

Capacity Assessment Checklist & Action Plan

- Define your organization's role in supporting survivors of human trafficking in your local community.**
 - What is your organization's role in supporting survivors, including any intersection with domestic violence and sexual assault, labor and sex trafficking, and youth, adults, and foreign born survivor populations? (This may include an assessment of current and future goals, community needs, etc.)
 - What are your organization's limitations, if any?

- Identify services and resources in your community.**
 - What agencies or organizations are addressing human trafficking and providing services to survivors in the community?
 - What services are provided? Are there gaps, and if so, how can your organization address them?
 - To what other agencies or organizations can survivors of human trafficking be referred?
 - What agencies can your organization collaborate with to enhance services to this population?

- Assess internal preparedness, capacity, and training needs for staff and the organization to support survivors.**
 - Are staff trained on human trafficking and the intersection with domestic violence and sexual assault?
 - Does staff need training on the identification of victims of all forms of trafficking?
 - Does staff need training on other topics such as confidentiality, safety planning, case management, referral, trauma-informed care, cultural sensitivity, and collaboration with other organizations?
 - What resources does your organization need?

- Enhance the screening process to identify survivors of human trafficking in your organization.**
 - On intake, are you assessing those you serve for signs of human trafficking?

- **Review and update case management strategies to support survivors of human trafficking.**
 - Do case management strategies need to be developed or updated to account for the individual needs of adult, minor, domestic, and foreign born survivors of human trafficking?

- **Update safety planning procedures for survivors and service providers.**
 - Do safety procedures for building, staff, and survivors need to be updated?

- **Develop and modify protocols to screen, do intake, interview, support, and refer survivors.**
 - Does your organization have internal protocols that reflect the local services available in the community?
 - Does your organization have different procedures to support survivors of trafficking who are minor, adult, foreign-born, or have unique needs?
 - Does staff know whom to contact within other agencies to ensure coordination of services?
 - Does your organization need to sign collaboration MOUs to clarify roles & responsibilities?

- **Ensure confidentiality in serving survivors of human trafficking.**
 - Does staff know what confidentiality and privilege laws are applicable for caseworkers working with survivors of human trafficking?
 - Review your organization's policies on confidentiality for sharing information, update as necessary.
 - Ensure that any information that is shared has the victim's signed consent.

- **Develop partnerships with key stakeholders in your community.**
 - Does your organization have relationships with other agencies or organizations working to address human trafficking (social, legal, and health services, law enforcement, etc.)?
 - Is there a local human trafficking collaborative or task force? Is your organization a member?
 - If there is no collaborative or task force, can human trafficking be incorporated into a current collaborative?
 - What resources are necessary to enhance any collaborations, and clarify roles and responsibilities in serving survivors of human trafficking?

Internal Capacity Review & Action Plan

1. What is our capacity to support survivors of human trafficking?
2. What are our gaps and limitations and what can we do to address them?
3. What are our priorities to improve responses to trafficking survivors in our area?
4. What resources and tools do we need to enhance and build our capacity?

Goals for Enhancing Services, Action Plan Template:

- A. Goal for enhancing services to support survivors of human trafficking:
- B. Actions steps or key activities to accomplish goal:
- C. What organizations or agencies need to be engaged, and what are the responsibilities of each organization?
- D. Timeline:
- E. Next Steps:
- F. Resources needed:

For information, resources, and technical assistance on your action plan and building collaborations or enhancing your services and capacity to address human trafficking, please contact Futures Without Violence, attention: Mónica Arenas, marenas@futureswithoutviolence.org, Tel: 415-678-5519.

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Anti-Human Trafficking Resources Assessment

Needs of Survivors of Human Trafficking *	Who can Meet these Needs? Provider	Have a contact?	Partner w/them?	Trained on HT?
ACUTE NEEDS/CRISIS NEEDS				
24 Hour Emergency Response				
Safety/ Safety Planning				
Housing				
Food/ Clothing/ Toiletries				
Interpretation/ Translation				
Legal Needs Information & Linkage				
Urgent Health/ Medical				
Legal Guardianship for Minors				
TRANSITIONAL/ MORE IMMEDIATE NEEDS				
Case Management/ Advocacy/Goal setting				
Continued, updated safety planning				
Transitional & long-term housing (shelter/rent)				
Community support systems & life skills				
Food, other needs, ID/document obtainment				
Link to public benefits for HT victims				
Legal: U & T Visa, Civil, Criminal, Protection Orders				
Interpretation/ Translation				
Medical/ dental health care				
Mental health/ counseling				
Substance abuse treatment				
Transportation				
Law enforcement advocacy (fed, state, local)				
Permanency placement for youth				
Worker rights, sexual assault & exploitation education				
LONG TERM STABILITY & SUSTAINABILITY				
Life skills and other needs				
Education, college, GED, ESL (English)				
Financial management/literacy				
Job training/employment and placement				
Reunification/repatriation				
Faith-based & social support connection				
Health Needs (chronic medical conditions)				
Support groups, peer mentorship				
Child Care				
Case Management & Advocacy (continued)				

*Note: Each survivor has unique needs and can vary, depending on their experience, and if they are adults, minors, foreign born, males, LGBTQ, and people with disabilities.

County: _____

What are some community needs to address human trafficking?

Capacities/Strengths:

Gaps:

How can they be filled?

Resources:

[Services Available to Victims of Trafficking](#) (HHS)

[Victim Assistance Fact Sheet, Benefits and Services Available to Victims of Human Trafficking](#) (HHS)

[Services Available to Victims of Human Trafficking: A Resource Guide for Social Service Providers](#)

[National Human Trafficking Referral Directory](#)

[Trafficking Victim Benefits under the Affordable Care Act \(ACA\)](#)

Needs of Survivors of Human Trafficking & Collaborative Response

Victim/Survivor Needs	The victim/survivor knows themselves the best and should be included in all aspects of recovery. They will know what they specifically need throughout the process.
Safety	A safe place to live free from their traffickers. Safety plan.
Emergency Essentials	Food, clothing, housing, and medical treatment.
Legal Assistance	Legal representation, civil, criminal, family law, employment (back wages/sexual harassment), and immigration. Assistance with filing T-Visa applications and immigration petitions for foreign-born victims. Child specific: Court-appointed special advocate or guardian, advocacy within child welfare system. Education on know their rights in the workplace, sexual harassment and assault.
Advocacy	Assistance retrieving identification documents, completing applications, attending appointments, and navigating different U.S. systems (e.g. criminal justice, child welfare, immigration, human services, transportation, etc.).
Social Services	Assist victims in receiving services such as food stamps, Medicaid, housing assistance, etc.
Healthcare	Medical treatment, dental care, health screenings, health insurance, work related injuries, addressing chronic health problems such as HIV/AIDS and STDs. This includes emergency needs and untreated illnesses.
Mental Health	Trauma counseling, therapy, anger management, conflict resolution, self-empowerment and esteem building. Mental health professionals help victims with psychological trauma such as PTSD. They also work with case managers to establish the best course of treatment for victims.
Case Management	Assistance receiving social services. Including: Emergency crisis support, short-term transitional support, and long-term support for stability and sustainability.
Education	GED assistance, enrollment in school, technical/training certification, English-language classes.
Life-Skills Counseling	Job training, employment location assistance, and financial management. Assistance with operation of basic household appliances, using public transportation, learning to cook, parenting, etc.
Faith-based	Assistance with emergency shelter, basic needs of victims, transportation, and mentorship/spiritual needs of victims. Monetary support.
Youth Services	Juvenile Justice, Department of Social Services, emergency essentials, and school systems.
Federal Law Enforcement	Helping with cases that involve interstate commerce, witness protection, also insuring safety of victim, and repatriation. Also prosecutes traffickers and buyers.
Local Enforcement	Ensures safety of victims and response/referral to service providers. Also tasked with arresting traffickers and buyers, collecting evidence. Identify indicators.

Victim-Witness Coordinators—Victim-witness coordinators help promote victim well-being as victims cooperate with the criminal justice process (e.g., investigation, prosecution, and sentencing). Examples of their duties include notifying victims of important case events and proceedings, and providing victims with information and referrals for victim services (e.g., victim compensation programs, rape crisis centers, or mental health counseling).

State and Local Investigators—State and local investigators are police officers (including detectives, sergeants, sheriffs) with specialized training and experience who usually work in an investigative branch or unit of a police department. For a human trafficking case, they might oversee and manage the case at the State or local level and collaborate with Federal agents, prosecutors, victim service providers, and NGOs.

Police/Line Officers—Line officers are general police officers whose primary responsibility is to provide routine patrol, conduct criminal and traffic investigations, and make arrests. In a human trafficking context, the line officer may be a first responder who is able to identify the indicators of a human trafficking situation, secure evidence for subsequent prosecution, and refer victims to social service providers.

Federal Agents—Federal agents typically conduct initial interviews, survey the crime scene (e.g., sweatshop), seize evidence (e.g., records and computers), make arrests, translate documents, and serve grand jury and trial subpoenas (author, date). In a trafficking case, Federal agents investigate the spectrum of Federal criminal civil rights violations, crimes against children, and organized crime (author, date). The Federal Bureau of Investigation's (FBI) Civil Rights Unit and field offices are responsible for the domestic enforcement of the TVPA. Other federal agencies critically involved include Immigration and Customs Enforcement (ICE), Diplomatic Security Section (DSS), the Internal Revenue Service (IRS), and investigators from the Department of Labor.

Federal, State, Local Managers/Supervisors—Law enforcement management or supervisors oversee law enforcement activities and help define priorities for the agency. With respect to human trafficking, managers and supervisors are responsible for ensuring that officers, investigators, and agents are trained on identification and response practices, and that human trafficking is a priority for their department or agency. They also work to foster local, State, and Federal collaboration and may serve on a joint task force.

Source: Law Enforcement Response to Human Trafficking and the Implications for Victims: Current Practices and Lessons Learned <https://www.ncjrs.gov/pdffiles1/nij/grants/216547.pdf>

Department of Labor (DOL) assists law enforcement partners in the identification of trafficking victims. In addition, DOL engages internationally with governments as well as business, labor, and civil society groups to implement models that work to reduce child labor and forced labor, and produces the following reports: Findings on the Worst Forms of Child Labor; List of Goods Produced by Child Labor or Forced Labor; and List of Products Produced by Forced or Indentured Child Labor.

Department of Health and Human Services (HHS) funds victim assistance services programs and the National Human Trafficking Hotline, issues Certification and Eligibility Letters for foreign national victims of trafficking, provides training and technical assistance to local communities, and conducts public awareness campaigns and public health initiatives focused on human trafficking.

Department of Homeland Security (DHS) conducts domestic and international investigations of human trafficking, conducts public awareness campaigns through the Blue Campaign, provides education and training, grants immigration benefits to victims of human trafficking, and authorizes victims who are potential witnesses to remain in the United States temporarily during the investigation or prosecution of their traffickers.

Department of Justice (DOJ) conducts human trafficking investigations and prosecutions and provides grant funding for victim services. DOJ supports anti-trafficking task forces; conducts trainings, research, and outreach initiatives; and produces the annual Attorney General's Trafficking in Persons Report.

Department of Agriculture (USDA) provides anti-trafficking training for employees, inspectors, and industry partners to raise awareness of human trafficking in agriculture and rural areas in the United States.

Source: U.S. Government Entities Combating Human Trafficking <https://www.state.gov/j/tip/rls/fs/2017/272160.htm>

Anti-Human Trafficking Operational Protocols

Outline for Possible Protocol Content Development

Protocols on Discovery:

Discovery of a victim by service provider:

- Assess victim safety
- If a victim is in immediate danger contact_____.
- Contact partner service provider for specific needs (shelter, food, clothing, medical)
- Notify law enforcement with victim consent

Discovery of a victim by law enforcement:

- Identification and assessment (victim vs. criminal)
- Referral for services

Custody (protocol for wellbeing of the victim and successful arrest of the trafficker):

- Intake procedure (interviewing techniques used)
- Response to adult, child, male, female, foreign born and domestic victim

Trafficker Custody and Control:

- Identification of the trafficker
- Arrest of the trafficker
- Trafficker's influence over victim

Safety & Services Considerations:

Physical Safety

- Is there a safety protocol in place?
- Resources for medical and psychological care
- Resource capacities

Psychological safety:

- Victim's condition
- Condition for cooperation in an ongoing investigation

Sample Protocols Content Outline

Law Enforcement:

- All trafficking related referrals from the community and partner agencies shall be made to law enforcement agency and/or point of contact within law enforcement agency
- Law enforcement agencies will investigate and follow up with tips from the community within days/hours
- Potential victims of human trafficking will be separated from his/her trafficker prior to questioning
- Law enforcement will utilize a victim centered approach when interviewing victim
- Once victim has been identified, prosecutors will interview the potential victim within days/hours of the discovery
- Service providers will be notified for emergency housing and services within hours/days
- Potential minor victims of human trafficking will receive forensic interview by a trained interviewer

Protocols for Service Providers:

- First responder for Agency Name will be Name of Case Worker designated for referrals.
- Case worker will be designated to answer hotline 24 hours a day
- In case designated case worker is unavailable, referrals will be made to secondary responder
- In case of a referral for a potential trafficking situation, where victim remains in trafficking situation and are in imminent danger, case worker will direct all referrals to designated law enforcement agency

Once a potential victim has been identified, service provider will:

- Assess the victims immediate safety
- Arrange for interpretation services if needed
- Assess the immediate and long term needs of the victim
- Provide basic education about his/her rights, protections and services available
- Acquire consent from victim to report to law enforcement
- Prioritize the victim's confidentiality
- Potential victims of human trafficking will receive emergency housing in name of shelter for a duration of number of months
- Each potential victim will receive a medical exam within number of days unless the victim objects to medical screening
- Each potential victim will receive a psychological evaluation and treatment within number of days unless victim objects to psychological evaluation and counseling