

AGENCY HUMAN TRAFFICKING (HT) DATA REPORT INSTRUCTIONS

PLEASE NOTE: If specific demographic information requested in this form would put a specific victim or their children at risk, please do not complete those fields for that victim. Please identify the number of victims for which you have not included demographic information to the left of the word TOTAL in each demographic section where a victim's information was omitted.

New instructions for FY 2016:

The Agency HT Data Report form is for reporting all services provided by your agency during the reporting period, regardless of funding source.

Primary and Secondary Victims

The Office of the Attorney General is collecting HT victim data for both Primary and Secondary Victims in the two-page HT Data Report.

In Section A of each form, report the number of individuals served by your agency in each section.

Report the number of individuals in each section. NOTE: All numbers reported in the section between the red lines must report unduplicated HT Victims (Q1: new, continuing and returning; Q2-4: new only).

Please report all total services and referrals provided during the quarter for the section contained in the red box in the lower right hand corner of the form.

Terminology:

In addition to the terminology noted below, please use the definitions identified in the HT-DIT-R.

Seller--the person who sells or receives some benefit from the labor of the trafficked victim. Also known as the trafficker or pimp.

Buyer--the person who purchases or obtains the labor of the trafficked victim. Also known as the john, or demand.

Trickery--examples: luring or coercing a victim into leaving their homes and families through deceptive promises of marriage or employment, taking their documents, etc.

Other family member--please note that spouse/partner and parent are separate categories. Check this selection to report that the seller was another family member other than the spouse/partner or parent of the victim.

Child / Children--For purposes of this form, "children" are defined as ANY individuals who are **under** 18 years of age

Age of Victims: (Primary and Secondary) Enter the total number of **new, continuing, and returning HT** victims under each of the appropriate age categories and break them down by gender.

Female: (Primary and Secondary) Enter the total number of those who identify as female in this section.

Male: (Primary and Secondary) Enter the total number of those who identify as male in this section.

Type of Trafficking: (Primary only) Enter the total number of victims under each of the appropriate types of trafficking categories. The number of human trafficking victims served may be a "duplicated" number because the victim(s) may also be counted in other statistics gathered by your agency.

Residency: (Primary and Secondary) Enter the total number of HT victims in each category.

Background of Victims: (Primary only) Enter the total number of HT victims in each category who were physically or sexually abused as a child/teen, witnessed abuse as a child/teen, lived in poverty as a child/teen, ran away as a child/teen, were in foster care as a child/teen, other, or none. These numbers may be duplicated within the various categories.

Precipitating Incidents: (Primary only) This is the incident that caused the **new** victims to contact the grantee. Enter the total number of incidents where weapons were used, there was

alcohol/drug involvement, or emergency medical intervention was required. Please complete under all appropriate headings. These numbers may be duplicated.

Weapon--number of victims, abusers, or both using a particular weapon during the precipitating incident. If the “body” was used, i.e. fists, feet, teeth, etc., it should be marked. The “other” category should be used if objects were used other than those listed above, i.e. telephone receiver, vase, shoe, etc.

Alcohol/Drug Involvement--number of victims, abusers, or both using alcohol or drugs during the incident.

Emergency Medical Intervention--number of victims, abusers, or both needing medical assistance as a result of the precipitating incident.

Law Enforcement Intervention: (Primary only) Enter the number of precipitating incidents where law enforcement intervened.

Type of Coercion Used: (Primary only) Enter the total number of types of coercion used by the perpetrator. These numbers may be duplicated within the various categories.

Identity of Seller: (Primary only) Enter the identity of the sellers by entering the total number of victims that were trafficked. These numbers may be duplicated within the various categories.

Race of Victims: (Primary and Secondary) Enter the total number of HT victims under each of the appropriate race categories. *Please do not report this information if there is a possibility that confidentiality issues may arise. We realize that information reported in this section could result in personally identifying a victim, particularly in a rural area where providing race may identify that individual. Therefore, it is the agency’s discretion whether or not to report in this section.

Total Services Provided: (Primary and Secondary) Enter the number of services received by HT victims during this reporting period. Enter the total number of actual agency hours spent in providing each of the services counted. Do not duplicate the hours if services are provided for multiple victims.

Use the following definitions when listing the total number of victims served in the categories under this heading:

Counseling--Supportive services provided to HT victims that extend beyond a brief, isolated contact; e.g. crisis intervention, individual counseling, peer counseling, educational services.

Follow-Up Contact--face-to-face, by telephone, or written communications provided to HT victims to offer emotional support, check on victim’s progress, etc.

Individual Therapy--intensive professional mental health treatment provided to HT victims and family members by a current staff member who is licensed in Kansas to provide such services. **Do not** mark this category if the victim is referred to another agency to receive this service.

Group Treatment/Support—Supportive services to HT victims in a group setting such as HT victims’ support group. Total number of hours and/or sessions for each individual in attendance, e.g. hour-long support groups with 10 individuals at each = 50 service contacts and/or 50 hours.

Translation / Interpretation —Total number services and hours provided to HT victims to translate or interpret. Service may be provided through a current staff person or an interpretation services provided through a contract with the agency.

On-site Legal Assistance – legal services provided to HT victims through current staff person or legal services provided through contract with the agency.

Direct Financial Assistance – Total number of direct financial services and hours provided to HT victims. Provide the total cash amount provided to HT victims for transportation, rent, clothes, etc. for the reporting period.

Information & Referral--information and referrals provided to victims.

Personal Advocacy--assist victims with securing rights, remedies,

and services from other agencies, i.e. employers, creditors, workers' compensation, welfare, housing, medical, etc.

Court Advocacy—includes Criminal Justice Advocacy--support, assistance, and advocacy provided to victims at any stage of the criminal justice process, e.g. preliminary hearing, trial, sentencing, parole hearing, etc. Also includes Civil Court Advocacy - support, assistance, and advocacy provided to victims during hearings involving civil cases of divorce, child custody, etc.

HT Related Calls - Calls received on any agency line that relate to a HT victim in need of some kind of service. Count all calls including repeat callers and calls from third parties. **Do not count: donations; general information about the HT program or violence issues unrelated to a specific individual or family; calls from the media; etc.**

Compensation Claim Filings--provide victims with information on the Kansas program for compensation and assist them with completing applications, gathering necessary documentation, etc.

Shelter--includes onsite shelter managed by the domestic violence/sexual assault program, program-sponsored hotel rooms and safe houses - residences of volunteers who offer their private homes for short-term crisis situations or other temporary housing that your program arranges.

Total Number of Shelter Units: A night should be counted for each person that arrives and is provided a shelter bed. For example, a victim/survivor and her three children stay in the shelter or safe house for 5 nights – 4 people x 5 nights = 20 shelter units. Please show the total number of shelter units for all those sheltered during the quarter, **excluding transitional housing**.

- Emergency shelter - 0-30 days
- Temporary shelter – 31 to 90
- Long term shelter - 90+ days

None--self-explanatory.

Other--total all other services provided to victims of HT. Please explain the other services provided on the line below the table.

Office of the Attorney General Victim Services Grants Division Quarterly Project Narrative and HT Data Report Form

HT Data is collected by the Office of the Attorney General in two Quarterly Reporting forms:

- Page 1 of the Quarterly Project Narrative summarizes the number of PRIMARY victims served by age and gender in the grant funded by the Office of the Attorney General.
- The Agency HT Data Report form is for reporting all services provided by your agency during the reporting period, regardless of funding source.
- Statistics reported on this page may duplicate statistics captured for DV & SA victims reported elsewhere.