



**Texas Department of
Family and Protective Services**

Tracking Human Trafficking Overview

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Tracking Human Trafficking

Overview

New pages, features, and functionality in IMPACT 2.0 will now allow caseworkers to report and track children who are victims of human trafficking (sex trafficking or labor trafficking.)

When human trafficking of a child is reported to DFPS, it must be recorded in IMPACT 2.0. Whether the sex or labor trafficking is suspected or confirmed by DFPS, the episode must be entered into IMPACT 2.0.

Human trafficking episodes are recorded at the person level and can be added for a person in any stage. Once a trafficking episode is saved, it is locked and cannot be modified.

This new human trafficking functionality affects other actions in IMPACT 2.0. For instance: If human trafficking is discovered during a recovery interview for a runaway/missing child that has returned to DFPS care, a human trafficking episode must be entered. There is a link on the **Child Recovery Detail** page to do so.

Furthermore, IMPACT 2.0 will ensure that all sex or labor trafficking allegations with a disposition of "RTB" (Reason to Believe) or "UTD" (Unable to Determine) have a corresponding trafficking record before an **Investigation** stage can be closed.

Summary of New Pages



The new pages and features in IMPACT 2.0 to record and track human trafficking include:

- **Trafficking List page**
- **Trafficking Detail page**
- **Trafficking History Report**
- **Trafficking Notification on Person Characteristic page**
- **Trafficking allegations preventing closing an investigation**
- **Trafficking episodes in Person Merge/Split**



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Tracking Human Trafficking Trafficking List Page

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Trafficking List Page – Introduction

Caseworkers must now indicate when a child is a victim of human (sex or labor) trafficking. Using the new **Trafficking List** page, you may add a new trafficking episode or view a summary of existing trafficking episodes for a child.



Note: When IMPACT 2.0 is launched, there will be no existing records for trafficking episodes prior to IMPACT 2.0. In the future, however, as IMPACT 2.0's database of trafficking records increases, you will use the **Trafficking List** page to view the summary list of trafficking episodes created in IMPACT 2.0 that exist for the person, and will be able to view details through a provided hyperlink.

Trafficking List Page - How to Get There



Follow these steps to navigate to the **Trafficking List** page:

1. From your **Assigned Workload** page in the **My Tasks** tab, select the **Stage Name** hyperlink.

The screenshot shows the 'Assigned Workload' page. The 'Assigned Workload' header is highlighted with a red box. Below it is a table with columns: SA, WS, LR, PWS, Unit, Stage Name, County, Stage #, Type, Opened, Assigned, Region, Unit, Stage ID, Case ID, and PGM. The 'Stage Name' column in the first row is highlighted with a red box.

2. You will arrive at the **Case Summary** page.
3. Select **Person** from the secondary menu.

The screenshot shows the 'Case Summary' page. The 'Case Summary' header is highlighted with a red box. On the left side, there is a secondary menu with the 'Person' option highlighted with a red box. Below the header is a table with columns: Mgr, M-Id, Stage Name, SA, Type, Opened, Time, Closed, Phase, Reg, Stage ID, Div Dep, Phase.

- You will arrive at the **Person List** page.
- Select a person from the **Person List** page.

Person List

Case Name: [redacted] Reporter: [redacted]
 Stage Name: [redacted] () dod entered

	Name	M	Sch	Aprx	Age	Gender	Type	Role	Rel/Int	Person ID	Cha	Eth	Acq/Rej
<input type="radio"/>	[redacted]	N	R	N	22	F	ODL	NO	Friend	[redacted]	Y	Y	
<input type="radio"/>	[redacted]	Y	V	N	7	F	PRN	PC	Self	[redacted]	Y	Y	
<input type="radio"/>	[redacted]	Y	V	N	8	F	PRN	NO	Sibling	[redacted]	Y	Y	
<input type="radio"/>	[redacted]	Y	V	N	10	F	PRN	NO	Oldest Victim	[redacted]	Y	Y	
<input type="radio"/>	[redacted]	Y	V	N	28	F	PRN	NO	Parent	[redacted]	Y	Y	

Search Select Case Person Select Extended Person Add

Reports

Reports: [dropdown] Launch

- You will arrive at the **Person Detail** page for the person.
- From the **Person Detail** page, select the new **Trafficking** tab on the tertiary menu.

My Tasks Case Search Reports Resources

Person Detail Child Sexual Aggression Records Check TLETS CVS/Home **Trafficking**

Person Detail

Name: [redacted] *required field
 Person ID: [redacted] conditionally required field
 Primary Address: [redacted]
 Primary Phone: [redacted]

Expand All Collapse All

Person Name

↑ First: [input] Middle: [input] Last: [input] Suffix: [dropdown]

Demographics

* Gender: [dropdown] ↑ Marital: [dropdown]
 ↓ DOB: [input] 03/17/2003 Age: [input] 15 [checkbox] Approximate

8. You will arrive at the **Trafficking List** page.

The screenshot shows a web application interface with a top navigation bar containing 'My Tasks', 'Case', 'Search', 'Reports', and 'Resources'. Below this is a sub-navigation bar with tabs for 'Person Detail', 'Child Sexual Aggression', 'Records Check', 'TLETS', 'CVS/Home', and 'Trafficking'. The 'Trafficking' tab is active and highlighted in blue. On the left side, there is a sidebar menu with options: 'Case Summary', 'Person', 'Contacts/Summaries', 'Service Authorization', 'Legal', 'SJM Assessments', 'Family Plans', 'Medical', 'Conservatorship Removal', and 'Case Management'. The 'Person' option is selected. The main content area is titled 'Trafficking List' (highlighted with a red box). It displays fields for 'Name:' and 'Person ID:' with redacted values. Below these is a 'Show 10 entries' dropdown. A table with columns 'Type', 'Reported Status', and 'Date Reported' is shown, containing a single row with the text 'No records found.' Below the table, it says 'Showing 0 to 0 of 0 entries'. At the bottom right of the table area is an 'Add' button. Below the table is a 'Reports' section with a dropdown menu and a 'LINKS' button.

Trafficking List Page – A Tour

Since the **Trafficking List** page is a totally new page in IMPACT 2.0, take a moment to familiarize yourself with the features of the page.

1. Locate the **Add** button at the lower right of the **Trafficking List** page used to create a new trafficking episode.
2. Locate the summary list of trafficking episodes on the **Trafficking List** page. Recognize how incidents on the list are differentiated by **Type**, **Reported Status**, and **Date Reported**.
3. Locate the **Reports** section at the bottom of the page. You would select the **Launch** button to generate a summary report of all recorded trafficking incidents for a person.

The screenshot shows the 'Trafficking List' page in IMPACT 2.0. The page is divided into several sections:

- Navigation:** Top tabs include 'My Tasks', 'Case' (selected), 'Search', 'Reports', and 'Resources'. A sub-navigation bar includes 'Person Detail', 'Child Sexual Aggression', 'Records Check', 'TLETS', 'CVS/Home', and 'Trafficking' (selected).
- Left Sidebar:** A vertical menu with options: Case Summary, Person (selected), Contacts/Summaries, Service Authorization, Legal, Child Plans, Placement, History, Medical, Foster Care Eligibility, PCA, ICPC, and Case Management.
- Main Content Area:**
 - Title:** 'Trafficking List' (highlighted with a red box).
 - Search:** Fields for 'Name:' and 'Person ID:'.
 - Display Options:** 'Show 10 entries'.
 - Table:** A table with columns 'Type', 'Reported Status', and 'Date Reported' (all highlighted with red boxes). The table contains one entry: 'Sex Trafficking', 'Confirmed', and '01/14/2019'.
 - Footer:** 'Showing 1 to 1 of 1 entries'.
 - Buttons:** An 'Add' button (highlighted with a red box) is located at the bottom right of the table area.
 - Reports Section:** A 'Reports' section at the bottom contains a 'Trafficking History' button (highlighted with a red box and a red arrow) and a 'Launch' button (highlighted with a red box).

Trafficking List Page – Gateway to the Trafficking Detail Page

The **Trafficking List** page will, in the future, list trafficking episodes for a case.

By selecting a hyperlink under the **Type** heading for a trafficking episode, you arrive at the **Trafficking Detail** page for that episode.

The screenshot displays the 'Trafficking Detail' page. On the left is a sidebar with navigation links: Case Summary, Person (highlighted), Contacts/Summaries, Service Authorization, Legal, Child Plans, Placement, History, Medical, and Foster Care Eligibility. At the top, there are tabs for Person Detail, Child Sexual Aggression, Records Check, TLETS, CVS/Home, and Trafficking. The main content area is titled 'Trafficking Detail' and contains the following information:

- Name: [Redacted]
- Person ID: [Redacted]
- * Trafficking Type: Sex Trafficking
- * Reported Status: Confirmed
- * Notification Type: CPS Notified LE LE Notified CPS
- * Date Worker Notified: 01/14/2019
- * Time Worker Notified: 03:45 PM
- * Date LE Notified: 01/14/2019
- * Time LE Notified: 04:15 PM
- * Period of Victimization:
 - Before Agency Involvement
 - During INV or A-R or FBSS
 - During CVS Agency Care
 - During PAL Aftercare



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Tracking Human Trafficking Trafficking Detail Page

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Trafficking Detail Page – Introduction

Caseworkers will record the details of human trafficking episodes on the **Trafficking Detail** page.

In the future, details on trafficking episodes entered into IMPACT 2.0 will also be viewed on this page (in read-only mode.)

Trafficking Detail Page – How to Get There



Follow these steps to create and complete a new **Trafficking Detail** page:

1. From the **Trafficking List** page, scroll to the bottom of the page and select the **Add** button.

The screenshot shows the 'Trafficking List' page in IMPACT 2.0. The left sidebar contains navigation options: Case Summary, Person, Contacts/Summaries, Service Authorization, Legal, Child Plans, Placement, History, Medical, Foster Care Eligibility, PCA, and ICPC. The main content area has tabs for Person Detail, Child Sexual Aggression, Records Check, TLETS, CVS/Home, and Trafficking. The Trafficking List is displayed with a table containing one entry: Sex Trafficking, Confirmed, 01/14/2019. An Add button is visible at the bottom right of the list area.

Type	Reported Status	Date Reported
Sex Trafficking	Confirmed	01/14/2019

2. You will arrive at the **Trafficking Detail** page.

Case Summary | Person Detail | Child Sexual Aggression | Records Check | TLETS | CVS/Home | **Trafficking**

Trafficking Detail

Name: [Redacted] * required field
Person ID: [Redacted]

* Trafficking Type: Sex Trafficking
* Reported Status: Confirmed
* Period of Victimization:
 Before Agency Involvement
 During INV or A-R or FBSS
 During CVS Agency Care
 During PAL Aftercare

* Notification Type: CPS Notified LE LE Notified CPS

* Date Worker Notified: 01/14/2019 * Time Worker Notified: 03:45 PM
* Date LE Notified: 01/14/2019 * Time LE Notified: 04:15 PM

Person
Contacts/Summaries
Service Authorization
Legal
Child Plans
Placement
History
Medical
Foster Care Eligibility

Trafficking Detail Page – The What and When Details

Follow these steps to provide the necessary information when reporting human trafficking on the **Trafficking Detail** page:

1. On the **Trafficking Detail** page, note the **Name** and **Person ID** fields are prefilled from the **Person Detail** page and are not editable.
2. Just below the **Name** and **Person ID** fields is the **Trafficking Type** field. Select "Sex Trafficking" or "Labor Trafficking" from the dropdown.
3. For the **Reported Status** field, select "Confirmed" or "Suspected" from the dropdown.
4. Under the **Period of Victimization** heading, you must select the appropriate option(s) from the checkboxes. You may select multiple checkboxes, but you must select at least one checkbox.



Note: Recognize the **Period of Victimization** field has a checkbox labeled "Before Agency Involvement." Even if the child was a victim of human trafficking prior to DFPS involvement, once it is reported to DFPS you must record it in IMPACT 2.0.

Case Summary | Person Detail | Child Sexual Aggression | Records Check | TLETS | CVS/Home | **Trafficking**

Trafficking Detail

Name: [Redacted] * required field
Person ID: [Redacted]

* **Trafficking Type:** Labor Trafficking / Sex Trafficking
* **Reported Status:** Confirmed / Suspected
* **Period of Victimization:**
 Before Agency Involvement
 During INV or A-R or FBSS
 During CVS Agency Care
 During PAL Aftercare

* **Notification Type:** CPS Notified LE LE Notified CPS
* **Date Worker Notified:** 01/10/2019 * **Time Worker Notified:** 11:00 AM
* **Date LE Notified:** 01/10/2019 * **Time LE Notified:** 11:15 AM

Cancel Save And Complete

Trafficking Detail Page – The Notifications Section

Follow these steps to complete the Notifications section of the **Trafficking Detail** page:

1. For **Notification Type**, select the "CPS Notified LE" radio button if the agency notified law enforcement of the trafficking incident.
2. For **Notification Type**, select the "LE Notified CPS" radio button if law enforcement notified the agency of the trafficking incident.
3. For the field **Date Worker Notified**, select a date from the **Date Selector** icon to the right of the field.
4. For the field **Time Worker Notified**, select a time from the **Time** icon to the right of the field.
5. For the field **Date LE Notified**, select a date.
6. For the field **Time LE Notified**, select a time.

The screenshot displays the 'Trafficking Detail' page with a sidebar on the left containing navigation options: Case Summary, Person, Contacts/Summaries, Service Authorization, Legal, Child Plans, Placement, History, Medical, and Foster Care Eligibility. The main content area has tabs for Person Detail, Child Sexual Aggression, Records Check, TLETS, CVS/Home, and Trafficking. The 'Trafficking Detail' title is highlighted with a red box. Below the title, there are fields for Name, Person ID, Trafficking Type (Sex Trafficking), Reported Status (Confirmed), and Period of Victimization (Before Agency Involvement, During INV or A-R or FBSS, During CVS Agency Care, During PAL Aftercare). The Notification Type section shows 'CPS Notified LE' selected. Below this, four fields are highlighted with red boxes: Date Worker Notified (01/14/2019), Time Worker Notified (03:45 PM), Date LE Notified (01/14/2019), and Time LE Notified (04:15 PM). Red asterisks indicate required fields.

Trafficking Detail Page – Save and Complete

To save and complete the **Trafficking Detail** page, follow these steps:

1. Ensure all fields are completed before attempting to save the episode:

- **Trafficking Type**
- **Reported Status**
- **Period of Victimization**
- **Notification Type**
- **Date Worker Notified**
- **Time Worker Notified**
- **Date LE Notified**
- **Time LE Notified**

2. Select the **Save and Complete** button at the bottom right of the page.



Note: If all fields change to gray upon saving the episode, those fields are now locked and the episode has been saved successfully. If instead you receive an error message, correct the listed error(s) and then select the **Save and Complete** button again.

Case Summary

Person Detail Child Sexual Aggression Records Check TLETS CVS/Home Trafficking

Trafficking Detail

Name: [REDACTED] * required field

Person ID: [REDACTED]

* Trafficking Type: Labor Trafficking ✓

* Reported Status: Suspected ✓

* Period of Victimization: ✓
 Before Agency Involvement
 During INV or A-R or FBSS
 During CVS Agency Care
 During PAL Aftercare

* Notification Type: CPS Notified LE LE Notified CPS ✓

* Date Worker Notified: 01/14/2019 ✓

* Time Worker Notified: 03:30 PM ✓

* Date LE Notified: 01/14/2019 ✓

* Time LE Notified: 02:00 PM ✓

Cancel Save And Complete



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Tracking Human Trafficking Notification on a Person Characteristics Page

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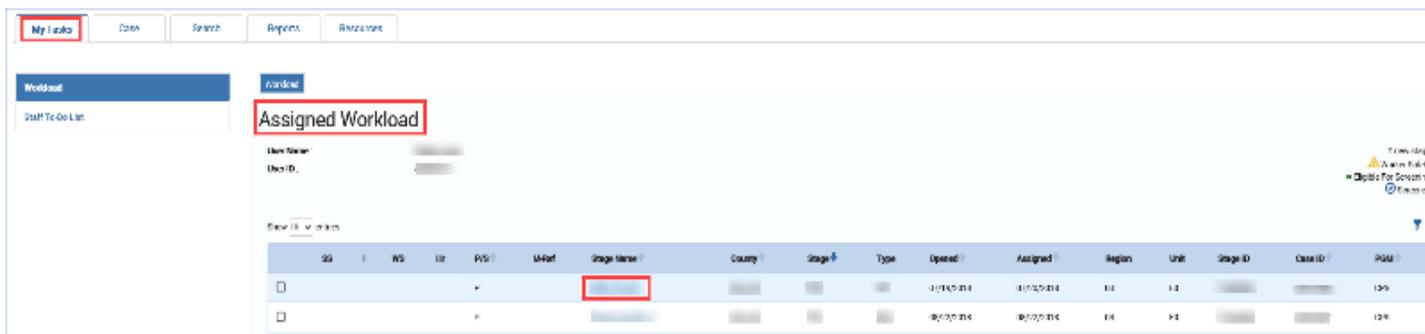
Trafficking Notification on a Person Characteristics Page – Introduction

The **Person Characteristics** page will display an alert message if a trafficking episode exists for the person.

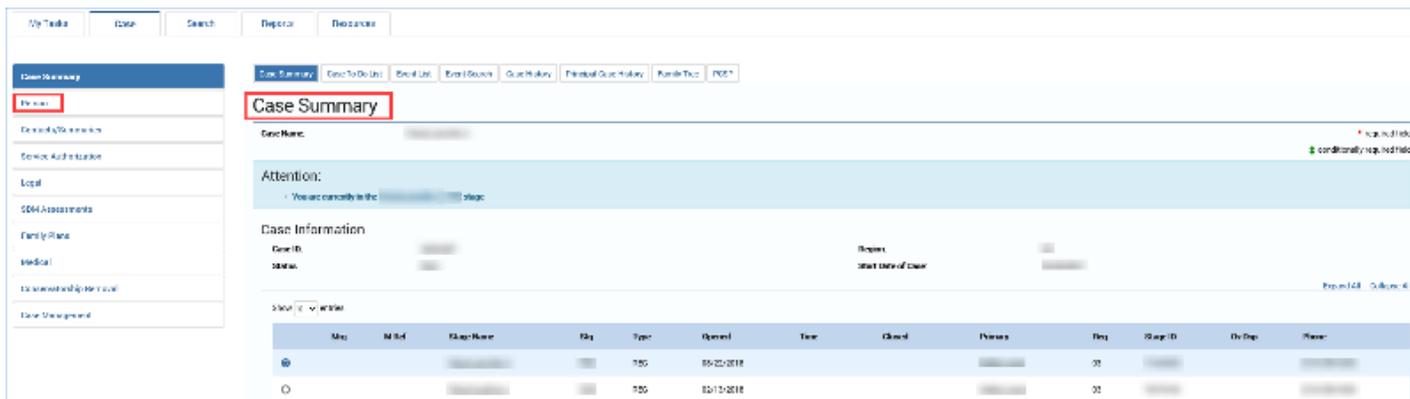
Trafficking Alert Notification – How to Get There

Follow these steps to navigate to a **Person Characteristics** page where you can view a trafficking alert message:

1. From your **Assigned Workload** page in the **My Tasks** tab, select the **Stage Name** hyperlink.



2. You will arrive at the **Case Summary** page.
3. Select **Person** from the secondary menu.



4. You will arrive at the **Person List** page.
5. Select a person from the **Person List** page.

Person List

Case Name: [Redacted] Reporter: [Redacted]
 Stage Name: [Redacted] () did entered

	Name	M	Sch	Aprx	Age	Gender	Type	Role	Rel/Int	Person ID	Cha	Eth	Acq/Rej
<input type="radio"/>	[Redacted]	N	R	N	22	F	CDL	NO	Friend	[Redacted]	Y	Y	
<input type="radio"/>	[Redacted]	Y	V	N	7	F	PRN	PC	Self	[Redacted]	Y	Y	
<input type="radio"/>	[Redacted]	Y	V	N	3	F	PRN	NO	Sibling	[Redacted]	Y	Y	
<input type="radio"/>	[Redacted]	Y	V	N	10	F	PRN	NO	Oldest victim	[Redacted]	Y	Y	
<input type="radio"/>	[Redacted]	Y	V	N	28	F	PRN	NO	Parent	[Redacted]	Y	Y	

Search Select Case Person Select Extended Person Add

Reports

Reports: [Dropdown] Launch

6. You will arrive at the **Person Detail** page for the person.

Person Detail

Person Detail Child Sexual Aggression Records Check TLETS CVS/Home Trafficking

Name: [Redacted] *required field
 Person ID: [Redacted] †conditionally required field
 Primary Address: [Redacted]
 Primary Phone: [Redacted]

Expand All Collapse All

Person Name

† First: [Redacted] Middle: [Redacted] Last: [Redacted] Suffix: [Redacted]

Demographics

* Gender: [Redacted] † Marital: [Redacted]
 † DOB: [Redacted] Age: [Redacted] Approximate

Find Trafficking Alert Notifications in Person Characteristics

Scroll to the **Person Characteristics** section of the **Person Detail** page to find Trafficking Alerts. This is an expandable section, so select the **blue arrow** to expand the section. Select the **Detail** button to open the **Person Characteristics** page.

▶ Address

▶ Phone

▶ Email

▶ Race/ Ethnicity Detail

▼ Person Characteristics

Category	Characteristic	Status
No Characteristics Applicable		

Detail

Trafficking Alerts – What It Looks Like & What To Do

If the person has trafficking records, the **Person Characteristics** page will display the informational message: *"Trafficking History present. Please see the Trafficking page for details."*

Person Detail | Child Sexual Abuser | Records Check | TLEPS | OIG Home | Trafficking

Person Characteristics

Trafficking History Present. Please see the Trafficking page for Details.

Name: [REDACTED]

Person ID: [REDACTED]

Person ID: [REDACTED]

▶ Child Investigation

▶ Child Placement

▶ No Characteristics

AFGARS Disability

Is the individual disabled?

Yes No Not Determined

Yes



Note: The easiest and fastest way to get to the **Trafficking List** page from the **Person Characteristics** page is by scrolling up to the top of the page and clicking directly on the **Trafficking** Tab on the tertiary menu.

Person Characteristics

Trafficking History Present. Please see the Trafficking page for Details

Child Investigation

Child Placement

No Characteristics

AFCARS Disability

Is Disability Available?

- Answer Yes if you have any characteristics that will or may severely impact resolution of the case management
- If unsure or not yet determined if such characteristics are severe, disregard

Yes No Not yet determined

You will arrive at the **Trafficking List** page.

Trafficking List

Name: [Redacted]

Person ID: [Redacted]

Show: 10 entries

Type	Reported Status	Date Reported
No results found.		

Showing 0 to 0 of 0 entries

Reports

Reports [Dropdown] [Launch]



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Tracking Human Trafficking
How Allegations Prevent Closing
Investigations

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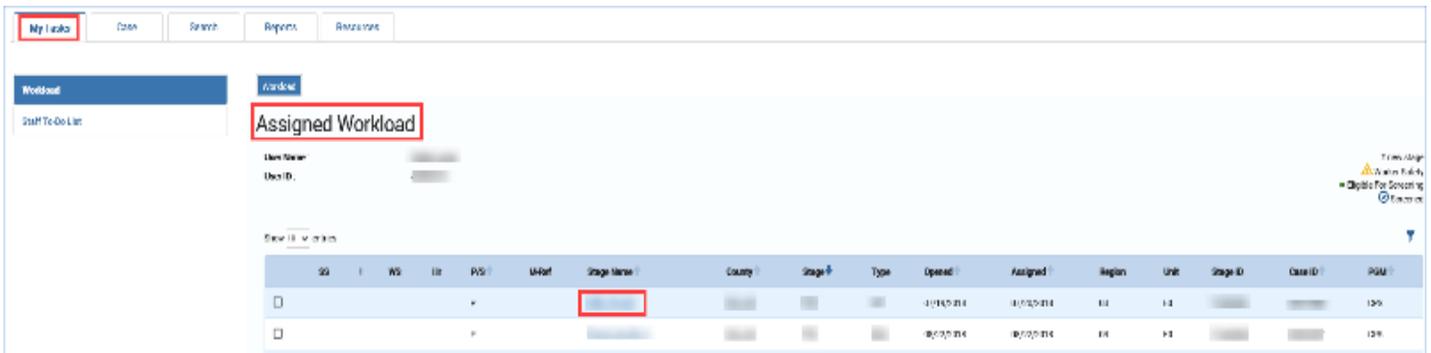
How Trafficking Allegations Prevent Closing Investigations – Introduction

An investigation cannot be closed on the **Investigation Conclusion** page until all sex or labor trafficking allegations with a disposition of "RTB" (Reason to Believe) or "UTD" (Unable to Determine) have a corresponding trafficking episode.

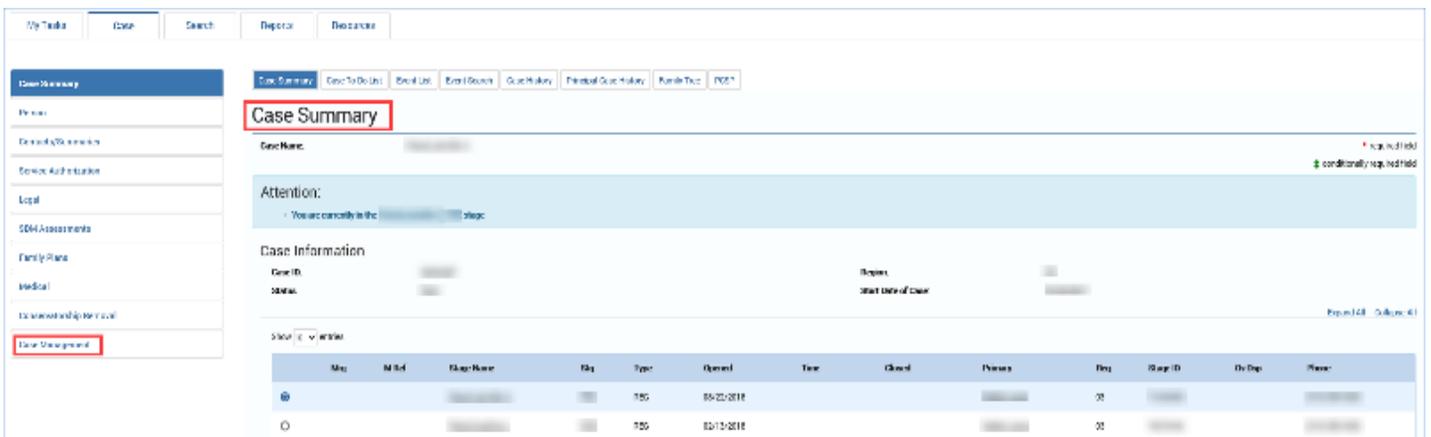
Closing an Investigation on a Case with Trafficking Allegations – Let's Try It!

Follow these steps to navigate to an **Investigation Conclusion** page where you can trigger and view a trafficking allegations alert message:

1. From your **Assigned Workload** page in the **My Tasks** tab, select the **Stage Name** hyperlink.



2. You will arrive at the **Case Summary** page.
3. Select **Case Management** from the secondary menu.



4. You will arrive at the **CPS Investigation Conclusion** page.

Case Summary | Investigation Conclusion | Forms/Referrals | External Documentation | Services and Referrals Checklist | Case/Stage Maintenance

Person

Contacts/Summaries

Allegation

Legal

Service Authorization

Safety/Risk

Medical

Conservatorship Removal

Case Management

CPS Investigation Conclusion

Stage Name: [redacted] conditionally required field

Attention:

- Attention: Child Fatality Investigation

Dates

Intake Received:	05/05/2018
Intake Progressed to Investigation:	05/06/2018
Investigation Initiated:	05/07/2018
Investigation Tasks Completed:	11/21/2018

Conclusion

5. Upon arriving at the **Investigation Conclusion** page, attempt to close the investigation to trigger the error message.
6. Examine the message that warns how navigating away from the page before resolving the error(s) may disable the functionality of the hyperlinks.
7. Recognize that the error message notifies you of the error that is preventing the closing of the investigation. It will be one of two error messages:
 - "Trafficking – The stage has an allegation type of SXTR or LBTR with a disposition of RTB. A Trafficking Record with a reported status of confirmed is required for each Victim Child that has a Disposition of RTB to Save and Submit."
 - "Trafficking – The stage has an allegation type of SXTR or LBTR with a disposition of UTD. A Trafficking Record with any reported status is required for each Victim Child that has a Disposition of UTD to Save and Submit."

My Tasks | Case | Search | Reports | Resources

Case Summary | Investigation Conclusion | Forms/Referrals | External Documentation | Services and Referrals Checklist | Case/Stage Maintenance

Person

Contacts/Summaries

Allegation

Legal

Service Authorization

Safety/Risk

Medical

Conservatorship Removal

Case Management

CPS Investigation Conclusion

Stage Name: [redacted] conditionally required field

Dates

Intake Received:	01/30/2019
Intake Progressed to Investigation:	02/01/2019

Error List Page - Internet Explorer

Error List - Links may not work if you navigate away from the page before resolving errors.

Trafficking - The stage has an allegation type of SXTR or LBTR with a disposition of UTD. A Trafficking Record with any reported status is required for each Victim Child that has a Disposition of UTD to Save and Submit.

Close this page

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What to Do if the Trafficking Allegation is RTB

Follow the instructions in the hyperlink to resolve the issue if the disposition is "RTB" – "Trafficking - The stage has an allegation type of SXTR or LBTR with a disposition of RTB. A Trafficking Record with a reported status of confirmed is required for each Victim Child that has a Disposition of RTB to Save and Submit."



Note: For a trafficking allegation with a **Disposition** of "RTB," the trafficking record must have a reported status of "Confirmed."

What to Do if the Trafficking Allegation is UTD

Follow the instructions in the hyperlink to resolve the issue if the disposition is "UTD" – "Trafficking - The stage has an allegation type of SXTR or LBTR with a disposition of UTD. A Trafficking Record with any reported status is required for each Victim Child that has a Disposition of UTD to Save and Submit."



Note: For a trafficking allegation with a **Disposition** of "UTD," the trafficking record may have a reported status of either "Suspected" or "Confirmed."

Where the Trafficking Error Message Hyperlink Takes You

The trafficking allegation error messages are hyperlinks. To resolve the issue so that you can close the investigation, follow these steps:

1. Select the hyperlink.
2. You will arrive at the **Trafficking List** page(s) for the victim child(ren) of the investigation stage you are attempting to close.

What to Do When You Get There

Select the **Add** button on the **Trafficking List** page to create and complete a **Trafficking Detail** page for the child.

The screenshot displays a web application interface for managing cases. The top navigation bar includes 'My Tasks', 'Case', 'Search', 'Reports', and 'Resources'. A secondary navigation bar contains tabs for 'Person Detail', 'Child Sexual Aggression', 'Records Check', 'TLETB', 'CVB/Home', and 'Trafficking'. The 'Trafficking' tab is active, and the 'Trafficking List' is highlighted with a red box. The main content area shows a 'Name:' field, a 'Person ID:' field, and a 'Show 13 entries' dropdown. Below this is a table with columns 'Type', 'Reported Status', and 'Date Reported'. The table is currently empty, displaying 'No records exist.' Below the table, it says 'Showing 0 to 0 of 0 entries'. At the bottom right of the table area, there is a blue 'Add' button highlighted with a red box. Below the table is a 'Reports' section with a dropdown menu and a 'Go' button.



Note: Remember to select a **Status** of "Confirmed" for those children with trafficking allegations with disposition of RTB.



Note: If there are one or more victims with RTB disposition and one or more victims with UTD disposition for trafficking, then two different error messages will appear. Each error message is a hyperlink to the appropriate child(ren)'s trafficking episodes.



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Tracking Human Trafficking Episodes in Person Merge/Split

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Trafficking Episodes in Person Merge/Split – Introduction

When a worker is conducting a **Person Merge/Split**, trafficking episodes will be included if they exist on either the Forward or Closed Personal Identifier (PID).

Trafficking in Person Merge/Split – How to Get There



Follow these steps to view the new "Trafficking" checkbox on the **Person Merge/Split Detail** page:

1. From your **Assigned Workload** page in the **My Tasks** tab, select the **Stage Name** hyperlink.

SG	WS	IR	PID	Unit	Stage Name	County	Stage #	Type	Opened	Assigned	Region	Unit	Stage ID	Case ID	PGM
									01/15/2018	01/15/2018	IL	IL			12%
									01/15/2018	01/15/2018	IL	IL			12%

2. You will arrive at the **Case Summary** page.
3. Select the **Person** tab from the secondary menu.

Case #	M #	Flag Name	PID	Type	Opened	Time	Closed	Person	Reg	Stage ID	On Dep	Name
				TSC	05/21/2018				00			
				TSC	05/13/2018				00			

- You will arrive at the **Person List** page.
- Select a person from the list to be directed to their **Person Detail** page.

Case Summary

Person

Contacts/Summaries

Service Authorization

Legal

Child Plans

Placement

History

Medical

Foster Care Eligibility

PDA

ICPC

Case Management

Person List

Case Name: [REDACTED] ▼ Reporter

Stage Name: [REDACTED] () did entered

	Name	M	Sch	Aprx	Age	Gender	Type	Role	Rel/Int	Person ID	Cha	Eth	Acq/Rej
<input type="radio"/>	[REDACTED]	N	R	N	22	F	COL	NO	Friend	[REDACTED]	Y	Y	
<input type="radio"/>	[REDACTED]	Y	V	N	7	F	PRN	PC	Self	[REDACTED]	Y	Y	
<input type="radio"/>	[REDACTED]	Y	V	N	5	F	PRN	NO	Sibling	[REDACTED]	Y	Y	
<input type="radio"/>	[REDACTED]	Y	V	N	10	F	PRN	NO	Oldest Victim	[REDACTED]	Y	Y	
<input type="radio"/>	[REDACTED]	Y	V	N	28	F	PRN	NO	Parent	[REDACTED]	Y	Y	

Search
Select Case Person
Select Extended Person
Add

Reports

Reports: Launch

6. Scroll down to select the **Person Merge/Split link**, which will cause the section to expand.

The screenshot shows a web application interface for 'Person Detail'. On the left is a sidebar with navigation links: Person, Contacts/Summaries, Service Authorization, Legal, Child Plans, Placement, History, Medical, Foster Care Eligibility, PCA, ICPC, and Case Management. The main content area is titled 'Person Detail' and contains several sections:

- Name:** Includes fields for First, Middle, Last, and Suffix. A red asterisk indicates a required field.
- Demographics:** Includes fields for Gender (Female), DOB (09/02/2011), Language (English), Occupation, Marital Status (Child not applicable), Age, Living Arrangement, Religion (Catholic), and SSN.
- Fatality Information:** A section header.
- Current Stage:** Includes fields for Type (Principal), Role (PC), Reporter, In-Law, and Relationship (Self). A Search button is present.
- Additional Information:** Includes Status (Active), Category (Case), and Disaster Relief. A Details button is present.
- Address:** A section header.
- Phone:** A section header.
- Email:** A section header.
- Race/ Ethnicity Detail:** A section header.
- Person Characteristics:** A table with columns for Category, Characteristic, and Status. It shows 'No Characteristics Applicable'. A Details button is present.
- Name History:** A section header.
- Person Identifiers:** A section header.
- Potential Duplicates:** A section header with a red box around it. Below it is a link labeled 'Person Merge/Split'.

Trafficking on the Person Merge/Split Detail Page

1. On the expanded section, select the **Add** button.

Person Merge/Split

Show 10 entries

Forward name	ID Forward	Closed Name	ID Closed	Merge Date	Staff Name - Merge	ID Staff - Merge	Allow Split	Split Date	Staff Name - Split	ID Staff - Split
[Redacted]	[Redacted]	[Redacted]	[Redacted]	04/08/2018	[Redacted]	[Redacted]	Y			
[Redacted]	[Redacted]	[Redacted]	[Redacted]	06/22/2017	[Redacted]	[Redacted]	Y			

Showing 1 to 2 of 2 entries

Add

2. You will arrive at the **Person Merge/Split Detail** page.
3. Under **Forward Candidate**, in the **Person ID** field, enter the Forward PID.
4. Select the **Validation** button.

Person Merge/Split Detail

Name : [Redacted]

Person ID : [Redacted]

Person Merge Tips and Errors/warnings

Attention:

- This Person is a Primary Child in an Open Stage and must be the Forward Person in a Merge.

Person Merge Details

Forward Candidate

Person ID :

Name : [Redacted]

Closed Candidate

Person ID :

Name :

validate

Forms

Forms:

5. On the **Person Merge/Split Detail** page, locate the **Person Forward Information Update Summary** section.
6. Within this section, locate the section labeled **Other Person Information**, where you will observe the checkbox for "Trafficking."



Note: The checkbox for "Trafficking" is automatically selected.

The screenshot displays the 'Person Merge/Split Detail' page. At the top, there are navigation tabs: 'My Tasks', 'Data', 'News', 'Reports', and 'Resources'. Below these, there are sub-tabs: 'Person Merge', 'Add Special Assignment', 'Friends Circle', 'Full Name', and 'Full Profile'. The main content area is titled 'Person Merge/Split Detail' and shows a 'Person Merge Summary' section with 'Closed' and 'Forward' tabs. Below this is the 'Person Forward Information Update Summary' section, which is divided into three columns: 'Person Biographics', 'Person Identifiers', and 'Person Information'. The 'Other Person Information' section is highlighted with a red box, and the 'Trafficking' checkbox is checked and also highlighted with a red box.



Note: If trafficking episodes exist for either the Forward or Closed PID, they will automatically be brought into the Forward PID.