



CONNECTIONS Tip Sheet

Recording Sex Trafficking Information for Family Services Stages

The *Sex Trafficking Screening* window serves as the location to record the details of all Quick Assessment (OCFS-3921) and Comprehensive Assessment (OCFS-3920) screening tools that are completed outside of CONNECTIONS for a child. This window captures such details as the type, date, and result of each screening, as well as the date the next screening is due.

The completion of this window is *required* for all tracked children (of any age) in receipt of preventive and foster care services, and for any child under the age of 18 as reported at intake during a Child Protective Services (CPS) investigation. Assessments *should* be recorded for children in the following types of stages: Investigation (INV), Family Assessment Response (FAR), Family Services Stage/Child Welfare Services (FSS/CWS), and Family Services Stage/Child Case Record (FSS/CCR).

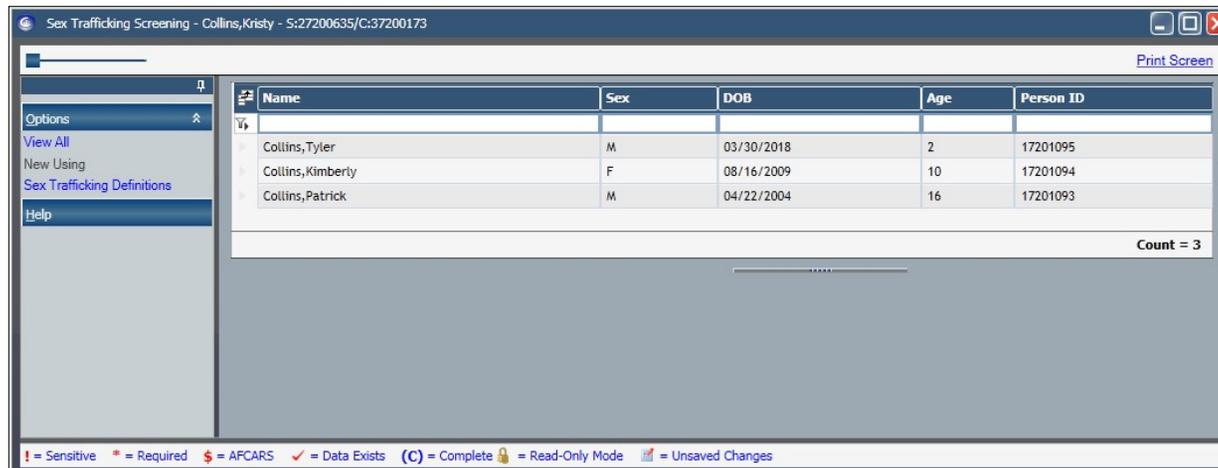
For FSS stages, the *Sex Trafficking Screening* window is accessible to all workers with an assigned role (i.e., Case Managers, Case Planners, Case Workers, and Worker/Monitors), as well as to anyone with access to the workload of someone with an assigned role.

Did you know?

Screenings are a point-in-time snapshot. Each screening should reflect the current risk, thus it is expected that youth's screened risk level will change over time.

Navigating to the Sex Trafficking Screening Window

- 1 On the **WORKLOAD & TO-DOs** tab, select the appropriate FSS/CWS or FSS/CCR stage.
*The **Stage Actions** section of the **NAVIGATION PANE** enables.*
- 2 Click the **Sex Trafficking Screening** link.
*The **Sex Trafficking Screening** window displays.*



Sex Trafficking Screening Requirements

Child sex trafficking screenings must be ongoing throughout the life of a case and should occur multiple times as more information about the child and his or her experiences is learned. When conducting ongoing screenings, workers must review the previous child sex trafficking tools used, determine if any information needs to be updated, and make any appropriate changes.

Did you know?

Youth who have been abused, neglected, or maltreated are at higher risk of trafficking and exploitation than youth without that history.

Youth must be screened:

- at each Family Assessment and Service Plan (FASP); AND
- upon each return from an AWOC (Absent Without Consent from Foster Care, which was formerly called AWOL [Absent Without Leave]) or missing episode; AND
- as new red flags or indicators of trafficking are identified.

Did you know?

It is not necessary to complete another Quick Screening until the Comprehensive FASP if **all** of the following conditions exist:

- A Quick Screening was completed during an INV or FAR stage.
- There were no risk indicators.
- An FSS stage was opened.
- The Quick Screening was completed by the due date of the Initial FASP.

Child Identified as a Sex Trafficking Victim

Following each instance where a youth is identified as a victim of trafficking using form OCFS-3920, law enforcement must be notified using form OCFS-3922 (Law Enforcement Report of a Child Sex Trafficking Victim) immediately and no later than 24 hours after identification of the child as a victim. Law enforcement involvement must be documented in CONNECTIONS. A report should also be made to National Center for Missing and Exploited Children (NCMEC) using the cyber tip line (1-800-843-5678).

Whenever a child is identified as a sex trafficking victim, or at risk of being a sex trafficking victim, the worker is required to determine appropriate services for the child. Any referrals for services should be documented in CONNECTIONS similarly to any other services provided.

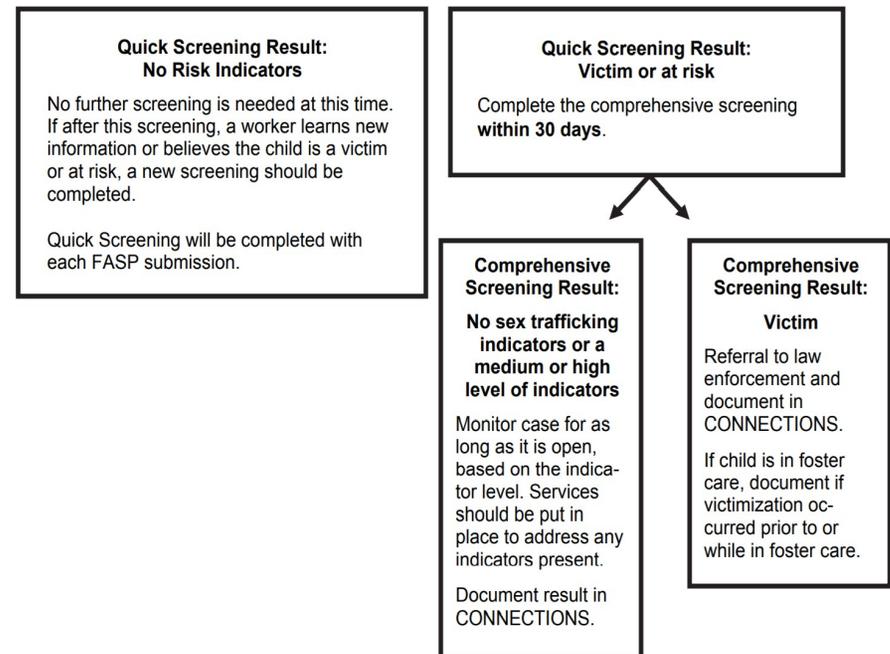
Sex Trafficking Screening Requirements for FSS Stages

CONNECTIONS contains security parameters to ensure that a Quick Screening has been completed for each FASP in accordance with specific timeframes.

FSS Stage Program Choice: "Protective" and/or "Placement"

Quick screening must be completed:

- by the due date of the Initial FASP.
- within the past three (3) months for a Comprehensive FASP.
- within the past six (6) months for a Reassessment FASP.



The Sex Trafficking Screening Window

The child list grid displays the name, sex, date of birth, age, and Person ID of all children in the stage. When the grid contains only one individual, that row is selected by default. When the grid contains multiple individuals, no row is selected by default. Selecting a child in the grid populates the screening grid below it with all screenings recorded for that child across all stages (INV, FAR, FSS/CWS, and FSS/CCR).

Multiple screenings may be recorded for a child and are listed in descending order by date completed (i.e., the screening completed most recently is listed first).

The screenshot shows a web application window titled "Sex Trafficking Screening - Collins, Kristy - S:27200631/C:37200172 [Unsaved Changes]". The window is divided into two main sections. The top section is a grid with columns: INV, Screening Type, Date Completed, Result, Next Screening Due, Law Enforcement Notification, and Stage ID. The grid is currently empty, with a "Count = 0" indicator and a "New" button. The bottom section is the "Screening Detail" form, which includes the following fields: Screening Type (Comprehensive), Reason for Screening (New Information), Date Completed (07/08/2020), Sex Trafficking (Victim), Was Law Enforcement Notified? (Yes/No), Date of Notification (07/08/2020), Is Child Currently in Care? (Yes/No), Law Enforcement Report #, and Did Trafficking occur prior to or during care? (Prior To/Both). There is also an "Invalid" checkbox. At the bottom right of the form are "Save & Close", "Save", and "Reset" buttons. The status bar at the bottom of the window shows icons for required fields, AFCARS, data existence, completion, read-only mode, and unsaved changes.

Screening Detail

The fields in the **Screening Detail** section display the details recorded for the screening selected in the grid. Upon clicking the **New** button, these fields clear to record information related to a new screening.

CONNECTIONS Resources

HELPFUL INFO tab in CONNECTIONS

OCFS CONNECTIONS Internet site:
<https://ocfs.ny.gov/connect/>

CONNECTIONS Regional Implementation Staff:
<https://ocfs.ny.gov/connect/contact.asp>

ITS Service Desk:
1-844-891-1786, Fixit@its.ny.gov, or
<https://chat.its.ny.gov>

Questions regarding child trafficking?

For questions regarding child trafficking, please contact the OCFS human trafficking mailbox:

humantrafficking@ocfs.ny.gov

For NYC-specific questions, contact:

child.trafficking@acs.nyc.gov