



Project NO REST Human Trafficking Screening Tool (PNR-HTST) Instructions

This tool was developed to assist child- and youth-serving agencies to screen for possible youth victims of human trafficking.¹ ***The tool should only be used by staff members who have completed PNR-HTST training.*** Agencies that serve populations at risk of trafficking, such as runaway/homeless youth and youth involved in child welfare or juvenile justice, may choose to screen all youth served by the agency or screening may be triggered by reports of human trafficking from professionals or risk factors of trafficking.² The following risk factors have been identified, but may not be inclusive of all risk factors:

- History of running away or getting kicked out of home
 - Definition of running away or getting kicked out of home: Include times the youth did not voluntarily return within 24 hours, and include incidents not reported by or to law enforcement.
- History of homelessness or housing instability
- History of sexual abuse
- History of physical abuse
- History of sexual offense
- History of delinquent or reckless behavior (involvement with law enforcement or juvenile justice)
- History of neglect or basic needs not met
- Current or past involvement in the child welfare system
- History of alcohol or substance use disorder
- History of depression/mood disorder
- Exposure to domestic violence
- Family instability
- Excessive absences from school
- Identifies as lesbian, gay, bisexual, or transgender (LGBT)
- Has disabilities, especially intellectual disability
- Immigration status
- Poverty
- Unemployment
- Lack of transportation

¹ This tool is an adaptation of the Florida Human Trafficking Screening Tool originally developed by the Department of Children and Families and the Department of Juvenile Justice. Permission for use was obtained by Project NO REST.

² PNR-HTST is intended to complement and not replace agency policy and guidelines for working with potential victims of human trafficking. If you have questions about implementation of the tool in your agency, please contact PNR at project_no_rest@unc.edu.

To ensure that the instrument is administered effectively, all screeners should follow the screening protocol set forth in this guide. It is important for screeners to understand that questions designed to screen for human trafficking are invasive by nature and may reveal that a youth is suffering from the effects of exposure to trauma. As such, screeners must take care to create a safe environment in which they establish rapport and trust with the youth. Additionally, screeners should be prepared to call upon therapeutic and legal staff in responding to the needs of trafficking victims.

Youth may be reluctant to respond due to a lack of trust, fear of consequences related to disclosure, and/or not viewing themselves as a victim. Strengths-based, non-judgmental, and trauma-informed approaches should be used to engage youth in a conversation to secure answers to the questions within the instrument, rather than reading items verbatim. Motivational interviewing techniques may also be used to gently question inconsistencies and encourage disclosure. The guidelines that follow provide instruction for following the screening protocol for administering the PNR-HTST and should be adhered to each time a screening is conducted.

PNR-HTST Screening Protocol

SCREENING PREPARATION

The screening should be conducted in a safe and non-threatening environment. Screeners should be well-prepared, comfortable working with victims of trauma, and recognize the need to ask questions in an appropriate manner that is sensitive to the needs of youth. The following guidelines should be followed when preparing to conduct a PNR-HTST screening:

- Read through the entire screening instrument and this Administration Guide, so that you are familiar with the instrument and able to conduct the screening in a conversational style, allowing the youth to direct the flow of discussion.
- Conduct the screening in a private, quiet environment designed to make the youth feel physically comfortable and safe.
- Be prepared to provide the youth with basic needs such as an interpreter, tissues, drink, food, clothing, medical or therapeutic care, and/or access to services, as appropriate.
- If an interpreter is necessary, he/she should be trustworthy (unknown to the youth being interviewed) and able to use the same wording as the screener when asking questions and the same wording as the youth when answering questions. Use of an agency or certified interpreter is preferred, and interviewers need to offer such to the youth when possible. Interviews should be rescheduled if an interpreter is not available.
- Do not interview a youth in front of a suspected trafficker or individual who is exhibiting controlling behavior over the youth. Do not allow this person to interpret for the youth if he/she does not speak fluent English.
- Recognize that dressing in uniforms, suits, or other formal attire may cause a youth to fear that you are with immigration services or another enforcement agency.
- Use strengths-based and trauma-informed care approaches during the screening, allowing the youth to lead the direction of the conversation.
- The screening process may need to take place over multiple contact points if the screener judges that the youth needs more time. The screener may postpone the discussion to a later time when the youth is ready to discuss his/her experiences. When a youth displays acute signs of anxiety, the screener should consider contacting a trained mental health professional to complete a session with the youth.

The screening instrument contains a number of techniques used to help screeners administer the tool properly. Screeners should be familiar with these techniques which include the following:

- Instructions to screeners are provided in the PNR-HTST in *italics* throughout the instrument. These instructions guide screeners as to sub-questions that may need to be asked, sections that require information to be filled in, and questions that include prompts for further explanation.
- Introductory comments and questions to youth are in **bold typeface**. Introductory comments should be read to the youth. Screeners should use a conversational approach to secure

answers to the PNR-HTST questions, being sensitive to the needs of youth who may be suffering from the effects of exposure to trauma.

- Screeners should use professional judgment in deciding whether to preface a question or a prompt with phrasing such as “Please tell me more about that” or “If you are comfortable, could you tell me about that?”
- Sections A, B, I, J, and K are preceded with the instruction (*DO NOT READ TO YOUTH*). These sections are intended to be completed by the screener and not asked of the youth.
- Please use the lines provided within the instrument to record youths’ responses to open-ended questions.
- At the end of selected questions you will see this symbol ➤ which asks that screeners code for the likelihood that the youth’s responses suggest any evidence of the problem targeted by the preceding item(s). An example is provided below:
 - Evidence of Unsafe Living Environment: (*Check one*) Yes _____ No _____

Item-by-Item Guide for Administering the Instrument

Section A is to be completed by the screener and not asked of the youth.

Section A – Background Information

(DO NOT READ TO YOUTH)

1. Date Screened: _____/_____/_____ (MM/DD/YYYY)
2. Agency Name: _____
3. Agency County: _____
4. Screener Name: _____
5. Reason for Screening: (*Check all that apply*)
 - Universal screening
 - Report/referral from professional (*check all that apply*):
 - Law enforcement
 - School personnel
 - Medical provider
 - Child Protective Services/DSS
 - Service provider
 - Parent/guardian

- Friend or acquaintance
- Self-referral or walk-in
- Other (fill in): _____

- Youth's presenting offense is for prostitution or youth has a prior prostitution charge
- Agency staff observations are indicative of youth being trafficked
- Suspected trafficking is reported to the National Human Trafficking Hotline (Polaris)
- Youth acknowledges behaviors or circumstances indicative of being trafficked
- Risk factors (*check all that apply*):
 - Running away or getting kicked out of home
 - Homelessness or housing instability
 - Sexual abuse
 - Physical abuse
 - Sexual offense
 - Delinquent or reckless behavior (law enforcement or juvenile justice involvement)
 - Neglect or basic needs not met
 - Child welfare system involvement
 - Alcohol or substance use disorder
 - Depression/mood disorder
 - Exposure to domestic violence
 - Family instability
 - Excessive absences from school
 - LGBT
 - Disabilities
 - Immigration status
 - Poverty
 - Unemployment
 - Lack of transportation

6. Mode of Screening:

- Interview completed without need for interpreter
- Interview completed with the assistance of an interpreter

Section B is to be completed by the screener and not asked of the youth.

Section B – Demographic Information

(DO NOT READ TO YOUTH)

7. Youth's Name: _____
8. Date of Birth: _____
9. Agency Client ID: _____ (Case Number or Other Unique Identifier Assigned by Agency – DO NOT USE SSN)
10. Gender/Gender Identity: *(Check one)*
- Male
 - Female
 - Trans female to male
 - Trans male to female
 - Non-binary
 - Other
11. Race/Ethnicity: *(Check one)*
- American Indian/Alaska Native
 - Asian
 - Black or African-American
 - Hispanic or Latino
 - Native Hawaiian/Other Pacific Islander
 - White Non-Latino/Caucasian
 - Some Other Race
 - Multiple Races
12. Primary Language Spoken: *(Check one)*
- English
 - Spanish
 - Other (fill in): _____

Note the Start Time for Questions: __ (hour) __ (min) AM or PM

Begin the screening by reading the following introductory comments to the youth:

This is an interview to better understand your current situation and experiences. I will be asking you questions about yourself. Try to be as honest as you can. Some questions may be sensitive and hard for you to answer. You do not have to answer anything you don't want to answer. You can take a break at any time, ask to finish at a later time, or stop the session. I want you to know that you can trust me and that your safety is my priority. Everything you say will be kept completely confidential, unless you describe a situation where you or someone else is in immediate danger or at risk of being abused or hurting someone else. Before we get started, do you have any questions?

Section C – Youth Personal Background

I'd like to begin with some general questions about you and your personal background.

13. *(Screener asks for date of birth if unknown or to confirm information)*

What is your date of birth? ____/____/_____(MM/DD/YYYY)

14. **What country were you born in?** _____

15. **What city do you live in?** _____

15a. *(DO NOT READ TO YOUTH)* If youth has been arrested, was it outside the city in which he/she resides?

- No
- Yes

16. **Do you go to school?**

- No *(If No, skip to Item 17)*
- Yes *(If Yes, proceed to Item 16a below)*
- Refused to answer

16a. **Where do you go to school?** *(If school entered, ask item 16b)*

16b. **How many days have you attended school in the last two weeks?**

- 0 days
- 1-5 days
- 6-10 days
- Not applicable/school not in session

17. **Do you get on the Internet, Wi-Fi, or use phone or tablet apps?**

- No *(If No, skip to Item 18)*
- Yes *(If Yes, ask Item 17a below)*
- Refused to answer

17a. **What kind of sites or apps do you use?** *(Check all that apply)*

- Twitter
- Instagram
- Snapchat
- Kik
- Online game chat

- Instant messaging
- Facebook
- Tinder
- Craigslist
- Backpage
- Other apps or sites (*fill in*) _____
- Refused to answer

18. Have you ever agreed to meet someone you met online or through the Internet or through a phone app?

- No
- Yes (*If Yes, prompt by saying, Tell me more about that.*)
- Refused to answer

19. So, do you currently have a boyfriend or girlfriend?
(*For older youth/young adults, add: Or spouse/partner?*)

- No (*If No, skip to Item 20*)
- Yes (*If Yes, ask Items 19a and 19b below*)
- Refused to answer

19a. Is he/she younger, same age, or older than you?

- Younger
- Same age
- Older
 - If older, **by how many years?** _____ (years)
- Refused to answer

19b. How did you meet?

- Through a friend
- At school
- Through a family member
- Online (Facebook, Internet, game console)
- Public place (mall, movies, sports event)
- Work
- Other (*Fill in*) _____
- Refused to answer



Evidence of Unsafe Online Activity: (*Check one*) Yes _____ No _____

20. Do you have any tattoos?

(Screener should respond based upon youth answer and/or observation of visible tattoos)

- No *(If No, skip to Item 21)*
- Yes *(If Yes, ask Items 20a through Item 20c below)*
- Refused to answer
- Staff observed tattoos *(If selected, ask Items 20a through 20c below)*

20a. **What is the tattoo(s)?** *(Screener may respond to this item based on youth response and/or based on observation of the tattoo) (Check all that apply)*

- Dollar/currency sign, money bags
- Star/hearts
- Male name
- Female name
- Nickname or street name
- Refused to answer
- Other *(Describe)* _____

20b. **What does your tattoo(s) mean?** *(Check all that apply)*

- Family connection
- Personal meaning *(Fill in)* _____
- Intimate partner's name
- Gang-related
- Suspected trafficker's name/initials
- Forced branding/ownership
- No meaning
- Don't know the meaning
- Refused to answer
- Other *(Fill in)* _____

20c. **Who was with you when you got your tattoo(s)?** *(Check all that apply)*

- Family member
- Friend
- Intimate partner
- No one
- Suspected trafficker
- Gang member
- Refused to answer

21. Do you have any scars or brands that were made intentionally, not from an accident or injury?

(Screener should respond based upon youth answer and/or observation of visible scars)

- No *(If No, skip to Item 22)*
- Yes *(If Yes, ask Item 21a)*
- Screener observes mark(s), but youth denies mark(s) made intentionally
- Refused to answer

21a. Who was with you when you got your brand(s) or when you received the scar?

(Check all that apply)

- Family member
- Friend
- Intimate partner
- No one
- Suspected trafficker
- Gang member
- Refused to answer



Evidence of Suspicious/Trafficking-Related Tattooing/Branding: *(Check one)* Yes _____ No _____

Section D – Living Conditions

Next, I'd like to talk to you about where you live and the people you live with.

22. So, tell me about your current living situation. What type of place do you live in?

(Screener may prompt the youth by listing examples from below) (Check all that apply)

- House
- Apartment
- Group/foster home
- Car/van
- Shelter
- Rehabilitation facility
- Hotel or motel
- Part of a residence – garage, basement, shed
- Squat
- Traveling/in-between residences
- Couch surfing

- Homeless
- Labor camp
- Refused to answer
- Other (*Fill in*) _____

23. Who lives with you? (*Check all that apply*)

- Father
- Mother
- Both parents (in same home)
- Guardian
- Step-parent
- Relative(s)
- Friend(s)
- Intimate partner
- By myself
- Refused to answer
- Other (*Fill in*) _____

24. Do you pay for where you live?

- No (*If No, skip to Item 25*)
- Yes (*If Yes, ask Item 24a below*)
- Refused to answer

24a. How do you pay for where you live? (*Check all that apply*)

- Parents/relatives
- Friends
- Intimate partner
- Myself through employment/job
- Myself through selling drugs
- Myself through stealing
- Myself through engaging in sexual acts for money/material gain
- Peddling and begging
- Refused to answer
- Other (*Fill in*) _____

25. **Do you feel safe where you live?**

- No
- Yes
- Refused to answer

26. **Have you ever had any contacts or visits from DSS?**

(Note: Youth may use other terminology including CPS, the county, or the state)

- No
- Yes
- Refused to answer

Section E – Physical/Domestic Violence History

(Ask the following questions if screener is not familiar with youth’s physical/domestic violence history)

Sometimes, very scary or upsetting things happen to people. These are times where someone was hurt very badly or killed, or could have been.

27. **Have you ever been hit, punched, and/or kicked very hard at home (not including ordinary fights between brothers and sisters)?**

- No
- Yes
- Refused to answer

28. **Have you ever seen a family member being hit, punched, and/or kicked very hard?**

- No
- Yes
- Refused to answer



Evidence of Unsafe Living Environment: *(Check one)* Yes _____ No _____

Section F – Work Information

Now I’d like to ask you some questions about work situations. What I mean by “work” is anything you have done where you have received something of value, like money, food, clothing, a place to stay, drugs, or gifts, in exchange for your efforts. This could include a more typical job like working at a fast-food restaurant or store, but may also include things that some kids have to do to survive when away from their homes. So your boss may have been a typical employer or may have been a family member, friend, boyfriend or girlfriend, or someone you lived with or had a relationship with.

29. **So, do you have a job or did you have one before coming here?**

- No *(If No, skip to Item 39)*
- Yes *(If Yes, continue to Item 30 below)*
- Refused to answer

30. **What type of work do you do or did you do?** *(Check all that apply)*

- Agriculture and animal husbandry
- Construction
- Landscaping
- Factories and manufacturing
- Forestry and logging
- Escort services
- Outdoor solicitation
- Residential (brothels, private households)
- Personal sexual servitude
- Bars, strip clubs, & cantinas
- Pornography
- Remote interactive sexual acts
- Illicit massage, health, & beauty
- Health and beauty services (ex. nail or hair salon, health spa)
- Domestic work
- Commercial cleaning services
- Traveling sales crews
- Peddling and begging
- Hotels and hospitality
- Restaurants and food service
- Health care
- Recreational facilities
- Arts and entertainment
- Carnivals
- Illicit activities
- Refused to answer
- Other *(Fill in)* _____

31. **How much money do or did you make an hour?** *(Screener may ask relative to minimum wage rate)*

- Below minimum wage *(Minimum wage is \$7.25/hour in North Carolina)*
- At or above minimum wage but less than \$11 an hour
- \$11-\$21 an hour
- More than \$21 an hour
- Does not know
- Refused to answer

32. **Does your boss or supervisor owe you money?**

- No
- Yes
- Refused to answer

33. **Do you owe your boss or supervisor money?**

- No
- Yes
- Refused to answer

34. **Do any of your family members owe your boss money?**

- No
- Yes
- Refused to answer

Screener may prompt for something else that is owed like a favor, house, property, or land.

35. **Have you ever worked or done something for your boss without getting the payment that you thought you would get?**

- No *(If No, skip to Item 36)*
- Yes *(If Yes, ask Items 35a through Item 35c below)*
- Refused to answer

35a. **What kind of work was it?** _____

35b. **What payment did you expect?** _____

35c. **What did you receive?** _____

36. **Do you have a quota at work that you have to meet?**

- No
- Yes

Refused to answer

➔ Evidence of Deceptive Payment Practices: *(Check one)* Yes _____ No _____

37. **Do you live and work at the same place?**

- No
 Yes
 Refused to answer

38. **Can you quit or could you have quit your job at any time without punishment from your boss or supervisor?**

- No
 Yes
 Refused to answer

➔ Evidence of Forced Labor: *(Check one)* Yes _____ No _____

39. **When you think about the future, what do you want to do when you get older? *(Fill in)*** _____

Section G – Away from Home

(Section G questions apply to youth who are minors or those who do not primarily live independently from parents or guardians)

I'd like for you to think about the past 12 months and times when you have been away from home.

40. **Have you run away, stayed away, been kicked out, or left your home without permission in the past year?**

- No *(If No, skip to Item 41)*
 Yes *(If Yes, ask Items 40a through 40k below)*
 Refused to answer

40a. **How many times have you run away, been kicked out, or left without permission?**

- 1 to 5 times
 6 to 10 times
 11 to 20 times
 More than 20 times
 Refused to answer

40b. **How long were you gone the last time you left home?**

- Less than a week
- 1 to 3 weeks
- 1 to 3 months
- 4 months or longer
- Did not return home
- Refused to answer

40c. **Where did you go when you left?** *(Check all that apply)*

- Friend's place
- Relative's place/other biological parent's place
- Intimate partner's place
- Motel/hotel
- Street
- Out of town
- Pro-social adult or peer's place
- Anti-social adult or peer's place (criminal/delinquent associates)
- Street gang
- Labor camp
- Refused to answer

Other *(Fill in)* _____

40d. **While you were away, how did you support yourself?** *(Check all that apply)*

- Family/relatives took care of me
- Friend(s) took care of me
- Intimate partner helped
- Worked (legal employment/jobs)
- Money through selling drugs
- Money/material gain/favors from prostitution, stripping, or similar activities
- Didn't stay away long enough to need support
- Stealing
- Government assistance
- Peddling and begging
- Borrowed money from friends
- Trafficker/pimp

- Refused to answer
- Other (*Fill in*) _____

 Evidence of Excessive Running Away/Housing Instability: (*Check one*) Yes_____ No_____

40e. **While you were away, were you in control of your own money?**

- No
- Yes
- Refused to answer

40f. **Who were you with while you were away? (*Check all that apply*)**

- No one
- Friends
- Intimate partner
- Suspected trafficker/pimp
- Guardian
- Family/relatives
- Street gang
- Refused to answer

40g. **Did that person(s) ever give you things like money, drugs, clothes, or anything else of value?**

- No
- Yes
- Refused to answer

 Evidence of Questionable Financial Support While Away: (*Check one*) Yes_____ No_____

40h. **Did you leave town while you were away from home?**

- No
- Yes
- Refused to answer

40i. **While you were away, did anyone you were with not allow you to go back home or prevent you from leaving?**

- No
- Yes
- Refused to answer

 Evidence of Coercion to Stay Away from Home: (*Check one*) Yes_____ No_____

Sometimes people find themselves in situations where they feel unsafe, threatened, controlled, or even tricked into doing something they didn't want to do. I am going to ask you a few questions about things that might have made you feel unsafe, threatened, controlled, or tricked into doing something you didn't want to do.

40j. **While you were away, did you experience anything that made you uncomfortable?**

- No
- Yes; **if so, what?** *(Fill in)* _____
- Refused to answer

40k. **Sometimes young people who are away from home can be taken advantage of and asked to do sexual activities in exchange for something of value. These activities can include dancing, stripping, posing for photos, or sex of any kind. While you were away, did anyone ever ask you to do something like that?**

- No
- Yes.
- Refused to answer

➔ Evidence of Sexual Activities for Money, Support, or Gifts: *(Check one)* Yes _____ No _____

Section H – Sexual Exploitation/Coercion/Control

41. **In thinking about your past experiences, has anyone ever locked doors or windows or anything else to stop you from leaving work or home?**

- No
- Yes
- Refused to answer

➔ Evidence of Inability to Leave: *(Check one)* Yes _____ No _____

42. **Has anyone ever forced you to get or use false identification, like a fake ID or fake social security card or green card?**

- No
- Yes
- Refused to answer

➔ Evidence of Forced Identity Deception: *(Check one)* Yes _____ No _____

43. **Has anyone ever pressured you to touch someone physically or sexually when you didn't want to?**

- No
- Yes
- Refused to answer

44. **Has anyone ever asked/made you do anything sexually that you didn't want to do?**

- No
- Yes
- Refused to answer

45. **Has anyone in your home ever done anything sexually to you that you didn't want?**

- No
- Yes
- Refused to answer

➔ Evidence of Sexual Exploitation: *(Check one)* Yes _____ No _____

46. **Have you or someone else received something of value like money, a place to stay, food, clothes, gifts, favors, or drugs in exchange for your performing a sexual activity?**

- No
- Yes
- Refused to answer

➔ Evidence of Compensation for Sexual Activity: *(Check one)* Yes _____ No _____

Screener, close out the interview by saying the following to the youth:

I want to thank you for being open with me and answering these questions. Do you have any questions or is there anything that you would like to talk about?

Note the End Time for Questions: __ (hour) __ (min) AM or PM

Section I – Parent/Guardian Information*(DO NOT READ TO YOUTH)*

Section I is to be completed by the screener.

47. Did you speak with the youth's parent(s) or guardian(s)?

- No
- Yes (If Yes, to whom did you speak? _____)

If Yes, then ask Items 48-51.

48. Does the parent/guardian report that youth has a cell phone that a third party/trafficker pays for or might be paying for?

- No
- Yes

49. Does the parent/guardian report that youth returns home from running away with hair/nails done, new clothing or money that were not provided by the parent/guardian?

- No
- Yes

50. Does parent/guardian report that youth has internet postings or text/cell phone messages that indicate youth may be exchanging sex for something of value to him/her?

- No
- Yes

51. If youth has a tattoo of someone else's name, does guardian verify this person is who youth says they are?

- No
- Yes

 Evidence of Potential Trafficking (Parent Report): *(Check one)* Yes_____ No_____

Section J – Post-Screening Assessment (DO NOT READ TO YOUTH)

Section J is to be completed by the screener.

52. Did you observe any nonverbal indicators of past victimization? *(If so, explain)* _____

53. Did you observe any indicators that the youth’s responses may have been false? *(If so, explain)*

Review the evidence for human trafficking in previous sections and summarize in the table below:

Domain	Yes	No
Evidence of Unsafe Online Activity		
Evidence of Suspicious/Trafficking-Related Tattooing/Branding		
Evidence of Unsafe Living Environment		
Evidence of Deceptive Payment Practices		
Evidence of Forced Labor		
Evidence of Excessive Running Away/Housing Instability		
Evidence of Questionable Financial Support While Away		
Evidence of Coercion to Stay Away from Home		
Evidence of Sexual Activities for Money, Support, or Gifts		
Evidence of Inability to Leave		
Evidence of Forced Identity Deception		
Evidence of Sexual Exploitation		
Evidence of Compensation for Sexual Activity		
Evidence of Potential Trafficking (Parent Report)		

54. Indicate the likelihood that the youth is a victim of trafficking. If any evidence is marked Yes in the table above, then select *Likely is* or *Definitely is*:

- Definitely not
- Likely not
- Not sure
- Likely is
- Definitely is

55. Provide up to three reasons for your answer in Item 54:

1. _____

2. _____

3. _____

ACTIONS: If you answered *Not sure*, *Likely is*, or *Definitely is*, then follow your agency’s protocol for responding to potential victims of human trafficking. If the youth is under age 18, then you must call the local county Department of Social Services. If you believe the youth is in immediate danger, then call 911 or local law enforcement.

56. What kind of service referrals, if any, will you make for the youth?

Section K – PNR-HTST Feedback*(DO NOT READ TO YOUTH)*

Section K is to be completed by the screener.

57. Please describe below any difficulties, concerns, or any other feedback about administering the tool that you would like to share:

If you have any urgent concerns about the tool, please contact Dean Duncan at 919-962-7897 or dfduncan@email.unc.edu.