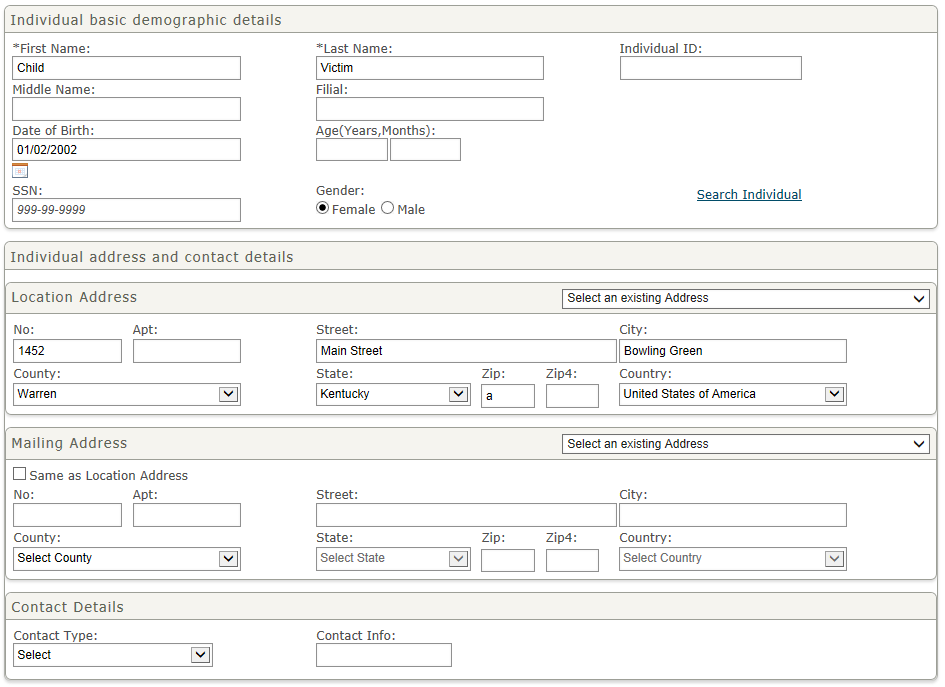
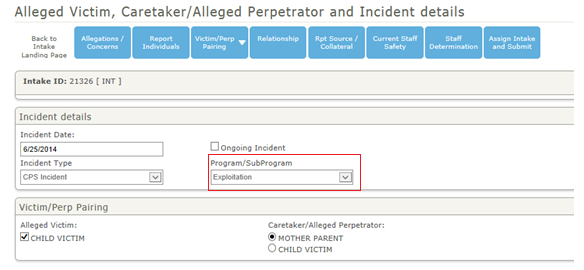
Human trafficking related reports are considered specialized investigations, are high risk reports and are to be initiated within one (1) hour. Regardless of whether the perpetrator is in a caretaking role or not, the intake process is the same as any maltreatment report.  Ensure that all of the report individuals have been entered.

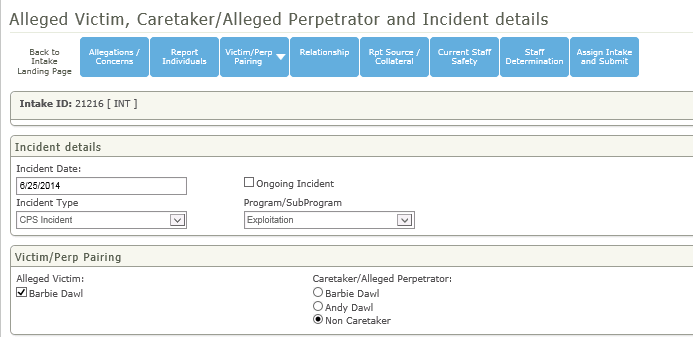
**Entry of intake:**

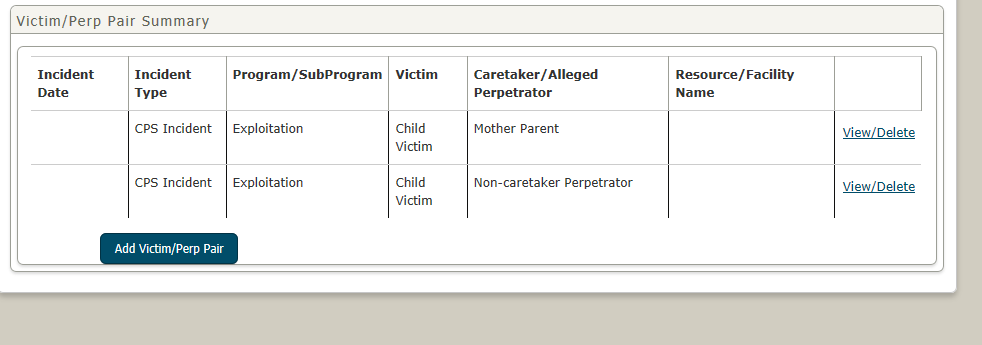
1. In the “Individual basic demographic details” and “Individual address and contact details,” list the information for all case participants to include the victim(s), the caretakers and, if appropriate, the non-caretaker perpetrator. Add an unknown individual if there are allegations that a non-caretaker is the perpetrator and no name is known.
2. When entering the child’s information on these screens, answer the human trafficking question by selecting “yes” indicating the child is a victim of human trafficking:

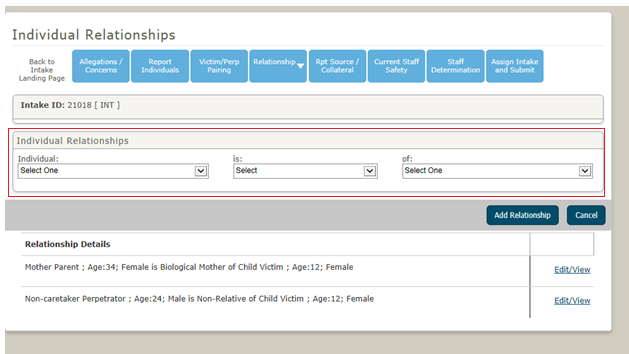


1. On the “Victim/Perp Pair Screen,” the SSW must enter exploitation for the CPS incident, in the “Program/Subprogram” field, when the parents/guardians are the “Caretaker/Alleged Perpetrator:”
2. If there is a non-caretaker perpetrator of human trafficking, another CPS incident of exploitation must be entered with the non-caretaker as the “Caretaker/Alleged Perpetrator.

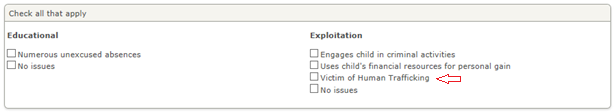
\*Human trafficking is the **ONLY** intake that will have an incident entered with a non-caretaker perpetrator.

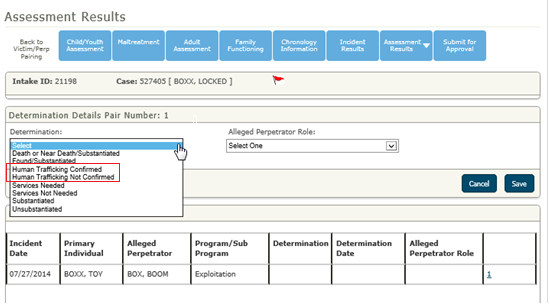


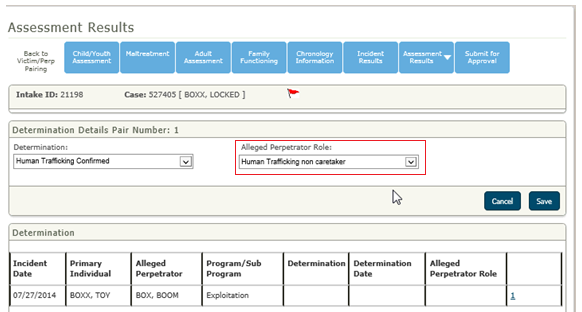
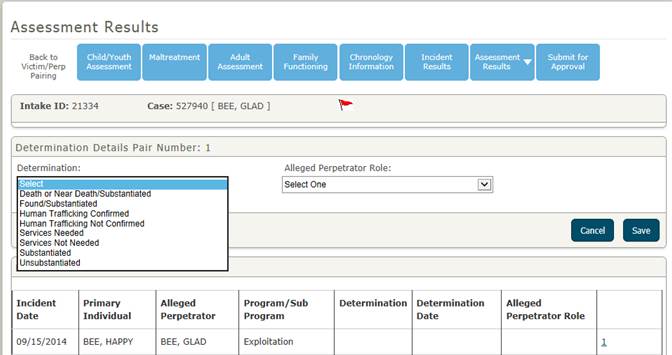
1. After entering all appropriate information into the “Alleged Victim, Caretaker/Alleged Perpetrator and Incident Details” screen, and saving, the following screen will populate:

1. In the “Individual Relationships” screen, indicate the relationship between the child and each perpetrator. If there is a non-caretaker perpetrator, select “non-relative” or “unknown” for the relationship type:

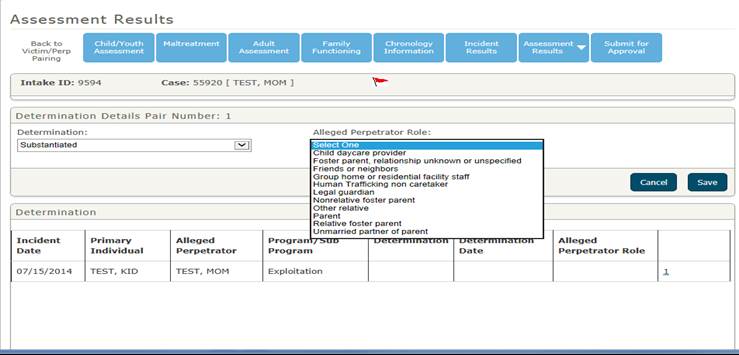
**Entry of the ADT:**

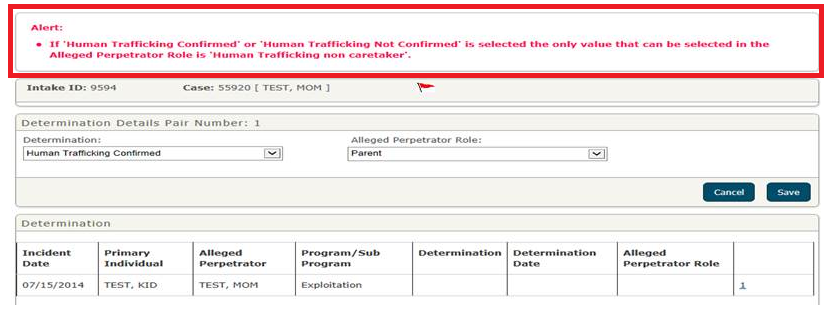
1. ****Under the Maltreatment screens, in the Exploitation panel, choose “Victim of human trafficking” for either caretaker or non-caretaker:
2. Changes have been made to the “Determination” field in the “Assessment Results” screen. Two new values have been added:
   * “Human Trafficking Confirmed;” and
   * “Human Trafficking Not Confirmed.”

If the report is involving a non-caretaker, the SSW chooses one of these two options:  
  
  
  
  
  


1. For non-caretaker reports, once the “Determination” field has been chosen, the SSW selects “Human Trafficking non caretaker” in the “Alleged Perpetrator Role” field:
2. For a caretaker report, the SSW chooses any option **EXCEPT** “Human Trafficking Confirmed” or “Human Trafficking Not Confirmed” in the “Determination” field:

1. Once the “Determination” field has been chosen, the SSW completes the “Alleged Perpetrator Role” field:



1. If the SSW attempts to choose “Human Trafficking Confirmed” or “Human Trafficking Not Confirmed” in the “Determination” field and then choose a caretaker as the alleged perpetrator, the following alert will appear:
2. After entering the appropriate information into the “Assessment Results” screen, and saving, the following screen will populate:

