Recording Human Trafficking History

Knowledge Base Article

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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)

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

Recording Human Trafficking Concerns in the Intake

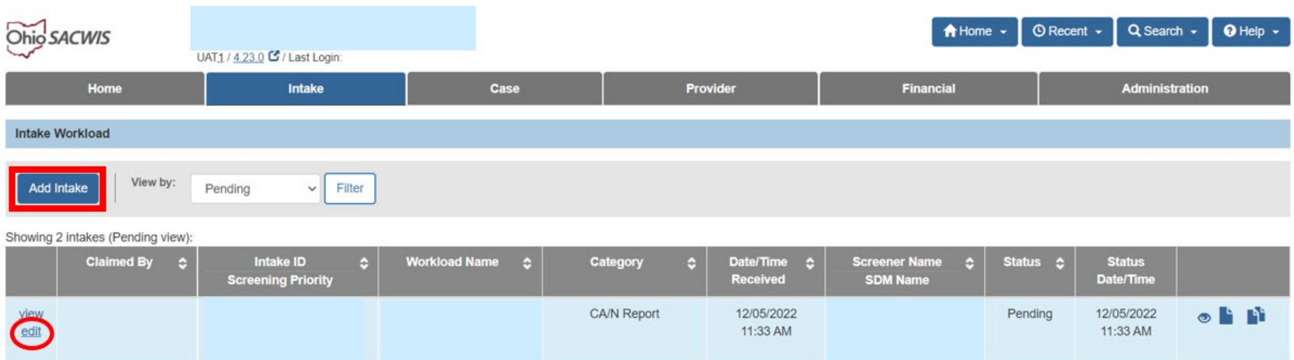
Navigating to the Intake

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

The Intake Workload screen appears.

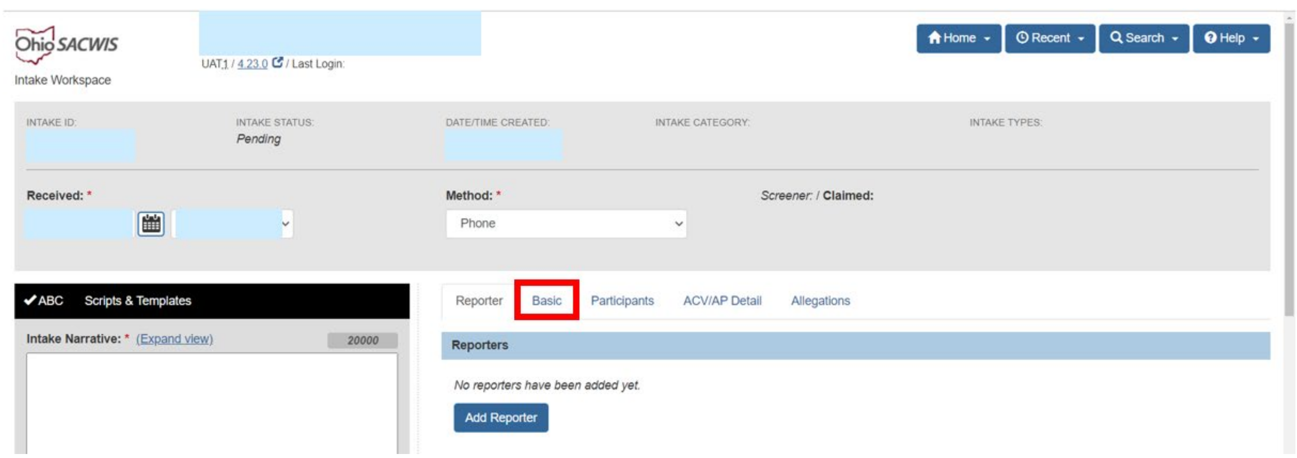
Recording Human Trafficking History

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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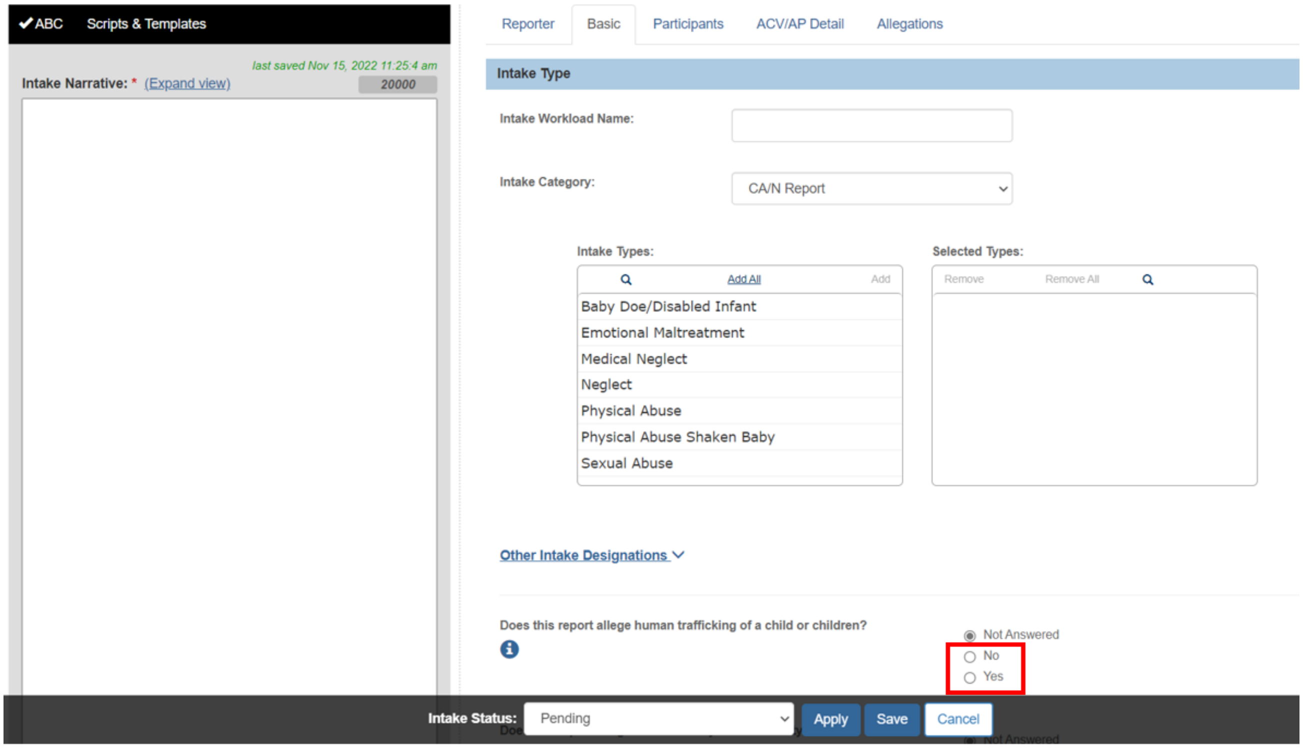
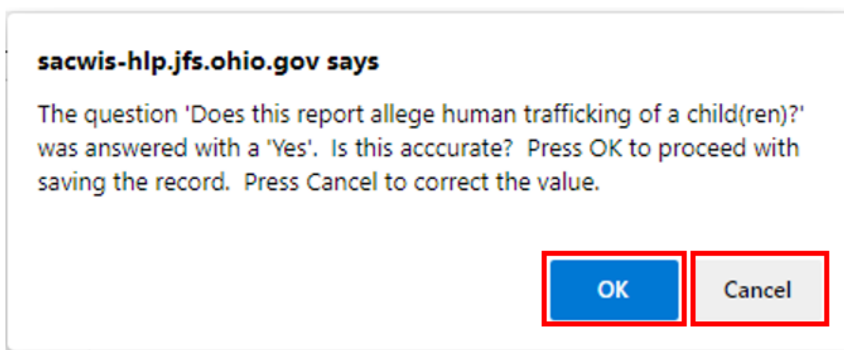
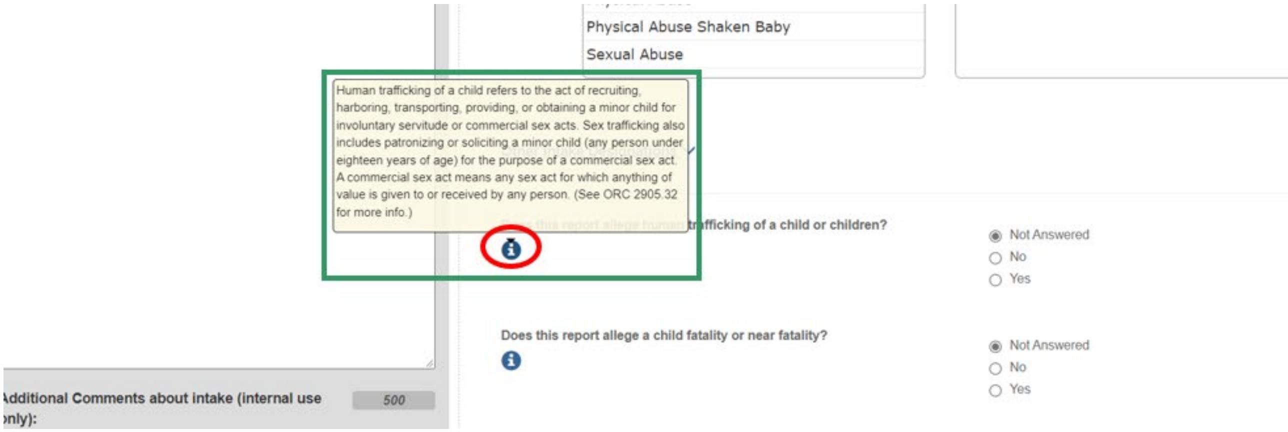


If Yes is selected, a pop-up message displays.

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.



Documenting Investigation Findings of Human Trafficking

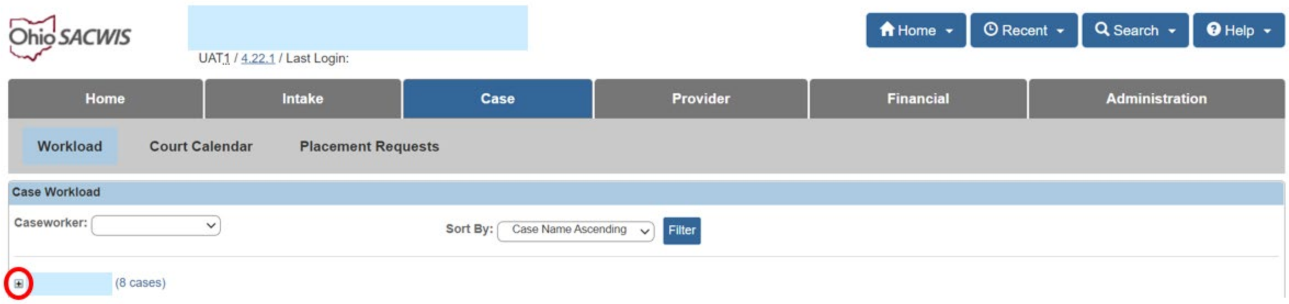
This section describes steps for documenting findings of Human Trafficking of a child through the course of an assessment/investigation in response to a screened in CA/N intake.

Navigating to the Case

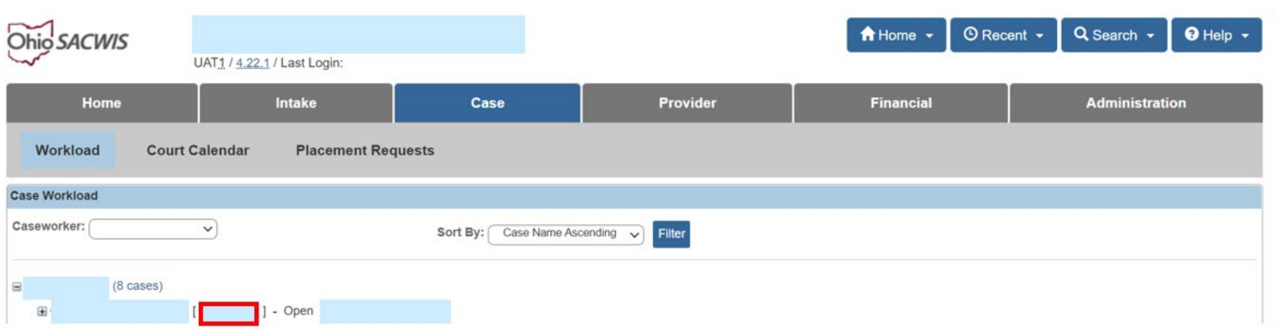
1. From the Home screen, click **Case**.

2. Click **Workload**.

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



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



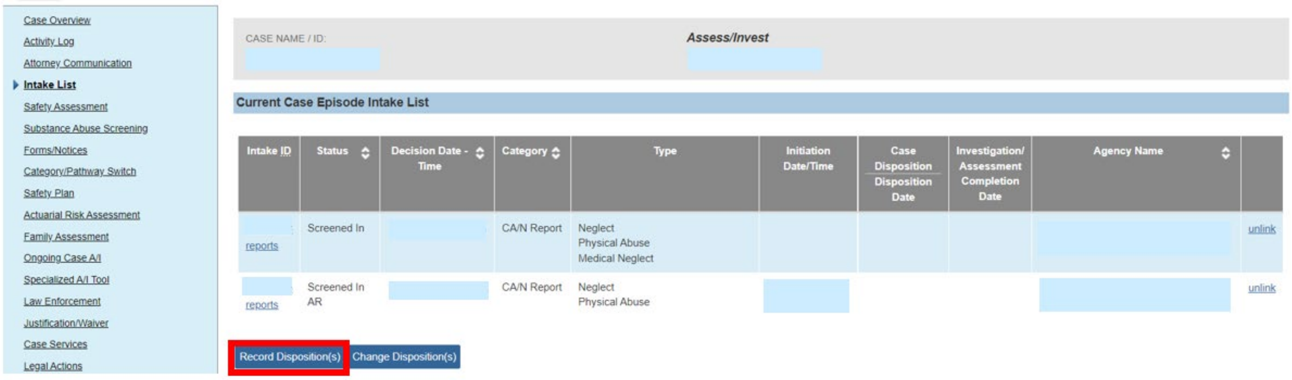
The **Case Overview** screen appears.

Recording Human Trafficking Harm Descriptions at Disposition

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

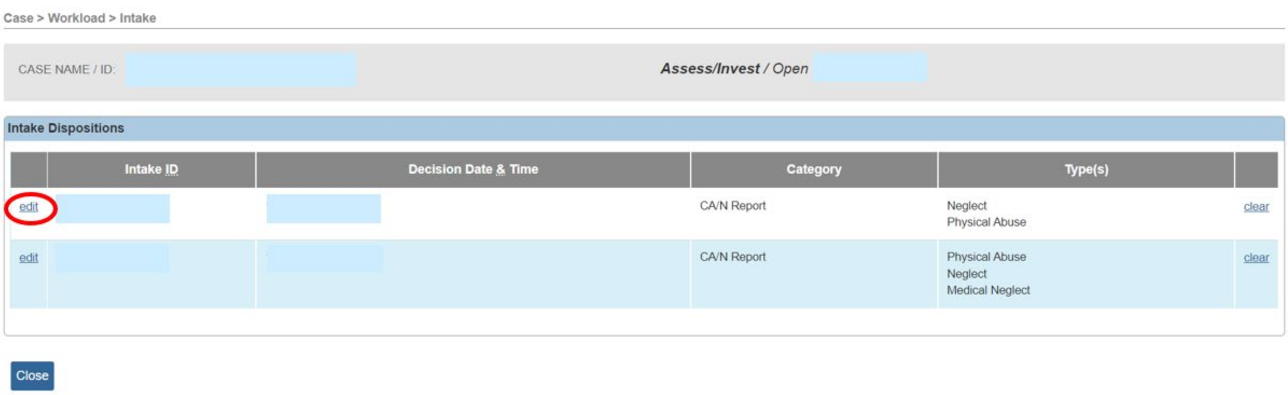
The **Intake List** screen appears.

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



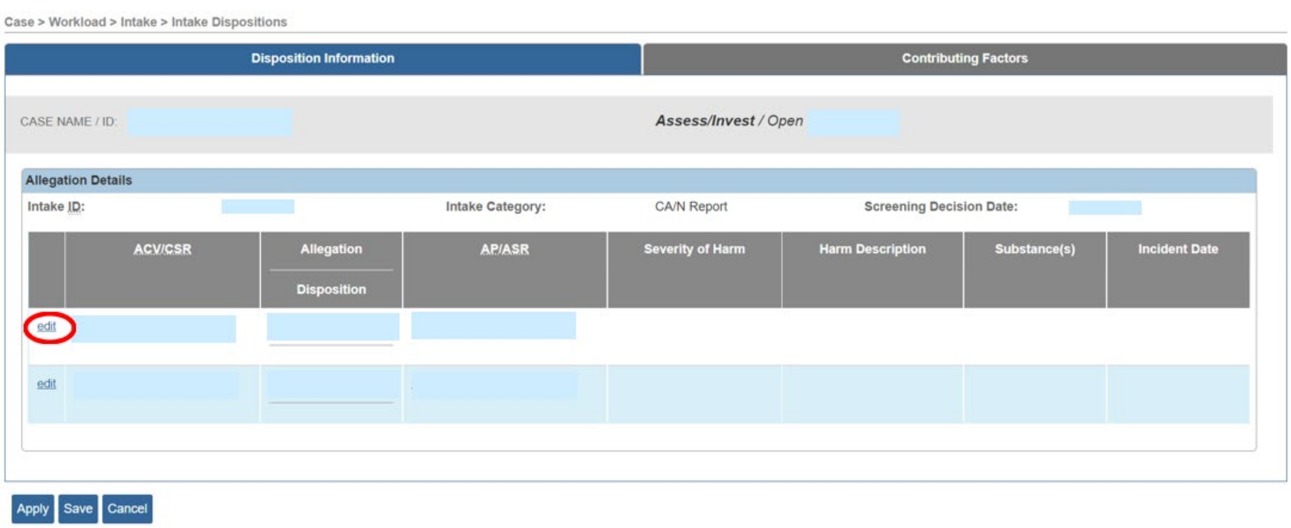
The Intake Dispositions screen appears.

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



The Allegation Details screen appears.

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

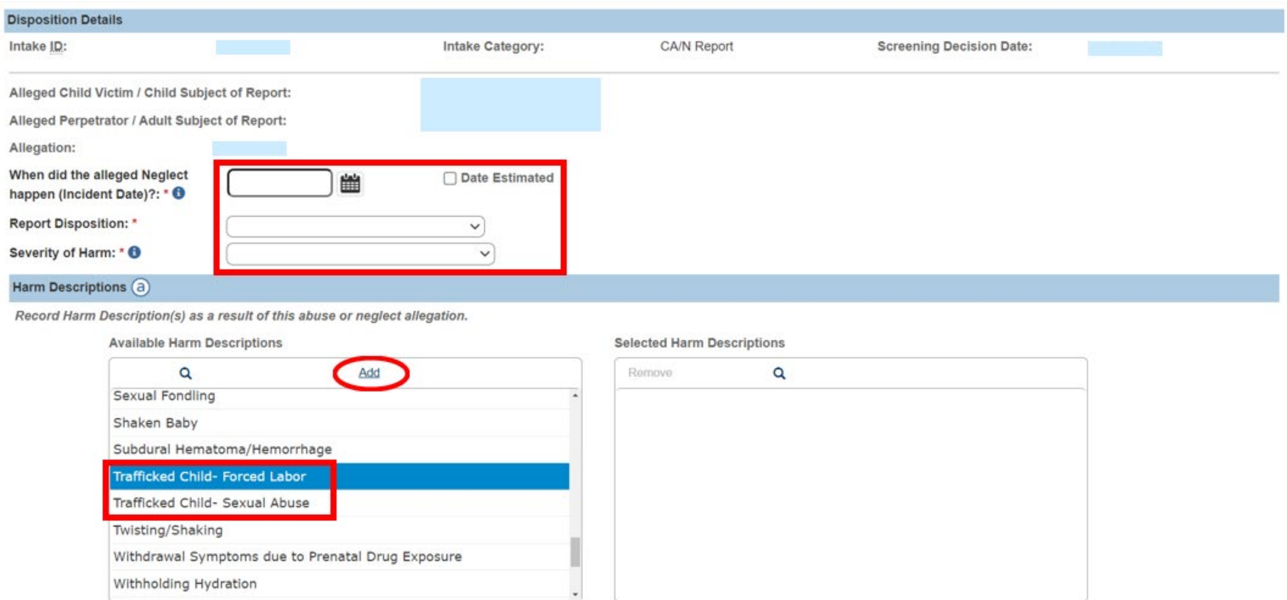


The Disposition Details screen appears.

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 appliable 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.

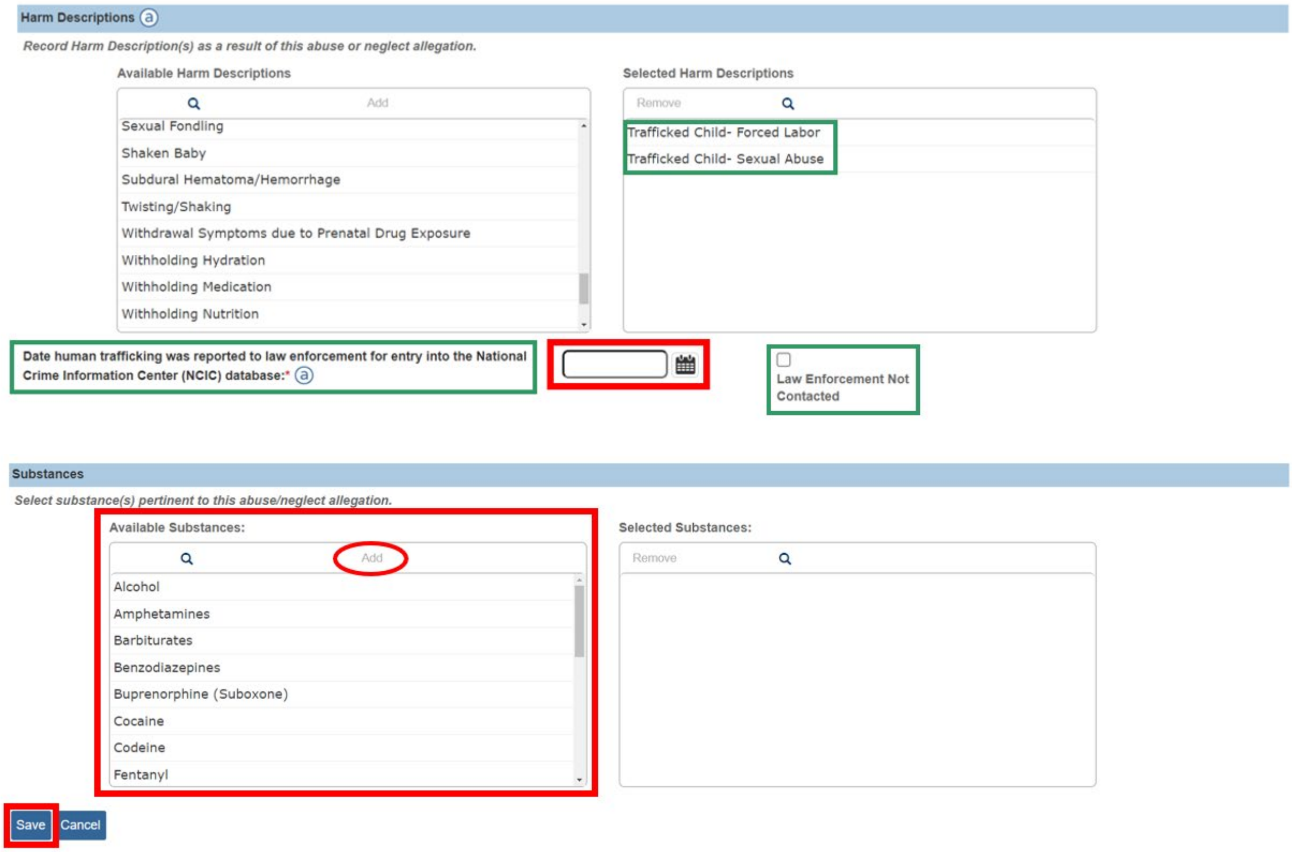


Additional fields display when one or more "Trafficked Child" Harm Descriptions is selected.

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.

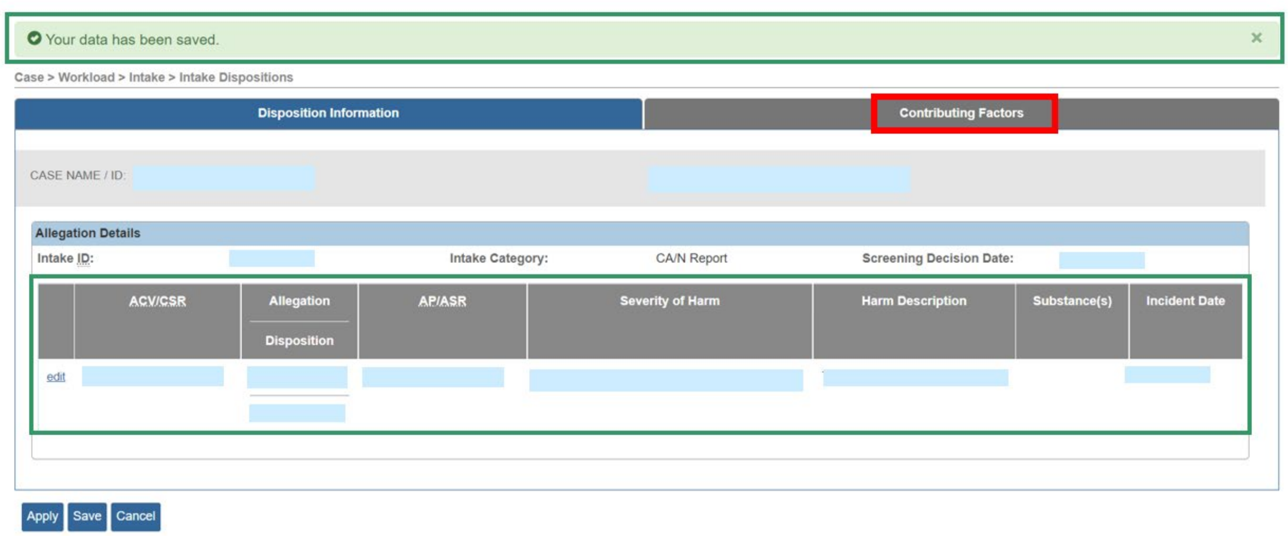
Note: The **Law Enforcement Not Contacted** checkbox must be checked if no report was made and a date cannot be entered. Per OAC 5101:2-36-12, a cross referral to law enforcement is required.

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**.



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

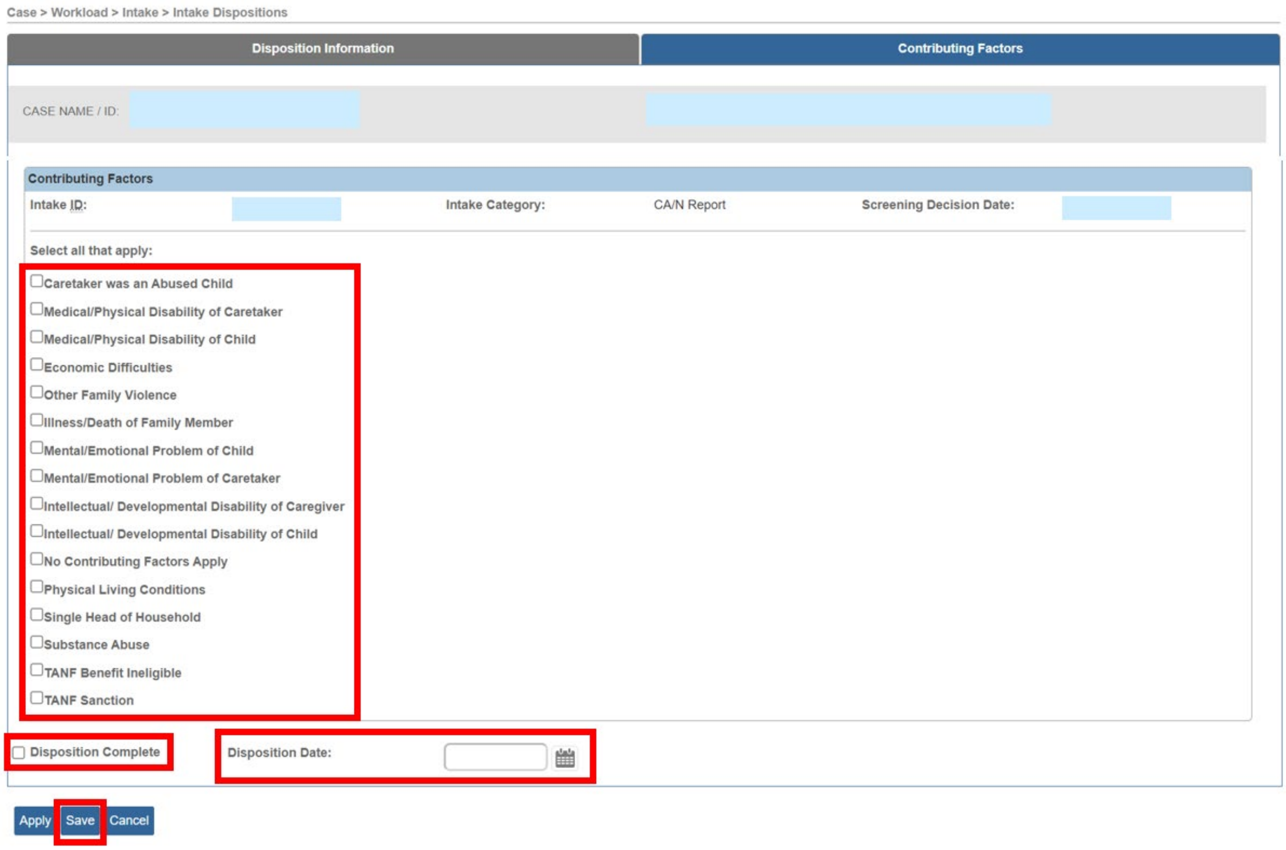
1. Click **Contributing Factors**.



The Contributing Factors screen appears.

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

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



The Intake List screen appears.

Recording Human Trafficking Details

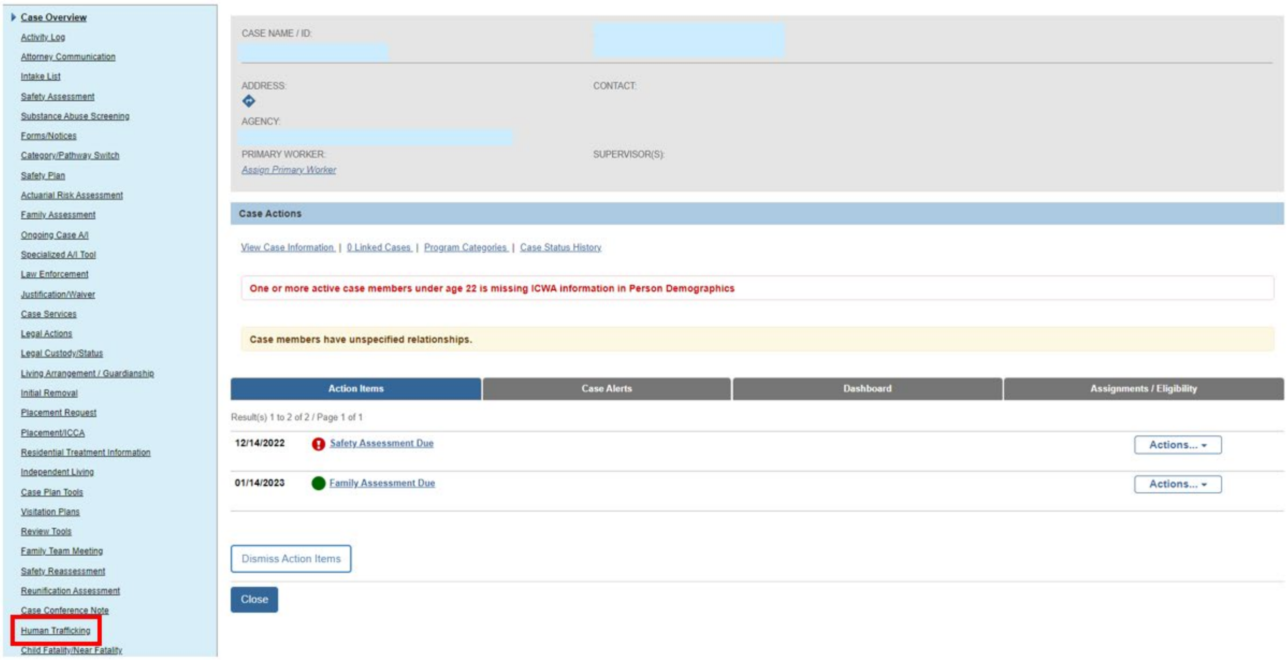
Note: When Substantiated or Indicated Human Trafficking is recorded at Disposition, as detailed in the previous section, the system will generate a corresponding **Human Trafficking record** for each child victim**.** For steps to view the system generated record, refer to the section, **Viewing a Human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

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

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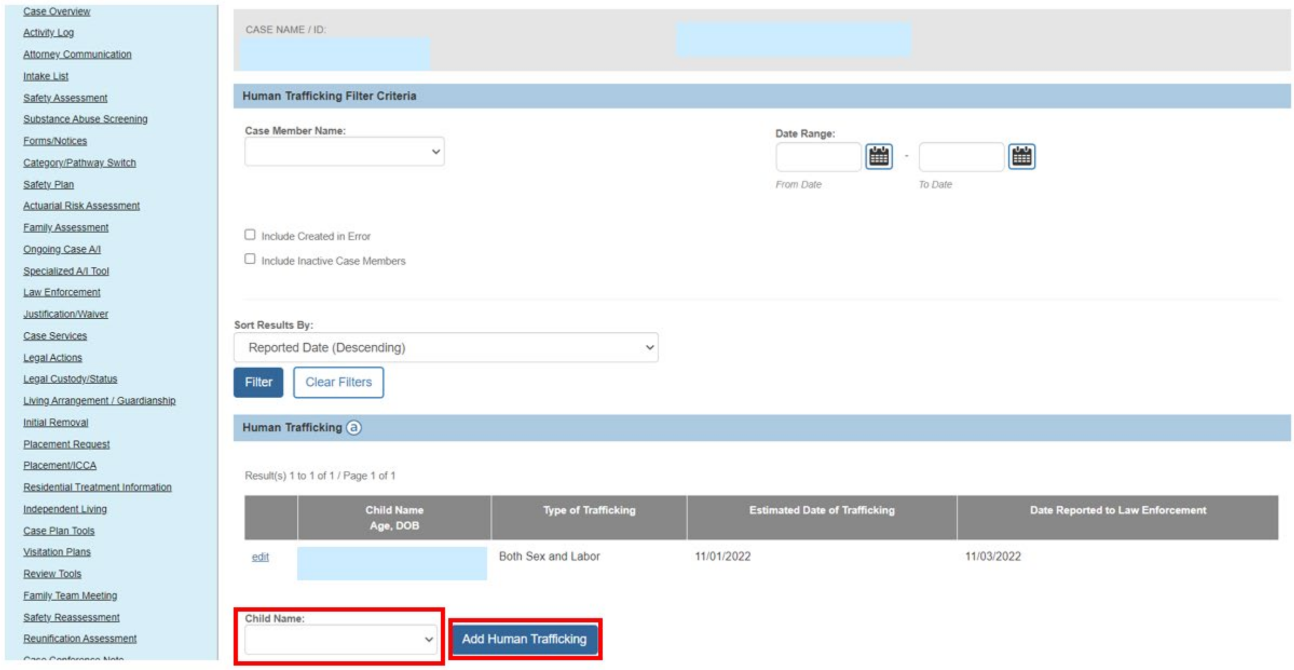
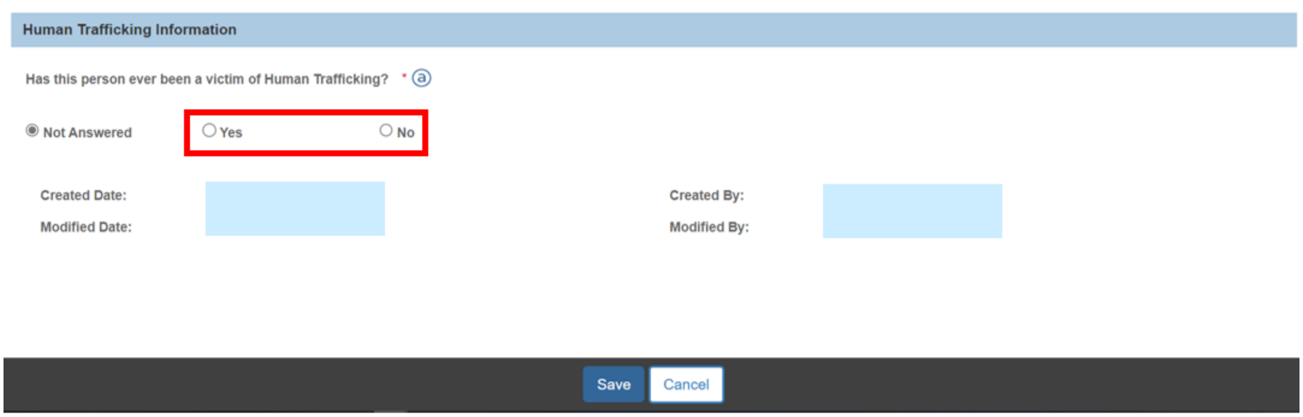


The Human Trafficking Information screen appears.

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.

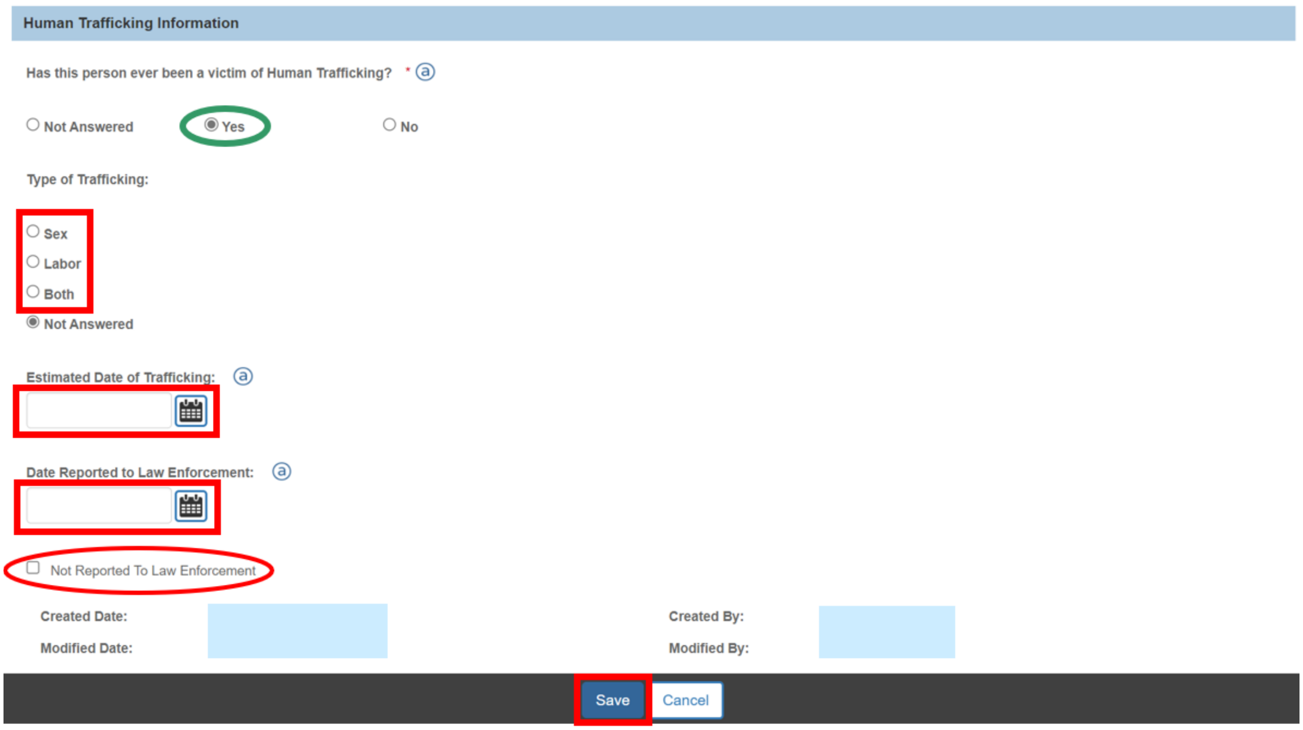


5. In the **Type of Trafficking** field, click the applicable radio button.
6. In the **Estimated Date of Trafficking** field, select the date from the calendar.
7. In the **Date Reported to Law Enforcement** field, select the date of the report from the calendar, or

8. 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.

9. Click **Save**.



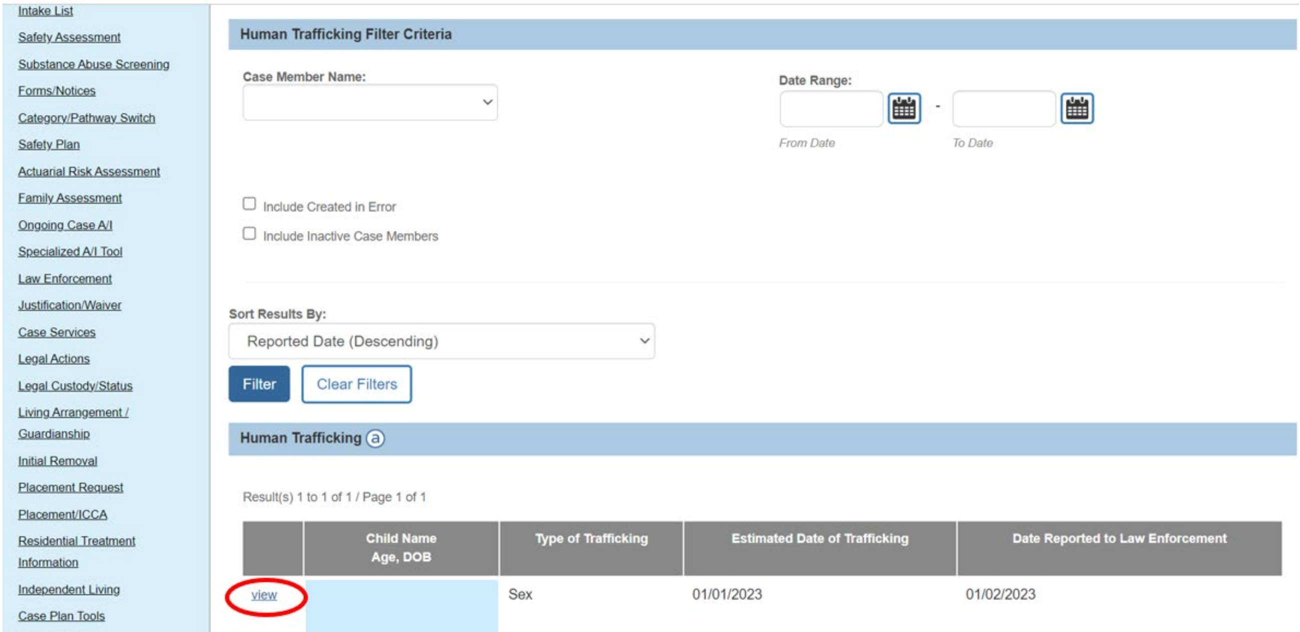
The Human Trafficking list screen appears.

Viewing a Human Trafficking record created from a Disposition

From the Human Trafficking list screen,

1. Click **View** beside the record.

Recording Human Trafficking History



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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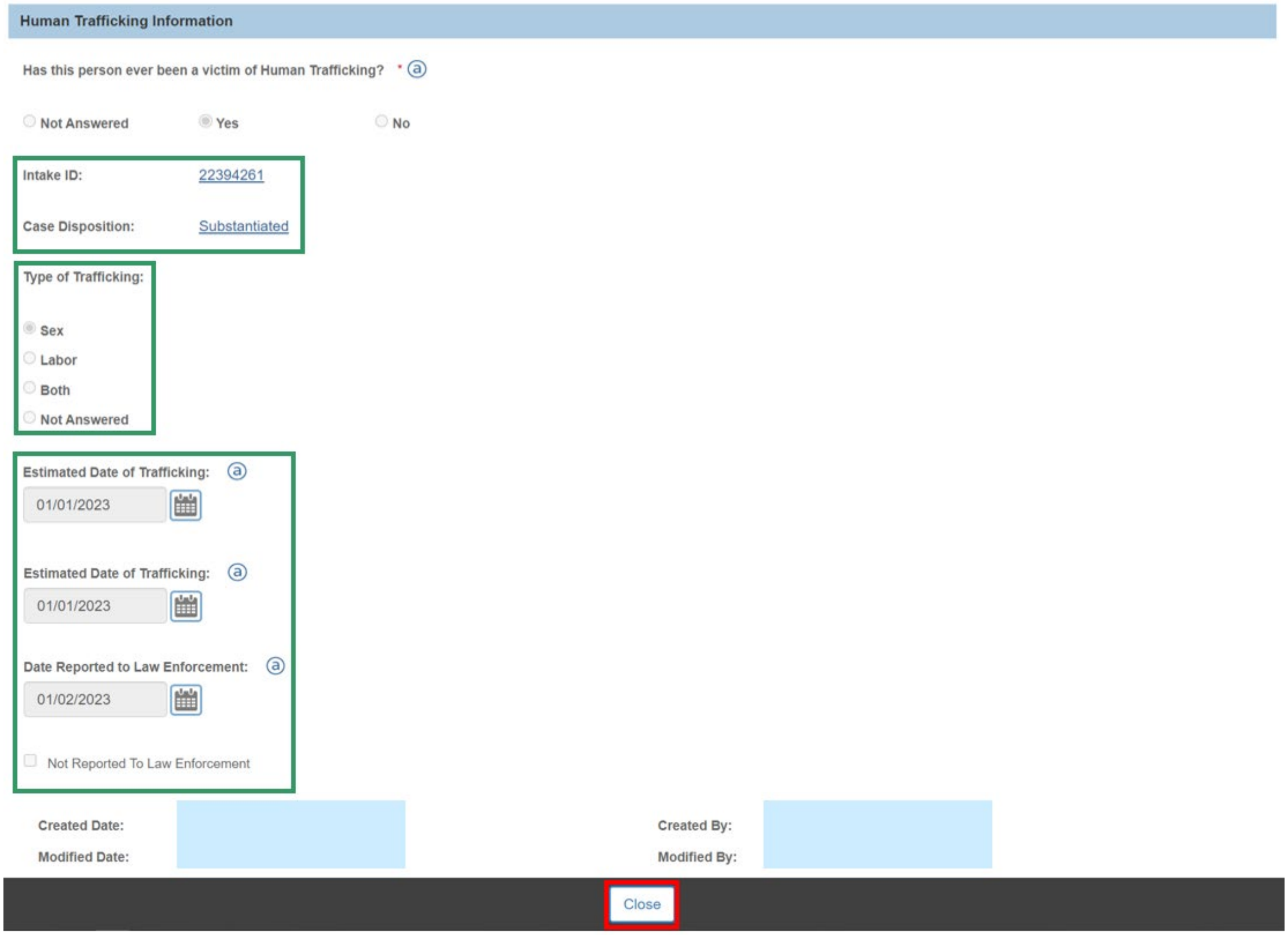

The Human Trafficking List screen appears.

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