

Memorandum

From: William Rivera  
To: All DCF Area Office Case Carrying Staff  
Date: 26 December 2013  
Subject: Human Anti-trafficking Response Team (HART) Liaisons

In light of the substantial increase in reports of suspected or actual human trafficking of children to the Careline recently, I am reminding all staff regarding the role of the Regional Area Office Human Anti-trafficking Response Team (HART) Liaisons for guiding area office practice on these complex cases.

**Careline Human Trafficking Report Intake**

Once a human trafficking report is identified and accepted for the intake track by the Careline, a Critical Incident form will be completed by the Careline Social Worker Supervisor (SWS) and sent to the Area Office. At that point, the Area Office Intake Manager will notify the **Regional HART (HT) Liaison and the assigned SWS of the case**. The HART Liaison will contact and share the human trafficking response protocol with the assigned SWS and Social Worker (SW) for appropriate response. The assigned SWS and SW will provide the HART Liaison with regular updates for reporting back to the Central Office HART leads.

**Regional HART Human Trafficking (HT) Liaison**

Each Regional Administrator has appointed at least one Human Trafficking Liaison to serve on the DCF Statewide HART, which is responsible for the oversight of human trafficking response for the Department. Some Regional Administrators have designated both a Regional Liaison and a Liaison for each Area Office.

The role of the HT Liaison is to:

- provide guidance to workers for identifying youth at risk for being trafficked by utilizing a risk assessment decision map,
- ensure a continuous feedback loop for communication requirements for case management, ongoing service needs for identified victims, and education and training of DCF employees and community agencies: and
- data collection and reporting.

Each HT Liaison has responsibility within their Region/Office to monitor progress and provide guidance to the DCF workers who are working with youth suspected of being trafficked. Monitoring of the cases will be done for the first ninety days (90) after a youth is identified. Working in collaboration with assigned staff, Liaisons also will ensure the Human Trafficking Monitoring Tool is updated throughout the first 90 days of identification to ensure that relevant forensic, mental health, medical and general DCF issues are addressed for each youth. At the conclusion of the 90 days, or when the case is closed, the form is signed by the DCF Social Work Supervisor and the HT Liaison before being placed in the record.

The following is a list of the HART Liaisons assigned for your region. If you have questions or require assistance regarding how to best identify and/or plan for youth identified as victims of human trafficking, contact your liaison or call me at 860-550-6569.

**DCF Regional HART Liaisons**

- Region I Bridgeport, Norwalk, Stamford - Melanie Kmetz (203) 384-5438
- Region II Milford - Trisha Falcone (203) 306-5314  
New Haven - Joshua Fisher (203)786-0677
- Region III Middletown, Norwich, Willimantic - Laureen Sheehan (860) 398-1277
- Region IV Hartford, Manchester - Lisa Lumbruno (860) 418-8236
- Region V Danbury, Waterbury, Torrington - Jennifer Rheel (203) 207-5252
- Region VI New Britain, Meriden - Jennifer Avenia (860) 832-5205