



**New Hampshire Division for Children, Youth and Families Policy Manual**

**1554 HUMAN TRAFFICKING RESPONSE**

Chapter: **Case Management Standards for CP and JJ Field Staff**

Section: **Case Management**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

Policy Directive: **21-28**

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**References Of Note**

Federal Authority: [Victims of Trafficking and Violence Protection Act of 2000, Trafficking Victims Protection Reauthorization Act of 2017, 42 USC 671 and 42 USC 675](#)

Statutes: [RSA 169-A, RSA 169-B, RSA 169-C, RSA 169-D, RSA 170-G:8-a and RSA 633:7](#)

Administrative Rules:

Case Law:

This policy outlines the standards for working with child human trafficking victims, as well as the training and reporting that are required by DCYF.

**Required Practices**

*Any deviations to the following information must be documented with Supervisory Approval.*

- I. Any allegation of human trafficking must be screened by Central Intake.
  - A. CPSWs/JPPOs must screen for human trafficking during all open assessments and cases.
  - B. When CPSWs/JPPOs become aware of a possible case of human trafficking, they must notify Central Intake regardless of whether the child identifies themselves as a victim.
  - C. CPSWs/JPPOs must direct third-party reporters to contact Central Intake.
- II. CPSWs/JPPOS must notify the DCYF Human Trafficking Specialist within 48 hours of suspected or confirmed child human trafficking to determine next steps.
- III. Staff must follow the Critical Incident Reporting policy 1099 when there is an alleged incident of human trafficking.
- IV. CPSWs/JPPOs must take a child's entire circumstance into consideration and use knowledge gained from child protective assessments, predispositional investigations, or other assessment protocols or case-related activities to screen for possible trafficking activities.

- A. CPSWs/JPPOs must perform minimal fact-finding and stop further screening regarding a child's possible history of human trafficking as soon as they have sufficient information to make a referral of human trafficking.
- V. The Deputy Compact Administrator for the Interstate Compact for Juveniles, or designee, must be consulted when runaway youth from another state are found in NH, to assist in the return of the youth to their home state.
- VI. Staff must maintain confidentiality to prevent the trafficker from obtaining information on the child's whereabouts.
  - A. If the parent or a person known to the child and family is the perpetrator, discuss any additional steps necessary to maintain confidentiality, including withholding records, with a DO Supervisor.
  - B. All necessary measures should be taken to protect the privacy and identity of the child victim to ensure their safety and security.
- VII. In all cases of human trafficking as indicated through the screening process, a child victim must receive a comprehensive medical examination as soon as possible.
  - A. Immediate medical examination and attention are necessary when the child has experienced:
    - 1. Physical assault or abuse, or shows signs of injury;
    - 2. Sexual assault or abuse within the past 72 hours;
    - 3. Signs of severe neglect;
    - 4. Suicidal thoughts/ideations;
    - 5. Concern for their physical health and reports physical ailments; or
    - 6. An unattended medical problem.
  - B. A medical exam must be facilitated by the CPSW/JPPO (in consultation with the Foster Care Nurse Consultant) to take place within 7 business days after identification as a human trafficking victim, if there is not an immediate medical need.
  - C. For children who remain in their home, the parents are responsible for attending to medical needs. If a child who remains in the home is **not** brought for a medical examination by their parent, the CPSW/JPPO must:
    - 1. Assess and address the reasons why;
    - 2. Assist to ensure that it occurs within the recommended timeframe;

- 3. Document efforts to encourage parents to obtain necessary medical care; and
  - 4. Consult with a Supervisor, Field Administrator or the DCYF Attorney about next steps (including pursuing a court order for a medical evaluation under RSA 169-C:12-g if needed).
- D. If a child refuses to submit to an examination, staff must discuss the importance of an exam with the child but the child’s wishes must be respected.
- 1. This must be documented in the DCYF electronic information system.
- VIII. CPSWs/JPPOs must collaborate with law enforcement, the Human Trafficking Specialist, the CAC and other service providers, as necessary, during investigations.
- A. CPSWs/JPPOs must communicate and confirm with law enforcement regarding how any investigatory process will be conducted.
- IX. CPSWs/JPPOs must consult with the Human Trafficking Specialist and Foster Care Nurse Consultants as part of the intervention process.
- X. The CPSW/JPPO must consult with the DCYF Attorney and the Human Trafficking Specialist to assess the need for and facilitate necessary referrals for all non-citizen child victims and potential victims for additional assistance through other government agencies.
- XI. CPSWs/JPPOs must complete the human trafficking tab of the DCYF electronic information system within 3 business days of identifying:
- A. A child as a victim of an alleged or confirmed case of human trafficking;
  - B. A child as at high risk of human trafficking; or
  - C. A child as at risk of human trafficking in consultation with the Human Trafficking Specialist.

<b>Standard Operating Procedures</b>		
<b>SOP</b>	<b>Title</b>	<b>Applicable</b>
1554.1	Human Trafficking Screening	Field Services
1554.2	Coordinating Joint Investigations	Field Services
1554.3	Human Trafficking Interventions	Field Services

**Glossary and Document Specific Definitions**

A - B    C - D    E - F    G - I    J - L    M - N    O - Q    R - S    T - V    W - Z

**Document Change Log**

PD	Modification Made	Approved	Date