

Strengthening Domestic and Sexual Violence Programs for Trafficked Survivors: Enhancing Identification, Case Management and Advocacy

Webinar Resource Handouts

Sample Resources Developed by Community Solutions

Table of Contents

Handout 1: Advocate Response Guidelines

Handout 2: Advocate Response Protocol, HT Coalition

Handout 3: Human Trafficking Client Goal Plan

Handout 4: CSEC Safety Planning Sheet

Handout 5: Partnership – Referral Tracking Tool

Handout 6: Point Person Referral Form

Handout 7: CSEC Extended Services Consent Form



Solutions to Violence

Guideline for

Human Trafficking Services

- Confidential -

Community Solutions' Solutions to Violence (STV) Division is dedicated to providing proactive and progressive services in response to intimate partner abuse, sexual assault and human trafficking. Additionally, the STV Division is committed to reducing the incidence and recurrence of intimate partner abuse, sexual assault, and human trafficking through education and advocacy.

Our sexual assault services are open to clients within Santa Clara County as well as San Benito County. To qualify for services the person must be identified as a survivor of human trafficking.

WHAT AN ADVOCATE IS:

Our Solutions to Violence programs provide victim-centered and empowerment-based services to strengthen and support survivors of intimate partner abuse, sexual assault, and human trafficking crimes. Our services build symmetrical partnerships between advocates and survivors. Ultimately we believe in allowing each survivor to define the advocacy and help they need. We expect our advocates to create safe place for communication and to be an active and empathetic listener. Our advocates:

- Create a safe space for communication
- Establish rapport & trust
- Identify precipitating problems
- Help the person identify, cope with, and express feelings
- Respect differences and avoid assumptions
- Help survivor's explore their options & repercussions of options
- Protect survivor's confidentiality at all times
- Provide affirmation & moral support
- Support the survivor's decisions

All of our Solutions to Violence advocates meet the state's criteria for confidentiality as outlined through California Evidence Code Section 1038.2.

Confidentiality pertains to shared communication between service workers (such as lawyers, doctors, social workers, case managers) and their clients. The information shared between the client and the service worker includes conversations, documents, and other pertinent communication which occurred while working together. Clients can choose to waive this right if they consent to release the information or if it is requested by the courts through a subpoena.

WHAT A HUMAN TRAFFICKING ADVOCATE DOES:**24-Hour Crisis Intervention and response**

Our STV division has a 24-hour crisis line for intimate partner abuse, sexual assault, and human trafficking survivors. The crisis line is a completely confidential and anonymous service, where individuals can share their experiences with someone who understands, and can provide information and referrals. Advocates are available 24 hours a day to assist survivors and their significant others. *(See Crisis Line Guideline for more information).*

Our STV division has a 24-hour in person response for intimate partner abuse, sexual assault, and human trafficking survivors. Advocates can respond to accompany a survivor through the reporting process, a SART procedure, etc. The in-person response is a where individuals can share their experiences with someone who understands, provide trauma-informed victim centered support, and can provide information and referrals. Advocates are available 24 hours a day to assist survivors and their significant others. *(See In-Person and SART Guideline for more information).*

Peer Counseling/Follow up

Advocates have completed the state certified training for Intimate Partner Abuse, Human Trafficking, and Sexual Assault. Advocates will continue to attend appropriate trainings related to intimate partner abuse, human trafficking, sexual abuse/rape, and trauma related interventions. Per grant guidelines, all human trafficking survivors are guaranteed **10 peer counseling sessions**. The sessions will be conducted by an advocate. It is to be explained to the survivors that these sessions are not therapy sessions, rather support by a peer that has specialized training working with survivors of human trafficking. If needed, peer counselling sessions can be extended for survivors based on need.

Connecting Survivor to Therapy

If the survivor is interested in therapeutic support, a goal of the advocate is to work with survivors to help them identify therapeutic services available either through: Victim Witness, Medi-Cal, or their private insurance. If the survivor does not qualify for any of these services the advocate should refer the client to the STV therapist *(See Therapy Services Guideline for more information).*

Safety Planning

Advocates should work in partnership with survivors to create a safety plan that meets their needs. Advocates should assist the survivors in identifying safety concerns and developing/addressing safety options in partnerships with survivors.

Restraining Order Support

Advocates should discuss restraining order options with clients. If applicable, advocates should complete the **Restraining Order Intake** if a restraining order is requested *(See Restraining Order process.)*

Immigration Support

For undocumented human trafficking survivors, the advocate should discuss possible immigration supports. As applicable, the advocate should refer survivors to partnering immigration attorneys for further legal advice and case support.

Criminal Justice Advocacy

If the survivor is interested, the advocate can act as a liaison for the survivor with Law Enforcement and the District Attorney's office. The advocate can assist with the survivor in understanding the criminal justice process. The advocate will continue to provide updated information to the survivor of human trafficking pertaining to their case. The advocate will ensure the survivors' feels informed and aware of all of options pertaining to the legal process.

It is important to note, the advocate is not an attorney or legal representative. If there are answers or questions that are beyond the scope of the advocate it is the advocate's job to inform the client and provide options such as: setting a meeting with the district attorney and/or law enforcement, the client and the advocate; connecting the client to a civil or family attorney; and/or providing any appropriate referrals.

Accompaniment

The advocate should also be available to accompany the survivor to any court dates, medical appointments, social service interviews, victim witness appointments, and other related appointments pertaining to their human trafficking case. If a survivor requests, the advocate can attend criminal court on their behalf to ensure they are informed of all pertinent information.

Providing Information and Referrals

The advocate acts a hub for clients. For survivors it is important to work in partnership with clients to ensure all of their needs are met. If we are unable to meet their needs, it is imperative that our advocates assist clients with resources and information. In efforts to best assist clients, advocates should ask the survivors if they would like assistance setting up the meetings or calling on their behalf when possible to ensure survivors are connected with resources. It is important to increase the support system for survivors to ensure all their needs are being met.

Case Management

Our department works from an empowerment model. All of our services are contingent on the basis that the youth would like to continue services with an advocate. All services may differ depending on grant requirements. If a survivor is interested in follow up services, the advocate will follow up within 48 hours (72 hours to account for weekends) for continued services. Each advocate will keep case notes documenting the services provided to the survivor.

Our human trafficking services are divided into three phases of case management: crisis intervention, stabilization phase, and long-term/closing phase.

| 1 st Crisis Contact Through 3 Months | 3 Months to 8 Months | 8 Months Until Case Closure |
|---|--|--|
| <ul style="list-style-type: none"> • Follow up phone call once a week • In person contact at least once every two weeks • Complete a goal plan | <ul style="list-style-type: none"> • Follow up phone call once every two weeks • In person counseling at least once a month • Check in on progress of goals at least once a month utilizing the goal plan | <ul style="list-style-type: none"> • Follow up phone call once every two weeks • In person counseling as needed • Check in on progress of goals at least once a month utilizing the goal plan |

During the crisis stage (from first contact through first three months) the advocate will provide a minimum of a follow up phone call once a week, a peer counseling session at least every two weeks, and written a SMART goal plan by their third in person/peer counseling session. If the client requests more or less support then mentioned above, inform the Designated Program Manager.

For the stabilization phase (from three months to six months), the advocate will provide a minimum of a follow up phone call once a every two weeks, a peer counseling at least once a month, and check on their progress of goals utilizing their SMART goal plan. If the client requests more or less support then mentioned above, inform the Designated Program Manager.

For the stabilization phase (from six months to court case closure), the advocate will provide a minimum of a follow up phone call once a every two weeks, a peer counseling as needed, and check on their progress at least once a month of goals utilizing their SMART goal plan. If the client requests more or less support then mentioned above, inform the Designated Program Manager.

I, _____, hereby acknowledge receipt of this STV department guideline.

Staff Signature

Date

Program Director/Manager Signature

Date

Revised 12/29/15

**Responding to Trafficking in Persons:
Santa Clara County**

Advocate In-Person Response Protocol

(Last Updated January, 2016)



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Table of Contents

| | |
|---|---------|
| I. South Bay Coalition to End Human Trafficking | |
| A. About the Coalition..... | Page 3 |
| B. Victim Services Providers..... | Page 3 |
| C. Philosophical Framework..... | Page 4 |
| D. Confidentiality & HT Advocates..... | Page 4 |
| II. In Person Response | |
| A. Coordinated In-Person Response..... | Page 6 |
| B. Law Enforcement Identified Victims..... | Page 6 |
| C. Governmental Organization/ CBO Identified Victims..... | Page 8 |
| D. Important Phone Numbers..... | Page 10 |

South Bay Coalition to End Human Trafficking

A. About the South Bay Coalition to End Human Trafficking (Coalition)

Vision

Our vision is a world free from slavery.

Mission

Utilizing a victim-centered approach, the South Bay Coalition to End Human Trafficking's mission is to ensure the protection of victims, the prosecution of offenders, and the prevention of human trafficking and slavery through an effective coordinated partnership.

Goals

Provide comprehensive services to victims of human trafficking; raise awareness of human trafficking through community education and outreach; and provide professional training to service providers.

History

The Coalition held its first meeting in February 2005 to establish a multidisciplinary response to human trafficking in the South Bay Area. The Coalition upholds a victim-centered approach in coordinating resources and strengthening local capacity to address human trafficking. The Coalition has been successful in responding to human trafficking, providing professional training and education, and building trust between non-governmental organizations, government agencies, and community members to address human trafficking in the South Bay.

The Coalition is one of 40 victim centered human trafficking task forces funded jointly by the U.S. Department of Justice, Bureau of Justice Assistance and the Office of Justice Programs, Office for Victims of Crime, to identify, rescue, and restore victims of human trafficking. Since 2005, the Coalition has coordinated the collaborative effort among law enforcement, human trafficking victim services agencies, and the U.S. Attorney's Office to identify and rescue victims of trafficking in persons and successfully prosecute traffickers.

B. Victim Service Providers

Domestic Violence and Sexual Assault Advocates have played a critical role in responding to trafficking issues in the bay area since the Coalition's inception. Due to their existing structures, programs, networks and confidential communication privilege, domestic violence and sexual assault providers are uniquely positioned to support human trafficking victims. Over the past ten years, five Victim Service Providers (VSPs) in Santa Clara County: 1) AACI, 2) Community Solutions, 3) Maitri, 4) Next Door, and 5) YWCA have worked in partnership to provide comprehensive, victim-centered and trauma-informed support to human trafficking victims.

This collaboration was made possible due to existing relationships under the Domestic Violence Advocacy Consortium (DVAC).

C. Philosophical Framework

The Coalition upholds a victim-centered, trauma informed approach in its efforts to coordinate resources and strengthen local capacity to respond to trafficking victims and their needs. The Coalition has been successful in building connections and facilitating trust between the different systems involved in addressing human trafficking in Santa Clara County. VSP advocates adhere to an empowerment based model that acknowledges and builds on the survivor's unique perspectives and their response to their exploiter's power and control.

D. Confidentiality

Confidentiality is a major non-negotiable in our work. Human trafficking case-worker privilege was protected in California Evidence Code §1038-1038.2. In order for a service worker to claim human trafficking case worker privilege they must meet the following requirements:

(1) A person who is employed by any organization providing the programs specified in Section 18294 of the Welfare and Institutions Code, whether financially compensated or not, for the purpose of rendering advice or assistance to victims of human trafficking, who has received specialized training in the counseling of human trafficking victims, and who meets one of the following requirements:

(A) Has a master's degree in counseling or a related field; or has one year of counseling experience, at least six months of which is in the counseling of human trafficking victims.

(B) Has at least 40 hours of training as specified in this paragraph and is supervised by an individual who qualifies as a counselor under subparagraph (A) is a psychotherapist, as defined in Section 1010. The training, supervised by a person qualified under subparagraph (A), shall include, but need not be limited to, the following areas: history of human trafficking, civil and criminal law as it relates to human trafficking, societal attitudes towards human trafficking, peer counseling techniques, housing, public assistance and other financial resources available to meet the financial needs of human trafficking victims, and referral services available to human trafficking victims. A portion of this training must include an explanation of privileged communication.

(2) A person who is employed by any organization providing

the programs specified in Section 13835.2 of the Penal Code, whether financially compensated or not, for the purpose of counseling and assisting human trafficking victims, and who meets one of the following requirements:

(A) Is a psychotherapist as defined in Section 1010, has a master's degree in counseling or a related field, or has one year of counseling experience, at least six months of which is in rape assault counseling.

(B) Has the minimum training for human trafficking counseling required by guidelines established by the employing agency pursuant to subdivision (c) of Section 13835.10 of the Penal Code, and is supervised by an individual who qualifies as a counselor under subparagraph (A). The training, supervised by a person qualified under subparagraph (A), shall include, but not be limited to, law, victimology, counseling techniques, client and system advocacy, and referral services. A portion of this training must include an explanation of privileged communication.¹

¹ California Evidence Code §1038.2

In-Person Response

A. Need for a Coordinated In-Person Response

The Coalition VSPs are committed to providing in-person response to human trafficking survivors identified by law enforcement, governmental organizations, and service providers. The Coalition's Point Person model for coordination of in-person response has been nationally recognized as a best practice by the Office of Victims of Crime (OVC):

A good practice of a task force is to have one victim service provider serve as the coordinating victim service organization. Clear agreements, trusting relationships, and a proven track record of mutual reliability make this relationship invaluable to all involved and give law enforcement strong confidence about the control of information and how it is shared. See [Section 3.1 on Task Force Operational Protocol](#) for more information on how to establish processes and procedures that further support collaboration between law enforcement and victim service provider task force members on behalf of victims. <https://www.ovcttac.gov/taskforceguide/eguide/5-building-strong-cases/54-landing-a-successful-prosecution/the-victim-as-a-witness/>

An in-person response involves a confidential advocate responding to a location where a potential victim of human trafficking has been identified. In-person response is provided in order to ensure immediate services to victims of human trafficking and encourage safety and security by initiating a relationship with a confidential advocate early on.

In situations where there is/was a potential sexual assault, which can occur in labor or sex trafficking cases, an advocate with sexual assault and trauma informed training and confidentiality should be the in-person responder. Currently, agencies that are able to and have agreed to provide 24 hour in person response in human trafficking/sexual assault intersection cases are Community Solutions and the YWCA of Silicon Valley.

In situations where the victim is a foreign born survivor (this is typically the case in labor trafficking situations), an advocate with the language and cultural competencies required should be the responder. Currently, agencies that are able to and have agreed to provide in person response to labor or foreign born victims include: Community Solutions, International Rescue Committee, and Asian Americans for Community Involvement. The Coalition Victim Services Subcommittee continues to work towards expanding capacity for in-person responders.

Legal service providers and attorneys are particularly valuable for in-person response to foreign born survivors where immigration concerns may prevent a victim from seeking help from law enforcement or other government agencies. Having an attorney present may also be beneficial where criminal activity is suspected and an attorney with criminal law knowledge is beneficial. Legal advice with regards to other concerns, such as labor and employment claims, identity theft and others should be addressed soon after stabilization, but typically do not require an in-person response.

Legal service providers that are able to and have agreed to provide in person response to labor or foreign born victims include: Katharine and George Alexander Community Law Center.

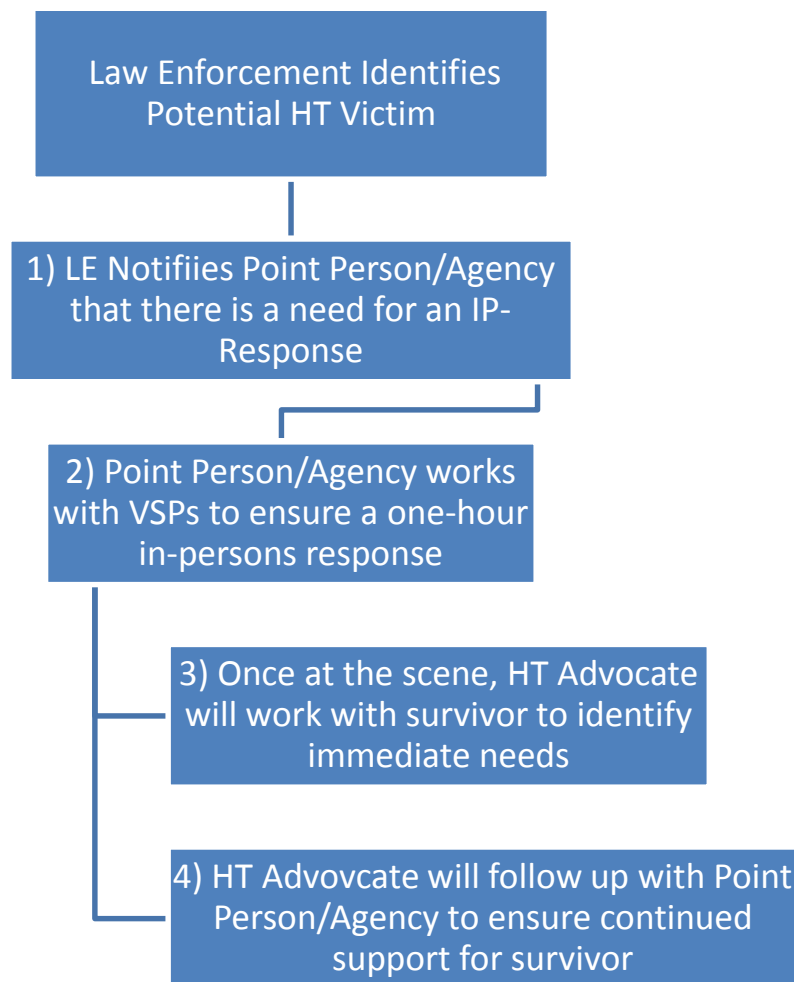
B. Law Enforcement Identified HT Victims

When feasible, law enforcement will call a meeting with the Point Person to give notice prior to an operation. In order to prepare the appropriate services, law enforcement will detail the needs of the possible victims. The basic information given should include:

- a. When to expect the victims
- b. How many victims to expect
- c. Languages spoken
- d. Any health issues/concerns victims may have

Because of the sensitive nature of these investigations, early notice is not always possible. The Point Person and services providers will work collaboratively to ensure that the needs of possible victims are met in a comprehensive, victim-centered, and trauma informed manner.

Law Enforcement Identified Survivors

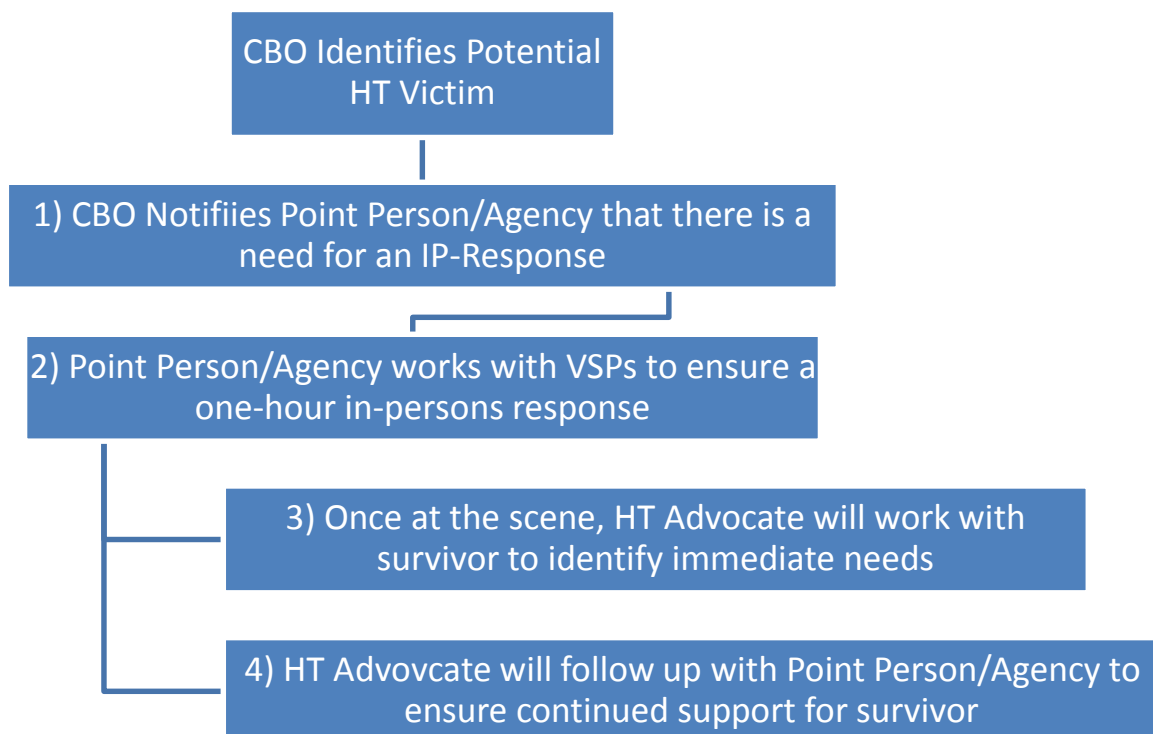


1. When law enforcement identifies a potential human trafficking survivor out in the field, the officer will determine whether or not an advocate in-person response is warranted. If the officer determines that there is a need for an in-person response, he/she will contact the Point Person/Agency and request a response. When requesting an in-person response, officers should provide the following information:
 - a. Location for the response (i.e. police department, scene, juvenile hall, CBO, etc.)
 - b. Number of potential survivors
 - c. Potential survivor's gender, age, and language
 - d. Possible immediate needs (i.e. shelter, hotel, medical attention, clothing)
 - e. Possible safety concerns (i.e. exploiter in the area, gang-affiliation)
2. The Point Person/Agency will coordinate with VSPs to ensure an in-person response within one hour.

3. The responding advocate will meet privately with the survivor to²:
 - a. Explain confidentiality
 - b. Identify immediate needs
 - c. Provide peer counseling (if possible)
 - d. Explore options and potential resources

*The Point Person/Agency is available to provide support to the responding advocate and coordinate necessary resources.
4. If the potential survivor consents, the responding advocate will obtain contact information to provide further follow up.³ If the responding advocate is not able to provide follow up, she/he will pass on the contact information to the Point Person/Agency. The Point Person/Agency will ensure the potential survivor receives follow up.

C. CBO or Governmental Organization - Identified HT Victims



1. When a CBO identifies a potential human trafficking survivor, the identifying individual will determine whether or not an advocate in-person response is warranted.

² Advocates can refer to the Coalition Human Trafficking Advocate Manual for best practices in survivor assessment

³ Advocates can refer to the Coalition Human Trafficking Advocate Manual Chapter 3 for best practices in Case Management

- If the individual determines that there is a need for an in-person response, he/she will contact the Point Person/Agency and request a response. When requesting an in-person response, individuals should provide the following information:
- a. Location for the response (i.e. police department, scene, juvenile hall, CBO, etc.)
 - b. Number of potential survivors
 - c. Potential survivor's gender, age, and language
 - d. Possible immediate needs (i.e. shelter, hotel, medical attention, clothing)
 - e. Possible safety concerns (i.e. exploiter in the area, gang-affiliation)
2. The Point Person/Agency will coordinate with VSPs to ensure an in-person response within one hour. If a one hour response is not necessary, the Point Person will work with the requesting CBO to ascertain an appropriate time for in-person response.
 3. The responding advocate will meet privately with the survivor to⁴:
 - a. Explain confidentiality
 - b. Identify immediate needs
 - c. Provide peer counseling (if possible)
 - d. Explore options and potential resources

*The Point Person/Agency is available to provide support to the responding advocate and coordinate necessary resources.
 4. If the potential survivor consents, the responding advocate will obtain contact information to provide further follow up.⁵ If the responding advocate is not able to provide follow up, she/he will pass on the contact information to the Point Person/Agency. The Point Person/Agency will ensure the potential survivor receives follow up.

⁴ Advocates can refer to the Coalition Human Trafficking Advocate Manual for best practices in survivor assessment

⁵ Advocates can refer to the Coalition Human Trafficking Advocate Manual Chapter 3 for best practices in Case Management

D. Important Numbers to Call:

Law Enforcement officers and CBOs requiring an in-person response should contact the Point Person/Agency:

Community Solutions⁶ 24-hour hotline: (877) 363-7238 (877) END SADV

Governmental or community based organizations may refer potential human trafficking victims not requiring in-person or immediate support to the National Human Trafficking Hotline at 1-888-373-7888. The National Human Trafficking Resource Center will triage survivors with local providers if further support is necessary.

⁶ The VSPs will vote on a Point Person/Agency every year to ensure all VSPs have the opportunity to provide leadership.

Client Goal Plan

Client Name: _____

Client Number: _____

| | |
|---|---|
| S | Your goals should be SPECIFIC . Include dates, resources, and dollar amounts you'll need to accomplish them. |
| M | They should be MEASURABLE by the date, dollar, or other appropriate unit. They should also be MUTUAL . (A legal or financial goal that you share with a spouse, partner, or family members will be easier to achieve.) And, it's best to define strategies for staying MOTIVATED towards your goals. |
| A | Your goals should be ATTAINABLE for your situation. You might even be able to complete part of your goal right now. |
| R | If your goals are REALISTIC and RELEVANT to your life, they'll be easier to achieve. Identify the RESOURCES you'll need to reach them, and REVIEW and REVISE them when necessary. |
| T | You'll need a specific TIMELINE to accomplish your goals. Since there's never enough time to complete all of your goals immediately, you'll need to prioritize them. |

My goal is: _____

To reach my goal, I will:

- | | | |
|---|--|-----------|
| 1 | | by: _____ |
| 2 | | by: _____ |
| 3 | | by: _____ |

| | |
|--|--|
| Meeting Date/Time: _____ Next Steps: 1 _____ 2 _____ Target Date: _____ | Meeting Date/Time: _____ Next Steps: 1 _____ 2 _____ Target Date: _____ |
| Meeting Date/Time: _____ Next Steps: 1 _____ 2 _____ Target Date: _____ | Meeting Date/Time: _____ Next Steps: 1 _____ 2 _____ Target Date: _____ |

My goal is: _____

To reach my goal, I will:

- 1

- by: _____
- 2

- by: _____
- 3

- by: _____

| | |
|--------------------------|--------------------------|
| Meeting Date/Time: _____ | Meeting Date/Time: _____ |
| Next Steps: 1 _____ | Next Steps: 1 _____ |
| 2 _____ | 2 _____ |
| Target Date: _____ | Target Date: _____ |
| Meeting Date/Time: _____ | Meeting Date/Time: _____ |
| Next Steps: 1 _____ | Next Steps: 1 _____ |
| 2 _____ | 2 _____ |
| Target Date: _____ | Target Date: _____ |

My goal is: _____

To reach my goal, I will:

- 1

- by: _____
- 2

- by: _____
- 3

- by: _____

| | |
|--------------------------|--------------------------|
| Meeting Date/Time: _____ | Meeting Date/Time: _____ |
| Next Steps: 1 _____ | Next Steps: 1 _____ |
| 2 _____ | 2 _____ |
| Target Date: _____ | Target Date: _____ |
| Meeting Date/Time: _____ | Meeting Date/Time: _____ |
| Next Steps: 1 _____ | Next Steps: 1 _____ |
| 2 _____ | 2 _____ |
| Target Date: _____ | Target Date: _____ |

Community Solutions' Safety Plan for CSE youth

| Relationship-generated Risks | | |
|---|-------|-------------|
| Behavior | Risks | Safety Plan |
| How long do you know someone before they become a boyfriend/girlfriend? | | |
| How long do you know someone before you have sexual relations with them? | | |
| Has there been physical violence in your relationships? | | |
| What happened when you try to leave the relationship? What's the most severe reaction to you trying to leave? | | |
| How would he/she react to you leaving the life? | | |
| Are you fearful that anyone from the streets might be looking for you? | | |
| Are they gang-involved? Are there other safety risk that you want to share? | | |

Community Solutions' Safety Plan for CSE youth

| Family-Generated Risks | | |
|--|-------|-------------|
| Behavior | Risks | Safety Plan |
| What is your relationship like with your parent(s)/guardian(s)? | | |
| Do you have someone safe to talk to in your family? | | |
| What do you think their reaction will be about your involvement in the life? | | |
| Does anyone know where your family/friends/support live? Are there concerns for you around that? | | |
| How do you deal with conflict within your family? | | |
| What are some of the challenges in your family? | | |
| Are there financial challenges? What pressure does that place on you? | | |

Community Solutions' Safety Plan for CSE youth

| Placement-Generated Risks | | |
|--|-------|-------------|
| Behavior | Risks | Safety Plan |
| Where will you be placed? (Juvenile Hall, Group Home, Home) Are you planning to stay there? | | |
| Have you runaway before? How long? Where did you go? | | |
| What happened the last time you left? | | |
| Have you ever been pressured into running because someone else was going to? | | |
| How do you deal with conflict within your placement? | | |
| | | |
| | | |

Community Solutions' Safety Plan for CSE youth

| Social-generated Risks | | |
|---|-------|-------------|
| Behavior | Risks | Safety Plan |
| Who do you consider your friend(s)? | | |
| How long do you know someone before you call them a friend? | | |
| What types of things do you like to do with your friends? | | |
| Do you currently use drugs/alcohol? Are you pressured into using? | | |
| Tell me about your Facebook friends list, Instagram followers, etc. Do you know them in real life or just online? | | |
| Does anyone have access to your social media or email accounts? | | |
| | | |

Referrals Provided

Date Provided

| | | |
|---------|-------------------------|---------------|
| Therapy | Medi- Cal <i>Y or N</i> | |
| | STV Internal Referral | <i>Y or N</i> |
| | Other referrals | |

Date Provided

| | | |
|--|--------------------------------|---------------|
| Legal referral (immigration, family law, etc) | Connect with Legal Coordinator | <i>Y or N</i> |
| | Other referrals | |
| | Other referrals | |

Date Provided

| | | |
|----------------|------------|--|
| Support Groups | Group type | |
|----------------|------------|--|

Date Provided

| | | |
|-----------------|-----------------|--|
| Other Referrals | Other referrals | |
| | Other referrals | |
| | Other referrals | |
| | Other referrals | |
| | Other referrals | |

Identified Service Providers

| | |
|------------------|------------------------------------|
| Agency: | <i>HIPAA Release Signed: Y / N</i> |
| Phone number(s): | <i>Expire Date:</i> _____ |

| | |
|------------------|------------------------------------|
| Agency: | <i>HIPAA Release Signed: Y / N</i> |
| Phone number(s): | <i>Expire Date:</i> _____ |

| | |
|------------------|------------------------------------|
| Agency: | <i>HIPAA Release Signed: Y / N</i> |
| Phone number(s): | <i>Expire Date:</i> _____ |

| | |
|------------------|------------------------------------|
| Agency: | <i>HIPAA Release Signed: Y / N</i> |
| Phone number(s): | <i>Expire Date:</i> _____ |

| | |
|------------------|------------------------------------|
| Agency: | <i>HIPAA Release Signed: Y / N</i> |
| Phone number(s): | <i>Expire Date:</i> _____ |

| | |
|------------------|------------------------------------|
| Agency: | <i>HIPAA Release Signed: Y / N</i> |
| Phone number(s): | <i>Expire Date:</i> _____ |

| | |
|------------------|------------------------------------|
| Agency: | <i>HIPAA Release Signed: Y / N</i> |
| Phone number(s): | <i>Expire Date:</i> _____ |

South Bay Coalition to End Human Trafficking

POINT PERSON REFERRAL FORM



| CLIENT INFORMATION | REFERRED BY: |
|-------------------------------------|---|
| NAME: _____ | NAME: _____ |
| LANGUAGE: _____ DOB: _____ | ORGANIZATION: _____ |
| ETHNICITY: _____ AGE: _____ | PHONE NUMBER: _____ |
| PHONE: _____ GENDER: _____ | REFERRAL DATE: _____ |
| CITY: _____ | TYPE OF CASE: <input type="checkbox"/> LABOR <input type="checkbox"/> SEX <input type="checkbox"/> CSEC |
| CURRENT NEEDS: | |
| <input type="checkbox"/> Shelter | <input type="checkbox"/> Accompaniment |
| <input type="checkbox"/> Food | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Clothing | <input type="checkbox"/> Immigration Representation |
| <input type="checkbox"/> Advocacy | |
| <input type="checkbox"/> Medical | <input type="checkbox"/> Resources/Referrals |
| <input type="checkbox"/> Dental | <input type="checkbox"/> SSA Benefits |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Victim Witness |
| Additional Comments: _____ | |
| | |
| | |
| | |

POINT PERSON NOTES:

ASSIGNED TO:

CASE MANAGER: _____ DATE REFERRED: _____

AGENCY: _____

PHONE NUMBER: _____

FAX COMPLETED FORM TO:

Fax: _____

ATTN: _____

*Please call to confirm receipt- Phone: _____

COMMUNITY SOLUTIONS: CSEC PROGRAM EXTENDED SERVICES CONSENT FORM

CONSENT FOR UTILIZATION OF ADVOCACY SERVICES:

I consent to the assigned Advocate contacting the below agencies or service providers on my behalf. Through this consent, I allow my Advocate to share information and advocate on my behalf involving different aspects of my case. This is an optional service provided by my Advocate to better fulfill my needs and advocate on my behalf. The scope of my Advocate is limited to what purposes I deem important, and define clearly in the purpose section.

Instructions: Please print the provider name and purpose of communications in the appropriate space. Then place your initials in the box.

| | | |
|--------------------------|---|--|
| <input type="checkbox"/> | Social Worker: | |
| | Purpose: | |
| <input type="checkbox"/> | Probation Officer: | |
| | Purpose: | |
| <input type="checkbox"/> | Parent of Legal Guardian: | |
| | Purpose: | |
| <input type="checkbox"/> | Case Manager: | |
| | Purpose: | |
| <input type="checkbox"/> | Placement Staff: | |
| | Purpose: | |
| <input type="checkbox"/> | Other: | |
| | Purpose: | |
| <input type="checkbox"/> | Other: | |
| | Purpose: | |
| <input type="checkbox"/> | Participate in Groups on My Behalf (MDTs) | |
| | Purpose: | |

Client Name: _____

Client Signature: _____ **Date:** _____