

Commercial Sexually Exploited Children (CSEC) Protocol

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Overview	<p>The commercial sexual exploitation of children (CSEC) is one of the fastest growing epidemics in the country. Any child under the age of 18 years old that is used for the purpose of exploitation through sexual servitude (prostitution), regardless of the absence of economic leverage, manipulation, fraud, coercion, threats, force and violence is considered a commercially sexually exploited child (CSEC) (22 USC Section 7102 (11); ACL 16-85).</p> <p>Children who fall prey to exploiters frequently have prior involvement with the child welfare system (California Child Welfare Council CSEC Workgroup). Sex traffickers and exploiters are known to target foster youth because of their unique vulnerabilities and accessibility.</p> <p>To prevent the increase of sexually exploited victims in foster care, Children and Family Services (CFS) needs to ensure that staff are properly assessing, appropriately intervening, and adequately tracking this unique population of dependents who present with complex forms of trauma.</p> <p>The purpose of this CSEC protocol is to provide staff with a framework and guide for identifying and screening clients who are CSEC or are at high-risk of becoming CSEC, and how to secure services and additional supports for CSEC victims through a Multidisciplinary Team (MDT).</p>						
Commercial Sexually Exploited Children (CSEC) Overview							
Definitions	<table> <tr> <td data-bbox="378 1299 604 1442">Sex Trafficking</td><td data-bbox="604 1299 1516 1442">The recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act (22 USC Section 7102 (12))</td></tr> <tr> <td data-bbox="378 1442 604 1675">Severe Forms Of Trafficking In Persons</td><td data-bbox="604 1442 1516 1675"> Sex trafficking in which a commercial sex act is induced by force, fraud, coercion or in which the person induced to perform such act has not attained 18 years of age (22 USC Section 7102 (11)). <ul style="list-style-type: none"> • This means that any child under age 18 who is induced to perform a commercial sex act is considered a sex trafficking victim regardless of whether force, fraud, or coercion is present (ACL 16-85). </td></tr> <tr> <td data-bbox="378 1675 604 1836">Commercial Sex Act</td><td data-bbox="604 1675 1516 1836"> Any sex act on account of which anything of value is given to or received by any person (22 USC Section 7102 (4)). <ul style="list-style-type: none"> • This includes the provision of food, shelter, or payment to a child in exchange for the performance of a sexual act (Penal Code 11165.1). </td></tr> </table>	Sex Trafficking	The recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act (22 USC Section 7102 (12))	Severe Forms Of Trafficking In Persons	Sex trafficking in which a commercial sex act is induced by force, fraud, coercion or in which the person induced to perform such act has not attained 18 years of age (22 USC Section 7102 (11)). <ul style="list-style-type: none"> • This means that any child under age 18 who is induced to perform a commercial sex act is considered a sex trafficking victim regardless of whether force, fraud, or coercion is present (ACL 16-85). 	Commercial Sex Act	Any sex act on account of which anything of value is given to or received by any person (22 USC Section 7102 (4)). <ul style="list-style-type: none"> • This includes the provision of food, shelter, or payment to a child in exchange for the performance of a sexual act (Penal Code 11165.1).
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Sexual Abuse/Assault	<p>Social Workers (SWs) must investigate, following the Sexual Assault Protocol guidelines as applicable, which may include taking the child to San Mateo Medical Center's Keller Center for an evaluation by a medical professional, when information is received to indicate a child may be a victim of sexual exploitation as it relates to allegations of abuse or neglect</p> <p>Rape Trauma Services (RTS) is available for crisis response for youth who are victims of sexual exploitation. RTS will provide a CA State Certified Sexual Assault Counselor to provide accompaniment, advocacy, a 72-hour safety plan (created within the CSEC MDT), and in-person crisis intervention.</p>						

In order to access the RTS crisis line, contact (650) 692-7273 and inform RTS that you are a SW calling from CFS requesting a crisis response for CSEC.

See [Sexual Assault Protocol](#) for further information and procedures.

Commercial Sexual Exploitation – Identification Tool (CSE-IT)

WestCoast Children's Clinic's Commercial Sexual Exploitation – Identification Tool (CSE-IT) is a validated screening tool to identify children with indicators of exploitation, including sex trafficking. The CSE-IT is designed to be universally implemented to look for signs of sexual exploitation among all youth who meet predetermined criteria.

A CSE-IT Hotline and Intake tool should be completed:

- anytime the caller reports that they are concerned the youth may be a victim of CSEC,
- the screener hears information that in their assessment could be an indication that the youth is a victim of CSEC, and
- on any calls regarding children who are **ten years or older** and the caller reports concerns of frequent runaway or chronic truancy.

It is recommended to have a print out of the CSE-IT Hotline and Intake tool available when screening and to utilize the tool to discuss the CSE-IT screening areas with the caller to elicit relevant information to be able to complete the tool.

Accessing the CSE-IT Online:

In order to access the CSE-IT online, the SW must first complete the CSE-IT training to obtain the link. The SW must also first fill out the [Service Provider Information Form \(SPIF\)](#). **Only complete the SPIF once.** After completing the SPIF, the SW will be provided the link to the CSE-IT. Please bookmark or save the link. If the SW has difficulty accessing the tool, contact screening@westcoastcc.org.

Completing the CSE-IT:

The CSE-IT will ask for the following information:

- **Email address:** enter the email address exactly as you did on the SPIF
- **Youth Code:** Youth's birth year + last four digits of Client ID # (found in CWS)
 - *Example:* Tom Grant, born 2001, CWS#2011451 = Youth Code - 20011451
- **Employee Name or Worker ID:** you can either enter your name or your staff ID here

When all the questions on the CSE-IT are answered and completed online, the SW will be directed to a summary page. The SW can print and/or save a PDF copy of the responses from this page once the responses are submitted after hitting the final "NEXT" button. Scores are calculated automatically.

- **If you are completing the CSE-IT at the office:** print the entire CSE-IT tool by clicking the large type "CLICK HERE" near the top of screen to print to the entire record and provide the entire print out to the clerks to file with the referral documents.
- **If you are completing the CSE-IT from home:** click the "download PDF" section on the line that says, "Below is a summary of your responses" and email the PDF of the entire tool to the HSA_ScreeningUnit inbox with the identifying information for the referral so that the tool can be printed out and placed with the referral documents.

See [CSE-IT: Hotline & Intake Quick Start Guide](#).

Identifying and Screening for CSEC: Social Worker Responsibilities

Hotline Screening Social Worker (SW)

When the Hotline determines that a child is at risk for exploitation and the parents/legal guardians are unable to protect the child from further exploitation, the information must be screened in for further investigation. If the outcome of the CSE-IT Hotline and Intake Tool is "Possible" or "Clear Concern" then the referral should be screened in for CSEC assessment.

The following language will be used for the SDM Decision Rationale on the Screener Narrative:

SDM criteria met for . . .

General Neglect by parent should always be selected

General neglect due to parent/caregiver's failure and/or inability to protect youth from sexual exploitation (regardless if parent had knowledge or not)

When applicable:

Either:

1. *Sexual exploitation perpetrated and/or consented to by parent/caregiver*
2. *Sexual exploitation by 3rd party (should only be used when specific information about acts that would constitute exploitation are identified by RP i.e. forced to perform oral sex for shelter, third*

party collecting financial gain for youth's sexual acts, online images being sold etc).

For both criteria include: *Youth at risk for CSEC based on child's . . . (Indicate high risk behaviors here, e.g., run away behaviors, school absenteeism, reportedly having adult girl/boyfriend AND CSE-IT H&I score). ”*

Allegation Type:

- General Neglect should be selected and the parents/caregivers should be entered as the perpetrator on all referrals screened for CSEC concerns
- Sexual Exploitation should only be used when there is specific information about an act being perpetrated that would constitute exploitation (i.e. child was forced to perform oral sex for lodging, child's images are being sold online, third party exploiter is charging perps for sexual acts with minor). The perpetrator could be the parent/caregiver or a third party. The perpetrator can be named or left unnamed depending on the information available at the time of screening. Remember this can always be added by the investigating Social Worker if more information becomes available during the investigation.

See [CSE-IT: Hotline & Intake Quick Start Guide](#).

Additionally, the hotline screening SW must utilize a new Special Project Code (SPC) in the Referral Notebook titled "S-CSEC Referral" which will enable CWS/CMS to track the referral regardless of the method of referral (hotline, direct report to CFS worker, etc.) or disposition. Instructions on locating and entering the new SPC in the Referral Notebook in CWS/CMS are located in [ACL 16-74 Attachment A](#).

For instructions on CSEC Documentation (abuse subcategories and CSEC Data Grid) in CWS/CMS see [ACL 16-49 Attachments A and B](#).

Emergency Response (ER) Social Worker (SW)

The Emergency Response (ER) SW will assess **all youth ages 10 and over** for CSE utilizing the CSE-IT within:

- The first 30 days of investigation; or
- As soon as information is available to indicate the youth is a victim of or at-risk for CSE; or
- When opening a case and prior to case transfer.

Once CSE-IT is administered, see [Steps to Take Based on CSE-IT Results](#).

Investigations Social Worker (SW)

The Investigations SW will assess **all youth ages 10 and over** for CSE utilizing the CSE-IT as follows:

	If . . .	Then . . .
1.	The ER SW completed CSE-IT and determined "No Concern"	Administer the CSE-IT when: <ul style="list-style-type: none"> • any new information is received, such as any new behavior demonstrated by the youth that would indicate risk for CSE, including but not limited to: <ul style="list-style-type: none"> ◦ Running away ◦ Returning with money or items outside of the youth's typical means ◦ A sudden change in appearance ◦ A change in school attendance ◦ A change in cell phone habits ◦ Relationships with older adults ◦ A sexually explicit online profile ◦ Visible signs of abuse, such as unexplained bruises, branding, or tattooing ◦ Living in the same home in which another youth is identified as having been exploited

			AND/OR <ul style="list-style-type: none">• Prior to case transfer. Once CSE-IT is administered, see Steps to Take Based on CSE-IT Results .				
	2.	The ER SW completed the CSE-IT and determined “Possible or Clear Concern”	Administer the CSE-IT: <ul style="list-style-type: none">• prior to Case Plan development AND <ul style="list-style-type: none">• during the CFT when identifying services to support the child's emotional well-being and decrease safety and risk factors for CSE. Once CSE-IT administered, see Steps to Take Based on CSE-IT Results .				
Continuing (FM/FR, PP, AB12, Adoptions) Social Worker (SW)	The Continuing SW will assess all youth ages 10 and over on their caseload for CSE utilizing the CSE-IT: <ul style="list-style-type: none">• at least every six months when updating the Case Plan OR <ul style="list-style-type: none">• when any new information is received such as any new behavior demonstrated by the youth that would indicate risk for CSE, including but not limited to:<ul style="list-style-type: none">◦ Running away◦ Returning with money or items outside of the youth's typical means◦ A sudden change in appearance◦ A change in school attendance◦ A change in cell phone habits◦ Relationships with older adults◦ A sexually explicit online profile◦ Visible signs of abuse, such as unexplained bruises, branding, or tattooing◦ Living in the same home in which another youth is identified as having been exploited Once CSE-IT administered, see Steps to Take Based on CSE-IT Results .						
Missing Youth							
If Youth is Missing/AWOLs	Inclusive of the child's age, mental functioning, physical condition, a youth shall be considered missing/runaway/abducted if their whereabouts are unknown to CFS after allowing a reasonable amount of time for the youth to return. For youth in open cases who are missing and believed to be a victim or at risk of being a victim of CSE, the SW will take the following steps: <table><tr><th>Step</th><th>Action</th></tr><tr><td>1.</td><td>Notify Law Enforcement: The SW must immediately but no later than 24 hours inform law enforcement when a child who is receiving services is missing or has been abducted and is reasonably believed to be the victim of, or is at risk of being the victim of commercial sexual exploitation (as defined in WIC 11165.1). The SW must also confirm with law enforcement that the information will be entered into the Federal Bureau of Investigation's National Crime Information Center (NCIC) database. The SW must document in CWS/CMS:</td></tr></table>			Step	Action	1.	Notify Law Enforcement: The SW must immediately but no later than 24 hours inform law enforcement when a child who is receiving services is missing or has been abducted and is reasonably believed to be the victim of, or is at risk of being the victim of commercial sexual exploitation (as defined in WIC 11165.1). The SW must also confirm with law enforcement that the information will be entered into the Federal Bureau of Investigation's National Crime Information Center (NCIC) database. The SW must document in CWS/CMS:
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	<ul style="list-style-type: none"> • which law enforcement agency was contacted and • the corresponding missing person report number.
2.	<p>Notify the National Center for Missing and Exploited Children (NCMEC):</p> <p>The SW must report the missing youth immediately or within 24 hours to the NCMEC either via the web-based reporting system (https://cmfc.missingkids.org/reportit), or by calling the call center at 1-800-843-5678.</p> <p>When making a report to NCMEC, have the following information available:</p> <ul style="list-style-type: none"> • Child's full name • Child's DOB • Date and location the child went missing (to the best of your knowledge) • Name and contact of the investigating law enforcement agency • Law enforcement report/case number • Guardian information (for dependent children/youth and NMDs, this will be the SW; for all other children/youth, this will most likely be the parent/guardian). <p>The SW must document this report in CWS/CMS.</p>
3.	<p>Notify Other Essential Parties:</p> <p>The SW must immediately inform:</p> <ul style="list-style-type: none"> • the Social Worker Supervisor (SWS), • the parents or guardians of the missing child, and • the Court and the child's and parent's attorneys.
4.	<p>Search Efforts for the Missing Child:</p> <ul style="list-style-type: none"> • The SW will attempt to locate the youth by contacting all known relatives and friends. • The SW must document all search efforts in CWS/CMS. • Search efforts must be conducted every 30 days from the date the child initially went missing until the child is located.
5.	<p>If a Missing Child is Found or Returns:</p> <p>When a youth returns to care after having been missing or having run away, the SW shall assess and determine whether the youth is a possible victim of CSE.</p> <p>The SW will:</p> <ul style="list-style-type: none"> • attempt to determine the primary factors contributing to the youth's running away from care, • attempt to resolve the factors contributing to the youth's running away, either by making appropriate considerations to preserve the current placement or by changing placement, • attempt to determine the youth's experiences while out of care and document in CWS/CMS, • assess for CSEC following the previously outlined instructions Identifying and Screening for CSEC: Social Worker Responsibilities, and • inform law enforcement of the child's returns to care. <p>If the SW, law enforcement officer, and/or medical</p>

professional suspects or confirms that the youth is a victim of sexual exploitation or sex trafficking, the goal is to immediately engage and stabilize the youth and develop a safety plan that meets their needs in a coordinated manner. This includes:

- Contacting and requesting RTS (or CSEC Advocate) provide crisis response to the youth;
- Assessing and addressing immediate medical and forensic services, which may include SMMC/Keller Center services;
- Ensuring basic needs are met, such as food, shelter, and clothing;
- Engaging with youth and family/caregiver(s), if appropriate;
- Providing individual case-by-case collaboration with multiple youth-serving agencies;
- Advising on emergency placement, if appropriate;
- Devising safety plan once at the placement with parent/guardian/caregiver, which includes:
 - Ascertaining the potential safety risks for the youth, the family, and the providers;
 - Identifying trauma triggers;
 - Teaching techniques the youth can use to de-escalate when triggered;
 - Deciding on steps team members will take to prevent a trigger from occurring; and
 - Delineating and documenting responsibilities of team members in the event a youth exhibits unsafe behavior (e.g., if a youth runs away, the parent/guardian will notify law enforcement and the SW and the survivor mentor will text message the youth to maintain communication).

See [Missing Child/Youth Protocol](#) for more details on missing children/youth.

Steps to Take Based on CSE-IT Results

CSE-IT Result: No Concern

Emergency Response SW Duties:

Step	Action
1.	Print CSE-IT Score Summary.
2.	File Score Summary in referral folder.
3.	Proceed with referral closure.

Investigations / Continuing SW Duties:

Step	Action
1.	Print CSE-IT Score Summary.
2.	File Score Summary in case file.
3.	Conduct CSE-IT screens every six (6) months when: <ul style="list-style-type: none"> • preparing court reports, or • a youth returns from a period of being away from care, or • any new information is discovered that would be a possible concern for CSE.

CSE- IT Result:

Emergency Response SW Duties:

Step	Action
1.	Print CSE-IT Tool and Score Summary.
2.	Consult with Supervisor to discuss any next steps prior to referral closure.
3.	<p>Complete and send the MDT Referral (CS 354) form, including the CSE-IT Tool and Score Summary to HSA_CFS_CSEC@smcgov.org to notify CFS CSEC Team child was screened as "Possible Concern".</p> <p>CFS CSEC Team will determine if CSEC MDT meeting is appropriate and, if so, will schedule the MDT meeting. See CSEC Multidisciplinary Team (MDT) Meetings for more information.</p>
4.	Document all CSEC related information appropriately in CWS/CMS as described in CSEC Documentation in CWS/CMS (ACL 16-49) Attachments A and B.

Investigations/Continuing SW Duties:

Step	Action
1.	Print CSE-IT Tool and Score Summary.
2.	Consult with Supervisor to discuss any next steps to take to gather more information or address concerns.
3.	<p>Complete and send the MDT Referral (CS 354) form, including the CSE-IT Tool and Score Summary to HSA_CFS_CSEC@smcgov.org to notify CFS CSEC Team child was screened as "Possible Concern".</p> <p>CFS CSEC Team will schedule the MDT meeting. See CSEC Multidisciplinary Team (MDT) Meetings for more information.</p>
4.	Document all CSEC related information appropriately in CWS/CMS as described in CSEC Documentation in CWS/CMS (ACL 16-49) Attachments A and B.

CSE-IT Result: Clear Concern**Emergency Response SW Duties:**

Steps	Action
1.	Print CSE-IT Tool and Score Summary.
2.	Consult with Supervisor to discuss any immediate steps to address safety concerns and if filing a petition is appropriate.
3.	<p>Complete and send the MDT Referral (CS 354) form, including the CSE-IT Tool and Score Summary to HSA_CFS_CSEC@smcgov.org to notify CFS CSEC Team child was screened as "Clear Concern".</p> <p>CFS CSEC Team will determine how soon an Emergency CSEC MDT meeting can be scheduled. See CSEC Multidisciplinary Team (MDT) Meetings.</p>
4.	Document all CSEC related information appropriately in CWS/CMS as described in CSEC Documentation in CWS/CMS (ACL 16-49) Attachments A and B.

Investigations/Continuing SW Duties:

Steps	Action
1.	Print CSE-IT Tool and Score Summary.
2.	Consult with Supervisor to discuss any immediate steps to address safety concerns.
3.	Complete and send the MDT Referral (CS 354) form, including the CSE-IT Tool and Score Summary to HSA_CFS_CSEC@smcgov.org to notify CFS CSEC Team child was screened as "Clear Concern". CFS CSEC Team will determine how soon an Emergency CSEC MDT meeting can be scheduled. See CSEC Multidisciplinary Team (MDT) Meetings .
4.	Document all CSEC related information appropriately in CWS/CMS as described in CSEC Documentation in CWS/CMS (ACL 16-49) Attachment A and B.

CSEC Multidisciplinary Team (MDT) Meetings**Preparing for the Multidisciplinary Team (MDT) Meetings**

While there may be many competing concerns regarding the youth and family, the purpose of the CSEC Multidisciplinary Team (MDT) meeting is to discuss the concerns as they relate to the CSE-IT and CSEC. Consult with your supervisor to discuss the MDT presentation prior to the day of the CSEC MDT meeting.

Invite all collaterals that would be able to help collaborate on addressing the CSEC involvement or risk factors identified (see [Multidisciplinary Team \(MDT\) Participants](#)). Allow time in the presentation for collaterals to discuss their perspective as it relates to CSEC.

Guide for MDT presentation:

SWs should be prepared to provide the following information during the MDT meeting:

- Composition of involved parties (i.e. child(ren), parents, and collaterals involved during investigation or case, other relatives involved during referral/case, probation, exploiter etc.) Include youth's housing situation.
 - If information is known about the exploiter or suspected exploiter, provide identifying information and nature of relationship with victim/family.
- Brief summary (2-4 minutes max) of CWS history and current Case Status, including reason for case being opened, if currently open. Highlight any prior CWS history that would impact assessment of current concern (i.e. prior sexual abuse, frequent AWOLs, etc.).
- Review the CSE-IT areas of concern identified and description of how the youth fits those areas.
- Indicate the services already in place, any needs identified, and any next steps being taken by CFS.
- Present any questions or concerns you have as they relate to lowering the youth's CSEC involvement/risk.
- If this is a follow up CSEC MDT, discuss the change in CSE-IT score (if applicable), whether prior interventions identified at the previous MDT meetings were implemented, and the progress in lowering the CSEC risk

Scheduling the Multidisciplinary Team (MDT) Meeting

Standing MDT meetings are scheduled Thursday mornings, and other meetings can be arranged as needed. To request an MDT meeting, complete and send the [MDT Referral \(CS 354\)](#) form, including the CSE-IT Tool and Score Summary to HSA_CFS_CSEC@smcgov.org.

Multidisciplinary Team (MDT) Participants

The participants invited to participate in the MDT meeting process are critical in helping to support the plan to keep the youth at risk of or victim of CSE safe.

Collaterals invited to the MDT meeting would be able to:

- provide relevant information (i.e., information about what is happening with the youth and family, including any safety and/or risk concerns),
- assist in developing interventions to support the youth and family, and
- help collaborate on addressing the CSEC involvement or risk factors identified.

The following are standing members of the CSEC MDT meetings:

- CFS and
- Rape Trauma Services (RTS)

	<p>The SW should consider inviting the following collaterals:</p> <ul style="list-style-type: none"> • School staff • Mental health providers • Law enforcement • Juvenile Probation Officer • Medical providers • Placement Team • Receiving Home Staff • Family Care Workers • CASAs <p>It may be helpful to prepare collaterals for the areas of discussion prior to the meeting so that they are prepared to talk about the areas of concerns they have as it relates to CSEC. This includes discussing with collaterals:</p> <ul style="list-style-type: none"> • The purpose of the MDT meeting • The CSEC concerns • How to prepare for the meeting • When, what time, length (approximately 40 minutes), and location of meeting
Forms	<p>Disclaimer: Forms are linked within the CFS Online Handbook sections as visual aids. SWs must ensure that all case related forms available within CWS/CMS are completed in CWS/CMS. If a case related form is not available within CWS/CMS, it must be uploaded to CWS/CMS and attached to the case.</p> <ul style="list-style-type: none"> • CS 354: MDT Referral
Reference	<ul style="list-style-type: none"> • 22 USC Section 7102 • ACIN I-19-18: Impacts of Assembly Bill 1227 on the CSEC Program and Collaboration with School Districts and Local Sheriff's Department • ACL 15-49: CSEC Documentation In CWS/CMS (focus on Exploitation Abuse Category entries) • ACL 16-08 Federal Preventing Sex Trafficking and Safety Act: Commercial Sexual Exploitation of Children (CSEC) and Runaway-Related Implementation Requirements for Counties • ACL 16-49: CSEC Documentation in CWS/CMS (focus on Exploitation and Neglect Abuse Categories and CSEC SubCategories) • ACL 16-74: CSEC Documentation in the CWS/CMS (focus on use of S-CSEC Referral Special Project Code (SPC)) • ACL 16-85: Statewide Policies and Procedures to Prevent Child Sex Trafficking • California Child Welfare Council CSEC Workgroup • CSE-IT: Hotline & Intake Quick Start Guide • Penal Code 11165.1 • Service Provider Information Form (SPIF) • WIC 16501.35