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DATE

June 26, 2024

OF INTEREST TO

County Directors

Social Services Supervisors and
Staff

County and Tribal Attorneys

Child Welfare Multi-disciplinary
Partners Statewide

ACTION/DUE DATE

Please read information and
prepare for implementation.

EXPIRATION DATE

June 26, 2024

Best Practice Response to Trafficking and Exploitation of Children and Youth in Minnesota

TOPIC

Legislative updates impacting child welfare response to human trafficking and sexual exploitation of children and youth.

PURPOSE

To announce legislative updates impacting implementation of child welfare response to sex or labor trafficking or sexual exploitation of children and youth in Minnesota, including new noncaregiver trafficking assessment response path effective July 1, 2024.

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SIGNED



TIKKI BROWN

Acting Assistant Commissioner
Children and Family Services Administration

TERMINOLOGY NOTICE

The terminology used to describe people we serve has changed over time. The Minnesota Department of Human Services (DHS) supports the use of "People First" language.

I. Background

Since May 2017, local welfare agencies in Minnesota have been required to respond to reports of sex trafficking and sexual exploitation. Guidance and resources for this response can be found in DHS-7641Z, [Best Practice Response to Trafficking and Exploitation of Children and Youth in Minnesota: A guide for county and Tribal child welfare agencies](#) (best practice guide), which was developed by the Minnesota Department of Human Services (department) in collaboration with the department's Child Trafficking and Exploitation Work Group. The work group has been meeting since 2017, with more than 200 stakeholders statewide, to advise department staff on best practices for the child welfare system response to trafficking and exploitation. These best practices are integrated into Minnesota's broader human trafficking prevention and response, including the [Safe Harbor/No Wrong Door model](#), in partnership with the Minnesota Departments of Health and Public Safety, and community-based Safe Harbor partners. Department staff incorporated contributions of survivors of trafficking or exploitation and American Indian Tribal community members, whose advice shaped this guide.

During the 2023 legislative session, the noncaregiver sex trafficking assessment response was created. ([Laws of Minnesota 2023, chapter 70](#), article 14, sections 6, 8, 13-26) This new response path will go into effect statewide July 1, 2024. Enhanced investigation processes for reports of familial sex trafficking and sexual exploitation also go into effect July 1, 2024.

On May 20, 2024, a bill was signed into law that created updates to the response when youth go missing from care (effective July 1, 2024), universal screening of children and youth in foster care for human trafficking, sexual exploitation and risk (effective July 1, 2025), and new mandated reporting and response requirements for all reports of labor trafficking of children and youth (effective July 1, 2025). ([Laws of Minnesota 2023, chapter 115](#), article 12, sections 4-10, 12-26.)

This bulletin provides immediate guidance on policy and documentation, as well as resources and tools, for the changes effective in 2024 related to the child welfare response to trafficking and exploitation. A policy bulletin will be published soon with guidance on implementation of the changes in the response when youth go missing from foster care. Additional guidance and tools will be available in the best practice guide and on the department's Safe Harbor website.

II. Noncaregiver trafficking assessment response path

A. Screening and intake

Effective July 1, 2024, all reports of sex trafficking with noncaregiver or unknown alleged third-party traffickers must be screened in and assigned as a noncaregiver trafficking assessment (NCA). The term "noncaregiver sex trafficker" is defined in Minnesota Statutes section 260E.03, subd. 15a as "an individual who is alleged to have engaged in the act of sex trafficking a child and who is not a person responsible for the child's care, who does not have a significant relationship with the child as defined in section 609.341, and who is not a person in a current or recent position of authority as defined in section 609.341, subdivision 10." The revised screening and intake protocol for local agency screeners and screening teams can be found in DHS-7641N, [Child Protection Sex Trafficking and Sexual Exploitation Intake Tool](#). (See Appendix A.)

All reports of sex trafficking by noncaregiver or unknown alleged offender must be cross reported to local law enforcement. Local welfare agency must conduct an inquiry of Tribal heritage and affiliation of all children and caregivers at the point of screening and throughout the assessment in accordance with the Minnesota Indian Family Preservation Act (Minnesota Statutes, section 260.761). Screeners should provide reporters with contact information for their Safe Harbor Regional Navigator if any concerns of sex trafficking or sexual exploitation are reported or identified by the screener. A current list of contact information for the 12 Safe Harbor Regional Navigators (including two Tribal Regional Navigators) can be found on the human trafficking prevention and response [services map](#) or on the [Regional Navigator page](#) of the Minnesota Department of Health's Safe Harbor website.

Reports of sex trafficking fall within the definition of imminent danger, according to Minnesota's Child Maltreatment and Response Path Guidelines (p. 28). The local welfare agency in the jurisdiction where the child is found is the responsible agency for intake, screening and assessment or investigation, without regard to the agency of financial responsibility. The responsible agency where children were found may contact the county or Tribal agency where children are residents and create a written agreement on a case-by-case basis for the county of residency or Tribal agency to screen and investigate or assess a report. The responsible county or Tribal agency where the child(ren) was/were found must ensure their safety prior to entering into an agreement with a county of residence or Tribal agency. Collaboration with local Safe Harbor Regional Navigator and other multidisciplinary partners is highly recommended at the point of screening in the report for a noncaregiver trafficking assessment in order to facilitate effective, trauma-informed assessment of safety and needs of the child or youth and family, and to ensure coordination with any relevant law enforcement investigation of the report.

B. Assessment response

The noncaregiver trafficking assessment is designed to focus on safety, prevent ongoing abuse, provide access to needed services and supports, and coordinate with relevant law enforcement investigations of the sex trafficking allegation. The four key differences between a noncaregiver trafficking assessment and a Family Investigation of sex trafficking are:

- There is no 24-hour response required, though safety should be assessed through face-to-face contact with the alleged child victim and caregivers as soon as possible; however, face-to-face contact must be completed within 5 days.
- There is no required documentation of contact or interview with the alleged noncaregiver sex trafficker by the local welfare agency; law enforcement is responsible for contact and interview of the alleged offender (see section C on documentation guidance, below, for more information).
- There is no maltreatment determination required.
- No structured decision-making (SDM) tools are utilized in the case.

A detailed comparison table of requirements for noncaregiver trafficking assessments and familial sex trafficking or sexual exploitation investigations can be found in Appendix B. A brief overview with a checklist of key steps in both the noncaregiver trafficking assessment and the familial trafficking and exploitation investigations can be found in DHS-7641L, [Sex trafficking and sexual exploitation as forms of child maltreatment: A brief guide for child protection supervisors and workers](#).

Assessing and supporting safety is a primary focus in the noncaregiver assessment (NCA) response. Workers should try to make face-to-face contact with the alleged child victim and primary caregiver as soon as possible, no later than five days after the report is received. Workers should interview the child and may use forensic interviewing, especially when there is a law enforcement investigation into the allegations of trafficking. Local welfare agencies should be coordinating the child interview with law enforcement. Forensic interviews should be conducted by professionals trained in forensic interviewing, or in a child advocacy center. Caregivers must also be interviewed. The alleged offender is interviewed by local law enforcement. Safety planning should begin immediately and be updated throughout the case. The safety planning template provided by the department may be a helpful resource in assessing safety and creating a plan with the child or youth and family. See DHS-7641R, [Safety Assessment and Safety Planning Considerations](#).

For the child protection worker, understanding safety, risk and needs of the child and family is the purpose of the interviews in a noncaregiver trafficking assessment response. The child or youth may disclose information about the trafficking or other abuse, even though the worker is not gathering information for purposes of making a maltreatment determination. While disclosure is not necessary, it may help assess safety and prevent further abuse. If the child or youth is unable to remain safely in the home, the worker should consult with the county attorney or Tribal representative and law enforcement to consider out-of-home placement. Specialized residential settings for sex trafficked, commercially sexually exploited or at-risk youth may be an option if no safe and appropriate placement with relatives or non-relative foster care is available. See DHS-8428, [Family First Certified Residential Placement Decision Flowchart and Checklist](#) for more information.

Helping the child or youth and their family access needed services is also essential during a noncaregiver trafficking assessment. As soon as possible, connect the child or youth with Safe Harbor services or consult with a Safe Harbor Regional Navigator or Tribal Regional Navigator to access appropriate services. See DHS 7641U, [Service planning with trafficked or exploited youth](#) for an overview of key services that may be relevant for trafficked youth. The worker must determine whether ongoing services are needed at the conclusion of the assessment and should notify the caregivers of this determination and other next steps.

C. SSIS interim documentation guidance

The required changes for the Noncaregiver Sex Trafficking assessment will not be made in the Social Service Information System (SSIS) until the 24.3 release; therefore, the following steps should be taken for any Noncaregiver Sex Trafficker reports received between the dates of July 1, 2024, and August 20, 2024:

- Any Noncaregiver Sex Trafficking reports should be screened in as a child protection investigation with the allegation of sexual abuse and allegation detail of sex trafficked. Document the alleged noncaregiver sex trafficking offender as “unknown” in the “alleged offender desc.” field and treat the alleged offender as unknown; there should be no contact or offer of interview to the alleged offender and no notice of determination. The alleged noncaregiver sex trafficking offender should not be added as a participant in the workgroup.
- Agencies should select “Non-caregiver sex trafficker” in the “offender relationship to victim” field.
- Agencies should waive the 24-hour initial contact with victims requirement by selecting “child resides in location/restricts contact w/ alleged offender” on the “victim information” tab.

- Once the investigation is completed, agencies should select the recommended services, and close the workgroup as “unable to conclude,” due to lack of statutory authority to make a maltreatment determination on a noncaregiver sex trafficking alleged offender effective July 1, 2024.
 - By selecting “unable to conclude,” this will waive the investigation workgroup requirements of Structured Decision Making (SDM) tools and maltreatment determinations as these are not to be done in noncaregiver sex trafficking assessments. At the close of the investigation workgroup, agencies should send “Notice of Social Services Action” as opposed to the “Notice of Determination” letters to the family; in this letter, agencies should outline what services are recommended. Child welfare case management services may still be opened, and the SEY/STY screen must still be completed based on any information learned.
- Close the workgroup as “assessment complete, no further action” if no services are recommended. Close the workgroup as “assessment complete, services being provided” if services are recommended.
 - If services are recommended through the agency, a new or existing case management workgroup should be opened.

If you have any questions, please contact the Social Service Information System (SSIS) help desk at dhs.ssishelp@state.mn.us. Detailed guidance for ongoing documentation of noncaregiver trafficking reports will be available by the time of the SSIS 24.3 release.

III. Familial sex trafficking and sexual exploitation investigations

Familial sex trafficking and sexual exploitation happens when a family member arranges or profits from the commercial sex acts of another member of the family or facilitates another type of sexual exploitation (such as extortion, solicitation, or child sexual abuse material). In the first five years of Minnesota’s child protection response to sex trafficking and sexual exploitation, 61% of reported alleged offenders were family/household members.

Reports may involve younger children than in non-familial trafficking situations. The average age of entry into familial sex trafficking is 4-8 years old. Family members of any gender may be involved, generationally or currently, in sex trafficking, as victims or as alleged offenders.

A. Screening and identification

All reports of sex trafficking involving a third party and sexual exploitation are sexual abuse and must be screened in for a Family Investigation when the alleged offender is a caregiver or household member. ([Minnesota Statutes, section 260E.14, subdivision 2.](#)) The revised screening and intake protocol for local agency screeners and screening teams can be found in DHS-7641N, [Child Protection Sex Trafficking and Sexual](#)

[Exploitation Intake Tool](#). (See Appendix A.) These reports require a 24-hour response to assess safety of the alleged child victim and make contact with the primary caregivers.

Similar to noncaregiver reports of sex trafficking, all reports must be cross reported to local law enforcement and the local welfare agency should conduct a thorough inquiry of Tribal heritage and affiliation of all children and caregivers. (Minnesota Statutes, section 260.761.) Screeners should provide reporters with contact information for their Safe Harbor Regional Navigator if any concerns of sex trafficking or sexual exploitation are reported or identified by the screener. See the human trafficking prevention and response [services map](#).

B. Family Investigation

Because reports of familial sex trafficking often may involve multiple alleged victims or alleged offenders, workers should carefully assess safety of the alleged child victim with regard to each member of the immediate and extended family. Victims of familial sex trafficking and sexual exploitation may be younger, which impacts the level of risk and the ability of the child to remain safely in the home. Workers are strongly encouraged to review the new safety planning considerations for familial trafficking and exploitation situations, which are found in DHS-7641R, [Safety Assessment and Safety Planning Considerations](#). Coordination with law enforcement as early as possible is critical in familial sex trafficking and sexual exploitation investigations. All interviews of alleged child victims must be audio-video recorded using a forensic interview whenever practicable. Use of a child advocacy center is recommended, where available.

A detailed comparison table of requirements for noncaregiver trafficking assessments and familial sex trafficking or sexual exploitation investigations can be found in Appendix B. A brief overview with a checklist of key steps in both the noncaregiver trafficking assessment and the familial trafficking and exploitation investigations can be found at DHS-7641L, [Sex trafficking and sexual exploitation as forms of child maltreatment: A brief guide for child protection supervisors and workers](#).

Special considerations in investigations and noncaregiver assessments

- **Cases involving multiple victims:** Ensure coordination with other child welfare and law enforcement jurisdictions. If there are multiple victims of the same trafficking scheme in a single jurisdiction, agencies are encouraged to assign their cases to the same child protection investigator, if possible.
- **Cases involving multiple jurisdictions:** All law enforcement and child welfare agencies need to be aware of other agency involvement. This will ensure that a victim/ survivor-centered approach is taken to reduce the number of interviews and duplication of efforts.
- **Cases involving multiple offenders:** Keep in mind that investigations and noncaregiver trafficking assessments may have multiple offenders. This may require both an investigation and noncaregiver trafficking assessment workgroup.
- **Cases involving foreign national victims:** Make a referral to the Office of Trafficking in Persons at <https://www.acf.hhs.gov/otip/victim-assistance/child-eligibility-letters/request-assistance> within 24 hours if a foreign national minor (non-United States citizen or lawful permanent resident) is identified as potentially experiencing sex or labor trafficking or commercial sexual exploitation. Additional services and coordination may be needed in these cases to provide safety for the victim/ survivor, regardless of immigration status. Federal law enforcement may be involved in the investigation.

IV. New screening requirements and labor trafficking response

In the 2024 legislative session, Minnesota created new requirements related to the child welfare response to labor trafficking and added additional identification and screening for all children and youth in foster care. [Laws of Minnesota 2023, chapter 115](#), article 12, sections 4-10, 12-26. These changes were made following the passage of the federal [Trafficking Victims Prevention and Protection Reauthorization Act of 2022](#), , and amended the Child Abuse Prevention and Treatment Act to require that labor trafficking be a form of child abuse.

Effective July 1, 2024, all youth who are recovered after going missing from foster care must be screened to determine whether they have experienced either sex or labor trafficking. If any type of human trafficking or commercial sexual exploitation is identified, it must be documented and reported to law enforcement within 24 hours. New information about potential sex trafficking or sexual exploitation must be a new child maltreatment report and screened by the appropriate local welfare agency. Information about labor trafficking may also be referred back to intake for possible assignment for child welfare services.

What is labor trafficking? If a child is being forced or coerced to do some kind of work or services, or if there is an unreasonable debt being used to make them work, they could be a victim of labor trafficking. See [Labor trafficking identification tool](#) (DHS-76410).

The rest of the changes will go into effect on July 1, 2025, and include the following:

- All reports of labor trafficking involving a minor will be child maltreatment, requiring a mandated report and child protection response.
- Labor trafficking will be a form of substantial child endangerment. All reports involving familial, or household alleged offenders must be investigated by local welfare agencies, and reports involving noncaregiver or unknown alleged offenders must be assigned for a noncaregiver trafficking assessment.
- Labor trafficking will be new grounds for a CHIPS petition under Minnesota Statutes, section 260C.007, using both the state and federal definitions of labor trafficking.
- All children and youth in foster care must be screened for all forms of human trafficking (sex and labor), sexual exploitation and risk; identification must be documented, and the out-of-home placement plan must be updated accordingly.

Additionally, the child protection multidisciplinary team membership will be expanded to include providers serving victims of labor trafficking, and the scope of the required child protection training in Minnesota Statutes, section 260E.36 will be expanded to include all human trafficking as well as prevention related to youth missing from foster care.

Until July 1, 2025, labor trafficking remains outside the scope of mandated reporting requirements and child protection response, unless there are other concerns of child maltreatment. At this time, if labor trafficking is identified, local welfare agencies should offer voluntary child welfare services and ensure a cross-report is made to law enforcement. An outline of best practice guidance for response to labor trafficking of children is found in DHS-7641P, [Child protection and child welfare response to labor trafficking](#). Review the [best practice guide](#) (p. 9-10) for guidance on response steps for foreign national minor victims of labor trafficking or sex trafficking.

V. Training and technical assistance provided on implementation of new responses

The department provides training throughout the state for child welfare system staff and partners. This one-day online training is practice-oriented and integrates the best practices for child welfare to work effectively with youth and families impacted by trafficking or exploitation. Training on identification and response to human trafficking and sexual exploitation is also incorporated into new worker Foundations training.

In summer and fall 2024, the Human Trafficking Child Protection Program will offer a series of webinars on implementation of these new responses. Updated best practice guidance will be published by early fall. Local welfare agencies and other impacted multidisciplinary professionals may contact the Human Trafficking Child Protection Program for technical assistance, consultation, or training.

Many additional online webinars and trainings are available through the Minnesota Department of Health (MDH) and the Safe Harbor regional navigators. To find trainings through MDH, contact the Safe Harbor training coordinator at health.safeharbor@state.mn.us.

Local welfare agency staff may contact Rapid Consultation at 1-888 -234-1138 or the human trafficking child protection coordinators at DHS.Safeharbor@state.mn.us for technical assistance or information on identifying and responding to trafficking and exploitation.

Americans with Disabilities Act (ADA) Advisory

This information is available in accessible formats for people with disabilities by calling (651) 431-3039 (voice) or by using your preferred relay service. For other information on disability rights and protections, contact the agency's ADA coordinator.

APPENDIX A



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Child protection screening of sexual exploitation and sex trafficking

Screeners or screening teams should use the screening flowchart tool on page 2 when it is believed that reporters may be sharing information regarding sex trafficking or sexual exploitation. In combination with supervisory discretion, this tool can help determine if reports meet criteria and which response path to select. Screen in sex trafficking reports by a caregiver for child protection investigation. [Minnesota Statutes 260E.14](#). Effective July 1, 2024, reports of sex trafficking by a noncaregiver or unknown alleged offender must be screened in for a noncaregiver trafficking assessment response. Screen out sexual exploitation reports involving noncaregiver alleged offenders and refer for a child welfare response.

Terms used in this tool:

Caregiver: For purposes of screening reports of sex trafficking and sexual exploitation, this term includes “parents, siblings and household members in a caregiving role or with a significant relationship to the possible child victim.” [Minnesota Statutes 260E.03, subd. 17 and subd. 20; Minnesota Statutes 260E.14, subd. 2](#)

Child sexual abuse material: Depiction of actual or simulated sexual conduct. [Minnesota Statutes 617.246 subd. 1\(f\)](#)

Exchange for anything of value: Trading money, drugs, shelter, food, protection, gifts, gaming credit, phones, etc.

Facilitate: Receiving or obtaining (getting from someone), recruiting (inviting, asking), grooming (befriending, talking into, persuading), harboring (keeping in a place), providing (bringing) alleged victim.

MAARC: Minnesota Adult Abuse Reporting Center (1-844-880-1574)

Noncaregiver: For purposes of screening reports of sex trafficking, this term includes anyone who is not a parent, sibling or household member in a caregiving role or with a significant relationship to the possible child victim. [Minnesota Statutes 260E.03 subd 15a](#) (Effective July 1, 2024.)

Concerns of labor trafficking?

If a child is being forced or coerced to do some kind of work or services, or if there is an unreasonable debt being used to make them work, they could be a victim of labor trafficking. See Labor trafficking identification tool: <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7641O-ENG>

Profit: Receiving money or anything of value, which may include drugs, alcohol, food, shelter or transportation.

Regional navigator: Regional point of contact for sexual exploitation and sex trafficking, including connecting exploited, trafficked or at-risk youth with appropriate services, outreach or education.

Sexual contact or penetration: Intentional touching of one’s intimate parts, or any intrusion into body openings. [Minnesota Statutes 609.341, subd. 11 and subd. 12](#)

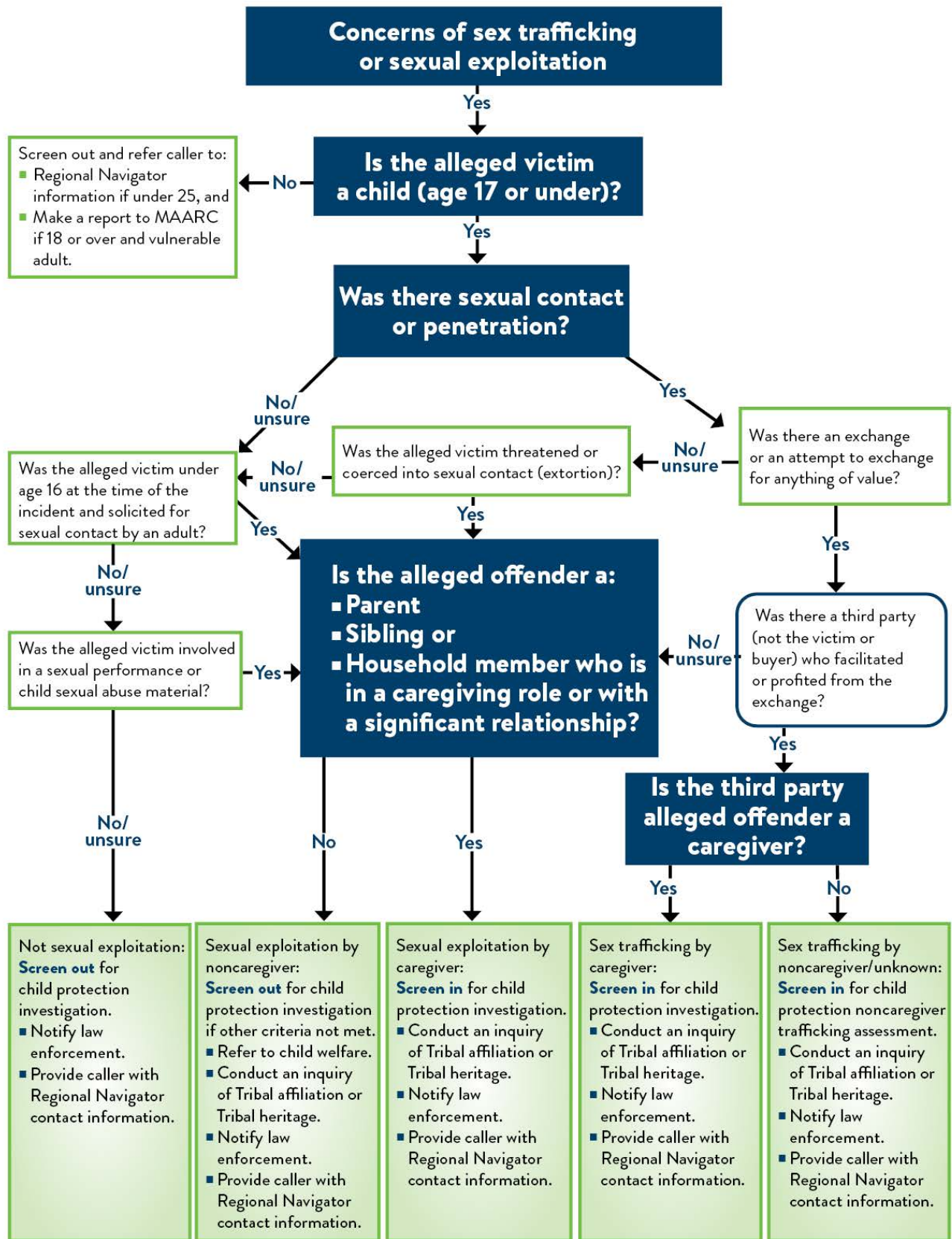
Sexual exploitation: Includes commercial and non-commercial sexual acts, including sexual extortion and solicitation of a minor.

Sexual extortion: A minor is threatened or coerced into engaging in sexual contact or penetration. [Minnesota Statutes 609.3458](#)

Sexual performance: Any play, dance, or other exhibition presented before an audience or for purposes of visual or mechanical reproduction that uses a minor to depict actual or simulated sexual conduct. [Minnesota Statutes 617.246, subd. 1\(d\)](#)

Sex trafficking: The act of a third party, not the purchaser or victim facilitating or profiting from a commercial sex act performed by another person. [Minnesota Statutes 609.321-609.322](#)

Solicitation: An adult requesting a child under age 16 at the time of the request to engage in sexual contact by electronic or other means. [Minnesota Statutes 609.352](#)



APPENDIX B

Comparison of Family Investigation (sex trafficking and sexual exploitation by caregivers) and Noncaregiver Trafficking Assessment (sex trafficking by noncaregivers)

	Noncaregiver Trafficking Assessment	Family Investigation (SE/ST)
What	Assessment, services, and safety approach.	Investigative/forensic approach.
When	Allegation of sex trafficking by a noncaregiver or unknown alleged offender.	Required if allegation is sex trafficking or sexual exploitation by a caregiver alleged offender.
Definition	Comprehensive assessment of child safety, the risk of future harm (including trafficking or exploitation) and strengths and needs of the child and family. Includes a determination of a family's need for services to address the safety of the child or children, the safety of family members, and the risk of subsequent child maltreatment.	Comprehensive investigation which includes interviewing and engagement skills to assess safety and risk of future harm including trafficking or exploitation. Includes a determination of maltreatment and if services are needed to address the safety of the child and family members. Fact gathering includes interviewing all appropriate parties in partnership with law enforcement.
Maltreatment determination	No	Yes
Services needed determination	Yes	
Gather info/ document substance abuse and domestic violence	Yes, gather information and document family conditions in SSIS regardless of whether substance involvement or domestic violence is present.	
ICWA/ MIFPA requirements	Conduct inquiry of Tribal heritage and affiliation of all children and caregivers, provide notice to Tribe(s) of opening of NCA or INV and Implement active efforts with child and caregivers. Refer to ICWA/ MIFPA worker checklist (DHS-5224) for more information.	
Authority to interview	Child, child's responsible caregiver, others (i.e., siblings) to assess child and family safety, risk of harm, family strengths and need for protective or supportive services. No contact with or documentation of alleged offender(s).	Child, child's responsible caregiver, others (i.e., siblings) to assess child and family safety, risk of harm, family strengths and need for protective or supportive services. All alleged offenders must be offered an interview.

Permission to interview child	Notification to parent preferred unless child's safety compromised.	Not required or preferred; when alleged offender is not parent, parental notification is preferred unless child's safety is compromised.
Relevant info	To assess child and family safety, risk of harm, family strengths and need for protective or supportive services.	To assess child and family safety needs and risk of future maltreatment, and to determine whether maltreatment occurred and need for protective services.
Initial face-to-face contact with child and non-offending primary caregiver(s)	<ul style="list-style-type: none"> * To assess safety of child * Youth exploitation or trafficking safety plan, if applicable *SDM tools should not be used *Connect child/ family with Safe Harbor and victim advocacy as soon as possible * As soon as possible, no later than five calendar days. 	<ul style="list-style-type: none"> * To assess safety of child * Youth exploitation or trafficking safety plan, if applicable *SDM tools should be used *Connect child/ family with Safe Harbor and victim advocacy as soon as possible * Immediately (within 24-hours).
Initial face-to-face interview with alleged offender	No, face-to-face contact is conducted by law enforcement.	Interview must be offered prior to closing. Interview in coordination with law enforcement if active investigation.
Multidisciplinary team and coordination	<ul style="list-style-type: none"> *Use of a multidisciplinary team strongly encouraged (through child protection agency or a child advocacy center). *Early coordination with, and referral to, Safe Harbor services and other appropriate advocacy or services. 	
Attempt to contact	Attempt daily until contact is made to assess child safety threats. Consultation with county/ Tribal attorney as needed based on safety threats.	
Interview format	Audio or audio-video format not required but should be used when: (1) Law enforcement is investigating (2) Interview is done at a child advocacy center, or (3) Based on consultation with a multidisciplinary team (MDT).	Audio-video required for all sexual abuse investigations. Forensic interview with law enforcement and/or in child advocacy center strongly recommended, based on consultation with MDT.
Conclusion	Within 45 calendar days.	
Extension of conclusion	For completion of criminal investigation or receipt of expert information.	

<p>Notification</p>	<ul style="list-style-type: none"> * Within 10 working days of completion of assessment * Parent/guardian: Need for services to address safety and significant risk of harm, including trafficking or exploitation, or family support services agreed upon *Mandated reporter: whether services are opening. 	<ul style="list-style-type: none"> * Within 10 working days of completion of investigation * Parent/guardian, alleged offender: Determinations and summary of reasons for determination *Mandated reporter: Determinations and whether services are opening.
<p>Administrative reconsideration</p>	<p>Not applicable as no maltreatment determination is made.</p>	<p>Allowed as per statute.</p>
<p>Case closing</p>	<ul style="list-style-type: none"> *Document outcome including description of services provided and removal/reduction of risk *Complete SEY/STY/at-risk screen(s) * Refer to child welfare (CW) or child protection (CP) case management if appropriate, or open a new CW or CP case management case *SDM tools should not be completed. 	<ul style="list-style-type: none"> *Document outcome including description of services provided and removal/reduction of risk *Complete SEY/STY/at-risk screen(s) * Refer to CW or CP case management, or open a new CW or CP case management case *SDM tools should be completed.
<p>Record retention</p>	<ul style="list-style-type: none"> *Five years for screened-out reports (from date not accepted) *Five years for Noncaregiver Trafficking Assessment (last entry in case). 	<ul style="list-style-type: none"> *Five years for investigations resulting in no determinations (last entry in case) * At least 10 years if maltreatment or need for protective services is determined.