



**YORK COUNTY  
CHILDREN'S  
ADVOCACY  
CENTER**

**York County Multidisciplinary Investigative Team  
Protocol for Child Abuse Investigations**

**PART 1: GUIDELINES  
PART 2: PROTOCOL  
PART 3: DIRECT SERVICE**

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**MULTIDISCIPLINARY INVESTIGATIVE TEAM (MDIT) MANUAL**

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# MULTIDISCIPLINARY INVESTIGATIVE TEAM MANUAL

## PART 1: GUIDELINES

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# **YORK COUNTY CHILDREN’S ADVOCACY CENTER**

## **VISION**

To provide a caring, safe environment to help children through the trauma of physical and sexual abuse

## **MISSION STATEMENT**

The mission of the York County Children’s Advocacy Center is to reduce the trauma of child abuse investigations, foster professional collaboration and cooperation, and promote education and advocacy regarding the prevention of child abuse within the community.

## **SERVICES**

- Child Forensic Interviews
- Adult with Intellectual or Developmental Disabilities (IDD) Forensic Interviews
- Forensic Medical Examinations
- Commercial Sexual Exploitation of Children (CSEC) Assessments
- Multidisciplinary Investigative Team Case Reviews
- Trainings for Partner Agencies
- Family Advocacy/Information and Referral

## **NON-DISCRIMINATION CLAUSE**

York County Children’s Advocacy Center, its staff and volunteers agree not to discriminate against any employee or client or other person on account of age, race, color, gender, religious creed, national origin, marital status, sexual orientation or disability. Furthermore, YCCAC shall comply with the Contract Compliance Regulations of the Pennsylvania Human Relations Commission, any pertinent Executive Order of the Governor and with all laws prohibiting discrimination in hiring or employment opportunities and the provision of child welfare services.

## **INTRODUCTION**

The guidelines contained in this document are intended to assist member agencies of the York County Multidisciplinary Investigative Team (MDIT) while conducting joint child abuse investigations. This document reflects best practices and practices that are most effective for our community. Best practices and the needs of the community change over time and the guidelines should stay current with those changes. The guidelines will be reviewed and signed on an annual basis. All changes are reviewed and approved by the MDIT Advisory Panel.

## **GOALS OF GUIDELINES**

- Provide a clear framework for planning and conducting a joint child abuse investigation
- Ensure optimum coordination and maximum communication among participants, while maintaining role distinctions
- Encourage understanding and respect for the different goals and responsibilities of participants and avoid conflicts that may interfere with the efficiency, timeliness and reliability of the investigation
- Increase requisite skills through training, coordination and peer review of action taken
- Increase the overall reliability of the investigation
- Protect the important interests of children
- Minimize the number of interviews of alleged victims

## **MULTIDISCIPLINARY INVESTIGATIVE TEAM (MDIT)**

The *purpose* of the MDIT is:

- To lessen “system-inflicted” trauma to children and families in child abuse cases
- To improve agency decisions, accuracy of investigations and appropriateness of interventions
- To increase the efficient use of limited agency resources
- To develop fully trained, more capable professionals
- To increase respect in the community and lessen burnout among child abuse professionals

The *member agencies* of the MDIT are:

- Law Enforcement
- York County Office of Children, Youth and Families (YCOCYF)
- York County District Attorney’s Office
- Forensic Nurse Examiners/York Hospital/ Referring Hospitals: UPMC Memorial; Hanover Hospital
- York County Children’s Advocacy Center (YCCAC)
- Victim Assistance Center, a program of YWCA York
- York County Court Appointed Special Advocate (CASA)
- Guardians Ad Litem
- York County Mental Health- Intellectual /Developmental Disabilities (MH-IDD)

The *Full Team* includes the staff of these agencies who are involved in the civil and criminal investigation and prosecution of child abuse, including staff performing forensic medical examinations, forensic interviews/evaluations, therapeutic intervention and support services to child victims of sexual abuse, severe physical abuse and child witnesses to crime.

The Investigative Team is the team working on a specific case. The Investigative Team is typically comprised of an assistant district attorney, law enforcement investigator, and child protective services investigator. When a criminal investigation is being conducted concurrently with child protective services, law enforcement is considered the lead agency in the third party joint investigation and child protective services is the lead agency in the intra-familial investigation. Any independent action taken by an individual of the Investigative Team should be reviewed with the other team members working on the joint investigation. Investigative Teams may vary from case-to-case due to jurisdiction and assignment rotation. Not every case will require the participation of all member agencies.

Each *member agency* is expected to provide representation to the YCCAC Advisory Panel, participate in regular revisions to this MDIT protocol and review and adhere to this MDIT protocol.

## MDIT GUIDELINES

In order to adhere to and accomplish the goals of the MDIT, the following guidelines should be followed:

1. Forensic interviews of children alleged to have been abused or to have witnessed violence should be conducted by a designated forensic interviewer at the York County Children's Advocacy Center (YCCAC).
2. Whenever possible, necessary subsequent forensic interviews of children will take place at the YCCAC and will be conducted by the same initial interviewer. This is done in order to reduce trauma. It is recognized by the MDIT members that one interview may not elicit all of the details and information regarding the abuse, especially if the abuse has been ongoing, requiring the need for an additional interview at a later time or an extended forensic interview.
3. Each MDIT member will be aware of the various cultures, ethnic backgrounds and disabilities of children and families who receive services at the YCCAC and accommodate as possible.
4. Each MDIT member accepts the responsibility of confidentiality as well as the necessity of sharing information. Consents to release information will be sought in order to facilitate the sharing of information as deemed appropriate. If a partner agency needs an additional consent to release information then that agency shall seek this consent as necessary.
5. Each MDIT signatory member/agency is expected to have a working understanding of the roles and responsibilities of the member agencies of the MDIT so that these guidelines can be implemented.
6. Each MDIT signatory member agency is responsible for communicating and promoting these guidelines to their respective staff.
7. When appropriate, each MDIT member agency is expected to participate in monthly Case Review meetings.
8. Referrals come from the District Attorney's Office and YCOCYF.
9. Guidelines apply to all cases of abuse/violence involving children (birth through age 17) as established within the *Multidisciplinary Investigative Team Protocol*. Interviews will be conducted at the YCCAC by a trained Forensic Interviewer primarily for children of ages 3 through 17 and ages 18 and over when circumstances are related to the developmental, emotional or cognitive age of the victim.

10. Ability to pay is not a criterion for consideration in determining whether a child should be medically evaluated or interviewed at the YCCAC. All eligible children will be provided the indicated care, regardless of their ability to pay.
11. The YCCAC recognizes the importance of services (medical, mental health, support services and treatment) for all family members. *However, alleged or suspected perpetrators of abuse will not be allowed on the YCCAC premises, with the exception of child victims ages 17 and under who are previously identified as alleged perpetrators.* Extreme care is taken when scheduling to ensure that the child victim who is also a perpetrator is alone in the building and has no contact with other victims or their families. *All agencies are asked to make this policy clear to both clients and family members as appropriate*



## **BASIC ROLES OF THE MEMBER AGENCIES OF THE MULTIDISCIPLINARY INVESTIGATIVE TEAM (MDIT)**

Each Member Agency of the MDIT agrees to support the child friendly environment of the YCCAC, follow PA Mandated reporting laws and respond to reports or referrals of abuse as outlined on pages 17-20 of this protocol.

### **The Role of Law Enforcement**

The investigating Law Enforcement Officer generally:

- Conducts a Minimalist Interview as required in the *Multidisciplinary Investigative Team Protocol* (Part 2)
- Performs criminal history checks on all alleged offenders
- Collects and preserves physical evidence
- Notifies the attorneys of the Special Crimes Unit (SCU) and Juvenile Unit (JUV) at the District Attorney's Office of child abuse cases and the need to refer for a forensic interview
- Secures the recorded forensic interview into evidence
- Interviews adult witnesses in cooperation with the York County Office of Children, Youth and Families
- Interviews alleged perpetrators in cooperation with the York County Office of Children, Youth and Families
- Takes suspect into custody, when and if appropriate
- Presents criminal evidence
  - to obtain warrants
  - to grand jury
  - at preliminary hearings
  - in criminal court
- Assures safety of the child and can take protective custody of a child when in an unsafe environment
- Refers for medical examination, when appropriate

### **The Role of The York County Office of Children, Youth and Families (YCOCYF)**

- Conducts a Minimalist Interview as required in the *Multidisciplinary Investigative Team Protocol* (Part 2)
- Assures safety of the child and can take protective custody of a child when in an unsafe environment
- Interviews adult witnesses in cooperation with Law Enforcement
- Interviews alleged perpetrators in cooperation with Law Enforcement
- Recommends dispositions for cases, in which YCOCYF are involved, that are in the best interest of the child victim
- Notifies the attorneys of the Special Crimes Unit (SCU) and Juvenile Unit (JUV) at the Office of the District Attorney of child abuse cases and the need to refer for a forensic interview
- Schedules YCOCYF only forensic interviews via consultation with YCCAC staff and District Attorney's Office representative

- Refers for medical examination, when appropriate
- Screens and refers to the YCCAC for Commercial Sexual Exploitation of Children Assessments when appropriate

#### The Role of the District Attorney's Office

- Provides assistance regarding technical, legal advice, direction and support to child abuse investigators
- Determines the disposition of the investigation and whether charges are to be brought against the alleged perpetrator
- Proposes pre-trial motions to ensure the child victim is not traumatized by the legal proceedings
- Oversees the case through all criminal proceedings
- Coordinates or makes referrals for preparing the child victim for testimony
- Guarantees enforcement of Victims' Bill of Rights during criminal proceedings
- Recommends dispositions for criminal cases that are in the best interest of justice, which include the best interest of the child victim and protection of society
- Refers for forensic interviews to be scheduled
- Refers for medical evaluation, when appropriate

#### The Role of Sexual Assault Nurse Examiner (SANE)

- Explains exam process to child victim in a developmentally-appropriate manner
- Performs the medical examination and plan of care for the child victim
- Refers appropriate cases directly to the investigating law enforcement agency and child protective services and can provide completed documentation of the medical examination and treatment when requested according to WellSpan's policy for releasing records
- Ensures that the parent/guardian has follow-up paperwork and referrals with follow-up information
- Testifies in court proceedings in regards to forensic examination of child victim
- As needed, requests a conference with the investigative team to review cases

#### The Role of the York County Children's Advocacy Center (YCCAC)

- Provides a child-friendly environment for child forensic interviews and medical exams
- Provides victim advocacy services to support children and non-offending caregivers during forensic interviews and medical examinations and educate non-offending caregivers on local resources and agencies for follow-up services
- Coordinates the schedule of forensic interviews, CSEC assessments and forensic medical exams at the YCCAC
- Conducts forensic interviews with alleged child victims at the request of YCOCYF and/or the District Attorney's Office
- Conducts forensic interviews with siblings or other possible child witnesses at the request of YCOCYF and/or the District Attorney's Office
- Documents all forensic interviews with a recording and a report
- Testifies in court proceedings in regard to forensic interviews
- Provides family advocacy accompaniment during interviews and makes referrals for therapeutic services and other community resources for children and families as needed

- Coordinates monthly Multidisciplinary Case Review meetings and annual/periodic trainings for MDIT members

#### The Role of the Victim Assistance Center, A Program of YWCA York

- Provides child friendly, trauma-focused counseling and advocacy services for child victims seen at the YCCAC
- Provides crisis counseling and support to caregivers seen at the YCCAC in instances of domestic violence concerns or need for Protection from Abuse orders.
- Provides trauma-informed advisement to the MDIT regarding victim behaviors and responses to trauma, for consideration in case management and investigation, as confidentiality policies allow.

#### The Role of Mental Health Providers

- Provides access to evidence-based, trauma-informed counseling to child victims seen at the YCCAC
- Attends and participates in MDIT case review to the extent that confidentiality policies allow.
- Provides advisement to the MDIT on issues relevant to child trauma and evidence based treatment, for consideration in case management and investigation.
- Supporting the MDT in the monitoring of treatment progress and outcomes, including updates at case reviews and court preparation, as confidentiality policies allow.

#### The Role of Court Appointed Special Advocates (CASA)

- Shares information with the MDIT regarding feedback and input on cases appointed by the Juvenile Court

## **INVESTIGATIVE TEAM**

### **Investigative Team Members:**

1. Investigating Law Enforcement Representative
2. York County Office of Children, Youth and Families supervisor and/or assigned caseworker
3. York County District Attorney's Office Representative

### **The purpose of the Investigative Team is to respond together to investigate allegations of child sexual abuse.**

1. Every effort will be made to conduct child investigative interviews at the YCCAC with the Investigative Team present. The interviews will be recorded and available to Investigative Team members in order to minimize the number of interviews for alleged victims.
2. Every effort will be made by the members of the Investigative Team present at the interview to debrief each case immediately following an interview. Any issues/concerns resulting from the case debrief will be forwarded to the MDIT Case Review meeting or the MDIT Advisory Panel, if necessary.
3. When available, the Investigative Team will consult with and review documentation from the forensic interviewer and medical examiner.
4. Agencies will share information obtained about a child as permitted by law, to the extent that it does not obstruct or interfere with criminal or civil child protective services investigations.

## **MDIT CASE REVIEW**

Case Review meetings are held to review cases referred to the YCCAC with the goal of improving the systemic response to cases of abuse and/or violations involving children. Team reviews often reveal additional information affecting agency decisions and improve inter-agency cooperation. The goal is to keep cases from “falling through the cracks” of the civil and criminal system and determine if children are being served in an appropriate and timely manner.

The MDIT Case Review is comprised of member partner agencies in conjunction with agencies responsible for the care and wellbeing of children following allegations of child abuse or that a child has witnessed a crime.

MDIT Case Review is held once per month on the 4<sup>th</sup> Tuesday at noon in the first floor meeting room of the Office of Children Youth & Families, 100 W Market Street York PA.”

Case review is facilitated by CAC staff, with individual case discussions facilitated by the CAC Forensic Interviewer and/or Family Advocate involved with the case. In their absence another CAC interviewer/advocate will be familiar with the case and be prepared to facilitate.

### **Members Present for Case Review:**

- Investigating Law Enforcement representative
- York County Office of Children, Youth and Families representative
- York County District Attorney’s Office:
  - ADAs of Special Crimes Unit
  - Victim/Witness Coordinators Assigned to child abuse cases
- York County Children’s Advocacy Center staff
  - Forensic Interviewers
  - Family Advocates
  - Intake Coordinator
- Medical Personnel
- Mental Health Professionals
- Victim Services
- CASA
- Other agency representatives as necessary or pertinent to a specific case

### **Criteria to consider for choosing cases for case review**

- Past 30 days ( for example --Sept cases reviewed in Oct)
- Disclosure
- Medical findings
- Specific concerns by team members—any discipline can and should suggest cases
- Non-disclosures with corroborating evidence
- Internet Crime cases
- Human Trafficking

**Format for case review:**

- Initial outcry- how the case came to the team
- CYF/LE- prior history with family
- FI highlights (disclosure, +/- of interview process)
- Family dynamics (Victim/Witness, CYF, LE as known)
- Medical
- CYF- current status/services/next steps
- LE/Prosecution- charging decisions & status
- MH/ family advocate- continued case of child
- Following case review- educational component
- Identify any open action items to move case forward- DA's office will follow up if parties aren't present

Relisting cases- updates from prior case reviews/status of action items

**In preparation for case review meeting:**

1. Any team member will provide cases to YCCAC staff for discussion/presentation at case review based on criteria above. Cases should be provided by the first week of the month for upcoming case review.
2. Case review list is to be emailed out to the team one week prior to the next scheduled case review.
3. All team members will review cases and come to the meeting prepared to provide information identifying any updates or concerns for each relevant case.
4. A representative from YCCAC will track updates of the cases reviewed at the MDIT meeting.

The MDIT will review other cases of child abuse and/or neglect if brought to the MDIT by a member and/or may assist with:

- Kidnapping cases
- Criminal child endangerment

- Cases in which a neighboring jurisdiction requests assistance
- Internet crimes against children
- Missing and Exploited Children cases

## **CONFIDENTIALITY, COMMUNICATION AND INFORMATION SHARING**

Routine sharing of information among team members is an important component of the MDIT. Information may be shared within the course of a specific investigation, for case review, peer review and/or training and educational purposes. When information is shared during case review, peer review and/or training and educational purposes, participants will agree to and sign the Confidentiality Agreement and the signed forms will be kept on file and maintained at the YCCAC.

Open and frequent communication between members of the Investigative Team is crucial. Information obtained during the child protective services investigation and forensic interview/examination should be fully disclosed to law enforcement and the assistant district attorney. The full disclosure of information includes evidence that supports and refutes the allegations and information about all contacts with victims, caretakers and collateral witnesses.

## **CASE TRACKING**

The MDIT tracks all cases in which the child has received services at YCCAC. Case tracking is managed by YCCAC staff and updates are gathered monthly from YCOCYF, law enforcement and the District Attorney's office and maintained in a database at the YCCAC. Cases are tracked through disposition and/or closure.

**MULTIDISCIPLINARY INVESTIGATIVE TEAM MANUAL**

**PART 2: PROTOCOLS**

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## **ANTICIPATORY GUIDANCE FOR AGENCY RESPONSE TO REPORTS OF CHILD ABUSE**

### **Anticipatory Guidance**

As appropriate to the abuse history, the following guidance should be given to the non-offending caregiver(s) by the referring MDIT agency representative:

#### **Regarding Physical Evidence:**

1. Do not clean, wash, launder, wipe or alter clothing, bedding or other garments in any way.
2. If the child is seen at the hospital on an emergent basis, bring replacement clothing for the child.
3. Do not touch, move or disturb any and all items that may have been used in the abuse such as furniture, bedding, toilet, sink or tub or garbage pails and contents. Please notify the investigators of this information.

#### **Regarding the Child to be Interviewed or Examined:**

1. Do your best to remain calm.
2. Do not allow the alleged perpetrator access to the child and make sure the child's safety is assured.
3. The child should not bathe, shower, swim or "clean up" in any manner.
4. Be supportive of the child; ensure the child knows that he/she did the right thing by telling the truth and that you are able to listen if he/she wants to talk about the events.
5. *Do NOT ask the child questions*, or allow any family member or friend to question the child regarding the events of the abuse.
6. Do not convey to the child that he/she has done anything wrong; that he/she or anyone else will suffer consequences for their disclosure; or give the child a sense that he/she is lying or not believed.

## **THE INITIAL RESPONDER OF THE INVESTIGATIVE TEAM**

The initial Investigative Team responder to the allegation(s) shall conduct a Minimalist Interview with the victim to determine:

- safety concerns,
- whether an immediate arrest is required,
- Whether the case is a Priority I Case, Priority II Case, Other Case or Witness Other Than the Victim.

## **DESIGNATION OF CASES**

Upon receipt of a child abuse report that must be referred to Law Enforcement, the Investigative Team should identify the case as a Priority I, Priority II Case or Other Case.

### **PRIORITY I CASES**

All Priority I Cases shall be referred for a forensic interview. When the initial report gives rise to suspicion that one or more of the following offenses has occurred, said matters shall be considered Priority I Cases. Priority I Cases involve:

- injury resulting in death;
- sexual abuse or exploitation;
- human trafficking
- a missing child report in accordance with York County Child Abduction Response Effort (CARE) Team protocols
- bodily injury resulting in substantial pain or impairment of physical condition

### **PRIORITY II CASES**

When the initial report gives rise to suspicion that one or more of the following offenses has occurred, said matters shall be considered a Priority II Case and may be referred at the discretion of the Office of the District Attorney and/or York County Office of Children, Youth and Families. Priority II Cases involve:

- repeated physical injury to a child under circumstances which indicate that the child's health or welfare is harmed or threatened
- serious neglect, not resulting in death or serious bodily injury

### **OTHER CASES**

In all other cases, the District Attorney's Office and/or the Office of Children, Youth and Families may consult with the forensic interviewer and/or other YCCAC staff to determine the appropriateness of a forensic interview.

Precautionary forensic interviews may be conducted in cases where there is no disclosure, but there are significant concerns.

### **WITNESSES OTHER THAN THE VICTIM**

In all suspected criminal cases, witnesses may be referred for a forensic interview at the discretion of the District Attorney's Office and/or the York County Office of Children, Youth and Families.

## CASE PROCEDURES

### **PROCEDURES IN PRIORITY I CASES**

Immediately upon designating a report of abuse a Priority I case:

#### **During business hours:**

If **YCOCYF** receives a Priority I report, the YCOCYF intake worker shall contact the designee of the District Attorney's Office to make a referral immediately.

The oral report shall include all known details of the reported abuse, an indication of when the alleged perpetrator will be notified by YCOCYF and the name of the caseworker assigned to the case.

Within 24-hours of the designation of a report as a Priority I case, the YCOCYF caseworker shall forward a written report (DHS form CY-104) to the designee of the District Attorney's Office.

If **Law Enforcement** receives a Priority I report, the department shall contact PA ChildLine, the YCOCYF Intake Department and the designee of the District Attorney's Office to make an oral referral immediately. The oral report shall include all known details of the reported abuse and the name of the investigator or officer assigned to the case.

If a **Forensic Nurse Examiner** suspects Priority I abuse, the medical personnel shall contact PA ChildLine, YCOCYF Intake Department, and the designee of the District Attorney's Office to make an oral referral immediately. The oral report shall include all known details of the reported abuse and the name of the Forensic Nurse Examiner assigned to the case.

#### **During non-business hours:**

If **YCOCYF** receives a Priority I report during non-business hours, the YCOCYF intake worker shall contact the on-call designee from the District Attorney's Office as well as the investigating Law Enforcement agency via 9-1-1, to make an oral referral immediately. The oral report shall include all known details of the reported abuse, an indication of when the alleged perpetrator will be notified by YCOCYF and the name of the caseworker assigned to the case. Within 24-hours of the designation of a report as a Priority I case, the YCOCYF caseworker shall forward a written report (DHS form CY-104) to the Special Crimes Unit (SCU) or the Juvenile Unit of the District Attorney's Office.

If **Law Enforcement** receives a Priority I report during non-business hours, the department shall contact PA ChildLine, YCOCYF (follow prompts for answering service) and the on-call designee of the District Attorney's Office via 9-1-1 to make an oral referral immediately. The oral report shall include all known details of the reported abuse and the name of the investigator or officer assigned to the case.

If a **Forensic Nurse Examiner** suspects Priority I abuse during non-business hours, the medical personnel shall contact PA ChildLine, YCOCYF (follow prompts for answering service), and the on-call designee of the District Attorney's Office to make an oral referral immediately. The oral report shall include all known details of the reported abuse and the name of the Forensic Nurse Examiner assigned to the case.

## **PROCEDURES IN PRIORITY II CASES**

If **YCOCYF** receives a Priority II report, the YCOCYF intake worker shall contact the designee of the District Attorney's Office to make a referral within 24-hours. The report shall include all known details of the reported abuse, an indication of when the alleged perpetrator will be notified by YCOCYF and the name of the caseworker assigned to the case. Within 24-hours of the designation of a report as a Priority II case, the YCOCYF caseworker shall forward a written report (DHS form CY-104) to the Coordinator of the Special Crimes Unit (SCU) or the Juvenile Cases Unit of the District Attorney's Office.

If **Law Enforcement** receives a Priority II report, the department shall contact the PA ChildLine, YCOCYF Intake Department and the designee of the District Attorney's Office to make an oral referral within 24-hours. The oral report shall include all known details of the reported abuse and the name of the investigator or officer assigned to the case.

If a **Forensic Nurse Examiner** suspects Priority II abuse, the medical personnel shall contact PA ChildLine immediately. The oral report shall include all known details of the reported abuse and the name of the Forensic Nurse Examiner assigned to the case.

## **INVESTIGATIVE TEAM INITIAL COMMUNICATION/CHILD'S SAFETY**

Immediately upon referral of a Priority I case or within 24-hours of a Priority II case, the assigned YCOCYF caseworker and Law Enforcement officer shall be in contact to establish the location of the child and determine the need for a joint contact to assess any immediate danger, to assure the child's safety, and determine the need for any medical attention.

The Law Enforcement officer shall determine whether arrest of the suspected perpetrator is warranted and, if so, shall, in consultation with the District Attorney's Office, file charges and execute an arrest warrant.

The YCOCYF caseworker shall determine if it is necessary to take the child into protective custody. If protective custody is warranted and the Law Enforcement officer is satisfied, as required by the Juvenile Act, that "there are reasonable grounds to believe that the child is suffering from illness or injury, or is in immediate danger from his surroundings, that his removal is necessary" the Law Enforcement officer shall take the child into protective custody immediately while the YCOCYF caseworker secures a court order for emergency custody. When this criterion is not met, the YCOCYF caseworker will contact the court directly for court ordered emergency custody.

## **INVESTIGATIVE TEAM INVESTIGATIVE STRATEGY**

As soon as the child's safety is assured, the law enforcement officer and YCOCYF caseworker, in consultation with the designee of the District Attorney's Office, shall plan their investigative strategy with respect to at least the following:

- Interviewing:
  - Who should be interviewed
- Photographs/Videotaping
  - Necessity
  - Who will take
- Medical evaluation
- A forensic medical exam will be recommended for all child victims of sexual assault in York County. Determine if it is an acute or non-acute to make the appropriate referral (See page 32-33)
- Other evidence
  - What is needed (e.g. records, reports, other physical items)
  - Who will obtain it
- Identifying further steps in the investigation
  - Who will be responsible for each step
  - Projected timetable

During any contact with the child's family, the alleged perpetrator, or any witnesses, the law enforcement officer shall exercise his/her authority to protect the YCOCYF caseworker, the child and any other innocent parties from imminent violence or threats of violence.

## **INVESTIGATIVE TEAM ONGOING COMMUNICATION**

The District Attorney's Office shall keep law enforcement and OCCYF informed of the status of any pending charges, arrests and related criminal proceedings as they occur. This shall include advanced notice of any proceedings or decisions that could result in the perpetrator returning to the home or community of the child victim.

The YCOCYF caseworker will keep the District Attorney's Office and law enforcement informed of the location of the child, disposition of the YCOCYF investigation and any dependency or child abuse proceedings until the final disposition of any criminal prosecution.

The law enforcement officer, YCOCYF caseworker, and assigned Assistant District Attorney should consult on a regular basis to share information and, to the extent possible, coordinate timing of the investigation, the dependency proceeding and the criminal prosecution. Minimally, this will occur at the regularly scheduled Multidisciplinary Case Review Team meetings.

The assigned Assistant District Attorney shall coordinate communication with the law enforcement officer and YCOCYF caseworker prior to the filing of all criminal charges.

All news releases specific to individual cases being criminally investigated shall be prepared or approved by the District Attorney's Office

### **INTERVIEW AGE RANGE**

Interviews will be conducted at the YCCAC by a trained forensic interviewer with children ages three through 17. Adults may be interviewed at the YCCAC when the specified criteria outlined below is met or when the Investigative Team decides extenuating circumstances apply.

### **CRITERIA FOR REFERRAL OF YCCAC FORENSIC INTERVIEWS**

Cases involving Priority I or Priority II case allegations (See page 18) will be referred to the YCCAC for a forensic interview (FI) by a trained forensic interviewer.

These general guidelines may not be applicable in all situations. Decisions must be made in the context of the individual situation. All partner agencies must remain flexible. The YCCAC forensic interviewer will be consulted whenever there is uncertainty regarding the timing or indication for an interview at the YCCAC.

### **CRITERIA FOR REFERRAL OF YCCAC EXTENDED FORENSIC INTERVIEWS**

Referrals for Extended Forensic Interviews (EFI) shall follow the same criteria as a referral for a single session FI. Direct referral for this interviewing modality may be made for children who, because of their young age, emotional adjustment and maturity, developmental issues, communication abilities, cultural concerns, case complexity and/or trauma, may have difficulty with a single forensic interview approach. If such factors are known prior to referring a child to YCCAC, the Investigative Team may refer a child directly for an EFI in place of a single session FI.

If these factors are not known prior to referring a child to YCCAC *or* if a child presents for a single session FI with developmental/communication issues or high reluctance and anxiety, a MDIT decision can be made during or following the interview to refer a child for an EFI. If this is the case, the interviewer should, if possible, take a break during the FI to consult with the team to decide how to proceed with the interview process. It is a team/scheduling decision regarding if the same interviewer transitions to the EFI or if a new interviewer is assigned to interview the child. When possible, the same interviewer should conduct all of the EFI sessions scheduled for the child.

These general guidelines may not be applicable in all situations. Decisions must be made in the context of the individual situation. All partner agencies must remain flexible. The YCCAC forensic interviewer will be consulted whenever there is uncertainty regarding the timing or indication for an EFI at the YCCAC.

## **SCHEDULING A FORENSIC INTERVIEW**

Scheduling of forensic interviews at the YCCAC is coordinated through the York County Children's Advocacy Center.

Referral criteria will be subject to on-going review and evaluation based on the following:

- Input of participating agencies
- The nature of the referrals received

Referrals for a forensic interview may come to the YCCAC from York County Office of Children, Youth and Families and the York County District Attorney's Office.

The referring agency shall:

- During business hours (8:30 a.m. to 4:30 p.m.) contact the designee from the District Attorney's Office.
- After business hours, contact the Senior Deputy Prosecutor of the York County District Attorney's Office Special Crimes Unit.

Referrals will be screened by the York County District Attorney's Office in order to assess their appropriateness for the MDIT. The forensic interviewer may be consulted in some cases to determine the appropriateness. Should the case not meet the criteria of a Priority I or Priority II case, an interview may be scheduled directly through YCCAC provided YCOCYF has notified the York County District Attorney's Office of the allegations and it qualifies for a CYF only interview.

The District Attorney's Office will make a request for a forensic interview by completing a "CAC Interview Request Form" and forwarding the form to the YCCAC Intake Coordinator and Family Advocate Program Manager for scheduling. If a case is not referred to the YCCAC for a forensic interview by the District Attorney's Office and another member of the Investigative Team believes a forensic interview is necessary, that Investigative Team member should contact the District Attorney's Office for review.

Upon receipt of a Priority I Case, in which the offense is suspected to have occurred within the previous 72 hours, the York County District Attorney's Office will immediately notify the YCCAC of the need to schedule an emergency interview within 24 hours. If an immediate interview needs to be conducted outside of the YCCAC operating hours, the District Attorney's Office shall contact the Forensic Interviewing and Education Programs Manager or next available interviewer to schedule an interview.

The YCCAC will begin the scheduling process within 24 business hours of receiving the referral with the goal of scheduling as soon as possible upon the availability of the family and the Investigative Team.

All efforts will be made to accommodate schedules of the assigned Assistant District Attorney, Law Enforcement officer, and OCCYF worker. However, if the designated individual is unavailable for the interview, the department or agency is mandated by this agreement to designate another qualified representative to participate in the interview.

At the time of scheduling, assessments will be made with the family to determine any accommodations necessary, including but not limited to non-English speaking caregiver or child, accessibility needs and/or medical or mental health concerns with the child. If child and/or caregivers do not speak English or are deaf, coordination will occur with the District Attorney's office to ensure a court-certified/court-approved interpreter is present at the interview. If a court-certified/court-approved interpreter is not available, an alternative interpreter can be assigned at the discretion of the District Attorney's office.

Interviews of children for all Priority I Case and Priority II Case referrals shall be conducted by a trained forensic interviewer at the YCCAC unless special considerations mandate an interview at an alternate location.

During the scheduling of a potential human trafficking forensic interview, whenever possible, the York County Human Trafficking Advocate will be contacted to provide support to child and/or caregiver as available.

During the scheduling of a potential human trafficking forensic interview, whenever possible, a SAFE nurse will be onsite to provide service to the child.

To schedule a non-emergent medical exam at the YCCAC, team members should refer directly to YCCAC Intake Coordinator at 717-718-4253 x104.

### **SCHEDULING A COURTESY FORENSIC INTERVIEW**

When a courtesy forensic interview is requested by another intra or interstate agency, the law enforcement agency where the child currently lives will be given the option of being present for the forensic interview. A detective from the District Attorney's Office is able to provide coverage should that department be unable to provide coverage. YCOCYF will help facilitate scheduling when appropriate but will not take part in the interview unless they have an active case with the family.



**MULTIDISCIPLINARY INVESTIGATIVE TEAM MANUAL**

**PART 3: DIRECT SERVICE**

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## **THE FORENSIC INTERVIEW PROCESS**

Whenever possible, the interview will take place at the YCCAC utilizing all of the amenities the YCCAC affords. When it is not possible to interview at the YCCAC, the Investigative Team will be dispatched to the designated location and the YCCAC forensic interviewer will interview the child in the least intrusive manner.

At a minimum, law enforcement must be present to observe the interview. The exception may be precautionary forensic interviews performed at the request of the Office of Children Youth and Families, as defined under Other Cases, page 18. The District Attorney will be informed of the request for a precautionary interview, to assess the need for law enforcement to be present. At no time will an interview take place at the YCCAC without an observer present from law enforcement and/or OCYF.”

The forensic interview process will begin prior to the initial contact with the child. Investigative Team members should be present at the interview location 15 minutes prior to the child’s scheduled arrival. During this time, the Investigative Team members, Forensic Interviewer, Family Advocate and Forensic Nurse will share information about the child and family history and reported allegations, to facilitate the investigation and coordination of services. Such information may include pertinent developmental information and physical and mental health concerns. Under no circumstances should the forensic interviewer conduct an independent investigation.

Interviews at the YCCAC are conducted by a trained forensic interviewer employed by the YCCAC, using a nationally-recognized interview protocol. Interviewers are scheduled for each interview by the Forensic Interviewing Supervisor based on availability and appropriateness for the interview, including considerations such as bilingual skills or interviewing of additional victims in a single case.

The forensic interviewer conducting the interview of the child will introduce himself/herself to the child and individuals accompanying the child. Typically, the forensic interviewer will provide the child an opportunity to see the interview room, team room and to meet the Investigative Team members.

At the time of the forensic interview, the Investigative Team and forensic interviewer will meet with the non-offending caregiver(s) or legal guardian(s) of the child to explain the MDIT process and sign the necessary Consent and Release of Information Form (see Appendix A, B) giving permission for the forensic interviewer to conduct the interview. The Investigative Team and forensic interviewer will obtain relevant background information about the child from the accompanying non-offending caregiver(s). Parents will be informed that they are not permitted to observe the child interview. No one other than the Investigative Team members and individuals selected for training and/or educational purposes will be permitted to observe the child interview. If the child is currently in the custody of York County Office of Children, Youth and Families or law enforcement, the necessary forms are to be completed by an YCOCYF or law enforcement representative. If the individual being interviewed is age 18 or older, the forensic interviewer will review and complete the Consent and Release or Information

form (Appendix C, D) with the individual. If the individual is 18 or older, but is care dependent the form will be reviewed with the legal guardian as outlined above. Typically, children should not be present when obtaining background information and consent; children will be supervised by YCCAC staff or volunteer during this time.

All interviews at YCCAC are recorded as is detailed in the Recording Protocol section.

The interviewer may use interview aids as allowed in nationally recognized interviewing protocols. These may include but are not limited to drawings produced by the child and age, gender and race appropriate body diagrams.

Once the necessary background information is obtained, the forensic interview will be conducted in a separate room utilizing a closed circuit television. Investigative Team members will be seated in the team room. Generally, prior to the end of the interview, the interviewer will excuse himself/herself to consult with the Investigative Team for additional questions or concerns that need to be addressed during the interview.

At the conclusion of the interview, the child will be escorted back to the waiting area.

If the child was accompanied by his/her non-offending caregiver(s) or legal guardian(s), they will participate in a post-interview meeting with the Investigative Team and forensic interviewer in a room separate from the child. Investigative Team members and forensic interviewer may take this opportunity to discuss a plan of care for the child with non-offending caregiver or legal guardians of the child. Any safety concerns will be discussed with the non-offending caregiver or legal guardians. The child will be supervised by YCCAC staff or volunteer during this time.

### **THE EXTENDED FORENSIC INTERVIEW (EFI) PROCESS**

A decision to implement an extended interview process will be made based on assessment of child's needs, which could include but are not limited to use of language devices, MH-IDD diagnoses or other needs. The extended interview process will be agreed upon by the team.

Although the forensic interviewer meets with the child more than once, this is not a repetitive, duplicative or redundant series of interviews as the interviewer does not repeat the same questions over multiple sessions. An Extended Forensic Interview is a multi-session forensic interview of a child, following the structure of a single session forensic interview and implementing forensically defensible questioning approaches and strategies.

At the YCCAC the number of sessions will be tailored to meet the needs of the child. Once a child is referred for an EFI, sessions will be scheduled as soon as possible. The decision to proceed to the next session will be determined by the MDIT.

### **OFF SITE FORENSIC INTERVIEW PROCESS**

When the each member of the Investigative Team agrees that a FI is needed but unable to take place at YCCAC, a referral may be made for an offsite FI. Referrals for offsite FIs will be

reviewed by YCCAC staff and, if deemed necessary, an appropriate location will be selected by YCCAC staff in conjunction with the Investigative Team. All offsite FIs will be observed by an Investigative Team member. Offsite forensic interviews will be recorded when possible.

## **INTRODUCING EVIDENCE**

Forensic interviewers shall follow the Prepare and Predict models as taught by Homeland Security Investigations (HSI) and Federal Bureau of Investigations (FBI) when presenting evidence. The Prepare and Predict model of introducing evidence is a method that is utilized in the forensic interview process that allows the interviewer to prepare the victims for the evidence that will be presented while giving them an opportunity to predict what it is they are about to see and/or discuss. This method minimizes the trauma to the victim and maximizes the amount of accurate and critical information obtained during the forensic interview. It is non-leading, hypothesis testing, and in accordance with the primary goals of the nationally recognized forensic interview protocols.

### **PURPOSE OF PRESENTING EVIDENCE**

The purpose for presenting evidence is:

- To allow the victim the opportunity to disclose
- To understand the totality of the victimization from a victim who has not yet disclosed
- For confirmation of producers of child pornography
- For identification of other victims, witnesses, or people of interest
- For victim identification

### **TYPES OF EVIDENCE**

Evidence shall be provided by the Investigative Team. The following types of evidence that could be utilized during the forensic interview includes but is not limited to:

- Evidential statements that can be corroborated by a professional, i.e.: “I heard you talked to your teacher,” “I heard you went to the hospital,” or “I heard you spoke to a police officer”
- Law enforcement reports
- Medical exam information
- Journals and other logs
- Receipts
- Digital evidence
- Videos- Stills shall be provided by law enforcement. Videos will not be shown.
- Photos -One picture per page
- Printouts of social media, texts, emails, call logs, etc.
- Admission statements
- Line-ups
- Other evidence the MDIT deems appropriate

## **REFERRAL AND PREPARATION OF EVIDENCE**

- The MDIT shall provide copies of the evidence to the interviewer in order to allow the interviewer to prepare accordingly. If evidence includes images, there shall be one image per page. Copies of evidence will not be emailed or faxed.
- Prior to the forensic interview, the MDIT and the forensic interviewer will decide what evidence will be presented. Things to consider:
  - a. Think about the purpose for using the evidence.
  - b. If using a picture, is it for venue, suspect, or victim identification?
  - c. If the image is part of a series, beginning with the least graphic and progressing to the most graphic, if necessary.
  - d. Using pictures of evidentiary items that are sensitive rather than introducing the actual item such as a sex-related object.
- The MDIT and the forensic interviewer will decide if evidence should be sanitized or presented in its original form.
- If evidence is sanitized, post-it notes will be used for easy removal.
- Law enforcement will photograph the evidence as sanitized for documentation purposes.
- Decisions regarding presenting evidence which includes images of other victims will be made on a case by case basis. If a decision is made to present images of other victims, those images will be digitally sanitized. The degree to which the image is sanitized will be decided by the MDIT based on the needs of the victim and the investigation.
- The MDIT and the forensic interviewer may decide to not present certain pieces of evidence during the forensic interview. These decisions will be made on a case by case basis as the team considers what is in the best interest of the child and the investigation. This may include but is not limited to images of the victim when he or she is drugged or asleep.
- Law enforcement is charged with the responsibility of showing evidence to anyone other than the alleged victim; such as a witness, caregiver, etc.
- All evidence shall be returned to the Investigative Team at the conclusion of the interview.

## **RECORDING PROTOCOL**

1. All onsite Forensic Interviews conducted by YCCAC forensic interviewers will be digitally recorded. Recording will be done by use of a secure digital recording system. Should the recording equipment malfunction, the forensic interviewer will prepare a written report as soon as possible after the interview. For the purpose of this protocol, the term “recording” will be used to refer to the digital record of the interview.
2. Parents /legal guardians will be informed that the interview will be recorded.

3. Parent/legal guardian consent will not be required to record the interview. Parent/legal guardians will be informed of the recording process. Dissemination of the recording other than in accordance with YCCAC protocols is prohibited. Recordings may be used for purposes of training, education, peer review and/or case review.
4. In the case of multiple interviews conducted at YCCAC, one recording will be made for each interview.
5. At the start of the interview, YCCAC staff will turn on the recording equipment. At no time from the beginning to the end of the interview will the recording equipment be turned off. YCCAC staff will turn off the recording equipment at the end of the interview.
6. The start, end and total time of the interview will be documented.
7. At the time of each child's interview, one master recording will be produced that may be copied at later dates. The master recording will be stored on the secure server of the YCCAC recording system.
8. The master recording and any copies burned onto a DVD will be labeled with the child's name and the date of the interview.

### **INTERVIEW SUMMARY REPORT**

The forensic interviewer will generate a written report using the York County Children's Advocacy Center Interview Summary format (Appendix G) after the interview is completed. This report will be distributed to the Investigative Team members.

### **RELEASE OF RECORDS**

1. A copy of the interview will be given to law enforcement and they shall sign the DVD/Evidence Log Sheet (Appendix L).
2. A copy of the interview will be provided to YCOCYF upon the completion of the Request for DVD Copy of Forensic Interview Recording Form (Appendix M) by an YCOCYF Solicitor/Solicitor's office representative; a Receipt for Recording of Forensic Interview form shall be signed upon receipt of the disk (Appendix N).
3. A copy of the interview will be provided to the District Attorney's Office upon written/verbal request or completion of the Request for DVD Copy of Forensic Interview Recording Form (Appendix M). A representative from the District Attorney's Office shall sign the DVD/Evidence Log Sheet (Appendix L) or the Receipt for Recording of Forensic Interview form (Appendix N) upon receipt of the disk.

4. A copy of the interview will be provided to DHS upon the written request, on letterhead, of a DHS Solicitor.
5. In courtesy investigations where law enforcement is involved, a copy of the interview will be provided to investigating law enforcement and the investigating YCOCYF can contact them to view the DVD.
6. In courtesy investigations where YCOCYF only is involved, a copy of the interview will be provided to the investigating YCOCYF upon the written request, on letterhead, of an YCOCYF Solicitor.
7. For all other requests for copies of the recording, YCCAC will respond only to a court order for copy to be released. No recordings will be released directly from YCCAC without a signed court order.
8. When YCCAC receives a request or subpoena for a recording, the custodian of records at YCCAC will inform the person requesting the recording that a signed court order is required to release a recording. The recordings maintained by other partner organizations (when applicable) will follow their organizations' guidelines for release of their recordings in response to court orders and subpoenas they receive. The YCCAC recommends returning or destroying any copies of interviews after the completion of the usage.
9. Forensic Interview Summary reports (Appendix G) will be released to Investigative Team members.
10. In any of the scenarios, the controlling agency is responsible for ensuring the security, maintenance and confidentiality of the recording and/or Forensic Interview Summary report. Only authorized persons will view the recording and/or report.

### **ADVOCACY**

Advocacy will be provided to all families who present at the YCCAC. Advocacy services are a coordinated effort between the YCCAC Family Advocate, the DA's Office Victim/Witness Coordinator(s) and YWCA York Legal, Medical and Human Trafficking Advocates.

YCCAC family advocates will provide services at the time of the forensic interview, as well as follow-up phone calls to the family. YCCAC family advocates assist family in navigating the multiple agencies involved in an investigation and can act as a liaison when needed. A YCCAC family advocate will meet with the non-offending caregiver while the child's interview is taking place to provide information regarding the investigative process, complete a needs assessment of the caregiver and child and provide referrals for evidence-based trauma-informed mental health providers with whom the CAC has linkage agreements, as well as referrals for services such as social services. The YCCAC family advocate will contact the child's caregiver(s) within two weeks post-interview to assess for on-going needs. YCCAC family

advocates are also available to all team members for assistance in locating necessary services in the community for the families they serve, including coordination with the Office of Children Youth & Families to access support services, transportation and other resources. YCCAC family advocates will be available to assist families as needed until the completion of the case.

If a caregiver indicates domestic violence or other safety concerns, advocates from the Victim Assistance Center-A program of the YWCA will assist with Protection From Abuse Orders (PFA's), domestic violence intervention and crisis counseling.

Victim/Witness coordinators from the District Attorneys' Office will provide updates to caregivers regarding case status including court proceedings, continuances, dispositions and sentencing. Victim/Witness coordinators will assist with court preparation and accompaniment for child victims.

During the scheduling of a potential human trafficking forensic interview, whenever possible, the York County Human Trafficking Advocate will be contacted to provide support to child and/or caregiver as available.

### **MEDICAL EXAM PROCESS**

A forensic medical exam will be recommended for all child victims of sexual assault in York County ages birth to 17. All team members can recommend and refer for a medical exam regardless of status of investigation.

Referrals where last known contact with alleged perpetrator is 5 days or less, or where there is an emergent medical concern such as bleeding, discharge or pain will be referred to the Emergency Department of York Hospital. A child presenting to Hanover Hospital or Memorial Hospital Emergency Departments will be referred to the Emergency Department of York Hospital's Sexual Assault Examiner pediatric team.

Referrals where last known contact is over 5 days and no emergent medical concerns are present will be referred to the CAC. Team members should refer directly to YCCAC Intake Coordinator at 717-718-4253 x104 for medical exam scheduling at CAC.

During the scheduling of a potential human trafficking forensic interview, whenever possible a SAFE nurse will be onsite to provide service to the child.

See accompanying **WellSpan Health Protocol for Medical Examination of Child Sexual Abuse Victims** for complete medical exam protocols. If not provided, contact the York County Children's Advocacy Center.



## **RELEASE OF THE MEDICAL REPORT**

At the time of the medical examination consent is provided for the medical report and any evidence obtained to be given to law enforcement authorities or any other investigating agency. The medical report will be available from WellSpan Health Medical Records Department. If obtaining the medical report from medical records at WellSpan, release of medical record or subpoena will be required.

## **COMMERCIAL SEXUAL EXPLOITATION OF CHILDREN (CSEC) ASSESSMENT**

The YCCAC will conduct the Commercial Sexual Exploitation of Children (CSEC) Assessments as referred by YCOCYF.

YCOCYF caseworkers will complete the CSEC Screening Tool and refer children who have indicators for potential risk of sex trafficking to the YCCAC for further assessment based on the guidelines outlined in the Screening Tool (Appendix I).

When making a referral to the YCCAC the YCOCYF caseworker shall include information that is pertinent to the case for the assessor prior to scheduling the assessment.

### Information to Include with Screening Tool:

- Brief statement of the concerns regarding child
- Any information related to runaway incidents
- Any delays in child functioning
- Demographics: DOB, Gender, Race and Ethnicity, Language(s) spoken
- Legal Guardian and primary contact for scheduling (if different) and contact number(s)
- Who potential trafficker may be if known

The YCCAC will contact the legal guardian and schedule the assessment. The caseworker will be notified the assessment is scheduled, but does not need to be present for the CSEC unless they are providing transportation. The YCCAC will obtain consent using the Consent for Assessment Services and Release of Information form (Appendix E, F) for the assessment from the child's legal guardian prior to its commencement.

The CSEC assessment shall be completed by an YCCAC assessor with a Master's Degree who has completed the required 40 hours of training in the area of Human Trafficking.

A CSEC Assessment is a separate service than a forensic interview. The Assessment is not recorded, there is no observation of the assessment, and a summary report is not generated.

After the CSEC Assessment has been completed the assessor will contact the caseworker and any other identified parties (law enforcement, designated representative from the District Attorney's Office, human trafficking advocate, etc.) to schedule a phone or in person meeting to discuss the completed assessment. At the meeting the team will make recommendations for treatment, investigative next steps, medical needs, etc. and identify who is responsible for follow-up on the recommendations. The assessor will complete a CSEC Recommendation Meeting Summary Form (Appendix H) and provide the form to YCOCYF.

If a determination is made that a CSEC Assessment is not recommended, the YCCAC will provide documentation of the determination on agency letterhead to the YCOCYF Caseworker.

If a disclosure of abuse is made during a CSEC Assessment, the assessor will make appropriate ChildLine referral and will notify YCOCYF and the York County District Attorney's Office.

## **GLOSSARY OF FREQUENTLY USED TERMS**

**72 hour letter:** The written notification required by the Commonwealth to be sent by YCOCYF caseworkers to subjects of a CPSL investigation notifying them of the report as well as their rights. Law enforcement can have this letter held until the interview of the suspect by submitting an immediate written request (hold letter) to YCOCYF.

**Alleged perpetrator/Alleged perp:** The individual(s) identified as allegedly abusing a child. At the time of a child's interview, the identified perpetrator is "*alleged*" as the investigation & possible prosecution of the case has yet to occur. Alleged perpetrators are not allowed on the premises of the YCCAC according to the Multidisciplinary Investigative Team Protocols.

**CAC:** Children's Advocacy Center

**CASA:** The Court Appointed Special Advocate Program, which is a MDIT Partner Agency.

**Case Review:** A monthly review of cases of children interviewed at the YCCAC, with members of the Investigative Team for each case present to discuss the case with partner agencies of the MDIT.

**CSEC:** Commercial Sexual Exploitation of Children

**Child Abuse:** (from Child Protective Services Law 23 PA CS§6303; 55 PA CS§3490.4) The term "child abuse" shall mean intentionally, knowingly or recklessly doing any of the following:

- (1) Causing bodily injury to a child through any recent act or failure to act.
- (2) Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease, which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
- (3) Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
- (4) Causing sexual abuse or exploitation of a child through any act or failure to act.
- (5) Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
- (6) Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
- (7) Causing serious physical neglect of a child.
- (8) Engaging in any of the following recent acts:
  - Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
  - Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
  - Forcefully shaking a child under one year of age.
  - Forcefully slapping or otherwise striking a child under one year of age.
  - Interfering with the breathing of a child.
  - Causing a child to be present at a location while a violation of 18 Pa.C.S. § 7508.2 (relating to operation of methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement.

- Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known:
  - a) Is required to register as a Tier II or Tier III sexual offender under 42 Pa.C.S. Ch. 97 Subch. H (relating to registration of sexual offenders), where the victim of the sexual offense was under 18 years of age when the crime was committed.
  - b) Has been determined to be a sexually violent predator under 42 Pa.C.S. § 9799.24 (relating to assessments) or any of its predecessors.
  - c) Has been determined to be a sexually violent delinquent child as defined in 42 Pa.C.S. § 9799.12 (relating to definitions).
  - d) Has been determined to be a sexually violent predator under 42 Pa.C.S. § 9799.58 (relating to assessments) or has to register for life under 42 Pa.C.S. § 9799.55(b) (relating to registration).
- (9) Causing the death of the child through any act or failure to act.
- (10) Engaging a child in a severe form of trafficking in persons or sex trafficking, as those terms are defined under section 103 of the Trafficking Victims Protection Act of 2000

**ChildLine:** The Pennsylvania ChildLine and Abuse Registry is known as “ChildLine.” ChildLine accepts and assigns reports of child and student abuse to county children and youth agencies for investigation 24 hours a day / 7 days a week. ChildLine may also provide information and referral services for families and children. ChildLine’s toll free number is 1-800-932-0313.

**CPSL:** The Child Protective Services Law (23 PA CS§6301-6385).

**CY-104:** Referral form used by Children, Youth and Families to notify Law Enforcement of a child abuse report.

**Extended Forensic Interview (EFI):** A model of forensic interviewing that slows down the interview process into multiple segments. This interviewing modality may be utilized for very young children, children with developmental delays or disabilities or children with extensive abuse histories who may need additional time to build rapport with an interviewer and/or to become more familiar and comfortable at the YCCAC.

**Family Advocate:** Staff at the YCCAC whose role is to provide support to caregivers of children who have allegedly been a victim and/or witness to violence so that the caregiver may support their children.

**Forensic Medical Evaluation:** A medical exam for the purposes of assessing patient for sexual or physical abuse or assault; includes gathering evidence if appropriate. These evaluations are provided by a medical professional with specialized training in this type of exam.

**Forensic Interview:** An interview carried out by a trained forensic interviewer and following an approved format, to hear and document a victim’s account of abuse.

**Juvenile Unit:** The unit at the DA’s Office that prosecutes cases when the perpetrator is a juvenile.

**LE:** Law Enforcement

**LEO:** Law Enforcement Only (refers to an interview that is Law Enforcement only, meaning that the Office of Children, Youth and Families is not present because the abuse does not meet criterion for their involvement).

**Linkage Agreement:** Refers to partnerships with appropriate mental health providers in the York County area to accept referral for mental health services for clients of the YCCAC.

**MDIT:** Multidisciplinary Investigative Team; refers to all partnering agencies who collaborate to carry out child abuse investigations.

**MDIT Advisory Board:** The board, made up of representatives from each partnering agency, who set protocols and manage programmatic and policy issues that arise related to cases. This board is separate from the agency Board of Directors, although there is overlap in members and a Board of Directors Member always serves as a liaison to the MDIT Advisory Board.

**NCA:** National Children's Alliance, the national governing and accrediting body for CACs across the country. <http://www.nationalchildrensalliance.org/>

**Non-Offending Caregiver:** A non-offending parent or guardian of an abused child.

**OCCYF:** York County Office of Children, Youth and Families (as of 2010), formerly known as Children and Youth Services.

**Paramour:** A person who is engaged in an ongoing intimate relationship with a parent of the child but is not married to and does not necessarily reside with the child's parent.

**Parent:** A biological parent, adoptive parent or legal guardian.

**Perpetrator:** As defined by the CPSL, a perpetrator is:

A person who has committed child abuse as defined:

- A parent of the child.
- A spouse or former spouse of the child's parent.
- A paramour or former paramour of the child's parent.
- A person 14 years of age or older and responsible for the child's welfare or having direct contact with children as an employee of child-care services, a school or through a program, activity or service.
- An individual 14 years of age or older who resides in the same home as the child.
- An individual 18 years of age or older who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child.
- An individual 18 years of age or older who engages a child in severe forms of trafficking in persons or sex trafficking, as those terms are defined under section 103 of the Trafficking Victims Protection Act of 2000 (114 Stat. 1466, 22 U.S.C. § 7102).

A person may be considered a perpetrator for failing to act as defined:

- A parent of the child.

- A spouse or former spouse of the child's parent.
- A paramour or former paramour of the child's parent.
- A person 18 years of age or older and responsible for the child's welfare.
- A person 18 years of age or older who resides in the same home as the child.

**Investigative Team:** Refers to the specific individuals (Law Enforcement, YCOCYF worker, ADA) from each partnering agency who are responsible for a specific case/investigation.

**SANE Nurse:** Sexual Assault Nurse Examiner, nurse specifically trained to perform sexual assault exams. Also referred to as a SAFE Nurse (Sexual Assault Forensic Exam nurse).

**Special Crimes Unit (SCU):** The unit at the District Attorney's Office that prosecutes cases which include child abuse.

**VAC:** The Victim Assistance Center, a program of YWCA York.

**Victim/Witness Coordinator:** Staff of the DA's Office who accompanies victims or witnesses to violent crime, and assists them through the court process. They are responsible for ensuring that victims are provided their rights as defined under the Prosecutor's Responsibilities of the Crime Victims Bill of Rights (Act 111 of 1998).



Appendix B: Nombre del Menor/Child's Name \_\_\_\_\_

Fecha de Nacimiento/ Date of Birth \_\_\_\_\_



YORK COUNTY  
CHILDREN'S  
ADVOCACY  
CENTER

Centro de Apoyo  
para Menores del  
Condado de York

28 S. Queen Street  
York, PA 17403  
(717) 718-4253  
(717) 718-3539 Fax  
www.yorkcac.org

**CONSENTIMIENTO PARA ENTREVISTAR Y  
REVELAR INFORMACION  
CONSENT TO INTERVIEW AND  
RELEASE INFORMATION**

Yo, \_\_\_\_\_, doy mi autorización para que \_\_\_\_\_ sea entrevistado/a por el personal del Centro de Apoyo para Menores del Condado de York (York County Advocacy Center) para asistir al equipo multidisciplinario en la investigación de la/s alegación/es que el/la entrevistado/a pudo haber sido abusado o haber sido testigo de un crimen. Entiendo que la información que se obtenga en esta entrevista puede ser utilizada en el futuro en acciones legales o de protección de menores.

I, \_\_\_\_\_, give my permission for \_\_\_\_\_ to be interviewed by staff of the York County Children's Advocacy Center to assist the multidisciplinary team in the investigation of allegations that the interviewee may have been abused or witnessed a crime. I understand that information obtained in this interview may be used in future legal or protective action.

**Entiendo que la/s entrevista/s será/n grabada/s digitalmente y que las grabaciones serán propiedad del Centro de Apoyo para Menores del Condado de York y de la Agencia de Orden Publico asignada al caso. Copias serán facilitadas por orden judicial o a petición de la Oficina de Servicios Sociales para Menores, Adolescentes y Familias del Condado de York (York County Office of Children, Youth and Families), agencias de protección de menores asignada al caso, y la Oficina de la Fiscalía del Condado de York (York County District Attorney's Office).**

I understand that the interview/s will be digitally recorded and that the recordings will be the property of the York County Children's Advocacy Center and the Law Enforcement Agency assigned to the case. Copies will be released by court order or by request from the York County Children, Youth, and Families, child protection agencies assigned to the case, and York County District Attorney's Office.

**Ocasionalmente las grabaciones hechas de la/s entrevista/s se utilizan para propósitos de capacitación y/o control de calidad. Doy mi autorización para que la entrevista del entrevistado se utilice para este propósito.**

Recordings made of interviews are occasionally used for educational and/or quality assurance purposes. I give my permission for recordings of the interviewee to be used for this purpose.

**Entiendo que otros miembros del equipo multidisciplinario que puedan estar involucrados en la investigación pueden observar y/o discutir la entrevista. Me han informado que la entrevista del/de la entrevistado/a, así como la información que se obtenga durante la reunión con el padre/acudiente/tutor puede ser compartida con las agencias asociadas con el equipo multidisciplinario investigando las alegaciones pertinentes al/a la entrevistado/a. Esto puede incluir personal de las siguientes agencias:**

**Oficina de Servicios Sociales para Menores, Adolescentes y Familias del Condado de York, agencias de protección de menores asignadas al caso, agencias de orden publico asignadas al caso, la Oficina de la Fiscalía del Condado de York, WellSpan, la YWCA, CASA y representantes identificados de agencias de salud mental.**



I understand that the interview/s may be observed and or discussed by other members of the multidisciplinary team who may be involved in the investigation. I have been advised that the interview as well as information gathered during the parent/guardian meeting may be shared with the agencies associated with the multidisciplinary team investigating the allegations pertaining to the interviewee. This may include staff from the following agencies:

York County Office of Children, Youth, and Families, child protection agencies assigned to the case, law enforcement agencies assigned to the case, the York County District Attorney's Office, WellSpan, the YWCA, CASA and identified representatives from designated mental health agencies.

**Entiendo que se pueden hacer referidos a otras agencias basados en el resultado de esta entrevista.**

I understand that referrals to other agencies may be made, based upon the outcome of this interview.

**Estoy de acuerdo que el/la entrevistado/a sea entrevistado para que supla información que pueda ser pertinente a esta investigación y que la información sea compartida con miembros del equipo multidisciplinario.**

I agree to allow the interviewee to be interviewed in order to give information that may be relevant to this investigation and for information to be shared with members of the multidisciplinary team.

_____ <b>Firma</b> Signature	_____ <b>Relación con el/la entrevistado/a</b> Relationship to Interviewee	_____ <b>Fecha</b> Date
_____ <b>Testigo/a</b> Witness	_____ <b>Agencia</b> Agency	_____ <b>Fecha</b> Date

**Appendix C:**



**YORK COUNTY  
CHILDREN'S  
ADVOCACY  
CENTER**

28 S. Queen Street  
York, PA 17403  
(717) 718-4253  
(717) 718-3539 Fax  
www.yorkcac.org

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

**CONSENT TO INTERVIEW AND  
RELEASE INFORMATION**

I, \_\_\_\_\_, give permission for myself to be interviewed by staff of the York County Children's Advocacy Center to assist the multidisciplinary team in the investigation of allegations that I may have been abused or witnessed a crime. I understand that information obtained in this interview may be used in future legal or protective action.

I understand that the interview(s) will be digitally recorded and that the recordings will be the property of the York County Children's Advocacy Center and the Law Enforcement Agency assigned to the case. Copies will be released by court order or by request from the York County Office of Children, Youth and Families, child protection agencies assigned to the case, and the York County District Attorney's Office.

Recordings made of interviews are occasionally used for educational and/or quality assurance purposes. I give my permission for recordings of myself to be used for this purpose.

I understand that the interview(s) may be observed or discussed by other members of the multidisciplinary team who may be involved in the investigation. I have been advised that the interview of myself as well as information gathered during the parent/guardian meeting may be shared with the agencies associated with the multidisciplinary team investigating the allegations pertaining to myself. This may include staff from the following agencies:

York County Office of Children, Youth and Families, child protection agencies assigned to the case, law enforcement agencies assigned to the case, the York County District Attorney's Office, WellSpan, the YWCA, CASA and identified representatives from designated mental health agencies.

I understand that referrals to other agencies may be made, based upon the outcome of this interview.

I agree to allow myself to be interviewed in order to give information about myself that may be relevant to this investigation and for information to be shared with members of the multidisciplinary team.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

Appendix D:

Nombre/ Name \_\_\_\_\_

Fecha de Nacimiento/ Date of Birth \_\_\_\_\_

**CONSENTIMIENTO PARA ENTREVISTAR Y  
REVELAR INFORMACION  
CONSENT TO INTERVIEW AND  
RELEASE INFORMATION**



YORK COUNTY  
CHILDREN'S  
ADVOCACY  
CENTER

Centro de Apoyo  
para Menores del  
Condado de York

28 S. Queen Street  
York, PA 17403  
(717) 718-4253  
(717) 718-3539 Fax  
www.yorkcac.org

Yo, \_\_\_\_\_, doy autorización para ser entrevistado/a por el personal del Centro de Apoyo para Menores del Condado de York (York County Advocacy Center) para asistir al equipo multidisciplinario en la investigación de la/s alegación/es que yo pude haber sido abusado o haber sido testigo de un crimen. Entiendo que la información que se obtenga en esta entrevista puede ser utilizada en el futuro en acciones legales o de protección de menores.

I, \_\_\_\_\_, give permission for myself to be interviewed by staff of the York County Children's Advocacy Center to assist the multidisciplinary team in the investigation of allegations that I may have been abused or witnessed a crime. I understand that information obtained in this interview may be used in future legal or protective action.

**Entiendo que la/s entrevista/s será/n grabada/s digitalmente y que las grabaciones serán propiedad del Centro de Apoyo para Menores del Condado de York y de la Agencia de Orden Publico asignada al caso. Copias serán facilitadas por orden judicial o a petición de la Oficina de Servicios Sociales para Menores, Adolescentes y Familias del Condado de York (York County Office of Children, Youth and Families), agencias de protección de menores asignada al caso, y la Oficina de la Fiscalía del Condado de York (York County District Attorney's Office).**

I understand that the interview/s will be digitally recorded and that the recordings will be the property of the York County Children's Advocacy Center and the Law Enforcement Agency assigned to the case. Copies will be released by court order or by request from the York County Children, Youth and Families, child protection agencies assigned to the case, and York County District Attorney's Office.

**Ocasionalmente las grabaciones hechas de la/s entrevista/s se utilizan para propósitos de capacitación y/o control de calidad. Doy mi autorización para que la/s grabación/es de mi persona se utilice/n para este propósito.**

Recordings made of interviews are occasionally used for educational and/or quality assurance purposes. I give my permission for recordings of myself to be used for this purpose.

**Entiendo que otros miembros del equipo multidisciplinario que puedan estar involucrados en la investigación pueden observar y/o discutir la entrevista. Me han informado que la entrevista de mi persona, así como la información que se obtenga durante la reunión con el padre/acudiente/tutor puede ser compartida con las agencias asociadas con el equipo multidisciplinario investigando las alegaciones pertinentes al/a la entrevistado/a. Esto puede incluir personal de las siguientes agencias:**

**Oficina de Servicios Sociales para Menores, Adolescentes y Familias del Condado de York, agencias de protección de menores asignadas al caso,**

**agencias de orden publico asignadas al caso, la Oficina de la Fiscalía del Condado de York, WellSpan, la YWCA, CASA y representantes identificados de agencias de salud mental.**

I understand that the interview(s) may be observed or discussed by other members of the multidisciplinary team who may be involved in the investigation. I have been advised that the interview of myself as well as information gathered during the parent/guardian meeting may be shared with the agencies associated with the multidisciplinary team investigating the allegations pertaining to myself. This may include staff from the following agencies:

York County Office of Children, Youth and Families, child protection agencies assigned to the case, law enforcement agencies assigned to the case, the York County District Attorney's Office, WellSpan, the YWCA, CASA and identified representatives from designated mental health.

**Entiendo que se pueden hacer referidos a otras agencias basados en el resultado de esta entrevista.**

I understand that referrals to other agencies may be made, based upon the outcome of this interview.

**Estoy de acuerdo en ser entrevistado/a para que supla información que pueda ser pertinente a esta investigación y que la información sea compartida con miembros del equipo multidisciplinario.**

I agree to allow myself to be interviewed in order to give information about myself that may be relevant to this investigation and for information to be shared with members of the multidisciplinary team.

\_\_\_\_\_  
**Firma/Signature**

\_\_\_\_\_  
**Fecha/Date**

\_\_\_\_\_  
**Testigo/Witness**

\_\_\_\_\_  
**Fecha/Date**

**Appendix E**

**Child's Name** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**CONSENT FOR ASSESSMENT SERVICES AND  
RELEASE OF INFORMATION**



**YORK COUNTY  
CHILDREN'S  
ADVOCACY  
CENTER**

I, \_\_\_\_\_, the parent/guardian of  
\_\_\_\_\_,

give my permission for the staff of the York County Children's Advocacy Center to complete an assessment of my child. I understand that information obtained in this assessment may be used in future child protection action and/or to make service recommendations.

I understand that the assessment(s) may be discussed by other members of the multidisciplinary team who may be involved in the child's case. I have been advised that the assessment of my child may be shared with the agencies associated with the multidisciplinary team. This includes staff from the following agencies:

York County Office of Children, Youth and Families, Law Enforcement serving York County, the York County District Attorney's Office, WellSpan, the YWCA, CASA and identified representatives from designated mental health and child advocacy agencies.

I understand that referrals to other agencies may be made, based upon the outcome of this assessment.

I agree to allow my child to be assessed in order to give information about my child that may be relevant and for information to be shared with members of the multidisciplinary team.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness/Agency

\_\_\_\_\_  
Date

28 S. Queen Street  
York, PA 17403  
(717) 718-4253  
(717) 718-3539 fax  
www.york.cac.org

**Appendix F**



**YORK COUNTY  
CHILDREN'S  
ADVOCACY  
CENTER**

Centro de Apoyo  
para Menores del  
Condado de York

28 S. Queen Street  
York, PA 17403  
(717) 718-4253  
(717) 718-3539 Fax  
www.yorkcac.org

**Nombre del Menor/Child's Name** \_\_\_\_\_

**Fecha de Nacimiento/ Date of Birth/** \_\_\_\_\_

**CONSENTIMIENTO PARA SERVICIOS DE EVALUACION Y  
PARA REVELAR INFORMACION  
CONSENT FOR ASSESSMENT SERVICES AND  
FOR RELEASE OF INFORMATION**

**Yo, \_\_\_\_\_, el padre/acudiente/tutor de \_\_\_\_\_,  
doy mi autorización para que el personal del Centro de Apoyo para Menores del Condado de  
York (York County Children's Advocacy Center) complete una evaluación de el menor.  
Entiendo que la información obtenida en esta evaluación puede ser utilizada en el futuro en  
acciones legales o de protección de menores.**

I, \_\_\_\_\_, the parent/guardian of \_\_\_\_\_,  
give my permission for the staff of the York County Children's Advocacy Center to complete an assessment of  
my child. I understand that information obtained in this assessment may be used in future child protection action  
and/or to make service recommendations.

**Entiendo que la/s evaluación/es puede/n ser discutidas por otros miembros del equipo  
multidisciplinario que puedan estar involucrados en el caso del menor. Me han informado que  
la evaluación del menor puede ser compartido con otras agencias asociadas con el equipo  
multidisciplinario. Esto incluye personal de las siguientes agencias:  
Oficina de Servicios Sociales para Menores, Adolescentes, y Familias del Condado de York,  
Agencias de Orden Publico que proveen servicios al condado de York, la Oficina de la Fiscalía  
del Condado de York, WellSpan, la YWCA, CASA y representantes identificados de agencias de  
salud mental y apoyo para menores.**

I understand that the assessment(s) may be discussed by other members of the multidisciplinary team who may  
be involved in the child's case. I have been advised that the assessment of my child may be shared with the  
agencies associated with the multidisciplinary team. This includes staff from the following agencies:

York County Office of Children, Youth and Families, Law Enforcement serving York County, the  
York County District Attorney's Office, WellSpan, the YWCA, CASA and identified representatives from  
designated mental health and child advocacy agencies.

**Entiendo que se pueden hacer referidos a otras agencias basados en el resultado de esta  
evaluación.**

I understand that referrals to other agencies may be made, based upon the outcome of this evaluation.

**Estoy de acuerdo que el/la menor sea evaluado/a para que supla información que pueda ser  
pertinente y que esa información sea compartida con miembros del equipo multidisciplinario.**

I agree to allow my child to be assessed in order to give information about my child that may be relevant and for  
information to be shared with members of the multidisciplinary team.

\_\_\_\_\_  
**Firma del Padre/Acudiente/Tutor Parent/Guardian Signature**

\_\_\_\_\_  
**Fecha/Date**

\_\_\_\_\_  
**Testigo/Agencia/ Witness/Agency**

\_\_\_\_\_  
**Fecha/Date**

**Appendix G:**

*Sample YCCAC Interview Summary*



**FORENSIC INTERVIEW SUMMARY**

**Name:**  
**Guardian:**  
**Date of Forensic Interview:**

**DOB:**  
**Recorded:**  
**Medical Exam:**

**MDT Observers:**  
**Family Advocate:**

**Interview Referral and Other Pertinent Information:**

- Referred by:  York County District Attorney's Office  
 York County Office of Children, Youth and Families  
 Courtesy
- Brought by:
- Other Pertinent Information:  Nurse:  
 Interpreter:  
 Kpets:  
 Previous interview(s):

**Alleged Perpetrator(s):**

**Child's Development:**

**Affect and Ability:**

- Responsive:  Yes  No
- Rapport:  Yes  No
- Cognitive Functioning:  Normal Limits  Below Normal Limits  Unable to assess
- Linguistic Skills:  Developmentally appropriate level  Below developmentally appropriate level  Unable to assess
- Diagnoses:
- Demonstrated the ability to distinguish between the truth and a lie:  Yes  No  
 Did not complete

**Interview Narrative:**

Summary completed by,

\_\_\_\_\_  
Forensic Interviewer  
York County Children's Advocacy Center

\_\_\_\_\_  
Date

Attachment(s):  
CC: York County District Attorney's Office, York County Office of Children, Youth and Families, Police Department



**Appendix H:**

28 South Queen Street  
York, PA 17403  
(717) 718-4253  
www.yorkcac.org

**Commercial Sexual Exploitation of Children (CSEC) Recommendation Meeting Summary**

**Child's Name:**

**DOB:**

**Date of Assessment:**

**Date of Team Meeting:**

**TEAM Present for Meeting:**

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**Area's of Concern for Human Trafficking Behavior:**

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**Other Area's of Concern related to Child's Behavior:**

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**Service Recommendations:**

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# Appendix I:

Commercial Sexual Exploitation of Children (CSEC) SCREENING TOOL						
<b>Date Form Completed:</b>						
<b>I. Family Name:</b>		<b>Case Number:</b>		<b>Caseworker Name:</b>		
<b>SUF- Child's Name</b>	<b>AGE</b>	<b>SUF-Child's Name</b>			<b>AGE</b>	
A)		D)				
B)		E)				
C)		F)				
<b>II. Identify CSEC Indicators present for each child.</b>			<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Tier 1</b> If one or more Tier One indicators are present, a further assessment at CAC is warranted. Note: only check if the indicator was met.			<b>Date Child Seen:</b>			
Current incident or history of previous sex trafficking or acknowledgement of being trafficked.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child is recovered from runaway episode in a hotel or known area of prostitution			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report of sex trafficking by parent/guardian, law enforcement, medical or service provider, teacher, child protective services and/or juvenile probation officer			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tier 2</b> If two or more Tier Two indicators are present, a further assessment at CAC may be warranted.						
History of running away or getting kicked out 4 or more times in addition to a history of sexual abuse ( <i>Definition of running away or getting kicked out of home includes times the child did not voluntarily return within 24 hours. Include incidents not reported by or to law enforcement.</i> )			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
History of running away from another county or state			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current incident or history of inappropriate sexual behaviors			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current incident or history of sexually transmitted diseases or pregnancies			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child is not allowed or unable to speak for him/herself and may be extremely fearful			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child has no personal items or possessions (including identity documents if foreign born—labor trafficking)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child appears to have material items that he or she cannot afford (e.g. cell phones, expensive clothing, tablets, etc.)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child shows signs of being groomed (i.e. hair done, nails done, new clothing, etc., that the child cannot afford or justify how it was paid for)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suspicious tattoos or other signs of branding (e.g. tattoos of the trafficker's names, dollar signs, diamonds, stars, etc.; may also have certain designs/logos on nails, jewelry, etc.)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child has no knowledge about the community he/she is located in			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child associates and/or has relationships with age-inappropriate friends, boyfriends and/or girlfriends			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child known to associate with confirmed/ suspected commercially sexually exploited child			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child is not living with parent, guardian, relative or caretaker of record			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child has inappropriate, sexually suggestive activity on social media websites and/or chat apps			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child has a history of being arrested for loitering, curfew violations, disorderly conduct, simple possession of a controlled substance, criminal trespassing and false ID to law enforcement authorities.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child has a history of truancy or absence from school			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elevated drug and/or alcohol use			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>III. CSEC Indicator Summary and Recommendations-</b> The individual completing the screening tool has the ability to refer a child for a more detailed CSEC assessment at CAC regardless of the screening tool's findings, but must explain in section IV.						
<b>Total Number of Tier One Indicators Present</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Number of Tier Two Indicators Present</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
A) No Indicators present. No further assessment at CAC is necessary.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B) If you still feel a CAC assessment is warranted, you must explain in section IV why it is necessary <input type="checkbox"/> Refer to CAC			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C) If you have answered 'Yes' to a Tier One indicator or if you have answered 'Yes' to two or more Tier Two indicators, refer the child for a CSEC assessment at CAC. <input type="checkbox"/> Refer to CAC			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D) If the child meets that criteria, but won't be referred to CAC must explain in section IV why a further assessment is not warranted.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>IV. Explanation (Only required if B or D is checked in Section III):</b>						
<b>V. Approval</b>	<b>Case Worker Name</b>		Signature		Date	
	<b>Supervisor Comment: *</b>					
	<b>Supervisor Name</b>		Signature		Date	

B-4) S:\1\_CYS ALL FORMS\Sex Trafficking\CSEC Screening Tool York 11-6-17.docx

If child is referred to the CAC, please include the following:

The legal guardian and primary contact's name for scheduling and contact #:

Language(s) spoken:

Please include a brief statement of any concerns regarding child, identify any delays in child functioning, the name of the potential trafficker if known, and any information related to runaway incidents:

**Appendix J:**

*Sample YCCAC Case Tracking List*

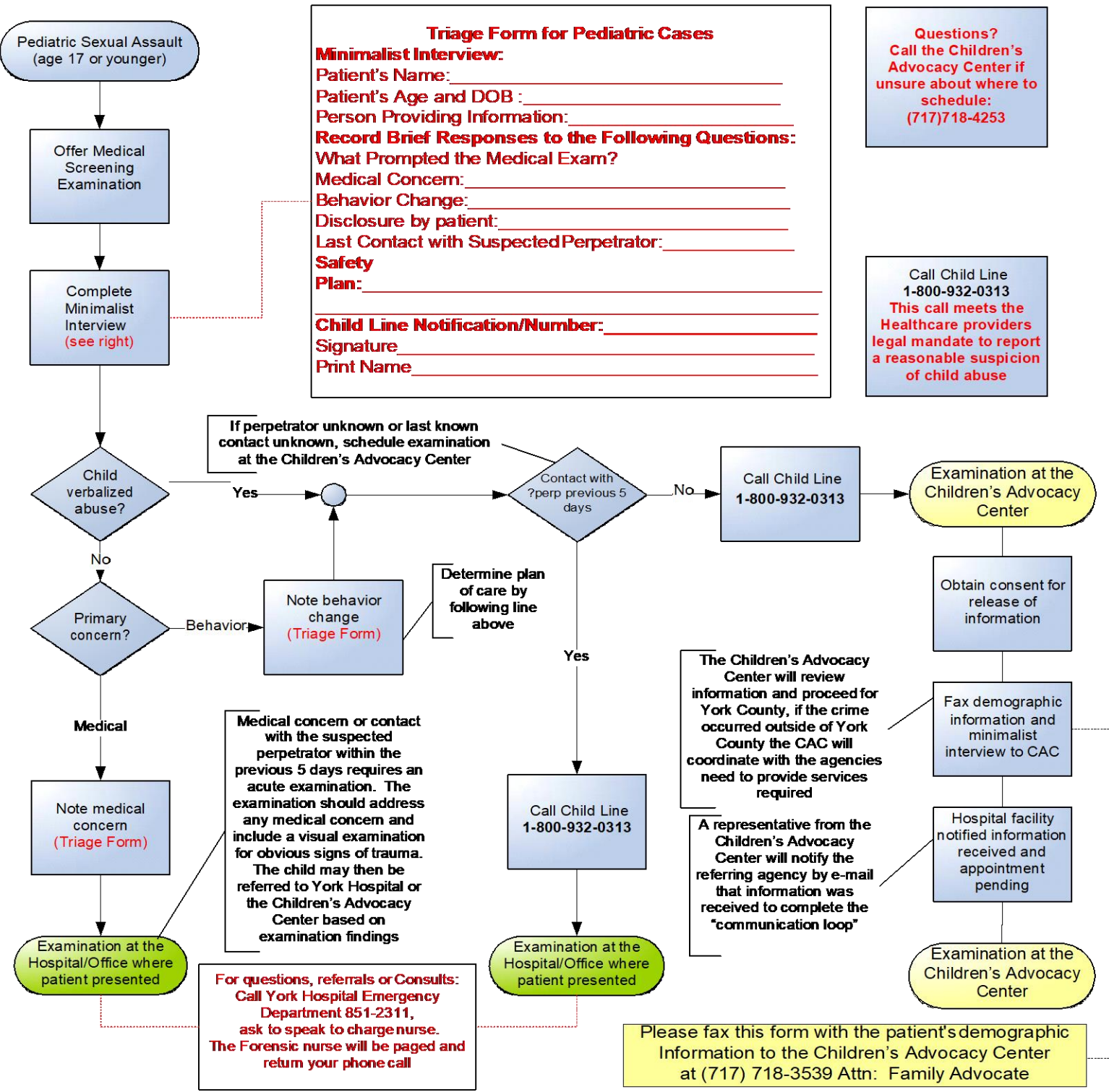
**York County Children's Advocacy Center  
Multidisciplinary Case Tracking Record**

Date of Review Meeting:

<i>LE Dept Inv/Tpr</i>	<i>Date of Interview/ CAC STAFF</i>	<i>Alleged Perpetrator Relationship</i>	<i>Child, Age Type of Victimization</i>	<i>Exam Location Date</i>	<i>CYF Disposition Caseworker</i>	<i>DA Disposition ADA</i>
York City Det. Doe	12.04.14 CAC STAFF NAME	John Doe Baby-sitter	Jane Doe, 7 SA	Yes York 08/01/08	Substantiated Janet Doe	Arrest made Joe Doe

Appendix K:

# Hospital versus Children's Advocacy Center for Medical Examination





**Appendix M:**



**Request for DVD Copy of Forensic Interview Recording**

**York County Office of Children, Youth and Families/York County District Attorney's Office**

**Directions:**

Please complete sections 1-5 below and forward by email or fax to the CAC Client Services Coordinator, Cheryl Linger, at [clinger@yorkcac.org](mailto:clinger@yorkcac.org) or any CAC Forensic interviewer. A CAC staff member will provide a copy of the DVD and a form to be signed upon receipt of the DVD requested.

**1. Request Date:** \_\_\_\_\_

**2. ADA Printed Name:** \_\_\_\_\_

**OR**

**YCOCYF Solicitor Name:** \_\_\_\_\_

**3. Child's Name:** \_\_\_\_\_

**4. Interview Date:** \_\_\_\_\_

**5. Number of DVD Copies Requested:** \_\_\_\_\_

York County CAC  
28 S Queen St  
York, PA 17403  
(717) 718-4253  
(717) 718-3539 fax

**Appendix N:**



**Receipt for Recording of Forensic Interview**

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Interviewer: \_\_\_\_\_ Date of Interview: \_\_\_\_\_

**My signature confirms that I received a copy of the DVD for the above referenced interview.**

**Received by:**

YCOCYF Solicitor/Attorney/Court Personnel

---

Signature Printed Name Date

**Delivered by:**

York County Children's Advocacy Center

---

Signature Printed Name Date