

Trafficking and Exploitation Data Entry in the Social Service Information System (SSIS)

Table of Contents

Trafficking and Exploitation Data Entry in the Social Service Information System (SSIS).....	1
Intake and Screening for sex trafficking and sexual exploitation	2
Entering allegation and allegation detail for sex trafficking on the Child Maltreatment Report	3
Entering allegation detail for sexual exploitation on the Child Maltreatment Report	5
Track Assignment tab of the Child Maltreatment Report.....	6
Initial Notifications tab of the Child Maltreatment Report.....	7
Intake and documentation of labor trafficking reports.....	7
Investigations	9
Interviews.....	9
Medical and Mental Health Response	10
Safety Assessment, Risk Assessment and Safety Planning	11
SEY/STY Folder	11
Child Maltreatment Report in the Assessment Workgroup	14
Determination Letters.....	18
Youth who run away from placement.....	19
Placement/Location/Absence Screen	21
Locating the Runaway Debriefing Form in SSIS.....	23
Locating the Notice to Court of Placement Change.....	25
Documenting Efforts for Runaway Youth in SSIS Case Notes	26
Additional Resources and Information.....	27

This document is designed to complement DHS-7641Z-ENG [Minnesota's Best Practice Response to Trafficking and Exploitation of Children and Youth](#) (currently being revised) and illustrate SSIS Data Entry for matters of Human Trafficking and Sexual Exploitation. Workers may also wish to visit [Safe Harbor/No Wrong Door](#) for tools and guidance in matters of Human Trafficking and Exploitation.

Intake and Screening for sex trafficking and sexual exploitation

The [DHS-7641N-ENG Child Protection Sex Trafficking and Sexual Exploitation Intake Tool](#) can help guide child welfare agency supervisors, intake and screening staff, and screening teams in determining whether a report meets criteria for sex trafficking or sexual exploitation. The tool has an intake flowchart, glossary of terms, and a list of common indicators of sex trafficking and sexual exploitation. This tool should not be a substitute for the discretion of agency staff or guidance from the county attorney's office. When using the tool, its completion should be documented in child's maltreatment report (description of incident section) in SSIS.

At the point of intake, agency staff should inquire about whether there is reason to believe a child may have lineage to an Indian tribe. Inquiry should occur immediately when a child comes to the attention of an agency. Inquiry is required to be made of reporters, child, parents, custodians, and other appropriate persons. [Minn. Stat. §260.761, subd. 1] For a more in depth look at data entry related to the Indian Child Welfare Act and Minnesota Indian Family Preservation Act refer to [ICWA/MIFPA Data Entry in the Social Service Information System](#).

Child Maltreatment Report Description of Incident

Track Assignment		Initial Notifications		Family Conditions		Overrides
Child Maltreatment Report	Description of Incident	Allegations	Reporter(s)	Collateral Contacts	Screened By	Warnings/Comments
Description of Incident:						
<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #e0e0e0; padding: 2px; display: inline-block; width: 20px; text-align: center; font-weight: bold;">E</div> <div style="padding: 2px;"> This tool should not be a substitute for the discretion of agency staff or guidance from the county attorney's office. When using the tool, its completion should be documented in child's maltreatment report (description of incident section) in the Social Service Information Screen (SSIS). </div> </div>						

Entering allegation and allegation detail for sex trafficking on the Child Maltreatment Report

Navigate to the **Allegations Tab** of the Child Maltreatment Report.

Allegation Screen of the Child Maltreatment Report

The screenshot shows the Allegation Screen of the Child Maltreatment Report. The form is divided into two main sections. The left section contains dropdown menus for 'Allegation' (set to 'Sexual abuse'), 'Alleged Victim' (set to 'Lane, Lucy L'), 'Alleged Offender', and 'Offender Relationship to Victim'. The right section contains text input fields for 'Alleged Victim Desc', 'Alleged Offender Desc', and a date picker for 'Date of Occurrence'. There are warning icons (yellow triangles) and error messages (red 'e' icons) on the 'Alleged Offender' and 'Date of Occurrence' fields.

Allegation Tab Fields	Field Description/Use
Allegation	Choose Sexual Abuse from the dropdown list of allegations.
Alleged Victim	Choose the alleged victim from the dropdown list.
Alleged Victim Description	If the name of the alleged victim is unknown at the time of the report, enter identifiable information within this field.
Alleged Offender	Choose the alleged offender from the dropdown list.
Alleged Offender Description	If the name of the alleged offender is unknown at the time of the report, enter identifiable information within this field.
Offender Relationship to Victim	Choose the applicable relationship from the dropdown list. When sex trafficking occurs from a non-caregiver, choose Non-caregiver sex trafficker from the list.
Date of Occurrence	Enter the date by which the allegations occurred.

Non-caregiver sex trafficker in relationship dropdown list

The screenshot shows a dropdown list of relationships. The options are: Adoptive parent, Biological parent, Child daycare provider, Friends or neighbors, Group home or residential facility staff, Legal guardian, Non-caregiver sex trafficker (highlighted in blue), and Non-relative foster parent. The dropdown arrow is visible at the bottom right.

Allegation Detail Section of the Child Maltreatment Report

Allegation Detail	Screening Decision	Screening Reason	Screening Date	24 hr Resp Req	24 hr Resp Req Reason	Override Screening Decision
► Sex trafficked	Screen in	New allegation	02/01/2021	Yes	Sexual exploitation, prostitution, sex trafficki	

+ - < >

Action ▼

Select the **green add** button in the lower left corner of the **Allegation Detail**

Allegation Detail Column Headers	Description/Use
<i>Allegation Detail</i>	Choose Sex trafficked from the dropdown list of allegations.
<i>Screening Decision</i>	For reports of alleged sex trafficking select screened in .
<i>Screening Reason</i>	Enter New Allegation for new reports. <i>If there is an existing workgroup where similar allegations with the same victim being assessed workers will select currently being assessed.</i>
<i>Screening Date</i>	Enter the date that the allegation and allegation detail were screened.
<i>24 hour response</i>	For the allegation detail of Sex trafficked this field will autofill with Yes .
<i>24 hr Resp Req Reason</i>	Choose Sexual exploitation, prostitution, sex trafficking from the dropdown list.

Entering allegation detail for sexual exploitation on the Child Maltreatment Report

Workers will follow the instructions on **page 2** for the **Allegation** section of the screen.

- Enter **Sexual Abuse** for the **Allegation**
- Enter the **Alleged Victim** or **Alleged Victim Description**
- Enter the **Alleged Offender** or **Alleged Victim Description**
- Enter the **Offender Relationship to Victim**
- Enter the **Date of Occurrence**

Allegation Detail Section of the Child Maltreatment Report

Allegation Detail						
Allegation Detail	Screening Decision	Screening Reason	Screening Date	24 hr Resp Req	24 hr Resp Req Reason	Override Screening Decision
* Sexual exploitation or prostitution	Screen in	New allegation	02/03/2021	Yes	Sexual exploitation, prostitution, sex trafficki	

Allegation Detail Column Headers	Description/Use
<i>Allegation Detail</i>	Choose Sexual exploitation or prostitution from the dropdown list.
<i>Screening Decision</i>	<p>For reports of alleged sexual exploitation or prostitution select Screen in when a caregiver alleged offender is involved.</p> <p>**Select <i>Screen out</i> for reports involving a <i>non-caregiver</i> and refer for voluntary case management services.</p>

Allegation Detail Column Headers	Description/Use
Screening Reason	Enter New Allegation for new reports. <i>If there is an existing workgroup where similar allegation(s) with the same victim being assessed workers will select currently being assessed.</i> **When sexual exploitation is alleged between an alleged victim and the alleged offender is non-caregiver select Does not meet maltreatment criteria.
Screening Date	Enter the date that the allegation and allegation detail were screened.
24 hour response	For the allegation detail of Sexual exploitation or prostitution this field will autofill with Yes
24 hr Resp Req Reason	Choose Sexual exploitation, prostitution, sex trafficking from the dropdown list.

Hint: When completing the SSIS child maltreatment report allegation detail in a sex trafficking allegation, the alleged offender relationship may be indicated as “non-caregiver sex trafficker” when an alleged offender is not a parent, sibling or household member in a caregiving role. However, when completing this screen with the allegation detail of “sexual exploitation or prostitution,” the alleged offender relationship of “non-caregiver sex trafficker” is not applicable because the allegation detail is not “sex trafficked.” With limited information about an alleged offender, or they are unknown, agency staff should use the unknown alleged offender description field in SSIS to complete a child maltreatment report.

Track Assignment tab of the Child Maltreatment Report

Child Maltreatment Report	Description of Incident	Allegations	Reporter(s)	Collateral Contacts	Screened By	Warnings/Comments
Track Assignment		Initial Notifications		Family Conditions		Overrides
Report Track:	Inv - Family investigation					
Investigation Reason:	Investigation required 24 hr response req'd					

Navigate to the **Track Assignment** tab of the Child Maltreatment Report. All reports of known or suspected **sex trafficking**, including those involving non-caregiver alleged offenders, should be screened in for a **Family Investigation**. Reports of **sexual exploitation** involving a **caregiver** alleged offender should be screened in for a **Family Investigation**. Select **Inv-Family investigation** from the dropdown list. Investigation Reason will autofill with Investigation required.

Initial Notifications tab of the Child Maltreatment Report

Child Maltreatment Report	Description of Incident	Allegations	Reporter(s)	Collateral Contacts	Screened By	Warnings/Comments
Track Assignment	Initial Notifications			Family Conditions	Overrides	
Agency Notified	Date	Method	Person Notified	Agency Description		
<div>Initial Notification</div> <div>Agency Notified: <input type="text" value="Law enforcement"/></div> <div>Agency Description: <input type="text" value="Anywhere Police Department"/></div> <div>Date: <input type="text" value="2/3/2021"/></div> <div>Method: <input type="text" value="Oral and Written"/></div> <div>Person Notified: <input type="text" value="Officer Smith"/></div>						

Navigate to the **Initial Notifications** tab of the Child Maltreatment Report. From the action menu select **New Initial Notification**. Select **Law enforcement** from the dropdown list in the **Agency Notified** field. Enter the **Agency Description**. Enter the **Date**. Enter the **Method**. Enter the **Person Notified** either in the dropdown list or manually enter them.

***Hint:** All reports of alleged sexual exploitation and sex trafficking, regardless of screening decision need to be cross-reported to law enforcement.*

***Hint:** For reports of trafficking or exploitation occurring in multiple jurisdictions, with multiple alleged offenders or alleged victims, local social service agencies may find multi-jurisdictional or statewide law enforcement human trafficking task forces to be helpful.*

Intake and screening staff should be familiar with the [Minnesota Safe Harbor Services Map](#), which provides contact information and service areas for the Safe Harbor regional navigators statewide. Regional navigators may consult with social service agency staff to help identify and make service referrals for youth who are at risk of, or experienced, sexual exploitation or sex trafficking. All those making reports related to sex trafficking or sexual exploitation should be provided with contact information for the appropriate regional navigator. This information should be provided at the time of a report, or when a reporter is notified of a screening decision.

Intake and documentation of labor trafficking reports

When new reports of child maltreatment are screened, screeners may find indicators of labor trafficking. These indicators are in [DHS-76410-ENG Identifying and responding to labor trafficking of children](#). The primary indicator screeners and screening teams should look for is a child being forced, threatened, or compelled to work for another person. Work can include both formal employment and informal or illegal activities. Alleged offenders may be a parent, guardian, sibling, or other related or unrelated caregiver; they may also be a peer, acquaintance or employer.

When Labor Trafficking is identified at the point of screening it should be identified in SSIS. Document the use of the tool. Completion of the tool should be documented in the intake summary or a case note in SSIS; positive responses should be clearly identified in notes. If the tool reveals labor trafficking, these concerns should be referred for a child welfare response, if no other allegation of maltreatment.

Investigations

All pertinent data must be recorded in SSIS, including but not limited to, all client and collateral contacts, safety and service plans. A final summary of an investigation should also be recorded.

Interviews

If a report alleges a violation of criminal statute, local law enforcement and the local agency shall coordinate planning and execution of the respective investigation and assessment efforts to avoid duplication of multiple fact-finding interviews.

Consult [Minnesota Best Practice Response to Trafficking and exploitation of children and youth](#) pages 14-16 for more guidance related to necessary coordination with law enforcement, interviews of alleged victim, parents (caregiver), and alleged offender (caregiver/non-caregiver).

Activity

Workgroup: Lane Lucy L CP Assessment 2/3/2021 Caseload

Program: 110 - Child Protective Services No. of Persons: 1

Service: 104 - Child Protection Investigation Regarding: ☐ David D Lane ☒ Lucy L Lane

County sub-service: Assessment/investigation - adult interview
Child observation/interview
Client contact
Collateral contact
Consultation
Coordination
Court appearance
Court documentation

Activity:

Duration: Hr. 3 Min. 0

Cnty Acctg:

Note:

Contact: Purpose: Interview with Alleged Victim

Status: ☒ Completed ☐ Attempted

Method:

Location:

Contact With: Add

☐ David D Lane
☐ Janice Blue
☐ Lucy L Lane

Enter interviews as **New Activity** in SSIS. Use **Service 104-Child Protection Investigation**. Choose the applicable interview type from the **Activity** dropdown list (**Assessment/Investigation-adult interview** or **Child observation/interview**). Enter the **Duration** and choose the child client under the **Regarding** section. Enter a case note related to the interview in the **Note** section. Add a title for this activity in the **Purpose** field. Indicate the **Status**, **Method**, **Location**, and whom the interviewer had **Contact With** in the appropriate fields.

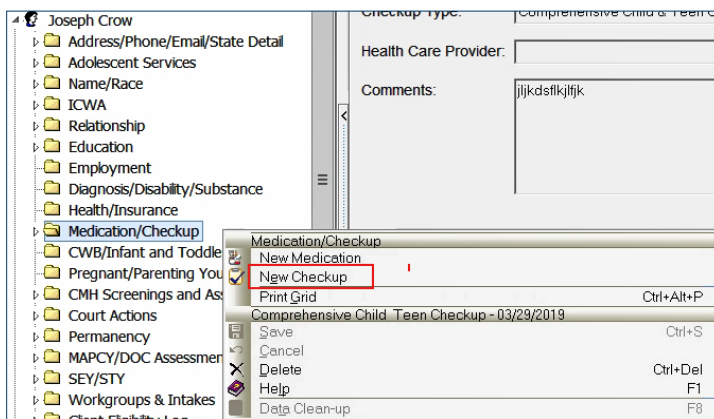
Medical and Mental Health Response

During an investigation, child welfare agencies may request information about medical care youth has received. This includes collateral source information about alleged maltreatment and health care for youth. Collateral information may include, when relevant, a medical exam, and prior medical records relating to alleged maltreatment, or care of child maintained by any facility, clinic, or health care professional, and an interview with treating professionals.

Child victims of sex trafficking or sexual exploitation should be referred for medical and mental health evaluations and appropriate treatment as early as possible by the local child welfare agency. Chemical dependency services may also be necessary to address dependency concerns or withdrawal.

Workers may wish to document medical care in SSIS under the **Medication/Checkup** folder in SSIS.

New Checkup



New Checkup Screen

A screenshot of the 'New Checkup' form in SSIS. The form is titled 'Checkup' and contains four main sections: 'Checkup Date' with a date picker, 'Checkup Type' with a dropdown menu, 'Health Care Provider' with a text field and a search icon, and 'Comments' with a large text area. There are red error icons next to the 'Checkup Date' and 'Checkup Type' fields.

Enter the date of the medical visit under **Checkup Date**. Enter the **Checkup Type** (e.g. medical, dental, optical, mental health, comprehensive child and teen checkup). If the **Health Care Provider** information exists the agencies system use the search icon to locate the provider. Enter any comments related to the medical visit under **Comments**. If **Health Care Provider** can't be found in using search, add **New Healthcare Provider** under the **Health/Insurance** folder.

Safety Assessment, Risk Assessment and Safety Planning

Caseworkers have responsibility to assess the safety of children throughout the life of a case, and take steps to help keep them safe. The initial safety assessment should be in coordination with law enforcement, whenever possible. In sex trafficking or sexual exploitation cases involving caregiver alleged offenders, the Structured Decision Making (SDM) tools are required. None of the SDM tools are required in sex trafficking cases involving non-caregiver alleged offenders, as it is not designed for this type of case.

Please consult [The Structured Decision Making System Policy and Procedure Manual](#) for policy related information related to the Structured Decision Making® Safety Assessment and The Structure Decision Making® Family Risk Assessment of Abuse/Neglect when the alleged offender is a caregiver.

SEY/STY Folder

Public Law 113-183 (Preventing Sex Trafficking and Strengthening Families Act) requires state agencies to report data to the U.S. Department of Health and Human Services regarding sex trafficked youth. Department staff developed the Sexually Exploited Youth screen in SSIS to meet this requirement. SSIS began collecting SEY/TRY information in V16. A new version will be released in V20.

The purpose of the screen is for local child welfare agency staff to record whether a youth is a sex trafficking victim under federal law (engaged in a commercial sex act whether or not a third party was involved). This screen must be completed on all youth, whether they are in placement or not. This screen must be completed again anytime workers discover new information that a youth may have engaged in commercial sex.

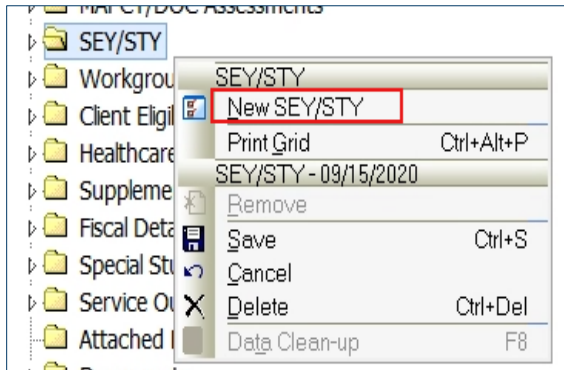
The screen is a folder located under the person node, as shown below. Each question should be answered so the screen can be completed before closing a case.

The SEY/STY screen entry is required for all active clients in open Assessment and Case Management Workgroups that have a program that is considered child related and where the **Workgroup Start Date** is on or after 07/01/2016, who are: under age 18 years of age as of the related **Workgroup Start Date**, and under 26 years of age as of the current date.

Child related Workgroups are defined as having one of the following Programs:

Adolescent Living Skills	Adoption/Guardianship	Chemical Dependency (General)	Child-Brain Injury Waiver
Child-Community Access for Disability Inclusion	Child-Community Alternative Care	Child Protective Services	Child Welfare (General)
Children's Mental Health	Developmental Disabilities (General)	Early Intervention: Infants & Toddlers with disabilities	Minor Parents
Parent Support Outreach			

New SEY/STY Action Menu



New SEY/STY Screen

SEY/STY

1. Has the child ever been a victim of commercial sexual exploitation (per federal law)? ☐ Yes ☐ No ⁹

2. Has the child ever been a victim of sex trafficking which involves a third party (per Minnesota law)? ☐ Yes ☐ No

3. Date of mandated report to law enforcement:

4. Has the child ever been in Foster Care? ☐ Yes ☐ No

5. Was the child a victim prior to entering foster care for the most recent continuous placement? ☐ Yes ☐ No

6. Was the child a victim while in foster care during the most recent continuous placement? ☐ Yes ☐ No

Comments:

Date Information Gathered: 09/17/2020 Worker: John Doe

Create Date: 09/17/2020 Finalized Date: 10/17/2020

In the **Action Menu** under SEY/STY folder select **New SEY/STY**.

SEY/STY Fields and Indicators	Description/Use
<i>Has the child ever been a victim of commercial sexual exploitation (per federal law)?</i>	Workers will use the blue help text to guide them with this question. Use the Yes or No indicators to answer this question. If workers answer this question No , no further

SEY/STY Fields and Indicators	Description/Use
	action is necessary on this screen. If workers answer this question Yes , questions 2, 3, and 4 are required.
<i>Has the child ever been a victim of sex trafficking which involves a third party (Minnesota law)?</i>	Workers will use the blue help text to guide them with this question. Use the Yes or No indicators to answer this question.
<i>Date of mandated report to law enforcement</i>	Enter the Date of mandated report to law enforcement using the date picker or manually entering a date. See the blue underlined help text for guidance.
<i>Has the child ever been in Foster Care?</i>	Use the Yes or No indicators to answer this question. If workers answer this question No , no further action is necessary on this screen. If workers answer this question Yes , question 5 and 6 are required.
<i>Was the child a victim prior to entering foster care for the most recent continuous placement?</i>	Use the Yes or No indicators to answer this question. View the blue underlined help text for further guidance.
<i>Was the child a victim, while in, foster care during the most recent continuous placement?</i>	Use the Yes or No indicators to answer this question. View the blue underlined help text for further guidance.
<i>Comments</i>	Optional and may include a brief description of when/how the child may have been victimized, which law enforcement agency received the mandated cross report, or whether other relevant documents have been compiled, such as Runaway Debriefing of Request for Assistance from the federal A.C.F. (Office on Trafficking Persons).

SEY/STY Fields and Indicators	Description/Use
<i>Date Information Gathered</i>	Defaults to the date the screen was created, but can be changed to the actual date the information was gathered by using the date picker or manually entering it.
<i>Worker</i>	Defaults to the worker who created the screen, but can be changed by selecting the appropriate worker from the dropdown list.
<i>Create Date</i>	Reflects the date the screen was created and cannot be changed.
<i>Finalized Date</i>	Represents a date that is 30 calendar days from the creation of this screen. SSIS will not allow changes to this screen after the finalized date. Workers will have to seek out the assistance of their SSIS Mentors to update or change fields within this screen after the finalized date.

Child Maltreatment Report in the Assessment Workgroup

The following section provides overview of data entry within an Assessment Group's Child Maltreatment Report in the order the tabs appear on the screen.

Making Determinations

For policy guidance on making determinations and completing the child maltreatment report see the [Minnesota Best Practice Response to Trafficking and exploitation of children and youth](#) pages 18-20. Additional information for making determinations can be found [DHS-7059-ENG Minnesota's Best Practices for Family Assessment and Family Investigation](#). The conclusion of an investigation may be extended to permit completion of a criminal investigation or the receipt of expert information requested within 45 days of receipt of a report.

Allegation Tab

Initial Notifications		Family Conditions		Recommended Services		Victim Information		Appeals		Conclusions	
Child Maltreatment Report		Description of Incident		Allegations		Reporter(s)		Collateral Contacts		Warning/Comments	
Name		Alleged Victim		Alleged Offender		Allegation		Severity		Date of Occurrence	
Sexual abuse - Lane, Lucy L		Lane, Lucy L		Lane, David D		Sexual abuse				02/03/2021	

Allegation

[Allegation:](#) Sexual abuse

Alleged Victim: [Redacted] Alleged Victim Desc:

Alleged Offender: [Redacted] Alleged Offender Desc:

Offender Relationship to Victim: Date of Occurrence: 02/03/2021

Allegation Detail

Allegation Detail	Screening Date	Mal Determ	Determ Date	Severity	Determ after Appeal	24 hr Resp Req	24 hr Resp Req Reason
I Sex trafficked	02/03/2021					Yes	Sexual exploitation, prostit

Under the **Allegation Detail** of the **Child Maltreatment Report** enter whether or not maltreatment is determined as **Yes** or **No**. Enter the date of the determination. When the maltreatment determination is **Yes**, enter the level of severity.

Family Conditions Tab

Child Maltreatment Report	Description of Incident	Allegations	Reporter(s)	Collateral Contacts	Warning/Comments	Track History
Initial Notifications	Family Conditions	Recommended Services	Victim Information	Appeals	Conclusions	
<p>Family conditions</p> <div> <input type="checkbox"/> None <input type="checkbox"/> Alcohol abuse <input type="checkbox"/> Domestic violence <input type="checkbox"/> Drug abuse <input type="checkbox"/> Financial problems <input type="checkbox"/> Inadequate housing <input type="checkbox"/> Mental health <input type="checkbox"/> Parent/guardian active duty military, incl. Natl. Guard, Reserves <input type="checkbox"/> Parenting issues <input type="checkbox"/> Public assistance </div>						

Indicate any **Family Conditions** noted in the investigation.

Recommended Services

Child Maltreatment Report	Description of Incident	Allegations	Reporter(s)	Collateral Contacts	Warning/Comments	Track History
Initial Notifications	Family Conditions	Recommended Services		Victim Information	Appeals	Conclusions
<div>Services</div> <div> <input type="checkbox"/> None <input type="checkbox"/> Adoption services <input type="checkbox"/> Chemical dependency services <input type="checkbox"/> Child protective services case management <input type="checkbox"/> Day care (child) <input type="checkbox"/> Education and training services <input type="checkbox"/> Employment services <input type="checkbox"/> Family-based services - counseling <input type="checkbox"/> Family-based services - crisis <input type="checkbox"/> Family-based services - life management skills <input type="checkbox"/> Family counseling <input type="checkbox"/> Family planning services <input type="checkbox"/> Family preservation services <input type="checkbox"/> Family support services <input type="checkbox"/> Health-related and home health services <input type="checkbox"/> Housing services <input type="checkbox"/> Independent and transitional living services <input type="checkbox"/> Individual counseling <input type="checkbox"/> Information and referral services <input type="checkbox"/> Legal services <input type="checkbox"/> Mental health services <input type="checkbox"/> Out-of-home placement <input type="checkbox"/> Parenting education <input type="checkbox"/> Pregnancy and parenting services for young parents <input type="checkbox"/> Respite care <input type="checkbox"/> Special services - disabled <input type="checkbox"/> Special services - juvenile delinquent <input type="checkbox"/> Special services - trauma related <input type="checkbox"/> Transportation <input type="checkbox"/> Other services </div>						

Indicate **Recommended Services** for future case planning.

Victim Information Tab

Child Maltreatment Report	Description of Incident	Allegations	Reporter(s)	Collateral Contacts	Warning/Comments	Track History
Initial Notifications	Family Conditions	Recommended Services	Victim Information		Appeals	Conclusions
Type	Name	Living Situation	Behavior Problem	Petition Date	Guardian Ad Litem	
Victim Information	Lane, Lucy L					
<div>Victim Living Situation</div> <div> Alleged Victim: <input type="text" value="Lane, Lucy L"/> </div> <div> Living Situation: <input type="text"/> </div> <div> Does child have a behavior problem? <input type="radio"/> Yes <input type="radio"/> No </div> <div> Juvenile Court Petition </div> <div> Did child have a juvenile court petition filed as a result of this report? <input type="radio"/> Yes <input type="radio"/> No </div> <div> Petition Date: <input type="text"/> </div> <div> Has a guardian ad litem been appointed? <input type="radio"/> Yes <input type="radio"/> No </div> <div> Child Observation/Interview </div> <div> If a child observation/interview was not conducted, select reason: <input type="text"/> </div> <div> Was child observation/interview completed outside the presence of any alleged offender(s), including a parent, or anyone with a personal/familial relationship with the alleged offender(s)? <input type="radio"/> Yes <input type="radio"/> No </div> <div> If No, select a reason: <input type="text"/> </div> <div> Alleged Victim of Prenatal Exposure to Alcohol or a Controlled Substance Only </div> <div> Plan of safe care completed? <input type="radio"/> Yes <input type="radio"/> No </div> <div> Referral to addiction and recovery (CARA) services? <input type="radio"/> Yes <input type="radio"/> No </div>						

Ensure that all required fields are filled out on the **Victim Information** tab.

Conclusions

Child Maltreatment Report	Description of Incident	Allegations	Reporter(s)	Collateral Contacts	Warning/Comments	Track History
Initial Notifications	Family Conditions	Recommended Services	Victim Information		Appeals	Conclusions
Maltreatment determined? <input checked="" type="radio"/> Yes <input type="radio"/> No Maltreatment determined after reconsiderations/appeals? <input type="radio"/> Yes <input type="radio"/> No Are on-going CP services needed? <input checked="" type="radio"/> Yes <input type="radio"/> No Family support services requested? <input type="radio"/> Yes <input type="radio"/> No Is facility responsible? <input type="radio"/> Yes <input type="radio"/> No Is individual responsible? <input type="radio"/> Yes <input type="radio"/> No Is licensing action recommended? <input type="radio"/> Yes <input type="radio"/> No <div>Conclusion Comments:</div> <div>Enter information here. This section can be used to identify additional information about why ongoing CP Case Management Services are needed.</div>						

Complete the **Conclusions** tab and indicate whether or not ongoing CP services will be needed. Provide any **Conclusion Comments** that are pertinent to this report in the free text field, including reasons for ongoing CP Case Management services. Case management services may be offered through child protection or child welfare. Youth may be referred for child welfare case management following an assessment for sexual exploitation or labor trafficking, or after a Family Investigation. At the completion of an investigation, caseworkers may determine there are no child protection concerns with the parents or caregivers, but they could benefit from ongoing case management services. In these cases, services should be open under child welfare case management; the child or family could also be referred to community-based services. Child Welfare – Targeted Case Management (CW – TCM) may be claimed for children who are victims of sexual exploitation, sex trafficking or at risk of sexual exploitation, if they meet CW – TCM eligibility requirements. More information about claiming reimbursement for case management services for sexually exploited or trafficked youth is in [Bulletin 20-68-29 Child Welfare – Targeted Case Management Policy Guidelines](#), page 15. CW – TCM funds are not available for case management with labor trafficked youth.

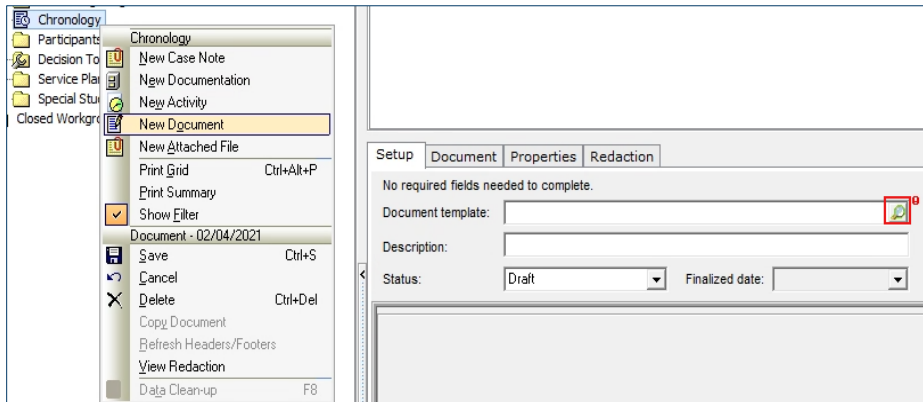
Determination Letters

Within 10 working days of the conclusion of an investigation, the child welfare agency, or agency responsible for investigating a report, shall notify the parent or guardian of the determination, and a summary of specific reasons for the determination. Determination letters should also be sent to the non-resident, non-offending legally recognized parent, unless doing so would not be in a child’s best interest. A decision not to send a determination letter and why it would not be in child’s best interest should be clearly documented in SSIS.

Within 10 working days of the conclusion of an investigation, the local welfare agency should notify the person determined to be maltreating a child of the determination, and a summary of specific reasons for the determination.

Even though this letter is required by law, giving a non-caregiver alleged offender a letter of this nature may pose additional safety concerns for a child, family, worker and other individuals. When writing the letter, carefully consider the specific details included in light of any concerns about safety, or the integrity of ongoing law enforcement investigations. Coordination with the county attorney and law enforcement is highly recommended and should include discussion of when letters can be sent, what the content should be, and how it should be sent. Before sending a letter, notify youth and caregivers so they can be prepared for safety threats or attempted contact by alleged offender. This event may impact youth’s and family’s safety plan.

Chronology New Document



From the **Chronology** node action menu select **New Document**. Select the **magnifying glass icon** to access the document search.

Chronology Document Template Search

Group type: Category:

Name:

Format:

Document identification:

Template Name	Format Type	Group	Category	Format	Document Template #	Document Identification
CPS Family Investigation Notice of Reconsideration	RTF	State	Child Protective Services	Letters	337729	11/23/2020
cps merge fields 01032012	HTML	State	Child Protective Services	Letters	10172412	1/3/2012
CPS Notice of Determination	RTF	State	Child Protective Services	Letters	337249	09/28/2020

After completing the maltreatment determinations on the child maltreatment report, locate the **CPS Notice of Determination** in the chronology document template search. Choose **State** in the **Group Type** dropdown list and **Child Protective Services** in the **Category** field. From the grid choose **CPS Notice of Determination**.

Youth who run away from placement

Youth who are missing are at great risk of victimization and exploitation. For guidance and best practices when responding to youth who run away from foster care, please consult [Bulletin 20-68-05 Responding to Youth Who Run Away from Foster Care Practice Guide \(state.mn.us\)](#). The following information is extracted from Bulletin #20-68-05 related to the return of a runaway youth and corresponding data entry elements in SSIS.

Once youth has been located and is in a safe placement, caseworkers shall:

- Conduct a thorough follow-up interview with youth using the required **Runaway Youth Debriefing** form to determine the primary factors that contributed to the run, to screen youth for possible sex trafficking or sexual exploitation, and to help them problem-solve to develop solutions.
- Inform law enforcement, NCMEC, and all others who were notified of the run, that youth has been located.
- Determine if there is reason to believe that youth has been a victim of sex trafficking; make a report to law enforcement within 24 hours.
- Determine if there is reason to believe that youth has been sexually exploited, as defined in Minnesota Statutes, refer youth to a Safe Harbor regional navigator to determine appropriate services. A list of regional navigators is on the Safe Harbor website, and also listed under Resources below.
- Review youth's placement options.
- Ensure that a medical examination is scheduled as soon as possible if it is determined that one is necessary, taking into account the amount of time on run and experiences while on run.
- Replace clothing or personal items youth may need.
- Address youth's service, treatment, and placement needs, and revise the service plan, if needed.
- Ensure that a court hearing is held within 72 hours of youth being picked up to review appropriate placement and services.
- Take a current photo (and update annually) of youth, and place it in the court and social service case files.
- Document in SSIS efforts that have been completed in a case note titled "runaway."
- Update placement screens.

Placement/Location/Absence Screen

When a youth in an open continuous placement runs away update their **placement/location/absence** information as soon as possible. Do not close the Continuous Placement.

Placement/Location/Absence Screen End Reason and End Date

Placement - Northstar - 02/01/2021 Foster Parents Changes to this placement/location ICWA Placement Preferences

Placement / Location / Absence Information

Setting: Foster family home - non-relative

Reason: Safety/stability

Start Date: 2/1/2021 02:12 PM Entry Date: 2/3/2021 02:11 PM

Classification: Placement - Northstar Effective date: 02/01/2021 02:12:01

Workgroup: Lane Lucy L CP Assessment 2/3/2021

Bus org / provider: Bear Foster Home (Bertha)

Location description:

End reason: Runaway

End date: 2/3/2021 02:28 PM End Entry Date: 2/3/2021 02:28 PM

Disruption reason:

Disruption detail:

School district attending: Academia Cesar Chavez Charter School

Notice of change of foster care placement/location/absence was provided to the court? ☒ Yes ☐ No

Runaway debriefing form completed? ☐ Yes ☐ No

ICPC receiving state: Check if no payment will be made to the provider ☐

Does another agency or state have financial responsibility for this child -courtesy supervision by this agency? ☐ Yes ☒ No

Locate the youth's current **Placement/Location/Absence** screen and select **Runaway** from the **End reason** dropdown list. Select the **End date** of this placement. When the date is entered a time will autofill. Remember to save your changes.

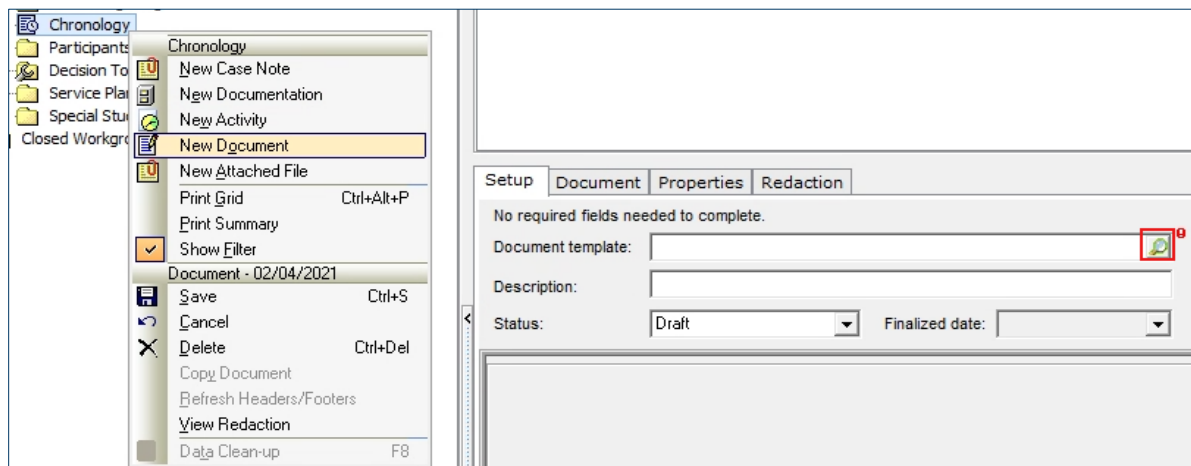
Placement/Location/Absence Screen New Absence

Absence - 02/03/2021		Foster Parents	Changes to this placement/location	ICWA Placement Preferences
<input type="checkbox"/> Placement / Location / Absence Information				
Setting:	Unauthorized absence			
Reason:	Runaway			
Start Date:	2/3/2021	02:23 PM	Entry Date:	2/3/2021 02:15 PM
Classification:	Absence		Effective date:	02/03/2021 02:23:20
Workgroup:	Lane Lucy L CP Assessment 2/3/2021			
Bus org / provider:				
Location description:				
End reason:				
End date:			End Entry Date:	
Disruption reason:				
Disruption detail:				
School district attending:				
Notice of change of foster care placement/location/absence was provided to the court?		<input type="radio"/> Yes <input type="radio"/> No		
Runaway debriefing form completed?		<input type="radio"/> Yes <input type="radio"/> No		
ICPC receiving state:		<input type="checkbox"/> Check if no payment will be made to the provider		
Does another agency or state have financial responsibility for this child -courtesy supervision by this agency?		<input type="radio"/> Yes <input checked="" type="radio"/> No		

Be sure to create a **New Placement/Location/Absence**. In the Setting field, select **Unauthorized absence**. In the Reason field, select Runaway. Enter a date in the Start Date field, the time will autofill to the time the date was entered. Indicate **Yes** or **No** to the question, "Notice of change of foster care placement/location/absence was provided to the court?" When a child's placement/location/absence changes (after the initial placement) the agency is expected to notify the court of the child's move within 72 hours, using the **Notice to court of placement change (CHP901)** for state courts or a form approved by the local tribal/court. Indicate **Yes** or **No** to the question, "Runaway debriefing form completed?" When a child/youth is located/returned to foster care after a runaway episode or is discharged while still a runaway, the agency must complete the Runaway Debriefing Form.

Locating the Runaway Debriefing Form in SSIS

Chronology New Document



From the **Chronology** node action menu select **New Document**. Select the **magnifying glass icon** to access the document search.

Document Search

Group type: Category:

Name:

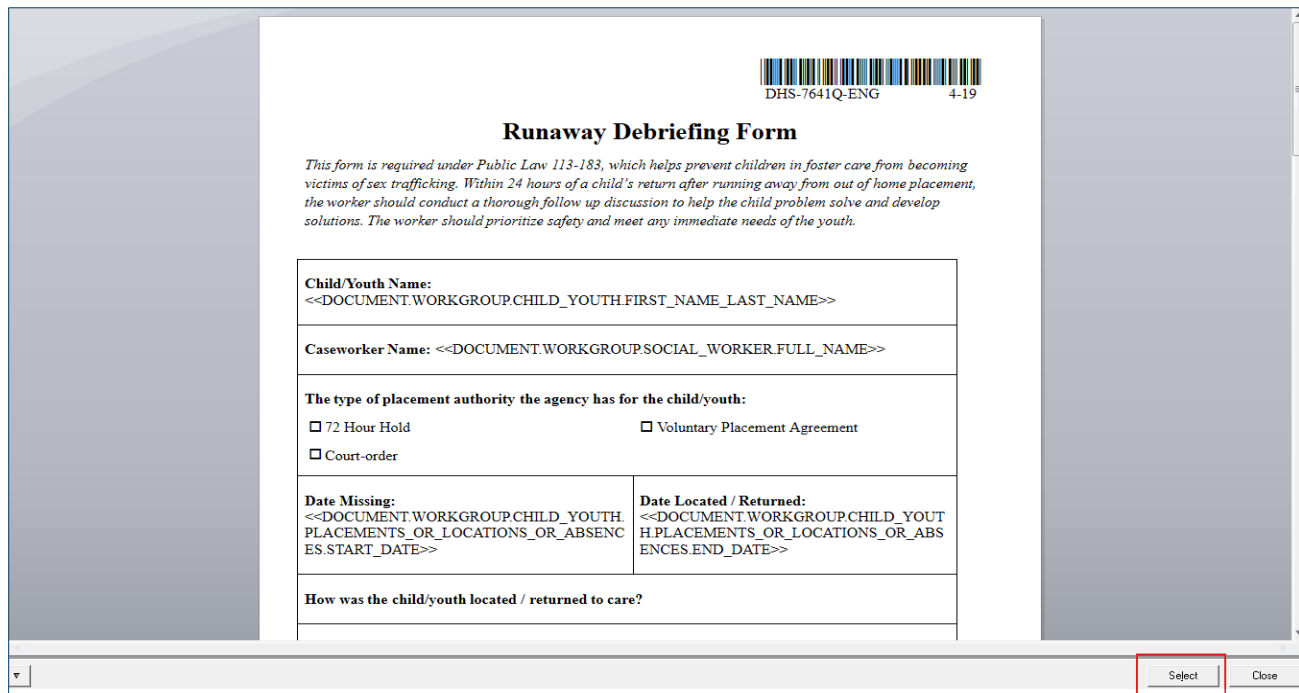
Format:

Document identification:

Template Name	Format Type	Group	Category	Format	Document Template #	Document Identification
Relative Notice of Foster Care Placement	RTF	State	Placement	Letters	325409	07/30/2018
Response to Request for Foster Care Payment	RTF	State	Placement	Letters	272997	2/24/2014
Runaway Debriefing Form	RTF	State	Placement	Forms	327929	04/30/2019

In the **Group type** dropdown list, select **State**. In the **Category** dropdown list, select **Placement** then select the **Search** button. Choose the **Runaway Debriefing Form** in the grid.

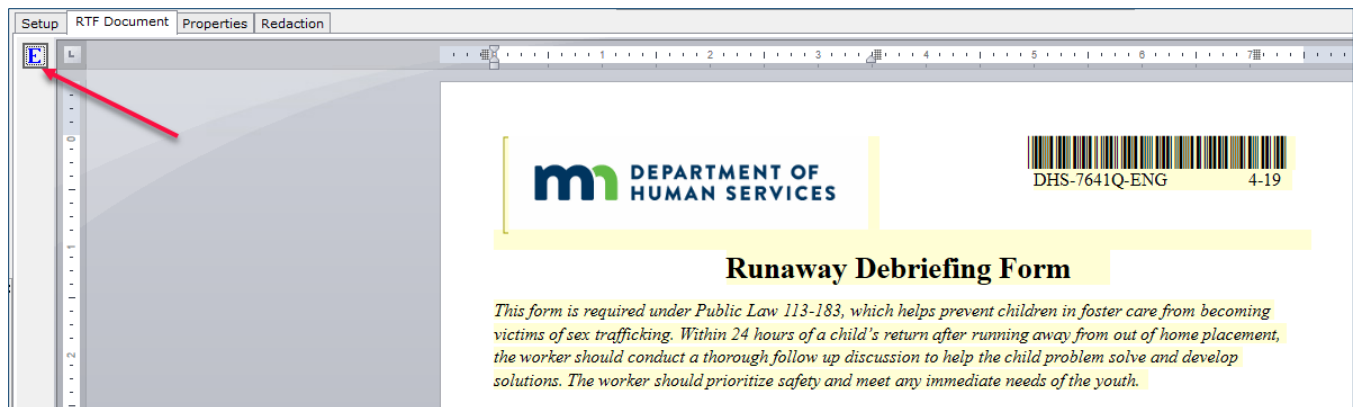
Runaway Debriefing Form Document Template



The image shows a document template for a Runaway Debriefing Form. At the top right is a barcode with the text "DHS-7641Q-ENG" and "4-19". Below the barcode is the title "Runaway Debriefing Form". Under the title is a paragraph of text: "This form is required under Public Law 113-183, which helps prevent children in foster care from becoming victims of sex trafficking. Within 24 hours of a child's return after running away from out of home placement, the worker should conduct a thorough follow up discussion to help the child problem solve and develop solutions. The worker should prioritize safety and meet any immediate needs of the youth." Below this text is a form with several sections: "Child/Youth Name:" with a placeholder "<<DOCUMENT.WORKGROUP.CHILD_YOUTH.FIRST_NAME_LAST_NAME>>", "Caseworker Name:" with a placeholder "<<DOCUMENT.WORKGROUP.SOCIAL_WORKER.FULL_NAME>>", "The type of placement authority the agency has for the child/youth:" with three checkboxes: "72 Hour Hold", "Voluntary Placement Agreement", and "Court-order". Below these are two columns: "Date Missing:" with a placeholder "<<DOCUMENT.WORKGROUP.CHILD_YOUTH.PLACEMENTS_OR_LOCATIONS_OR_ABSENCES.START_DATE>>" and "Date Located / Returned:" with a placeholder "<<DOCUMENT.WORKGROUP.CHILD_YOUTH.PLACEMENTS_OR_LOCATIONS_OR_ABSENCES.END_DATE>>". At the bottom is a section "How was the child/youth located / returned to care?". In the bottom right corner, there are two buttons: "Select" and "Close". The "Select" button is highlighted with a red box.

When the **Runaway Debriefing Form** appears in the document template preview, choose the **Select** in the lower right corner to begin the document setup process. Enter requested information on the document **Setup** tab.

RTF Document Tab

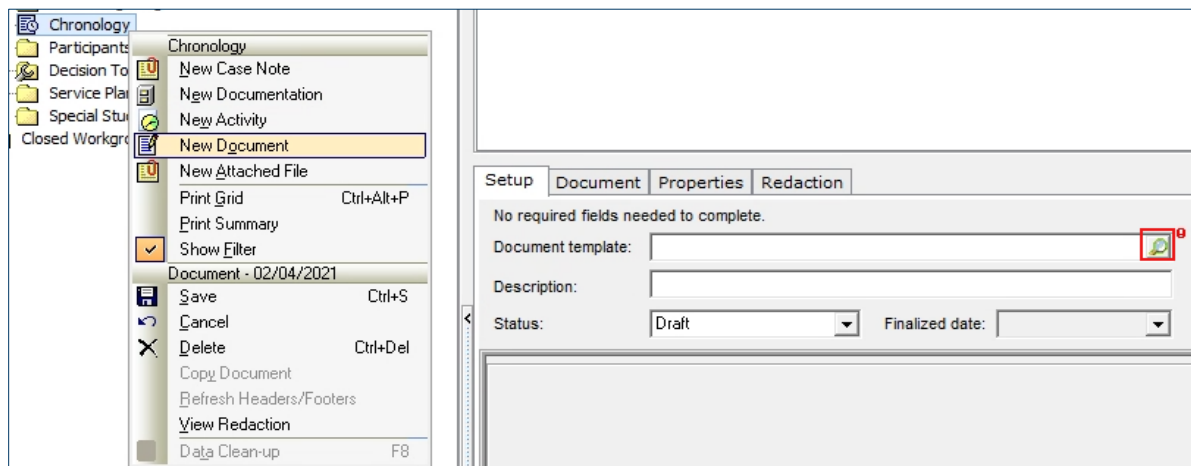


The image shows a screenshot of the "RTF Document" tab in a software application. The tab is selected, and the document content is displayed. At the top left, there is a "Setup" button with a blue "E" icon, which is highlighted by a red arrow. The document content includes the "m" logo for the "DEPARTMENT OF HUMAN SERVICES", a barcode with "DHS-7641Q-ENG" and "4-19", and the title "Runaway Debriefing Form". Below the title is a paragraph of text: "This form is required under Public Law 113-183, which helps prevent children in foster care from becoming victims of sex trafficking. Within 24 hours of a child's return after running away from out of home placement, the worker should conduct a thorough follow up discussion to help the child problem solve and develop solutions. The worker should prioritize safety and meet any immediate needs of the youth." The document is displayed in a preview mode, and the "Setup" button is used to enter edit mode.

Navigate to the **RTF Document** tab when setup is complete to begin editing the document. Select the editor button **Blue E** to bring the document into edit mode.

Locating the Notice to Court of Placement Change

Chronology New Document



From the **Chronology** node action menu select **New Document**. Select the **magnifying glass icon** to access the document search.

Document Search

Group type: Category:

Name:

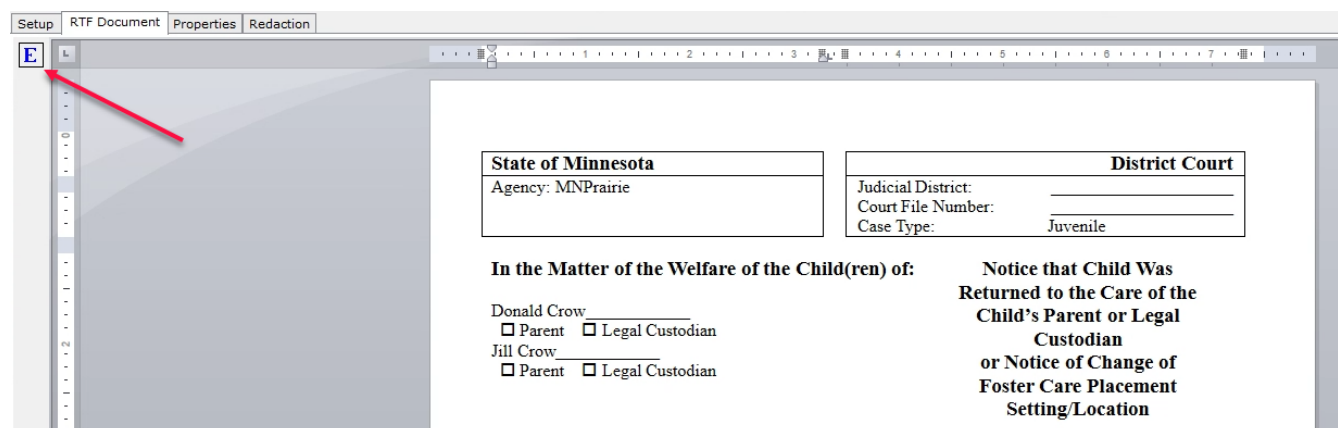
Format:

Document identification:

Template Name	Format Type	Group	Category	Format	Document Template #	Document Identification
Confidential Information Form 11_4	RTF	State	Report to the Court	Forms	335777	02/25/2020
Notice of Required Court Report - Child in Voluntary Placement Due Solely to Child's Disability	RTF	State	Report to the Court	Forms	302230	2/25/2014
Notice to Court of Placement Change	RTF	State	Report to the Court	Letters	328425	06/06/2019

In the **Group type** dropdown list, select **State**. In the **Category** dropdown list, select **Report to the Court** then select the **Search** button. Choose the **Notice to Court of Placement Change** in the grid. Enter requested information on the document **Setup** tab.

RTF Document Tab



State of Minnesota	District Court
Agency: MNPrairie	Judicial District: _____
	Court File Number: _____
	Case Type: Juvenile

In the Matter of the Welfare of the Child(ren) of:

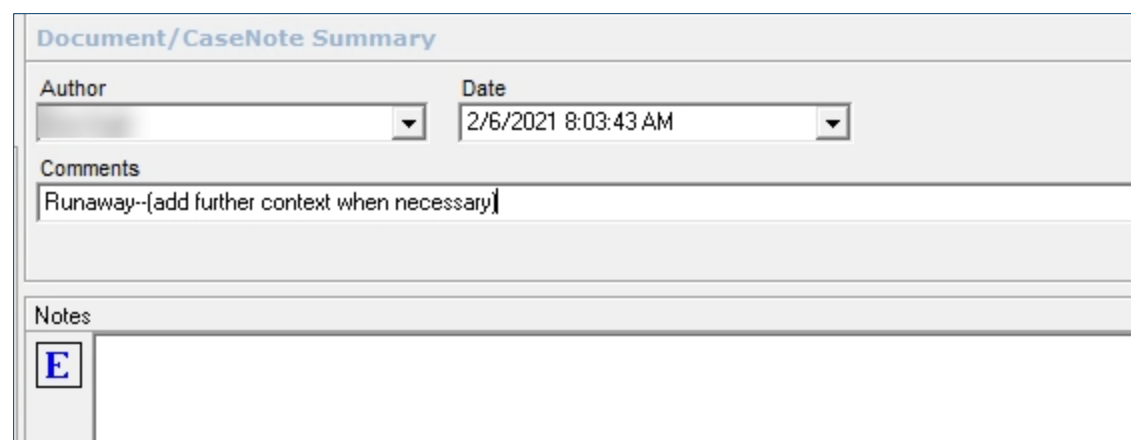
Donald Crow _____
☐ Parent ☐ Legal Custodian
 Jill Crow _____
☐ Parent ☐ Legal Custodian

Notice that Child Was Returned to the Care of the Child's Parent or Legal Custodian or Notice of Change of Foster Care Placement Setting/Location

Navigate to the **RTF Document** tab when setup is complete to begin editing the document. Select the editor button **Blue E** to bring the document into edit mode.

Documenting Efforts for Runaway Youth in SSIS Case Notes

Case Note Titled Runaway



Document/CaseNote Summary

Author: _____ Date: 2/6/2021 8:03:43 AM

Comments: Runaway--(add further context when necessary)

Notes: **E**

All supervisory meetings, efforts to locate child, agency actions to notify caregivers, agency actions to notify law enforcement/court, as well as actions once the child is located and returned must be documented in SSIS Case Notes titled **'Runaway'**.

Additional Resources and Information

[Minnesota Best Practice Response to Trafficking and exploitation of children and youth \(state.mn.us\)](#)

[Minnesota Safe Harbor Services Map \(state.mn.us\)](#)

[Safe Harbor / Minnesota Department of Human Services \(mn.gov\)](#)

[Bulletin 20-68-04 Best Practice Response to Trafficking and Exploitation of Children and Youth in Minnesota \(state.mn.us\)](#)

[Bulletin 20-68-05 Responding to Youth Who Run Away from Foster Care Practice Guide \(state.mn.us\)](#).

[DHS-5144-ENG Minnesota Child Maltreatment Intake, Screening and Response Path Guidelines \(state.mn.us\)](#)

[DHS-7059-ENG Minnesota's Best Practices for Family Assessment and Family Investigation](#)

[ICWA/MIFPA Data Entry in the Social Service Information System](#)

[Bulletin 20-68-29 Child Welfare – Targeted Case Management Policy Guidelines \(state.mn.us\)](#)