

### Capacity Assessment Checklist and 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 your mission, 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 assessment process to identify survivors of human trafficking in your organization.**
  - On intake, are you assessing those you serve for signs of human trafficking?
  - Prioritize assessing for needs of survivors in order make the proper referral.

- Review your intake form and add additional questions or use a separate needs assessment to identify intersections of DV/SA/HT as part of the process for connecting survivors to services and support.
- **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?
    - Consider risk assessments, preparations, and contingency plans to increase safety.
  - **Develop and modify protocols to assess, 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 and 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](#), E-mail: [learning@futureswithoutviolence.org](mailto:learning@futureswithoutviolence.org).

*This project is supported by Grant No. 2015-TA-AX-K029, awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.*