



ARKANSAS HUMAN TRAFFICKING COUNCIL

Screening, Identification, Documentation, and Response Protocol



Contents

I.	IDENTIFICATION TOOLS	1
II.	CHILD (MINOR) HUMAN TRAFFICKING SCREENING, IDENTIFICATION, DOCUMENTATION, AND RESPONSE PROTOCOL.....	1
III.	ADULT HUMAN TRAFFICKING SCREENING, IDENTIFICATION, DOCUMENTATION, AND RESPONSE PROTOCOL.....	4

Arkansas Human Trafficking Council Screening, Identification, Documentation, and Response Protocol

I. IDENTIFICATION TOOLS

1. Several tools have been developed to screen or assess for sex and labor trafficking victimization or risk level by various state, federal, and non-governmental agencies. These tools vary in length and focus.
2. These tools were selected to assist workers in the identification process and to promote that workers across Arkansas are using the same definitions to identify trafficked youth. Arkansas Human Trafficking Council Members should use these tools in the manner prescribed in this policy directive; however, use of additional appropriate tools is not prohibited. These tools should be used throughout the life of a case, as new information is learned about the child or if the child's circumstances change.
3. Each agency should develop their own procedures on administering the tools.
4. **HIPAA Privacy Rule:** Health-care professionals (HCP) should be mindful of the HIPAA Privacy Rule. Human trafficking can be reported without divulging individually identifiable information. For example, you could report the gender and age of the individual and type of trafficking but not the date of service. The health-care professional, covered by HIPAA, is permitted to disclose protected health information (PHI) in the case of a suspected HT victim under the following conditions:
 - (a) With the patient's permission or
 - (b) If the patient does not give permission, then reporting is only permitted under specific exclusions or exemptions defined by HIPAA:
 - (i) *Mandated reporting: the reporting must be made only to the legal entity authorized to receive these reports and should include a disclosure of only the information required under mandated-reporting laws. Arkansas Child Abuse Hotline Contact Info: 1-800-482-5964 (emergency) or visit mandatedreporter.arkansas.gov (non-emergency)*
 - (ii) *Imminent danger of patient or staff: The HCP is directed to make decisions in "good faith" and may disclose PHI when "it is felt to be necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public" (DHHS, 2013b, p. 94).*

II. CHILD (MINOR) SEX TRAFFICKING SCREENING, IDENTIFICATION, DOCUMENTATION, AND RESPONSE PROTOCOL

1. **Quick Screening:** The Rapid Indicator Tool to Identify Children Who May Be Sex Trafficking Victims or At Risk of Being a Sex Trafficking Victim must be used for a quick screening to determine if the child is at risk and needs a more comprehensive screening.

Arkansas Human Trafficking Council Screening, Identification, Documentation, and Response Protocol

- (a) For brief encounter, sporadic interactions, counseling, traffic stop, call for service, child missing/abducted/absent, new investigation, correctional reception process, circumstances changed, and new learned information regarding a child.
- (b) For cases that are open foster care, child protective (long-term CPS) or child preventive services cases.
- (c) For cases that are open child protective cases: the quick screening must be completed prior to the investigative case being closed, whether the case is completed and closed without services or transferred to receive foster care, child protective, or preventive services.

Note: The screening can and should be completed prior to the due dates in cases where there is concern that the child is a sex trafficking victim.

2. Results of Quick Screening:

- (a) If the quick screening finds that the child does not have any indicators that give cause to believe the child or youth is a victim or at risk of being a sex trafficking victim: no further screening is needed at this time.
- (b) If after this screening, a worker learns new information that leads him or her to believe that the child is a victim or at risk, a new screening should be completed at that time.
- (c) If the quick screening finds that the child is either a victim or at risk of being a sex trafficking victim: a more comprehensive screening must take place (see step three).
- (d) The results of the quick assessment are documented in the service providers reporting system.
- (e) The document is emailed to the Arkansas Human Trafficking Council at reportht@arkansas.gov

3. Comprehensive Screening: If the quick screening found that the child is a victim or at risk of being a sex trafficking victim, a comprehensive screening must be done within 30 days.

- (a) The Child Sex Trafficking Indicators Tool is provided for this purpose and is designed to assist the worker in determining if the child is a sex trafficking victim, or has no indicators, medium level or high-level indicators of being a trafficking victim or is at risk of being a victim.
 - (i) *It is recommended that the worker reach out to the Arkansas Human Trafficking Council for assistance with the comprehensive screening.*
 - (ii) *If the child has clinical staff involved in his or her care, that person may be able to assist with the screening.*
 - (iii) *Workers can also reach out to their child protective services area office.*

4. Results of Comprehensive Screening:

- (a) If the comprehensive screening finds that the child is a sex trafficking victim, a law enforcement referral must be made (see step five).

Arkansas Human Trafficking Council Screening, Identification, Documentation, and Response Protocol

- (i) It must be documented in the service providers reporting system that the child is a victim; and*
 - (ii) If the child is in foster care, the documentation must indicate whether the victimization occurred prior to or while the child was in foster care.*
 - (b) If the comprehensive screening finds that the child either has no sex trafficking indicators, a medium level or a high level of indicators, the case should continue to be monitored, for as long as it is open, based on the indicator level, and services should be put in place to address any indicators present. This result is also documented in their reporting system.
 - (c) The document is emailed to the Arkansas Human Trafficking Council at reportht@arkansas.gov
5. **Child Identified as a Sex Trafficking Victim:** When a child is identified as a victim of sex trafficking, the worker must report this to law enforcement immediately, and **no later than 24 hours** after identification of the child as a victim. The process to do so is as follows:
- (a) The worker contacts the Arkansas Child Abuse Hotline and Arkansas Human Trafficking Council.
Note: If a child is in immediate danger or at risk of harm, the worker should immediately call 9-1-1
 - (b) The worker must document in the reporting system that law enforcement notification has occurred.
 - (i) It is recommended that the worker also document the police report number for reference and any actions that occur as a result of the report, if applicable.*
 - (c) If **9-1-1** is called and/or law enforcement is already involved in the case prior to identification as a sex trafficking victim through this protocol, the Arkansas Human Trafficking Council does not need to be contacted but the law enforcement involvement must still be documented in the reporting system.
 - (d) The Arkansas Human Trafficking Council has developed a law enforcement protocol on the handling of these cases.
Note: The child is not required to cooperate with a law enforcement investigation, if one occurs as a result of this report. However, children and youth should be given an opportunity to discuss with law enforcement if they wish.
6. **Victim Services:** 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 the reporting system similarly to any other services provided.
- (a) The worker should work with the Arkansas Human Trafficking Council to determine what services exist in the area.
 - (i) Some counties have multi-disciplinary teams, such as task forces, coalitions, or work groups that may be a resource to identify local services.*

Arkansas Human Trafficking Council Screening, Identification, Documentation, and Response Protocol

(ii) *In some cases, the case may qualify to be referred to the local Child Advocacy Center (CAC); this referral is recommended when possible.*

7. **Ongoing Screenings:** 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. In addition, sex trafficking screening is required when a child returns from being on runaway status or missing from foster care.
 - (a) For the ongoing screenings, the worker must review the previous child sex trafficking tools used to see if any information needs to be updated and make any changes needed.
 - (i) *Information may need to be updated based on new information being disclosed by the youth or a new incident occurring with the child, such as the child running away or going missing.*
 - (b) If there are changes to the level of indicators, the worker must document this change in reporting system and use this information to adjust the child's case plan.
 - (c) If through this ongoing screening, it is determined that the child meets the definition of a sex trafficking victim, the worker must follow steps in this protocol.

III. ADULT HUMAN TRAFFICKING SCREENING, IDENTIFICATION, DOCUMENTATION, AND RESPONSE PROTOCOL

1. **Adult Screening:** The Human Trafficking Indicators Tool to Identify Individuals Who May Be Human Trafficking Victims or At Risk of Being a Human Trafficking Victim must be used for a quick screening to determine if the individual is at risk and a follow-up needs to occur.
 - (a) For brief encounter, sporadic interactions, counseling, traffic stop, call for service, person missing/abducted/absent, new investigation, correctional reception process, circumstances changed, and new learned information regarding a person.
2. **Results of Adult Screening:**
 - (a) If the screening finds that the adult does not have any indicators that give cause to believe the adult is a victim or at risk of being a human trafficking victim: no further screening is needed at this time.
 - (i) *If after this screening, a worker learns new information that leads him or her to believe that the adult is a victim or at risk, a new screening should be completed at that time.*
 - (b) If the screening finds that the adult is either a victim or at risk of being an adult trafficking victim: Person should be more closely monitored and provided services that may address current or prevent future trafficking and the Arkansas Human Trafficking Council should be notified.
 - (c) The results of the assessment are documented in the service providers reporting system.
 - (d) The document is emailed to the Arkansas Human Trafficking Council at reportht@arkansas.gov

Arkansas Human Trafficking Council Screening, Identification, Documentation, and Response Protocol

3. Victim Services: Whenever an adult is identified as a human trafficking victim, or at risk of being a human trafficking victim, the worker should recommend appropriate services for the adult.
 - (a) The worker should work with the Arkansas Human Trafficking Council to determine what services exist in the area.
 - (i) *Some counties have multi-disciplinary teams, such as task forces, coalitions, or work groups that may be a resource to identify local services.*