



Screening, Placement and Services For Sexually Exploited Children and Young Adults Reporting Checklist GUIDELINES

Per 65C-43.002, F.A.C., each lead agency and regional Department of Children and Families, Family Safety Office is required to utilize this Checklist to provide individual and aggregate information each month about children and young adults who are suspected or verified victims of human trafficking that the lead agency serves. Each lead agency should have their designated MDT representative complete and track this form.

The following information will serve as a guideline when completing this document:

1. The document is divided into two parts. Part 1 is to be completed during the multidisciplinary team (MDT staffing) for each child suspected or verified as being a victim of human trafficking. Part 2 is to be completed on a monthly basis and provided to the Regional Criminal Justice Coordinator (CJC) for your area.
2. Part 1:
 - a. Questions 1, 2, and 3 are there to provide information and dates on the HTST and MDT. It may be that a screening and a MDT took place in different months.
 - b. Question 4 is requesting information on whether or not the child is a suspected or verified victim of commercial sexual exploitation and the findings from the child protective investigation (which may not be known until the MDT).
 - c. Questions 5-7 are seeking information on whether a safe house assessment (not just a HTST) was completed on the child and what placement or services were provided or referred for that child.
 - d. Question 8 is seeking information on an estimated cost per day to the CBC of any specialized services that the child is being referred to or currently participating in at the point that this Checklist is being completed. It is divided into placement costs (residential) and other service costs (non-residential). It is understood that these costs will likely change over time.
3. Part 2 should include only information on youth who had one or more of the following in that month: a new HT investigation, a new HTST, a new MDT, a new referral for specialized services. (This monthly count would not include known-HT youth with no status changes, such as those that remained stable in a safe house placement during the month).
 - a. Question 10 on Part 2 is the one exception to the above rule. Question 10 is requesting information on cost accrued by the CBC that month for specialized services for all suspected and verified HT victims, to include those that remained stable in their placement and/or other specialized services that month and had no new intakes, screenings, MDTs or referrals.
 - b. The last box after question 10 reflects screening and service totals. It is divided into four categories to provide more specific information to the CJs (for instance on youth who may have been screened in prior months, but are just being referred to services due to runaway episodes or other similar circumstances). Total screened and total served should reflect the totals for the month (including both those that were screened and served in prior months and those that were not).