



COLORADO
Department of Human Services

High Risk Victim Tool User Guide

Process

This Job Aid table describes the actions needed to add a High Risk Victim (HRV) tool into Trails.

Related Job Aids:

<https://www.coloradocwts.com/trails-resource/trails-modernization>

- Manage Human Trafficking Screen (tutorial)
- Human Trafficking- Manage Self-Reports (tutorial)
- Human Trafficking- Manage Credible Reports (tutorial)
- Human Trafficking - Generate Reports (tutorial)

Introduction

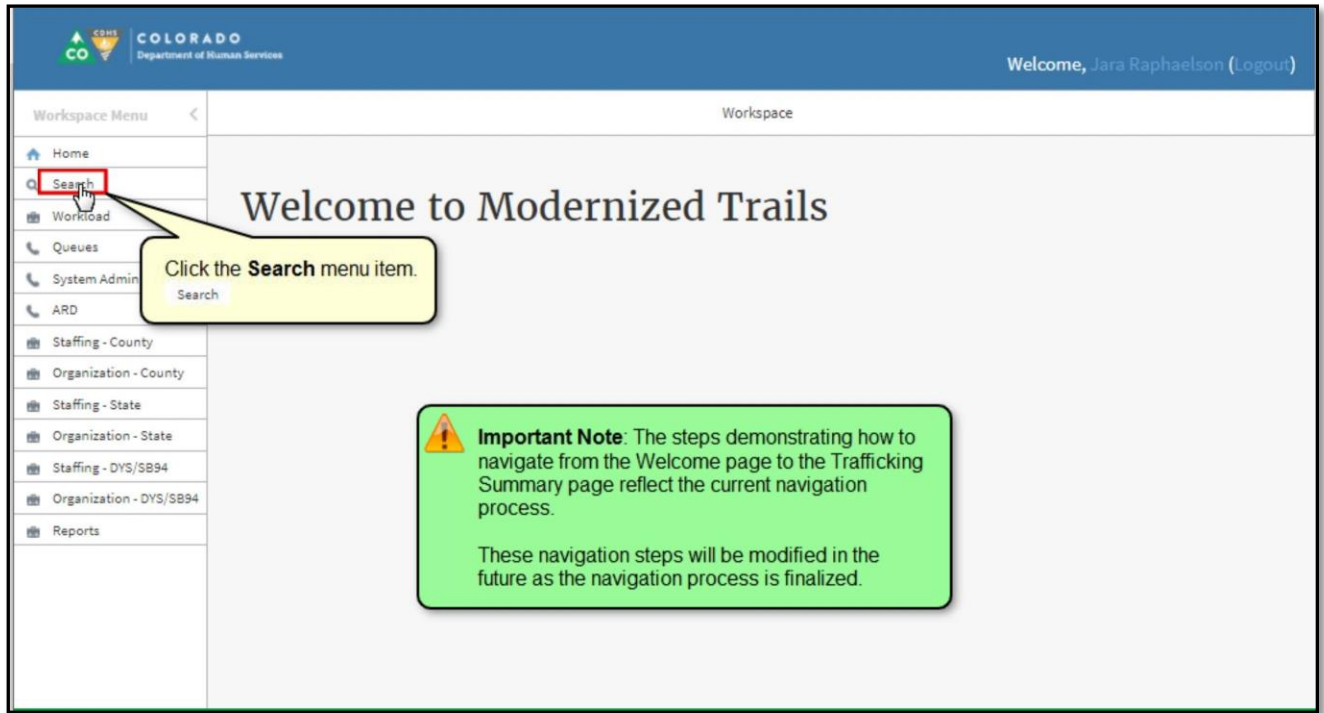
- The *DCW Worker* will be able to add an HRV tool/screen when there is concern that a youth on their caseload has experienced trafficking or is at risk of being trafficked.
- The HRV tool assists in informing treatment, and/ or systems response to at-risk youth.
- The HRV tool will not confirm if a youth is being trafficked
- The HRV tool may be used by local human trafficking Multi- Disciplinary Teams to help guide interventions

The Colorado High Risk Tool (HRV) must be completed:

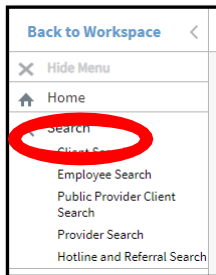
- 1) In any open assessment or case, regardless of the program area, when the county department of human or social services has reason to believe a child/youth is, or is at risk of being, a victim of human trafficking
- 2) Any time a child/youth who is in the legal custody of the county department returns from a run

Access the HRV Tool through Trails Modernization platform using **CHROME** web browser. <http://trails.state.co.us>

1. Select "Search" from the main page



2. Select "Client Search"



3. Search for client using Name, Client ID, etc.

Enter information in the **Client Search** fields to locate the required client. At a minimum, use Last Name OR Client ID.

For this example, **Doeirax** has been entered in the Last Name field.

First Name	Middle Name	Last Name
Jane	Jane	Doeirax
Date of Birth	Phone Number	Client ID
MM/DD/YYYY	555-555-5555	0000000
Address	City	ZIP
123 Elm St	Denver	80132
State ID	Household Number	Social Security Number
A555555	00000000	000-00-0000 or 0000

4. Select your client and select “Actions” from upper right hand menu

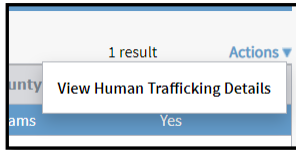
Search Queries

Last Name: Doeirax, Phonetic Search: false

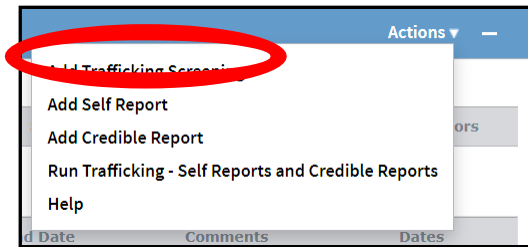
7 results

Full Name	CII	Client ID	Gender	DOB	Age	State ID	SSN	County	BOYC
Johnaeui Doeirax	---	2149368	Female	04/03/1992	25				No
Johnerao Alansmrb Doeirax	---	2741754	Male	01/03/1959	58				No
Johngzei Alanykic Doeirax	---	2199317	Female	08/04/1998	19				No
Johnkrrs Alanokoe Doeirax	---	16045	Female	03/07/1982	35	W765811	248-00-7878		No
Johnvlsi Alaneuce Doeirax	---	1558762	Female	01/04/1998	19	Y104901	273-00-1237		No
Johnxqft Doeirax	---	40869	Female	04/12/1966	51				No
Johnxsmg Alanhjuq Doeirax	---	2554495	Female	02/17/1961	56	L643979	554-00-9319		No

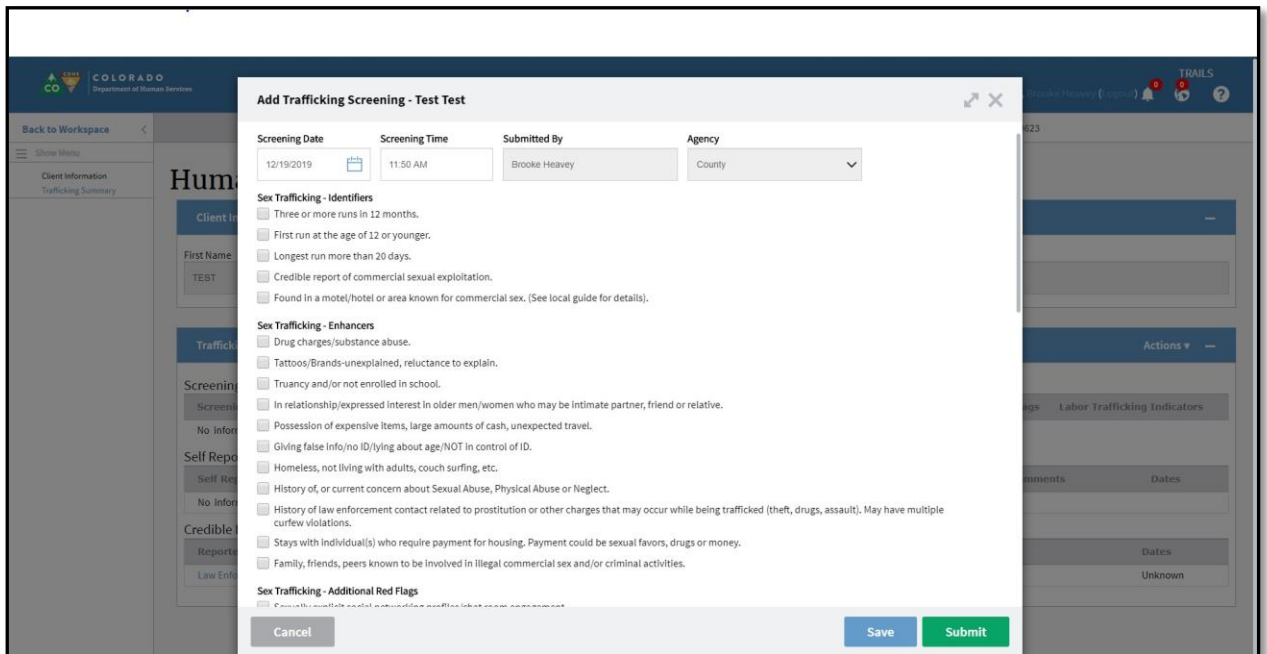
5. Select “View Human Trafficking Details”



6. Select “Actions” from upper right hand menu (for a second time) and select “Add Trafficking Screening”



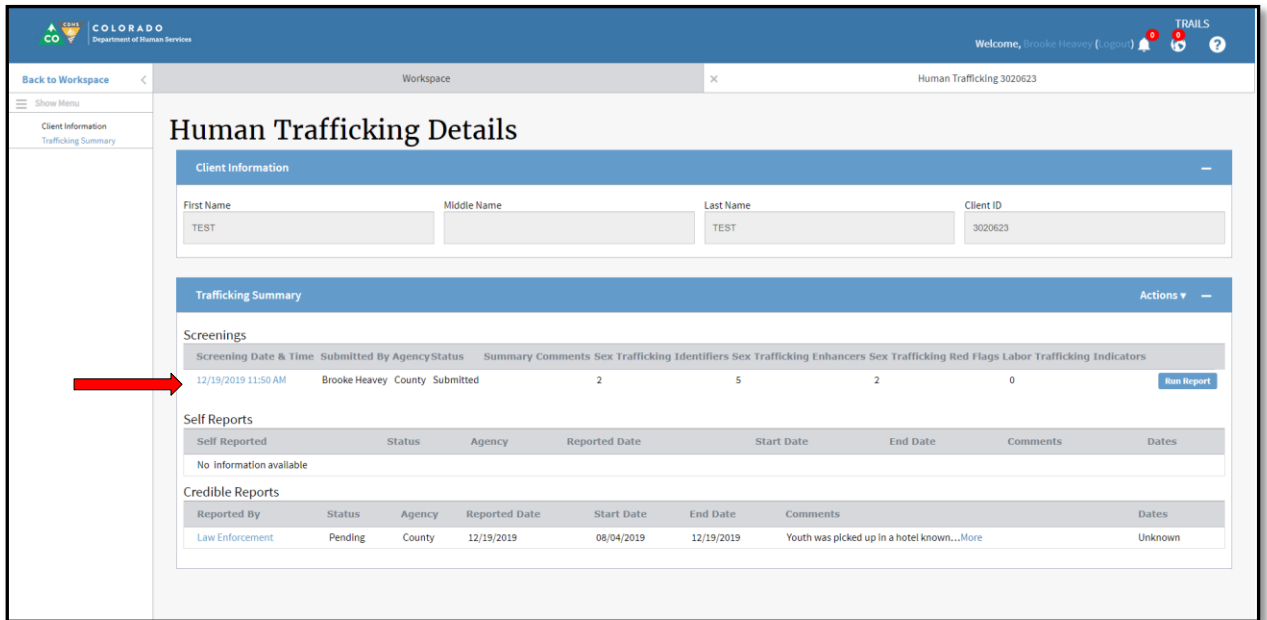
7. Select applicable trafficking indicators. A drop down box will open to populate additional information. Do not add “Self-report” or “In File”. Add details about youth’s experience.



- Hit "Save" or "Submit". "Submitting" will lock your entry, "saving" will allow for you to come back later and make edits. Your HRV tools is not considered complete until it is submitted!



- All done! - You may review your trafficking screen and past trafficking screens here!



Questions:

Holly Harris, MSW

Human Trafficking and Sex Abuse Referral and Assessment Specialist

P: 720.642.0194

Holly.Harris@state.co.us