

## DSS Quick Reference Guide for compliance with [15-OCFS-ADM-16](#)

The **RAPID INDICATOR TOOL TO IDENTIFY CHILDREN WHO MAY BE SEX TRAFFICKING VICTIMS OR AT RISK OF BEING A SEX TRAFFICKING VICTIM** ([OCFS-3921](#)) must be completed on all children in the care, custody, or supervision of this agency. This includes children in open CPS investigations or FAR cases, children in ongoing protective and preventive cases, children in DSS or OCFS custody, children receiving Chafee services and children on runaway status from foster care up until the age of 21.

- One form needs to be completed per child.
- For active CPS INV cases, including FAR cases, the quick screening tool must be completed prior to closing or transfer.
- For open CPB and CPPS cases, the quick screening tool must be completed by the due date of the initial FASP. (NOTE: For cases where the initial FASP was completed prior to the issuance of this protocol, the screening must be completed by the next Comprehensive FASP due date.)
- Indicate the outcomes of all screenings in CONNECTIONS. If, in the future, new information is received or there is a change in circumstance that indicates a child may be a trafficking victim or is at risk, a new screening needs to be completed at that time.
- If any indicators are present, document the results on the sex trafficking screen in CONNECTIONS and complete the **CHILD SEX TRAFFICKING INDICATORS TOOL** ([OCFS-3920](#)).

**Note:** If a child has already disclosed sex trafficking or commercial sexual exploitation, do not complete the quick screening tool, but instead go directly to the **CHILD SEX TRAFFICKING INDICATORS TOOL** ([OCFS-3920](#)).

**Note:** These forms are **not** to be administered to youth. They are to be completed by the worker using information collected through observations, communication with the youth, and communications with collateral contacts.

The **CHILD SEX TRAFFICKING INDICATORS TOOL** ([OCFS-3920](#)) will assist the worker in making the necessary determination if the child meets the federal definition of a trafficking victim (or has medium or high level indicators of being a trafficking victim).

If a child is found to have met the federal definition of a child sex trafficking victim, follow the response protocol below and document activities in CONNECTIONS:

1. If the child is in immediate danger, call 9-1-1 immediately, and proceed to step 3.
2. If the child is not in immediate danger, the worker must immediately complete **Law Enforcement Report of a Child Sex Trafficking Victim** ([OCFS-3392](#)) and fax it to the New York State Intelligence Center (NYSIC) at (518) 786-9398 no later than 24 hours after identification of the child as a victim, unless the worker has knowledge that law enforcement is already involved in the matter. (NOTE: If law enforcement is already involved in the youth's case related to the suspected trafficking prior to the child being identified as a trafficking victim through this protocol, the law enforcement report does not need to be completed and the worker should instead proceed to step 3.)
3. Document the report to law enforcement on the sex trafficking screen in CONNECTIONS. Be sure to include the police report number and any actions that occur as a result of the police report.

**Note:** Even when notifications of a case must be made to law enforcement, youth should be encouraged, but not forced, to meet or cooperate with law enforcement. Guidance on supporting youth through this process is available from the local Safe Harbour Coordinator (where applicable), the LDSS Human Trafficking Liaison, and/or the OCFS Regional Office.

Similar to ongoing safety assessments, sex trafficking screenings must be ongoing throughout the life of a case. Specific guidance is detailed in the policy. Screenings must be completed whenever new information about a child and his or her experiences is learned as well as following the return of a child from runaway or status or missing from foster care.

### **VICTIM SERVICES**

The worker needs to determine appropriate services for children who are identified as trafficking victims and children who are at medium or high risk of becoming trafficking victims. The worker may seek guidance regarding available services from their local Safe Harbour Coordinator (where applicable), their LDSS Human Trafficking Liaison, and/or their OCFS Regional Office. All referrals for services or services provided must be documented in CONNECTIONS.