

Enhanced Collaborative Model Task Force to Combat Human Trafficking Information Sharing Protocol Checklist

This checklist provides a list of items Enhanced Collaborative Model anti-human trafficking task forces should consider when developing an information sharing protocol. This checklist can be used as a guide for the development of a strong protocol. While it is not mandatory to include all items, it is important that task force members discuss and agree what should be included specific to their local task force.

Sharing information among task force partners is vital to establish strong partnerships and address human trafficking. A successful collaborative approach to assisting victims and investigating and prosecuting traffickers will require information to be shared among partners about the case, victims, and traffickers. Supporting and engaging with a victim of human trafficking to participate in an investigation and subsequent prosecution requires all partners to work together and be informed about the process of the case and mitigate the impact participating may have on the victim. Information sharing in the form of agency data is also an important component of task force partnership. The data collected by task force partners is vital for identifying trends and developing appropriate, data-driven, informed responses.

Task force members may decide to develop multiple information sharing protocols depending on the specific needs of the task force. Here are a few topics to consider:

- Within closed subcommittee meetings
- Shared administrative activities, such as agency emails, securing shared documents, and data for grant reporting
- Victim referrals to law enforcement, prosecution, or victim services
- Cases involving minors
- Interstate communication

Developing an information sharing protocol will:

- 1 Streamline** information sharing between task force member agencies;
- 2 Allow** each task force partner to understand the requirements, limitations, and procedures for information sharing; and
- 3 Provide** the opportunity to address some of the challenges that arise when sharing information across partners and disciplines.

Instructions: Review and discuss this list of considerations to include when developing an information sharing protocol with task force members.

Section	Item	✓
Introduction to the Information Sharing Protocol	Rationale for information sharing protocol	
	Individuals who assisted in developing the protocol (include representatives from law enforcement, victim services, and prosecution)	
	Schedule for periodic review and update of the protocol	

Section	Item	✓
Specific Information to be Shared	Information to be shared, in detail (e.g., will de-identified data*, tips, or sensitive information about victims be shared? If so, what will be shared, by which partners, under what protections, and what role does confidentiality play?)	
	Victim rights regarding sharing their personal information, records, etc.	
	Where information is currently being stored (e.g. is the information maintained in a specific database)	
	Who will be providing the information and to whom	
	Circumstances in which information will be shared and exceptions that may preclude information sharing (i.e., understanding task force partners that have privileged communication status with victims and are limited in what can be shared)	
	Considerations for information sharing with broader task force members (i.e., non-case holding members, community members, etc.)	
Requirements for Information Sharing	Requirements for information sharing as mandated by the state and federal government for each discipline included in the protocol	
	Requirements for information sharing for each agency involved in the protocol (e.g., does a victim need to sign a release of information or are internal approvals needed to share de-identified data?)	
	Steps that will be taken to meet the requirements necessary for information sharing (e.g., how will victims be informed of information shared about their case? What information will be shared with victims?)	
	How Health Insurance Portability and Accountability Act (HIPAA) protected health information will be managed and protected	
	Requirements for information sharing in cases where the victim is unable to be located (e.g., what steps are needed to meet the requirements necessary for information sharing?)	
	Considerations for information sharing that the task force wants to implement (e.g., what principles should be included to make information sharing victim-centered and trauma-informed?)	

Section	Item	✓
Process for Information Sharing	Who is responsible for collecting and managing the information (e.g., will there be a point person at each agency?)	
	Where the information will be securely stored or saved (e.g., who holds the database, what needs to be included in discovery, etc.)	
	How confidentiality will be maintained (resource— IACP's anti-human trafficking task force confidentiality protocol)	
	How information will be shared (e.g., does a data sharing or information sharing platform need to be purchased or created? If so, how will it be purchased and who will maintain it?)	
	Limitations to sharing information electronically	
	Process if there is a data breach (e.g., who will be notified and how will individuals be held accountable?)	

*De-identified data refers to data that is shared without any information that would allow someone to know to whom the data is connected. For example, data where names, birthdates, addresses, and other personal information are removed.