

# DOCUMENTING COMMERCIAL SEXUAL EXPLOITATION OF CHILDREN (CSEC)

**Commercial Sexual Exploitation of Children (CSEC) is documented in three unique places within CWS-CMS. The following document provides screenshots and step-by-step recommendations for completing CSEC documentation within Sections A-C in accordance with Senate Bills 855 and 794 and as mandated by Los Angeles County DCFS FYI 16-27.**

**Note: this document is not intended to replace or change existing county policy**

## SECTION A – SPECIAL PROJECT CODE TAB (REFERRAL)

**When to use:** The CSEC Special Project code should be used when a new referral is generated alleging commercial sexual exploitation AND when an allegation of commercial sexual exploitation is added to an open referral.

### In the Referral page:

1. Open **Referral** tab (Green Square)
2. Click on the **Special Projects** tab
3. Click on the “+” in the Special Project grid and select **S-CSEC Referral**
4. Enter the **Start Date** as the date on which the referral was generated
5. Enter the **End Date** as the date on which the referral was closed or promoted.

Client Services - [Referral] [011]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Summary ID Reporter Assignment Spec Proj

|   | Special Project Name | Start Date |
|---|----------------------|------------|
| 1 | S-CSEC Referral      |            |

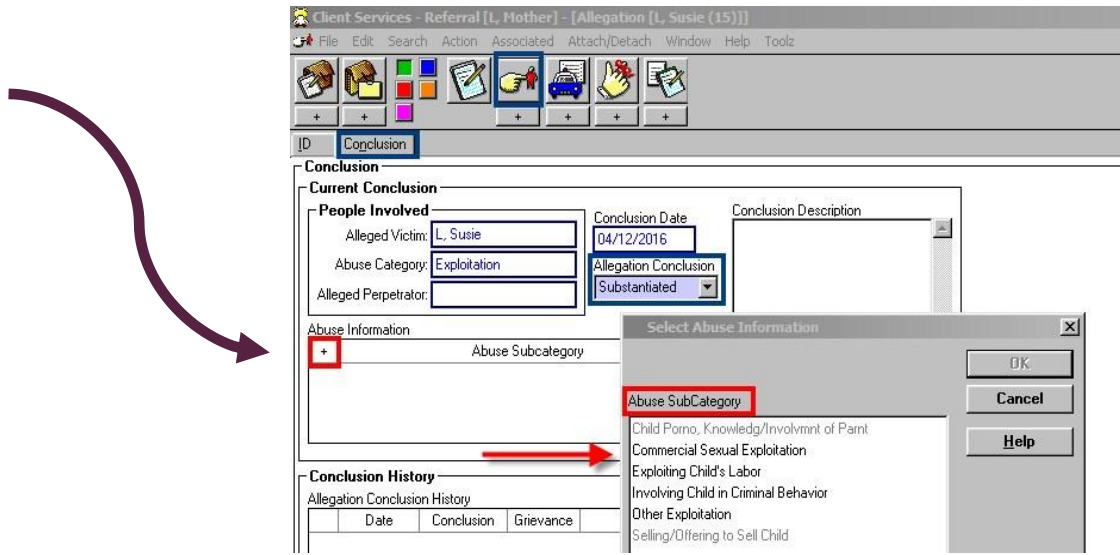
Special Project Name Start Date End Date County Description

S-CSEC Referral / / Statewide Any referral to the child welfare services agency alleging a child or youth has been sexually exploited, regardless of the method of referral (hotline, direct report to child)

## SECTION B – ALLEGATION CONCLUSION TAB (ALLEGATION)

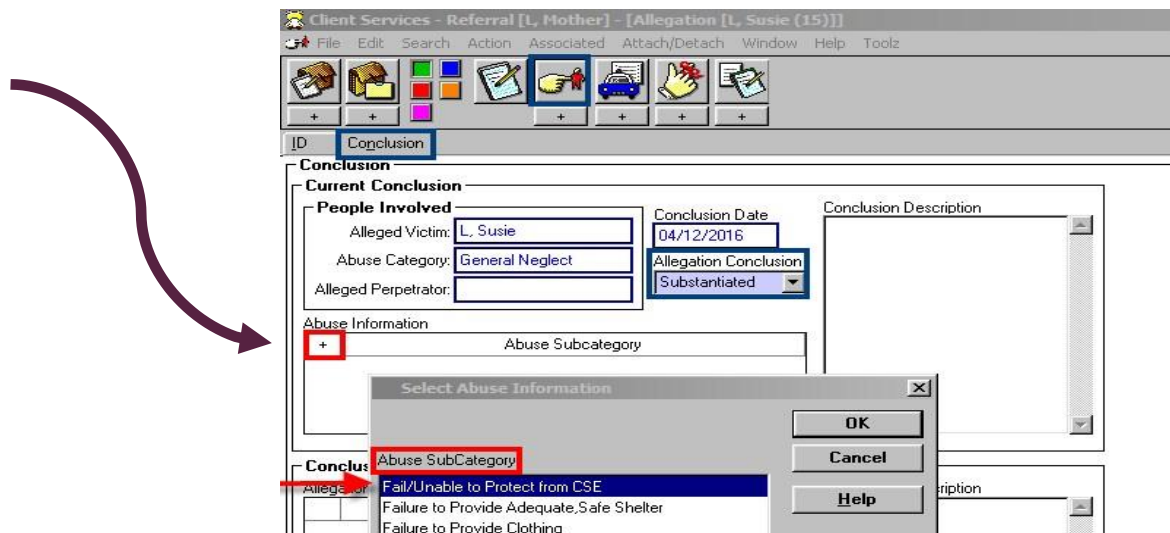
### When to Use: When Substantiating Commercial Sexual Exploitation

- 1. Click the “+” button under Abuse Information to select the Abuse Sub-Category of Commercial Sexual Exploitation
- 2. Select ‘Commercial Sexual Exploitation’ and all other categories that apply



### When to Use: When Substantiating an Allegation Of General Neglect Against a Parent For Failing to Protect a Child From Commercial Sexual Exploitation

- Click the “+” button under Abuse Information to select the Abuse SubCategory of Fail/Unable to Protect from CSE.



## SECTION C – CLIENT DATA GRID (CLIENT NOTEBOOK) PT 1

**When to Use:** When a child in an open child welfare case is identified as **At-risk** for commercial sexual exploitation AND every time a child is the **Victim** of a new incident/episode of commercial sexual exploitation

[Detailed information on criteria can be found in the *CSEC Desk Guide*]

**Note:** the ‘Victim’ flags should be used in combination, as appropriate. Some of the flags are designed to remain open during a child’s case, while others are designed to be entered as closed episodes and used multiple times, as needed.

### CAREFULLY REVIEW START/END DATE REQUIREMENTS BELOW

The screenshot shows the 'Client Services - Referral [L, Mother] - [Client [Susie L]]' application. The 'ID' tab is active, displaying the 'CSEC Data' table. The table has columns for 'CSEC Type', 'Start Date', and 'End Date'. A dropdown menu is open for the 'CSEC Type' field, showing options: '<None>', 'At Risk', 'Victim Before Foster Care', 'Victim During Foster Care', 'Victim in Open Case not in Foster Care', 'Victim while Absent from Placement', and 'Victim with Closed Case, Rcv LP Svcs'. A red arrow points to the 'At Risk' option. Other tabs include Summary, Demog, Address, Names, Related Clients, ID Num, Juv. Cit. #, Search Log, AFDC-FC, Attorneys, Service Providers, I.C.W.A., Adoption Info, and AAP Eligibility. The 'Name and Identification' section shows fields for Prefix, First (Susie), Middle, Last (L), Suffix, Name Type (Legal), Gender (Female), Marital Status, SSN, Client Index Number (CIN), Date of Birth (04/16/2000), and Age (15 Years). The 'Other Client Information' section includes checkboxes for 'ICWA Eligible', 'Incapacitated Parent', 'Self Reporter', 'Client is a Minor/NMD Parent', and 'Outstanding Warrant Exists'. The 'Language' section has fields for Primary and Secondary Language. The 'Indian Ancestry Notification' section has a table with columns for County and Date. The 'Race/Ethnicity' section has fields for 'Other Ethnicity' and 'Unable to Determine - Reason'.

**When a child in an Open Case is identified as being At-risk of commercial sexual exploitation:**

- Open the Client notebook of the target child
- Click the **ID** tab to access the **CSEC Data** table
- Select **At-Risk**
- Enter the **Start Date** as the date the child is identified as being at-risk by an assigned CSW
- Do not enter the **End Date** until (1) the child no-longer meets criteria for At-risk status (*detailed in Desk Guide*) or (2) the child becomes a victim of CSEC

## SECTION C – CLIENT DATA GRID (CLIENT NOTEBOOK) PT 2

**Whenever a child in an Open Case is identified as the victim of a CSEC Episode:**

- 1) Open the Client notebook of the target child
- 2) Click the ID tab to access the CSEC Data table
- 3) Enter the **End Date** for any open **At-risk** flag as the date the child is identified as a victim of CSEC by an assigned CSW
- 4) Enter the **End Date** for any open **Victim** flag that is no longer applicable
- 5) Select the appropriate **Victim** flag
- 6) Enter the **Start Date** based on the guidelines detailed below

### **START DATE/ END DATE GUIDELINES**

#### **Victim Before Foster Care**

**Start Date:** the approximate date the child was first exploited (*Note: start date can be prior to the referral/case start date*)

**End Date:** the date the child no longer receives child welfare services (*Note: should coincide with the date of case closure*)

#### **Victim in Open Case not in Foster Care**

**Start Date:** the approximate date the child was exploited for the first time while in a Home-of-Parent child welfare case

**End Date:** the date the child no longer receives child welfare services (*Note: should coincide with the date of case closure*)

#### **Victim During Foster Care**

**Start Date:** the approximate date the child was exploited for the first time while in foster care (date must fall within an open placement episode)

**End Date:** the date the child is no longer in foster care (*Note: should coincide with the placement episode end date*)

#### **Victim While Absent from Placement\***

**Start Date:** the date the child was identified as absent from placement during which time the child was identified as a victim of CSEC

**End Date:** the date the child returned to placement

*\*Note: this episodic flag may be used multiple times for separate incidents of CSEC that occur while the child is absent from placement*

#### **Victim with Closed Case, Rcv ILP Svcs\***

**Start Date:** the approximate date the youth became a victim of a CSEC episode while in an open ILP case

**End Date:** The date the youth no longer received ILP services (*Note: should coincide with the date of Transitional Support case closure*)

*\*Note: this episodic flag may be used multiple times if ILP services are reopened per AB12*