

# Human Trafficking Screening Tool (HTST) 2020 Updates: JJIS Quick Tip Sheet

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**OBJECTIVE:** This tip sheet provides Juvenile Justice Information System (JJIS) assistance at a glance to Florida Department of Juvenile Justice (FDJJ) staff members and contracted providers who complete the Human Trafficking Screening Tool (HTST).

**BACKGROUND:** June 5, 2020, the HTST will be updated in JJIS. The key differences between the HTST (OLD) and the HTST (2020 Update) are:

- HTST PreScreen incorporated into HTST (no more paper HTST PreScreen)
- Updated charges and other triggers to direct staff when an HTST is needed
- Enhanced navigation for users' ease of use
- JJIS-generated email module simplified

FDJJ Policy 1925 governs the usage of the HTST. For additional information, see Policy 1925 as well as the Policy Update 2020 memo accompanying this tip sheet.

The next several pages demonstrate the visual differences between the HTST (OLD) and the HTST (2020 Update) so that staff are prepared for the updated HTST's release on June 5, 2020.

**NOTE:** This tip sheet is designed as a helper for individuals who have already attended Human Trafficking Screening Tool – 4 hours and Human Trafficking Screening Tool: JJIS Navigation and who already have permissions in JJIS to complete an HTST. This tip sheet does not substitute for attending any of the above trainings.

This information was adapted from the HTST slideshows used to instruct JJIS users, which were originally created by the FDJJ Data Integrity Officers. The full JJIS HTST PowerPoint presentation is available by clicking here: <http://www.djj.state.fl.us/partners/data-integrity-jjis/jjis-information>. To date, the updated 2020 training PowerPoint has not been published.

## **QUESTIONS OR COMMENTS:**

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# HOW TO ACCESS THE JJIS HUMAN TRAFFICKING SCREENING TOOL (HTST) 2020 UPDATE:

The HTST (2020 Update) is accessed the same way the previous HTST was accessed:

- Link in JJIS New Web Forms, under the “Assessment Center Forms” category
- Link in JJIS Case Notebook Module
- Link in the JJIS Intake Wizard, used when processing new youth and/or new referrals into JJIS

## HOW TO ACCESS THE HTST WHEN ADDING A NEW REFERRAL:

When adding a new referral to JJIS, the user will follow the steps in the Registration Wizard. Upon completing Section A, the user will click “Refresh” and text will appear if an HTST needs to be started for this youth.

DJSID: 1362942

Last Updated By: Gomez, Katherine C on 6/1/2020 1:57 PM

Wizard Status

Section (A): You must complete all the steps of the Wizard before going to section (B)

Started On: 06/01/2020 01:49 PM By: Gomez, Katherine C

Completed On: NOT COMPLETED By:

<< Back Score Card Completed

Section (B): Only click on the CAT Assessment button if you have permissions to do a CAT Assessment.

CAT Assessment

Human Trafficking Screening Tool (opens another browser instance)

Refresh

**\*Recent case activity indicates Human Trafficking Screening Tool needed\***

Upon completing Section A, click “Refresh”

If recent case activity indicates an HTST needs to be started, it will display here.

## THE HTST PRESCREEN:

The Human Trafficking Screening Tool PreScreen has been incorporated into the full Human Trafficking Screening Tool. When a new HTST is started, the HTST PreScreen is the first screen. The HTST PreScreen incorporates information from the youth's charge history, previous Community Assessment Tools, and previous HTSTs. The PreScreen also includes information gathered from the user's case research completed as part of the intake interview/intake screening, i.e. FSN review, case notes review, alerts review, etc.

The screenshot shows the 'Human Trafficking Pre-Screen' interface. At the top, it displays the Department of Juvenile Justice logo and the title 'HUMAN TRAFFICKING SCREENING TOOL'. A navigation bar includes '<< Back', 'Logout | Manage Security Questions', and 'Page 5 of 7'. Below this, user information is shown: 'DJJID: 1582942 Youth Name: Test, Katherine DOB: 01/01/2005 Age: 15 Sex: F Race: White Eye Color: Brown'. A blue button labeled 'Human Trafficking Pre-Screen' is on the left. A table titled 'HTST Triggers' lists a charge: 'CHARGE 4/1/2020 8:00:00 AM KIDNAP - ENG HUMAN TRAFF LABOR OR SERV CHLD LESS 18 YOA'. Below the table are form fields for 'Youth Name' (Test, Katherine), 'DJJID' (1582942), 'Date screened' (06/01), 'Screener Name' (Katherine Gor), and 'Screening Center' (C02 H Q - Office Of The Secretary). The 'Pre-Screen Criteria' section includes several checkboxes with help icons: 'Current or historical sex offense charge(s)', 'Current or historical human trafficking-related charge(s), (including prostitution)' (checked), 'Reports of concerning behaviors, circumstances, or observations indicative of youth being trafficked reported by:' (with sub-options for Law Enforcement, Department of Juvenile Justice, School personnel, Medical provider, Parent/guardian, and Someone else), 'Suspected trafficking is/has been reported to the Florida Child Abuse Hotline (1-800-96-ABUSE)', and 'Child acknowledges behaviors or circumstances indicative of being trafficked'.

HTST PreScreen Navigation tab

HTST Triggers, i.e. charges, CAT items, previous HTSTs, etc.

HTST PreScreen criteria that may result in the user needing to complete a full HTST interview.

Abuse Hotline (1-800-96-ABUSE).

Child acknowledges behaviors or circumstances indicative of being trafficked.

Child has a history of running away or being kicked out:  
 1 time  2-3 times  4 or more times

Current or historical allegations of sexual abuse (with or without findings) or 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 commercially sexually exploited (CSEC) youth.

Child is recovered from runaway episode in a hotel or known area of prostitution.

Child has no knowledge about the community they are located in.

Child is not allowed or unable to speak for themselves 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 they 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 boyfriends, and/or girlfriends.

Child has inappropriate, sexually suggestive activity on social media websites and/or chat apps.

No criteria met at this time

At the conclusion of this page, click "Next Page" to complete the HTST PreScreen.

If the youth has current or historical items that necessitate a full HTST interview, the "No criteria met at this time" box will be disabled.

Click "Exit" if you want to exit the HTST PreScreen without saving your data.

Upon clicking "Next Page", your answers on the HTST PreScreen may indicate that you must now proceed to the remainder of the HTST. Click "Next" to proceed to the remainder of the HTST.

Department of Juvenile Justice Test S

**Human Trafficking Screening Tool**

Based on the criteria selected, please click the NEXT button to begin the Full Human Trafficking Screening Tool

Human Trafficking Pre-Screen

Type	Date	HTST Triggers
CHARGE	4/1/2020 8:00:00	KIDNAP - ENG HUMAN TRAFF LABOR OR SERV

Click "Next" to proceed to the full HTST.

# THE HTST:

Work through each of the HTST sections in order, clicking “Next Page” at the end of each HTST section.

**HUMAN TRAFFICKING SCREENING TOOL**

Logout | Manage Security Questions

DJJID: 1582942 Youth Name: Test, Katherine DOB: 01/01/2005 Age: 15 Sex: F Race: White

**Human Trafficking Pre-Screen**

**Human Trafficking Full-Screen**

- A. Background Information** (Blue)
- B. Demographic Information (Gray)
- C. Youth Personal Background (Gray)
- D. Living Conditions (Gray)
- E. Work Information (Gray)
- F. Leaving or Running Away from Home (Gray)
- G. Sexual Exploitation (Gray)
- H. Parent Guardian Info (Gray)
- I. Post Screening Assessment (Gray)
- J. Finalize (Gray)

**A. Background Information**

\*1. Date Screened: 6/1/2020

\*2. Screening Center: C02 H Q - Office Of The Secretary

\*3. Screener Name: Katherine Gomez

\*4. Reason for Screening (Check all that apply):

- Law enforcement reports behaviors or circumstances indicative of youth being trafficked. If selected, explain: minimum 15 characters
- Department of Juvenile Justice staff observations are indicative of youth being trafficked. If selected, explain: minimum 15 characters
- School personnel report behaviors or circumstances indicative of youth being trafficked. If selected, explain: minimum 15 characters
- Medical provider reports behaviors or circumstances indicative of youth being trafficked. If selected, explain: minimum 15 characters
- Parent/guardian reports behaviors or circumstances indicative of youth being trafficked. If selected, explain: minimum 15 characters

2500 characters remaining... Check Spelling

2500 characters remaining... Check Spelling

2500 characters remaining... Check Spelling

2500 characters remaining... Check Spelling

2500 characters remaining... Check Spelling

HTST sections are aligned to the left side of the screen in the HTST 2020 Updated version.

Green = completed section  
Blue = section in progress  
Gray = section not started

## FINALIZING THE HTST (SECTION J)

Section J of the HTST works the same in the 2020 version as in the old HTST. Any questions answered in a way that would provide evidence of potential trafficking are listed in the “Evidence of Possible Human Trafficking Table”. If there is any evidence of possible trafficking, the user is required to call the Florida Child Abuse Hotline at 1-800-96-ABUSE.

**Human Trafficking Pre-Screen**

**Human Trafficking Full-Screen**

- A. Background Information** (Green)
- B. Demographic Information** (Green)
- C. Youth Personal Background (Gray)
- D. Living Conditions (Gray)
- E. Work Information (Gray)
- F. Leaving or Running Away from Home (Gray)
- G. Sexual Exploitation (Gray)
- H. Parent Guardian Info (Gray)
- I. Post Screening Assessment (Gray)
- J. Finalize** (Blue)

**J. Finalize**

You are required to complete an abuse call to 1-800-96-ABUSE if any responses are listed below as Evidence of Possible Human Trafficking: \*

Evidence of Potential Trafficking/Prostitution? (if Yes list is below)

Evidence of Possible Human Trafficking
Section C Screener. Evidence of unsafe on-line activity - Yes
Section G 42. Have you or someone else received something of value, like money, a place to stay, food, clothes, gifts, favors, or drugs, in exchange for your performing a sexual activity
Section G Screener. Evidence of compensation for sexual activity - Yes
Section I 50. Indicate the possibility that the youth is a victim of trafficking

Child Abuse Hotline call is required if there is evidence of possible trafficking in this table.

When calling the Florida Child Abuse Hotline, staff will clearly identify themselves as representatives of the Florida Department of Juvenile Justice and state that they are calling to report potential human trafficking. Staff will ask the Hotline worker three questions and document the answers:

- 1) The Hotline worker's name and ID number
- 2) Whether the Hotline worker accepted the call
- 3) The reason why the call was accepted (also known as the maltreatment code)

The users will complete Section J using information from the Child Abuse Hotline worker.

**Was call to DCF Hotline 1-800-96-ABUSE completed? \***

No (Explain in text box)

Yes

**Call to abuse hotline accepted? \***

No (Explain in final Narrative below)

No; Call Documented (Provide Department of Children and Families Worker Name and ID # in final Narrative below)

Yes (Provide Department of Children and Families Worker Name and ID # in final Narrative below)

Yes; Open Investigation (Provide Department of Children and Families Worker Name and ID # in final Narrative below)

Did the user call the Florida Child Abuse Hotline? If not, document why in the Final Narrative.

Document if the call was accepted by the Hotline worker. If not, document why in the Final Narrative.

Document why the Hotline accepted the call (also known as the maltreatment code)

**Why was abuse call accepted? (check all that apply) \***

Commercial Sexual Exploitation of a Child (CSEC)

Labor Trafficking

Physical Abuse

Sexual Abuse

Neglect

Emotional/Mental Abuse

Other (Describe) minimum 2 characters

250 characters remaining...

**Terminology Refresher:**

**CSEC or  
Labor  
Trafficking**

=

**Human  
Trafficking**

**Final Narrative (minimum 2 characters): \***

Call made to Florida Child Abuse Hotline. Katia ID 5678 accepted call for investigation into possible CSEC.

392 characters remaining...

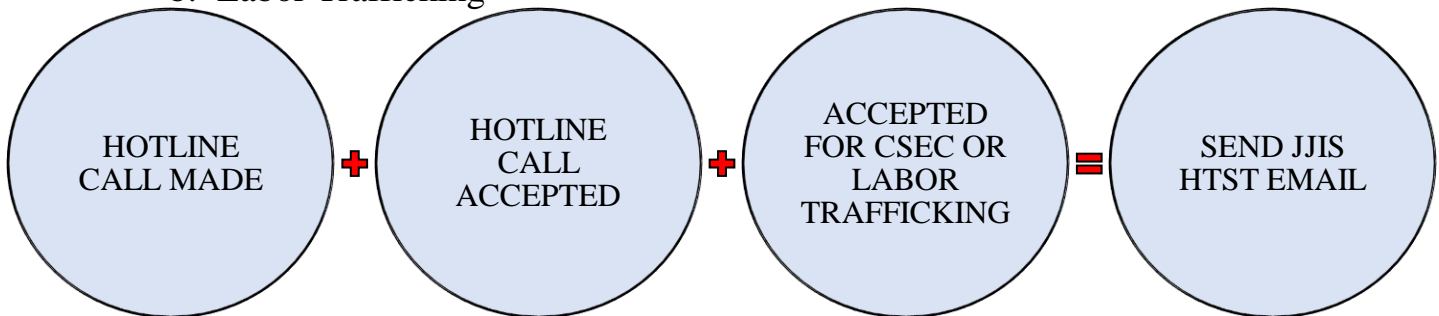
[Check Spelling](#)

Final Narrative details include: reasons why Hotline call not made (if any), Hotline worker name and ID#, reasons why Hotline call was accepted/not accepted, and any other relevant HTST details.

# SENDING THE JJIS-GENERATED HTST EMAIL AND COMPLETING THE HTST:

Sending JJIS-generated HTST emails is one of the most significant improvements in the HTST 2020 updated version. JJIS-generated HTST emails are required to be sent when:

- 1) A call is made to the Florida Child Abuse Hotline AND
- 2) The call is accepted by the Florida Child Abuse Hotline AND
- 3) The call is accepted by the Florida Child Abuse Hotline for either form of human trafficking:
  - a. Commercial Sexual Exploitation of a Child (CSEC) or
  - b. Labor Trafficking



**?** Email Notification [Email must be sent if call was accepted for Commercial Sexual Exploitation of a Child (CSEC) and/or Labor Trafficking]

Select Circuit:

To Email: jasmine.armstrong@djj.state.fl.us

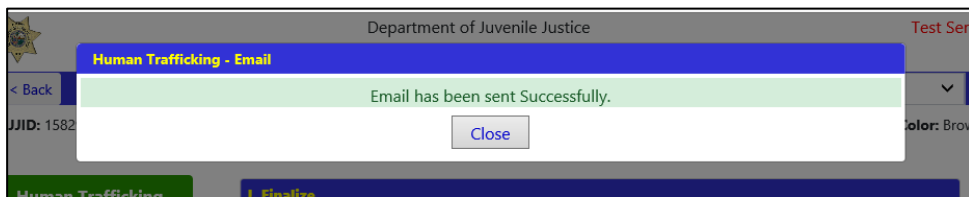
CC Email: katherine.gomez@djj.state.fl.us; Human.Trafficking@djj.State.fl.us; meagan.pledger@djj.state.fl.us

Select your circuit from the list (can add more than one circuit, if needed) and then click "Add". Each person's email automatically appears in the blank area under the circuit.

Click "Send Email" to send this HTST to all individuals in the circuit's list.

Click "Complete" to finish and complete the HTST.

The screen will go gray and a pop-up window will tell you that the email was sent successfully. Click "Close".



Click "Complete" to finish and complete the HTST.