

## Identifying and Addressing Human Trafficking in Child Welfare Agencies: Casework Supervisors Group Advance E-mail

Dear [NAME],

Thank you for agreeing to talk with our study team about [LOCAL AGENCY's] approach to human trafficking screening and service provision. We look forward to talking with you on [DATE] at [TIME]. Below are a few things to review in advance of the interview.

As mentioned, this interview is part of a research study sponsored by the Administration for Children and Families. The study is being carried out by RTI International, an independent, non-profit research institute. It is part of a larger effort to describe child welfare practice in screening for human trafficking and connecting children and youth to services that meet their needs. We will be conducting a small group interview with you and other supervisors. [SITE] is one of [NUMBER] sites selected for this study, based on information gleaned from agency reports to the Children's Bureau and agency websites, the statewide human trafficking coordinator, 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 participants.

The interview will include questions about [LOCAL AGENCY'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. The questions are about topics you know and will not require any advance preparation on your part. However, any details you can provide on the number of children and youth screened for human trafficking by your teams, the results of these screenings, and services provided will be extremely helpful.

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

- ❓ Participation in this group interview is completely voluntary.
- ❓ We will take every precaution to maintain privacy of the information we collect from you. However, the nature of a group interview prevents us from guaranteeing confidentiality. Before beginning, the interviewer will remind participants to respect the privacy of their fellow participants and not repeat what is said in the discussion to others.
- ❓ 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 be audio-recording 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 group 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.*