

Human Trafficking Screening Tool (HTST)

JAC and On-Call Processing

This tip sheet is to help provide the Juvenile Assessment Center (JAC) assistance with the screening wizard changes on Step 8 of 8. Staff will also be able to access the HTST PowerPoint that also provides step by step instructions on completing the HTST.

When completing the screening wizard, Step 8 of 8, Forms for screening will not enable until a HTST pre-screen or Full HTST has been saved as “in-progress”.

Before a Pre-Screen HTST has been completed or a Full HTST has been saved as “in-progress”

The screenshot shows the HTST interface with the following elements:

- Form Status:** HTST Prescreen or Full in-progress must be completed to enable forms "Start" button.
- Section (C):** Only complete this section if this is a Detention Screening. You must complete all of the screening forms before going to section C.
- Started On:** NOT STARTED
- Completed On:** NOT COMPLETED
- Buttons:** Start (disabled), Go To Forms For Selected Referral, Completed.
- Dropdown:** 4528836

A blue arrow points from the "Start" button to the "Form Status" text.

After a Pre-Screen HTST has been completed or a Full HTST has been saved as “in-progress”

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