



Human Trafficking Screening Tool – Administration Guide

Human Trafficking Screening Tool (HTST) Instructions

This guide¹ is designed to help child welfare and delinquency professionals screen for possible youth victims of human trafficking. The tool, in its entirety, should be used by the Department of Children and Families' Child Protective Investigators, the Sheriff's Offices Child Protective Investigators and Community-Based Care Lead Agency staff or their contracted providers as outlined below. Human trafficking may be suspected for a number of reasons.

Department of Children and Families

The following indicators will trigger Child Protective Investigators (CPI) to conduct the HTST with a child or victim listed in their report. Only staff who have completed the Specialized Human Trafficking training may complete the tool. A non-specialized CPI who recognizes any of the below indicators on a child or victim in an investigation is to request a specialized CPI to administer the screening tool. If the child is a current confirmed victim of human trafficking (within 6 months) and a new intake is received, the HTST does not need to be administered on that child unless needed to enhance the investigation.

Community-Based Care Lead Agencies

When a child on a Family Case Manager's (FCM) caseload has any of the following indicators, the FCM will refer the child to the Community-Based Care Lead Agency's designated specialized screener to conduct the HTST. If a dependent child already has a current designation in FSFN as confirmed commercially sexually exploited child (CSEC) involved on the person management page, the HTST does not need to be utilized on that child.

Indicators:

- Youth's acknowledgement of being trafficked.
- Report of human trafficking by parent/guardian, law enforcement, medical or service provider, teacher, child protective services, and/or juvenile probation officer.
- History of running away or getting kicked out 4+ times.
(Definition of running away or getting kicked out of home: Include times the youth did not voluntarily return within 24 hours, and include incidents not reported by or to law enforcement.)
- Child is 12 or older and has a history of allegations of sexual abuse (with or without findings) or a disclosure of sexual abuse by the child.
- Current incident or history of inappropriate sexual behaviors (not limited to prostitution).
- Child known to associate with confirmed or suspected CSEC youth.
- Child is recovered from runaway episode in a hotel or known area of prostitution.
- Child has no knowledge about the community he/she is located in.
- Child is not allowed or unable to speak for him/herself and may be extremely fearful.
- Child has no personal items or possessions (including identity documents if foreign born – labor trafficking).
- Child appears to have material items that he or she cannot afford (e.g., cell phones, expensive clothing, tablets, etc.).
- Child shows signs of being groomed (i.e., hair done, nails done, new clothing, etc.) that child cannot afford or justify how paid for.
- Suspicious tattoos or other signs of branding (e.g., tattoos of the trafficker's names, dollar signs, diamonds, stars, etc.). May also have certain designs/logos on nails, jewelry, etc.
- Child associates and/or has relationships with age-inappropriate friends, boyfriends, and/or girlfriends.
- Child has inappropriate, sexually suggestive activity on social media websites and/or chat apps.

¹ The contents of this guide and the screening tool were informed by the research and reporting of the Vera Institute (2014) *Screening for Human Trafficking: Guidelines for Administering the Trafficking Victim Identification Tool (TVIT)*, the Polaris Project (see www.PolarisProject.org), and the Covenant House (2013) *Human Trafficking Interview and Assessment Measure*.

To ensure that the tool is administered effectively, all screeners should follow the screening protocol set forth in this guide. This tool is to be completed by the screener after having a trauma informed conversation(s) with the child. The goal of the conversation is to gather information needed to complete this tool and to discover indicators that may determine if the child is a victim of human trafficking.

It is important for screeners to understand that conversations designed to screen for human trafficking are invasive by nature and may reveal that a youth is suffering from the effects of exposure to trauma. As such, screeners must take care to create a safe environment in which they establish rapport and trust with the youth. Additionally, screeners should be prepared to call upon therapeutic and legal staff in responding to the needs of trafficking victims.

Youth may be reluctant to engage with screener due to a lack of trust, fear of consequences related to disclosure, and/or not viewing themselves as a victim. Strengths-based, non-judgmental, and trauma-informed approaches should be used to engage youth in a conversation to secure answers needed to complete the tool. Motivational interviewing techniques may also be used to gently question inconsistencies and encourage disclosure. The guidelines that follow provide instruction for following the screening protocol for administering the HTST and should be adhered to each time a screening is conducted.

HTST Screening Protocol

Screening Preparation

The screening should be conducted in a safe and non-threatening environment. Screeners should be well-prepared, should be comfortable working with victims of trauma, and should recognize, when needed, to redirect the conversation in an appropriate manner that is sensitive to the needs of youth. The following guidelines should be followed when preparing to conduct a HTST screening:

- ➔ Read through the entire screening tool and this Administration Guide, so that you are familiar with the tool and able to conduct the screening in a conversational style, allowing the youth to direct the flow of discussion.
- ➔ Conduct the screening in a private, quiet environment designed to make the youth feel physically comfortable and safe.
- ➔ Be prepared to provide the youth with basic needs, such as an interpreter, tissues, drink, food, clothing, medical or therapeutic care, and/or access to services, as appropriate.
- ➔ If an interpreter is necessary, he/she should be trustworthy (unknown to the youth being interviewed) and able to use the same wording as the screener when asking questions and the same wording as the youth when answering questions. Use of an agency or certified interpreter is required (per DCF Operating Procedure 60-10, Chapter 3, in compliance with the laws governing ADA and Section 504 of the Rehabilitation Act).
- ➔ Do not interview a youth in front of a suspected trafficker or individual who is exhibiting controlling behavior over the youth. Do not allow this person to interpret for the youth if he/she does not speak fluent English.
- ➔ Recognize that dressing in uniforms, suits, or other formal attire may cause youth to fear that you are with immigration services or other enforcement agencies.
- ➔ Use strengths-based and trauma-informed care approaches during the screening, allowing youth to lead the direction of the conversation.
- ➔ The screening process may need to take place over multiple contact points if the screener judges that the youth needs more time. The screener may postpone the discussion to a later time when the youth is ready to discuss

his/her experiences. When a youth displays acute signs of anxiety, the screener should consider contacting a trained mental health professional to complete a session with the youth.

Screeners should be familiar with these techniques when completing the tool:

- ➡ Please use the lines provided within the tool to record youth's responses to open-ended questions or any additional information that has been disclosed to you that is specific to your determination of the child's involvement.
 - ➡ At the end of selected questions, you will see this symbol ➡ which asks that screeners code for the likelihood that the youth's responses suggest any evidence of the problem targeted by the preceding item(s). An example is provided below:
 - ➡ Evidence of Unsafe Living Environment: *(Check one)* Yes No
-

Item-by-Item Guide for Administering the Tool

Section A – Background Information

1. Date of Screening: ___ / ___ / _____(MM/DD/YYYY)
2. Location of Screening: _____
3. Screener Name: _____
4. Reason for Screening (*check all that apply*):
 - Youth's acknowledgement of being trafficked.
 - Report of human trafficking by parent/guardian, law enforcement, medical or service provider, teacher, child protective services, and/or juvenile probation officer.
 - History of running away four or more times or getting kicked out. (*Definition of running away or getting kicked out of home: Include times the youth did not voluntarily return within 24 hours, and include incidents not reported by or to law enforcement.*)
 - Child is 12 or older and has a history of allegations of sexual abuse (with or without findings) or a disclosure of sexual abuse by the child.
 - Current incident or history of inappropriate sexual behaviors (not limited to prostitution).
 - Child known to associate with confirmed or suspected CSEC youth.
 - Child is recovered from runaway episode in a hotel or known area of prostitution.
 - Child has no knowledge about the community he/she is located in.
 - Child is not allowed or unable to speak for him/herself and may be extremely fearful.
 - Child has no personal items or possessions (including identity documents if foreign born – labor trafficking).
 - Child appears to have material items that he or she cannot afford (e.g., cell phones, expensive clothing, tablets, etc.).
 - Child shows signs of being groomed (i.e., hair done, nails done, new clothing, etc.) that child cannot afford or justify how paid for.
 - Suspicious tattoos or other signs of branding (e.g., tattoos of the trafficker's names, dollar signs, diamonds, stars, etc.). May also have certain designs/logos on nails, jewelry, etc.
 - Child associates and/or has relationships with age-inappropriate friends, boyfriends, and/or girlfriends.
 - Child has inappropriate, sexually suggestive activity on social media websites and/or chat apps.
5. Mode of Screening:
 - Interview completed without need for an interpreter.
 - Interview completed with the assistance of a certified interpreter.
Name and agency: _____
 - Interpreter needed, but unavailable.

Section B – Demographic Information

6. Youth's Name: _____

7. FSFN Child ID #: _____

8. Intake #: _____

9. DCF FSFN case ID #: _____

10. SSN (last four digits): _____

11. Sex assigned at birth: Male Female

11a. Does the youth identify themselves as being lesbian, gay, bisexual, transgender, or intersex?

No Yes Unknown/Refused to answer

12. Race: American Indian or Alaska Native Asian Black or African American

Native Hawaiian or Other Pacific Islander White Other

13. Ethnicity: Hispanic or Latino Not Hispanic or Latino

14. Preferred Language: _____

Section C – Youth Personal Background

15. What is youth's date of birth? ___ / ___ / _____ (MM/DD/YYYY) 15a (If youth did not know,) Approximately how old is the youth? _____

16. Where was youth born? _____

17. What city does the youth currently live in? _____

17a. Was youth arrested outside the city in which he/she resides?

No

Yes

18. Does youth go to school?

No (If "no," skip to Item 19.)

Yes (If "yes," proceed to Item 18a below.)

Refused to answer

18a. Where does youth go to school? (Fill in. If school entered, ask item 17b.)

18b. How many days has youth attended school in the last two weeks?

- 0 days
- 1-5 days
- 6-10 days
- Not applicable/school not in session

Section D – Living Conditions

19. Current living situation. What type of place does youth live in?*(Check all that apply)*

- House
- Apartment
- Group/foster home
- Car/van
- Shelter
- Rehabilitation facility
- Hotel or motel
- Part of a residence – garage, basement, shed
- Squat
- Traveling/in-between residences
- Homeless
- Refused to answer
- Other *(Fill in)* _____

20. Who lives with the youth? *(Check all that apply)*

- Father
- Mother
- Both parents
- Guardian
- Stepparent
- Relative(s)
- Friend(s)
- Romantic partner (girlfriend/boyfriend)
- By myself
- Refused to answer
- Other *(Fill in)* _____

21. Does youth pay for where they live?

- No (If “no,” skip to Item 22.)
- Yes (If “yes,” ask Item 21a below.)

21a. How does youth pay for where they live? (Check all that apply.)

- Parents/relatives
- Friends
- Romantic partner
- Myself through employment/job
- Myself through selling drugs
- Myself through stealing
- Myself through engaging in sexual acts for money/material gain
- Panhandle/beg
- Refused to answer
- Other (Fill in) _____

22. Has youth ever had any contacts or visits from the Department of Children and Families?

- No
- Yes
- Refused to answer

➔ Evidence of Unsafe Living Environment: (Check one) Yes No

Notes (Fill in)

Section E – Work Information

23. Does youth have a job or did they have one before coming here?

- No (If “no,” skip to Item 32.)
- Yes (If “yes,” continue to Item 24 below.)

24. What type of work does youth do? (Check all that apply.)

- Agricultural/farm work
- Housekeeping/janitorial work
- Door-to-door sales

- Restaurant work
- Construction
- Retail
- Nails/hair
- Massage
- Personal dancing, stripping, or similar activity
- Refused to answer
- Other (*Fill in*) _____

25. How much money does youth make?

- Below minimum wage (*Minimum wage is \$11.00/hour in Florida.*)
- At or above minimum wage but less than \$15 an hour
- \$15-\$25 an hour
- More than \$25 an hour
- Does not know
- Refused to answer

- How many hours does youth work per day/shift?

26. Does youth's boss or supervisor owe the youth money?

- No
- Yes
- Refused to answer

27. Do any of youth's family members owe youth's boss or supervisor money?

- No
- Yes
- Refused to answer

28. Has youth ever worked or done something for their boss without getting the payment that youth had expected to receive?

- No (*If "no," skip to Item 29.*)
- Yes (*If "yes," ask Item 28a through Item 28c below.*)
- Refused to answer

28a. What kind of work was it? _____

28b. What payment did youth expect? _____

28c. What did youth receive? _____

➔ Evidence of Deceptive Payment Practices: (*Check one*) Yes No

Notes (*Fill in*)

29. Does youth live and work at the same place?

- No
- Yes
- Refused to answer

30. Does youth live with any of their co-workers?

- No
- Yes
- Refused to answer

31. Can youth quit or could youth have quit youth's job at any time without punishment from youth's boss or supervisor?

- No
- Yes
- Refused to answer

➔ Evidence of Forced Labor: (*Check one*) Yes No

Notes (*Fill in*)

32. Does youth currently have a romantic partner?

- No (*If "no," skip to Item 33.*)
- Yes (*If "yes," ask Item 32a and Item 32b below.*)
- Refused to answer

32a. **How old is he/she?**

- Less than 10 years old
- 10 to 15 years old
- 16 to 17 years old
- 18 to 21 years old
- 22 years or older
- Refused to answer

32b. **How did youth meet their romantic partner?**

- Through a friend
- At school
- Through a family member
- Online (Facebook, Internet, game console)
- Public place (mall, movies, sports event)
- Work
- Other (*Fill in*) _____
- Refused to answer

33. **Does youth get on the Internet, Wi-Fi, or use phone or tablet apps?**

- No (*If "no," skip to Item 34.*)
- Yes (*If "yes," ask Item 33a below.*)
- Refused to answer

33a. **What kind of sites or apps does youth use?** (*Check all that apply and list.*)

- Collect Handle Names if possible

Social Media Apps

Dating Apps

Gaming Apps

Financial Apps

Other apps or sites *(fill in)*

Refused to answer

34. Has youth ever received anything of value like money, a place to stay, food, clothes, gifts, favors, gift cards, crypto currency, gaming coins or drugs in exchange for sexual photos or video content?

No

Yes *(If "yes," prompt more conversation by saying, Tell me more about that...)*

Refused to answer

35. Has anyone ever contacted youth on social media, websites or gaming sites and requested nude photos or sexual content and threatened them if they did not comply?

No

Yes (If “yes,” prompt by saying, what site did this occur on? Do you know this person? Do you know their handle name?)

Refused to answer

36. Has youth ever agreed to meet someone youth met online or through the Internet or through a phone app?

No

Yes (If “yes,” prompt more conversation by saying, Tell me more about that...)

Refused to answer

➔ Evidence of Unsafe Online Activity: (Check one) Yes No

Notes (Fill in)

37. Does youth have any tattoos?

No (If “no,” skip to Item 39)

Yes (If “yes,” ask Item 38a through Item 38c below.)

Refused to answer or responded no, but staff observed tattoos (If selected, ask items 38a through 38c below.)

38a. What is the tattoo(s)? (Screener may respond to this item based on youth response and/or based on observation of the tattoo.) (Check all that apply.)

Dollar/currency sign, money bags

Star/hearts

Male name

Female name

- Nickname or street name
- Refused to answer
- Other (*Describe*) _____

38b. **What does youth's tattoo(s) mean?** (*Check all that apply.*)

- Family connection
- Personal meaning (*Fill in*) _____
- Romantic partner's name
- Gang-related
- Suspected trafficker's name/initials
- Forced branding/ownership
- No meaning
- Don't know the meaning
- Refused to answer
- Other (*Fill in*) _____

38c. **Who was with the youth when youth got their tattoo(s)?** (*Check all that apply.*)

- Family member
- Friend
- Romantic partner
- No one
- Suspected trafficker
- Gang member
- Refused to answer
- Other (*Fill in*) _____

38. **Does youth have any scars or brands that were made intentionally, not from an accident or injury?** (*Screener should respond based upon youth answer and/or observation of visible scars.*)

- No (*If "no," skip to Item 40.*)
- Yes (*If "yes," ask Item 39a.*)
- Refused to answer
- Screener observes mark(s), but youth denies mark(s) made intentionally

39a. **Who was with youth when youth got their brand(s) or when youth received the scar?** (*Check all that apply.*)

- Family member
- Friend
- Romantic partner
- No one
- Suspected trafficker

- Gang member
- Refused to answer
- Other *(Fill in)* _____

➔ **Evidence of Forced Tattooing/Branding:** *(Check one)* Yes No

Notes *(Fill in)*

Section F – Leaving or Running Away from Home

39. Has youth run away, stayed away, or left youth’s home without permission in the past year?

- No *(If “no,” skip to Item 41.)*
- Yes *(If “yes,” ask Items 40a through 40k below.)*
- Refused to answer

40a. How many times has youth run away or left without permission?

- 1 to 5 times
- 6 to 10 times
- 11 to 20 times
- More than 20 times
- Refused to answer

40b. How long was youth gone the last time youth left home?

- 1 to 6 days
- 1 to 4 weeks
- 2 to 3 months
- 4 months or longer
- Refused to answer

➔ **Evidence of Excessive Running Away:** *(Check one)* Yes No

Notes *(Fill in)*

40c. **Where did youth go when youth left?** *(Check all that apply.)*

- Friend's place
- Relative's place/other biological parent's place
- Romantic partner's place
- Motel/hotel
- Street
- Out of town
- Pro-social adult's place
- Anti-social adult's place
- Street gang
- Refused to answer

40d. **While youth was away, how did youth support themselves?** *(Check all that apply.)*

- Family/relatives took care of me
- Friend(s) took care of me
- Romantic partner helped
- Worked (legal employment/jobs)
- Money through drugs
- Money/material gain/favors from prostitution, stripping or similar activities
- Didn't stay away long enough to need support
- Stealing
- Government assistance
- Panhandling
- Borrowed money from friends
- Trafficker/pimp
- Refused to answer
- Other *(Fill in)* _____

40e. **While youth was away, was youth in control of their own money?**


- No
- Yes
- Refused to answer

40f. **Who was youth with while youth was away?** *(Check all that apply.)*

- No one
- Friends
- Romantic partner
- Suspected trafficker/pimp
- Guardian
- Family/relatives
- Street gang
- Refused to answer

40g. **Did that person(s) ever give youth things like money, drugs or clothes?**

- No
- Yes
- Refused to answer

 Evidence of Questionable Support While Away: *(Check one)* Yes No


Notes *(Fill in)*

40h. **Did youth leave town while youth was away from home?**

- No
- Yes
- Refused to answer

40i. **While youth was away, did anyone youth was with, not allow you to go back home?**

- No
- Yes
- Refused to answer

 Evidence of Coercion to Stay on the Run: *(Check one)* Yes No

Notes *(Fill in)*

40j. **While youth was away, did youth experience anything that made them uncomfortable?**

- No
- Yes; if so, what? *(Fill in)* _____
- Refused to answer

40k. **While youth was away, did anyone ever ask youth to do something like dancing, stripping, posing for photos or any type of sexual activity in exchange for something of value?**

- No
- Yes
- Refused to answer

➡ Evidence of Sexual Activities for Money, Support or Gifts: *(Check one)* Yes No

Notes *(Fill in)*

40. **Has youth or someone else received something of value like money, a place to stay, food, clothes, gifts, favors, or drugs in exchange for youth performing a sexual activity?**

- No
- Yes
- Refused to answer

➡ Evidence of Compensation for Sexual Activity: *(Check one)* Yes No

Notes *(Fill in)*

Section G – Sexual Exploitation/Coercion/Control

41. In thinking about past experiences, has anyone ever locked doors or windows or anything else to stop youth from leaving work or home?

- No
- Yes
- Refused to answer

➔ Evidence of Inability to Leave: (*Check one*) Yes No

Notes (*Fill in*)

42. Has anyone ever forced youth to get or use false identification, like a fake ID or fake green card?

- No
- Yes
- Refused to answer

➔ Evidence of Forced Identity Deception: (*Check one*) Yes No

Notes (*Fill in*)

43. Has anyone ever pressured youth to touch someone physically or sexually when youth didn't want to?

- No
- Yes
- Refused to answer

44. Has anyone ever asked/made youth do anything sexually that youth didn't want to do?

- No
- Yes
- Refused to answer

45. Has anyone in youth's home ever done anything sexually to youth that youth didn't want?

- No
- Yes
- Refused to answer

➡ Evidence of Sexual Exploitation: (Check one) Yes No

Notes (Fill in)

When youth thinks about the future, what does youth want to do when youth gets older? (Fill in)

Section H – Parent/Guardian Information

46. Did you speak with the child's parent(s) or guardian(s)?

- No
- Yes (If yes, to whom did you speak? _____)

If yes, then ask parent/guardian items 48-51.

47. Does the parent/guardian report that youth has a cell phone that a third party/trafficker pays for or might be paying for?

- No
- Yes

48. Does the parent/guardian report that youth returns home from running away with hair/nails done, new clothing, other items or money that were not provided by the parent/guardian?

- No
- Yes

49. Does parent/guardian report that youth has internet/social media postings or text/cell phone messages that indicate youth may be exchanging sex for something of value to him/her?

- No
- Yes

50. If youth has a tattoo of someone else's name, does guardian verify this person is who youth says the person is?

- No
- Yes

 Evidence of Potential Trafficking: *(Check one)* Yes No

Notes *(Fill in)*

Section I – Post-Screening Assessment

Section I is to be completed by the screener.

51. Did you observe any nonverbal indicators of past victimization? *(If so, explain.)*

52. Did you observe any indicators that the youth’s responses may have been false? *(If so, explain.)*

53. Indicate the likelihood that the youth is a victim of trafficking:

- Definitely not
- Likely not
- Not sure
- Likely is
- Definitely is

54. Provide at least three reasons for your answer in Item 54:

- 1.
- 2.
- 3.

If you answered “not sure,” “likely is,” or “definitely is”:

For CBC staff – call the Florida Abuse Hotline at 1-800-962-2873 and schedule a Multidisciplinary Team (MDT) staffing as soon as possible or as is required by CFOP 175-14. If the child is a possible or confirmed CSEC victim, place the appropriate designation in FSFN.

For DCF staff – schedule an MDT staffing as soon as possible or as is required by CFOP 175-14. Please add the appropriate human trafficking maltreatment code to your investigation, if not already included.

Reminder: If you have personal knowledge that the youth is a victim of human trafficking, you must call the Florida Abuse Hotline.

55. What kind of service referrals, if any, will you make for the youth? (You may include MDT service referrals.)

- 1.
- 2.
- 3.
- 4.
- 5.