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DEMOGRAPHICS

Age:
- 18-25
- 26-40
- Over 40

Gender:
- Female
- Male
- Transgender
- Other
- Choose not to answer

Race/Ethnicity (Check all that apply):
- Asian/Pacific Islander
- Black
- Caucasian
- Hispanic
- Native American
- Other

SCREENER INFORMATION

Screening Agency:

Screener Name/Title:

Phone Number:

Date of Screening:

VICTIM SERVICES SCREENING TOOL

For the screener: The purpose of this screening tool is to screen for Intimate Partner Abuse, Sexual Assault, and Human Trafficking to ensure that the individual is connected to all the services they are eligible for. Please complete as much of the tool as the individual chooses. If an individual chooses to not answer a question, mark the ‘Decline to Answer’ box. Please remind the individual being screened of any mandated reporting requirements you have. This tool should only be used for adults ages 18 and older.

Screener please read to the individual: This is a completely voluntary survey that we will use to identify and connect you to all the services available to you. These questions may be difficult to read or answer. You can choose to stop at any time. Please feel free to respond as you feel comfortable.

1. Do you feel safe at home or the place you are staying currently?
   - Yes
   - No
   - Decline to Answer

2. Do you have a safe place to stay?
   - Yes
   - No
   - Decline to Answer

3. Are you being hurt (physically, emotionally, sexually, etc.) by someone you know?
   - No
   - Yes, at home
   - Yes, not at home
   - Decline to Answer

4. Has your partner (or ex-partner) hurt you or ever threatened to hurt you or your family in any of the ways below? (check all that apply)
   - Physically
   - Emotionally
   - Sexually
   - Controls me in other ways
   - Financially
   - Threatens to disclose my sexuality
   - Decline to Answer

5. Do you have control of your personal belongings and or/identification documents (ID, passport, etc.)?
   - No
   - Yes
   - Decline to Answer

6. Is your contact with family or friends controlled, limited, or denied? (check all that apply)
   - No
   - Controlled
   - Limited
   - Denied
   - Decline to Answer
7. Has anyone (including your partner or a recruiter) received payment for you, your work, or the promise of your work?
   □ No
   □ Yes
   □ Decline to Answer

8. Does someone other than you (employer, partner, etc.) decide: (Check all that apply)
   □ Where you work
   □ When you work
   □ How long you work
   □ When you leave your job
   □ Where you live
   □ How you get to work (transportation)
   □ Decline to Answer

9. Did someone ever: (check all that apply)
   □ Withhold payment from you.
   □ Give your payment to someone else.
   □ Withhold payment to pay a debt.
   □ Not pay you for all hours worked.
   □ Take your wages from you.
   □ Decline to Answer

10. Has your employer ever made threats against you, someone you love, or your family? (check all that apply)
    □ Threatening deportation
    □ Threats of physical violence
    □ Not allowing access to necessities (bathroom, food, shelter, etc.)
    □ Calling CPS on you
    □ Threatening to disclose your sexuality
    □ Decline to Answer

11. Have you ever done work or other activities that were different from what you were promised?
    □ No
    □ Yes
    □ Decline to Answer

12. Are any of the following situations occurring at work? (check all that apply)
    □ I am working more than 8 hours and not being paid overtime.
    □ I am unable to quit or leave my job.
    □ I am unable to take breaks.
    □ Decline to Answer

13. Have you ever experienced sexual contact (touching or non-touching) that you didn’t want or that made you feel uncomfortable?
    □ No
    □ Yes
    □ Decline to Answer

14. Has anyone ever pressured you to touch them, or someone, or have any unwanted physical or sexual contact with another person?
    □ No
    □ Yes
    □ Decline to Answer

15. Has anyone pressured you to touch them or someone else sexually in exchange for safety, money, or something of value (IE: food, shelter, drugs, gifts, etc.)?
    □ No
    □ Yes
    □ Decline to Answer
Screening Tool Scoring

- Intersection: Add 1 point for each BOLD response to questions 1, 2, and 3:  
- Domestic Violence: Add 1 point for each BOLD response to questions 4, 5, and 6:  
- Labor Trafficking: Add 1 point for each BOLD response to questions 7, 8, 9, 10, 11, and 12:  
- Sexual Assault & Exploitation: Add 1 point for each BOLD response to questions 13, 14, 15, and 16:  

Total  

Notes for Scoring:
- While an individual’s score may vary, it is always appropriate to offer to call one of the service providers with the individual to connect them to an advocate.
- If Question 2 is the only question with a “yes” response, score the total as 0 and provide housing/shelter resources.
- If the score for ‘Labor Trafficking’ is more than 2, please call Community Solutions to connect the individual immediately to an advocate.

Based on sum of scoring place into one of the following categories:

- Less than 10: **There may be some situations occurring that warrant speaking with a confidential advocate.** The advocate would be able to provide options and resources specific to her/his situation. Provide the individual with the tear-off resources on the screening tool.

- 10 to 25: **There is a high possibility that this individual is being abused.** Provide basic safety planning. Provide the individual with the tear-off resources on the screening tool and offer to call one of the service providers with the individual.

- 25 or more: **This person has or is experiencing intimate partner abuse, sexual assault, and/or human trafficking.** It would be highly beneficial for them to speak with a confidential advocate who would provide options and resources specific to her/his situation. Provide the individual with the tear-off resources on the screening tool and offer to call one of the service providers with the individual.
Using the ‘Victim Services Screening Tool’

This tool is designed to be used by any service provider or professional to screen for human trafficking, sexual assault, and/or domestic violence.

USING THIS TOOL:

Please ask the individual if they would be ok to answer a few questions to see if there are other services or rights they may be entitled to.

SCORING THIS TOOL:

After a screener has gone through the screening tool with an individual, they will score it to see what next steps should be taken. This requires the screener to count the number of bold responses checked for a set of questions (IE: for domestic violence, a screener would count the number of checkmarks beside bold responses for questions 4, 5, and 6).

Once a screener has a total, they can compare it to the categories at the bottom of the page. It is important to note that a screener can, with the individual’s permission, contact a service provider at any time regardless of the screening tool score.

MAKING THE REFERRAL:

ADDITIONAL SERVICE PROVIDER/LEGAL PROVIDER INFORMATION:
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.

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 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 every two weeks, a peer counseling as needed, and check in on progress of goals at least once a month 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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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/](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.
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 to:
   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. 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 to:
   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. 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.

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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 Solutions**\(^6\) 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.

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\(^6\) 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: ____________________________

My goal is: ____________________________

To reach my goal, I will:

1. ____________________________ by: __________
2. ____________________________ by: __________
3. ____________________________ by: __________

Meeting Date/Time:

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**Handout 5: HT Client Goal Plan**

Produced by: Community Solutions, [www.communitysolutions.org](http://www.communitysolutions.org)

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**My goal is:**

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**To reach my goal, I will:**

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**My goal is:**

---

**To reach my goal, I will:**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>1</td>
<td>by:</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>by:</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>by:</td>
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</tbody>
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**Meeting Date/Time:**

<p>| | | |</p>
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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Next Steps:</td>
<td></td>
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<tr>
<td>2</td>
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</tbody>
</table>

**Target Date:**

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

<table>
<thead>
<tr>
<th>Behavior</th>
<th>Risks</th>
<th>Safety Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is your relationship like with your parent(s)/guardian(s)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have someone safe to talk to in your family?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What do you think their reaction will be about your involvement in the life?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does anyone know where your family/friends/support live? Are there concerns for you around that?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How do you deal with conflict within your family?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What are some of the challenges in your family?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there financial challenges? What pressure does that place on you?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Community Solutions' Safety Plan for CSE youth

### Placement-Generated Risks

<table>
<thead>
<tr>
<th>Behavior</th>
<th>Risks</th>
<th>Safety Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where will you be placed? (Juvenile Hall, Group Home, Home) Are you planning to stay there?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you runaway before? How long? Where did you go?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What happened the last time you left?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you ever been pressured into running because someone else was going to?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How do you deal with conflict within your placement?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Behavior</td>
<td>Risks</td>
<td>Safety Plan</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>-------</td>
<td>-------------</td>
</tr>
<tr>
<td>Who do you consider your friend(s)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How long do you know someone before you call them a friend?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What types of things do you like to do with your friends?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you currently use drugs/alcohol? Are you pressured into using?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tell me about your Facebook friends list, Instagram followers, etc. Do you know them in real life or just online?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does anyone have access to your social media or email accounts?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Referrals Provided

<table>
<thead>
<tr>
<th>Therapy</th>
<th>Medi-Cal</th>
<th>Y or N</th>
<th>STV Internal Referral</th>
<th>Y or N</th>
<th>Other referrals</th>
</tr>
</thead>
<tbody>
<tr>
<td>STV Internal Referral</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Other referrals</td>
</tr>
</tbody>
</table>

**Date Provided**

<table>
<thead>
<tr>
<th>Legal referral (immigration, family law, etc)</th>
<th>Connect with Legal Coordinator</th>
<th>Y or N</th>
<th>Other referrals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Other referrals</td>
<td>Other referrals</td>
<td></td>
</tr>
</tbody>
</table>

**Date Provided**

<table>
<thead>
<tr>
<th>Support Groups</th>
<th>Group type</th>
<th>Other referrals</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Other Referrals</th>
<th>Other referrals</th>
</tr>
</thead>
</table>

### Identified Service Providers

<table>
<thead>
<tr>
<th>Agency:</th>
<th>HIPAA Release Signed: Y / N</th>
<th>Expire Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone number(s):</td>
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<tbody>
<tr>
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</table>
South Bay Coalition to End Human Trafficking
POINT PERSON REFERRAL FORM

<table>
<thead>
<tr>
<th>CLIENT INFORMATION</th>
<th>REFERRED BY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME:</td>
<td>NAME:</td>
</tr>
<tr>
<td>LANGUAGE:</td>
<td>DOB:</td>
</tr>
<tr>
<td>ETHNICITY:</td>
<td>AGE:</td>
</tr>
<tr>
<td>PHONE:</td>
<td>GENDER:</td>
</tr>
<tr>
<td>CITY:</td>
<td>TYPE OF CASE:</td>
</tr>
</tbody>
</table>

- [ ] Shelter
- [ ] Accompaniment
- [ ] Medical
- [ ] Resources/Referrals
- [ ] Food
- [ ] Transportation
- [ ] Dental
- [ ] SSA Benefits
- [ ] Clothing
- [ ] Immigration Representation
- [ ] Counseling
- [ ] Victim Witness
- [ ] Advocacy

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.

☐ Social Worker:
  Purpose:

☐ Probation Officer:
  Purpose:

☐ Parent of Legal Guardian:
  Purpose:

☐ Case Manager:
  Purpose:

☐ Placement Staff:
  Purpose:

☐ Other:
  Purpose:

☐ Other:
  Purpose:

☐ Participate in Groups on My Behalf (MDTs)
  Purpose:

Client Name: _________________________________________________________________

Client Signature: ____________________________ Date: _______________________
TRAFFICKING INDICATORS

PLEASE NOTE: The following list of trafficking indicators is neither definitive nor static. This list should not be used for profiling purposes, but as information to assist you in identifying whether an individual may be a victim of trafficking.

Key indicators
- Someone else has possession of legal/travel documents
- Existing debt issues
- One attorney claiming to represent multiple undocumented immigrants detained at different locations
- Third party who insists on interpreting

May Be Indicators
- Victim living/working conditions
- Live on or near work premises
- Restricted or controlled communication
- Frequently moved by traffickers
- Large number of occupants for living space

Victims may lack
- Personal items/possessions
- Cell phones, calling cards, etc.
- Private space
- Financial records
- Transportation
- Knowledge about how to get around in a community

Personal/physical indicators
- Injuries from beatings or weapons
- Signs of torture (e.g., cigarette burns)
- Brands or scarring indicating ownership
- Signs of malnourishment

Workplace indicators
- Security intended to keep victims confined
- Barbed wire
- Bars on windows
- Self-contained camps
- Bouncers, guards, and/or guard dogs
- Only allowed to shop at “Company Store”

Forced Prostitution
- Large amounts of cash and condoms
- Customer logbook or receipt book (a.k.a. “trick book”)
- Sparse rooms
- Men come and go frequently
- PLUS other trafficking indicators
Red flags for **Minor Survivors of Trafficking**
- Presence of an overly controlling and abusive “boyfriend”
- Excess amount of cash
- Lying about age/false identification
- Inability or fear to make eye contact
- Claims of being an adult although appearance suggests adolescent features

**Identifying Offenders**
- Do they maintain employee records?
- Do they file social security deductions?
- Who does their payroll?
- How are employees paid?
- How do they determine employee wages?
- Who is their accountant?
- What are their hours of operation?
- Do they have a written vacation policy?
- Where do employees’ children go to school?

**Victim Realities**
- May not identify themselves as victims
- May not speak English
- Likely to use rehearsed stories initially
- May be behaviorally dependent on trafficker
- Trauma, shame, lack of trust may deter victims from telling the full story
- Victims may be reluctant to speak to someone wearing a gun, badge, or uniform
- Victim may not want family to know of his/her circumstances
- Victim may exhibit “Stockholm Syndrome” behavior
- Empathy for traffickers
- Concerned for safety of the victim’s family in the home country
- Victim Interview Considerations
- Victim should be given a choice of speaking with male or female
- Use informal conversation
- Allow victim to set length and pace
- Watch for nonverbal cues
- Do not make promises
- Do not videotape or audiotape initial conversations
- Victim services/nongovernmental organizations (NGOs) should be involved as soon as possible—even if only a slight indication of victimization
- Don’t expect to get full story right away

*Building Collaborative Responses to Trafficked Victims of Domestic Violence and Sexual Assault*
Futures Without Violence, OVW Training