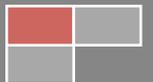


Revised  
4/8/13

# Ohio Network of Anti-Trafficking Coalitions Peer Review Process

## Review Tool

**Ohio Network of Anti-Trafficking Coalitions' Peer Review process utilizes trained members of Ohio anti-trafficking coalitions to conduct peer reviews of organizations providing services to trafficked persons. The purpose of the Peer Review Process is to ensure that survivors of human trafficking in Ohio have access to effective services to help them heal from trauma and rebuild their lives.**



# Ohio Network of Anti-Trafficking Coalitions Peer Review Process

## Introduction

The Ohio Network of Anti-Trafficking Coalitions' Peer Review process facilitates the review of Ohio's trafficking-specific programs by trained members of Ohio anti-trafficking coalitions. The purpose of the Peer Review Process is to ensure that survivors of human trafficking in Ohio have access to effective services to help them heal from trauma and rebuild their lives.

## Background: The Ohio Network of Anti-Trafficking Coalitions

The anti-human trafficking movement recognizes coalition development as a critical tool in combating human trafficking,<sup>1</sup> and research has supported this strategy.<sup>2,3</sup> The Ohio Trafficking in Persons Study Commission recognized the need for coalition development in its 2010 report on Ohio's gaps in services for trafficked persons.<sup>4</sup>

As of December 2012, eleven anti-human trafficking coalitions have been developed across Ohio. In late 2010, the Ohio coalitions developed the Network of Anti-Trafficking Coalitions to facilitate communication and collaboration, share best practices, collect common performance measures and enhance anti-trafficking work in Ohio communities.

## Network Members and Service Areas

- Abolition Ohio Miami Valley
- Central Ohio Rescue and Restore Coalition
- Collaborative Initiative to End Human Trafficking
- End Slavery Cincinnati
- Human Trafficking Collaborative of Lorain County
- Lucas County Human Trafficking Coalition
- Mid East Ohio Rescue and Restore Coalition
- Northeast Ohio Coalition on Rescue and Restore
- Northwest Ohio Rescue and Restore Coalition
- Southeast Ohio Human Trafficking Coalition
- Stark County Committee Against Human Trafficking



<sup>1</sup> <http://www.acf.hhs.gov/trafficking/coalition/index.html#action>

<sup>2</sup> Clawson, H. J., & Dutch, N. United States Department of Health and Human Services, Office of the Assistant Secretary for Planning and Evaluation. (2006). *Case management and the victim of human trafficking: a critical service for participant success.*

<sup>3</sup> Newton, P.J., Mulcahy, T. M., & Martin, S.E. (September 2008). Finding victims of human trafficking. NORC Final Report. Document #224393.

<sup>4</sup> Hannan, M. et al. (June 2010). Recommendations for Increasing Ohio's Capacity to Serve Victims of Human Trafficking. Report presented to the Attorney General by the TIPS Commission Victim Services Committee.

## **Background: Standards for Services to Trafficked Persons**

In 2010, the Ohio Trafficking in Persons Study Commission (now the Ohio Human Trafficking Commission, OHTC) developed *Standards for Services to Trafficked Persons* to provide best practice guidelines for Ohio communities seeking to develop or strengthen a response system for survivors of human trafficking. The service standards were included in the Commission's report titled *Recommendations for Increasing Ohio's Capacity to Serve Victims of Human Trafficking*.<sup>5</sup> Twenty-one services that are likely to be needed in rescuing survivors and helping them on their path to wellness and recovery were included in this document. A broad network of advocates contributed to the development of the Standards, including survivors of human trafficking, anti-human trafficking service providers, law enforcement, victim advocates, medical providers, the faith community, representatives of state government offices and private citizens.

For each standard, the definition, goal, activities, qualifications for staff/volunteers and standards for provider organizations are outlined. The purpose is to help communities identify the services needed by trafficking survivors and offer guidance in selecting the best qualified service providers. The standards are consistent with Ohio licensing and accreditation requirements and/or national accreditation standards.

The Standards document is prefaced by ethical guidelines based on established codes of conduct developed by the social work, victim advocate, medical, legal and other professions. The guidelines are consistent with the principles outlined in the *Ethical Standards for Counter-Trafficking Research and Programming* developed by the United Nations Inter-Agency Project on Human Trafficking in 2008. They are also consistent with accepted best practices outlined in the *United States Conference of Catholic Bishops Anti-Trafficking Services Manual*, *The Salvation Army National's Anti-Human Trafficking Training Program for Service Providers*, and *the National Rescue and Restore Campaign*.

## **Peer Review**

Peer review has been well established as an effective approach to quality improvement in social services<sup>6,7</sup> and has been adopted as an approach to certification and quality improvement within the housing and homeless sheltering systems. Examples of peer review of service delivery include the Baltimore Area Association for Supportive Housing and the Community Shelter Board in Columbus, Ohio.<sup>8,9</sup>

The Ohio Network of Anti-Trafficking Coalitions is proposing to establish a voluntary peer review process to support continuous improvement in the services provided to trafficked persons in Ohio. Currently, no formal process exists to ensure that anti-human trafficking service providers meet the established standards of service. The Ohio Network's Peer Review would create an internal self-review and external peer-review of the OHTC's service standards, with the goal of fostering continuous program improvement. Participation would be voluntary, but any provider of services to trafficked persons in Ohio would be encouraged to participate.

While the OHTC standards include both services that are specifically designed for trafficked persons and services for the general public that are accessed by trafficked persons, only those services specifically designed for trafficked persons would be included in the peer review process. Peer reviewed services would include:

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<sup>5</sup> Hannan, M. et al. (June 2010). *Recommendations for Increasing Ohio's Capacity to Serve Victims of Human Trafficking*. Report presented to the Attorney General by the TIPS Commission Victim Services Committee.

<sup>6</sup> Northern California Training Academy. UC Davis Extension Center for Human Services. *Revising the Peer Quality Case Review Process for Child Welfare: A Research-Based Collaborative Model*. Downloaded from [www.humanservices.ucdavis.edu/Academy/pdf/103114-RevisePQCR.pdf](http://www.humanservices.ucdavis.edu/Academy/pdf/103114-RevisePQCR.pdf).

<sup>7</sup> Jackson, J.A. (1987). Clinical social work and peer review: A professional leap ahead. *Social Work* (May-June), 213-220.

<sup>8</sup> <http://www.thenewbaash.net/about.html>

<sup>9</sup> [www.csb.org](http://www.csb.org)

- 24 Hour Hotline
- 24 Hour Emergency Response in Person
- Survivor Peer Support
- Street Outreach
- Case Management/Victim Advocacy
- Sheltering/Safe Haven, if specific to trafficked persons
- Trauma-Specific Therapy, if specific to trafficked persons
- Drop-in Center
- Therapeutic Residential Recovery Program
- Alcohol and Drug Treatment, if specific to trafficked persons

Additionally, provider adherence to the established Ethical Standards across all areas of service to trafficked persons would be reviewed.

### Confidentiality

Confidentiality is essential in providing quality services not only to the participants but also to the organizations who volunteer to be a part of the Peer Review Process. This means that no organization has the right to give information on how an organization was evaluated, scores received or methods used within an agency to other agencies.

### Primary Goals of Peer Review Process

- 1) To determine if providers of trafficking-specific services meet the basic standards adopted by the Ohio Trafficking in Persons Study Commission.
- 2) To provide technical assistance and training for programs that fall short of meeting the standards.
- 3) To create and share a clearinghouse of effective practices in serving trafficked persons.
- 4) To allow providers to earn a “meets standards” rating or certificate that would be recognized by Ohio funders of services to trafficked persons.

### Peer Review Annual Cycle



**Anti-Human Trafficking  
Service Delivery Standards Peer Review**

Agency Being Reviewed:	Date:
Name of Agency Representative:	Date of Last Review:
Reviewer:	Date of Next Review:
Population Served:	

**The Ohio Network of Anti-Trafficking Coalitions places the greatest emphasis on the ability to meet the basic ethical standards outlined in the peer review; therefore if the agency answers no to any of the following questions, the agency will automatically receive a “does not meet” rating.**

All non-profit organizations can provide a copy of current of 501-c-3 status:  Yes  No  Not applicable

Non-profit organizations are registered with the Ohio Attorney General’s Charitable Registration database (<http://www.ohioattorneygeneral.gov/Business-and-Non-Profits/Charity/Charitable-Registration>)  Yes  No  Not applicable

Agency can demonstrate that it has expertise in providing services to trafficked persons as evidenced by training and service documentation:  Yes  No

Agency can provide a copy of policies and procedures which demonstrates an inclusiveness of all populations through the provision of services internally or in collaboration with other agencies:  Yes  No

Agency has a mandated reporting policy that is consistent with Ohio’s mandated reporting laws:  Yes  No

Agency can provide a copy of non-discrimination policies and procedures:  Yes  No

Agency can identify how it adheres to whichever codes of conduct or ethics standards are relevant for its practice:  Yes  No

Media/fundraising/public awareness standards were upheld, demonstrated by a media policy that is consistent with the Ohio Standards:  Yes  No

Staff and organizations are in good standing with state licensing bodies and demonstrate ethical practices, including 3 hours of ethics training every 2 years:  Yes  No

Background checks have been completed for supervisors, staff and volunteers:  Yes  No

Supervisors, staff and volunteers have completed required training:  Yes  No

Fiscal control procedures are written policies and have been reviewed and approved by a Board of Directors:  Yes  No

Annual fiscal audit is completed:  Yes  No

Agency has filed a Form 990:  Yes  No

Agency can demonstrate that it has General Liability Insurance coverage:  Yes  No

Agency can provide documentation of accreditation, if applicable:  Yes  No  Not applicable

Agency can provide a copy of a grievance policy outlining how program participants can provide feedback to the provider and/or to advocate for themselves in the program:  Yes  No

Using the following review tool, please assess the value, strengths and challenges of each program being reviewed. Please place a ✓ next to the programs that are being reviewed and provide an overall rating for each program being reviewed.

✓	Program Being Reviewed	Overall Rating	Technical Assistance and Training Needed	Date TA/Training Completed	Date of Final Review
	24 Hour Response Line	<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Does Not Meet Standard	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Emergency Response	<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Does Not Meet Standard	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Survivor Peer Support	<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Does Not Meet Standard	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Trauma-Specific Therapy	<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Does Not Meet Standard	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Sheltering	<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Does Not Meet Standard	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Residential Program	<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Does Not Meet Standard	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Alcohol and Drug Treatment	<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Does Not Meet Standard	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Case Management/Victim Advocacy	<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Does Not Meet Standard	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Street Outreach	<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Does Not Meet Standard	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Drop In Center	<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Does Not Meet Standard	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Additional Comments:

1. Ethical Standards	Exceeds Standards (If Applicable)	Meets Standards	Does Not Meet Standards	
<b>Definition</b>	Values, principles, and standards to guide professional conduct. All providers must meet ethical standards. These standards are the foundation of all service to trafficked persons.			
<b>Goal</b>	Provide services to trafficked persons that adhere to professional codes of ethics and place participant well-being at the forefront of all interactions with participants or action taken on their behalf.			
<b>Standards</b>	<p>Adherence to appropriate Code(s) of Conduct/Ethics as evidenced by agency records (e.g. NASW Code of Ethics, National Organization for Victim Assistance Code of Professional Ethics for Victim Assistance Providers, etc.)</p> <p>All staff with five years or more Ohio residency have passed BCI and Sex Offender Registry background checks. All staff with less than five years Ohio residency have passed FBI background check. Passing background check means that no prior criminal activity is identified.</p> <p>Exceptions made in the hiring of staff with criminal convictions are supported by an analysis of the severity of the offense, additional subsequent acts, timeframe of crime, compliance with sanctions, evidence of rehabilitation and potential benefits.</p> <p>Training for staff in the following content areas:  1. Ethics  2. Confidentiality  3. Trauma Informed Care  4. Safety Protocols (First Aid and CPR for housing/residential programs)  5. Human Trafficking 101 or Equivalent  6. Crisis Intervention  7. Community Resources/Partners  8. Vicarious Trauma  9. Guiding Values for Serving Victims &amp; Survivors of Crime  10. Core Needs of Victims (safety, healing, justice, financial recovery)</p>	<input type="checkbox"/> Background checks on file for 100% of staff and volunteers, demonstrating no prior criminal activity.  <input type="checkbox"/> Rationale for making an exception in the hiring of staff and volunteers with prior criminal convictions is documented for each exception.	<input type="checkbox"/> Agency Records and Protocols adhere to appropriate code of conduct  <input type="checkbox"/> Background checks on file for 100% of staff, demonstrating no prior criminal activity.  <input type="checkbox"/> Rationale for making an exception in the hiring of staff with prior criminal convictions is documented for each exception.  <input type="checkbox"/> All staff completed training on required topics within first 90 days of employment. Attendance forms noting required competencies are stored in personnel folders.	<input type="checkbox"/> Organization makes no reference to following appropriate code of conduct  <input type="checkbox"/> Background checks are completed for less than 100% of staff.  <input type="checkbox"/> Rationale for making an exception in the hiring of staff with prior criminal convictions is incomplete or undocumented.  <input type="checkbox"/> No record of training

<b>Standards Continued</b>	Staff and volunteers sign confidentiality statements.		<input type="checkbox"/> Signed confidentiality statements are on file for 100% of staff and volunteers.	<input type="checkbox"/> Signed confidentiality statements are on file for less than 100% of staff and volunteers.
	Volunteers sign Memoranda of Understanding outlining the scope of their work with or on behalf of survivors and adherence to ethical standards.		<input type="checkbox"/> Signed MOUs are on file for 100% of volunteers.	<input type="checkbox"/> Signed MOUs are on file for less than 100% of volunteers.

Additional Comments:

2. Media Standards		Exceeds Standards (If Applicable)	Meets Standards	Does Not Meet Standards
<b>Definition</b>	Guidelines to inform communications for journals, articles, the Internet, films, and other use on the issue of human trafficking.			
<b>Goal</b>	Ensure that the identities of trafficked persons are protected and that their dignity is preserved. To avoid any potential risk of harm to participants, service providers should request participants to interact with the media only after the end of their period of service, with their full and ongoing consent, and after appropriate training and counseling.			
<b>Standards</b>	1. Participants always have the opportunity to make informed decisions about involvement with the media and agency fundraising efforts. There is no pressure from the service provider to talk to media or participate in fundraising efforts.	<input type="checkbox"/> Agency has an established protocol that protects a participant's right to informed consent in media and fundraising involvement and can document its use.	<input type="checkbox"/> Agency has an established protocol that protects a participant's right to informed consent in media and fundraising involvement.	<input type="checkbox"/> Agency does not have a protocol that protects a participant's right to informed consent in media and fundraising involvement.
	2. Service providers must inform participants about the risks involved in sharing their story with the media or in other public settings while the investigation is ongoing.		<input type="checkbox"/> Participants are informed about the risk of media involvement or other publicity while their case is open and investigation is ongoing.	<input type="checkbox"/> Participants are not informed about the risk of media involvement or other publicity while their case is open and investigation is ongoing.
	3. Service providers must not ask participants to speak to media while their cases are active and while any investigations are open.		<input type="checkbox"/> Agency has an established media protocol prohibiting the agency from using participant stories in the media, with or without participant consent, while the participant's case is active and while any investigations are open.	<input type="checkbox"/> Agency uses participant stories, with or without consent, in the media or in fundraising while the participant's case is active or while the investigation is ongoing.
	4. Service providers will encourage participants to engage in counseling before sharing their stories in media or fundraising efforts.		<input type="checkbox"/> Participants are encouraged to engage in counseling before sharing their stories in media or fundraising efforts.	<input type="checkbox"/> Participants are not encouraged to engage in counseling before sharing their stories in media or fundraising efforts.

Additional Comments:

3. 24-Hour Response Line		Exceeds Standards (If Applicable)	Meets Standards	Does Not Meet Standards
<b>Definition</b>	Trained responders who are available 24/7 to link human trafficking persons with local support services.			
<b>Goal</b>	Victims of trafficking will be linked to trained service providers who have expertise in responding to the needs of trafficked persons			
<b>Qualifications</b>	Supervisors, staff and volunteers must complete training on the required topics identified in Section 1.		<input type="checkbox"/> Training certificates on file for Supervisors, staff and volunteers.	<input type="checkbox"/> Training certificates are missing or incomplete.
	The agency must provide personal support and assistance in accessing human trafficking related services/information.		<input type="checkbox"/> The agency is able to provide or link the caller with personal support & assistance in accessing human trafficking related services/ information, as evidenced by call log/form tracking linkages	<input type="checkbox"/> Call log/form does not in use, or records do not demonstrate linkage to personal support & assistance in accessing human trafficking related services/ information.
	Agency must follow a model protocol for hotline operation.	<input type="checkbox"/> Agency can demonstrate that a model protocol is in use and has documented evidence of staff training on the protocol.	<input type="checkbox"/> Agency can demonstrate that adheres to a model protocol.	<input type="checkbox"/> No evidence that a medical protocol is in use.
	Hotline staff and volunteers answer hotline calls within 3 rings		<input type="checkbox"/> All hotline calls are answered within 3 rings, as evidenced by training protocols and response time information in call log.	<input type="checkbox"/> No evidence that hotline staff and volunteers answer hotline calls within 3 rings.
	Any reports of suspected trafficking of a minor will be reported to Law Enforcement and Child Welfare within 5 minutes.		<input type="checkbox"/> The agency reports suspected trafficking of minors to Law Enforcement and Child Welfare within 5 minutes, as evidenced by response time information in call log.	<input type="checkbox"/> Call log does not note response time or response time exceeds 5 minutes.

	The agency should seek out and make use of survivor input in designing and delivering services.		<input type="checkbox"/> The agency can describe and document its process for seeking and using survivor input.	<input type="checkbox"/> The agency cannot describe or document its process for seeking and using survivor input
	The agency's staffing schedule indicates 24/7 coverage.		<input type="checkbox"/> Staffing schedule reflects 24/7 coverage	<input type="checkbox"/> There is no schedule for 24/7 coverage

Additional Comments:

4. Emergency Response		Exceeds Standards If Applicable	Meets Standards	Does Not Meet Standards
<b>Definition</b>	Responding 24/7 in person to direct requests for assistance related to human trafficking persons.			
<b>Goal</b>	To assist victims of human trafficking with leaving the trafficking situation and getting to safety; to assess the trafficked person's safety and other immediate needs; to help trafficked persons take the first steps in rebuilding their lives.			
<b>Standards</b>	The agency provides the following services:			
	1. Assess if situation meets definition of human trafficking using established assessment tool.		<input type="checkbox"/> Yes, as evidenced by program procedures.	<input type="checkbox"/> No evidence that this service is provided.
	2. Assist participant in evaluating his/her immediate needs.		<input type="checkbox"/> Yes, as evidenced by program procedures	<input type="checkbox"/> No evidence that this service is provided.
	3. Provide information verbally or in writing about available resources/services.		<input type="checkbox"/> Yes, as evidenced by program procedures	<input type="checkbox"/> No evidence that this service is provided.
	4. Coordinate participant's safe removal from trafficking situation, in partnership with law enforcement.		<input type="checkbox"/> Yes, as evidenced by program procedures and signed agreements with law enforcement.	<input type="checkbox"/> No evidence that this service is provided.
	5. Coordinate safe, temporary shelter for participant.		<input type="checkbox"/> Yes, as evidenced by program procedures and signed agreements with shelter providers.	<input type="checkbox"/> No evidence that this service is provided.
	6. If needed, coordinate language interpretation.		<input type="checkbox"/> Yes, as evidenced by program procedures and signed agreements with interpretation providers.	<input type="checkbox"/> No evidence that this service is provided
	7. Ensure that participant's basic needs are met.		<input type="checkbox"/> Yes, as evidenced by program procedures and signed agreements with basic needs providers.	<input type="checkbox"/> No evidence that this service is provided
	Supervisors, staff and volunteers must complete training on the required topics identified in Section 1.		<input type="checkbox"/> Training certificates on file for Supervisors, staff and volunteers.	<input type="checkbox"/> Training certificates are missing or incomplete.
	Supervisors must complete training in emergency response and supervision.		<input type="checkbox"/> Supervisor is trained in emergency response, as evidenced by training attendance forms. <input type="checkbox"/> Supervisor has been trained in supervision, as evidenced by degree or training attendance forms.	<input type="checkbox"/> No evidence that supervisor is trained in emergency response. <input type="checkbox"/> No evidence that Supervisor has been trained in supervision.
	24/7 response availability.		<input type="checkbox"/> Staffing schedule reflects 24/7 emergency response availability	<input type="checkbox"/> Staffing or scheduling does not allow for 24/7 emergency response availability
	The agency should seek out and make use of survivor input in designing and delivering services.		<input type="checkbox"/> The agency can describe and document its process for seeking and using survivor input.	<input type="checkbox"/> The agency cannot describe or document its process for seeking and using survivor input
	Provide referral for service when specialized knowledge or expertise is needed to serve participants fully.		<input type="checkbox"/> Service matrix includes providers of specialized services. <input type="checkbox"/> Agency can describe how and when it makes referrals to specialized services.	<input type="checkbox"/> Service matrix does not include providers of specialized services. Agency cannot describe how and when it makes referrals to specialized services.

Additional Comments:

5. Survivor Peer Support	Exceeds Standards (If Applicable)	Meets Standards	Does Not Meet Standards	
<b>Definition</b>	Personal support, mentoring, advocacy and education provided by a survivor of human trafficking to a trafficked person who is considering leaving the trafficking situation or has recently left the situation.			
<b>Goal</b>	Trafficking survivors will benefit from a trusting helping relationship with peers who serve as mentors, role models and bridges to treatment, recovery and other social services, resulting in reduced feelings of stigmatization and a stronger sense of hope.			
<b>Qualifications</b>	Survivor of human trafficking or commercial sexual exploitation whose personal level of healing is strong enough to prevent self-harm and the inadvertent harm of others.		<input type="checkbox"/> Survivor has been released from treatment and has counselor's recommendation that he/she is emotionally ready to provide such a role	<input type="checkbox"/> Survivor is still in the trafficking situation and/ or does not demonstrate emotional healing
	Training on mentoring is strongly encouraged.	<input type="checkbox"/> The trafficking survivor has completed mentoring training	<input type="checkbox"/> Mentoring training is offered, available & encouraged	<input type="checkbox"/> Mentoring training has not been encouraged
	Agencies operating Survivor Peer Support programs can demonstrate that they have sought out and received training on Peer Support.		<input type="checkbox"/> The agency can document that it has sought out and completed Peer Support training.	<input type="checkbox"/> No evidence of Peer Support training.
	Program should seek out and make use of survivor input in all aspects of program design and operation.		<input type="checkbox"/> The agency can describe and document its process for seeking and using survivor input	<input type="checkbox"/> The agency cannot describe or document its process for seeking and using survivor input

Additional Comments:

6. Trauma-Specific Therapy		Exceeds Standards (If Applicable)	Meets Standards	Does Not Meet Standards
<b>Definition</b>	Beneficial activities that apply the therapeutic process for trafficked persons to achieve the successful performance of mental functions, in terms of thought, mood, and behavior that results in productive activities, fulfilling relationships with others, and the ability to adapt to change and to cope with adversity. Services to fully recover.			
<b>Goal</b>	To identify, understand and ameliorate the effects of human trafficking; to promote healing and to integrate the victim back into society. To build/strengthen/restore the wellness necessary to return to community/societal living in an age-appropriate way, with relatively little to no residual trauma-related symptomatology present at levels that may significantly interfere with adaptive occupational and relational functioning.			
<b>Standards</b>	Provider is in good standing with Ohio licensing body.		<input type="checkbox"/> Licensed with state of Ohio to provide therapeutic services with valid certificate date	<input type="checkbox"/> Is not licensed
	Adhere to professional ethical standards.		<input type="checkbox"/> No ethical violations have been substantiated	<input type="checkbox"/> Has substantiated ethical violation reports
	Agency should seek out and make use of survivor input in program design and delivery.	<input type="checkbox"/> Survivor on staff or board	<input type="checkbox"/> The agency can describe and document its process for seeking and using survivor input	<input type="checkbox"/> The agency cannot describe or document its process for seeking and using survivor input
	Practitioners must be licensed or be registered or certified professionals in the State of Ohio and have a minimum of a master's degree in one or more of the following: mental health counseling, marriage and family therapy, social work, psychology or related field		<input type="checkbox"/> Practitioners are licensed professionals in the State of Ohio and have the appropriate degrees <input type="checkbox"/> Appropriate license areas of competence	<input type="checkbox"/> Practitioners do not have the proper degree and/or are not licensed
	Practitioners who are completing an internship for a master's degree in any of the fields listed above and have completed the training are also eligible providers, as long as they are receiving supervision from a qualified person.		<input type="checkbox"/> Masters level interns are supervised by the appropriate staff	<input type="checkbox"/> Masters level interns are not appropriately supervised
	Social Workers, Counselors, Therapists, as well as individuals conducting assessments, must have regular supervision, consultation and or review of cases, preferably by an Ohio State licensed psychiatrist, psychologist or certified therapist.		<input type="checkbox"/> Individuals conducting assessments have regular supervision by described professional.	<input type="checkbox"/> Individuals conducting assessments have no regular supervision, consultation or review of cases by described professional.
	Practitioners must complete training on human trafficking.		<input type="checkbox"/> Training certificates on file.	<input type="checkbox"/> Training certificates missing or incomplete.

Additional Comments:

7. Sheltering and Short Term Housing for Adults		Exceeds Standards (If Applicable)	Meets Standards	Does Not Meet Standards
<b>Definition</b>	Temporary/Emergency housing provides short-term stabilization in a non-shelter setting, such as hotels, conference centers and other residential settings. Twenty-four hour onsite staff support may be provided, depending on the survivor's circumstances and needs. Emergency shelter means a facility operated publicly or privately to provide housing for trafficked persons or individuals who are otherwise homeless and have no immediate living options available to them. Emergency shelter is staffed 24/7 and will employ at least one licensed staff person.			
<b>Goal</b>	Provide shelter to trafficked persons.			
<b>Qualifications</b>	Emergency Shelter will employ a LISW, LSW, LPCC or LPC.	<input type="checkbox"/> Licensed staff on site 24/7	<input type="checkbox"/> Shelter employs at least one licensed staff member.	<input type="checkbox"/> Shelter does not employ licensed staff.
	Shelter will meet state and local zoning and licensing requirements.		<input type="checkbox"/> Shelter meets state and local licensing requirements.	<input type="checkbox"/> Shelter does not meet state and local licensing requirements.
	Shelter will ensure that staff coverage is adequate to maintain the safety and well-being of the residents.		<input type="checkbox"/> Staff to resident ratio reflects safety and well-being of residents	<input type="checkbox"/> Staff schedule does not reflect coverage that is adequate to maintain safety and well being of residents
	Shelter will complete a safety plan with every survivor within 48 hours of entrance to shelter.	<input type="checkbox"/> Safety plan completed with every survivor within 48 hours of being in shelter	<input type="checkbox"/> Safety plan completed with at least 75% of survivors within 48 hours of being in shelter	<input type="checkbox"/> Safety plan completed with fewer than 75% of survivors within 48 hours of being in shelter
	Agency should seek out and make use of survivor input in designing and delivering services	<input type="checkbox"/> Survivor on staff or board of agency	<input type="checkbox"/> The agency can describe and document its process for seeking and using survivor input	<input type="checkbox"/> The agency cannot describe or document its process for seeking and using survivor input

Additional Comments:

8. Residential Program		Exceeds Standards (If Applicable)	Meets Standards	Does Not Meet Standards
<b>Definition</b>	Programs caring for trafficking victims in a residential setting for periods of 3 months or longer. Services may include alcohol and drug treatment, trauma therapy and other ongoing activities necessary for the survivor to heal and establish a productive, fulfilling life.			
<b>Goal</b>	Trafficking survivors will have access to long term, comprehensive residential trauma, alcohol and drug treatment.			
	Facility will employ a LISW, LSW, LPCC or LPC.		<input type="checkbox"/> Agency can demonstrate that at least one employee has license(s) or certification(s)	<input type="checkbox"/> No evidence that of a licensed staff person.
<b>Standards</b>	Appropriate housing facility which is safe, secure and managed by entity. The home shall comply with applicable local and state fire, environmental, health, and safety standards and regulations, including the availability of first aid equipment.	<input type="checkbox"/> House has met inspections, locks are on doors and windows, security system, outside cameras, security guard, first aid kit accessible	<input type="checkbox"/> Records of inspections and proof of locks on doors and windows, security system, including outside camera	<input type="checkbox"/> House has not met inspection codes, safety hazards exist
	The facility shall not require participants to participate in religious services or other forms of religious expression.	<input type="checkbox"/> Participants can practice their own spirituality	<input type="checkbox"/> Participants are not required to participate in religious activities <input type="checkbox"/> Participants able to receive services despite religious preference	<input type="checkbox"/> Attending religious activities is a requirement of program.
	The home shall have secure storage space for confidential documents relating to participants and personnel.		<input type="checkbox"/> Evidence of locked file cabinets outside of the residential rooms	<input type="checkbox"/> Participant and personnel files are not kept and/or not locked & filed
	The home shall have a policy manual, which includes the home's purpose, population served, program description, non-discrimination policy, confidentiality statement, home regulations, rules and procedures.	<input type="checkbox"/> Policy manual is available and accessible to all residents or all residents have a copy.	<input type="checkbox"/> Policy manual includes all listed components	<input type="checkbox"/> Policy manual is not complete or has not been developed
	The residential home shall have adequate, trained on-site staff coverage 24 hours a day.		<input type="checkbox"/> Records indicate staff have been trained and 24 hour coverage schedule	<input type="checkbox"/> Staff are not trained. There are gaps in 24 hour coverage
	The home shall have reasonable access to transportation services	<input type="checkbox"/> Home is on a bus line; home has a mode of transportation for participants to get to appointments	<input type="checkbox"/> Participants meet all appointments due to adequate transportation provisions. Facility has transportation available	<input type="checkbox"/> Participants are unable to meet appointments due to lack of transportation
	The home shall encourage the involvement of residents in the decision-making processes of the home. This can be accomplished in a variety of ways, including having resident advisory councils to provide input into the operations of the home. The agency should seek out and make use of survivor input in designing and delivering services.	<input type="checkbox"/> Survivor on staff or board of agency	<input type="checkbox"/> The agency can describe and document its process for seeking and using survivor input	<input type="checkbox"/> The agency cannot describe or document its process for seeking and using survivor input

Additional Comments:

9. Alcohol and Drug Treatment	Exceeds Standards (If Applicable)	Meets Standards	Does Not Meet Standards	
<b>Definition</b>	Individual therapy and pharmacological intervention of alcohol and/or drug abuse for trafficked persons.			
<b>Goal</b>	Individual will have control of acute withdrawal and negative consequences of recent drug use and mood enhancements.			
<b>Qualifications</b>	Ability to recognize unusual or threatening conditions and take appropriate action, including trauma sensitive techniques to diffuse consumer crisis with the use of EBP.	<input type="checkbox"/> Organization operates from a trauma informed perspective in all participant interactions	<input type="checkbox"/> Crisis intervention includes trauma sensitive or trauma informed practice, as evidenced by agency procedures or proof of training.	<input type="checkbox"/> No evidence that trauma informed care is considered in participant interactions
	Experience in observing and diagnosing alcohol and other drug trauma issues.		<input type="checkbox"/> Staff has experience with observation and diagnosis of alcohol and drug related issues, as evidenced by work history.	<input type="checkbox"/> No evidence that staff has experience with observation and diagnosis of alcohol and drug related issues
	Employee training of agency policies and procedures relative to alcohol and drug dependency counseling.		<input type="checkbox"/> Employee orientation and training provided includes content on alcohol and drug dependency	<input type="checkbox"/> No evidence that training for employees includes content on alcohol and drug dependency
	Licensed professional recognized to perform addiction treatment services working with a provider certified by ODADAS.		<input type="checkbox"/> Provider of addiction treatment services is ODADAS certified.	<input type="checkbox"/> No evidence that addiction treatment provider is ODADAS certified.
	Practitioners must complete training on human trafficking.		<input type="checkbox"/> Training certificates on file.	<input type="checkbox"/> Training certificates missing or incomplete.

Additional Comments:

10. Case Management/Victim Advocacy	Exceeds Standards (If Applicable)	Meets Standards	Does Not Meet Standards	
<b>Definition</b>	Personal support and/or assistance in accessing human trafficking related services.			
<b>Goal</b>	To ensure needed services and adequate support to enhance recovery.			
<b>Standards</b>	<p>All activities and services are victim-centered and victim-driven.</p> <p>The following activities are provided:</p> <ol style="list-style-type: none"> <li>1. Ongoing personal support, including outreach calls/visits.</li> <li>2. Provide comprehensive services for the needs of survivors which may include: support through legal process, mental health services, primary health services, interpreter/ translation services, employment/ literacy/ life skills services, refugee services, housing assistance.</li> <li>3. Referral Tracking: A system of record keeping/documentation defined by the agency that identifies individuals who receive services and what activities were provided or referred.</li> <li>4. Provide a needs assessment and Individual Service Plan (ISP). Assess, plan, implement, coordinate, monitor, and evaluate the services required to meet the participant's needs.</li> <li>5. Provides advocacy for the participant.</li> </ol> <p>Agency should seek out and make use of survivor input in designing and implementing programs.</p>	<p><input type="checkbox"/> Survivor on staff or board</p>	<p><input type="checkbox"/> Agency can describe how the services are victim-centered and driven activities</p> <p><input type="checkbox"/> Agency can describe and demonstrate its process for providing ongoing support. <input type="checkbox"/> Agency can describe how services are provided. MOUs with collaborative partners are established.</p> <p><input type="checkbox"/> Up-to-date records of referral tracking on established form</p> <p><input type="checkbox"/> Needs assessment completed <input type="checkbox"/> Participant needs outlined in ISP</p> <p><input type="checkbox"/> Agency can describe the ways in which it provides advocacy services.</p> <p><input type="checkbox"/> The agency can describe and document its process for seeking and using survivor input</p> <p><input type="checkbox"/> Staff meets qualifications and is employed by appropriate agency</p> <p><input type="checkbox"/> Training certificates on file for Supervisors, staff and volunteers.</p>	<p><input type="checkbox"/> Agency cannot describe how services are victim-centered and victim driven.</p> <p><input type="checkbox"/> No evidence that follow up support is provided <input type="checkbox"/> Limited or no evidence of internal capacity or collaborative partners.</p> <p><input type="checkbox"/> No referral tracking form established</p> <p><input type="checkbox"/> No needs assessment <input type="checkbox"/> No ISP</p> <p><input type="checkbox"/> Agency does not provide advocacy services.</p> <p><input type="checkbox"/> The agency cannot describe or document its process for seeking and using survivor input</p> <p><input type="checkbox"/> Staff does not meet qualifications</p> <p><input type="checkbox"/> Training certificates are missing or incomplete.</p>
<b>Qualifications</b>	<p>Case Managers meet one of following qualifications: 1. Victim Advocates: Must be employed at an agency that provides services to crime victims and perform duties consistent with victim advocacy as documented by a job description. 2. Social Workers: Must be licensed with the State of Ohio and must be supervised by a Licensed Social Worker or Licensed Independent Social Worker or a person with equivalent professional experience. 3. Licensed Professional Counselors: Must be licensed in the state of Ohio and be supervised by a Licensed Professional Clinical Counselor in the state of Ohio. 4. Nurse Case Managers: Must have an active RN in the state of OH.</p> <p>Supervisors, staff and volunteers must complete training on the required topics identified in Section 1.</p>			

Additional Comments:

11. Street Outreach		Exceeds Standards (If Applicable)	Meets Standards	Does Not Meet Standards
<b>Definition</b>	The Street Outreach Program enables organizations to help persons sexually exploited to get off the streets. The program promotes efforts to build relationships between street outreach workers and persons who are being sexually exploited on the streets. Outreach workers also provide support services that aim to offer help to those burdened by street life seeking a way out.			
<b>Goal</b>	To build rapport with persons who are being sexually exploited on the streets and offer them a 24/7 help line in case they need anything.			
<b>Standards</b>	Supervisors, staff and volunteers must complete training on the required topics identified in Section 1.		<input type="checkbox"/> Training certificates on file for Supervisors, staff and volunteers.	<input type="checkbox"/> Training certificates are missing or incomplete.
	The agency should seek out and make use of survivor input in designing and delivering services.	<input type="checkbox"/> Survivor on staff or board of agency	<input type="checkbox"/> The agency can describe and document its process for seeking and using survivor input	<input type="checkbox"/> The agency cannot describe or document its process for seeking and using survivor input

Additional Comments:

12.Drop-In Center		Exceeds Standards (If Applicable)	Meets Standards	Does Not Meet Standards
<b>Definition</b>	The drop in center offers services and support to persons who have been sexually exploited or trafficked without previous arrangements.			
<b>Goal</b>	To assist survivors of human trafficking in building relationships, accessing services and taking initial steps toward stabilization.			
<b>Standards</b>	Staff and Volunteers must be supervised by a staff person who has completed training outlined in Ethical Standards.		<input type="checkbox"/> Staff and volunteers are supervisor by staff person who has completed training as indicated by personnel records	<input type="checkbox"/> Staff and volunteers are not supervised by staff who has completed training
	Supervisors, staff and volunteers must complete training on the required topics identified in Section 1.		<input type="checkbox"/> Training certificates on file for Supervisors, staff and volunteers.	<input type="checkbox"/> Training certificates are missing or incomplete.
	The agency should seek out and make use of survivor input in designing and delivering services.	<input type="checkbox"/> Survivor on staff or board of agency	<input type="checkbox"/> The agency can describe and document its process for seeking and using survivor input	<input type="checkbox"/> The agency cannot describe or document its process for seeking and using survivor input
	The agency will assess and meets the basic and immediate needs of participants		<input type="checkbox"/> Records are available showing that each participant has had an assessment and basic needs have been met	<input type="checkbox"/> Assessments have not be given to participants
	Volunteers are screened prior to volunteering, including a memorandum of agreement outlining their responsibilities, confidentiality and ethics agreement and background check		<input type="checkbox"/> All volunteers are screened as noted in standard as evidenced by documentation of signed agreements and background checks	<input type="checkbox"/> Volunteers are not screened prior to volunteering
	The agency should engage in safety and crisis planning by creating a written individualized safety plan for each participant.		<input type="checkbox"/> Safety plan on file for each participant and include goals and plans, a list of triggers, a list of ways that the consumer shows that they are stressed or overwhelmed, strategies or response that are helpful when the participant is upset or overwhelmed and a list of people that the consumer feels safe around	<input type="checkbox"/> Safety plans are incomplete or nonexistent

Additional Comments: