

Identifying and Addressing Human Trafficking in Child Welfare Agencies: Local Human Trafficking Coordinator Advance E-mail and Attachment

Dear [NAME],

Thank you for agreeing to talk with our study team about [SITE's] approach to screening and identification of human trafficking. We look forward to talking with you on [Date] at [time]. Below are a few things to review in advance of the interview.

As [SITE POINT PERSON] mentioned¹, this interview is part of a research study sponsored by the U.S. Department of Health and Human Services, Administration for Children and Families. The study is being carried out by RTI International, an independent, non-profit research institute. The study is intended to describe child welfare practice in screening for human trafficking and connecting children and youth to services that meet their needs.

[SITE] is one of up to eight sites selected for this study, based on information gleaned from agency reports to the Children's Bureau and agency websites, and the study team's interest in learning from agencies with diverse approaches to screening for human trafficking. We will share a summary of what we learn with all interview participants.

The interview will include questions about [SITE's] approach to screening for human trafficking, specialized services for children and youth who are identified as trafficked or at high risk of trafficking, and training related to screening. A list of topics included in the interview is attached. The questions are about topics you know, and the interview will not require any advance preparation on your part. However, any data you can provide on the number of children and youth screened for human trafficking, results of these screenings, and the number of staff trained on screening would be extremely helpful.

As we mentioned in our call, our interview time will be more efficient and informative if we are able to review material from [SITE] in advance. Please forward any material that you can share that will help us understand [SITE's] approach to screening, specialized services, and training. These may include

- Screening tools and protocols
- Any existing reports on the number of screenings conducted and their outcomes
- Case management protocols
- Descriptions of specialized services or placement resources
- Training materials and summary reports on staff trained.

¹ After local sites are selected, RTI will request an introduction from the state coordinator to the local child welfare director. RTI will contact this person to address any questions, confirm local participation, identify potential informants, and select a point person from the site to coordinate scheduling. The initial information about this interview will be provided to the local human trafficking coordinator by that point person.

These documents will be used for reference in advance of the interview and not be shared outside the study team without your permission.

Below is some additional information about your participation in this study. We can discuss any questions you may have when we talk on [DATE].

- Participation in this interview is completely voluntary
- ❓ The information that we collect from you is private to the extent permitted by law. We keep your interview answers on a secure computer and all staff involved in this research signed a Privacy Pledge. In the future, information from this study may be securely shared with qualified researchers to help improve supports for children and youth who have experienced trafficking.
- ❓ When we summarize what is learned from this study, we will report on innovative practices and challenges described by different states and counties (jurisdictions). If you prefer that we not identify your state or county in relation to anything you describe, let us know and we will be sure that it is not reported. We will not use your name in any reports.
- With your permission, we will audio-record the interview. This recording will be a backup to our written notes, and only shared with the study team.
- You may choose to not answer certain questions or to not take part in the interview at any time.
- We expect this interview to take about ninety minutes.
- If you have any questions, you may contact Melissa Dolan, the director for this study, at 312.456.5247 or mdolan@rti.org.

Sincerely,

[STUDY STAFF]

The described collection of information is voluntary and will be used to improve supports for children and youth who have experienced trafficking. Public reporting burden for the collection of information is estimated to average 90 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number and expiration date for the described collection are OMB #: XXXX-XXXX, Exp: XX/XX/XXXX. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Melissa Dolan, 230 W Monroe St., Suite 2100, Chicago, IL 60606.

Attachment to Advance Email

Topics Addressed in Local Human Trafficking Coordinator Interview

1. Screening practice in your state
 - Situations in which children and youth are screened for human trafficking
 - Screening tools used
 - Personnel who conduct screenings
 - How the state developed, chose, or adapted its screening tool
 - Strengths and areas for improvement in the state's screening tools and practice
2. Screening outcomes and connections to specialized services
 - Variability of response to children and youth identified as likely victims of trafficking or at increased risk of trafficking
 - Next steps after children and youth are identified as likely victims of trafficking or at increased risk of trafficking
 - Specialized services for children and youth identified as likely victims of trafficking or at increased risk of trafficking
 - Strengths and areas for improvement in specialized services
3. Training
 - Training for staff who conduct screening – who is trained and how
 - Training on identifying children and youth who should be screened for human trafficking – who is trained and how
 - Training on connecting children and youth to specialized services
 - Strengths and areas for improvement in training related to human trafficking

Materials to be shared in advance of interview

- Screening tools and protocols
- Any existing reports on the number of screenings conducted and their outcomes
- Case management protocols
- Descriptions of specialized services or placement resources
- Training materials and summary reports on staff trained.

These documents will be used for reference in advance of the interview and not be shared outside the study team without your permission.