

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: DARRELL MISSEY, DIRECTOR

SUBJECT: Human Trafficking Policy and Training

DISCUSSION:

The purpose of this memorandum is to inform staff of updated requirements to Human Trafficking training and who is required to take the trainings. This memo should replace CD21-51.

The Federal Preventing Sex Trafficking and Strengthening Families Act of 2014 required states to develop policies and procedures to screen, assess, identify, document and determine appropriate services for children who are at risk of or who are victims of sex trafficking. The Human Trafficking policy and training will help CD staff and case carrying contractors to be equipped to not only identify, interact, and respond to child victims of sex trafficking and sexual exploitation, but also victims of child labor trafficking.

CD staff and case carrying contracted practitioners are required to use the CD-288 Human Trafficking Assessment Tool in the following circumstances:

- Within 24 hours for victim(s) and non-victim(s) listed on a CA/N report with allegations of human trafficking
- Within 24 hours of a child/youth in state custody returning from being on the run, missing, or abducted
- Within 24 hours for any child/youth that is involved with Children's Division through a CA/N report, FCS case, or AC case in which there is a suspicion of human trafficking, history of human trafficking, and/or new concerns of human trafficking
- Within 24 hours of contact with an unaccompanied youth

- Within 72 hours for children/youth that are involved with Children’s Division through a CA/N report, FCS case, or AC case in which it is learned that there is a known history of running away from home/placement
- When a child’s circumstances change or new information is learned about the child/youth which warrants the usage of a more comprehensive screening of human trafficking
- Immediately when imminent safety concerns are present for a child/youth being trafficked

Completion and content of the CD-288 must be documented in the narrative portion of FACES and uploaded to OnBase.

### **Human Trafficking Trainings**

Introduction to Human Trafficking- All CD staff and all staff in case carrying contracted offices (anyone that sits in an office that could have contact with a child) are required to complete the Introduction to Human Trafficking training. The introduction trainings are all web based and should be completed within 90 days of employment. Current staff that have not completed the training should complete it within 90 days of this memo. Frontline staff will complete Intro to Human Trafficking for Case Managers (CD000704). Specialist, supervisors, and managers will complete Intro to Human Trafficking for Supervisors (CD000705).

Assessing For Human Trafficking (CD000702)- All case carrying CDW’s, supervisors, specialists, all case carrying contractors and supervisors are required to complete the web based Assessing for Human Trafficking training within 90 days of employment. Current staff that have not completed the training should complete it within 90 days of this memo. This training teaches staff how to complete the CD-288 with the youth. **Once this training is complete staff should start using the CD-288 when the circumstance meets the criteria above.**

Advanced Human Trafficking (CD000320)- All case carrying CDWs, supervisors, specialist, all case carrying contractors and supervisors are required to complete the 2 day WebEx Advanced Human Trafficking training within 6 months of employment. Current staff that have not taken this class should complete within 6 months of this memo. We understand there are limited classes and a waiting list for this class. The training unit is working on getting more scheduled. Staff should be signed up for the class or on a waiting list within the 6 months.

#### **NECESSARY ACTION**

1. Review this memorandum with all Children’s Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

<b>PDS CONTACT</b> Misty Allen 660-236-7272 Misty.M.Allen@dss.mo.gov	<b>MANAGER CONTACT</b> Kara Wilcox 573-526-9707 Kara.B.Wilcox@dss.mo.gov
<b>CHILD WELFARE MANUAL REVISIONS</b> N/A	
<b>FORMS AND INSTRUCTIONS</b>  CD-288 Human Trafficking assessment tool	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> (List or put N/A if not applicable.)	
<b>RELATED STATUTE</b> The Federal Preventing Sex Trafficking and Strengthening Families Act of 2014	