Commercial Sexual Exploitation - Identification Tool (CSE-IT)

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The following forms are referenced in this file:

04-2 Investigative Narrative (CWS/CMS template)
04-77 Case Summary (CWS/CMS template)

Background

On September 29, 2014, the Preventing Sex Trafficking and Strengthening Families Act (P.L. 113-183) was signed. This federal law contains several provisions relating to sex-trafficked children, including a requirement that agencies develop policies and procedures for identifying, documenting, and determining appropriate services for children and youth who the state has reasonable cause to believe they are or at risk of being, victims of sex trafficking and reporting related data to the U.S. Department of Health and Human Services, Administration for Children and Families.

The Commercial Sexual Exploitation-Identification Tool (CSE-IT, pronounced “See It”) was created to help professionals identify children and youth who have been, or are being, commercially sexually exploited. Social service providers, healthcare professionals, law enforcement professionals, educators, shelter workers and other professionals who work with children will find this tool aids in the identification of commercially sexually exploited children (CSEC). Using an evidence-based tool helps identify victims more quickly and protects youth from ongoing victimization and also prompts swift access to services and care.

This policy supports Safety Enhanced Together (SET) Value 1 and Value 3 by continually focusing on the children and youth’s well-being while in care. It also supports SET’s key expectations of open and clear communication and community partner collaboration.
**Purpose**

The CSE-IT will be used as universal screening tool. CWS will use the CSE-IT to screen youth for exploitation without waiting for signs or suspicion of exploitation. This will help identify youth who may be experiencing this type of abuse. Use of the CSE-IT makes it possible to link and provide our youth with services and protection more quickly.

It is important to note that screening is not diagnostic and functions as more of an information integration tool. It is a preliminary step that prompts additional information gathering and interventions if problems or concerns are identified. It is an information integration tool.

For youth identified as at risk of experiencing exploitation, the next steps may include a full assessment of their needs, strengths, safety planning, specialized treatment planning, or a forensic investigation, depending on the situation.

The CSE-IT should be used as a guide for identification and should not be the sole source for deciding whether the youth is being sexually exploited.

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**Policy**

SWs are required to screen all youth age 12 years and older using the CSE-IT.

ER SWs will screen their youth within two days of making a face-to-face contact with the child/youth. If the child/youth cannot be located, the screening will be completed after first contact with a family member, collateral contact, or the reporting party. The screening must be completed prior to the referral closing.

The SW will:
- verify when the last CSE-IT screening occurred.
- re-screen youth every six months from the last screening date if there is an open VS/FM/FR case.
- re-screen if a new referral is received from the Child Abuse Hotline.
- re-screen if new information is received such as suspicion or high-risk event(s) (i.e., new referral, AWOL, relapse, unintended pregnancy, contraction of an STI/STD) regardless if in a referral or in an open VS/FR/FM.

SWs will enter and locate the date of the last CSE-IT screening in the Investigative Narrative (04-2).

SWs will import the completed CSE-IT Screening into CWS/CMS. SWs will use the following naming convention:
- CSE-IT; Last name, First initial; screening date.

After completing the CSE-IT, SW will consider taking some or all of the following steps:
- Consult with PSS
- Follow agency CSEC Interagency Protocol and CSEC Response Team Protocol
- Develop a safety plan if there is an SDM Safety Threat
- Continue to monitor risk factors
- Recommend/refer to case management
- Recommend/refer to mental health services
- Recommend/refer to other appropriate services
- Recommend/refer for further assessment.
NOTE: If the SW ascertains that this is a new CSEC incident unrelated to the current referral or during an open FR/FM case, the SW must make a report to the Child Abuse Hotline.

Sharing CSE-IT information with probation

Probation is also using the CSE-IT to screen their youth and may need information from SW based on SW’s CSE-IT screening. SWs will provide:

- date of the last CSE-IT screen
- Level of Concern.

Youth active to probation

If a youth is active to Probation, SW should contact Probation for CSE-IT screening information such as date of screening and Level of Concern. If Probation has completed the CSE-IT within the last six months, then the SW can use the results from that screening.

To obtain this information, the SW will:

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth is active to Probation...</td>
<td>SW will contact Probation (858) 694-4600 to identify the assigned PO. SW to ask PO for the most recent CSE-IT screening date and the Level of Concern. If Probation has completed the CSE-IT within the last six months, then the SW can use the results from that screening.</td>
</tr>
<tr>
<td>Youth does not have a PO assigned...</td>
<td>SW will request to speak to a Duty Officer and request the aforementioned information.</td>
</tr>
<tr>
<td>Records are sealed...</td>
<td>PO will not have access to these records, which will require the SW to complete a new screening.</td>
</tr>
</tbody>
</table>

Commercial Sexual Exploitation – Identification Tool (CSE-IT)

The CSE-IT is organized into 8 Key Indicators. SWs using the tool should familiarize themselves with the Key Indicators in advance. The indicators are:

1. Housing and Caregiving
2. Prior Abuse or Trauma
3. Physical Health and Appearance
4. Environment and Exposure
5. Relationships and Personal Belongings
6. Signs of Current Trauma
7. Coercion
8. Exploitation.

Each of the 8 Key Indicators on the tool include:

- Definition: A description of the Key Indicator.
- Statements to Consider: Several sub-items that help rate the Key Indicators. These are not things that must be asked of the youth directly, but are to be scored.
- Notes on Scoring: Directions on how to rate the Key Indicator based on the scores to the supporting Statements to Consider.

For more information, and to view the CSE-IT, see CSE-IT 2.0 Manual.
**Scoring timelines for indicators**

When scoring the CSE-IT indicators 1 through 7, and 8, note the following timeframes:

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 90 days</td>
<td>2 or Clear Concern: Anything that has been a concern within the past 90 days would be rated 2 or Clear Concern.</td>
</tr>
<tr>
<td>Older than 90 days</td>
<td>1 or Possible Concern as a “Historical” rating: Anything that was a concern in the past - but not within the last 90 days - would be rated 1 or Possible Concern as a “Historical” rating.</td>
</tr>
<tr>
<td>Never occurred</td>
<td>0 or No Concern: Anything that was not a concern at all in the past 90 days or historically would be rated 0 or No Concern.</td>
</tr>
</tbody>
</table>

When scoring the CSE-IT Indicator 2 – Prior Abuse or Trauma: Consider any historical information about the child/youth having experienced abuse or neglect, regardless of 90-day timeframe. Experiences of different types of trauma (i.e., physical abuse, emotional abuse, injury, etc.) can happen within the last month, a year or 10 years ago. **This item is asking about trauma separate from the trauma of exploitation.**

**NOTE:** When using rating “No Information” means there is no information or not enough information to determine level of concern with regards to the supporting Statement to Consider or Key Indicator. Items for which there is insufficient information to provide an answer should be rated No Information.

For more information, see CSE-IT 2.0 Manual.

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**Understanding the Total Score on the CSE-IT**

The completed CSE-IT will result in a total number that indicates the youth’s level of risk as No Concern, Possible Concern, or Clear Concern according to the following:

- **No Concern (0-3).** This rating indicates that there is no reason to believe that the youth is being sexually exploited or that we do not have enough information to make a determination at this time. This rating does not state that sexual exploitation categorically does not exist. It indicates that based on the current information available there is no reason to address sexual exploitation as a concern.

- **Possible Concern (4-8).** This rating indicates that the youth may be at risk for sexual exploitation but there is either not enough information available or the current behaviors and circumstances do not clearly indicate the presence of exploitation. It is advisable to actively monitor a young person who receives this rating, fully assess their needs, and initiate preventative actions to ensure that exploitation does not occur.

- **Clear Concern (9-23).** This rating indicates that there are numerous indicators present that suggest a high level of risk for sexual exploitation. This outcome should immediately indicate need for actions to address sexual exploitation of the youth.

- **No Information.**

For more information, see CSE-IT 2.0 Manual.
Accessing the CSE-IT online

In order to access the CSE-IT online, the SW:
- Must fill out the Service Provider Information Form (SPIF) at: [http://goo.gl/YVSkOF](http://goo.gl/YVSkOF)
- Will be provided with a link to the CSE-IT after completing the SPIF
- Bookmark this link or save it to your Desktop.

**NOTE:** If the link is lost, contact CSEC Policy Analyst located at the bottom of this policy. Staff must take the CSE-IT training in order to execute the tool. Trainings will be offered throughout the year. Staff may register via LMS when the trainings are offered.

Completing the CSE-IT

Complete the form with the following information:
- **Agency Name:** San Diego CWS
- **Service Provider ID:** Your name. Use the same information you entered on the SPIF each time the CSE-IT is completed.
- **Youth Code:** Child/Youth’s 19-digit CWS/CMS client number.

**NOTE:** The Youth Code will not be the 19-digit referral number.

After answering all questions on the CSE-IT, the SW will be directed to a summary page. The final “Next” button on the summary page must be selected for the responses to be submitted.

After completing the CSE-IT

The maximum score for this tool is 23 points. If the youth gets a score that is higher than 23, the scoring has been done incorrectly. Once the Total Score is determined, it can be plotted on the Continuum of Concern section of the CSE-IT tool to help understand how much concern exits that the youth is being exploited.

Youth absent or missing from care

Best practice is for the CSE-IT to be completed when a youth returns after being absent from care/AWOL. For further policy on when a youth returns after being absent from care/AWOL, see Absent Client - No Contact.

**NOTE:** If the child/youth is “unable to locate” within the investigative timeframe of 30 days, the SW will complete the CSE-IT with any current or historical information from other resources (e.g., parent/caregiver, school personnel, sibling(s), etc.).

CSEC MDTs

A CSEC Multi-Disciplinary Team (MDT) (see Case Consultation) will be scheduled no later than 3 days, if youth has scored a risk level of “Clear Concern” on the CSE-IT.

CSEC MDTs are not required for youth who score with lower risk levels; however, if it is suspected that a youth has been or is at risk for CSE, best practice indicates that a CSEC MDT should be convened.

The goal of the CSEC MDT is to address the needs of the victim and their family, while coordinating service delivery for the family in a youth-centered and strengths-based manner.
CSEC MDTs (cont.)

CSEC MDTs must include the following mandatory participants:

- Assigned CWS SW
- Probation Officer (if the youth is active to Probation)
  - Contact Probation at 858-694-4600 to find out who the assigned PO is.
- Behavioral Health Services Representative (Pathways to Well Being staff)
- Public Health Services Representative (such as a PHN)
- Regional CSEC Liaison
- CSEC Advocate.

Optional attendees include:

- Education Liaisons
- Local CSEC Provider Agencies
- Survivors / mentors / victim advocates
- Law Enforcement
- CASA
- Service Providers.

**NOTE:** All efforts should be made to have the mandatory participants attend in person, if they are not, then a representative from that agency/program should attend either in person or telephonically. If one of the mandatory participants cannot present in person or by telephone, then it cannot be considered a CSEC MDT.

The CSEC MDT is designed to be non-restrictive. Topics for discussion include, but are not limited to:

- Safety planning
- Case planning
- Coordinating, adjusting, and monitoring service delivery
- Building the capacity of the safety network.

Data Collection

A state report is produced annually by CDSS’s Human Trafficking Unit and is presented to the legislature to monitor progress, gaps in services and budgetary allocations and expenditures.

The CWS Data Unit, California Department of Social Services (CDSS) and WestCoast Children’s Clinic (WCC) will be collecting data on the CSE-IT and CSEC MDTs that will be used to inform the legislature.

Resources

For more information or if you have a question about the CSE-IT, contact your regional CSEC Liaison or the Policy Analyst.