



TEXAS

Department of Family
and Protective Services

Human Trafficking Response Protocol

Only
Bexar, Dallas, Harris, Tarrant and Travis Counties
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Human Trafficking and Child Exploitation Division
Department of Family and Protective Services
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Introduction

Texas Department of Family and Protective Services (DFPS) establishes the Human Trafficking Response Protocol (HT Protocol) in accordance with the [Child Protective Services Handbook](#) and the requirements as outlined in Texas and Federal statutes. This protocol applies to all Investigation (INV) and Child Protective Services (CPS) staff. The HT Protocol 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 Human Trafficking Protocol:

1. Supports DFPS's continued adherence to the *Preventing Sex Trafficking and Strengthening Families Act 2014* reporting requirements for missing children and suspected victims of sex and labor trafficking.
2. Allows for the identification of youth who are at risk of or victims of human trafficking.
3. Allows for service planning for identified youth who are at risk of or victims of human trafficking.
4. Outlines DFPS's collaboration with anti-trafficking organizations.

DFPS leadership across the agency, including caseworkers, supervisors, program directors, program administrators, regional directors, and state office personnel, are all responsible for ensuring child safety and compliance with human trafficking protocols. HT Protocol compliance will also be monitored by the DFPS Human Trafficking and Child Exploitation Team (HTCE).

The HT Protocol outlines the agency's expected response in three critical areas:

1. **Human Trafficking Investigations** are when the alleged perpetrator is a person traditionally responsible for a child's care, custody, or welfare such as family member, or an adult living in the home of an alleged child victim of sex trafficking or labor trafficking.
2. **Youth at Risk** are children 12 years of age or older, in DFPS conservatorship, with five or more placements.
3. **Youth at High Risk** are children in DFPS conservatorship, who are missing, or are on runaway status.

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) is establishing Care Coordination Teams (CCT) across the state to provide youth victims of sex trafficking with a continuum of care. The CCT is made up of professionals in the community who provide services for trafficking victims, or who investigate and prosecute trafficking cases.

In an area where the Care Coordination Team (CCT) exists, it is the default structure for referring youth identified as human trafficking victims. When the CCT structure is used, the local CCT protocol provides the applicable response guidelines and time frames. *Local CCT protocols may have narrower time frames than the DFPS Human Trafficking protocol, so staff should be well versed in their local CCT protocols.*

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 the CCT may occur at any point in the life of a youth's case.

Decisions within the Care Coordination Team structure

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

- All final decisions on placement, services, and/or referrals for the youth lie with that youth's parent or legal guardian.
- All decisions made within the CCT structure are recommendations. DFPS must clearly document the CCT recommendations.
- If the 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 to warrant removal of the youth(s).

For youth in conservatorship:

- All final decisions on placement, services, and/or referrals for the youth lie with CPS, as the youth's 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

Commercial Sexual Exploitation – Identification Tool

WestCoast Children’s Clinic (WestCoast) developed and validated the Commercial Sexual Exploitation – Identification Tool (CSE-IT – pronounced “see it”), a screening tool that aids in detecting **risk of sexual exploitation**. The tool is designed to ensure early identification of sexual exploitation and protect youth from prolonged abuse and violence. It is important to note that screening is not diagnostic. Rather, it is a preliminary step that prompts additional information gathering and interventions if problems or concerns are identified.

DFPS will complete a CSE-IT for the following populations:

- **Human Trafficking Investigations** all alleged victims 10 years of age or older in an assigned Sex Trafficking (SXTR) investigation.
- **Youth at Risk** are children 12 years of age or older, in DFPS conservatorship, with five or more placements.
- **Youth at High Risk** are children 10 years of age or older, in DFPS conservatorship, who are recovered from a missing or runaway episode.

All assigned staff, including Supervisors, are responsible for providing information that informs the CSE-IT so the agency can respond appropriately to meet the youth’s needs. The CSE-IT should be used as a guide to identification and should not be the sole source for deciding whether the youth is being sexually exploited. The completed CSE-IT will result in a total number that indicates the youth’s **level of risk** as:

- No Concern,
- Possible Concern, or
- Clear Concern.

When CSE-IT results in **No Concern**, the case will continue to be worked according to current policy and practices.

When CSE-IT results in **Possible or Clear Concern**, a staffing should be held to discuss potential risk as well as mitigating factors and determine if services are needed to reduce the risk of exploitation. Additional steps for the staffing are addressed within each respective critical area (HT INV, Youth at Risk, and Youth at High Risk).

Rescreening Criteria

Anytime, a youth is specifically suspected to be at risk of sexual exploitation. Reminder: CSE-IT is validated for youth 10 years of age and up.

For Youth at High Risk, a CSE-IT should be conducted at every recovery, if the previous results are No or Possible Concern.

Human Trafficking Advocate Agency

The Office of the Texas Governor – Child Sex Trafficking Team (CSTT) provided funding to nonprofits in Texas to establish HT advocate services, modeled after Saving Innocence's advocate program in Los Angeles, California. HT Advocate Agencies (HTAA) 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.

Referrals for a Human Trafficking Advocate

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

- All final decisions on placement, services, and/or referrals for the youth lie with that youth's parent or legal guardian.
- A parent's or caregiver's refusal to participate in HTAA services does not in itself rise to the level to warrant removal of the youth(s).

For youth in conservatorship:

- Youth in DFPS conservatorship who are victims of sex trafficking may access HTAA services. Some HTAAs may serve Youth at Risk.
- Engagement with a HTAA is optional, if the 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 approval for services prior to a HTAA engaging with a child in DFPS conservatorship. The signature for consent may be provided by:
 1. The child's DFPS caseworker;
 2. The child's DFPS caseworker's supervisor; or
 3. The child's current caregiver, with written approval from the child's DFPS caseworker/supervisor.

A referral to a HTAA may occur at any point in the life of the youth's case.

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

Recovery Meetings for Confirmed Victims

Within 2 business days after DFPS learns that a 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 youth as quickly as possible and appropriate interventions and services are initiated for the youth upon recovery.

Recovery Meetings are optional on a case by case basis for any other 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 youth within 72 hours of recovery, then the Recovery Meeting will be held in conjunction with this planning meeting.

Recovery meetings for a 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/HTAA is being reconsidered.

Recovery Meeting Participants

The Recovery Meeting may include the following:

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

Standard releases and confidentiality agreements must be addressed with external parties as needed.

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 youth and preliminary interventions and services to be initiated for the youth upon recovery. The plan can be revised throughout the missing/runaway episode as needed. The plan will include, but is not be limited to:

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

Human Trafficking Investigations

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

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’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 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). These reports are sent both to local law enforcement and the Joint Crimes Information Center (JCIC).

Investigations and Special Investigations

Investigation staff (CPI) will:

1. Follow current regional practices to have a Special Investigator (SI) assigned as secondary on an investigation with an allegation of SXTR/LBTR.
2. 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.
3. Provide information to the SI for completion of the CSE-IT **only for SXTR** investigations. When the CSE-IT results in Possible or Clear Concern, participate in a staffing to:
 - a. Determine if youth has been, is currently being, or is at risk of being exploited.
 - b. Identify risk, as well as mitigating factors and determine if services are needed to further reduce risk of exploitation.
4. Assess need for referral to the CCT/HTAA for victims of SXTR. (See [CCT/HTAA](#) sections, pages 6-7)
5. Participate in CAC/MDT/CCT staffings for the duration of the DFPS Investigation.
6. Participate in transfer/removal staffings, if applicable.

SAFETY TIP

*Staff safety must be an overriding factor in this work.
Set SafeSignal, just like your seat belt. Set it every day, on every interaction.
SafeSignal provides one pull to back-up should something go wrong*

Special Investigators (SI) will:

1. Coordinate a joint investigation with CPI Investigator through the CAC's local MDT Working Protocols, MDT partners, and local law enforcement (LE).
2. Coordinate with CPI and CPS for cases involving a child in DFPS conservatorship.
3. Assess need for referral to the CCT/HTAA for victims of SXTR. (See [CCT/HTAA](#) sections, pages 6-7)
4. Gather information and begin the CSE-IT **only for SXTR** investigations.
 - a. Information is gathered from DFPS staff involved with the youth and/or individuals outside of the organization.
 - b. Proper releases and confidentiality must be addressed.
 - c. When the CSE-IT results in **Possible or Clear Concern**, hold a staffing:
 - i. Determine if youth has been, is currently being, or is at risk of being exploited.
 - ii. Identify risk, as well as, mitigating factors and determine if services are needed to further reduce risk of exploitation.
5. Ensure criminal actions are reported to correct law enforcement jurisdiction(s).
6. Participate in CAC/MDT/CCT staffings for the duration of the DFPS Investigation.
7. Participate in transfer/removal staffings, if applicable.
8. **Prior to INV closure**, finalize, print and submit the CSE-IT to WestCoast. The CSE-IT must be documented in IMPACT as an External Document, enter fields as **Type:** Other and **Details:** CSE-IT. The CSE-IT is given to CPI to add to the external case file.
9. Document an **Assessment** Contact in IMPACT and in the narrative include the CSE-IT results, decisions from staffing the **Possible or Clear Concern** CSE-IT results and, whether or not the family:
 - a. Elects to participate in CAC/CCT services and if family elects to opt out include any known opt out justifications, and
 - b. Elects to participate with a human trafficking advocate and if family opts out include any known opt out justifications

Case Referrals

Cases being referred to Family Based Safety Services

- LBTR/SXTR 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 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.

SI and CPI must participate in a transfer staffing with the **FBSS Supervisor and FBSS worker** that includes a review and hand-off of the completed CSE-IT. FBSS will be informed of the child's unique needs as a trafficking victim when SXTR/LBTR is confirmed.

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

Cases being referred to Conservatorship Services

SI and CPI 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)**.

SI and CPI must participate in a transfer staffing with the **CVS Supervisor and CVS worker** that includes a review and hand-off of the completed CSE-IT. 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/youth is a confirmed victim of SXTR/LBTR. Services may include CAC, CCT, or HTAA services where available. (See [CCT](#)/[HTAA](#) sections, pages 6-7)

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

Youth at Risk of Human Trafficking

Youth at Risk are defined as youth 12 years or older, in DFPS conservatorship who have had five or more placements. Youth at Risk will be screened using the CSE-IT at the following intervals:

- **Initially**, all children who meet the Youth at Risk definition, and
- **Anytime**, a youth (10 years of age or older) is specifically suspected to be at risk of sexual exploitation.

HTCE will send a monthly report of Youth at Risk to CVS for the CSE-IT completion.

Conservatorship Staff

Within 3 business days of receiving the Youth at Risk Report, the CVS Supervisor will:

1. Collaborate with the CVS worker to gather information for the CSE-IT
2. Information is gathered from additional DFPS staff involved with the youth and/or individuals outside of the organization. Ensure proper releases and confidentiality are addressed.

CSE-IT level of risk is No Concern for Youth at Risk

CVS Supervisor and/or CVS Worker will:

1. Continue with current case plan and service coordination.
2. **Within 1 business day of completion of the CSE-IT**, CVS Supervisor will finalize, print and submit to WestCoast. The CSE-IT must be documented in IMPACT as an External Document, enter fields as **Type:** Other and **Details:** CSE-IT. The CSE-IT is given to CVS worker to add to the external case file.
3. Document an **Assessment** Contact in IMPACT and include the CSE-IT results in the narrative.

CSE-IT level of risk is Possible Concern for Youth at Risk

1. **CVS Supervisor and/or CVS Worker will:** Conduct staffing with all DFPS staff involved with the youth, and include the youth's treatment team, as available to identify risk and mitigating factors and recommend appropriate services as needed to reduce risk of sexual exploitation.
2. Document in IMPACT the staffing and decisions
3. **Within 1 business day of staffing, CVS Supervisor** will finalize the CSE-IT, and print and submit it to WestCoast. The CSE-IT must be documented in IMPACT as an External Document, enter fields as Type: Other and Details: CSE-IT. The CSE-IT is given to CVS worker to add to the external case file.
4. Document an **Assessment** Contact in IMPACT and include the CSE-IT results in the narrative.

CSE-IT level of risk is Clear Concern for Youth at Risk

CVS Supervisor and/or CVS Worker will:

1. **When youth discloses previously unreported sexual exploitation:**
 - a. Immediately notify the correct law enforcement jurisdiction, unless there is an existing LE case.
 - b. Immediately notify SWI of outcry.
 - c. Provide a copy of the CSE-IT results to CPI Investigator or assigned SI.
 - d. Participate as needed in the ongoing DFPS investigation.
2. **Within 2 business days of the CSE-IT completion,** regardless of disclosure, conduct staffing with all DFPS staff involved with the youth, and include the professionals and key stakeholders involved with the youth as available.

Staffing will:

- a. Identify risk, any mitigating risk factors and address appropriate services as needed.
 - b. Determine if a report of a potential crime must be made to LE and regardless of disclosure, or the perpetrator's relationship to the youth and regardless if the perpetrator is known or unknown.
 - c. If CCT exists, refer the case. (See [CCT](#) section, page 6)
 - d. Determine if it is the best interest of the youth to refer to HTAA services. (See [HTAA](#) section, page 7)
 - e. Stabilize, as needed, the youth in the current placement with appropriate services. Services may include appointment of a HTAA, where available, and/or involvement with the CAC/CCT services. (See [CCT/HTAA](#) sections, pages 6-7)
 - f. If it is in the youth's best interest for placement to change, CVS will follow current practice and policy.
 - g. Document in IMPACT the staffing and decisions.
3. **Within 1 business day hours of staffing, CVS Supervisor** will
 - a. Finalize, print, and submit the CSE-IT to WestCoast. The CSE-IT must be documented in IMPACT as an External Document, enter fields as **Type:** Other and **Details:** CSE-IT. The CSE-IT is given to CVS worker to add to the external case file.
 - b. Document an **Assessment** Contact in IMPACT and include the CSE-IT results in the narrative.
 4. **For duration of service delivery,** participate in CAC/CCT staffings when services are initiated.

Youth at High Risk of Human Trafficking (Runaway or Missing from Care)

The HT Protocol should be followed in conjunction with existing policy, [6460, 'When a Child or Youth is Missing from CPS Conservatorship](#) and the [Locating Missing Children Resource Guide](#).

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 youth who is missing or on runaway status have a responsibility to act with urgency and support one another in recovery efforts.

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 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 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 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's attorney ad litem;
- Child's guardian ad litem;
- CASA;
- Child'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'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 youth is missing or has run away.

CVS Worker will:

1. **Immediately** notify the Regional Director Assistant (RDA) to report:
 - a. 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 youth's runaway/missing status
3. **Within 8 hours**, complete notifications to LE (unless completed by placement), NCMEC and identified required parties. (See [Notification](#) section, page 13)
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 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 notifications to Law Enforcement (unless completed by placement), NCMEC and identified required parties. (See [Notification](#) section, page 13)
2. Ensures Primary CVS Worker and Chain of Command are informed of the youth's runaway/missing status.

Primary Conservatorship Worker:

Next business day, from being notified that 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 youth is in IMPACT
3. Notifies the Regional Director Assistant (RDA) of the missing youth
4. Confirms On-call notification tasks were completed and documented.
5. Coordinates with the CVS Supervisor, SI, and SIPD to identify participants for the Recovery Meeting for confirmed victims of trafficking.

Efforts to Recover Youth Who Are Missing or Runaway

Primary Conservatorship Worker will:

1. **By second business day from being notified that youth is missing or on runaway status:**
 - a. Coordinate a Recovery Meeting for confirmed victims of trafficking.
 - b. For children 10 years of age and older, coordinate with the CVS Supervisor/SI to gather and share information for the CSE-IT.
 - c. Ensure standard releases and confidentiality agreements are addressed with external parties, as needed.
2. **On the 14th day, if child is still missing or on runaway status, update** the youth's placement in IMPACT, if not already completed.
3. **Maintain regular contact with the SI to:**
 - a. Coordinate Recovery Plan activities.
 - b. Share information collected by others for the CSE-IT.
 - c. Coordinate Recovery Meetings as needed for confirmed victims of trafficking.
4. **Monthly**, coordinate and update active efforts to locate the youth whose status is runaway/missing, until the 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. Youth's relatives,
 - e. Youth's former caregivers,
 - f. Any state or local social service agency that may be providing services to the youth, and
 - g. Recovery Meeting participants, if applicable.
5. **Quarterly, staff with CVS Supervisor, CVS PD, SI, SIPD, and RDA** to determine whether sufficient efforts have been made to locate the youth and whether other action is needed.

CVS Supervisor/Special Investigator (SI) will:

1. Coordinate to determine who best suited to complete the CSE-IT for each specific case.
2. Collaborate with the CVS worker to gather information for the CSE-IT.
3. Gather information from additional DFPS staff involved with the youth and/or individuals outside of the organization.

Special Investigations

SI and SIPD will:

1. **First business day from DFPS notification that 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 has any previous history of human trafficking.
 - c. Coordinate with local LE to develop a plan to locate the youth as quickly as possible.
2. **By second business day from DFPS notification that youth is missing or on runaway status,** participate in a Recovery Meeting for confirmed victims of trafficking.
3. **Maintain regular contact with Primary CVS worker:**
 - a. Execute assigned Recovery Plan activities and document updates, if applicable.
 - b. Participate in review of the Recovery Plan, as needed.
 - c. Continue to collect/provide information for the CSE-IT.
4. **Monthly,** coordinate and update active efforts to locate the youth whose status is runaway/missing, until the 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. Youth's relatives,
 - e. Youth's former caregivers,
 - f. Any state or local social service agency that may be providing services to the youth, and
 - g. Recovery Meeting participants, if applicable.
5. **Quarterly, staff with CVS Supervisor, CVS PD, and RDA** to determine whether sufficient efforts have been made to locate the youth and whether other action is needed.

When Youth is Recovered/Returns

Statewide Intake

When SWI receives a report of a recovered/returned 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 youth let their case worker know returned, placement may contact the agency, etc. Therefore, the above statement only applies when SWI receives the notification.

SAFETY TIP

*Staff safety must be an overriding factor in this work.
Set SafeSignal, just like your seat belt. Set it every day, on every interaction.
SafeSignal provides one pull to back-up should something go wrong*

Recovery/Return during Regular Business Hours

SI or Primary CVS worker will:

1. **Immediately:**
 - a. Coordinate with one another for response and supervisor notification.
 - b. Implement the Recovery Plan, if applicable.
 - c. Begin gathering the CSE-IT information collaboratively **for children 10 years of age and up.**
 - d. Determine appropriate timing/location/interviewer (LE/SI/CAC) for recovery interview.
2. **Immediately and no later than two hours respond to the youth's location to:**
 - a. Assess the youth's physical and crisis needs, and
 - b. Seek appropriate services.
3. **Within 24 hours, coordinate and complete notification of youth's recovery with:**
 - a. Correct law enforcement jurisdiction(s),
 - b. NCMEC, and
 - c. RDA.

CVS supervisor/Designee will:

1. **Ensure** the Recovery Meeting participants are immediately notified and kept apprised of the recovery process, if applicable.

Primary CVS worker will:

1. **Within 24 hours of recovery**, notify all identified required parties of youth's recovery (See [Notification](#) section, page 13)
2. **On the day of placement or by 7pm next calendar**, update the youth's placement status in IMPACT, if needed.
3. **Within three business days of recovery for a confirmed victim of trafficking**, coordinate a Recovery Meeting to:
 - a. Implement and/or adjust the Recovery Plan to prioritize actions and to address the youth's additional physical and emotional needs.
 - b. Finalize the decision whether to refer to the CAC/CCT/HTAA where available. (See [CCT/HTAA](#) sections, pages 6-7)
4. Provide information to CVS Supervisor/SI for the CSE-IT. When the CSE-IT level of risk is:
 - a. **No concern** continue with the existing child plan of service.
 - b. **Possible or Clear Concern**
 - i. Participate in staffing,
 - ii. Refer to CAC/CCT, if in the best interest of youth (See [CCT](#) section on page 6)
 - iii. Lead service planning and coordination as needed; and
 - iv. Participate in CAC/MDT/CCT staffing for duration of service delivery.

CVS Supervisor/Special Investigator (SI) will:

1. Lead collection of information for the CSE-IT
 - a. Information is gathered from DFPS staff involved with the youth and/or individuals outside of the organization.
 - b. When the CSE-IT level of risk is:
 - i. **No concern**, continue with finalization process.
 - ii. **Possible or Clear Concern**, hold a staffing and include others as needed to:
 - a. Determine if the youth has been, is currently being or is at risk of being exploited.
 - b. Identify risk as well as mitigating factors and determine if services are needed to further reduce risk of exploitation.
 - c. Determine if a report of a potential crime must be made to LE and regardless of disclosure, or the perpetrator's relationship to the youth and regardless if the perpetrator is known or unknown.
2. When 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. Provide a copy of the CSE-IT results to CPI or assigned SI.
 - d. Participate in the ongoing DFPS investigation as needed.
3. Ensure criminal actions are reported to correct law enforcement jurisdiction(s).
4. Participate in CAC/MDT/CCT initial staffing, if CVS initiates.
5. **Within five to seven days:**
 - a. Ensure Recovery Interview is conducted and documented in IMPACT.
 - b. Finalize, print, and submit the CSE-IT to WestCoast. The CSE-IT must be documented in IMPACT as an External Document, enter fields as Type: Other and Details: CSE-IT. The CSE-IT is given to CVS worker to add to the external case file.
 - c. Document an **Assessment** Contact in IMPACT and include the CSE-IT results in the narrative.

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

1. **Immediately and no later than two hours** respond to a youth's location to:
 - a. Assess the youth's physical, and crisis needs, and emergent needs;
 - b. Begin gathering the CSE-IT information **for children 10 years of age and up;** and
 - c. Determine appropriate timing/location/interviewer for recovery interview.
2. **Prior to End of On-Call shift,** notify correct law enforcement jurisdiction(s), and NCMEC of 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** section, page 13)
6. **Prior to End of On-Call shift,** ensure Primary CVS Worker and Chain of Command, including RDA are informed of youth's recovery.

CVS Supervisor will:

1. **On first business day,** notify the Recovery Meeting participants, if applicable.

Primary CVS worker will:

1. **On First Business Day,** confirm On-call notification tasks were completed.

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