

Appendix IV, Exhibit I: NYCTAP Screening Tool, Part I

Agency code: _____

Confidential

Interviewer ID: _____

Screening purpose. This screening tool is intended to be used as part of the regular intake process or as part of enrollment for specific programs. In order for the results to be valid, the screening should be administered according to pre-arranged protocols, *whether or not the client is believed to be a victim of human trafficking*. Please refer to the *Step-by-Step Interview Instructions* (in purple) for directions on using this screening tool and handling the data collection forms.

Screening timing. Since each agency’s intake process is unique, we ask those agencies administering the interview during intake to determine how to best integrate this screening tool with your other intake forms. Whatever the particular administrative context for the interview, it is recommended that you “bookend” it with more comfortable, casual topics at the start and end of the interview, to minimize your client’s discomfort.

We know that in some cases the intake process extends beyond the first meeting with the client. We also understand that service providers may sometimes choose to postpone sensitive screenings such as this one, judging that clients are not yet ready to disclose or discuss their experiences of victimization. There is a risk that these individuals will not return. To avoid losing information on these individuals and to document any discretionary decision making in the screening process, please fill out the attached *Deferred Screening* box on the bottom of this page.

Screening suspension. If in the course of an interview the client shows acute signs of anxiety, ask the client if s/he would prefer to stop the interview and resume it at a later time. If the client chooses to suspend the interview, fill out the *Suspended Screening* box on the bottom of this page.

Service referrals. For additional social and legal service referrals to organizations that work with victims of human trafficking, see the two sets of blue-colored information sheets provided by the Vera Institute, *Suggestions for Assisting Trafficked Persons* and *Client Resources*.

Deferred Screening (Date: __/__/____)

If client screening is being postponed, please note the reason(s) why: _____

Deferred Screening Follow-up (Date: __/__/____)

If the screening of this client had been deferred, provide the number of previous on-site contacts (including your first meeting): ____

Suspended Screening (Date: __/__/____)

If client screening is being suspended, please note the reason(s) why: _____

Suspended Screening Follow-up (Date: __/__/____)

If the screening of this client had been *suspended*, provide the date when interview is resumed: __/__/____ (MM/DD/YYYY)

and check the section number where interview is resumed: 1 2 3 4 5

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Section 1: Screening Background **[DO NOT READ TO CLIENT]**

1a. Date of interview: __/__/____ (MM/DD/YYYY)

1b. Client referral source *[select only one]*:

- Other social service provider
 Own agency/ internal referral
 Healthcare provider
 NYPD
 Dept. of Homeland Security (DHS) / Immigration & Customs Enforcement (ICE) / Immigration & Naturalization Service (INS)
 Other law enforcement *[fill in]*: _____
 Referred by other client
 Referred by someone else *[fill in relationship to client]*: _____
 Walk-in

1c. Client status *[check if either applies]*: 'certified' as trafficking victim 'pre-certified' as trafficking victim

1d. Sex of client: male female other

1e. Language of interview: _____

→ Client proficiency in language of interview: basic fluent

→ Mode of interview: bilingual interviewer without interpreter interviewer with interpreter

→ Source language: _____ Target language: _____

Section 2: Personal Background

INTERVIEWER READ: I'd like to begin by asking you a few simple questions about your personal and family background.

2a. What is your date of birth? __/__/____ (MM/DD/YYYY)

2b. If you don't know your date of birth, approximately how old are you (What is your best guess?) ? _____

[If respondent cannot provide a number, offer the following response brackets to choose from]

18-19 20-24 25-29 30-34 35-39 40-44 45-49 50-54 55-59 60-64 65+

2c. How many biological children (males and females) do you have? Please do not count adopted children or step-children.

0 1 2 3 4 5 6 7 8 9 more than 9

→ Check here if client indicates without prompting that she is pregnant.

2d. How many biological brothers (males) do you have from your maternal (mother's) side? Please do not count step-brothers.

0 1 2 3 4 5 more than 5 unknown

2e. How many biological sisters (females) do you have from your maternal (mother's) side? Please do not count step-sisters.

0 1 2 3 4 5 more than 5 unknown

2f. What country were you born in? _____

2g. Do you hold citizenship in any other countries besides where you were born?

No

Yes → Other country of citizenship # 1 _____ # 2 _____

INTERVIEWER: *if client is foreign-born, use the **green** form
if client was born in the United States, use the **yellow** form*

Appendix IV, Exhibit II: NYCTAP Screening Tool, Part II for Foreign-born Adults (on green paper)

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Section 3: Migration

INTERVIEWER READ: The next set of questions deals with migration to the United States, a process that is often very difficult and complicated. The questions ask about your migration to the U.S., who was involved, and how it was arranged.

3a. Can you tell me what country you lived in—for at least 3 months—before you last came to the U.S.? [INTERVIEWER: If client has come to the U.S. more than once, probe to make sure client refers to place of residence before his/her most recent period of residence]

3b. In what year did you last come to the U.S.? _ _ _ _ (YYYY) [INTERVIEWER: Probe to make sure client refers to the start of residence in the U.S. and not returns from trips abroad lasting less than 3 months]

→ If you don't know exactly when, approximately how long have you been here [check one]?

- Less than 1 year 1 year 2 years 3 years 4 years 5 years
 More than 5 but less than 10 years More than 10 years

3c. Was anyone else involved in organizing your migration?

No

Yes → Can you tell me who and how they were involved? _____

3d. Can you tell me the total cost (approximately) of your migration and what it covered (e.g., transportation such as airplane or bus tickets, documents, work placement, etc.)? _____

3e. Did you (or your family) take on a debt (owe money or something else) to anyone who helped you come to the U.S.?

No [Skip to Section 4]

Yes → Do you (or your family) still have this debt—or does anyone claim you do? No Yes

INTERVIEWER: Record volunteered information here: _____

3f. While in the U.S., have you ever been pressured to engage in any activity you didn't want to do in order to pay back a debt related to your migration?

No

Yes → If you are comfortable telling me, could you describe how you were pressured and what kinds of things you were pressured to do that you didn't want to do? _____

3g. INTERVIEWER: if client offered any additional information about debts or other victimization related to migration, record it here: _____

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Section 4: Work

INTERVIEWER READ: I'm going to ask you some (more) questions about work you've done in the United States and people you have worked for and with. I'm interested in any kind of work you've done, even if you weren't paid, even if it wasn't for "official" jobs in regular workplaces. Remember, everything you tell me is confidential and you do not have to answer any questions you don't want to answer.

4a. Have you ever had a job or done any kind of work in the U.S.?

No **[Skip to Section 5]**

Yes

4b. Have you ever worked (in the U.S.) without getting the payment you expected?

No

Yes → What kind(s) of work were you doing? _____

→ What payment did you expect and why and what did you receive? _____

4c. Have you ever worked someplace (in the U.S.) where your work was different from what you had expected?

No

Yes → What did you expect to do and why and what did you end up doing? _____

4d. Have you ever worked in a place or with people that made you feel scared or unsafe (since you've been in the U.S.)?

No

Yes → Could you tell me what made you feel scared or unsafe? _____

4e. Did anyone you worked for or with (in the U.S.) ever threaten to harm you or people close to you, like family or friends?

No

Yes → Could you give me some examples of the threats? _____

4f. Have you ever worked in a place (in the U.S.) where you were not given breaks, for example, to eat or use the bathroom?

No

Yes → What if you were sick or had some kind of emergency? _____

4g. INTERVIEWER: if client volunteered additional information relevant to trafficking victimization in a U.S. work context, record it here:

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Section 5: Working/Living Conditions

INTERVIEWER READ: We are almost finished with the interview. There are just a few more questions I'd like to ask about problems you may have had in your working *or* living situation in the United States.

5a. Have you ever been in a situation while in the U.S. in which you felt you could not leave the place where you worked or lived?

No

Yes → Could you tell me why you couldn't leave? _____

5b. Have you ever worked or lived anywhere in the U.S. where there were locks on the doors or windows that prevented you from leaving when you wanted to? No Yes

INTERVIEWER: Record volunteered information here: _____

5c. Have you ever worked or lived anywhere in the U.S. where you were not allowed to contact your family, friends or others?

No

Yes → Could you tell me why not? _____

5d. Has anyone in the U.S. taken and kept your identification, for example, your passport or driver's license?

No

Yes → Could you get them back if you wanted? [INTERVIEWER: Probe for details] _____

5e. Have you ever worked for or lived with anyone in the U.S. who asked you to lie about your age or the type of work you did?

No

Yes → Could you explain why they asked you to lie? _____

5f. Has anyone you have worked for or lived with in the U.S. ever threatened to have you deported or to report your immigration status or anything else to the police or other authorities? No Yes

[INTERVIEWER: If Yes, probe for details]: _____

5g. Since you've been in the U.S., has anyone you have worked for or lived with ever tricked or forced you into doing any type of work or activity that you did not want to do?

No

Yes → If you are comfortable, could you please give me some examples? _____

5h. Has anyone in the U.S. (not just a citizen) ever pressured you to touch another person or to engage in any kind of unwanted contact with another person?

No

Yes → If you are comfortable talking about it, could you tell me what happened? _____

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5i. Have you ever received anything of value—for example, money, housing, food, gifts, favors for others—in exchange for any type of activity involving sex? [Interviewer: Probe to make sure the exchange occurred in the United States]

- No
 Yes → Were you under the age of 18 when this occurred? No Yes

5j. Has anyone you ever worked for or lived with in the U.S. kept money that was yours in exchange for transportation, food or rent without your prior consent to the specific amounts?

- No
 Yes → Could you describe this situation? _____

5k. Was anyone you ever worked for or lived with in the U.S. responsible for providing you with food?

- No
 Yes → Did you get enough food? Yes No

5l. Has anyone you ever worked for or lived with in the U.S. controlled your sleep schedule?

- No
 Yes → Did you get enough sleep? Yes No

5m. INTERVIEWER: if client volunteered additional information relevant to force, fraud or coercion in a work or living situation in the U.S., record it here: _____

Section 6: Post-interview Assessment

6a. Note any nonverbal indicators of past victimization: _____

6b. Note any indicators that responses may have been inaccurate, specifying the question #(s) if possible: _____

6c. Indicate the likelihood that the client is a victim of trafficking:

- certainly not likely not uncertain either way likely certainly

6d. Briefly state up to three reasons for your rating:

- (1) _____
(2) _____
(3) _____

6e. Did you provide the client with the "Client Resources" sheet? No Yes

6f. What kind of service referrals, if any, will you make for the client? (1) _____

- (2) _____ (3) _____
(4) _____ (5) _____

6g. Additional notes: _____

Appendix IV, Exhibit III: NYCTAP Screening Tool, Part II for U.S.-born Adults (on yellow paper)

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Section 3: Work

INTERVIEWER READ: I'm going to ask you some questions about work you've done and people you have worked for and with. I'm interested in any kind of work you've done, even if you weren't paid, even if it wasn't for "official" jobs in regular workplaces, as long as it was done in the U.S., not in a foreign country. Remember, everything you tell me is confidential and you do not have to answer any questions you don't want to answer.

3a. Have you ever had a job or done any kind of work in the U.S.?

- No **[Skip to Section 4]**
 Yes

3b. Have you ever worked without getting the payment you expected?

- No
 Yes → What kind(s) of work were you doing? _____
→ What payment did you expect and why and what did you receive? _____

3c. Have you ever worked someplace where your work was different from what you had expected?

- No
 Yes → What did you expect and why and what did you end up doing? _____

3d. Have you ever worked in a place or with people that made you feel scared or unsafe?

- No
 Yes → Could you tell me what made you feel scared or unsafe? _____

3e. Did anyone you worked for or with ever threaten to harm you or people close to you, like family or friends?

- No
 Yes → Could you give me some examples of the threats? _____

3f. Have you ever worked in a place where you were not given breaks, for example, to eat or use the bathroom?

- No
 Yes → What if you were sick or had some kind of emergency? _____

3g. INTERVIEWER: if client volunteered additional information relevant to trafficking victimization in a U.S. work context, record it here:

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Interviewer ID: _____

Section 4: Working/Living Conditions

INTERVIEWER READ: We are almost finished with the interview. There are just a few more questions I'd like to ask about problems you may have had in your working *or* living situation. Again, the questions refer to experiences in the U.S.

4a. Have you ever been in a situation while in which you felt you could not leave the place where you worked or lived?

No

Yes → Could you tell me why you couldn't leave? _____

4b. Have you ever worked or lived anywhere where there were locks on the doors or windows that prevented you from leaving when you wanted to? No Yes

INTERVIEWER: Record volunteered information here: _____

4c. Have you ever worked or lived anywhere where you were not allowed to contact your family, friends or others?

No

Yes → Could you tell me why not? _____

4d. Has anyone ever taken and kept your identification, for example, your passport or driver's license?

No

Yes → Could you get them back if you wanted? [INTERVIEWER: Probe for details] _____

4e. Have you ever worked for or lived with anyone who asked you to lie about your age or the type of work you did?

No

Yes → Could you explain why they asked you to lie? _____

4f. Has anyone you have worked for or lived with ever threatened to report you to the police or other authorities? No Yes

[INTERVIEWER: If Yes, probe for details]: _____

4g. Has anyone you have worked for or lived with ever tricked or forced you into doing any type of work or activity that you did not want to do?

No

Yes → If you are comfortable, could you please give me some examples? _____

4h. Has anyone ever pressured you to touch another person or to engage in any kind of unwanted contact with another person?

No

Yes → If you are comfortable talking about it, could you tell me what happened? _____

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4i. Have you ever received anything of value—for example, money, housing, food, gifts, favors for others—in exchange for any type of activity involving sex?

- No
 Yes → Were you under the age of 18 when this occurred? No Yes

4j. Has anyone you ever worked for or lived with kept money that was yours in exchange for transportation, food or rent without your prior consent to the specific amounts?

- No
 Yes → Could you describe this situation? _____

4k. Was anyone you ever worked for or lived with responsible for providing you with food?

- No
 Yes → Did you get enough food? Yes No

4l. Has anyone you ever worked for or lived with in the U.S. controlled your sleep schedule?

- No
 Yes → Did you get enough sleep? Yes No

4m. INTERVIEWER: if client volunteered additional information relevant to force, fraud or coercion in a work or living situation in the U.S., record it here: _____

Section 5: Post-interview Assessment

5a. Note any nonverbal indicators of past victimization: _____

5b. Note any indicators that responses may have been inaccurate, specifying the question #(s) if possible: _____

5c. Indicate the likelihood that the client is a victim of trafficking:

- certainly not likely not uncertain either way likely certainly

5d. Briefly state up to three reasons for your rating:

- (1) _____
(2) _____
(3) _____

5e. Did you provide the client with the “Client Resources” sheet? No Yes

5f. What kind of service referrals, if any, will you make for the client? (1) _____

- (2) _____ (3) _____
(4) _____ (5) _____

5g. Additional notes: _____