

Recording Human Trafficking History



Knowledge Base Article

Recording Human Trafficking History

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Recording Human Trafficking History

Overview

This article describes the steps for documenting a person's history as a victim of human trafficking, including sex trafficking and forced labor. This article also includes steps for documenting that a person has no such history.

You may document human trafficking at different points in the life of a case:

- Concerns of human trafficking that are part of an abuse or neglect report are documented in the **Intake**.
- Human trafficking found through an assessment/investigation is recorded in the **Intake Disposition**.
 - Indicated or Substantiated findings of trafficking will automatically generate a **Human Trafficking** record.
- Historical trafficking information *not* captured in an Intake Disposition is entered in a **Human Trafficking** record in the case.

Data about human trafficking incidents and reports to law enforcement is required for federal AFCARS reporting:

- Prior Victim of Sex Trafficking at any time before the current out-of-home care episode
 - Prior Report to Law Enforcement (If the child was a victim, was this reported to law enforcement?)
 - Prior Date of Sex Trafficking Report to Law Enforcement
- Victim of Sex Trafficking while in Foster Care
 - Report to Law Enforcement for Current Victimization
 - Date of Sex Trafficking Report to Law Enforcement

For valuable information about identifying and serving victims of human trafficking, please refer to the *Human Trafficking Resource Guide for Ohio's Public Children Services Agencies* and other resources found here: [Human Trafficking Task Force \(ohio.gov\)](https://www.ohio.gov/humantrafficking)

More information can also be found in the *Ohio Child Protective Services Screening Guidelines*.

Recording Human Trafficking Concerns in the Intake

Navigating to the Intake

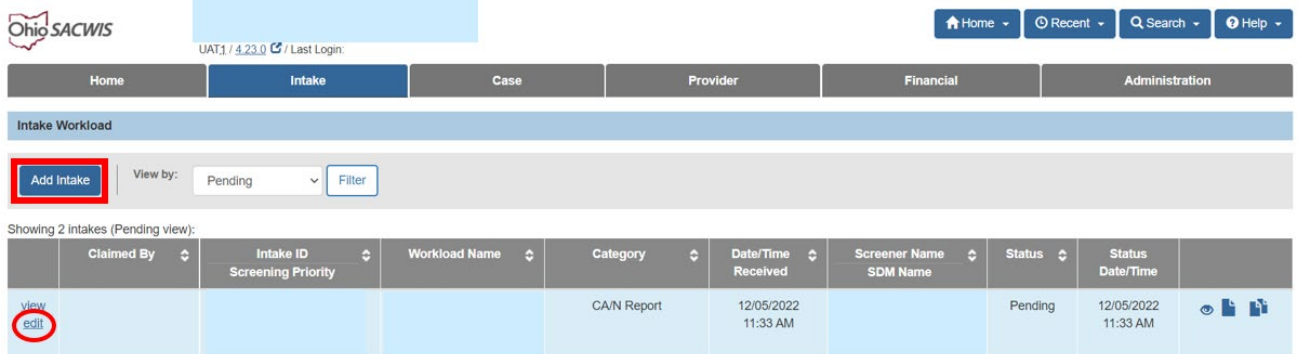
1. From the Home screen, click the **Intake** tab.

The Intake Workload screen appears.

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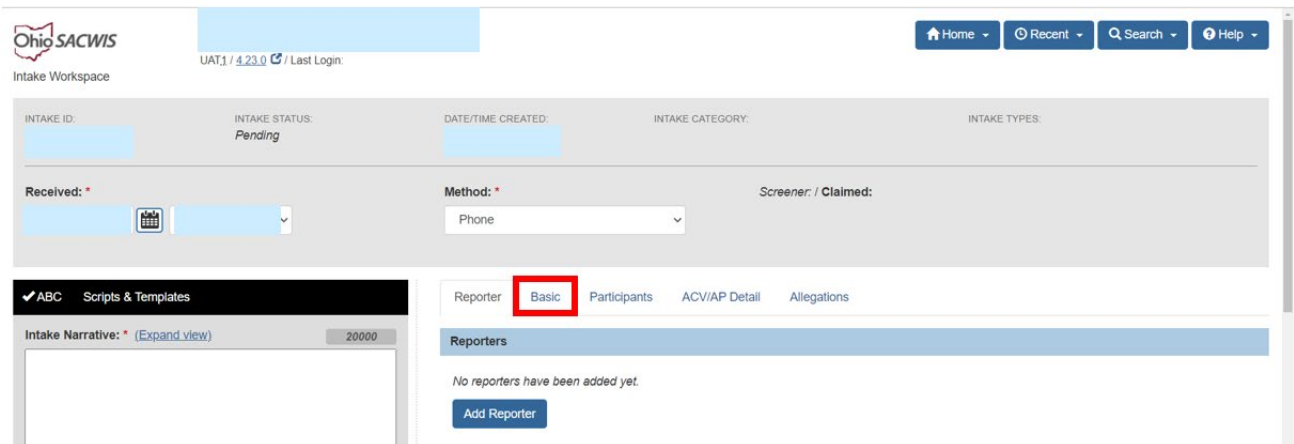


2. Click **Add Intake** or
3. Click **edit** if the intake has already been created on the workload.



The **Intake Workspace** appears.

4. Click **Basic**.



The Basic screen appears.

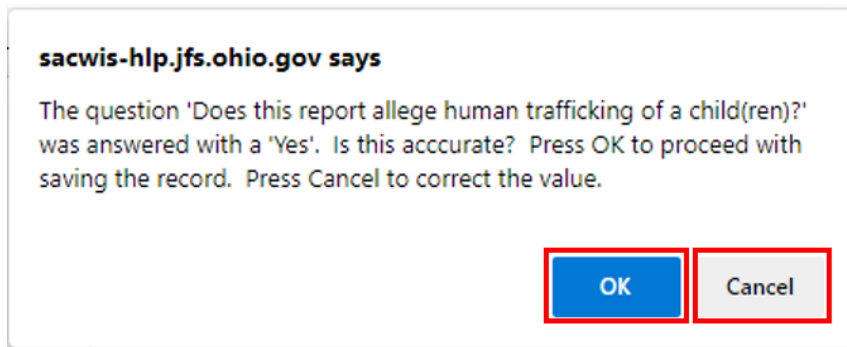
Recording Human Trafficking Concerns

1. In the “**Does this report allege human trafficking of a child(ren)?**” field, click the appropriate radio button.

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If Yes is selected, a pop-up message displays.

2. Click **OK** to confirm a Yes response, OR
3. Click **Cancel** to clear the Yes response.



Note: To display a definition of human trafficking, hover your cursor over the **Information** icon, shown below.

Recording Human Trafficking History

Physical Abuse Shaken Baby
Sexual Abuse

Human trafficking of a child refers to the act of recruiting, harboring, transporting, providing, or obtaining a minor child for involuntary servitude or commercial sex acts. Sex trafficking also includes patronizing or soliciting a minor child (any person under eighteen years of age) for the purpose of a commercial sex act. A commercial sex act means any sex act for which anything of value is given to or received by any person. (See ORC 2905.32 for more info.)

trafficking of a child or children? Not Answered
 No
 Yes

Does this report allege a child fatality or near fatality? Not Answered
 No
 Yes

Additional Comments about intake (internal use only): 500

Documenting Investigation Findings of Human Trafficking

This section describes steps for documenting findings of Human Trafficking of a child through the course of an assessment/investigation in response to a screened in CAN intake.

Navigating to the Case

1. From the Home screen, click **Case**.

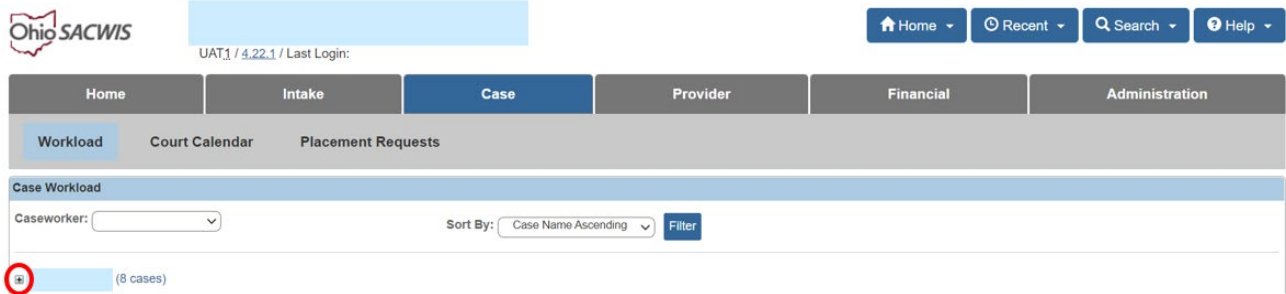


2. Click **Workload**.



3. Click the plus sign to expand the **Case Workload**.

Recording Human Trafficking History



4. Click the **Case ID** hyperlink.



The **Case Overview** screen appears.

Recording Human Trafficking Harm Descriptions at Disposition

1. From the Case Overview screen, click the **Intake List** hyperlink in the blue navigation menu.



The **Intake List** screen appears.

Recording Human Trafficking History

2. Click the **Record Disposition** button.

The Intake Dispositions screen appears.

3. Click **Edit** next to the Intake that needs a Disposition.

The Allegation Details screen appears.

4. Click **Edit** beside the Allegation.

Recording Human Trafficking History

The Disposition Details screen appears.

5. In the **Incident Date** field, record the date the alleged abuse/neglect happened.
6. In the **Report Disposition** field, select the appropriate value from the dropdown menu.
7. In the **Severity of Harm** field, select the appropriate value from the dropdown menu.
8. In the **Available Harm Descriptions** box, click the applicable value(s).

Note: The values that pertain to Human Trafficking are “**Trafficked Child - Sexual Abuse**” and “**Trafficked Child - Forced Labor.**” Either or both may be selected as applicable.

9. Click **Add** to move the selected value(s) to the **Selected Harm Descriptions** box.

The screenshot shows the 'Disposition Details' form. At the top, there are fields for 'Intake ID:', 'Intake Category:' (set to 'CA/N Report'), and 'Screening Decision Date:'. Below these are fields for 'Alleged Child Victim / Child Subject of Report:', 'Alleged Perpetrator / Adult Subject of Report:', and 'Allegation:'. A red box highlights the 'When did the alleged Neglect happen (Incident Date)?' field, which includes a date picker and a 'Date Estimated' checkbox. Below this are 'Report Disposition:' and 'Severity of Harm:' dropdown menus. The 'Harm Descriptions' section is expanded, showing a list of 'Available Harm Descriptions' and an empty 'Selected Harm Descriptions' box. The 'Add' button in the 'Available Harm Descriptions' list is circled in red. Two items, 'Trafficked Child- Forced Labor' and 'Trafficked Child- Sexual Abuse', are highlighted in blue in the list and also enclosed in a red box.

Additional fields display when one or more “Trafficked Child” Harm Descriptions is selected.

10. In the **Date human trafficking was reported to law enforcement for entry into the National Crime Information Center (NCIC) database** field, record the date.

Note: The **Law Enforcement Not Contacted** checkbox must be checked if no report was made and a date cannot be entered. Per OAC 5101:2-36-12, a cross referral to law enforcement is required.

11. In the **Available Substances** box, click to select the value(s), if applicable.
12. Click **Add** to move selected value(s) to the **Selected Substances** box, if applicable.
13. Click **Save**.

Recording Human Trafficking History

Harm Descriptions (a)

Record Harm Description(s) as a result of this abuse or neglect allegation.

Available Harm Descriptions

Add

- Sexual Fondling
- Shaken Baby
- Subdural Hematoma/Hemorrhage
- Twisting/Shaking
- Withdrawal Symptoms due to Prenatal Drug Exposure
- Withholding Hydration
- Withholding Medication
- Withholding Nutrition

Selected Harm Descriptions

Remove

- Trafficked Child- Forced Labor
- Trafficked Child- Sexual Abuse

Date human trafficking was reported to law enforcement for entry into the National Crime Information Center (NCIC) database: (a)

Law Enforcement Not Contacted

Substances

Select substance(s) pertinent to this abuse/neglect allegation.

Available Substances:

Add

- Alcohol
- Amphetamines
- Barbiturates
- Benzodiazepines
- Buprenorphine (Suboxone)
- Cocaine
- Codeine
- Fentanyl

Selected Substances:

Remove

The Disposition Information screen appears, showing a summary of the allegation details.

1. Click **Contributing Factors**.

✔ Your data has been saved. ✕

Case > Workload > Intake > Intake Dispositions

Disposition Information

Contributing Factors

CASE NAME / ID:

Allegation Details

Intake ID: Intake Category: CA/N Report Screening Decision Date:

| | ACV/CSR | Allegation | AP/ASR | Severity of Harm | Harm Description | Substance(s) | Incident Date |
|------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | | Disposition | | | | | |
| edit | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

The Contributing Factors screen appears.

2. In the **Contributing Factors** grid, check the box beside each applicable value.

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3. Click the **Disposition Complete** checkbox.
4. In the **Disposition Date** field, enter the date.
5. Click **Save**.

Case > Workload > Intake > Intake Dispositions

| Disposition Information | | Contributing Factors | |
|--|------------------------------|-------------------------------------|--|
| CASE NAME / ID: [REDACTED] | | | |
| Contributing Factors | | | |
| Intake ID: [REDACTED] | Intake Category: CA/N Report | Screening Decision Date: [REDACTED] | |
| Select all that apply: | | | |
| <input type="checkbox"/> Caretaker was an Abused Child | | | |
| <input type="checkbox"/> Medical/Physical Disability of Caretaker | | | |
| <input type="checkbox"/> Medical/Physical Disability of Child | | | |
| <input type="checkbox"/> Economic Difficulties | | | |
| <input type="checkbox"/> Other Family Violence | | | |
| <input type="checkbox"/> Illness/Death of Family Member | | | |
| <input type="checkbox"/> Mental/Emotional Problem of Child | | | |
| <input type="checkbox"/> Mental/Emotional Problem of Caretaker | | | |
| <input type="checkbox"/> Intellectual/ Developmental Disability of Caregiver | | | |
| <input type="checkbox"/> Intellectual/ Developmental Disability of Child | | | |
| <input type="checkbox"/> No Contributing Factors Apply | | | |
| <input type="checkbox"/> Physical Living Conditions | | | |
| <input type="checkbox"/> Single Head of Household | | | |
| <input type="checkbox"/> Substance Abuse | | | |
| <input type="checkbox"/> TANF Benefit Ineligible | | | |
| <input type="checkbox"/> TANF Sanction | | | |
| <input type="checkbox"/> Disposition Complete | | | |
| Disposition Date: [REDACTED] | | [Calendar Icon] | |
| [Apply] [Save] [Cancel] | | | |

The Intake List screen appears.

Recording Human Trafficking Details

Note: When Substantiated or Indicated Human Trafficking is recorded at Disposition, as detailed in the previous section, the system will generate a corresponding **Human Trafficking record** for each child victim. For steps to view the system generated record, refer to the section, **Viewing a Human Trafficking Record Created From Disposition**, later in this article.

A Human Trafficking record must be **manually** entered when:

- A child has a history of Human Trafficking that was not investigated by an Ohio Public Children Services Agency (PCSA) and is therefore not reflected in a Disposition in Ohio SACWIS, or
- A child/youth in agency custody has **no history** of being a victim of Human Trafficking.

Recording Human Trafficking History

1. From the **Case Overview** screen, click **Human Trafficking** in the blue navigation menu.

The screenshot displays the 'Case Overview' interface. On the left, a blue navigation menu lists various case management options. The 'Human Trafficking' option is highlighted with a red rectangular box. The main content area shows case details such as 'CASE NAME / ID', 'ADDRESS', 'CONTACT', 'AGENCY', 'PRIMARY WORKER', and 'SUPERVISOR(S)'. Below this, there are 'Case Actions' and a table of 'Action Items' with columns for 'Action Items', 'Case Alerts', 'Dashboard', and 'Assignments / Eligibility'. The 'Action Items' table shows two entries: '12/14/2022 Safety Assessment Due' and '01/14/2023 Family Assessment Due'. A 'Dismiss Action Items' button and a 'Close' button are also visible.

The Human Trafficking list screen appears.

2. From the **Name** field, select the Case Member for the record.
3. Click **Add Human Trafficking** Information.

Recording Human Trafficking History

Case Overview
Activity Log
Attorney Communication
Intake List
Safety Assessment
Substance Abuse Screening
Forms/Notices
Category/Pathway Switch
Safety Plan
Actuarial Risk Assessment
Family Assessment
Ongoing Case At
Specialized At Tool
Law Enforcement
Justification/Waiver
Case Services
Legal Actions
Legal Custody/Status
Living Arrangement / Guardianship
Initial Removal
Placement Request
Placement/CCA
Residential Treatment Information
Independent Living
Case Plan Tools
Visitation Plans
Review Tools
Family Team Meeting
Safety Reassessment
Reunification Assessment
Case Conference Note

CASE NAME / ID: [Redacted]

Human Trafficking Filter Criteria

Case Member Name: [Dropdown]

Date Range: [From Date] - [To Date]

Include Created in Error
 Include Inactive Case Members

Sort Results By:
Reported Date (Descending)

Filter Clear Filters

Human Trafficking

Result(s) 1 to 1 of 1 / Page 1 of 1

| | Child Name Age, DOB | Type of Trafficking | Estimated Date of Trafficking | Date Reported to Law Enforcement |
|----------------------|------------------------|---------------------|-------------------------------|----------------------------------|
| edit | [Redacted] | Both Sex and Labor | 11/01/2022 | 11/03/2022 |

Child Name: [Dropdown] **Add Human Trafficking**

The Human Trafficking Information screen appears.

4. In the “**Has this person ever been a victim of Human Trafficking?**” field, click **Yes** or **No**, as applicable.

- If No is selected, skip to step 9.
- If Yes is selected, additional fields display.

Human Trafficking Information

Has this person ever been a victim of Human Trafficking? ⓘ

Not Answered Yes No

Created Date: [Redacted] Created By: [Redacted]
Modified Date: [Redacted] Modified By: [Redacted]

Save Cancel

5. In the **Type of Trafficking** field, click the applicable radio button.

6. In the **Estimated Date of Trafficking** field, select the date from the calendar.

7. In the **Date Reported to Law Enforcement** field, select the date of the report from the calendar, or

Recording Human Trafficking History

- If there was no report to Law Enforcement, click the **Not Reported to Law Enforcement** checkbox.

Note: OAC 5101:2-36-12 requires the PCSA to make a cross referral to law enforcement upon receiving information alleging a criminal offense.

- Click **Save**.

Human Trafficking Information

Has this person ever been a victim of Human Trafficking? * (a)

Not Answered Yes No

Type of Trafficking:

Sex
 Labor
 Both
 Not Answered

Estimated Date of Trafficking: (a)

Date Reported to Law Enforcement: (a)

Not Reported To Law Enforcement

Created Date: Created By:
Modified Date: Modified By:

The Human Trafficking list screen appears.

Viewing a Human Trafficking record created from a Disposition

From the Human Trafficking list screen,

- Click **View** beside the record.

Recording Human Trafficking History

Human Trafficking Filter Criteria

Case Member Name:

Date Range: -

Include Created in Error

Include Inactive Case Members

Sort Results By:

Human Trafficking

Result(s) 1 to 1 of 1 / Page 1 of 1

| | Child Name Age, DOB | Type of Trafficking | Estimated Date of Trafficking | Date Reported to Law Enforcement |
|----------------------|------------------------|---------------------|-------------------------------|----------------------------------|
| view | | Sex | 01/01/2023 | 01/02/2023 |

The Human Trafficking Information screen appears.

Note: If the record was automatically created from a disposition, the **Intake ID** and **Case Disposition** display on the screen as hyperlinks. You may click the hyperlinks to view those records.

Note: The Human Trafficking Details are populated based on the information recorded in the Disposition Details upon Assessment/Investigation Completion as follows:

- Type of Trafficking matches the selected Description of Harm values.
- Estimated Date of Trafficking shows the Incident Date.
- Date Reported to Law Enforcement (or Not Reported to Law Enforcement checkbox) match what was entered on the Disposition Details screen.

Important: Human Trafficking records that are automatically created from the intake disposition cannot be edited or marked created in error. If the disposition information is changed due to an appeal, the system will automatically update the linked human trafficking record accordingly.

2. Click **Close**.

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Human Trafficking Information

Has this person ever been a victim of Human Trafficking? ^a

Not Answered Yes No

Intake ID: [22394261](#)

Case Disposition: [Substantiated](#)

Type of Trafficking:

Sex
 Labor
 Both
 Not Answered

Estimated Date of Trafficking: ^a
01/01/2023

Estimated Date of Trafficking: ^a
01/01/2023

Date Reported to Law Enforcement: ^a
01/02/2023

Not Reported To Law Enforcement

Created Date: Created By:

Modified Date: Modified By:

The Human Trafficking List screen appears.

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at SACWIS_HELP_DESK@jfs.ohio.gov .