



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

September 21, 2016

ALL COUNTY LETTER NO. 16-74

TO: ALL COUNTY CHILD WELFARE DIRECTORS
ALL CHILD WELFARE SERVICES PROGRAM MANAGERS
ALL COUNTY CHIEF PROBATION OFFICERS
ALL TITLE IV-E AGREEMENT TRIBES
ALL INDEPENDENT LIVING PROGRAM COORDINATORS

SUBJECT: **COMMERCIALLY SEXUALLY EXPLOITED CHILDREN
DOCUMENTATION IN THE CHILD WELFARE SERVICES/CASE
MANAGEMENT SYSTEM**

REFERENCE: PUBLIC LAW (PL) 113-183; PL 114-22; SENATE BILL (SB) 855 (CHAPTER 29, STATUTES OF 2014); SB 794 (CHAPTER 425, STATUTES OF 2015); CSEC PROGRAM, WELFARE AND INSTITUTIONS (WIC) CODE SECTION 16524.6 ET SEQ.; PENAL CODE SECTION 11165.1; ALL COUNTY INFORMATION NOTICE (ACIN) NO. I-13-09, DATED FEBRUARY 10, 2009; ACIN NO. I-23-15, DATED APRIL 7, 2015; ALL COUNTY LETTER (ACL) NO. 03-61; DATED DECEMBER 2, 2003; ACL NO. 14-62, DATED SEPTEMBER 3, 2014; ACL NO. 15-48, DATED MAY 29, 2015; ACL NO. 15-49, DATED MAY 28, 2015; ACL NO. 16-49, DATED MAY 23, 2016

This All County Letter (ACL) provides instruction on how to properly document within the Child Welfare Services/Case Management System (CWS/CMS) referrals children and youth who are alleged or suspected to be victims of commercial sexual exploitation, as required by Senate Bill (SB) 855 (2014). Specifically, these instructions explain when and how to use the new statewide Special Project Code (SPC) to report the number of referrals alleging commercial sexual exploitation of a child, regardless of disposition.

Use of the “S-CSEC Referral” Special Project Code (SPC)

The SB 855 requires CWS/CMS to be capable of capturing data on children and youth who are referred to the child abuse hotline with an allegation of commercial sexual exploitation; additionally, amendments to the Child Abuse Prevention and Treatment Act (CAPTA) enacted through Public Law (PL) 114-22 require states receiving CAPTA funds to implement “provisions and procedures requiring identification and assessment of all reports involving children known or suspected to be victims of sex trafficking...” A new statewide SPC titled “S-CSEC Referral” will be active and used starting on **September 21, 2016**. This SPC will enable CWS/CMS to track any referral to the child welfare services agency alleging a child or youth has been commercially sexually exploited, regardless of the method of referral (hotline, direct report to child welfare caseworker, etc.) or disposition.

The intake worker or other child protective services worker that receives a referral indicating the commercial sexual exploitation of a child or youth will first use the SPC to track the referral, regardless of disposition. The date the referral was received will be assigned as the “start date” for the SPC “S-CSEC Referral.” If there are multiple CSEC referrals reported for the same child or youth within a relatively short period of time, follow your county protocols to assess if the referrals are associated or duplicates and for guidance on handling those referrals appropriately. Refer to the Model Interagency Protocol Framework in [All County Information Notice I-23-15](#) and CSEC Practice Guidance Toolkit in [ACL No. 15-48](#) for guidance on developing your county’s CSEC screening protocols.

- For duplicate or associated referrals, enter the SPC “S-CSEC Referral” in the primary referral. Refer to [ACL No. 03-61](#) and [ACIN I-13-09](#) for additional guidance on handling duplicate or associated referrals in CWS/CMS.
- If the referrals are unduplicated, create a new CSEC referral for each CSEC allegation for each child or youth, and apply the SPC “S-CSEC Referral” to each referral.

The SPC “S-CSEC Referral” will be assigned an end date once the referral is investigated. Refer to **Attachment A** for specific instructions on locating and entering the new SPC in the Referral Notebook in CWS/CMS.

For information on selecting “Exploitation” or “General Neglect” Abuse Categories and “Commercial Sexual Exploitation” or “Fail/Unable to Protect from CSE” Abuse Subcategories in the Allegation Notebook and on using the CSEC Data Grid in the Client Notebook in CWS/CMS, refer to [ACL No. 16-49](#).

Counties needing additional assistance regarding data entry should contact their [System Support Consultant](#) at the Office of Systems Integration.

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For any other questions, please contact the Child Welfare Policy and Program Development Bureau; Child Trafficking Response Unit staff at CSECProgram@dss.ca.gov or (916) 651-6160.

Sincerely,

Original Document Signed By:

GREGORY E. ROSE
Deputy Director
Children and Family Services Division

Attachment

c: CWDA

ATTACHMENT A

Instructions for entering the “S-CSEC Referral” Special Project Code

In the Client's **open Referral**:

1. Click on the **Special Projects** Page tab.
2. Click on the “+” in the Special Project grid and select **S-CSEC Referral**

The screenshot shows the 'Client Services - [Referral [Pedro L]]' application window. The 'Special Projects' tab is selected, indicated by a black arrow pointing to the 'Spec Proj' button in the tab bar. Below the tab bar, there is a grid for 'Special Project' with columns for 'Special Project Name', 'Start Date', 'End Date', and 'County'. A black arrow points to the '+' button in the first row of the grid. Below the grid, there is a form for adding a new project, with fields for 'Special Project Name', 'Start Date', 'End Date', 'County', and 'Description'.

Special Project Name	Start Date	End Date	County

Special Project Name: Start Date: End Date: County: Description: