

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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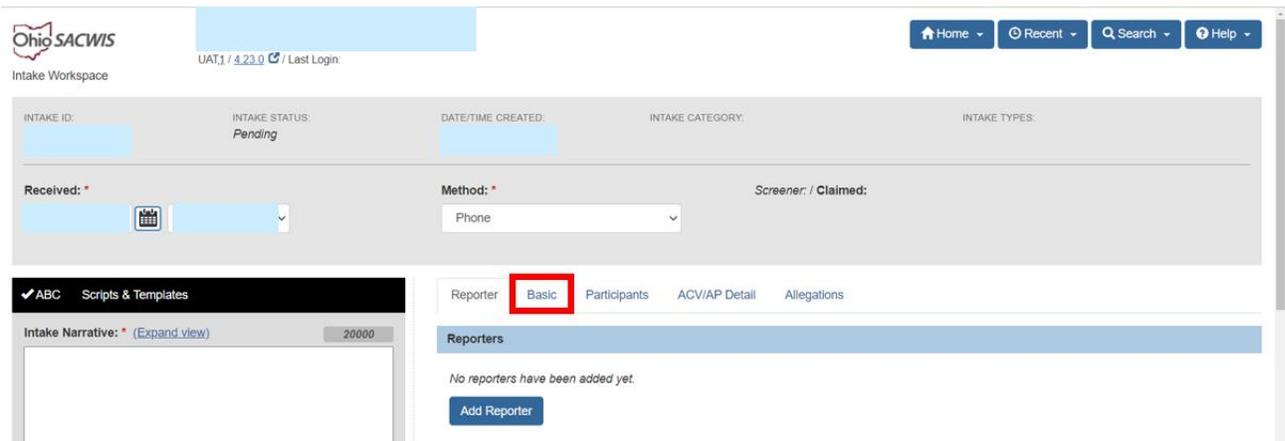


2. Click **Add Intake** or
3. Click **edit** if the intake has already been created on the workload.



The **Intake Workspace** appears.

4. Click **Basic**.



The Basic screen appears.

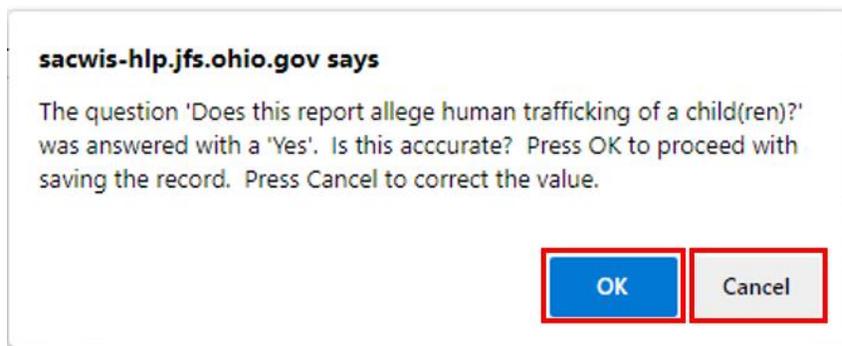
Recording Human Trafficking Concerns

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.

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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 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.

Home Intake **Case** Provider Financial Administration

Workload Court Calendar Placement Requests

Case Workload

Caseworker: Sort By: Case Name Ascending

Test, Worker (34 cases)

Test, Case Name [123456] - Open 03/05/2025 - Ongoing

The **Case Overview** screen appears.

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Recording Human Trafficking Harm Descriptions at Disposition

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

The screenshot shows the Case Overview screen. The navigation menu at the top includes Home, Intake, Case (selected), Provider, Financial, and Administration. Below this, there are sub-menus for Workload, Court Calendar, and Placement Requests. On the left, a vertical navigation menu lists various options, with 'Intake List' highlighted in a red box. The main content area displays case information for 'Assess/Invest' with ID 'Test, Case Name / 123456' and status 'Open (04/18/2025)'. It also shows fields for ADDRESS, CONTACT, AGENCY (Test County Children Services Board), PRIMARY WORKER (Assign Primary Worker), and SUPERVISOR(S).

The **Intake List** screen appears.

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

The screenshot shows the Intake List screen. The navigation menu on the left has 'Intake List' highlighted in a green box. The main content area displays a table titled 'Current Case Episode Intake List'. The table has columns for Intake ID, TEAM Ohio Intake #, Status, Decision Date - Time, Category, Type, Initiation Date/Time, Case Disposition Date, Investigation/Assessment Completion Date, Agency Name, and an unlink button. A single row is visible with Intake ID 1212, Status 'Screened In', Decision Date '04/18/2025 11:24 AM', Category 'Family in Need of Services', and Type 'Postnatal Placement Services to Infant of Incarcerated Mother'. Below the table, there are two buttons: 'Record Disposition(s)' (highlighted in a red box) and 'Update Disposition(s)'. Other buttons include 'Intake Narrative Summary Report' and 'Historical Case Episode(s) Intake List'.

The Intake Dispositions screen appears.

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

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Case > Workload > Intake

CASE NAME / ID: Test, Case Name / 1234567 Assess/Invest / Open

Intake Dispositions

	Intake ID	Decision Date & Time	Category	Type(s)	
edit	1212		CAN Report	Neglect Physical Abuse	clear
edit	1313		CAN Report	Physical Abuse Neglect Medical Neglect	clear

Close

The Allegation Details screen appears.

- Click **Edit** beside the Allegation.

Case > Workload > Intake > Intake Dispositions

Disposition Information **Contributing Factors**

CASE NAME / ID: Test, Case Name / 1234567 Assess/Invest / Open

Allegation Details

Intake ID: _____ Intake Category: CAN Report Screening Decision Date: _____

	ACVICSR	Allegation Disposition	APIASR	Severity of Harm	Harm Description	Substance(s)	Incident Date
edit							
edit							

Apply Save Cancel

The Disposition Details screen appears.

- In the **Incident Date** field, record the date the alleged abuse/neglect happened.
- In the **Report Disposition** field, select the appropriate value from the dropdown menu.
- In the **Severity of Harm** field, select the appropriate value from the dropdown menu.
- 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.

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

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Disposition Details

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

Alleged Child Victim / Child Subject of Report: _____
 Alleged Perpetrator / Adult Subject of Report: _____

Allegation: _____

When did the alleged Neglect happen (Incident Date)?: * Date Estimated

Report Disposition: *

Severity of Harm: *

Harm Descriptions

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

Available Harm Descriptions

- Sexual Fondling
- Shaken Baby
- Subdural Hematoma/Hemorrhage
- Trafficked Child- Forced Labor
- Trafficked Child- Sexual Abuse
- Twisting/Shaking
- Withdrawal Symptoms due to Prenatal Drug Exposure
- Withholding Hydration

Selected Harm Descriptions

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**.

Harm Descriptions

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

Available Harm Descriptions

- 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

- 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: *

Law Enforcement Not Contacted

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Substances

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

Available Substances:

Search	Add
Alcohol	<input type="checkbox"/>
Amphetamines	<input type="checkbox"/>
Barbiturates	<input type="checkbox"/>
Benzodiazepines	<input type="checkbox"/>
Buprenorphine (Suboxone)	<input type="checkbox"/>
Cocaine	<input type="checkbox"/>
Codeine	<input type="checkbox"/>
Fentanyl	<input type="checkbox"/>

Selected Substances:

Remove	Search
--------	--------

Save **Cancel**

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: Test, Case Name / 1234567

Allegation Details

Intake ID: Intake Category: CAN Report Screening Decision Date:

ACV/CSR	Allegation	APIASR	Severity of Harm	Harm Description	Substance(s)	Incident Date
edit	Test	Test	Testing			1/1/2025
	Disposition					
	Test					

Apply **Save** **Cancel**

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**.

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Case > Workload > Intake > Intake Dispositions

Disposition Information		Contributing Factors	
CASE NAME / ID: Test, Case Name / 1234567			
Contributing Factors			
Intake ID:	Intake Category:	CAN Report	Screening Decision Date:
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: <input type="text"/>	
<input type="button" value="Apply"/>		<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

The Intake List screen appears.

Recording Human Trafficking Details

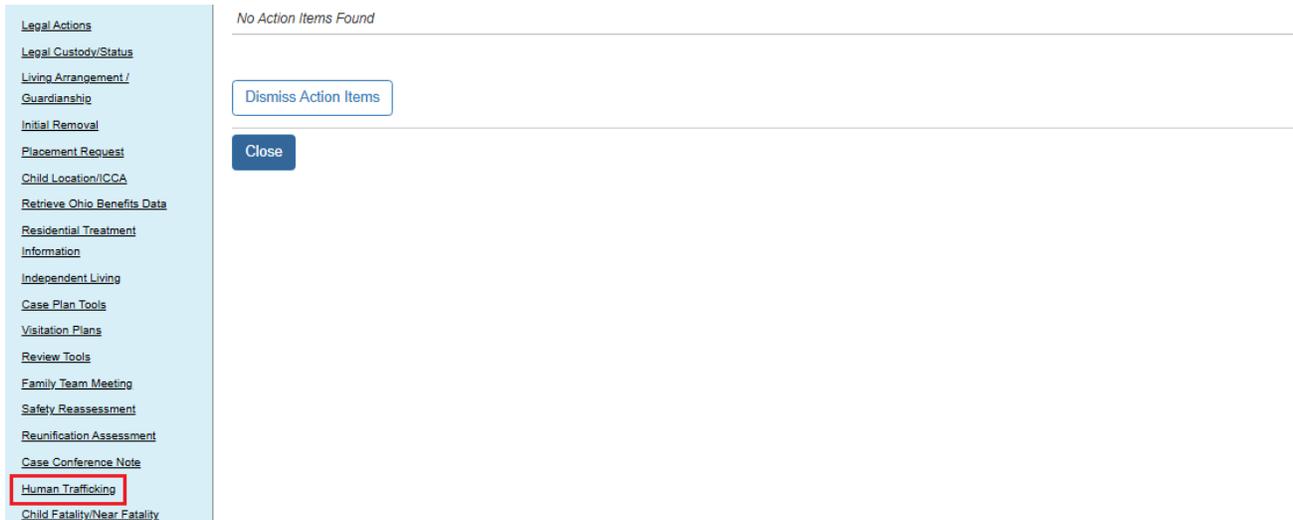
Note: When Substantiated or Indicated Human Trafficking is recorded at Disposition, as detailed in the previous section, the system will generate a corresponding **Human Trafficking record** for each child victim. For steps to view the system generated record, refer to the section, **Viewing a Human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

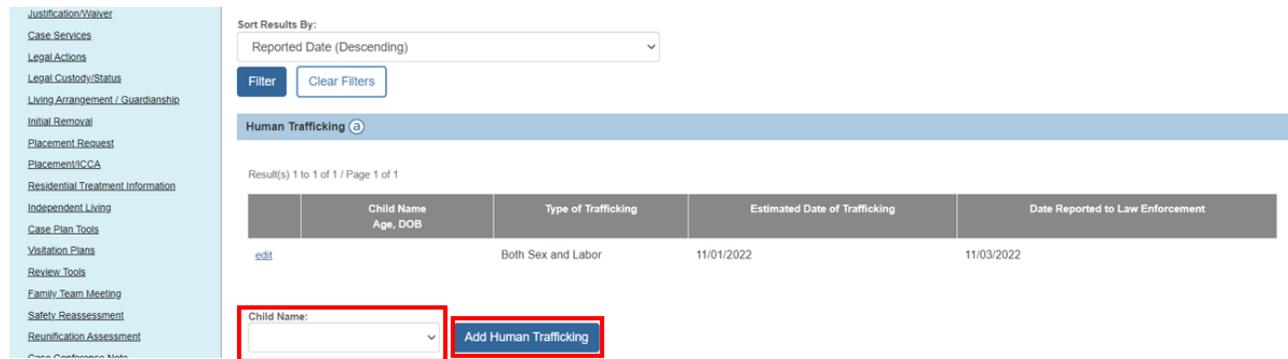
1. From the **Case Overview** screen, click **Human Trafficking** in the blue navigation menu.

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The Human Trafficking list screen appears.

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



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.

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Viewing a Human Trafficking record created from a Disposition

From the Human Trafficking list screen,

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

The screenshot shows the 'Human Trafficking Filter Criteria' section with a search bar for 'Case Member Name', a 'Date Range' selector, and checkboxes for 'Include Created in Error' and 'Include Inactive Case Members'. Below this is a 'Sort Results By' dropdown set to 'Reported Date (Descending)'. A 'Filter' button is highlighted with a green box. Below the filter section is the 'Human Trafficking' section, also highlighted with a green box, showing 'Result(s) 1 to 1 of 1 / Page 1 of 1'. A table displays one record with columns: 'Child Name Age, DOB', 'Type of Trafficking', 'Estimated Date of Trafficking', and 'Date Reported to Law Enforcement'. The record shows 'Test, Case Name / Age / DOB', 'Sex', '01/01/2023', and '01/02/2023'. A 'View' button is highlighted with a red box next to the record.

Child Name Age, DOB	Type of Trafficking	Estimated Date of Trafficking	Date Reported to Law Enforcement
Test, Case Name / Age / DOB	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: _____

[Close](#)

The Human Trafficking List screen appears.

If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).