



**TEXAS**  
**Department of Family  
and Protective Services**

**Protocol for Care  
Coordination**

**Excludes**

**Bexar, Dallas, Harris, Tarrant and Travis Counties**

Effective February 11, 2020

## Contents

<b>Introduction</b> .....	3
<b>DFPS Jurisdiction</b> .....	3
<b>Human Trafficking Definitions</b> .....	3
<b>Human Trafficking Support Systems (alphabetical order)</b> .....	4
<b>Care Coordination Teams</b> .....	4
Decisions within the Care Coordination Team structure.....	5
<b>Children’s Advocacy Center</b> .....	5
<b>Human Trafficking Advocate Agency</b> .....	6
Commercially Sexually Exploited Youth Advocacy Agencies .....	6
Referrals for a HT/CSEY Advocate.....	6
<b>Recovery Meetings for Confirmed Victims</b> .....	7
Recovery Meeting Participants .....	8
Recovery Meeting Plan .....	8
<b>DFPS Investigations for Human Trafficking</b> .....	9
<b>Statewide Intake</b> .....	9
<b>Investigations and Special Investigations</b> .....	9
<b>Case Referrals</b> .....	10
Cases being referred to Family Based Safety Services.....	10
Cases being referred to Conservatorship Services .....	10
<b>Child or Youth Missing from Care</b> .....	11
<b>Statewide Intake</b> .....	11
<b>Required Notifications for Youth Who are Missing/Runaway</b> .....	11
Notifications during Regular Business Hours.....	12
Notifications after Regular Business Hours .....	12
<b>Efforts to Recover Child or Youth Who Are Missing or Runaway</b> .....	13
<b>When Child or Youth is Recovered/Returns</b> .....	14
Statewide Intake .....	14
Recovery/Return during Regular Business Hours .....	14
Recovery/Return after Regular Business Hours.....	15

## Introduction

Texas Department of Family and Protective Services (DFPS) establishes the DFPS Protocol for Care Coordination in accordance with the [Child Protective Services Handbook](#) and the requirements as outlined in Texas and Federal statutes. The DFPS Protocol for Care Coordination applies to all Child Protective Investigations (CPI) and Child Protective Services (CPS) staff. The DFPS Protocol for Care Coordination should be followed in conjunction with existing policy, and all actions taken by DFPS staff must be documented within appropriate timeframes, as set forth in the [Child Protective Services Handbook](#).

The DFPS Protocol for Care Coordination outlines the agency's expected and coordinated response when working with a specific Texas Care Coordination Team. Before signing or initiating a local community's complete Care Coordination Team (CCT) Guidelines, it must be vetted through the DFPS Human Trafficking and Child Exploitation Division and legal.

**The DFPS Protocol for Care Coordination Excludes: Bexar, Dallas, Harris, Travis and Tarrant Counties who are operating under the DFPS Human Trafficking Response Protocol.**

## DFPS Jurisdiction

DFPS investigates allegations of sex trafficking (SXTR) and labor trafficking (LBTR) when the alleged perpetrator is traditionally responsible for a child or youth's care, custody, or welfare such as a family member, or an adult living in the home of an alleged minor victim.

## Human Trafficking Definitions

The recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act, or for labor or services.

- i. It is a crime for any person to knowingly engage, or attempt to engage, in human trafficking with the intent or knowledge that the trafficked person will be subjected to forced labor or services or engaged in prohibited sexual conduct; or to benefit financially by receiving anything of value from participation in a venture that has subjected a person to forced labor or services or engaged a person in prohibited sexual conduct (Tex. Penal Code § 20A.02)
- ii. Children can be victims of human trafficking regardless of their citizenship, residency, or alien or immigrant status.

## Sex Trafficking

The recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act (22 U.S.C. 7102(10)). For minors, the use of force, fraud, or coercion is not required. This includes the exchange of anything tangible for a sexual act or the promise of a sexual act.

- i. Compelling or encouraging the child in a manner to engage in sexual conduct that constitutes an offense of trafficking of persons under [§20A.02 \(a\)\(7\) or \(8\)](#), Penal Code, prostitution under [§43.02\(b\)](#), Penal Code, or compelling prostitution under §43.05(a)(2) , Penal Code.

-Texas Family Code [§261.001\(1\)\(G\)](#)

- ii. knowingly causing, permitting, encouraging, engaging in, or allowing a child to be trafficked in a manner punishable as an offense under Section [§20A.02\(a\)\(5\),\(6\),\(7\), or \(8\)](#), Penal Code, or the failure to make a reasonable effort to prevent a child from being trafficked in a manner punishable as an offense under any of those sections

-Texas Family Code [§261.001\(1\)\(L\)](#)

## Labor Trafficking

The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery (22 U.S.C. 7102(9)(B)).

- i. knowingly causing, permitting, encouraging, engaging in, or allowing a child to be trafficked in a manner punishable as an offense under Section [§20A.02\(a\)\(5\), \(6\), \(7\), or \(8\)](#), Penal Code, or the failure to make a reasonable effort to prevent a child from being trafficked in a manner punishable as an offense under any of those sections.

Texas Family Code [§261.001\(1\)\(L\)](#)

## Human Trafficking Support Systems (alphabetical order)

### Care Coordination Teams

The Office of the Texas Governor – Child Sex Trafficking Team (CSTT) and local communities are establishing Care Coordination Teams (CCT) across the state to provide children and youth victims of sex trafficking with a continuum of care. The CCT is made up of professional organizations in the community who provide services for trafficking victims, or who investigate and prosecute trafficking cases. In most communities across Texas, Children’s Advocacy Centers are leading the CCT development process and serving as the local Care Coordinator.

Involvement with CCT is the default structure for children and youth identified as human trafficking victims, including children and youth in DFPS conservatorship.

If DFPS chooses **not** to use the CCT on a specific case, staff must:

1. Obtain Program Director **approval to opt out** of the CCT process.
2. Provide clear documentation within the case narrative as to why DFPS opted out of the CCT process.

A referral to, or removal from, the CCT may occur at any point in the life of a youth’s case.

### Decisions within the Care Coordination Team structure

For a child or youth in the custody of his/her parent/legal guardian in Investigations (INV) and/or Family Based Safety Services (FBSS) cases:

- All final decisions on placement, services, and/or referrals for the child or youth lie with their parent or legal guardian.
- All decisions made within the CCT structure are recommendations. DFPS must clearly document the CCT recommendations.
- If the child or youth's parent/legal guardian decides to not follow CCT recommendations, staff must document the parent/legal guardian's reasoning, if known.
- A parent/legal guardian's refusal to participate in CCT services does not in itself rise to the level for opening a case to FBSS or warrant removal of the child(ren) or youth.

For children or youth in conservatorship:

- All final decisions on placement, services, and/or referrals for the child or youth lie with CPS, as their legal guardian.
- CCT recommendations must be strongly considered.
- DFPS must clearly document the CCT recommendations and any reasons for not following CCT recommendations.

### Children's Advocacy Center

Children's Advocacy Centers (CACs) provide a safe, child-friendly environment where law enforcement (LE), Child Protective Services, prosecution, medical and mental health professionals may share information and develop effective, coordinated strategies sensitive to the needs of each unique case and child.

Local CACs provide an array of child-focused services including:

- Multidisciplinary Team Case Reviews
- Joint Investigation Coordination
- Specialized Forensic Interviews
- Family Advocacy and Victim Support
- Trauma-Focused Therapy
- Medical Evaluations

## Human Trafficking Advocate Agency

Human Trafficking Advocate Agencies provide Child Sex Trafficking Advocates that are specifically trained to offer a variety of services that may include: crisis intervention, ongoing case management, and healthy, supportive long-term relationships for survivors.

### Commercially Sexually Exploited Youth Advocacy Agencies

Commercially Sexually Exploited Youth (CSEY) Advocate Agencies are supported by the Governor's Child Sex Trafficking Team (CSTT) with funding, training, and technical assistance. CSEY Advocate Agencies agree to abide by a set of common minimum standards and best practices developed by CSTT in coordination with Praesidium.

CSEY Advocacy Agencies are nonprofit that employ advocates to provide individualized 24/7 crisis response and ongoing trust-based relational support to child, youth, and young adult survivors (up to age 22). CSEY Advocates may also provide robust case management that is flexible to support and not duplicate, replace or interfere with efforts of other case managers and advocates. CSEY Advocates work collaboratively with other stakeholders in support of the victim-centered goals pursued by the survivor and their family, law enforcement, prosecutors, child welfare, juvenile justice, healthcare, and other partners. They help survivors gain the strength and empowerment needed to participate in investigation/prosecution of exploiters.

### Referrals for a HT/CSEY Advocate

For a child or youth in the custody of his/her parent/legal guardian (INV and FBSS cases):

- A parent/legal guardian's refusal to participate with either recommendations of the CCT or the consent for HT/CSEY Advocate Agency services does not rise to the level for opening a case to FBSS or warrant removal of the child(ren) or youth.
- All final decisions on placement, services, and/or referrals for the child or youth lie with their parent or legal guardian.

For children and youth in conservatorship:

- Children or youth in DFPS conservatorship who are victims of sex trafficking may access HT/CSEY Advocate services with agencies who have Memorandums of Understanding (MOUs) fully executed with DFPS. Some HT/CSEY Agencies may serve Youth at Risk. For a listing of Human Trafficking Advocate Agencies with MOUs, see DFPS Safety Net Human Trafficking and Child Exploitation (HTCE) page.
- Engagement with a HT/CSEY Advocate is optional, if the child or youth has not previously been matched with an advocate.
  - DFPS must provide clear documentation within the case narrative regarding why the decision to opt in or opt out was made.
  - DFPS must provide written consent for services prior to a HT/CSEY Advocate engaging with a child in DFPS conservatorship. Written consent may be via text or email with formal consent paperwork being completed within a reasonable amount of time (i.e. the next business day). For consent

forms, see DFPS Safety Net Human Trafficking and Child Exploitation (HTCE) page. The signature for consent may be provided by:

1. The child or youth's DFPS caseworker;
2. The child or youth's DFPS caseworker's supervisor; or
3. The child or youth's current caregiver, with written approval from their DFPS caseworker/supervisor.

A referral to, or removal from, a HT/CSEY Advocate Agency may occur at any point in the life of the child or youth's case.

If at any time either DFPS or HT/CSEY Advocate Agency determines that the advocate relationship is not in the best interest of the child or youth, either party shall notify the other party, and within 48 hours will initiate a staffing regarding what actions need to be taken, including but not limited to the termination of the advocate relationship with the child or youth.

## Recovery Meetings for Confirmed Victims

Within 2 business days after DFPS learns that a child or youth is missing or has run away from care who is a confirmed victim of trafficking, a Recovery Meeting is held. The Recovery Meeting participants will develop a Recovery Plan. The goal of the Recovery Meeting is to ensure the appropriate actions are being taken to locate the child or youth as quickly as possible and appropriate interventions and services are initiated for them upon recovery.

A confirmed victim for DFPS is when evidence supports the conclusion that the child or youth has been trafficked. Note: The supporting evidence must be more than just an allegation or suspicion and does not have to be a direct outcry from the child or youth.

Recovery Meetings are optional on a case by case basis for any child or youth who is **not** a confirmed victim of trafficking and is missing or has run away from care.

Within three business days of recovery for confirmed victims of trafficking, a subsequent Recovery Meeting will be held to ensure appropriate actions are being taken and appropriate interventions and services are initiated. If a planning meeting (i.e. WRAP meeting) is scheduled with the child or youth within 72 hours of recovery, then the Recovery Meeting will be held in conjunction with this planning meeting.

Recovery meetings for a child or youth who runs away chronically may not require a Recovery Meeting at every recovery. Whether or not to hold a Recovery Meeting in these circumstances will be made on a case by case basis. Example: If an updated plan is needed, or CCT or HT/CSEY Advocate is being reconsidered.

## Recovery Meeting Participants

The Recovery Meeting may include the following:

DFPS	KEY STAKEHOLDER, IF APPLICABLE
<ul style="list-style-type: none"> <li>• CVS worker</li> <li>• CVS Supervisor</li> <li>• CVS PD</li> <li>• SI</li> <li>• SIPD</li> </ul>	<ul style="list-style-type: none"> <li>• Ad litem</li> <li>• CAC staff</li> <li>• Care Coordinator</li> <li>• CASA</li> <li>• Crime Analyst</li> <li>• HT/CSEY Advocate</li> <li>• DFPS Attorney (Regional or CA/DA)</li> <li>• LE with jurisdiction</li> <li>• Coordinators</li> <li>• Missing Child/Human Trafficking Regional and Statewide Coordinators</li> <li>• Other DFPS staff as needed (e.g. CPI, FBSS, PAL, DDS, LPS)</li> <li>• Primary Caregivers</li> <li>• Probation/Parole Officer</li> <li>• Relatives and Fictive Kin</li> <li>• Others as needed (i.e. CPA, CBC/SSCC staff)</li> </ul>

Standard releases and confidentiality agreements must be addressed with external parties as needed. Stakeholder availability should not impede adherence to timeframes.

## Recovery Meeting Plan

The Recovery Meeting participants will develop a Recovery Plan. The Recovery Plan is a coordinated outline of all planned and active efforts to locate a child or youth and preliminary interventions and services to be initiated upon recovery. The plan can be revised throughout the missing/runaway episode as needed. The plan will include, but is not limited to:

- Information regarding locating the child or youth,
- Tasks assigned to Recovery Meeting Participants,
- Potential engagement with a CCT (See [CCT](#), pages 4- 5),
- Potential engagement with a HT/CSEY Advocate (See [HTAA](#), pages 6-7),
- Potential engagement with a CAC (See [CAC](#), page 5)
- Child or youth’s placement options upon recovery, and/or
- A communication plan which includes the frequency of updates and meetings.



# DFPS Investigations for Human Trafficking

## Statewide Intake

Statewide Intake (SWI) will ensure that an intake is generated for all allegations of alleged child SXTR/LBTR by any person traditionally responsible for a child or youth's care, custody, or welfare. These intakes are prioritized and routed based on standard SWI assignment procedures, including making after hours notifications to on-call field staff when applicable.

Any SXTR/LBTR report regarding a child or youth in DFPS conservatorship, regardless of investigative jurisdiction, is considered [Situations That Always Require an I&R Call Regarding Existing CPS Case \(I&R to Existing Case\)](#). SWI must generate an **I&R to an Existing Case** and notify field staff. If the field office is open, standard routing processes will be followed. If the field office is closed, SWI will call out the **I&R to Existing CPS case**.

SWI will ensure that a report of child trafficking not under CPS investigative jurisdiction is processed as an Information & Referral (I&R) to be sent to law enforcement (LE). All sex trafficking allegations are sent to local law enforcement, the Department of Public Safety Joint Crimes Information Center (JCIC) and the local Children's Advocacy Center (CAC).

## Investigations and Special Investigations

### **Child Protective Investigators (CPI) will:**

1. Serve as primary investigative worker on investigations with an allegation of SXTR/LBTR.
2. Follow current regional practices to have a Special Investigator (SI) assigned as secondary on an investigation with an allegation of SXTR/LBTR.
3. Work a joint investigation with the SI through the Child Advocacy Center's (CAC) local Multi-Disciplinary Team (MDT) Protocols and MDT partners, and CVS when applicable.
4. Assess need for referral to the CCT or HT/CSEY Advocate Agency for victims of SXTR. (See [CCT/HTAA](#), pages 4-7)
5. Participate in CAC/MDT and/or CCT staffings for the duration of the DFPS Investigation.
6. Participate in transfer/removal staffings, if applicable.

### **Special Investigators (SI) will:**

1. Coordinate with law enforcement (LE) on joint investigations.
2. Coordinate with CPI and if applicable CPS for cases involving a child or youth in DFPS conservatorship.
3. Ensure criminal actions are reported to correct law enforcement jurisdiction(s).
4. Participate in CAC/MDT and/or CCT staffings for the duration of the DFPS Investigation, as available.

## Case Referrals

### Cases being referred to Family Based Safety Services

- SXTR/LBTR investigations may be referred to FBSS when there is a protective caregiver who is not the perpetrator of trafficking and the perpetrator does not reside in the household.
- Investigations of abuse/neglect typically referred to FBSS and risk of trafficking by a non-household member was also identified.

**Example:** Perpetrator is not a member of the household and the parent/legal guardian *does not* sign releases for CCT/CAC involvement and has no plans to seek services of their own. FBSS services are needed to address child and youth safety and strengthen protective capacity.

**Note:** Refusal to sign releases is not an automatic referral to FBSS or grounds for removal.

Current practices and policies will be followed for the referral to FBSS, and completion of the investigation.

**CPI** must participate in a transfer staffing with the **FBSS Supervisor and FBSS worker**. FBSS will be informed of the child or youth's unique needs as a trafficking victim when SXTR/LBTR is confirmed.

**FBSS will** participate in CAC/MDT and/or CCT staffings for the duration of the FBSS case.

### Cases being referred to Conservatorship Services

**CPI and SI** will follow current practices and policies for the execution of either an emergency or non-emergency removal, to include coordination with law enforcement as the specific case may warrant.

Current practices and policies will be followed for the completion of the investigation and transfer to **Conservatorship Services (CVS)**.

**CPI** must participate in a transfer staffing with the **CVS Supervisor and CVS worker**. CVS will be informed of the child's unique needs as a trafficking victim when SXTR/LBTR is confirmed.

**CVS worker** is responsible for service planning and coordination when a child or youth is a confirmed victim of SXTR/LBTR. Services may include CAC, CCT, or HT/CSEY Advocate services where available. (See [CCT/HTAA](#), pages 4-7)

**CVS worker will** participate in CAC/MDT and/or CCT staffings for the duration of service delivery when CAC or CCT services are initiated.

## Child or Youth Missing from Care

Staff should follow existing policy, [6460, 'When a Child or Youth is Missing from CPS Conservatorship](#) and the [Locating Missing Children Resource Guide](#) for children or youth who are missing from care.

Children and youth who are missing or on runaway status require an informed and coordinated effort that supports expedient recoveries. All DFPS staff actively involved with a child or youth who is missing or on runaway status have a responsibility to act with urgency and support one another in recovery efforts.

Children and youth in DFPS Conservatorship who are in missing or runaway status are considered to be at high risk for human trafficking because accessibility to traffickers has been determined to be the number one risk factor for exploitation.

### Statewide Intake

**Statewide Intake (SWI)** will receive reports from providers notifying DFPS that a child or youth in conservatorship is missing or has run away. These Missing or Runaway reports are considered [Situations That Always Require an I&R Call Regarding Existing CPS Case \(I&R to Existing Case\)](#). SWI must generate the **I&R to Existing CPS Case** and notify field staff. If the field office is open, standard routing processes will be followed. If the field office is closed, SWI will call out the **I&R to Existing CPS Case** to on-call staff.

**Note:** Statewide intake is not the only vehicle by which notification can be received, as a child or youth may let their caseworker know they have left, placement may contact the agency, etc. Therefore, the above statement only applies when SWI receives the notification.

### Required Notifications for Youth Who are Missing/Runaway

**CVS must notify** Law Enforcement (unless already completed by placement) and then the National Center for Missing and Exploited Children (NCMEC), and all identified required parties of the child or youth's runaway or missing status. Timeframes for the completion of these notifications are specifically listed below according to hours of operation (either during regular or after business hours).

Per CPS Policy [6151.3](#), identified required parties are:

- Appropriate law enforcement agencies;
- National Center for Missing and Exploited Children,
- Court with jurisdiction over the Department's managing conservatorship of the child;
- Child or Youth's attorney ad litem;
- Child or Youth's guardian ad litem;
- CASA;
- Child or Youth's parent unless the parent:
  - cannot be located or contacted;
  - has had the parent's parental rights terminated; or
  - has executed an affidavit of relinquishment of parental rights.
- Parents' attorney; and
- Child or Youth's probation or parole officer, if applicable.

## Notifications during Regular Business Hours

### Router

The regional router will contact the assigned Primary CVS worker's Program Director to ensure the CVS Supervisor and CVS worker are notified timely that a child or youth is missing or has run away.

### CVS Worker will:

1. **Immediately** notify the Regional Director Assistant (RDA) to report:
  - a. A child or youth is missing or has run away, and
  - b. Request a SI be assigned, if one has not yet been assigned.
2. Confirm CVS Supervisor and chain of command are informed of the child or youth's runaway/missing status
3. **Within 8 hours**, complete notifications to
  - a. LE (unless completed by placement), NCMEC and identified required parties. (See [Notification](#), page 11)
  - b. CCT and HT/CSEY Advocate, if applicable
4. Provide assigned SI a copy of the court order granting DFPS conservatorship and the CPS Missing Child Preliminary Sheet.
5. Ensure a current photo of the child or youth is in IMPACT.

## Notifications after Regular Business Hours

### On-call Investigations

On-call CPI Investigator will receive a call out from SWI of an **I&R to Existing CPS Case** according to standard business procedures. On-call CPI Investigator is responsible for contacting:

1. On-call CVS worker, and
2. On-call SIPD for SI assignment.

### On-Call Conservatorship Worker:

1. **Within 8 hours**, completes and documents in IMPACT notifications to Law Enforcement (unless completed by placement), NCMEC and identified required parties. (See [Notification](#), page 11)
2. Ensures Primary CVS Worker and Chain of Command are informed of the child or youth's runaway/missing status.

### Primary Conservatorship Worker:

**Next business day**, from being notified that the child or youth is missing or on runaway status:

1. Provides assigned SI a copy of the court order granting DFPS conservatorship and the CPS Missing Child Preliminary Sheet.
2. Ensures a current photo of the child or youth is in IMPACT
3. Notifies the Regional Director Assistant (RDA) of the missing child or youth
4. Confirms On-call notification tasks were completed and documented.
5. Notifies CCT and HT/CSEY advocate, if applicable
6. Coordinates with the CVS Supervisor, SI, and SIPD to identify participants for the Recovery Meeting for confirmed victims of trafficking. (See [Recovery Meeting](#), pages 7-8)

## Efforts to Recover Child or Youth Who Are Missing or Runaway

### Primary Conservatorship Worker will:

1. **Maintain regular contact with the SI** to coordinate Recovery Plan activities.
2. **By second business day** from being notified that the child or youth is missing or on runaway status coordinate a Recovery Meeting for confirmed victims of trafficking (see [Recovery Meeting](#), pages 7-8).
3. **On the 14th day, if child is still missing or on runaway status, update** the child or youth's placement in IMPACT, if not already completed.
4. **Monthly**, coordinate and update active efforts to locate the child or youth whose status is runaway/missing, until the child or youth returns or is recovered. Active efforts, at minimum, includes monthly contacts with:
  - a. Assigned SI,
  - b. NCMEC for tips and leads,
  - c. Appropriate law enforcement agencies,
  - d. Child or youth's relatives,
  - e. Child or youth's former caregivers,
  - f. CCT and HT/CSEY Advocate, if applicable, and
  - g. Any state or local social service agency that may be providing services to the child or youth, and
5. **Quarterly, staff with CVS Supervisor, CVS PD, SI, SIPD, and RDA** to determine whether sufficient efforts have been made to locate the child or youth and whether other action is needed.

### Special Investigations

#### SI and SIPD will:

1. **First business day** from DFPS notification that the child or youth is missing or on runaway status:
  - a. Confirm receipt of documents from CVS to initiate recovery efforts.
  - b. SIPD will coordinate with CVS Supervisor to determine if missing or runaway child or youth has any previous history of human trafficking.
  - c. Coordinate with local LE to develop a plan to locate the child or youth as quickly as possible.
2. SI should participate in Recovery Meeting (see Recovery Meeting page 7).
3. **Maintain regular contact with Primary CVS worker** to coordinate Recovery Plan activities.
4. **Monthly**, coordinate and update active efforts to locate the child or youth whose status is runaway/missing, until the child or youth returns or is recovered. Active efforts at minimum includes monthly contacts with:
  - a. Primary CVS worker,
  - b. NCMEC for tips and leads,
  - c. Appropriate law enforcement agencies,
  - d. Child or youth's relatives,
  - e. Child or youth's former caregivers,
  - f. CCT and HT/CSEY Advocate, if applicable
  - g. Any state or local social service agency that may be providing services to the child or youth, and
5. **Quarterly, staff with CVS Supervisor, CVS PD, and RDA** to determine whether sufficient efforts have been made to locate the child or youth and whether other action is needed.

## When Child or Youth is Recovered/Returns

### Statewide Intake

When SWI receives a report of a recovered/returned child or youth, SWI will handle as [Situations That Always Require an I&R Call Regarding Existing CPS Case \(I&R to Existing Case\)](#). SWI must generate the **I&R to Existing CPS Case** and notify field staff. If the field office is open, standard routing processes will be followed. If the field office is closed, SWI will call out the **I&R to Existing CPS Case**.

**Note:** Statewide intake is not the only vehicle by which notification can be received, as a child or youth may let their case worker know returned, placement may contact the agency, etc. Therefore, the above statement only applies when SWI receives the notification.

### Recovery/Return during Regular Business Hours

Primary CVS worker or SI will:

1. **Immediately:**
  - a. Implement the Recovery Plan, if applicable.
  - b. Coordinate with one another for response and supervisor notification.
    - o **CVS supervisor/Designee will ensure the Recovery Meeting participants are immediately notified and kept apprised of the recovery process, if applicable.**
  - c. If CCT is involved with the recovery, advise the care coordinator of DFPS's estimated response time and gather additional information.
  - d. Determine appropriate timing/location/interviewer (LE/SI/CAC) for recovery interview.
2. **Respond to the child or youth's location to:**
  - a. Assess the physical and crisis needs, and
  - b. Seek appropriate services.
3. **Within 24 hours, coordinate and complete notification of child or youth's recovery with:**
  - a. Correct law enforcement jurisdiction(s),
  - b. NCMEC, and
  - c. RDA.

Primary CVS worker will:

1. **Within 24 hours of recovery, notify:**
  - a. All identified required parties of child or youth's recovery (See [Notification](#), page 11)
  - b. CCT and HT/CSEY Advocate, if applicable.
2. **On the day of placement or by 7pm next calendar,**
  - a. Update the child or youth's placement status in IMPACT, if needed.
  - b. Finalize the decision whether to refer to the CAC/CCT and HT/CSEY Advocate Agency where available. (See [CCT/HTAA](#), pages 4-7)
  - c. Participate in CAC/MDT and/or CCT staffing for duration of service delivery, if applicable
3. **Within 3 business days** of recovery for a confirmed victim of trafficking, coordinate a Recovery Meeting to implement and/or adjust the Recovery Plan to prioritize actions and to address the child or youth's additional physical and emotional needs. (See [Recovery Meeting](#), pages 7-8).

**CVS Supervisor/Special Investigator (SI) will:**

1. Determine if a report of a potential crime must be made to LE regardless of disclosure, the perpetrator's relationship to the child or youth, and regardless if the perpetrator is known or unknown.
2. When child or youth discloses sexual exploitation:
  - a. Immediately notify the correct law enforcement jurisdiction, unless there is an existing LE case.
  - b. Immediately notify SWI of outcry.
  - c. Participate in the ongoing DFPS investigation as needed.
3. Participate, if available, in CAC/MDT and/or CCT initial staffing (if CVS initiates CCT).
4. **Within five to seven days** ensure Recovery Interview is conducted and documented in IMPACT.

**Recovery/Return after Regular Business Hours**

This section, identifies the Recovery/Return tasks for:

- On-Call staff to complete before On-Call shift ends, and
  - Primary CVS and SI staff to complete **within the First Two Business Days of an On-Call Recovery.**
- On the third business day after an On-Call Recovery,** Primary CVS and SI staff must complete all subsequent tasks found in **Recovery/Return during regular business hours** section.

**On-call CPI Investigations will be** responsible for contacting:

1. On-call CVS, and
2. On-call SIPD for SI assignment.

**On-Call CVS or On-Call SI will:**

1. Respond to a child or youth's location to:
  - a. Assess the child or youth's physical, and crisis needs, and emergent needs;
  - b. Determine appropriate timing/location/interviewer (LE/SI/CAC) for recovery interview.
2. **Prior to End of On-Call shift,** notify correct law enforcement jurisdiction(s), and NCMEC of child or youth's recovery.

**On-call CVS worker will:**

1. Refer to Recovery Plan for guidance regarding interventions and services for confirmed victims of trafficking, if one exists.
2. Seek appropriate services, and
3. Seek and complete placement.
4. **On the day of placement or by 7pm next calendar day,** update the placement status in IMPACT.
5. **Prior to End of On-Call shift,** notify all identified required parties of youth's recovery. (See [Notification](#), page 11)
6. **Prior to End of On-Call shift,** ensure Primary CVS Worker and Chain of Command, including RDA are informed of youth's recovery.

**Primary CVS worker will:**

1. **On First Business Day,** confirm On-call notification tasks were completed.
2. **On First Business Day,** notify CCT and or HT/CSEY Advocate Agency that a child or youth has been recovered.