



Florida Safe Families Network

Commercial Sexual Exploitation of a Child How Do I ... Guide

November 10, 2013

The Florida Safe Families Network (FSFN) How Do I Guide helps you understand the steps to complete your work in the FSFN system. It is a desk reference and companion document to other supporting resources such as, User Guides and Online Help. Visit the DCF FSFN Website (<http://fsfn.dcf.state.fl.us>) for additional resources.

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Document Commercial Sexual Exploitation of a Child (CSEC)

How Do I...?	Selections	Tips & Guidelines
Document CSEC Removal Reasons	<ul style="list-style-type: none"> • From Out of Home Placement page, click Removal/Placement tab <li style="text-align: center;">OR • From Placement Correction page, click Placement Correction Detail hyperlink. • Enter a Begin Date and Time, or a Placement Begin Date and Time. • Click Initial Removal Reasons hyperlink. • Removal Reasons pop-up page displays. • Select one or more CSEC check box(es) to indicate why child was removed from home. • Select a minimum of one (1) red AFCARS value. • Click Continue 	<p><i>The Removal Reasons pop-up page, accessed from the Out of Home Placement page, is used to record the reasons a child is removed from his/her home. Selecting one (1) of the following removal reasons indicates the child was removed from his/her home due to involvement in commercial sexual exploitation:</i></p> <ul style="list-style-type: none"> • <i>Commercial Sexual Exploitation of Child (CSEC)</i> • <i>Labor Trafficking</i> • <i>Sexual Abuse-Sexual Exploitation</i>
Document a CSEC Safe House Assessment	<ul style="list-style-type: none"> • From Medical/Mental Health page, click Mental Health Profile tab. • In Treatment Information group box, select Yes or No radio button to indicate if most recent CBHA was used for a Safe House Assessment. • If No is selected, enter a date in If 'No', when was a Safe House Assessment completed? field. • Click Save. • Click Close. 	<p><i>The Treatment Information group box on the Mental Health Profile tab allows the you to document the date of the last Comprehensive Behavioral Health Assessment (CBHA) evaluation and whether the CBHA was used in the child's assessment for Safe House placement.</i></p> <p><i>If the CBHA is not used as the child's assessment for Safe House or Short Term Safe House placement and the child is assessed using another tool, the user must document the date the alternate assessment was completed.</i></p>



Document Commercial Sexual Exploitation of a Child (CSEC)

How Do I...?	Selections	Tips & Guidelines
<p>Add CSEC Data to Person Management</p>	<ul style="list-style-type: none"> From Person Management page, click Additional tab. In Reporting Information group box, select values in CSEC Categories drop down, CSEC Status drop down, and Method of Confirmation drop down. From CSEC Status dropdown, select Confirmed Involvement. An Alert is generated for child when Confirmed Involvement is selected. If placement facility type is not a Safe House or Short Term Safe House, user must select a value from Reason Child was not placed in a "Safe House" drop down. Click Save. FSFN generates an informational pop-up message, <i>"The child is not currently placed in a facility type of Safe House or Short Term Safe House. Please select a reason why not."</i> Select a reason from Reason Child was not placed in a "Safe House" drop down. Click Save. Click Close. 	<p><i>The Reporting Information group box, accessed on the Additional tab of the Person Management page, allows the user to document information related to Commercial Sexual Exploitation of a Child.</i></p> <p><i>There are three (3) drop downs that record CSEC data:</i></p> <ul style="list-style-type: none"> <i>CSEC Category - documents the type of commercial sexual activities in which the Child is involved</i> <i>CSEC Status - documents the level of the child's involvement in commercial sexual activities</i> <i>Method of Confirmation - documents how the user establishes the child's involvement</i> <p><i>There is a fourth dropdown, Reason Child was not placed in a "Safe House", that is used to document why the child was placed in an out of home facility other than a designated Safe House or Short Term Safe House.</i></p>



View a CSEC Alert		
How Do I...?	Selections	Tips & Guidelines
View a CSEC Alert	<ul style="list-style-type: none"> From Desktop, click Cases expando. Expand Alerts icon. Click CSEC Alert hyperlink. Maintain Alert page displays. Click Close. 	<p><i>The CSEC Alert is accessed from the Alerts icon, under the Case expando.</i></p> <p><i>The Alert is automatically discontinued under the following conditions:</i></p> <ul style="list-style-type: none"> <i>When the child is discharged from an Out of Home Placement</i> <i>When the value in the CSEC Status drop down changes from "Confirmed Involvement" to "No Longer Involved", "Possible Involvement", or "Entered in Error"</i> <i>When the participant becomes inactive or the Case is closed and the Save button is selected</i>

View CSEC Change History		
How Do I...?	Selections	Tips & Guidelines
View CSEC Change History	<ul style="list-style-type: none"> Access Person Management page for your case. Select CSEC Change History hyperlink. Click Close to return to the Desktop. 	<p><i>The CSEC Change History page is used to view changes to the CSEC information when it is updated on the Person Management page. The page opens in read-only mode from the CSEC Change History hyperlink on the Additional tab of the Person Management page.</i></p>



Add Case Notes for Commercial Sexual Exploitation of a Child

How Do I...?	Selections	Tips & Guidelines
Add a CSEC Case Note	<ul style="list-style-type: none"> • Access Actions hyperlink related to your case. • Select Create Case Note radio button. • In Note Information group box, from Category, select Commercial Sexual Exploitation of Child (CSEC) drop down. • Under Type expando, select an appropriate CSEC Note Type. • Complete remaining data elements. • Click Save. • Click Close. 	<p>You can enter a specific Note category for Commercial Sexual Exploitation of a Child to add additional information related to CSEC involvement.</p> <p>There are three (3) CSEC Note Types available:</p> <ul style="list-style-type: none"> • CSEC – General • CSEC – Law Enforcement Interview with Representation • CSEC – Law Enforcement Interview without Representation.

Add Meetings for Commercial Sexual Exploitation of a Child

How Do I...?	Selections	Tips & Guidelines
Add a CSEC Meeting	<ul style="list-style-type: none"> • Access Actions hyperlink related to your case. • Select Create Meeting radio button. • Meeting page displays. • In Header group box, from Type drop down, select CSEC/Labor Trafficking. • Complete remaining data elements. • Click Save. • Click Close. 	<p>You can enter a specific meeting type to indicate a CSEC meeting is scheduled to acquire additional information related to a child's CSEC involvement.</p>

