Sample Sex Trafficking and CSEC Referral Flow Chart:
For youth in the care, custody or supervision of an LDSS, Voluntary Agency, or OCFS

DSS or VA* completes Rapid Indicator Tool (RIT) using information gathered from caregiver and collaterals

Worker answers “YES” to one or more indicators included in the RIT indicating the youth may be a victim or at-risk.

Notify LDSS Safe Harbour lead**

Case conference held including LDSS Safe Harbour coordination team, youth’s case worker, and VA staff, as applicable.

Child meets definition of a victim of sex trafficking.***

LDSS worker will submit the Law Enforcement Report of a Child Sex Trafficking Victim form via fax to the New York State Police or NYPD (as applicable) within 24 hours.****

LDSS or VA worker will determine appropriate services for the youth. The Safe Harbor lead and OCFS can provide information, referrals, and consultation to caseworkers. Services may include:
- Case management
- Psychiatric care
- Substance abuse treatment
- Emergency and long-term shelter
- Medical care assistance
- Mental Health services
- Immigration assistance
- Legal advocacy
- Housing assistance
- Educational & vocational

No Safe Harbour Referral. If new information surfaces, conduct screening again.

Safe Harbour coordination team administers Child Sex Trafficking Indicators Tool. In addition, may also use OCFS Rapid Screening Tool, or other comprehensive child trafficking screening tools.

Child has a medium or a high level of indicators.

Services should be put in place to address any indicators present. The Safe Harbour lead will provide information about services and conduct follow-up with the youth as appropriate.

Youth has no indicators. If new information surfaces, conduct screening again.

Note: Mandated reporters are required to call the SCR if, at any time, it is suspected that a youth’s parent, guardian, or a person legally responsible for the youth is abusive or neglectful of the youth, including by trafficking or exploiting the youth.

*The LDSS and VA should determine in advance which agency is responsible for the sex trafficking screening, reporting and determining services requirements.

**To find your local Safe Harbour lead, contact your OCFS Regional Office.

***If new information surfaces, conduct screening again.

****Form OCFS-3922 must be faxed to the New York State Police at 518-786-9398 or the New York City Police Department at 646-610-7234. Though LDSSs and VAs are required to report when a child is identified as a sex trafficking victim to law enforcement, the child is not required to cooperate with a law enforcement investigation, should one occur as a result of this report. However, children and youth should be given an opportunity to discuss with law enforcement if they wish. For more information on the required protocol when a youth is suspected to be at risk of sex trafficking refer to 15-OCFS-ADM-16. For more information on how to support youth and provide services to youth who may be at risk of experiencing trafficking, refer to Responding to Commercially Sexually Exploited and Trafficked Youth: A Handbook for Child Serving Professionals.

Safe Harbour: NY: OCFS coordinates the Safe Harbour: NY program to support counties in identifying and responding to youth who have experienced commercial sexual exploitation and human trafficking. To learn more about this program or to access technical assistance visit the OCFS website or contact humantrafficking@ocfs.ny.gov.

Referral pathway adapted from The Safe Center Long Island.