



Data Collection Manual 2022

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Use of the Coding Manual

This coding manual was developed in an iterative manner from 2020 to 2022 to code comprehensive psychological/trauma evaluations. The individual variables (including demographic information, ACES, mental health symptoms, and CSE history) were developed from a review of reports reflecting information available in the report. The senior researcher initially reviewed ten reports creating a variable list, then reviewed 50 reports expanding the list, and then reviewed those initial 50 reports and 100 more to develop the final variables for coding. Interrater reliability was established in a three-part process. First, the senior researcher recoded all cases. After the senior researcher coded the reports, one of three other coders (Psy. D. graduate students) coded approximately 50 evaluations and the codings were examined for differences. The manual was revised to improve reliability of coding and identification of variables. All reports were then coded again by the second coder. The senior researcher's coding was also revised to reconcile with the revised manual. The senior researcher and the second coder coding were reviewed again to identify and resolve differences resulting from clearly identifiable coding errors. Any remaining differences were evaluated by a third independent coder for a final determination of correct coding. All ACES were coded as present if occurring during the youth's lifetime.

The final coding manual is a copyrighted document available from Ascent 121 at no charge. Any users must agree to these conditions:

1. Ascent 121 should be notified of the use of the coding manual before utilization.
2. Ascent 121 is credited or cited in all publications and presentations when the manual is utilized. Ascent would appreciate copies of publications utilizing the coding manual.

3. Research should include two independent coders with a third coder to resolves differences. Experience with the manual indicates because of the number of variables, the most common error is failure to record a variable. Two coders reduced this problem significantly and allowed for reliable coding.
4. The coding manual was based on comprehensive psychological/trauma assessment by experienced clinicians with a history of working with youth experiencing complex trauma and CSE. The clinician spent multiple face-to-face hours with the youth and caretakers for each evaluation. Collateral documentation was also available to provide additional information beyond interviews of the youth and caregivers. The manuals reliability is not established for less comprehensive data for coding.
5. The sample of youth and their experiences may vary extensively so that the variable list may not fit other sample of youth experiencing CSE. Users should carefully evaluate whether the coding manual may benefit from review and customization for other samples.
6. Numbering within the coding manual skips some numbers. This skipping reflects different versions of the coding manual and were retained to monitor changes in the manual.
7. Attaining reliability cannot be guaranteed through reading the manual. Use of the manual should include development of procedures to achieve reliability for individual research projects.
8. The manual also contains information related to the spreadsheet utilized in the project that is not related to accurate coding, e.g., number of the “sheet.”

Process to review report

The worksheets are:

- DEMO: Basic demographic information
- Biological Parent
- Caregiver 3 & 4
- Family: Information concerning the family
- Personal: History of placements, caretakers, and miscellaneous personal information
- School: School history
- Family abuse: History of child physical abuse, neglect, and exposure to domestic violence
- Sexual abuse: History of sexual abuse
- Street: History of exposure to street violence and problematic peers
- Abuser: Information on the youth acting as an abuser to others
- Diagnosis: Diagnosis from the report
- CSE: Information about commercial sexual exploitation
- Parker: Information concerning Parker scales of CSE
- Y-LSI: results of Y-LSI
- Needs
- Str Red: recommendations, and quality of report

The most effective method of reviewing follows these steps:

1. Highlight the youth's row because it is extremely easy to get off the correct row.
2. Read the report slowly, doing two things:
 - a. Entering data that does not change throughout the report (i.e. data of birth, admission date, ect).
 - b. Make notes of data that requires accumulation of information throughout the evaluation e.g., number of caretakers, number of sexual abuse experiences.

3. Once the report is completely reviewed, enter the data that required accumulation throughout the report.
4. Review material in the file to augment information in the file. Material in the file should be evaluated if it conflicts with the information in the report. The reviewer should determine what appears to be the most valid information. If the material in the file is additional rather than contradictory include it. The reviewer may consider that often information in an emergency or crisis is more accurate than information provided in the evaluation but not always. The report should be given the benefit of the doubt.
5. Review all variables filling in incomplete data.

The spread sheets were arranged to parallel the report content, but significant variation exists in the reports and where specific information might be. However, some variables may be mentioned in the report multiple times. The coder may have to carefully track timelines to know when the report is new information or repetition of information already noted in the report. Examples of this are:

- Residence of family and changes of caretakers. The reviewer may need to create a timeline with residence and caretaker changes by name or another identifier. Confusion often occurs because of multiple changes for one residence or caregiver e.g., lived in a city twice, frequently changed living situation between mother and father
- Number of sexual abuse incidents is often scattered in the report. A timeline may be helpful on this variable. The most common difficulty is when the youth is three years younger than “boyfriend” and does not label the behavior as abusive. This type of abuse may be reported in sexual history or in trauma. Note: Also, determining whether the abuser was a boy/girlfriend, or an exploiter is difficult and may require identifying the individual and determining whether he/she is a boy/girlfriend or an exploiter later.
- Number of residential and detention placements is difficult because frequently a youth may have multiple stays at one facility e.g., emergency shelter care.
- The number of foster home placements is particularly difficult to discern as often the reference is just multiple placements.

General rules

- The manual refers to the individuals completing the evaluation are referred to as evaluators while the individuals reviewing the reports and entering the data are referred to as reviewers.(We need to explain how to know which case to pick, is each coder must have specific cases so there is no duplication.)
- The youth, case number, DOB, or date of admission are entered.
- The reviewer may make comments if they feel a variable is unusually severe or life altering as a single event or a highly chronic or ongoing event at the end of the individual sheet after the variables.
- View is set so that sheet may be moved so that only the last name appears and not first name and case number.
- The first row (headings) also remains so that the row being worked on can be placed just below the headings.

Common Problematic Areas

Trauma history is often confusing because of contradictory reports among the youth, collateral interviews, and documentation. These are general guidelines.

Trauma History

- Trauma history should not be duplicated e.g., if a child is bullied in the community or school then that event is not also coded code as physical abuse or as a criminal victimized.
- If there are contradictions within the report concerning a traumatic event, first determine if the evaluator(s) expressed an opinion about the accuracy and follow that opinion. If no opinion is explicitly stated or no evidence that the youth, collateral, or document is accurate or inaccurate, the reviewer must use their judgment though the youth's reports are given the greatest weight when reporting an abuse event happening to them. This happens most often when the youth report an incident of physical,

sexual, or emotional abuse and the caregivers denies or disagrees. In these cases, the youth reports are given the greatest weight. In cases where the caregiver identifies abuse and the youth denies the abuse, the caregiver report is given the greatest weight when reporting an abuse event of the child. In summary, the greatest weight should be given to the person reporting the abuse.

Sexual vs. Physical Abuse

Two of the most difficult coding issues are physical abuse and sexual behaviors.

The first issue is when to code a statement for either sexual abuse or physical abuse. The general rule is if a statement indicates that “boyfriend was 20 years old and engaged in sex with the youth and also beat her up.” This statement would include coding for sexual abuse because boyfriend was more than 3 years older and intimate partner violence because he “beat her up.” Each are scored because there is evidence that two types of abuse occurred. Sexual abuse and physical abuse are both coded if the statements indicate both are ongoing. If physical force was used to perpetrate rape, then it is not coded separately because rape involves coercion. Rape means that physical force was utilized. The reporter may also use the word rape when they mean child molest and psychological coercion was utilized rather than physical coercion. If physical force occurs after or before the act of rape it is coded separately. For instance, youth was held hostage and during this period she was sexually abused and physically assaulted. Coding for physical abuse and sexual abuse would occur.

The following decision tree provides the process to determine the proper worksheet to intervene information concerning the youth’s abuse history.

Sexual abuse

1. Sexual face-to-face act was between youth and same age peer (+ or – 3 yrs) with no coercion not coded as this is an incident of consensual sexual partner. If a partner is more than three years older than the youth, that is **always** included as sexual abuse even if the youth reports the sexual encounter as consensual or romantic.

2. If there is an exchange of something of value for anyone for a sexual act or evidence of a third party exploiter of any age → code in *Commercial Sexual Exploitation worksheet*.
3. Sexual abuse is coded if the criteria for partner and CSE are not met on Sexual Abuse worksheet.

Physical abuse/violence

1. If physical abuse occurs at the hands of a caretaker, siblings, grandparent, aunt, uncle, etc. → child physical abuse
2. If abuse occurs at the hands of a romantic partner → IPV Code on the Sexual abuse worksheet.
3. If #1 and #2 are not true then → Street violence as bullying

Counting rules

- In deciding between *No*, *None*, and *unknown*, several problems can occur. *No* and *None* occur when there is a piece of data that provides information explaining another variable. First instance, on the other family sheet. A suicide occurs in the family and is coded as a one. If a suicide occurred and the youth was not present then “No” would be coded in present for suicide or gesture column. If there was no suicide then “None” is coded in the present for suicide or gesture column. *Unknown* is used if there is reason to believe that the answer could be yes but not verified in the report.
- If a specific number is given at one time and the word “multiple” is used later, use the number.
- A statement that a variable is given a vague number, such as “several times,” “multiple”, or “repeatedly” during youth’s life, is counted as defined in the pull-down menu. These vague numbers have specific instructions depending on the variable. Several variables have ranges to code because determining the exact number is difficult if not impossible at times. Multiple is available for vague number of times. Also, if the number appears to be ten or greater but does not specify how much larger than ten enter >ten.

Sheet 1: Demographic named “DEMO”

The first six fields are already entered. Please check DOB and admission date.

Last Name: Last Name of Youth sheets are linked so that Last name will appear on all sheet once entered into demo sheet

First Name: First Name of youth sheets are linked so that First name will appear on all sheet once entered into demo sheet

Case: ID for research project, sequential by order of entry sheets are linked so that Case number of ID will appear on all sheet once entered into demo sheet.

DOB: Date of birth

DOA: Date of admission list as the beginning of the evaluation period on the report heading

Age at Ad: Age at admission is a calculated field and is not entered.

State: State of referral agency

County: County of referral agency

RS: referral source:

- DCS = Department of Child Services
- Pro = Probation
- Pri = private referral
- DCS/Pro = dual referral from DCS and probation
- DCS/Wrap = Department of Child services or department of mental health wrap around program
- DCS/Dawn = Department of child services funded through DAWN

Question: Referral question from referring agency

- Unclear = reason for referral is unclear
- Elope= reason for referral is elopement and does not include suspected or known CSE involvement
- Suspected = suspected involvement in CSE
- Known = known involvement in CSE
- None = no referral question listed
- Other = any other (If other is marked place the youth's identification in the comment section)

Ethnic: ethnic/cultural/racial identity

- C = Caucasian
- AA = African American or African
- LX = Latinx
- A = Asian American or Asian
- Bi = biracial
- Multi = multiethnic/racial
- Other = any other Other would include a child who uses American Sign Language and raised by parents who are deaf. Coder should note in the comment section that the parents of the child are deaf. American Indian would also be included as other with a comment. If other is marked place the youth's identification in the comment section.

*Reviewer may consult Lutherwood admission sheet for this variable

GI: Gender identity

- Female = female
- Male = male

- BF/M = biological female identifies as male
- BM/F = biological male identifies as female
- Other = other

SO: Sexual Orientation

- Hetero = heterosexual
- Gay = same sex attraction
- Bis = bisexual Youth may state that they are heterosexual but engages in same sex behaviors. If they youth states that they are heterosexual, then they are coded as heterosexual without regard to the behavior. If a youth says they are bisexual but reports only sex behavior with the opposite sex, they are coded as bisexual.
- Fluid = fluid or changing sexual orientation
- Other = other (if other please write description in comments)
- Unknown = if no information is available concern sex orientation

* If no sexual orientation is given and reports of all partners is of opposite sex indicate heterosexual or if of same sex indicate gay. If a youth state that they are both heterosexual and gay or other combinations of the provided descriptor, then identify as other and put note in comment section. If other is marked, put description in comment section.

Zip: The purpose of listing the zip code is to identify community violence and economic status. The Zip code of the individual that the youth lived with the most over the last five years is the first choice. If the youth has lived in facilities for significant amount of time, then list the zip code of the caretaker with the most time. Do not list the zip code of facilities, foster care homes, or referral sources. In some cases, the case worker's office address is the only zip code listed and is not coded. Documents to find zip code includes face sheets, 310's, 3411's, PI's, and PDR's. If homeless, use zip code 99999.

Adult interview (1 adult inter, 2 adult inter, 3 adult inter): Relationship of the adult(s) interviewed concerning the child excluding referral source. Relation refers to the relationships between youth and caregiver biological mother (BioM) biological father (BioF) stepmother, romantic partner, or live-in mother (StepM) stepfather, romantic partner, or live-in father (Stepf) adopted mother (AdpM) adopted father (AdpF) grandparent or great-

grandparent including stepgrandparents (Grand) Siblings including half and step siblings (Sibl) other family member such as aunt, uncle, or cousin (Other) foster care parent (Foster) relative care (relfoster) peer/friend/acquaintance (peer) romantic interest (Romantic) or stranger (Stranger). This list is provided for the first two variables (1 adult inter, 2 adult inter). If a parent has an initial interview for procedural issues but not interviewed clinically, do not include. The 3 adult inter does not have a list so that if there is a third interviewee that individual may be typed in. The case worker is only listed when they were a mentioned as a source in the narrative of the report.

Sheets 2 and 3: Caretakers named “Bio Parents” and Adopted Parents

The caretaker sheet initially includes four sets of caregiver information alternating between yellow and white background. Each variables name has a number first that denotes the first four caregivers e.g. 1known, 2known, 3known, 4known.

The first two caregivers are always the **biological mother (yellow highlight)** and **biological father (blue highlight)** whether parental rights are terminated, deceased, or unknown to the child. The third and fourth Caregivers in this set of variables should be adopted parents, the **adopted mother (yellow highlight)** and **adopted father (blue highlight)**, they should be caregiver 3 and 4. A third and fourth caretaker is not included if there is no adopted parents.

Variables for all caregivers

Known: This variable only applies to biological parents. Has the youth had **any** contact with caretaker? Options:

- Yes = yes had contact
- No = no contact

Alive: Is the caretaker alive currently. If a biological or adopted parent is murdered that should be recorded in the comment section of the parent or adopted parent tab.

- Yes = parent or caretaker is currently alive
- No = parent or caretaker is not currently alive

- Unknown = Unknown whether the caretaker is alive

Present: Was the youth present at death of any individual noted in **Fam Death**. Code if the youth was present at the death, in the same building, or arrived shortly after the death. Code as yes if youth was caretaker for family member while they died of a disease or accident even if not present at the moment of death. Note the difference between “no” meaning not present at death and “none” meaning no family deaths. Options:

- Yes = present at the death
- No = Not present at the death
- Unknown = Whether the youth was present is unknown
- None = the parent caregiver is alive currently

Caretaker: Was the parent a caretaker of the youth at any time for any amount of time during the youth’s lifetime. Caretaker means having the child under their care for any length of time or that the child considers them a caretaker. For instance, “I talk to my dad in prison on the phone once a month and he gives me advice. Include if separated but has visitation.

- Yes = parent was caretaker
- No = parent was not caretaker
- Unknown = record is unclear

Any In: Has caretaker ever been incarcerated including time in prison, detention, or jail in their life time. Incarceration may occur before conviction or include residential treatment in adolescence.

- Yes = Parent experience incarceration
- No = Parent had no incarceration experience
- Unknown = whether the parent was incarcerated is unknown

Criminal HX: Does the parent have a history of contact with the criminal justice system other than minor traffic violations such as speeding. In the report, the evaluator may describe convictions, arrests, or allude to a involvement with the criminal justice system. Count all as contact.

- Yes = the caregiver has a criminal history

- No = the caregiver does not have a criminal history
- Unknown = The caretaker's criminal history is vague or described as unknown

SA: Caretaker's substance abuse history using available documentation, youth report, and parent interview. Rated for the highest intensity of substance abuse in entire lifetime. If there is disagreement among reports, first determine if the evaluator made a judgment and use that judgement otherwise use the most severe rating. Criminal justice contact because of substance use is always coded as a yes. Problematic means significant interfering with the caretaker's life and/or significant interfering with parenting.

- No = meaning no problematic use
- Yes = Problematic Use

III: Caretaker has or had a serious life-threatening illness or a chronic serious illness such as diabetes or lupus during the youth's life. Include a deaf caretaker even though deafness is not an illness and note in comment section. If caretaker is unable to work due to an illness count as present

- Yes = illness present
- No = no report of illness
- Unknown = Possible illness but report is unclear, or severity of illness is not described

Mental ill: The caretaker has history of mental illness or developmental disability as noted by reported diagnosis, psychiatric hospitalization, history of suicide or self-harm, or family report of significant psychiatric symptoms. Significant psychiatric symptoms means that at some point the mental illness interfered with daily functioning, child rearing, or the ability to provide a stable home environment. If the report states an unstable home without further elaboration and no substance abuse code as Yes.

- Yes = The presence of a mental illness developmental delay
- No = No mental illness
- Unknown = report is unclear about the presence of mental illness

IM: Is the caretaker an immigrant? If no mention of immigration history is made, then code as not an immigrant. Use unknown only if there is contradictory statement made concerning immigration.

- Yes = caretaker is an immigrant and no history of deportation
- Deported = caretaker was in the United States and then deported (if the parent is deported more than once or returns after deportation use the Deported category)
- Foreign = caretaker never entered the United States or is currently living outside of the United States
- No = caretaker is not an immigrant
- Unknown = unclear whether parent is an immigrant

Absent: Denotes whether the caretaker had a period that they were absent from the child's life once they had contact with the child (e.g. do not count time before a stepparent was a romantic partner with parent). Criteria is documented absences of one year or more, the youth describes the caretaker as physically absent (not emotional abandonment feelings but physical absences). This category does not include incidents whether the parent is gone for several days or not in the home, but the child maintains contact. If the caretaker is absent intermittently but consistently over an extended period (>1 year), then code as yes. Count if parent died recording the time period after death if available.

- No = no absences
- Yes = absences occurred but not able to establish time period
- 1to5yr = absence occurred for 1 to 5 years
- 6to9yr = absence occurred for 6 to 9 years
- >=ten = absence occur for ten or more years
- Unknown = absence suggest but is unclear whether absence occurred

TPR: Biological parent had legal termination of parent rights (TPR). Most TPR indicates one CPS investigation in the count of CPS investigations and substantiations. Also count cases where the parents give up parental rights in an agreement with the other parent. If youth is adopted, then a TPR occurred and is coded as yes.

- Yes = TPR occurred
- Pending = Report states that TPR is pending at the time of the report.
- Suspected = the report describing a situation where TPR probably occurred but did not explicitly say TPR

- No = No TPR
- Unknown = The coder is unable to determine the status with the parent

Bio or adopt mar: The current marital status of the biological or adopted parents.

- Never = never married or living together (also if there is no information on whether they ever lived together)
- Married = parents currently married and living together or unmarried and living together
- Separated = parents are not living together, nor are romantically together Unknown = marital status is not defined in the report

Variables for biological parents only

Parent?: During the youth's lifetime was it revealed, suggested, or suspected that one or more of the individuals that he/she identified as a biological parent was not their biological parent and another individual or unnamed individual was identified as the parent, or biological parent is unknown. The important issue is that the youth thought she/he knew their biological parent (s) and then learned one or more were not or might not be his/her biological parent.

- None = this situation never happened in the youth's lifetime
- Suspected = reports indicate that there is suspicion or ambiguity that at least one of the youth's biological parent is not his/her biological parent
- Changed = situation occurred, and the youth learned that someone he/she considered a biological parent was not his/her biological parent
- Unknown = significant ambiguity exists about determining who the biological parents are

partner: Whether either biological parent had multiple romantic partners that the youth lived with or exposed to that creates distress for youth or is noted as a problem by involved agency or evaluator. Partners would include individuals entering the home or moved through the home (including casual sexual partners) that are a concern to the evaluator, referral source, youth, or documented in collateral information. Partner may be described as boyfriends or girlfriends, paramours, or romantic partners. Partner refers to romantic partners and not family members or friends. This variable is attempting to determine stability in the home and whether individuals move in and out of the home that the children lived in

- No = if no concern exist
- Yes = if concern exists
- Evidence = if some nonconclusive evidence exist

Other variables are described above.

Variables for adopted parents only

Adopted? Note whether the youth is adopted. If the youth is not adopted, do not code any variables. If the youth is adopted but only one parent is the adopting parent, complete for only one parent and do not code for the other adopted category. For instance, biological parents are not together and mother's new husband adopts the child, adopted mother is not coded but adopted father is coded.

Sheet 4: Other Family

Care Change: The total number of moves from one caregiver to another including foster care placement. The length of placement should not be considered but whether the youth lived or was ordered, told, or instructed to live with the individual either by a parent, guardian, court etc., told to live with the individual, or arranged to live with the caretakers. Do not count as a change if one caregiver remains the same. For instance, the report indicates that both the mother and youth moved in with the grandparents together. This would not be a change in caretaker. Repetition with a specific caretaker counts as a move, if a youth moves between parents or parents and grandparents, each move is counted not the total number of caretakers. For instance, a biological mother receives a youth back from foster care but that placement with biological mother only lasts three days. Code as a caretaker move. If a youth is removed from their mother's care at birth, count this as one caretaker move. Count foster care placements. Do not include placement in residential facilities, emergency shelter care, or detention centers. Options:

- None = no caretaker changes
- 1-2= If the number is either one or two.
- 3 or More = if 3 or more than 3 caretaker moves occurred (or "multiple" is indicated)

SA: Any Caretaker's substance abuse other than biological or adopted parents using available documentation, youth report, and parent interview. Rated for the highest intensity of substance abuse in entire lifetime. If there is disagreement among reports, first determine if the evaluator made a judgment and use that judgement otherwise use the most severe rating. Criminal justice contact because of substance use is always coded as a yes. Problematic means significant interfering with the caretaker's life and/or significant interfering with parenting.

- No = meaning no problematic use
- Yes = Problematic Use
- Multiple = multiple caretakers other than biological or adopted parents has a history of substance abuse

Mental ill: Any caretaker other than biological or adopted parent has history of mental illness or developmental disability as noted by reported diagnosis, psychiatric hospitalization, history of suicide or self-harm, or family report of significant psychiatric symptoms. Significant psychiatric symptoms means that at some point the mental illness interfered with daily functioning, child rearing, or the ability to provide a stable home environment. If the report states an unstable home without further elaboration and no substance abuse code as Yes.

- Yes = The presence of a mental illness developmental delay;
- No = No mental illness
- Multiple = multiple caretakers other than biological or adopted parents has a history of substance abuse

III: Exposed to chronic or serious illness in a family member other than the four caretakers noted above with frequent contact. Chronic and/or serious means e.g., repeated hospitalizations, diabetes, lupus, cancer, dementia, developmental disorder, autism, chronic mental illness, include a deaf family member even though deafness is not an illness and note in comment section. Code yes even if family member died. Note in comments the illness and relationship to youth. If there are multiple family members with illnesses, please make a comment on each.

- yes = a family member had an illness
- Multiple = multiple family member had a serious or chronic illness
- no = no family member had an illness
- unknown = the report is vague or uncertain about family illness. Unknown may also be used if there is an illness but is unclear about the severity of the illness.

Fam Death: Other family death other than noted on caretakers 1-4 and those counted as suicide or murder. In this count including siblings, grandparents, uncle, aunts, and cousins. Please note in comment the relationships between the youth and the family member who died. Options:

- None = no deaths
- If the exact number is known indicate the number provided in drop down menu
- >10 = if more than ten deaths

- Multi = multiple deaths but no numerical estimate is possible
- unknown = the report is unclear about the number of deaths

Fam Murder: If family member murdered someone and/or family members were murdered. Family members include mother, father, steps, adopted, grandparents, siblings, cousins, aunt, and uncle. Definitely code if the murder happened during the child’s lifetime. If occurred before child’s birth, coder must decide the impact the event(s) had on the child and family. Think of this as a variable measuring violence that occurred in the “home environment” (even if it doesn’t physically happen in child’s home). Please make note in comment. Family death and a family member murdered should only be counted in the family murder category. If a biological or adopted parent is murdered that should be recorded in the comment section of the parent or adopted parent tab.

Options:

- Yes = a family member murdered someone or was murdered
- No = a family member did not murder someone nor was murdered
- unknown = the report is unclear about if a family member murdered someone or was murdered

Present Murder: Was the youth present at death of any individual noted in **Fam Murder**. Code yes if the youth was present at the murder, in the same building, or arrived shortly after the murder. Note the difference between “no” meaning not present at murder and “none” meaning that no murder occurred.

- None = no murder occurred
- Yes = the youth was present
- No = the youth was not present
- Suspected = the youth may have been present, but the report is unclear
- unknown = the report is unclear

Fam Suicide: Total number of family members (caregivers, siblings, grandparents, aunts, uncles, cousins) successfully committing suicide; please make a note in comments section about who the family member was e.g., bio father, maternal grandfather, etc. Include suicides that occurred before the birth of the child if the suicide is significant to the family and child. Options:

- None = no suicides
- If the exact number is known indicate the number from drop down menu.
- >10 = if more than ten suicides
- Multi = multiple suicides but no numerical estimate is possible
- unknown = the report is unclear about the number of suicides

Family gesture or self-harm: Did suicide gestures or self-harm behaviors of a caretaker or sibling occur while the youth was alive?

- None = no exposure
- Yes = Exposure exists
- Unknown = the report is unclear, vague, or uncertain concerning exposure

Present Sui or Gest: Was the youth present at suicide or suicide gesture of any individual.

- None = no death or gesture occurred
- Yes = the youth was present
- No = the youth was not present
- Suspected = the youth may have been present, but the report is unclear

Sheet 5: Personal information named “Personal”

Answering the first five questions require consulting the list of residential and caretaker moves.

Res moves: The number of residential moves in life including moving from one caregiver to another and family residential moves. The lowest number of moves is 0 (lived in same home during the entire life). Do not include moves into residential treatment or juvenile detention facilities but do include moves in and out of foster homes. If reports frequent, multiple, often moves between caregivers’ homes code as multiple. Homeless is considered a residential move. A youth move into a residential placement such as a hospitalization, group home, or residential treatment are not considered a residential move. Options:

- None = no residents changes
- One-Four = the exact number of caretakers moves if between 1-4
- Five or More = if Five or more caretaker moves occurred
- unknown = the report is unclear about the number of caretaker moves

Foster: Number of foster care placements. If the report states multiple foster home placements without a specific number count the number as 3. Count each placement if there are multiple placements with the same foster family or relative care. Count relative care only when the placement is by DCS and not a family agreement. Do not include respite foster care (placement in a home to provide a break for foster parents or caregiver) from a primary foster care. If youth was in foster or relative foster care, then adopted by the family count that as one foster care incident.

Options:

- None = no foster placements
- One-two = the exact number of foster placements if between 1-2
- Three Or More = if three or more foster placements occurred

Resident: The number of residential treatment placements, but do not count placement for this evaluation. Do not include placement in a juvenile detention, emergency shelter care, or

correctional facility. If placed in Lutherwood Residential but not Impact program and then later referred for evaluation, count the placement as one residential placement in the count.

Options:

- None = no residential placement
- One-two= if residential placements is between 1-2
- Three or More = if three or more residential placements occurred

Hospital: The number of psychiatric hospital admissions or placements including partial hospitalization. Do not count an ER visit. If a youth is hospitalized after a suicide gesture, count as a psychiatric hospitalization. Options:

- None = no hospitalization
- One-two = if the number of hospitalizations is between 1-2
- Three or More = if three or more hospitalizations occurred

ESC/Detn: The total number of detentions either in a juvenile detention facility or emergency shelter care. If the youth was in shelter care, then moved to Impact program count that as one shelter care incident. Detention means pre-adjudication. If a youth is adjudicated and then placed in a detention facility as a consequence of the adjudication that that is a corrections placement (next variable) rather than a detention. A detention is not the Department of Correction. Include detention in an immigration facility. Options:

- None = no detentions
- One-two = if the number of detentions is between 1-2
- Three Or More = if three or more detentions occurred

Corrections: Placement at a Department of Correction or Youth Service due to an adjudication of delinquency. Youth must be adjudicated and sent to a correctional facility (Madison or Logansport). Do not include detention placement. This placement must be made through a probation process with an adjudication. Options:

- None = no corrections placement
- One-two = if the number of corrections is between 1-2
- Three Or More = if three or more corrections occurred

Wrap-around/OUTpt: Involvement in wrap around services that are in-home including cross system of care, mental health wrap around, often identified by referring agency or involvement in an outpatient, school base, or office base service for psychological treatment. Home based services are considered wrap around services. The wrap around may be contracted with DCS or probation to provide treatment. If wrap around is ordered by court count as an incident even if the youth did not participate. Note: Centerpointe, Family and Community Partners, and Family Works only provide wrap around services.

- Yes = received wrap around services or outpatient treatment
- No = did not receive wrap around services or outpatient treatment
- unknown = report is unclear whether services were wrap around services or outpatient treatment

III: The youth has had major medical illness as noted by medical hospitalization or chronic medical condition such as diabetes, traumatic head injury, precocious puberty, or other similar medical problem during their entire life. If a problem occurred at birth, count if a hospital stay occurred or resulted in a recurrent medical problem. Also mark if the youth was in a life-threatening accident during their life. If yes, please provide information in the comment section.

- yes = illness present
- no = no illness present
- unknown = record is unclear, or severity of illness or accident is not clear

Homeless: Number of incidents of homelessness of youth. Do not count elopement in this variable as it is counted elsewhere. This count is for times that the youth was homeless without choice or control. For instance, a youth is locked out of the home and refused entry then that is an incident of homelessness that may then result in an elopement. But do not count if the youth elopes and then has nowhere to stay. If there is a report of family homelessness but unclear as to whether youth was with the family, include the youth as long as it occurred within youth's lifetime. If the family is "couch surfing" count as an incident of homelessness. If the report indicates a combination of incidents e.g., homeless plus living in motel then code as multiple. Options

- None = no incident of homelessness
- Suspected = record is unclear or vague, but homelessness is suspected
- Motel = the family reports living in a motel at any time in the youth's life
- Yes = incidents of homelessness occurred
- unknown = the report is unclear about the number of homeless incidents

Imm: Whether the youth is an immigrant, meaning born in a foreign country and now living in the United States. This would include children who are naturalization citizen but born in a foreign country.

- Yes = youth is an immigrant
- No = youth is not an immigrant
- Suspected = record is unclear whether youth is an immigrant

Other trauma: Number of exposures to natural disasters including tornados, floods, and hurricanes. Include car accident, near drownings, fires and other types of significant accidents. Please note in comment section what the natural disaster was. Please see chart of other trauma. Options

- None = no other trauma
- Present = one or more other trauma
- Unknown = record is unclear

Preg: Has the youth had any pregnancies during their life that the youth reports including those not related to abuse. If there are contradiction within the report concerning a pregnancy, first

determine if the evaluator(s) expressed an opinion about the accuracy and follow that opinion.

If no opinion is explicitly stated or no evidence that the youth, collateral, or document is accurate or inaccurate, the reviewer must use their judgment though the youth's reports are given the greatest weight.

- Yes = A pregnancy occurred
- No = No history of pregnancy
- Unknown = the report is unclear or vague concerning pregnancy

Abortion: The number of all abortions whether associated with abuse or romantic relationships. Record the number of abortions. If there are contradictions within the report concerning a variable, first determine if the evaluator(s) expressed an opinion about the accuracy and follow that opinion. If no opinion is explicitly stated or no evidence that the youth, collateral, or document is accurate or inaccurate, the reviewer must use their judgment though the youth's reports are given the greatest weight. Options:

- None = no abortions
- One-five = the exact number of abortions is between 1-5
- >5 = if more than ten abortions occurred
- Multi = multiple abortions moves but no numerical estimate is possible evaluator cites multiple abortions
- unknown = the report is unclear about the number of abortions

Miscarriage: The number of all miscarriages that the youth or miscarriages report associated with abuse or romantic relationship. If there are contradictions within the report concerning a variable, first determine if the evaluator(s) expressed an opinion about the accuracy and follow that opinion. If no opinion is explicitly stated or no evidence that the youth, collateral, or document is accurate or inaccurate, the reviewer must use their judgment though the youth's reports are given the greatest weight. Options:

- None = no miscarriage changes
- One-five = the exact number of miscarriages between 1-5
- >5 = if more than five miscarriage occurred

- Multi = multiple miscarriage but no numerical estimate is possible evaluator cites multiple miscarriages
- unknown = the report is unclear about the number of miscarriages

Children: The number of all children of the youth who were born and are currently alive whether as the result of abuse or romantic relationships. Options:

- None = no children
- One-five = the exact number of children between 1-5
- >5 = if more than five children
- Multi = multiple children but no numerical estimate is possible evaluator cites multiple children
- unknown = the report is unclear about the number of children

Sheet 6: School History named “School”

Sp Ed: Special education identification Options:

- none = no special education identification,
- ED = emotionally disturbed
- BD = behavior disorder
- LD = learning disability
- DD = developmentally disabled (other than autism)
- Autism = autism
- Speech = speech
- OHI = other health, often used if there is an ADHD diagnosis
- unspecified = no designation of specific handicapping condition
- multiple = more than two designation and then note in comment of the conditions

Sp ed 2: Second identification of special education category using the same options as above.

- none = no special education identification,
- ED = emotionally disturbed
- BD = behavior disorder
- LD = learning disability
- DD = developmentally disabled (other than autism)
- Autism = autism
- Speech = speech
- OHI = other health, often used if there is an ADHD diagnosis
- unspecified = no designation of specific handicapping condition
- multiple = more than two designation and then note in comment of the conditions

If there is a third handicapping condition put it in the comments

***Often the youth and family may understand the difference between a suspension or expulsion. Typically, suspensions result in the youth returning to the school during the school year. An expulsion means the youth cannot return to the school building during the school year though the youth may receive home schooling, individual tutoring, or moves to another school district.

Suspens: Number of known suspensions include in-school and out-school suspensions. Youth and parents often do not understand the difference between expulsion and suspension if the youth report six expulsion in a school the coder may assume that the youth is referring to suspensions and not expulsions. Expulsions typical occur for the remainder of the school year. Options:

- None = no suspensions
- One-Four = suspensions between 1-4
- Five or more = if five or more suspensions (also if multiple is mentioned)
- unknown = the report is unclear about the number of expulsions

Expelled: Number of expulsions Options:

- None = no expulsions
- One = One expulsion
- Two or more = if more than two expulsions
- unknown = the report is unclear about the number of expulsions

Retained: Any retention occurred in school history. If the youth is in high school, count as a retention if the youth fails to earn half their credits in a high school year or falls behind in credits by a year. When examining credits, a youth should earn about ten credits per year or 42 credit to graduate in Indiana. If they receive five or fewer credits in a year that would be considered a retention. Often the report says that youth is a junior but has only two credit from their freshman year and no credits from their junior year. This statement would indicate two retentions. Options:

- None = no retentions
- One-five = the exact number of retentions between 1-5
- >5 = if more than five retentions
- Multi = retentions but no numerical estimate is possible evaluator cites multiple retentions.
- unknown = the report is unclear about the number of retentions

Alter: Any placement in an alternative school due to problems in school. Home bound is an alternative school In Indianapolis Public School the alternative school is Longfellow. Options:

- Yes = placement in an alternative school

- No = no placement in alternative school
- Unknown = record is unclear or vague concerning placement in an alternative school.

Grades: Note if majority of class were failed in the last two semesters. If the child missed more than 21 days of classes in a school year count as failing majority of classes. Options:

- Yes = failed majority of classes
- No = child did not fail majority of classes
- Unknown = record is unclear or vague concerning grades or makes no comments about grades.

Drop: Dropped out of school formally requiring parental permission and informing the school. If the youth earned a GED then this category is yes. Failure to return to school or an extended elopements are not consider dropout. Options:

- Yes = dropped out of school
- no = did not drop out of school
- unknown = record is unclear or vague

GED: Did the youth earn a GED? Options:

- Yes = GED earned
- No = no GED
- Unknown = record is unclear or vague concern GED status

Bilingual: Does the child speaks more than one language fluently

- Yes = speaks more than one language
- No = speaks only English
- Unknown = record unclear or vague

ESL: Did the report indicate English as a second language. The criteria is did the youth have noted in the evaluation that they struggled with English, had poor English comprehension, or received ESL services. Options:

- Yes = ESL present

- No = ESL not present
- Unknown = report is vague or unclear about ESL.

Lack: Testing found evidence of need for special education placement, but no placement occurred in the youth's lifetime, typically this would be found in a recommendations that an educational assessment is needed or placement is recommended. Options:

- Yes = need found
- No = need not found
- Unknown = report is unclear or vague about need for placement

Rec for IEP: A recommendation for evaluation for possible special education placement is in the recommendations.

- Yes = recommendation for special education evaluation
- NO = no recommendation
- Unknown = unknown of recommendation was made

Absences: Over the last school year or last two semester did the youth have an attendance problem? If report does not give a report of the number of days but does report disruption of school such as failing classes, failure to earn credits, or words like many, most then code as Yes. If there is a court appearance or DCS investigation for truancy mark as yes. If no specific statement about absents but report of runaway, assume they are truant during runaway unless specially stated that youth continued to attend school.

Options:

- No = no problem with attendance,
- yes = a problem noted either more than 21 days, failed classes, or labeled as truant
- Unknown = unknown how many days missed

Sheet 7: Family Abuse (Abuse occurring in home other than sexual abuse)

CPS IN: If the number of CPS investigations of biological parents or other caretakers individuals while they were the guardian of youth whether the youth was living with them or was not in the home at the time of the investigation was more than one. Include no matter whether investigated including the youth as a victim or perpetrator or only involved siblings and not the youth. Count current investigation resulting in placement at Lutherwood so if the child is placed in the program from DCS that is automatically one investigation. Probation does not count as a CPS investigation unless noted that a CPS investigation occurred. Count investigations of sexual abuse of the mother occurring when the mother was pregnant with the youth. Do not include other types of abuse investigations before the child was born. This count is not concerned with whether there were substantiations. If termination of parental rights occurred through DCS an investigation occurred even if not stated. Options:

- No = not more than one investigation
- Yes = more than one investigation
- Unknown = report is unclear or vague concerning whether CPS investigation occurred

Sibl Removed: The number of siblings removed from the care of a caretaker of the youth by DCS or juvenile probation. Options:

- No = No incident(s)
- Yes = Incidents occurred

Neglect: Is there evidence of significant neglect. Count any incident of not able to eat, wash clothes, no one to protect youth, parents unable to care because of substance use or other reason, or not receiving medical attention. These do not require a CPS investigation or report but any incident of a CPS investigation for neglect indicates a yes. If parental rights are terminated and no description for why is provided, then code as incident of neglect. Options:

- Yes = neglect occurred

- Unknown = the report does not provide any information if neglect occurred
- No = no neglect

Emotional abuse: Indicate if the youth experienced significant emotional abuse from a caretaker such as swearing at youth, insulting youth, putting them down or humiliating them, make them fear they were going to be physically hurt but did not physically hurt them. This includes any living situation for the youth with any caregiver in the home.

- Yes = emotional abuse occurred
- No = emotional abuse do not occur
- Unknown = record is unclear or vague

***Differentiation of different types of abuse

Physical abuse of the youth is coded in several different places in the manual. The different categories are child abuse, bullied, intimate partner violence, and violence related to commercial sexual exploitation. The category in the family abuse worksheet relates to physical abuse occurring within a caretaking situation such as the family. Most perpetrators are caretakers or siblings. This category does not include street victimization and violence related to commercial sexual exploitation. In some cases, it is unclear about physical and sexual abuse, only count them separately in situation where they are clearly physical abuse that is not required for completion of the sexual abusive act. The perpetrator who physically abuses at times when the sexual abuse does not occur should be coded for physical and sexual abuse. For instance, if a youth is kept against their will and are physical and sexual abused over a month period then physical and sexual abuse should be coded.

Domestic violence and physical abuse may occur simultaneously if the youth and caretakers are physically fighting each other. If the report talks about youth having a physical fight with parent or caretaker include this as physical abuse by the parent and abusive behavior (coded in abuser worksheet) by the youth. If no physical abuse occurred, put no under PA then leave columns empty till DV column. If no DV exposure leave columns empty to end of physical worksheet

PA Physical abuse: Any incident of youth being a victim of child physical abuse (exclude street violence, peer and CSE violence) in lifetime whether a CPS investigation or substantiation occurred. If there are contradiction within the report concerning a variable, first determine if the evaluator(s) expressed an opinion about the accuracy and follow that opinion. If no opinion is explicitly stated or

no evidence that the youth, collateral, or document is accurate or inaccurate, the reviewer must use their judgment though the youth's reports are given the greatest weight. A lack of substantiation does not mean the physical abuse did not happen. Options

- Yes = physical abuse occurred
- None = physical abuse did not occur
- Suspected = physical abuse is suspected
- Unknown = report is unclear or vague about whether physical abuse occurred.

Perp#: Is more than one perp present. Options:

- No = Not more than one perp
- Yes = More than one perp

Primary: Were any of the perpetrators a primary caregiver for the youth at any time in their life? Caretaker would mean an adult who is in charge or guardian of the youth. Options:

- Yes = perpetrator was a primary caregiver
- No = perpetrator was not a caregiver
- Unknown = record is unclear or vague concerning whether the perpetrator was a caregiver.

Medical: Did the youth require medical treatment, ER visit, or urgent care visit. Include medical problems attributed to physical abuse that may not be diagnosed for a period of time after the abuse. Options:

- Yes = medical treatment required
- No = medical treatment not required
- Unknown = record is vague or unclear or victim may have required treatment and refused to go.

DV: Any lifetime exposure to domestic violence other than incidents listed as physical abuse to victim (that is included above). DV would include any level of physical assault at any frequency. If the statement is that a perpetrator physically abused youth and another family member, then count

as physical abuse and domestic violence. Domestic violence would include exposure of domestic violence of family members who are not parents. If the report is fighting between two individuals e.g. father and mother or mother and siblings list both as perpetrators and victims. Kidnapping of another family member is considered domestic violence. Options:

- Yes = exposure to DV occurred
- No = exposure to DV did not occur
- Unknown = record is unclear or vague about DV.

Primary: Was any of the victim of domestic violence a primary caregiver of the youth.

- Yes = At least one of the victims was a primary caretaker
- No = None of the victims was a primary caretaker

Medical: Did the victim of any DV incident require medical treatment, ER visit, or urgent care visit. Include medical problems attributed to domestic violence that may not be diagnosed for a period of time after the abuse. Options:

- Yes = medical treatment required
- No = medical treatment not required
- Unknown = record is vague or unclear or victim may have required treatment and refused to go.

Sheet 8: Sexual Abuse (not commercial sexual exploitation)

The decision tree for how sexual behaviors are coded is the following:

1. Sexual face-to-face act was between youth and same age peer (+ or – 3 yrs) with no coercion → code as a sexual partner on Personal worksheet
2. If there is an exchange of something of value for anyone for sexual act or evidence of a third party exploiter of any age. → Code in commercial sexual exploitation worksheet or electronics work sheet.
3. If sexual incident occurred and is neither #1 and #2 → Code as sexual abuse on sexual abuse worksheet.

*Often, the youth has one or more “boyfriends” who are three or more years older than noted in the sexual history section but not under traumatic events. These are still considered sexual abuse unless they are CSE.

Any: Any non-CSE sexual abuse occurring in the lifetime of the youth whether a CPS investigation or substantiation occurred. If there are contradiction within the report concerning a variable, first determine if the evaluator(s) expressed an opinion about the accuracy and follow that opinion. If no opinion is explicitly stated or no evidence that the youth, collateral, or document is accurate or inaccurate, the reviewer must use their judgment though the youth’s reports are given the greatest weight. This may most often happen when the youth report an incident of sexual abuse and the caregivers denies or disagrees. In this case, the youth reports are given the greatest weight and coded as a Yes. Sexual abuse should include a variety of behavior touching, sexual penetration, rape, and videoing of sexual acts.

- Yes = sexual abuse recorded
- Suspected = sexual abuse suspected
- No = no sexual abuse recorded
- Unknown = unclear if sexual abuse present

Abuse<12. Did any abuse occur in youth's life age 12 or younger

- Yes = abuse occurred when youth was 12 or younger
- No = abuse did not occur when youth was 12 or younger
- Unknown = unknown if abuse occurred when youth was 12 or younger

#incidents. Code the number of incidents of sexual abuse occurring ages 12 and younger

- None = No incidents
- One = one incident
- Two = two incidents
- Three or More = three or more incidents

Sib sex ab: Any report of sexual abuse of a sibling of the youth by any individual Options:

- None = no report
- In-home = Abuse occurred in the home that the youth was living in
- Out-home = the abuse occurred outside of the home that the youth was living in
- Present = abuse occurred but is was unclear where the abuse occurred
- Unknown = the report is unclear or vague about whether sexual abuse of sibling occurred

Parent Sex Vic: Any lifetime history of a caretaker of the youth experiencing sexual abuse.

- Yes = a caretaker was sexually abused sometime in their life
- No = no report of caretaker being sexual abused
- Suspected = reports indicate that others suspect the caretaker was sexually abused
- Unknown = the record is unclear or vague about whether any caretaker experienced sexual abuse

Betrayal abuse?: = At any point in the child's life did betrayal sexually abuse occur. This includes primary caretakers, grandparents, aunts and uncles, siblings, stepparents, live in boyfriends and girlfriends, and long-term foster placements (parent, siblings, etc.) where there was attachment. This variable is targeting betrayal trauma (betrayal of trust within close non-sexual relationships).

- Yes = betrayal abuse occurred

- No = no betrayal abuse occurred

IPV: Intimate partner violence includes any IPV excluding individual identified as exploiters or sexual abusers. Any report of fighting with partner is coded as IPV. Options:

- None = no incident of IPV
- Yes= IPV occurred
- Suspected = IPV is suspected such as caretaker reporting concern but is unsure
- Unknown = report is unclear or vague concerning IPV

Sheet 9: Street/Peers named “Street”

Community Violence: Did youth live in high crime neighborhood, have exposure to community violence while on the run(other than trafficking), have exposure to gangs, was the victim of a crime, had family who engaged in criminal activity, or at any point had their life threatened

- Yes = one or more above is present
- No = no exposure to community violence

Sibling Criminal JS: Any report of sibling(s) involvement with juvenile or adult criminal justice system such as arrests, convictions, or probation. Options:

- None = no report of sibling(s) involvement with criminal justice system
- Yes = report of sibling(s) involvement with criminal justice system

Bullied: Bullied in a face-to-face manner by someone outside the home as youth as defined by youth or caretakers. Do not include violence reported in other categories such as physical child abuse, DV, IPV, CSE, electronics, cyber bullying, and sexual abuse. Options:

- None = no reports of experiencing being bullied,
- Yes = experienced bullying but no statement of where

Murder: Number of ~~known~~ individuals known to youth who were murdered or committed a murder. The murder victim or the murderer does not have to be a close friend. Include if report suggests that the murder was significant to the youth. Do not include cases previous recorded in family section. Options:

- None = no murder
- One-ten = the exact number of murders if between 1-10
- >10 = if more than ten murders
- Multi = multiple murders but no numerical estimate is possible evaluator cites multiple moves.
- unknown = the report is unclear about the number of murders

Suicide: Number of suicides of friend or acquaintance of the youth that are not included in family suicides. Count if the youth was present at the suicide but did not know the individual. The primary criteria is that the suicide effected the youth. Options:

- None = no suicide
- One-ten = the exact number of suicides if between 1-10
- >10 = if more than ten suicides
- Multi = multiple suicides but no numerical estimate; is possible evaluator cites multiple suicides.
- unknown = the report is unclear about the number of suicides

Death: The number of deaths of someone other than murder and suicide and not recorded in family deaths. Include any incident of presence at a death other than murder or suicide even if a stranger, do not include previously counted family members. Most of these deaths are due to accidents.

Options:

- None = no death
- One-ten = the exact number of deaths if between 1-10
- >10 = if more than ten deaths
- Multi = multiple deaths but no numerical estimate is possible evaluator cites multiple moves.
- unknown = the report is unclear about the number of deaths

Elope from care: Number of elopements from placement including foster care, hospitals, group homes, and residential treatment facilities. Options:

- None = no elopement from care
- 1-4 = if elopements from care is between 1-4
- =>5 = if five or more elopements from care

elopement: The number of elopements from caregiver, facilities, foster home, etc. before current placement. Do not include elopements from the Impact program or during the time of the evaluation. Many times, the family may know where the youth is or maintains telephone contact with the youth but count as an elopement even though contact occurs. These count as elopements

if the youth determines when they leave or return and do not ask or obtain permission. In cases where the family has few rules and boundaries, a child may leave for extended periods of times and the parents are unconcerned. This behavior would be considered elopement. Count even if there is allegations that the family was covering up or harbinger the youth. Often the report cites many, multiple, too many to count. Code these as 10-15. If the word chronic is used, then code as >15.

Options:

- None = no elopement
- None = no elopement from care
- 1-4 = if elopements from care is between 1-4
- =>5 = if five or more elopements from care

Longest elopement: The youth's longest period of any single elopement Options:

- None = no elopements
- 0-48hrs = the youth was gone between 0 and 48 hours
- <2 months = youth was gone less than 2 months but more than 48 hours
- >2 months = youth was gone more than 2 months

Sheet 10: Youth's History of Abusive Behavior named "Abuser"

Probation: Any history of placement on probation in the youth's lifetime whether formal or informal. If diversion is specifically identified and no report of additional probation code as No.

Options:

- No = no history of placement on probation
- Yes = youth has a history of probation
- Unknown = the report is unclear or vague concerning history of probation

Aggression to Family: Any history of physical attack toward parent, caretakers, siblings, or other individuals living in the home. Severity is not considered or frequency. Verbal arguing is not considered physical assault. If report as a physical fighting between youth and caregiver code as family aggression for youth and physical abuse by parents on family abuse worksheet. Options:

- No = no history of physical assault behavior toward any family member
- Yes = history of physical assaultive behavior toward family member(s) is present
- Unknown = the report is unclear or vague concerning physical assaultive behavior toward family member(s)

Sex Abuser: Was the youth every had accusation of sexually abusing another person? This variable includes credible accusations, any CPS investigation, DCS substantiation, police investigations, adjudications, and criminal convictions for a sexual offense other than prostitution. Do not consider age but only whether an allegation was made. Options:

- None = no incident of sexual abuse of another individual
- Allegation = An allegation of sexually abusing another person but no documentation of CPS investigation or delinquent investigation
- CPS Invest = CPS investigation of youth concerning an allegation of sexual abuse of another youth substation or charges in juvenile court CPS
- CPS Subst = CPS investigation of allegation sexual abuse of another individual resulting in a substantiation but no charges in juvenile court

- Adju = investigation, substantiation, and juvenile court adjudication of sexual abuse of another individual

Incidents: The number of separate incidents of sexual abuse by the youth. This is not the number of individual acts of sexual abuse but the number of separate incidents. The incidents refers to the number of victims. An incident is counted once even if the abuse stopped and started again.

Options:

- None = no sexual abuse allegation
- One-ten = the exact number of sexual abuse allegations if between 1-10
- >10 = if more than ten sexual abuse allegations
- Multi = multiple sexual abuse allegations but no numerical estimate is possible evaluator cites multiple moves.
- unknown = the report is unclear about the number of sexual abuse allegations

victims: The total number of different victims in the allegations, investigations, substantiations, and adjudications

- None = no victim
- One-ten = the exact number of victims if between 1-10
- >10 = if more than ten victims
- Multi = multiple victims but no numerical estimate is possible evaluator cites multiple moves.
- unknown = the report is unclear about the number of victims

Tx as abuser: Did the youth receive specialized treatment or sexual abuse as a treatment target for having sexually abused another individual. Note the highest level of care if the youth received multiple level of care.

- None = no history of treatment for sexually abusing another individual
- Outpatient = outpatient or wrap around services for sexually abusing another individual
- Resi = residential treatment for sexually abusing another individual
- Out/Resi = youth received outpatient or wrap around and residential treatment for sexually abusing another individual

- Correct = placement in a correctional facility due to sexually abusing another individual

Bully Others: Any report in evaluation of bullying others that indicates more than an isolated incident or when residing in a facility.

- None = no reports of bullying others
- Yes = report indicates that youth bullied others
- Unknown = the record is unclear or vague concerning whether the youth bullied others

Fights: Report indicates engaging in fighting with other that may have resulted in police intervention, school disciplinary action, injury to self or others, parent statement of bullying others. Do not include any incidents include in the family aggression variable. Only include if it falls under these categories:

- Moderate = physical striking
- Severe = severe violence including burning, leaving marks, strangling, threaten with a weapon, leaving bruises,

Options:

- Yes = fighting occurred
- No = No incidents of fighting
- Unknown = the report is unclear or vague concerning fighting incidents

Delinquent: Youth engages in additional delinquent behaviors than identified below whether the youth was detected or not. The behavior must occur more than in three separate incidents.

- Moderate = shoplifting, stealing, fraud, illegal use of credit card, drug dealing
- severe = robbery, breaking and entering, burglary

Options:

- None = no history of delinquent behavior
- Yes = history of delinquent behavior
- Unknown = report is unclear or vague concerning involvement in delinquent behavior

Elab: Report of youth videoing or taking pictures of others or distributing pictures of others with or without their consent and they are not videotaped or pictured. Options:

- None = no incident
- Yes = incident of youth videoing others or distributing pictures occurred
- multiple = multiple incidents of youth videoing others or distributing pictures
- Unknown = report is unclear or vague concerning whether youth videoing others or distributing pictures

Sheet 11: Diagnosis (Current diagnosis)

This section includes current diagnosis and history of suicide and self-harm. Only current diagnosis is coded and not the history of diagnosis. Do not include diagnosis in DSM-V category of “Other Conditions That May be A Focus of Clinical Attention.” (APA, 2022)

None: Is a diagnosis present? Options:

- No diagnosis = no present diagnosis in the report
- Diagnosis = diagnosis is present

If a youth has multiple diagnosis in any category, code as other and write the diagnosis in the comment section.

PTSD

- None = no acute trauma diagnosis
- PTSD = PTSD without dissociative symptoms;
- PTSD Dis = PTSD with dissociative symptoms (reviewer may include PTSD with dissociation even if not in diagnosis only if there is a clear statement that dissociations occur in the mental status section of the evaluation or the Trauma Inventory).
- Acute Stress = acute stress disorder
- Adju Dis = adjustment disorder Unspecified = unspecified trauma disorder Other = other trauma diagnosis please note in comment
- Unspecified = unspecified trauma disorder
- Other = other trauma diagnosis, please write diagnosis in comment section

Dissociative: Present of a dissociative disorder without PTSD. Options:

- None = no dissociative disorder
- Present = dissociative disorder present without PTSD

Depressive Disorder

- None = No depressive disorder

- Persistent = persistent depressive disorder
- Major = major depressive disorder
- Major/psych = major depression with psychosis
- dysreg = mood dysregulation disorder Unspecified = unspecified depressive disorder
- Adjdep = adjustment disorder with depression
- Other = other depressive disorder (provide diagnosis in comment section)

Bipolar disorder

- None = no bipolar disorder present
- Present = bipolar diagnosis present
- Cyclothymic = cyclothymic disorder

Anxiety disorder

- None = no anxiety disorder diagnosis
- GAD = generalized anxiety disorder diagnosis
- Panic = panic disorder diagnosis
- Separation = separation anxiety disorder
- Other = other anxiety disorder (provide diagnosis in comment section)

Psychosis

- None = no psychotic disorder
- Schizophrenia = schizophrenia diagnosis
- schizoaffective = schizoaffective diagnosis
- Other = other psychotic disorder excluding major depression with psychotic features and bipolar with psychotic features, provide diagnosis in comment section

DD:

- None = no DD diagnosis
- Mild ID = mild intellectual disability
- Mod ID = moderate intellectual disability
- Autism = autism spectrum diagnosis

- Borderline = Borderline intelligence
- Other = other DD diagnosis (Provide diagnosis in comment section)

LD:

- None = no learning disability
- Communication = communication disorder
- Language = language learning disability
- Reading = reading learning disability
- Math = math learning disability
- Unspecified = unspecified or undefined learning disability

Impulse

- None = no impulse disorder diagnosis
- ADHD = any attention deficit disorder present
- Other = other impulse disorder diagnosis (Provide diagnosis in comment section)

Disrupt:

- None = no disruptive behavior diagnosis
- Conduct = conduct disorder diagnosis
- Oppositional = oppositional disorder diagnosis
- Con&Opp = both conduct and oppositional diagnosis
- Other = other disruptive behavior diagnosis (Provide diagnosis in comment section)

Eating: Current or **past** diagnosis or history of eating disorder, also include if youth or parents describe an eating disorder even though not diagnosed in the past or in current diagnosis.

- None = no history of eating disorder
- Present = past, present history or diagnosis of eating disorder
- Suspected = evidence of eating disorder but report is unclear or vague concerning eating disorder

Personal: Any diagnosis of personality disorder or traits.

- Present = diagnosis of personality disorder or traits
- None = diagnosis not present

***All substance abuse disorder should be coded as

- None = not present;
- Mild = mild substance abuse disorder
- Moderate = moderate substance use disorder
- Severe = severe substance use disorder according to DSM criteria.

If no rating of severity is listed, then the reviewer should examine listed symptoms and determine severity score. If the report narrative indicates a substance abuse problem with a specific substance and then it is not included in the diagnosis, the reviewer may add that diagnosis though with caution.

Substance abuse criteria from DSM-V:

1. Substance is often taken in larger amounts or over a longer period than was intended.
2. There is a persistent desire or unsuccessful efforts to cut down or control substance use.
3. A great deal of time is spent in activities necessary to obtain substance, use substance or recover from its effect.
4. Craving, or a strong desire or urge to use substance.
5. Recurrent alcohol use resulting in a failure to fulfill major role obligations at work, school, or home.
6. Continued substance use despite having persistent or recurrent social or interpersonal problems caused or exacerbated by the effects of substance.
7. Important social, occupational, or recreational activities are given up or reduced because of substance use.
8. Recurrent substance use in situations in which it is physically hazardous.
9. Substance use is continued despite knowledge of having a persistent or recurrent physical or psychological problem that is likely to have been caused or exacerbated by substance.
10. Tolerance, as defined by either of the following:
 - A need for markedly increased amounts of substance to achieve intoxication or desired effect.

- A markedly diminished effect with continued use of the same amount of substance.

11. Withdrawal, as manifested by either of the following:

- The characteristic withdrawal syndrome for substance (see each substance description in DSM-5).
- Substance (or a closely related substance) is taken to relieve or avoid withdrawal symptoms.

Mild to moderate: 2-5 symptoms

Severe: 6 or more symptoms

If multiple drugs and severity is listed once for all substance apply that to all substances. If severity is not listed then rating from the SASSI-A may be used. If noted as high or moderate, code as moderate.

Alcohol: alcohol misuse

Cannabis: Cannabis misuse

Sedative: Sedative misuse

Cocaine: cocaine or crack misuse

Methd: Methamphetamine misuse

Amph: amphetamine misuse other than cocaine or methamphetamine

Ecstasy: ecstasy misuse

Opioid: Opioid misuse

Hallucinogen: Hallucinogen disorder other than ecstasy

Hormone: Misuse of hormonal medications

Other SA: Any other substance misuse, please note substance in comments.

Other Dx: Other diagnosis than those on listed excluding ~~as~~ other conditions that may be a focus of clinical attention

- None = no additional diagnosis
- Yes = another diagnosis is present (Provide diagnosis in comments)

Suicide ge: The number of lifetime suicide gestures, count if action taken such as hoarding medication or holding a knife to kill themselves. Utilize all reports even if youth denies that it was a suicide gestures but adults report suicide gesture, write the number of gestures indicated. If a suicide intention is unclear, the reviewer is required to make a judgment. In this case if the behavior includes clear danger of death, behavior is not part of risky behavior pattern e.g., a drug overdose without evidence of severe substance abuse problems at the time of the overdose code as a gesture.

- None = no suicide gesture
- One = one suicide gesture
- Two = two suicide gestures
- Three or More = three or more suicide gestures
- unknown = the report is unclear about the number of suicide gestures

Self-harm: Any history of self-harm in the youth's lifetime

- None = no history of self-harm
- Yes = history of self-harm
- Unknown = report is unclear or vague concerning self-harm.

Sheet 12: Previous Diagnosis

This section includes current diagnosis and history of suicide and self-harm. Only current diagnosis is coded and not the history of diagnosis. Do not include diagnosis in DSM-V category of “Other Conditions That May be A Focus of Clinical Attention.” (APA, 2022)

None: Is a diagnosis present? Options:

- No diagnosis = no present diagnosis in the report
- Diagnosis = diagnosis is present

The diagnosis categories are coded as in current diagnosis. Number of times a specific diagnosis was given is not coded just that the specific diagnosis occurred at least once.

Sheet 13: Commercial sexual exploitation (Includes all types of exploitation) named “CSE”

Known & Suspected Ex: Known, established, or suspected exploiters. The youth may not consider them exploiters, but documentation indicates that the individual was directing, managing, recruiting, or enticing into sexual behaviors. If an individual is clearly grooming a youth for CSE they should be included here. If a “bottom” appeared involved count as an exploiter.

- None = no exploiter
- Yes = known, established, or suspected exploiters
- Unknown = the report is unclear about the number of exploiters

***The following variables are identification of grooming and maintenance strategies of the exploiters. Code as many as occurred among all exploiters. These are marked for both electronic and non-electronic CSE. The ratings are the same for all categories:

- None = not used
- Yes = strategy used
- Unknown = report is unclear or vague concern whether the strategy was utilized

GrBoyfrd: The exploiter uses the strategies related to being a boyfriend, lover, romantic interest of the youth.

Financial: The exploiter uses potential or actual financial gain for the youth as a grooming strategy as noted by saying they can make money, have nice things. Include if there is a report of the youth having excessive cash, new clothes, telephones ect that the youth does not have the money or work to earn. Include even if the youth never gets the financial gain but was promised the financial gain. This does not include basic survival needs

Survival: Exploiter uses survival needs for a youth during an elopement as an strategy providing a place to stay or food

Coerced: Youth was coerced into compliance include force, threat of force, threat to loved ones, or blackmailing. Does not include sexual violence.

Self No Ex: Evidence that the youth was operating completely independently to exchange sex for money, survival material, “gifts” and/or substances without exploiter in their lifetime.

Electronic Trafficking: Engaging in trafficking through media and there is some sort of exchange.

SmediaAdv: Youth was ever advertised for CSE on any social media or website such as Backpage, Plenty of Fish or similar social media site. Posting that they are available.

Peers: any peer involved with CSE other than peers met while engaged in CSE unless it is a second meeting, code as present if reports indicate there were attempts to recruit the youth

- None = No known peers involved in CSE
- Yes = incident of peer involved CSE
- Unknown = report is unclear or vague concerning CSE involvement

Out of state: Youth has history of out of state elopement with or without confirmation of CSE or travel out of state for CSE.

- None = no out of state travel
- Present = out of state travel
- Suspected = suspected out of state travel

In CSE area: Youth is noted in area where CSE is occurring. Motels are always an area.

- None = no report of being in CSE area
- Present = history of being in CSE area
- Suspected = suspected of being in CSE area

STI History: History of having a sexually transmitted infection.

- Yes = history of STI present
- No = no history of STI

Hx Fam CSE: Any history family members (mother, father, siblings, grandparents, cousins, aunt, uncles) who have documented or suspected of involved in commercial sexual exploitation. Include

working as a dancer and buying sex. Validation of yes would include reports of youth, collateral interviewees, or documentation.

- None = No known history
- Present = family member involved in CSE.
- Multiple = multiple family members involved (please note relationship of additional family members in comment section)
- Suspected = family member is suspected of involvement or report is unclear or vague about family member involvement in CSE
- Unknown = report is unclear or vague about family CSE

Family member involved with CSE: The relationship of the youth to the family involved in CSE.

- Femalecare = Female Caretaker
- Malecare = male caretaker
- Sibling = sibling
- Other = other family member or more than one category from above. Please note in comments what the relationships are.

Sting: The reports states that youth was involved in a sting operation for CSE. A sting is a law enforcement action where the youth is taken into custody when the police are attempting to break up a CSE network or arrest an exploiter or sex buyer.

- Yes = youth was involved in sting
- No = youth was not involved in sting
- Unknown = report is unclear or vague about involvement in sting

Recruit: The reports states that youth was involved in recruitment of others for CSE. Code recruiter if youth acted as exploiter, collected money for victims of CSE, or acted as an enforcer for an exploiter, or sought out other individuals to become involved in CSE.

- Yes = youth was involved in recruitment
- No = youth was not involved in recruitment
- Unknown = report is unclear or vague about involvement in recruitment

Media Conflict With Caregiver/School: Any report of conflict between youth and caregiver or school about social media use. Authority telling them to stop, and they are still doing it.

No = no conflict

Yes = conflict present

The following are yes or no codes whether the factor is present or not.

- Older boyfriend:** Youth has had one or more boy/girl friends that are greater than three years older.
- Unusual cash:** reports indicates that youth had a large amount of cash or cash that the caretaker found unusual.
- Motel key:** The youth has a history of having motel key on their person or possessions
- Fake ID:** The youth has a fake ID
- Dishonest re age:** The youth has lied portray themselves as older than their age
- Brand Tattoo:** Report notes that the youth has a tattoo consistent with branding.
- Gastro-Intestinal complaint:** Report indicates youth has gastro-intestinal complaints.

Sheet 14: CSE Involvement

The following sections are summary evaluations by the reviewers and not from the report. Given the information provided in the previous section, rate based on the reviewer's conclusion about CSE involvement. Include as many of the five categories (Street, Familial, SA, SURV) as appropriate. The familial category also includes a variable about probability.

Youth CSE?: Youth statement concerning their involvement in CSE either electronic or face-to-face.

- Deny = denies involvement in CSE
- Yes = youth admits to involvement in CSE in some part of the report or in previous reports
- Ambiguous = unable to determine youth stance or changing
- Unknown = the report does not state youth's stance

Evaluator: What is the evaluator's conclusion about youth's involvement in CSE

- No = evaluator does not conclude youth was involved in CSE
- Yes = evaluator concludes youth was involved in CSE
- Ambiguous = evaluator is ambiguous about involvement in CSE
- Unknown = report is unclear, vague, or does not state evaluator conclusions about CSE involvement

Agree: Does youth and evaluator agree on CSE involvement?

- Yes = youth and evaluator agree on CSE involvement or lack of involvement
- YesY = youth and evaluator do not agree youth says yes or ambiguous and evaluator says no to CSE involvement
- YesE = youth and evaluator do not agree evaluator says yes or is ambiguous and youth says no to CSE involvement
- Unknown = one or the other's conclusion about CSE involvement is unknown

Probability: The report's conclusion concerning the youth's involvement in CSE.

- None = low or no probability of involvement in CSE
- Known = CSE involvement is known
- Evidence = evidence indicates CSE involvement
- Suspected = CSE is suspected

Involvement in CSE

- None = not involved in CSE
- One = This individual has less than 2 months of CSE
- Two = This individual has experienced two months or more of CSE

Based on Types of CSE from Parker (2019, 2021)

Street – On-Line – Residential Trafficking networked trafficking

Familial Trafficking – Child Porn:

Survival Trafficking related to Substance Abuse:

Survival Trafficking - Sugar Baby – Web Cam – Independent (Renegade) – Adult Porn:

High Risk to be Trafficked – Opportunity to Interrupt exist:

Labor Trafficking:

Total time: The total time that the youth was involved using the same categories but totaling the time involved in CSE.

#Categories: The number of different categories identified.

Sheet 15: Y-LSI

The scores from the Y-LSI grid is entered into this spread sheet directly as numbers. If the actual numerical results are not in the report, the reviewer may use the Y-LSI form in youth's folder. If form is not available then review the rating high moderate, and low and enter the lower number for that level. For instance, if prior and current offenses is listed as moderate enter a 1 if listed as high enter 3. The total score may be in the evaluation without the individual scores, in this case enter the total score from the evaluation. Sum is a calculated field that is used in auditing the worksheet, do not code any number into the Sum column. (Hogue, 2011)

Y-LSI: Is a Y-LSI administered and scored?

- No = No Y-LSI was administered
- Yes = Y-LSI was administered with subtest scores available
- Totalscoreonly = Y-LSI administered but only total score report and subtest scores are not available

~~Questions are:~~

Each subtest and the range of scores are noted below.

Del Hx: delinquent history low 0; moderate 1-2, high 3-5

Family: family history Low 0; Moderate 1-2; High 3-5

Education/Employment Low 0-2 Moderate 3-4 High 5-6

Peers: Peer relationships Low 0-1 Moderate 2-3 High 4

Substance: Substance abuse Low 0 Moderate 1-2 High 3-5

Leisure: Leisure activities Low 0 Moderate 1 High 2-3

Behavior: Behavior, personality Low 0 Moderate 1-4 High 5-7

Attitude: Attitude and orientation Low 0 Moderate 1-3 High 4-5

Total: Calculated field on subtest scores

Sum no sub = the total score reported when there are no subtest scores.

Sheet 16

The needs instrument was introduced in January of 2021.

The instruments scores are introduced with:

- 0 None—strength/protective factor, unknown, or no score
- 1 Low—low rating
- 2 Moderate—moderate rating
- 3 High—high rating

Sheet 18: Strengths and Recommendations named “RecsStr”

CSE Rec: Was specific treatment for CSE recommended in the report. If any recommendation address CSE as an issue code as Yes.

- Yes = recommended CSE treatment
- No = CSE treatment not recommended

***The following refers only to the immediately recommend and do not refer to recommendation after the initial recommendation.

Res: Residential treatment recommended in report

- Yes = residential treatment recommended
- No = residential treatment not recommended

Home: Viability of home placement in the opinion of the reviewer that may or may not reflect a specific statement in the report. The home rating is the home being considered for placement after completion of residential treatment or stabilization in another form of care. If this is unclear, then the home that was the last permanent home for the youth. If residential treatment is recommended, then this variable refers to after release from residential treatment. The issue may be applied as noted by discussion of parents visiting, or avoiding interviewer, these are significant concern. Statement concern significant concerns would include recommending concurrent planning for placement, evaluator voiced concern about viability of placement, parent’s refusal to engage in evaluation and rejecting children, or parenting ability to set effective limits on youth.

- Nopro = family appears to be an appropriate placement with wrap around services
- Concern = family appears appropriate for placement but comments indicate concerns requiring more intense interventions then standard wrap around services
- Signpro = significant problems that suggest placement with family may result in youth running again or failed placement. Indications of this level is recommendation suggest concurrent plan, parents do not want youth returned, ongoing parental substance use, or refusal to engage in evaluation due to anger or lack of interest.

- Nonviable = youth cannot return home as indication by a recommendation for an alternative placement such as foster placement, independent living
- Unknown = report is unclear, vague, or has insufficient information to assess family viability

Pages: Enter the number of pages in the report

Quality: The reviewer opinion concerning the quality of report. The number of worksheets with minimal information included in determine of the quality rating are family, personal, family abuse, sexual abuse, street, abuser, CSE, and electronics. The other worksheets are not considered.

- questionable = significant lack of information that causes concern about significant loss of data, lack of information made completion of 3 of the 8 critical work sheets impossible to complete.
- Low = at least two of the 8 worksheets had almost no information,
- Good = information is available on all worksheet except one
- Strong = able to complete nearly all variables with confidence

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