

# Recording Human Trafficking Concerns

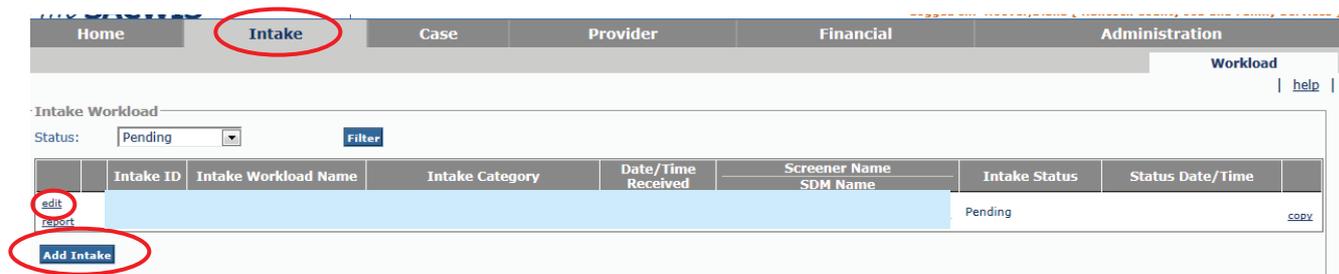
## Background

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.



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

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## 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)?'

The screenshot shows a web-based intake form with several tabs: Basic, Reporter, Participants, Additional, Allegations, and OHC/Third Party Involvement. The 'Basic' tab is active. Fields include 'Received' (02/04/2014 03:29 PM), 'Intake Method' (Phone), and 'Intake Category'. A red box highlights the question 'Does this report allege human trafficking of a child(ren)?' with a dropdown menu set to 'No'. Below this is a 'Living Arrangement at Time of Intake' dropdown menu. At the bottom, there are 'Apply', 'Save', and 'Cancel' buttons.

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

The close-up shows the question 'Does this report allege human trafficking of a child(ren)?' with a dropdown menu set to 'Yes'. A red circle highlights the information icon. A tooltip displays the legal definition of human trafficking: '(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 performance that is obscene, sexually oriented, or nudity oriented, or be a model or participant in the production of material that is obscene, sexually oriented, or nudity oriented. (refer to ORC 2905.32 for the definition in its entirety)'. The helpdesk version is noted as 2.18.2.

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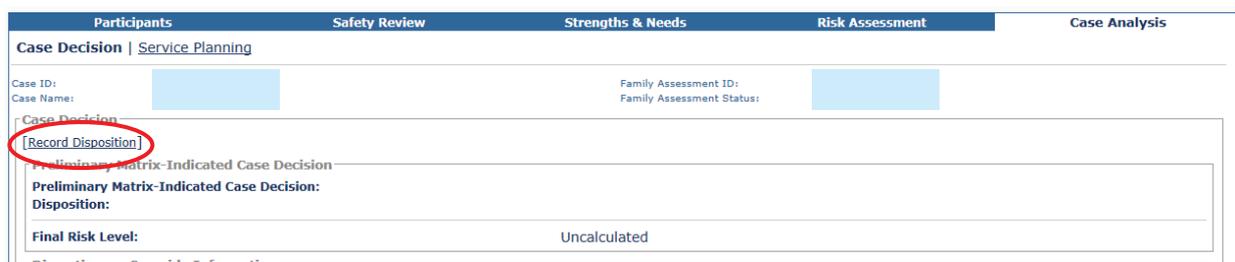
## Recording Human Trafficking Harm Descriptions

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

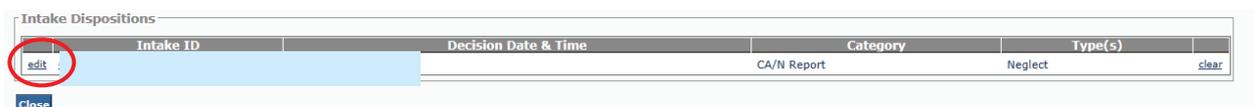


OR

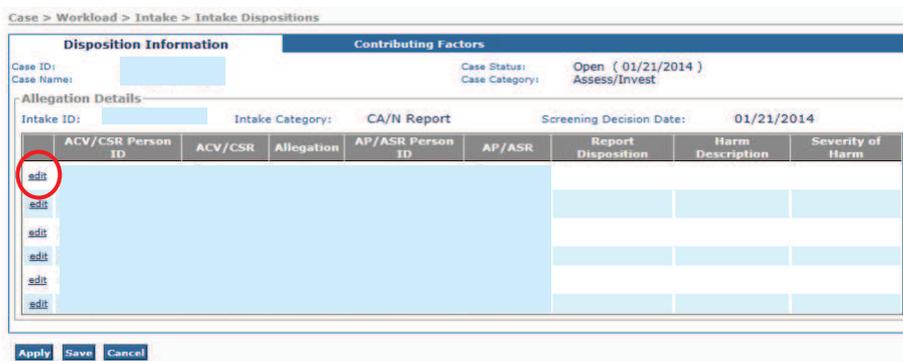
- Clicking the **'Record Disposition'** link from the **Case Analysis** tab of the **Family Assessment**.



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



3. Click **Edit** for each separate **Allegation**.



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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 Provider Financial Administration Workload

Case > Workload > Intake > Intake Dispositions > Disposition Information

Case ID: [redacted] Case Status: Open ( 01/21/2014 )  
Case Name: [redacted] Case Category: Assess/Invest

Disposition Details

Intake ID: [redacted] Intake Category: CA/N Report Screening Decision Date: 01/21/2014

Alleged Child Victim / Child Subject of Report: [redacted] Alleged Perpetrator / Adult Subject of Report: [redacted]

Allegation: Neglect

Report Disposition: Substantiated

Severity of Harm: Treated and Released

Harm Descriptions

Available Harm Descriptions

- Sexual Exploitation
- Sexual Fondling
- Shaken Baby
- Subdural Hematoma/Hemorrhage
- Trafficked Child- Forced Labor**
- Twisting/shaking
- Withdrawal Symptoms due to Prenatal Drug Exposure
- Withholding Hydration
- Withholding Medication
- Withholding Nutrition
- Withholding Treatment
- Witnessed DV / IPV Altercation

Selected Harm Descriptions

- Trafficked Child- Sexual Abuse**

Add >

Save Cancel

### 5. Click the **Add>** button to select the **Harm Description(s)** that apply.

### 6. Complete the **Intake Disposition Information** and **Contributing Factors** as required.