

DSS Policy and Procedure Guide

Division 03: Child Welfare

Chapter 01: Director's Policies

Item 019: Commercial Sexual Exploitation of Children (CSEC)

Suggested changes send to: [DSS PSOA](#) Mailbox

Issued: **January 23, 2017**

References: Public Laws [113-183](#) and [106-386](#); Senate Bills [794](#) and [855](#); Assembly Bill [1702](#); All County Letters [15-48](#), [15-49](#), [16-08](#), [16-74](#) and [16-85](#); All County Information Notices [I-23-15](#) and [I-21-16](#); Penal Codes [236.1](#) and [11165.1\(d\)](#); Welfare and Institutions Code [300\(b\)\(2\)](#)

Replaces Issue: New

[Purpose](#) / [Definition](#) / [Stages of Change Model](#) / [Interviewing Tips](#) / [Procedure](#) / [Intake/Hotline](#) / [Emergency Response](#) / [Voluntary Family Maintenance](#) / [Court Specialist](#) / [Child Focus Team](#) / [Ongoing Case Management](#) / [Independent Living Program](#) / [CSEC Meetings](#) / [CWS/CMS CSEC Data Grid](#) / [Client Notebook – ID page screenshot](#) / [Client Abstract Notebook – ID page screenshot](#) / [Referral Allegation Notebook Conclusion page – Exploitation screenshot](#) / [Referral Allegation Notebook Conclusion page – General Neglect screenshot](#) / [Placement section screenshot](#)

Preamble

Child Welfare Policy and Procedure Guides (PPG) are meant to be used as tools to relay best practice and staff expectations. It is understood that specific case scenarios may not always align themselves with the stated practices and that at all times what is of paramount importance is the Safety and Well-being of the children we are charged to protect.

Policy

Federal and State law mandates that county Child Welfare agencies try to prevent and provide services to youth who may or have been sex trafficked, otherwise referred to as sexually exploited. The laws changed the legal perspective of people engaged in sex trafficking from one of criminal, to one of being a victim of sexual exploitation. Research has indicated that children/youth in the Child Welfare system are often targeted for sexual exploitation, so it falls on all involved – staff, care providers, service providers, etc. – to identify, prevent, and respond accordingly.

Specifically, county Child Welfare agencies are required to implement the following activities:

- Identifying children/youth who are, or at risk of becoming, victims of commercial sexual exploitation (CSE).
- Documenting children/youth in CWS/CMS.
- Determining appropriate services for the child/youth.
- Provide relevant training in the identification, documentation, and determination for commercially sexually exploited children/youth. Training will be arranged through Staff Development.

This policy applies to all children/youth receiving Child Welfare services, including:

- All dependents, including non-minor dependents (NMD), no matter where they are placed or if they are on runaway status.
- Children/youth receiving Voluntary Family Maintenance (VFM) services.
- Children/youth receiving services through the Kinship Guardianship Assistance Payment (KinGAP) program.
- Children/youth receiving services through the Adoption Assistance Program (AAP).
- Youth up to the age of 21 receiving services under the Chafee Foster Care Independence Program, including closed cases.

Purpose

To advise Child Welfare staff of their responsibilities in regards to children/youth who are, or may be at risk of being, a victim of CSE.

Definition

The definition of a sex trafficking victim is:

- An individual subject to the “recruitment, harboring, transportation, provision, or obtaining of a person for the purposes of a commercial sex act;”
- The provision of food, shelter, or payment to a child in exchange for the performance of any sexual act; OR
- A victim of a “severe form of trafficking in person” in which “ a commercial sex act is included by force, fraud, coercion, or in which the person induced to perform the act is under 18 years of age.”

Stages of Change Model (SCM)

Whereas other models focus on patient failure and non-compliance, SCM accounts for “patient readiness to make change, appreciating barriers to change and helping patients anticipate relapse.” The SCM is divided into five stages: precontemplation; contemplation; preparation; action; and maintenance and relapse prevention.

Precontemplation is marked by an individual’s disinterest or unwillingness to change their behavior. The Contemplation stage is when individuals assess the barriers and benefits of changing. An individual in the Preparation stage is at the point where they plan to alter their behavior by making small changes to test how a complete modification might feel. The Action stage occurs when the individual changes a behavior by taking specific remedial steps. Maintenance and Relapse Prevention, one of the most important stages, requires incorporation of the new behavior into the individual’s daily life. Often individuals relapse to earlier stages before they firmly establish a new behavior.

Interviewing Tips

When interviewing a child/youth who may be a victim of CSE, the following can be helpful:

- Provide an emotionally and physically safe place for engagement.
- Be nonjudgmental when listening to a sexually exploited child/youth.
- Work to build trust with a sexually exploited child/youth.
- Pay attention to your body posture. Face the child/youth and make eye contact. Show interest, empathy, and understanding through verbalizations, nods, and facial expressions. Speak in a calm and even tone. Do not react verbally or physically in a way that communicates disgust or disdain. Refrain from displaying a shocked face or talking about how “awful” their experience was. This may shut the child/youth down.
- Keep physical contact to a minimum. When there is physical contact, let the child/youth know exactly what you are doing and remind them that you are not there to hurt them.
- Be familiar with street language and slang that children/youth might use.
- Use language and terms that are appropriate and sensitive to a child/youth’s experience as a victim.
- Recognize the various symptoms of trauma exhibited and coping mechanisms used by a CSEC victim that may not be those one typically associates with victims.
- Recognize the child/youth as a victim and a survivor of severe child abuse.
- Help a child/youth “slow down” and debrief if they seem overwhelmed or disconnected when telling their story. Limit the amount of information you ask them to disclose.
- Do not expect or push every child/youth to disclose all the details of their abuse. Sometimes heavy information will need to be gathered in stages.
- Keep the child/youth talking and make them feel comfortable.
- Meet a sexually exploited child/youth where they are and on their terms, and try to meet the needs they present.
- Recognize that a child/youth may not identify themselves as a victim. Therefore, do not immediately identify the child/youth as a “victim.”
- Apply sensitivity and attention to a child/youth’s cultural background.
- Continually process your own experiences, feelings, and judgments concerning the issues surrounding sexual exploitation.

For children/youth determined to have been CSE:

- Email the [CWS CSEC](#) mailbox to coordinate services.
- Assess their safety from the exploiter. Keep this in mind for placement options if the child/youth is removed.
- Ensure that the child/youth’s medical needs are met. If needed, contact one of the Department’s [Public Health Nurses](#) (PHNs) to help.
- Ensure that the child/youth’s mental health needs are met.
- Provide the child/youth with a hygiene/survival backpack.
- Recognize that the child/youth may run many times back to their life of being exploited. When this happens, follow procedures in PPG 03-04-001, *Outreach to Missing Dependents*.
- Update the CSEC Data Grid in CWS/CMS as needed (see below).

Procedure

Intake/Hotline

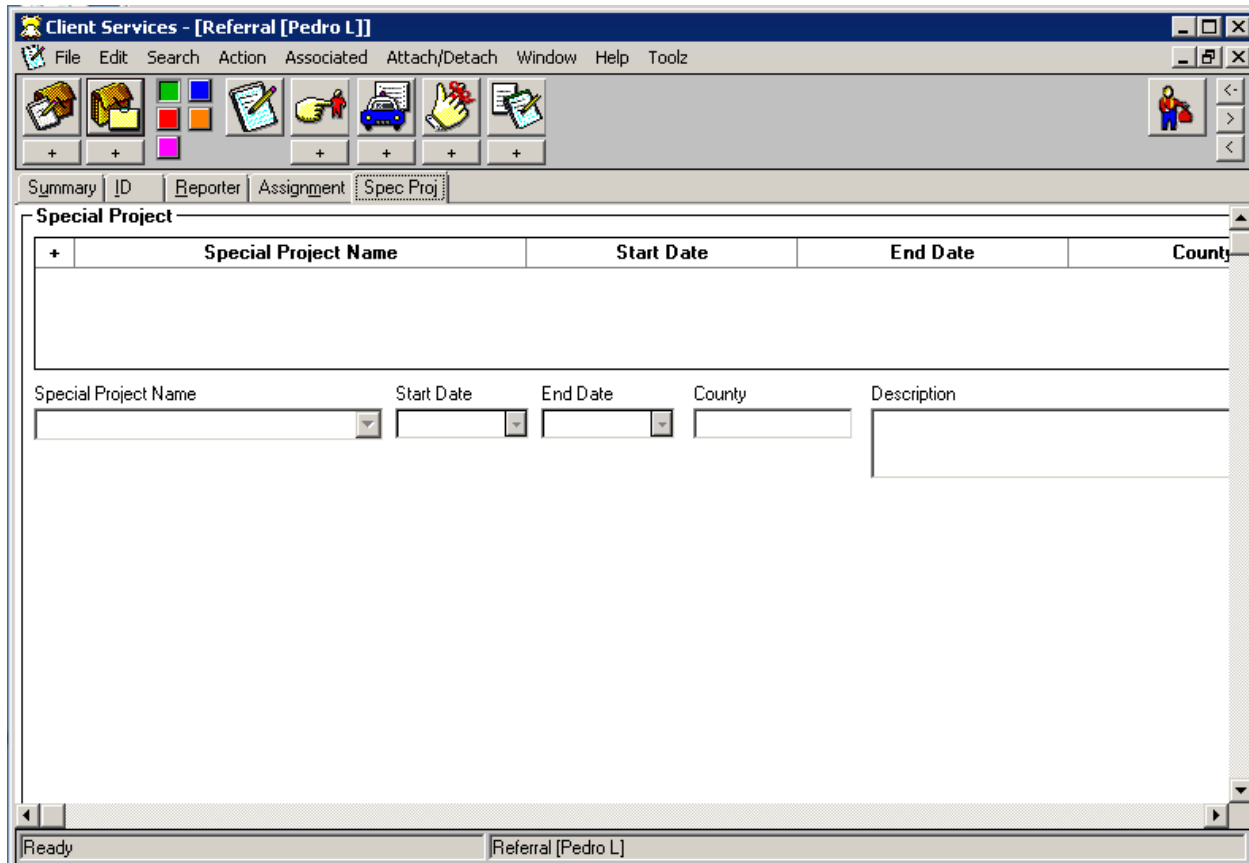
With the establishment of PC [11165.1\(d\)](#), mandated reporters are now required to contact the Hotline when they suspect a child/youth is, or may be, a victim of CSE. Whether or not the Reporting Party is a mandated reporter, any allegations of CSE will be documented in the screener narrative portion of the referral in CWS/CMS.

For allegations of CSE, the Referral Allegation Notebook will include:

- The Abuse Category of “Exploitation” for the perpetrator, whether or not the identity of the perpetrator is known.
- The Abuse Category of “General Neglect” for any parent who did not or was unable to protect the child/youth.

The Hotline Social Worker (SW) will also enter the Special Project Code of “S-CSEC Referral”.

- In the Client’s **open Referral**:
 - Click on the **Special Projects** Page tab.
 - Click on the “+” in the Special Project grid and select **S-CSEC Referral**



Emergency Response (ER)

If scheduling permits, the referral will be assigned to an ER Social Worker (SW) designated to receive CSEC referrals. If an ER SW realizes, after responding to a referral, that the family has one or more CSE victims, the ER SW can email the [CWS CSEC](#) mailbox for help.

The ER SW will follow the procedures in PPG 03-03-008, *Assessment in Investigation of Abuse/Neglect Reports*.

The ER SW will try to respond with a CSEC community advocate and link the family to any needed services.

For substantiated allegations regarding CSE, the ER SW will:

- The Referral Allegation Notebook Conclusion page will include:
 - For the Abuse Category of “Exploitation,” the Abuse SubCategory of “Commercial Sexual Exploitation” will be chosen.
 - For the Abuse Category of “General Neglect,” the Abuse SubCategory of “Failure/Unable to Protect from CSE” will be chosen.
- Only substantiated allegations for Exploitation are to be sent to the Child Abuse Central Index (CACI). Substantiated allegations for General Neglect, including those associated with CSE, are not to be sent to CACI.
- Enter the appropriate Code(s) in the CSEC Data Grid in CWS/CMS – see section below.

If the child/youth is removed, the primary or secondary reason for removal in the Placement section of CWS/CMS should be “Exploitation.”

- Primary reason if the parent was the perpetrator of the exploitation.
- If the primary reason is general neglect of a parent, then exploitation can be the secondary reason.
- In the Placement Management (red section) of the Referral in CWS/CMS:
 - Click on the **Placement** “+” button.
 - Click the dropdown menu button in the **Reasons For Removal** field and select **Exploitation**.
 - See snapshot below.

If the child/youth runs prior to transferring the case to Family Reunification (FR), follow the procedures outlined in PPG 03-04-001, *Outreach to Missing Dependents*.

Voluntary Family Maintenance (VFM)

Caseload permitting, the designated VFM SW will be assigned to any family with a CSEC component.

Court Specialist

If the parent did not or was unable to protect the child/youth from the exploitation, the petition will include a “b” count. Section 1a of the petition will have “(b)(2)” checked.

If the parent is the perpetrator of exploitation, the petition will include a “d” count.

The Detention Report will include:

- What measures are in place to keep the child/youth safe
- If one or both parents may meet Welfare and Institutions Code (WIC) [361.5 \(b\)\(17\)](#).

Child Focus Team (CFT)

Once a case has transferred from ER to FR, the CFT will complete the following:

- Screen the child/youth for behaviors that may indicate commercial sexual exploitation. A child/youth is considered to be at risk if they have at least one of the following indicators:
 - Child/youth exhibits behaviors or otherwise indicates that they are being controlled or groomed by another person.
 - Child/youth spends time with people known to be involved in commercial sex.
 - Child/youth’s use of internet, cell phone, or social media involves social or sexual behavior that is atypical for their age.
- **OR** a minimum of two of the following indicators:
 - Child/youth has a history of running away, unstable housing, including multiple foster care placements, or periods of homelessness including couch surfing.
 - Child/youth has had prior involvement with law enforcement or the juvenile justice system.
 - Child/youth is frequently truant.
 - Child/youth’s relationships are concerning, placing them at risk or in danger of exploitation.
 - Child/youth has a history of substance abuse, specifically narcotics, opiates, crack/cocaine and amphetamines.
- Enter the associating Code(s) in the CSEC Data Grid in CWS/CMS for each child/youth, if not already completed (see below).
- If applicable, refer the child/youth to the CSEC Multi-Disciplinary Team (MDT).
- Recommend and collaborate with the assigned SW to provide appropriate services to the child/youth.

Ongoing Case Management

As mentioned above, children/youth in the Child Welfare system are often targeted by exploiters. If it is suspected or becomes known that a child/youth is at risk or has been a victim of CSE, the assigned SW will interview, assess, and refer accordingly. Keep in mind the Interviewing Tips mentioned above.

Make the appropriate referral to the Hotline, as needed.

Within 24 hours, report to law enforcement that the child/youth has been identified as a victim of CSE.

Advise the CSEC Support SWs via the [CWS CSEC](#) mailbox, who can help with linking to services, referring the child/youth to the CSEC MDT, assisting with any needed out-of-town placements, getting quick medical care, etc.

The assigned SW will be invited to the CSEC MDT to provide information regarding the family.

If Disposition has not yet occurred, determine if one or both parents will be denied FR services pursuant to [WIC 361.5 \(b\)\(17\)](#).

If the child/youth runs, follow the procedures outlined in PPG 03-04-001, *Outreach to Missing Dependents*.

Enter the associating Code(s) in the CSEC Data Grid in CWS/CMS for each child/youth, if not already completed (see below).

Consider having a Teaming meeting to develop and/or reinforce supports for the child/youth.

Update the child/youth's case plan to include any services provided to address the CSE.

Independent Living Program (ILP)

ILP staff has been identified to support those youth 18 to 21 who are victims of CSEC. Email the [CWS CSEC](#) and/or [CWS ILP](#) mailbox for assistance.

CSEC Meetings

CSEC MDT meetings are held monthly to review identified CSEC child welfare youth as well as identified CSEC probation youth. Any SW currently working with an identified CSEC youth will be invited to attend the meeting.

Quarterly CSEC meetings are held where a broader range of community partners are provided updates and training on the work the Department is doing.

CWS/CMS CSEC Data Grid

The CSEC Data Grids in CWS/CMS are on the Client Notebook – ID page and Client Abstract Notebook – ID page.

“CSEC At Risk” – See the [CFT section](#) on page 5 for the definition of “at risk.”

“CSEC Victim in Open Case not in Foster Care” – Child/youth who is CSEC/sex trafficked, or who receives food or shelter in exchange for, or who is paid to perform, sexual acts as described in Penal Code §236.1 or §11165.1, including pornography and who became such victim in an open case but not in foster care. This includes VFM cases.

“CSEC Victim Before Foster Care” – Child/youth who is CSE, or who receives food or shelter in exchange for, or who is paid to perform, sexual acts as described in Penal Code §236.1 or §11165.1, including pornography and who became such a victim BEFORE entering foster care.

“CSEC Victim During Foster Care” – Child/youth who is CSE, or who receives food or shelter in exchange for, or who is paid to perform, sexual acts as described in Penal Code §236.1 or §11165.1, including pornography and who became such a victim WHILE IN foster care.

“CSEC Victim While Absent from Placement” – Dependent who has run away, is abducted, or is otherwise absent from placement and is CSE as described in WIC §300(b)(2) or Penal Codes §236.1 or §11165.1 during absence from placement and identified as such upon return to placement.

NOTE: A new row must be created each time a CSE child/youth runs.

“CSEC Victim with Closed Case, Rcv ILP Svcs” – Child/youth who is CSEC/sex trafficked, or who receives food or shelter in exchange for, or who is paid to perform, sexual acts as described in Penal Code §236.1 or §11165.1, including pornography and who became such victim in a closed case and receives Independent Living Program (ILP) Services. The SW must have the “Closed Case/Referral Update” privilege in order to document this information in CWS/CMS.

The Start Date is a mandatory field when creating a row and cannot be less than the date of birth for the identified child/youth. If the Start Date for when a child/youth became at risk or a victim is unknown, then it is the date the SW identified the child/youth as at risk or a victim. The history sorts in descending order with null End Dates first. The Start Date cannot be a future start date. The End Date is mandatory if an “At Risk” value is created and an active “Victim” row already exists. The same is true when a “Victim” row is created and an active “At Risk” row already exists. An identified child/youth cannot be at risk and a victim at the same time. The End Date field is mandatory if “Absent from Placement” is selected because the identified child/youth would have returned and the case worker would have interviewed them. The End Date must be greater than or equal to the Start Date and cannot be a future End Date.

Client Notebook – ID page:

Client Services - Referral [0752-8958-3422-7082394] - [Client []]

File Edit Search Action Associated Attach/Detach Window Help Tools

Summary ID Demog Address Names Related Clients ID Nurs Juv. Cr. # Search Log AFDC/FC Attorneys Service Providers I.C.W.A.

Name and Identification
****Active Safety Alert Exists****

Client Information
 Prefix First Middle Last Suffix Name Type
 Gender Marital Status SSN Client Index Number (CIN)
 Driver's License - State/Number Date of Birth or Age and Age Unit
 Self Reporter Alien Registration #
 Client is a Minor/NMIO Parent Client Number
 Outstanding Warrant Exists

CSEC Data

CSEC Type	Start Date	End Date

Other Client Information
 IDWA Eligible: Yes No Not Asked Pending
 Incapacitated Parent: Yes No Unknown Not Applicable
 Child has Indian Ancestry
Indian Ancestry Notification

County	Date

 County: Date Informed:

Language
 Primary Language
 Secondary Language
 Literate: Yes No Unknown Not Applicable

Race/Ethnicity
 Specify Race* if known
 Primary Ethnicity
 Unable to Determine - Reason
 Other Ethnicity
 Other Ethnicity

Historic or Learning Style
 Yes No Declines to State Unable to Determine
 Unable to Determine - Reason

Safely Surrendered Baby
 This Client has been involved in the Safely Surrendered Baby Program

Confidentiality
 Confidentiality in Effect
 Effective Date

Drug/Mental Health Issues Affecting this Client
 Drug Use: Yes No
 Alcohol Use: Yes No
 Mental Health Issues: Yes No
 Drugs
 Other Drug
 This client has been selected as an alleged perpetrator in this referral.

Safety Alert Information

Activation Date	Reason	Deactivation Date

Safety Alert Activation
 Activation Date County Reason Explanation

Safety Alert Deactivation
 Deactivation Date County Explanation

Ready Referral [0752-8958-3422-7082394] -> Client [Kid]

Client Abstract Notebook – ID page:

Client Services - [Client Abstract [Client, Client - Row #1]]

File Edit Search Action Associated Attach/Detach Window Help Tools

ID Other Names Other Addresses Family Members Referral History Case History

Identification

Last Known Residence Address SSN Gender Client Index Number (CIN)

Date of Birth Age Primary Ethnicity

Birth Place/Hospital Name Birth City

Client ID

Alien Registration # Emigration Country

Date of Death Most Recent Juvenile Court # Drivers License # Last State ID #

AWDL/Abducted

AWDL

Abducted

Not Applicable

Outstanding Warrant

Parental Rights Termination

Related Person	Term	Reason	Term Date	Under Appeal	Vol. Rel.	Legal Designation	Birth Father	Paternity Date

Tribal Customary Adoption

Tribal Customary Adoption afforded full faith and credit

Order Date

CSEC Data

CSEC Type	Start Date	End Date

Ready Client Abstract [Client, Client]

Referral Allegation Notebook Conclusion page – Exploitation:

Client Services - Referral [America, Mother] - [Allegation [America, Baby (15)]]

File Edit Search Action Associated Attach/Detach Window Help Tools

Conclusion

Current Conclusion

People Involved

Alleged Victim:

Abuse Category:

Alleged Perpetrator:

Conclusion Date:

Allegation Conclusion:

Conclusion Description:

Abuse Information

+	Abuse Subcategory

Select Abuse Information

Abuse SubCategory

- Child Porn, Knowledge/Involvement of Parent
- Commercial Sexual Exploitation
- Exploiting Child's Labor
- Involving Child in Criminal Behavior
- Other Exploitation
- Selling/Offering to Sell Child

OK Cancel Help

Conclusion History

Allegation Conclusion History

Date	Conclusion	Grievance	Name

Allegation Conclusion modified as a result of DOJ Grievance?

No Yes

Referral Allegation Notebook Conclusion page – General Neglect:

Client Services - Referral [J., Mother] - [Allegation [J., Child (16)]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Conclusion

Conclusion

Current Conclusion

People Involved

Alleged Victim: J., Child

Abuse Category: General Neglect

Alleged Perpetrator:

Conclusion Date: 01/13/2016

Allegation Conclusion: Substantiated

Conclusion Description

Abuse Information

+ Abuse Subcategory

Select Abuse Information

Abuse SubCategory

- Fail/Unable to Protect from CSE
- Failure to Provide Adequate, Safe Shelter
- Failure to Provide Clothing
- Failure to Provide Food
- Failure to Provide General Medical Care
- Lack of Supervision
- Prenatal Exposure to Drugs/Alcohol

OK

Cancel

Help

Conclus

Allegation

Allega

No

Placement section:

Client Services - Referral [E, Benjamin] - [Temporary Custody]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Child Removal Info

Temporary Custody
 Yes No

Removal Date: 04/15/2015
Removal Time: : am

Removed From

First Caretaker Relationship To Child: [Dropdown]
First Caretaker Removed From: [Dropdown]
Second Caretaker Relationship To Child: [Dropdown]
Second Caretaker Removed From: [Dropdown]

Removed By
 Law Enforcement Staff Person Safely Surrendered Baby

Law Enforcement

Officer: First [Text] MI [Text] Last Name [Text]
Officer Phone [Text] Ext [Text] Badge/ID No. [Text]

Staff Person [Text] **Receiver of Safely Surrendered Baby** [Text]

Reasons For Removal

Primary Reason For Removal: Exploitation
Secondary Reasons for Removal: [List]

Notification Information

Mother Notified
Custody Notification Date: [Text]
Time: : am
 Notified of Civil Rights

Father Notified
Custody Notification Date: [Text]
Time: : am
 Notified of Civil Rights

Child Notified
 Yes
 No
 Not applicable
Notification Comments: [Text]

Ready | Referral [E, Benjamin] -> Client [Benjamin E] -> Temporary Custody []