Background

The Office of Families & Children (OFC) believes it is important for PCSAs to have the ability to uniformly record **Human Trafficking** concerns at the time of the **Intake Report** and subsequently at the time of the **Intake Disposition**. By allowing for two points of documentation, if there was not a Human Trafficking concern at the time of the Report, but a concern arose through the investigation process, the concern can then be documented at the time of Disposition.

This functionality allows the state and PCSAs the ability to report on how many Intakes were received with Human Trafficking Concerns, and also how often agencies recognized Human Trafficking concerns while completing their assessments. The state will also be able to report how many children had a **Disposition** with a **Harm Description** addressing a Trafficked Child.

Navigating to the Intake Report

- 1. From the **Home** screen, click the **Intake** tab. The **Intake Workload** screen appears.
- 2. Click the **Add Intake** button at the bottom of the screen.
- 3. OR, if the Intake already exists, click the **Edit** button.

Home	Intake	Case	Provider	Financial			dministration	
							Workload	
Intake Workload — Status: Pending		Filter						help
Intake II	Intake Workload I	Name Intak	ce Category Date/Tin Receive		Inta	ike Status	Status Date/Time	
edit report					Pending	1		сору
Add Intake								

The intake report opens to the **Basic** tab.



Recording Human Trafficking Concerns in the Intake Report

1. Select the appropriate answer in the drop down box for '**Does this report allege** human trafficking of a child(ren)?'

Basic	Reporter	Participants	Additional	Allegations	OHC/Third Party Involvement
eener Name:			Date & Time Create		
ke ID:			Intake Status:	Pending	
ncy:					
asic Information	(i) (com			1.5	and a fi
teceived: *	02/04/2014	03:29 PM •	Intake Method:	• Phone	
ntake Category:			Intake Workload I	Name:	
	Intake Types:		Add >	Sel	ected Types:
Adoption Subsidy Only Alternative response require Baby Doe/Disabled Infant Child Fatality (non-child abu	ed non-lead PCSA contacts use/neglect)	(E) +	Add All >> < Remove << Remove All		
ntake Narrative: <u>(expand f</u>	<u>ull screen)</u>				
Spell Check Clear 10000					
	n trafficking of a child(ren)?:	▼. No			
Spell Check Clear 100000 Does this report allege huma	n trafficking of a child(ren)?:				
Spell Check Clear 10000	n trafficking of a child(ren)?:	No		×	

2. Hover over the **Information Icon** to see the law regarding trafficking a minor for labor or sex.

П		
	Does this report allege human trafficking of a child(ren)?	
	(A) No person shall knowingly recruit, lure, entice, isolate, harbor,	▼
	transport, provide, obtain, or maintain, or knowingly attempt to recruit, lure, entice, isolate, harbor, transport, provide, obtain, or maintain, another	
	person knowing that the person will be subjected to involuntary servitude or be compelled to engage in sexual activity for hire, engage in a	
l	performance that is obscene, sexually oriented, or nudity oriented, or be a	
	model or participant in the production of material that is obscene, sexually	HelpDesk version 2.18.2
	oriented, or nudity oriented. (refer to ORC 2905.32 for the definition in its	
	entirety)	



Recording Human Trafficking Harm Descriptions

- 1. Navigate to the Intake Disposition screen by:
 - Clicking the 'Record Disposition' button on the Intake List page,

Intake List								Case	Investigation/		
Safety Assessment	Intake		AR	Decision Date			Initiation	Disposition	Assessment		
	ID	Status	AR	- Time	Category	Туре	Date/Time	Disposition	Completion	Agency Name	
orms/Notices								Date	Date		
R Pathway Switch											
afety Plan											ur
amily Assessment											_
ngoing Case A/I											
pecialized A/I Tool	and the second second	and the second se	Cham.	ge Disposition(s)							

OR

• Clicking the 'Record Disposition' link from the Case Analysis tab of the Family Assessment.

Participants	Safety Review	Strengths & Needs	Risk Assessment	Case Analysis
Case Decision Service Planning				
se ID: se Name: Case Decision Record Disposition Dr. Honosy Holrix-Indicated Ca Preliminary Matrix-Indicated Case		Family Assessment ID: Family Assessment Status:		
Disposition: Final Risk Level:		Uncalculated		

2. Click Edit next to the Intake that needs a Disposition.

Intake Dispositions				
Intake ID	Decision Date & Time	Category	Type(s)	
		CA/N Report	Neglect	<u>clear</u>
Close				

3. Click Edit for each separate Allegation.

	mation		Contributing Fac	tors			
ase ID: ase Name: Allegation Details				Case Status: Case Category:	Open (01/21/2 Assess/Invest	014)	
Intake ID:	Intak	e Category:	CA/N Report		Screening Decision Da	te: 01/21/2	2014
ACV/CSR Person ID	ACV/CSR	Allegation	AP/ASR Person ID	AP/ASR	Report Disposition	Harm Description	Severity of Harm
edit		-14 - 14 -				6	24
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edit							
edit edit							
edit							

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- 4. Chose the appropriate **Harm Description**.
 - Two Human Trafficking Harm Descriptions were added to the Available Harm Descriptions: Trafficked Child – Forced Labor and Trafficked Child – Sexual Abuse.

Home	Intake (Case Provide		Financial	Administration	
					Worl	kload <u>help</u>
ase > Workload > Intake	> Intake Disposition	s > Disposition Information				
ase ID: ase Name:			Case Status: Case Category:	Open (01/21/2014) Assess/Invest		
Disposition Details						
Intake ID:	Intake Ca	tegory: CA/N Report		Screening Decision Date:	01/21/2014	
Alleged Child Victim / Child Subject of Report: Allegation:	Neglect	Alleged Perp Adult Subject				
Report Disposition: •	Substantiated					
Severity of Harm: •	Treated and Rel	eased 💽				
Harm Descriptions					_	
Available Harm Description Sexual Exploitation	15			Selected Harm Descriptions Trafficked Child- Sexual Abuse		
Sexual Fondling Shaken Baby				Hameked emid- Sexual Abuse		
Subdural Hematoma/Hem	e e		\frown			
Trafficked Child- Forced L	abor	(Add >			
Withdrawal Symptoms du	e to Prenatal Drug Expo	sure	Champye			
Withholding Hydration	e to frendter brog cripe					
		0				
Withholding Medication		122				
Withholding Medication Withholding Nutrition Withholding Treatment						

- 5. Click the **Add>** button to select the **Harm Description(s)** that apply.
- 6. Complete the **Intake Disposition Information** and **Contributing Factors** as required.

