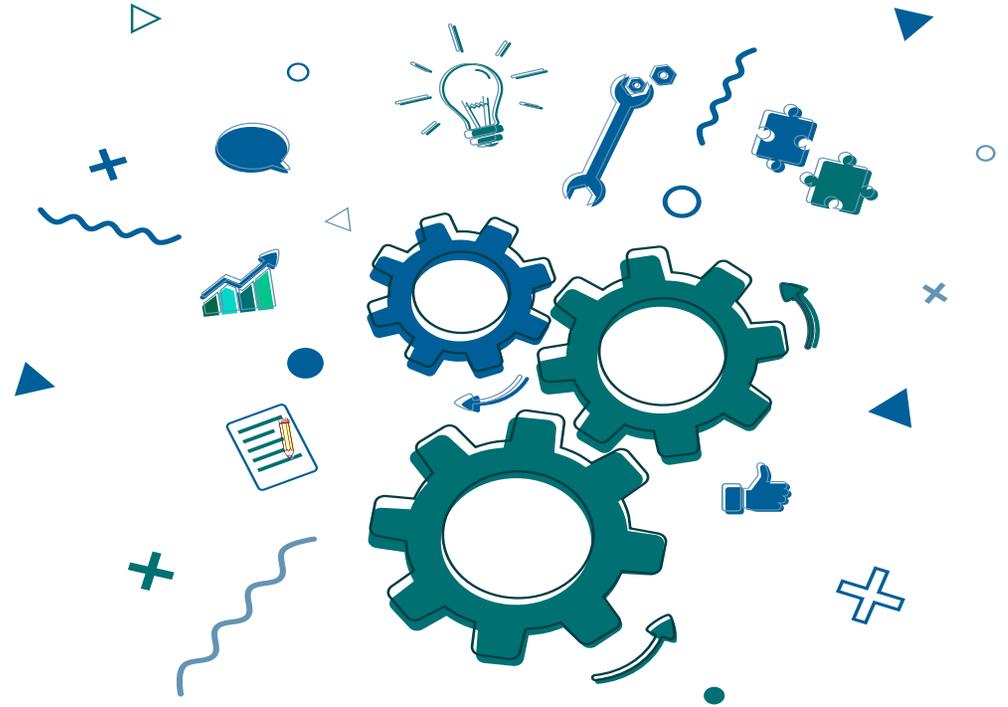


A Guide to Safe Harbor Protocol Project Planning



Communities across Minnesota are coming together to talk about how to respond to sexual exploitation and sex trafficking. MNCASA has been working with teams of professionals from across disciplines to improve their systems response through developing community-specific, victim-centered protocols.

Protocol development can be an intimidating goal, so MNCASA has worked to develop tools and resources that teams can use at every stage of the process. This resource is intended to help teams with project planning—although every community will need to find the process that works best for them, this tool provides some suggestions for benchmarks, timelines, and important considerations.

Safe Harbor Protocol Planning Timeline

Time needed for project: 1-2 years to develop protocol, followed by ongoing continuous improvement.

TASKS

1. Review Safe Harbor Protocol Guidelines
2. Develop mission and values statements
3. Each discipline shares an overview of their role in the response
4. Develop shared definitions of success

3-6
Months

TASKS

1. Initial protocol draft: write down each discipline's current protocols (what does the response look like right now?)

9-18
Months

TASKS

1. Protocols are finalized and published
2. Team develops training and implementation plan, takes the lead on training each agency/discipline on new protocols
3. Develop plan to evaluate and revise protocol on a consistent basis (ex. every 2-3 years)

TASKS

1. Identify available resources and services
2. Add essential agencies/disciplines to team
3. Map current response

1-3
Months

6-9
Months

TASKS

1. Team discusses each discipline's protocol in depth, ask questions, provide feedback (schedule these agendas in advance so team knows which disciplines will be reviewed on which dates)
2. Survivor input is key throughout this process
3. Protocols are revised, discussed, and revised again if needed

18-24
Months

Other Considerations

- Media/community events to announce rollout of new protocols
- Incorporate time for design work
- Develop process for new team member orientation—get new folks caught up outside meeting time so work doesn't keep stopping and re-starting

Additional Resources

- [Safe Harbor Protocol Guidelines](#)
- [Safe Harbor Protocol Writing Guide](#)
- [Safe Harbor Team Formation Starter Kit: A Guide for New Teams](#)

Questions about Safe Harbor protocol project planning or the project planning timeline?

Contact Sarah Florman at sflorman@mncasa.org and Hunter Beckstrom at hbeckstrom@mncasa.org.

Questions