



Essential Elements of MDT Development

The purpose of this document is to offer a list of core elements that should be incorporated into the structure of a successful Multidisciplinary Team (MDT) for child and youth trafficking victims. This document will guide MDT development for the Louisiana Child and Youth Trafficking Collaborative (LCYTC) to ensure that the child and youth trafficking response MDTs across Louisiana are consistent, sustainable, organized, and effective.

1. **Establish mission, vision, and values statements**¹

Mission: A mission statement defines the overall purpose of the team.

*Samples:*²

- “To inform social change that eliminates human exploitation”
- “Our mission is to protect every child’s human right to grow up free from the threat of sexual exploitation and trafficking.”
- “We are working to ensure that trafficked persons have access to justice, safety, and opportunity.”

Vision: A vision statement is an inspirational statement that describes the group’s long-term objective for the future.

Samples:

- “The end of human trafficking”
- “A world in which no child is bought, sold, or used for sex”
- “We envision a world passionately opposed to sex trafficking and a community committed to restoring survivors to lives of purpose, value and choice – one life at a time.”

Values: Values represent the core priorities in the organization’s culture, including what drives members’ priorities and how they truly act in the organization, etc.

Samples:

- “Integrity”, “social justice”, “lived experience”, “research-driven insight”
“Trauma-informed”, “survivor-centered”
- “Respect”: all individuals served by the MDT are victims/survivors, not criminals. We will not use the “P” word (prostitution) or other blaming, shaming language for the youth we serve.
- “Collaboration”: We believe in cross-disciplinary collaboration.³

¹ <https://managementhelp.org/strategicplanning/mission-vision-values.htm>

² Sample: Establishing a Multi-disciplinary team: <https://www.ncjrs.gov/pdffiles1/ojjdp/170020.pdf>

³ See page 24-25 of this sample document:
<https://ccyj.org/wp-content/uploads/2018/07/Revised-Protocol-Feb-2016-v2.pdf>



2. Define the scope and activities of the MDT

MDTs come in many different forms. To ensure that MDTs under the LCYTC umbrella have some consistency, we want to offer some specific guidance. An MDT can meet for a variety of purposes.

Definitions: Refer to the LCYTC Taxonomy document for more information about the guiding definitions for MDT efforts of the LCYTC.

<i>Term</i>	<i>Definition</i>	
<u>Multi-disciplinary Team (MDT)</u>	A group of professionals from specific, distinct disciplines that collaborates from the point of report and throughout a child and family’s involvement with the CAC. MDTs coordinate intervention so as to reduce potential trauma to children and families and improve services overall, while preserving and respecting the rights, mandates and obligations of each agency. ⁴	
<u>Advisory Team</u>	Under the umbrella of the MDT. A collaborative MDT of field experts that meets regularly to address systemic issues and opportunities in their community’s anti-trafficking response.	
<u>Case Coordination</u>	<p>Under the umbrella of the MDT. A collaborative, multi-disciplinary team meeting to assess and respond to the needs of specific trafficking victims through the case review process. Case coordination is based on the level of urgency affiliated with the client’s case.</p> <p>There are two types of case coordination: case review and emergency response.</p>	<p><u>Case Review:</u> Regular meetings that occur on a set schedule (weekly, monthly, etc.) that can respond to one or more individual cases to identify the client’s service needs and issues related to their case.</p> <p><u>Emergency Response:</u> A case review for a specific case and response within 7 days of victim identification, referral, or identification of trafficking.</p> <p><i>NOTE:</i> Some MDTs have the capacity for a specialized emergency response team, which can take a case within 72 hours or less.</p>

⁴ This definition is based on the 2017 NCA Standards for Accredited Members: <https://www.nationalchildrensalliance.org/wp-content/uploads/2015/06/NCA-Standards-for-Accredited-Members-2017.pdf>



- When reviewing your existing MDT, reflect on the following:
 - Does your team have elements of an advisory team? Does your team have elements of case coordination? Do you have both elements within your team?
 - What elements of an MDT are missing from your team? How can you build those components to ensure you have a robust MDT?
- Identify a name for your team.
- **Required functions for LCYTC MDTs include:**
 - *Case Coordination:* from referrals as part of an established process or protocol (not just ad-hoc, informally, or randomly when a case pops up). Case Coordination meetings should occur regularly to ensure that information sharing happens regularly, for example every other week or monthly (for Emergency Response, cases should happen within 7 days of a case being identified).
 - *Emergency Response:* A case review for a specific case and response within 7 days of victim identification, referral, or identification of trafficking.
 - *Case Review:* regular meetings that occur on a set schedule (weekly, bi-weekly, monthly, etc.) that can respond to one or more individual cases to identify the client's service needs and issues related to their case. Note that for many jurisdictions, quarterly is not frequent enough to effectively serve the youth. Consider how often meetings should occur based on the needs for information sharing and child services.
 - *Sample functions of a Case Coordination meeting (either Emergency Response or Case Review) might include:*
 - Safety planning and threats related to client's safety
 - Psychological treatment and mental health support referrals
 - Forensic interview referrals
 - Social services referrals
 - Youth involvement and client voice/choice
 - *Advisory Team:* Multi-disciplinary collaboration that includes designated time to discuss systemic issues such as collaboration, community awareness, outreach and education, or challenges. This meeting can happen less frequently, for example bi-monthly or quarterly.
 - *Sample functions of an Advisory Team meeting might include:*
 - Outreach and awareness
 - Conflict resolution
 - Ongoing education and training
 - Writing protocols
 - Building relationships, identifying new partners
- Establish a timeline and expectations for meetings, minimum standards of care for clients and a response communication plan.



- *Samples: See resource linked below*⁵

3. **Identify participants, roles, and responsibilities**

Participants:

- Essential MDT members include:
 - A coordinator
 - Local law enforcement
 - Service provider
 - Department of Children and Family Services (DCFS)
 - Prosecutor
 - Medical provider
- *Additional members can include:*
 - Federal and state law enforcement, additional state agencies such as Families in Need of Services (FINS), juvenile justice services, medical providers, faith community, wellness providers, survivor consultants or youth representatives.

Roles and responsibilities:

- Clearly define roles and responsibilities for each party, and designate a point person from each agency.⁶ These roles and responsibilities should provide guidelines that help folks “stay in their lanes” and be held accountable to the MDT group.
 - *Samples:* Law enforcement will notify the coordinator of a new case at their earliest convenience; coordinator will be in charge of creating meeting agenda and sending out the zoom meeting login information; local DCFS representative will attend all emergency and general case review meetings.
- The use of an MOU, protocol, or other guiding document that outlines roles and responsibilities is critically important. This document should be updated annually to reflect any changes in membership or scope of the MDT’s work.

4. **Protocol development**

Protocols are created to ensure that the multi-disciplinary team cooperates together effectively.

- Screening process to identify potential clients to serve through the MDT: Determine how cases can be referred to your MDT.
 - Screening tools to use include the CSE-IT tool, disclosures during forensic interviews, or the use of the DCFS trafficking screening tool.
- Establish a process for referrals (for example, integration of state agencies like DCFS, FINS or law enforcement.)
 - Educate community partners on the referral process for your MDT to ensure that there are consistent referrals and established processes when a client is identified.

⁵ Sample (page 31) <https://ccyj.org/wp-content/uploads/2018/07/Revised-Protocol-Feb-2016-v2.pdf>

⁶ Samples: page 28 <https://ccyj.org/wp-content/uploads/2018/07/Revised-Protocol-Feb-2016-v2.pdf>



5. Information sharing and confidentiality:

Every MDT should take the utmost care to ensure that client information and confidentiality are upheld. Policies around confidentiality should be written into the MOUs and protocols established.

- *Samples:* signing a confidentiality form at each meeting; utilizing secure, encrypted emails to send any information regarding case review.

6. Survivor and family engagement practices:

Survivor-centered and trauma-informed practices should be at the forefront of any MDT structure. To ensure that survivors have a voice in the process of their healing, we suggest that you formally establish how you'll integrate youth voice and family voice into the MDT setting.

- *Samples:* non-offending caregiver participation in their child's case review, including a youth representative or a child trafficking survivor (who is now an adult) during case review, hosting a youth council to review potential service plans, utilizing shared decision making tools with the client.

7. Continuity and sustainability

Continuity and sustainability are critical components of a successful MDT. Once an MDT is established, it takes an active membership with clear understanding of the goals and expectations.

Samples of questions you should answer to address continuity and sustainability include:

- How often will your group meet?
- How often will you communicate with each other? What methods will you use to communicate with each other?
- How will you establish an onboarding process in the case of turnover and new members?
- Are there any other steps you're taking to ensure that this collaborative continues?
- How often will you review your mission, vision, and values statement?
 - We suggest that this be updated annually.
- What are your goals for your MDT? We suggest you establish goals for 6 months and 1 year.

Summary

At minimum, each MDT under the LCYTC umbrella should have the following elements in place:

- An established Advisory Team and regular Advisory Team meetings
 - Meetings for the Advisory team should occur quarterly *at minimum*.
 - Meetings for Case Review should occur bi-monthly *at minimum*.
- A protocol that includes:
 - A vision, mission and values statement;
 - A referral protocol that adapts the LCYTC referral process into their MDT, and ensures that case reviews occur within 7 days of a case submission or referral to the LCYTC Coordinator;
 - NOTE: Some MDTs have the capacity to respond in 72 hours or less (or a 'specialized emergency response')- which is preferred. LCYTC acknowledges



that the MDTs in Louisiana are growing and building capacity. As such, we have outlined 7 days as the maximum allowed days between referral and Emergency Response meeting. Our goal is that all MDTs will eventually have the capacity for specialized emergency response.

- Established roles and responsibilities of partners, outlined in writing in an MOU or protocol.
- Establishment of a Case Coordination processes- particularly a Case Review, along with capacity building for Emergency Response
 - The process for case review should address immediate needs, as well as ongoing follow-up to meet long-term and emerging needs until the case is resolved.
 - Case Review established with information sharing and confidentiality processes, partners, and set timing. Meetings that occur at minimum bi-monthly.
 - Emergency Response that occurs within 7 days of a referral.

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