

Division of Child Protection (DCP) Business Processes for Screening for and Documenting Child Sex Trafficking

I. Investigative (INV) and Family Assessment Response (FAR) stages:

The Child Protective Specialist (CPS) in a Protective Diagnostic (PD), Family Assessment Response (FAR) and/or Family Service Unit (FSU) who has primary case planning responsibility in an investigation or FAR assessment stage, must complete the sex trafficking screening process as follows:

- A. The CPS who has primary case planning responsibility must complete the **Rapid Indicator Tool** in the Child Trafficking Database (CTDB), for all children, within seven (7) days of the initiation of a child protective investigation or FAR assessment (including subsequent reports).¹

The CPS who has primary case planning responsibility must re-administer the **Rapid Indicator Tool** anytime a child returns from being missing **or** when there are indicators that give cause to believe the child is involved in sex trafficking or at risk of becoming involved in sex trafficking.

1. If a child discloses sex trafficking during an investigation or FAR assessment, the CPS must indicate that the child meets the federal definition of Child Sex Trafficking in the CTDB and fill in the required information as prompted by the CTDB.
 2. If a child discloses sex trafficking and it is suspected that the parent or person legally responsible (PLR) for the child, trafficked the child or allowed the child to be trafficked, the CPS must call in a new report to the Statewide Central Register of Child Abuse and Maltreatment (SCR) alleging sex trafficking, *if* there is no current allegation of sex trafficking under investigation.
 3. If no indicators have been selected on the **Rapid Indicator Tool**, the screening results from the CTDB must be entered in the Connections (CNNX) Sex Trafficking window prior to the closure of an investigation or FAR assessment.
- B. If any indicator has been selected on the **Rapid Indicator Tool** or the child or youth has disclosed current involvement or history of sex trafficking, the CPS must complete the **Comprehensive Tool** in the CTDB within 30 days of completing the **Rapid Indicator Tool** screening.
1. The **Comprehensive Tool** screening results from the CTDB must be entered in the Connections (CNNX) Sex Trafficking window prior to the closure of an investigation or FAR assessment, regardless of the outcome of the investigation or assessment.

¹ Please note that DCP has established shorter timeframes than those referenced in the agency-wide policy.

Attachment Q

2. If the **Comprehensive Tool** indicates that the child meets a “medium level” or a “high-level” risk of trafficking, the CPS must meet with the IC and any other applicable Clinical Consultant(s), as soon as possible, for further investigative and clinical guidance. If the CPS has not been able to locate the child or youth they must inform the IC and request an assist to locate.
3. If the **Comprehensive Tool** indicates that the child meets the “federal definition” of sex trafficking, the CPS must meet with the IC and applicable Clinical Consultant(s), as soon as possible **and**, these specific actions must occur immediately:
 - a. The CPS must *immediately, but no later than 24 hours after identification of the child as being involved in sex trafficking*, complete the **Law Enforcement Report Form** and submit the form to the IRTC.
 - b. The IRTC must *immediately, but no later than 24 hours after identification of the child as involved in sex trafficking*, scan and email the **Law Enforcement Report Form** to the NYC Police Department (NYPD) at VED@NYPD.org **and** to the ACS Office of Child Trafficking Prevention and Policy (OCTPP) at Child.Trafficking@acs.nyc.gov . After emailing the form, the IRTC must call NYPD to confirm receipt, obtain the log number and the name of the detective taking the IRTC’s call. The IRTC must also provide the log number and the detective’s name to the CPS and document in CNNX progress notes.
 - c. The CPS must document the date of law enforcement notification and the log number into the CTDB **and** the CNNX sex trafficking screen within five business days of obtaining the information², in accordance with the timeframes for CNNX entries policy.
4. If applicable, the CPS must proceed to the next steps detailed in the General Policy Section IV(E), starting with the New York State confirmation process.

II. Family Service Stage (FSS)

The Child Protective Specialist (CPS) in a Protective Diagnostic (PD), Family Assessment Response (FAR) and/or Family Service Unit (FSU) who has case planning responsibility in a family service stage, must complete the sex trafficking screening process as follows:

- A. The CPS who has case planning responsibility, must complete the **Rapid Indicator Tool** in the CTDB by each FASP deadline, **and** re-administer the **Rapid Indicator Tool** anytime a child returns from being missing **or** when there are indicators that give cause to believe the child is involved in sex trafficking victim or at risk of becoming involved in sex trafficking.

² The CPS with primary and/or case planning responsibility is responsible for entering the Law Enforcement Report (LER) information into the CTDB and the CNNX sex trafficking screen even in situations where ECS has initiated the LER notification.

Attachment Q

1. If a child discloses sex trafficking during a service case, the CPS must indicate that the child meets the federal definition of Child Sex Trafficking in the CTDB and fill in the required information as prompted by the CTDB.
 2. If a child discloses sex trafficking and it is suspected that the parent or person legally responsible (PLR) for the child, trafficked the child or allowed the child to be trafficked, the CPS must call in a new report to the SCR alleging sex trafficking, *if* there is no current allegation of sex trafficking under investigation.
 3. If no indicators have been selected on the **Rapid Indicator Tool**, the screening results from the CTDB must be entered in the Connections (CNNX) Sex Trafficking window prior to the closure of an investigation or FAR assessment.
- B. The FSU CPS must also follow the same requirements and guidelines as the PD or FAR CPS noted in section I.B. above and as detailed in Section VI(B)(1) of the policy.

III. Emergency Children's Services (ECS)

- A. Any Child Protective Specialist (CPS) in ECS who is assigned to an investigation or case and learns that a child meets the "federal definition" of sex trafficking, must complete the hard copy version of the **Law Enforcement Report Form** *if* the form has not already been completed by a CPS with primary or case planning responsibility.
1. The ECS CPS must *immediately, but no later than 24 hours after identification of the child as involved in sex trafficking*, submit the **Law Enforcement Report Form** to the ECS IRTC.
 2. The ECS IRTC must *immediately, but no later than 24 hours after identification of the child as involved in sex trafficking*, scan and email the **Law Enforcement Report Form** to NYPD at VED@NYPD.org **and** to the ACS Office of Child Trafficking Prevention and Policy (OCTPP) at Child.Trafficking@acs.nyc.gov. After emailing the form, the ECS IRTC must call NYPD to confirm receipt, obtain the log number and the name of the detective taking the IRTC's call. The IRTC must also provide the log number and the detective's name to the CPS and document in CNNX progress notes.
 3. The CPS must document the date of law enforcement notification and the log number into the CTDB **and** the CNNX sex trafficking screen within five business days of obtaining the information, in accordance with the timeframes for CNNX entries policy.
- B. If during ECS involvement, a child discloses sex trafficking and it is suspected that the parent or person legally responsible (PLR) for the child, trafficked the child or allowed the child to be trafficked, the ECS CPS must call in a new report to the SCR alleging sex trafficking, *if* there is no current allegation of sex trafficking under investigation.



Child Trafficking Database (CTDB) and Sex Trafficking Screening Tips for DYFJ Provider Agencies

1. Accessing the CTDB:

To access the ACS Child Trafficking Database (CTDB), each screener and supervisor must have an individual Contract Agency Remote Access (CARA) account and a Microsoft Dynamics license.

- The agency's Systems Administration will apply for the CARA account.
- The email attached to the CARA account should match the email that is regularly used by the employee, so the emails from the CTDB do not go to the CARA default (dfa.state.ny.us) email, unless that is the email the agency uses.
- Once the CARA account is obtained, the CTDB liaison should email CTDB@acs.nyc.gov and request a Microsoft Dynamics license for the employee. The Office of Child Trafficking Prevention and Policy (OCTPP) will forward the request to IT Admin, who will secure the license.
- Once the license is activated, the employee (screener or supervisor) can access the Child Trafficking Database through the CTDB link. See the CTDB Reference Guide on how to access the link.

2. Requirements for Creating a Screening within the CTDB:

To create a screening within the CTDB, the screener needs to have the RIN and Admission Number or the PID and the CIN.

- For Pre-Adjudicated Youth: Since pre-adjudicated youth do not have RIN or Admission Numbers, Provider Agencies cannot create a screening in the CTDB. They will need to screen using the paper version of the tools.
 - When a Provider Agency recognizes after screening a youth with the paper tools that the youth meets the Federal Definition of Trafficking (indicators within the Federal Definition level), they must notify the Office of Child Trafficking Prevention and Policy (OCTPP) at Child.trafficking@acs.nyc.gov Provide the youth's name, date of birth, borough of origin, the Federal Definition level indicators, and the NYPD LER (see section 4). OCTPP will respond to the email.
- For Crossover Youth: Crossover Youth have PIDs and CINs, so screenings should occur within the CTDB. DYFJ will regularly update the Crossover Youth

List for the screener to obtain the PID and the CIN to create a screening in the CTDB.

3. Who to Inform When a Youth is Determined to be Trafficked:

- For all youth who meet the Federal Definition of Trafficking level on the screening, the screener must notify NYPD's Vice Enforcement Division, Human Trafficking Unit, by completing OCFS 3922 (Law Enforcement Referral of a Child Sex Trafficking Victim Form). See section 4 for the instructions on how to submit the form and obtain the Law Enforcement Report (LER) number.
- Email the ACS Office of Child Trafficking Prevention and Policy (OCTPP) at Child.trafficking@acs.nyc.gov with the youth's name, date of birth, borough of origin, Federal Definition indicators and the NYPD LER number.
- Notify the National Human Trafficking Hotline at 888-373-7888

4. How to Submit the OCFS 3922 Law Enforcement Report of a Sex Trafficking Victim and Obtain the Law Enforcement Report (LER) Number:

- Only use the June, 2018 (3 page) version of the OCFS 3922 form.
- **Email the form to ved@nypd.org copied to Child.trafficking@acs.nyc.gov with "HT" in the subject line.**
- Follow up with a phone call to (212) 694-3013, which is the Vice Division Office, available Monday through Friday, 10 am to 6 pm, to obtain the LER number.
- Explain you just E-MAILED a sex trafficked child LER for review. Ask for the NYPD LER number and the name of the detective to whom you are speaking for documentation in Connections and in the Child Trafficking Database (CTDB).
- If you e-mail the LER after business hours, please ensure the follow up phone call occurs immediately on the next business day.

5. Contacting the SCR:

All mandated reporters who have a reasonable cause to suspect a child is being trafficked for sex must make a report to the NYS Statewide Register of Child Abuse and Maltreatment (SCR). As of August 26, 2018, NYS has a new allegation related to child abuse and maltreatment: Sex Trafficking Allegation. If there is a reasonable cause to suspect a child is being trafficked for sex, contact the SCR in reference to the Sex Trafficking Allegation. To contact the SCR, call: 1-800-342-3720.

6. Where to Submit Questions:

- For questions about **Microsoft Dynamics licenses, CTDB screenings, CTDB challenges and any paper tools issues**, email: CTDB@acs.nyc.gov
- For questions about **trafficking indicators, assessment, safety planning and service suggestions**, email: Child.trafficking@acs.nyc.gov

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

I. Child Welfare Service (CWS) Cases

- A. Upon case assignment, the case planner or designated staff must first confirm whether the ACS CPS or the transferring provider agency previously completed the **Rapid Indicator Tool** in the Child Trafficking Database (CTDB) for the child(ren). If the previous ACS CPS worker or the transferring provider agency did not complete the tool within the past 30 days, or there is any new information suggesting the potential presence of child trafficking, the case planner or designated staff must complete the **Rapid Indicator Tool** as soon as possible, but no more than 30 days after screening initiation. The Rapid Indicator Tool results must be entered in the CTDB upon completion and by the due date of the initial FASP and each subsequent FASP.
1. If a youth was administered a **Comprehensive Screening** during a prior assessment within the past 30 days and the findings revealed that the child was involved in sex trafficking, another screening shall not be administered; however, the case planner will research any follow up/actions taken from the findings from the previous screenings, and will follow the required steps as outlined in Section D.
- B. The case planner or designated staff must re-administer the **Rapid Indicator Tool** in the CTDB for the child(ren) when there are new or newly-observed indicators that give cause to believe the child is involved in or is at risk of becoming involved in sex trafficking, and/or whenever a child returns after being missing from the home or after having run away from home.¹
1. If a child discloses sex trafficking involvement at any point during an open prevention service case, the case planner or designated staff must immediately complete a screening in the CTDB, documenting the applicable federal definition level indicator(s). The case planner or designated staff must also note the disclosure in the case record.
- C. If any indicator has been selected on the **Rapid Indicator Tool** or the child or youth has disclosed current involvement in or history of sex trafficking, the case planner or designated staff must progress to the **Comprehensive Tool** section of the CTDB. After progressing to the Comprehensive Tool, the case planner or designated staff must consult with their supervisor to discuss best practice decisions and to determine next steps, which may include arranging for services or referrals to address any present indicators, making a report to the Statewide Central Register for Child Abuse and

¹ For additional indicators that may identify the potential presence of sex trafficking, and which would call for re-administering of the Rapid Indicator Tool, see Section III of the general policy and Attachment C: Red Flags for Sex and Labor Trafficking.

Maltreatment (SCR) and/or requesting and holding an Elevated Risk Conference (ERC). If a parent or person legally responsible is suspected to be involved in the sex trafficking, the case planner must call in a report of abuse or maltreatment to the SCR.

- D. If a child meets the federal definition of child sex trafficking, the case planner or designated staff must immediately notify their supervisor, manager, or Program Director and notify ACS' Office of Child Trafficking Prevention and Policy (OCTPP) by emailing child.trafficking@acs.nyc.gov. The designated case planner and supervisor, manager, or Program Director must additionally submit a report to the SCR and complete and submit OCFS-3922, Law Enforcement Report of Child Sex Trafficking, notifying NYPD and ACS OCTPP within 24 hours.² Following completion of the Law Enforcement Report, the case planning staff must call the NYPD Vice Enforcement Division/Human Trafficking Unit to verify receipt of the LER and to obtain the NYPD Log Number and the name of the detective providing the confirmation. The designated case planner and supervisor or Program Director must request an ERC to discuss immediate concerns, including safety planning for the child/family.

II. Advocate Cases

- A. Upon case assignment, the case planner or designated staff must complete the paper format of the **Rapid Indicator Tool** for the child(ren) within 30 days of screening initiation and by the due date of the initial FASP or by the due date of each subsequent FASP. The completed paper version of the tool must be stored in the family's case record. If the case is received as a transfer case from an alternative prevention agency, the receiving agency case planner must confirm whether the previous agency has completed the tool within the past 30 days. If the tool has not been completed, or if there is any new information that indicates the potential presence of sex trafficking, the case planner or designated staff must complete the paper format of the **Rapid Indicator Tool** for the child(ren) within 30 days of screening initiation and by the due date of the initial FASP or by the due date of each subsequent FASP.
1. If a youth was administered a **Comprehensive Screening** during a prior assessment within the past 30 days and the findings revealed that the child was involved in sex trafficking, another screening shall not be administered; however, case planner will research any follow up/actions taken from the findings from the previous screenings, and will follow the required steps as outlined in Section D.
- B. The case planner or designated staff must re-administer the paper version of the **Rapid Indicator Tool** for the child(ren) when there are indicators that give cause to believe the child is involved in or is at risk of becoming involved in sex trafficking, including upon return from AWOL. The completed paper version of the tool must be stored in the family's case record, along with all other prior completed versions.

² For information on completing and sharing form OCFS-3922, refer to section D of the general policy.

Attachment R

1. If during the assessment, a child discloses sex trafficking, the designated case planning staff shall skip the **Rapid Indicator Tool** and proceed in conducting the **Comprehensive Tool** as a guide to obtain any relevant information. The case planning staff must note the disclosure in both the hard copy case record and complete the screening within 30 days of screening initiation.
- C. If any indicator has been selected on the Rapid Indicator Tool or the child or youth has disclosed any involvement in or history of sex trafficking, the case planner must complete the paper version of the **Comprehensive Tool**. After progressing to the Comprehensive Tool, the case planner or designated staff must consult with their supervisor to discuss best practice decisions and to determine next steps, which may include referrals to address any indicators present, making a report to the SCR and/or requesting and holding an ERC. If a parent or person legally responsible is suspected to be involved in the sex trafficking, the case planner must call in a report of abuse or maltreatment to the SCR.
- NOTE:** Upon calling the SCR, the case status will change from an advocate case to a CWS case.
- D. If the comprehensive screening finds that the youth either does not present a medium or high level of indicators (e.g. risk) of being trafficked, there is no notification required. All screening results must be recorded in the child's case record and the case must continue to be monitored and the tools re-administered as necessary. The case planner must work to arrange for services to address any indicators noted present during the screenings.
- E. If a child meets the federal definition of child sex trafficking, the case planner or designated staff must immediately notify their supervisor, manager, or Program Director and notify ACS' Office of Child Trafficking Prevention and Policy (OCTPP) by emailing child.trafficking@acs.nyc.gov. The designated case planner and supervisor, manager, or Program Director must additionally submit a report to the SCR and complete and submit OCFS-3922, Law Enforcement Report of Child Sex Trafficking, notifying NYPD and ACS OCTPP within 24 hours.³ Following completion of the Law Enforcement Report, the case planning staff must call the NYPD Vice Enforcement Division/Human Trafficking Unit to verify receipt of the LER and to obtain the NYPD Log Number and the name of the detective providing the confirmation. The designated case planner and supervisor or Program Director must request an ERC to discuss immediate concerns, including safety planning for the child/family.

³ For information on completing and sharing form OCFS-3922, refer to section D of the general policy.



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MEMORANDUM

DATE: November 13, 2019

TO: Jennifer Neale Clark, Marva Chevalier, Antonio Fonseca,
Rachel Meyer, Pradine Content, Naomi Cavanaugh, Annie John,
Ruby Sztabnik, Dawn Daniels

FROM: Charles Barrios 

SUBJECT: Child Sex Trafficking Screening

As you know, the Division of Youth and Family Justice (DYFJ) and ACS' Office of Child Trafficking Prevention and Policy (OCTPP) have established a process for identifying, documenting, and determining services for sex trafficked children, and children at-risk of sex trafficking. The identification of child trafficking is a multi-phase process that takes place at different points in time over the course of a youth's involvement in juvenile justice. DYFJ is adjusting the screening process in order to identify any youth exposed to trafficking activity in as early a manner as possible. Effective, Monday, November 18, 2019, case management staff will implement the use of the NYS mandated "Rapid Indicator Tool to Identify Children Who May Be Victims or at Risk of Being Sex Trafficking Victims" (aka Rapid Indicator Tool) and the "Child Sex Trafficking Indicator Tool" (aka Comprehensive Tool) for all youth admitted to an ACS specialized secure detention, specialized juvenile detention, and non-secure detention facility.

Scope: This guidance applies to ACS case management staff in the Division of Youth and Family Justice within secure detention and case managers providing services in ACS-contracted non-secure detention facilities.

Policy: The following outlines the steps to be taken when a youth is admitted to detention:

1. Upon Admission
During the intake process, case management administers the Rapid Indicator Tool and if any of the indicators apply, immediately progresses to the Comprehensive Tool.
2. When There Are No Indicators for Child Sex Trafficking:
If the youth does not meet any trafficking indicators on the Rapid Tool, the

screeener places the results in the youth's file. If the youth AWOLS, the screening will be completed again upon their return. For crossover youth who are also child welfare involved, the screener must transmit the results to the youth's child welfare case planner to input them into the Child Trafficking Database (CTDB) and Connections. If the screener is not sure who the child welfare case planner is, they can contact the Confirm Unit at 212-966-8146.

3. Who to Inform When a Youth is Determined to be Trafficked:

- For all youth who meet the Federal Definition of Trafficking threshold on the screening, the screener must notify NYPD's Vice Enforcement Division by completing the Law Enforcement Report of a Child Sex Trafficking Victim form (OCFS 3922) and emailing the form to VED@nypd.org, copying the email to ACS' Office of Child Trafficking prevention and Policy (OCTPP) at Child.trafficking@acs.nyc.gov After the email is sent, telephone VED at 212-694-3013 to obtain the Law Enforcement Report (LER) number and the name of the detective to whom you spoke.
- If the youth is a crossover youth, contact the child welfare case planner to see if this process has been done for the youth previously and provide them with the results to input them into the CTDB and Connections.
- Notify the National Human Trafficking Hotline at 888-373-7888
- All mandated reporters who have a reasonable cause to suspect a child is being trafficked for sex must make a report to the NYS Statewide Register of Child Abuse and Maltreatment (SCR). As of August 26, 2018, NYS has a new allegation related to child abuse and maltreatment: Sex Trafficking Allegation. If there is a reasonable cause to suspect a child is being trafficked for sex, contact the SCR in reference to the Sex Trafficking Allegation. To contact the SCR, call: 1-800-342-3720.

Attached are the two child sex trafficking screening tools, the Law Enforcement Report of a Child Sex Trafficking Victim form, and OCTPP's informational handout on how to contact NYPD. For further information or questions regarding this memorandum, please contact Dawn Daniels, Executive Director Juvenile Justice Behavioral Health Services at ACS, at Dawn.Daniels@acs.nyc.gov. For questions about child sex (and labor) trafficking indicators, assessment, safety planning and service suggestions, email: Child.trafficking@acs.nyc.gov

**Family Assessment Program (FAP) Business Processes for Screening for and Documenting
Child Sex Trafficking**

- A. Upon case assignment, the case planner or designated staff must complete the paper format of the **Rapid Indicator Tool** for the child(ren) within 30 days of screening initiation and by the due date of the initial FASP or by the due date of each subsequent FASP. The completed paper version of the tool must be stored in the family's case record, as well as the FAP Child Trafficking Tracking Log. If the case is received as a transfer case from an alternative prevention agency, the receiving agency case planner must confirm whether the previous agency has completed the tool within the past 30 days. If the **Rapid Indicator Tool** has not been completed, or if there is any new information that indicates the potential presence of sex trafficking, the case planner or designated staff must complete the paper format of the **Rapid Indicator Tool** for the child(ren) within 30 days of screening initiation and by the due date of the initial FASP and each subsequent FASP.
1. If a youth was administered a **Comprehensive Screening** during a prior assessment by a designated ACS FAP staff within the past 30 days and the findings revealed that the child was a sex trafficking victim, another screening shall not be administered; however, the FAP provider agency staff/case planner will research any follow up/actions taken from the findings from the previous screenings, and will follow the required steps as outlined in Section D.
- B. The case planner or designated staff must re-administer the paper version of the **Rapid Indicator Tool** in the for the child(ren) when there are indicators that give cause to believe the child is involved in or is at risk of becoming involved in sex trafficking, including upon return from AWOL. The completed paper version of the tool must be stored in the family's case record and the FAP Child Trafficking Tracking Log, along with all other prior completed versions.
1. If during the assessment, a child discloses sex trafficking, the designated case planning staff shall skip the **Rapid Indicator Tool** and proceed in conducting the **Comprehensive Tool** as a guide to obtain any relevant information. The case planning staff must note the disclosure in both the hard copy case record and the FAP Child Trafficking Tracking Log and complete the screening within 30 days of screening initiation.
- C. If any indicator has been selected on the Rapid Indicator Tool or the child or youth has disclosed current victimization or history of sex trafficking, the case planner must complete the paper version of the **Comprehensive Tool**. After progressing to the Comprehensive Tool, the case planner or designated staff must consult with their supervisor to discuss best practice decisions and to determine next steps, which may include referrals to address any indicators present, making a report to the Statewide Central Register of Child Abuse and Maltreatment (SCR), and/or requesting and holding an Elevated Risk Conference (ERC). If a parent or person legally responsible is suspected

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to be involved in the sex trafficking, the case planner must call in a report of abuse or maltreatment to the SCR.

NOTE: Upon calling the SCR, the case status will change from an advocate case to a CWS case, and the case must be documented in CNNX.

- D. If the comprehensive screening finds that the youth either does not present a medium or high level of indicators (e.g. risk) of being trafficked, there is no notification required. All screening results must be recorded in the child's case record and the FAP Child Trafficking Tracking Log, and the case must continue to be monitored and the tools re-administered as necessary. The case planner must work to arrange for services to address any indicators noted present during the screenings.
- E. If a child meets the federal definition of child sex trafficking, the case planner or designated staff must immediately notify their supervisor, manager, or Program Director and notify ACS' Office of Child Trafficking Prevention and Policy (OCTPP) by emailing child.trafficking@acs.nyc.gov. The designated case planner and supervisor, manager, or Program Director must additionally submit a report to the SCR and complete and submit OCFS-3922, Law Enforcement Report of Child Sex Trafficking, notifying NYPD and ACS OCTPP within 24 hours.¹ Following completion of the Law Enforcement Report, the case planning staff must call NYPD Vice Enforcement Division/Human Trafficking Unit to verify receipt of the LER and to obtain the NYPD Log Number and the name of the detective providing the confirmation. The designated case planner and supervisor or Program Director must request an ERC to discuss immediate concerns, including safety planning for the child/family.

NOTE: All providers must submit a quarterly report documenting child sex trafficking to the ACS Family Assessment Program (FAP). The report must indicate the number of **Rapid Indicator Tools** completed and the number of **Comprehensive Screenings** completed. If any children have met the federal definition of trafficking, the report must also document the number of Law Enforcement Reports filed to NYPD, including non-identifying demographics of such reports, such as the sex/gender and age of children meeting the federal definition level.

¹ For information on completing and sharing form OCFS-3922, refer to section D of the general policy.

Division of Family Permanency Services (FPS) and Provider Agencies Business Processes for Screening for and Documenting Child Sex Trafficking

I. ACS FPS – Specialized Care Unit (SCU)

- A. The case planner will complete the **Rapid Indicator Tool** for children and youth in the Child Trafficking Database (CTDB) within 30 days of screening initiation **and** when the following triggers occur:
1. Immediately upon the child or youth entering foster care placement in which SCU has oversight and if DCP, the Children’s Center (CC), Youth Reception Center (YRC), or provider agency did not previously complete the **Rapid Indicator Tool** in the CTDB;
 2. By the next Family Assessment and Service Plan (FASP) due date;
 3. Immediately any time a child or youth returns to placement after having been missing or Absent Without Consent (AWOC);
 4. Immediately when a child or youth discloses or is suspected of CSEC involvement throughout the life of the case;
 5. When a child or youth under 21 years old enters or re-enters foster care and there is suspicion of CSEC involvement by staff;
 6. Immediately if a child or youth is psychiatrically hospitalized and discloses CSEC involvement;
 7. Immediately when a child or youth is arrested or detained for CSEC involvement and returns to the foster care agency; or
 8. Immediately when there is suspicion that the child or youth is CSEC involved during a Family Team Conference (FTC) regarding a goal change, permanency planning, placement change, trial discharge or final discharge.
 9. If a child or youth discloses CSEC or sex trafficking during the course of placement, the case planner must document the disclosure in the CTDB and in CONNECTIONS (CNNX), and enter the required information as prompted by the CTDB within 30 days of screening initiation.
- B. If any indicator has been selected on the Rapid Indicator Tool or the child or youth has disclosed current victimization or history of sex trafficking, the case planner must proceed to the next steps detailed in the General Policy Section IV(C), the **Comprehensive Tool**.

II. Pre-Placement

A. The Nicholas Scoppetta Children's Center (CC)

1. The Child and Family Specialist (CFS) must confirm, via the CTDB, whether ACS CPS or the designated provider agency staff previously completed the **Rapid Indicator Tool** for the child or youth upon entry into the CC.
 - a. If ACS CPS or the designated provider agency did not previously complete the **Rapid Indicator Tool**, the CFS must complete the **Rapid Indicator Tool** within 24 hours of the child or youth's entry into the CC in the CTDB. The CFS must consult with nursing staff on-site³³ and the ACS CPS or case planner, if any, assigned to the child or youth for further information.
 - i. Please note that this is a shorter timeframe requirement to complete the Rapid Indicator Tool than referenced throughout the body of the policy.
 - b. If ACS CPS or the designated provider agency previously completed the **Rapid Indicator Tool** in the CTDB and an indicator is selected for the child or youth, the CFS must notify the CSEC consultant on-site, if any, and nursing staff.
 - c. If ACS CPS or the designated provider agency previously completed the **Rapid Indicator Tool** in the CTDB and no indicator is selected for the child or youth, the CFS must monitor the child or youth and complete a new **Rapid Indicator Tool** in the CTDB when a child or youth returns from AWOC status during the child or youth's stay at the CC, and/or when there are indicators that give cause to believe the child is a victim or is at risk of becoming a victim.
 - i. If applicable, the CSEC consultant on-site or designated staff member must complete the hard copy version of the **Comprehensive Tool**. The CFS must complete the **Comprehensive Tool** in the CTDB as soon as possible, but no more than 30 days of electronic screening initiation. Nursing staff must prepare for potential obstetrician and gynecological follow-up and planning.
 - ii. If applicable, the CFS must proceed to the next steps detailed in the General Policy Section IV(D), the **Law Enforcement Report Form**.

³³ Nursing staff on-site will have cleared the child or youth prior to the CFS's initial contact with the child or youth. Similarly, the assigned ACS CPS or provider agency case planner will have had casework contacts with the child or youth prior to entering the Children's Center. In either circumstance, the child or youth may have disclosed statements or exhibited behavior resulting in red flags or indicators of CSEC or trafficking. The CFS can obtain more information for his or her assessment of the child or youth.

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- iii. If a child or youth discloses CSEC or sex trafficking during the course of pre-placement, the CFS and CSEC consultant on-site must note the disclosure in the CTDB and in CONNECTIONS (CNNX), and enter the required information as prompted by the CTDB.

B. Youth Reception Center (YRC) Provider Agencies or Host Homes

Upon the youth's entry into the YRC or Host Home, the intake/admissions department or designated staff must confirm, via the CTDB, whether ACS CPS or the CC completed the **Rapid Indicator Tool** for the youth.

1. If ACS CPS or the CC did not previously complete the **Rapid Indicator Tool**, the intake/admissions department or designated staff must complete the **Rapid Indicator Tool** within 24 hours of the youth's entry into the YRC or Host Home in the CTDB.
2. If ACS CPS or the CC previously completed the **Rapid Indicator Tool** and an indicator is selected for the youth, the intake/admissions department or designated staff must complete the **Comprehensive Tool** as soon as possible, but not more than 30 days of screening initiation in the CTDB.
3. If ACS CPS or the CC previously completed the **Rapid Indicator Tool** and no indicator is selected for the youth, the intake/admissions department must notify the team and document the required information in the CTDB and in CNNX.
4. If applicable, the intake/admissions department or designated staff must proceed to the next steps detailed in the General Policy Section IV(D), the **Law Enforcement Report Form**.
 - a. If a child or youth discloses CSEC or sex trafficking during the course of casework contact, the intake/admissions department or designated staff must note the disclosure in the CTDB and in CNNX, and enter the required information as prompted in the CTDB within 30 days of screening initiation.
5. Upon a FASP reassessment, the treatment team caseworker must re-administer the **Rapid Indicator Tool** and all applicable tools/actions if a child or youth is absent from program (AFP) or AWOC, and/or when there are indicators that give cause to believe the child or youth is a victim or is at risk of becoming a victim.

III. Provider Foster Care Agencies

- A. The case planner will complete the **Rapid Indicator Tool** in the CTDB within 30 days of screening initiation for children and youth by the same deadlines detailed above for ACS FPS SCU (Section VI(E)(1)).

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1. For cases involving Expectant and Parenting Youth (EPY) where parenting youth are in foster care while their child(ren) are not (also known as “8D cases”), the case planner can only conduct the screenings for the EPY who are in placement, not their child(ren).
 2. If a child discloses CSEC or sex trafficking during placement, the case planner must document the disclosure in the CTDB and in CNNX, and enter the required information as prompted in the CTDB within 30 days of screening initiation.
- B. If applicable, the case planner must proceed to the next steps detailed in the General Policy Section IV(C), the **Comprehensive Tool**. The case planner must document the required information, including whether the victimization, if any, occurred prior to or while the child or youth was in foster care, as prompted in the CTDB within 30 days of screening initiation and promptly in CNNX.
- C. The case planner must send any identified CSEC or sex trafficking findings to the ACS trafficking inbox at: child.trafficking@acs.nyc.gov