

OFFICE ON TRAFFICKING IN PERSONS
IN PARTNERSHIP WITH OFFICE ON WOMEN'S HEALTH

Human Trafficking Data Element Worksheet



Table of Contents

Table of Contents	1
Introduction	2
Worksheet Overview and Development Methodology.....	2
Overview of Federal Authorities	3
Worksheet Structure	4
Who Did We Serve?.....	4
What services did they receive or were they unable to receive?.....	16
How much did services cost?.....	19
Appendix I: FAQ and Definitions	23
Appendix II: Resources	36

Introduction

The Human Trafficking Data Collection Project seeks to enhance ACF's ability to collect and share human trafficking data from multiple stakeholders both within and outside of the Federal Government. This worksheet outlines what data the Office on Trafficking in Persons (OTIP) would like to collect. The proposed data elements are based on HHS Federal Reporting Requirements for service delivery organizations with input from programs which focus on run away/homeless youth, refugees, victims of domestic violence, children in state welfare and foster care systems, Native American communities, and vulnerable populations. Future stakeholder efforts will expand to include agencies throughout key HHS operating divisions and external HHS partner agencies that comprise the President's Interagency Task Force toward the development of data collection standards and system requirements.

Worksheet Overview and Development Methodology

The worksheet builds from recommendations reported by the HHS Office of the Assistant Secretary for Planning and Evaluation (ASPE) on Study of HHS Programs Serving Human Trafficking Victims.¹

The worksheet was developed by ACF Office on Trafficking in Persons with the input of federal experts (collectively called the HHS Federal Working Group (FWG)) and industry experts (collectively called the Technical Working Group (TWG)) representing 13 programs across HHS and 80+ NGOs. Members were selected in November and December 2015, and orientation meetings occurred in December 2015 and January 2016 to introduce OTIP, the project goals, roles and responsibilities, and to jointly define measures of success for the working groups. Simultaneously, OTIP developed an initial list of data elements during the Ignite Summer 2015 efforts, federal legislation, and federal strategic plans. Three broad *Foundations of Data Collection* were identified to help group and define data elements, and those Foundations are:

- Who did we serve?
- What services did they receive or were unable to receive?
- How much did it cost?

An initial Data Element Worksheet was distributed to the TWG and FWG in February 2016 to solicit feedback and comments. OTIP received over 500 comments. The comments were consolidated, analyzed, and incorporated into the Data Element Worksheet where possible. Many comments conflicted with one another, and OTIP established a meeting cadence to address the conflicts as a group and arrive at a resolution. To prepare for the sessions, the team developed a timeline with key goals, objectives, and outstanding questions. Data elements and their response options were created by using and citing as many federally-approved common data elements as possible. Ultimately the groups arrived a set of data elements and response options that are contained within this Worksheet to enable uniform data collection among organizations that serve human trafficking victims.

The data defined in this worksheet is not comprehensive or all inclusive, but rather is the first step towards achieving uniform data collection and interoperability. It outlines the data that OTIP is required to report as well as data elements OTIP is interested in collecting to inform programmatic decisions. Ultimately this worksheet will inform interoperability standards and practices, such as the National Information Exchange Model (NIEM) and National Human Services Interoperability Architecture (NHSIA), to enable confidential and standardized information sharing among victim service organizations. As confidential data on victim service programs is shared, resources can be quickly allocated where they are needed most to best serve trafficking victims.

¹HHS Office of the Assistant Secretary for Planning and Evaluation, *Study on HHS Programs Serving Victims of Human Trafficking*, 2008, <https://aspe.hhs.gov/study-hhs-programs-serving-human-trafficking-victims>

As represented in Figure 1 below, each phase of data element refinement represents incremental progress toward better protection of victims and prevention of human trafficking:

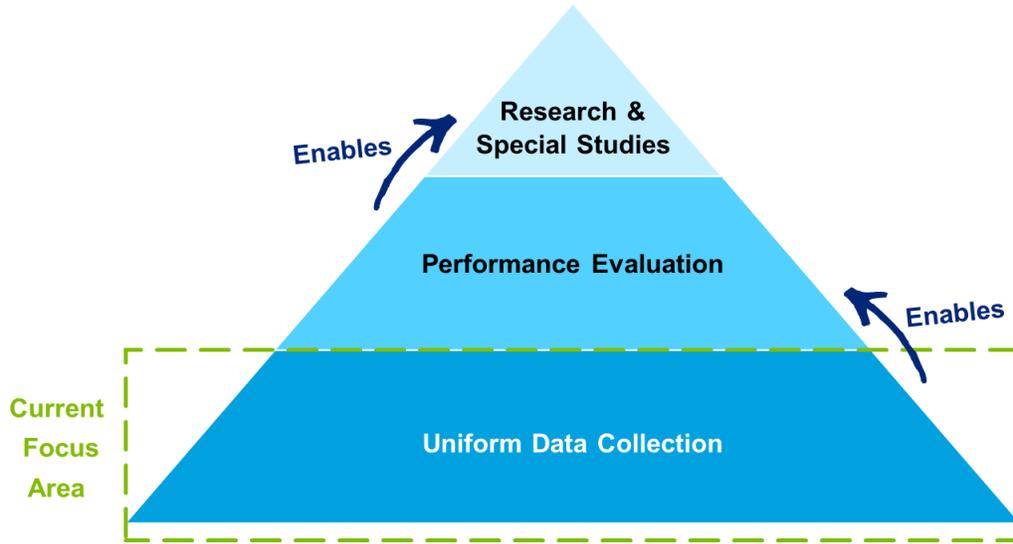


Figure 1: OTIP Phases of Focus

Overview of Federal Authorities

As a member of the President’s Interagency Task Force to Monitor and Combat Trafficking, established by the Trafficking Victims Protection Act (TVPA) of 2000, the US Department of Health and Human Services (HHS) is authorized to measure and evaluate progress of the United States in the areas of trafficking prevention, protection, and assistance to victims of trafficking; expand interagency procedures to collect and organize data, including significant research and resource information on domestic and international trafficking with respect to the confidentiality of victims of trafficking; and engage in consultation and advocacy with government and nongovernmental organizations, among other entities, to advance the purposes of the task force (22 USC 72013(d)). Under the Trafficking Victims Protection Act of 2000 (reauthorized in 2003, 2005, 2008, and 2013) and the Prevent Sex Trafficking and Strengthening Families Act of 2014, the U.S. Department of Health and Human Services (HHS) is authorized to collect data on human trafficking, evaluate the impact of anti-trafficking programs, and carry out other research on human trafficking.

Worksheet Structure

The Worksheet is broken into three main sections, which align with the *Foundations of Data Collection*. Each section contains a table that lists the Data Element, Response Option(s), and operational guidance. To further clarify what is meant by a data element, response option, and guidance:

Data Element: A unit of data to be collected. On forms, a data element is often referred to as a “field” and in spreadsheets or databases a data element is sometimes a column.

Response Option: A valid value for each data element. Response options limit the values that can fulfill a data element and provide a more uniform structure to data.

Operational Guidance: Clarifies how to select the best or most relevant response option.

Data Element #	Element
1.1	Date of Birth
1.2	Age
1.3	Gender Identity
1.4	Sexual Orientation
1.5	Race and/or Ethnicity
1.6	Primary Language
1.7	Nationality
1.8	Disability Status
1.9	Highest Level of Completed Education
1.10	City, State of Service
1.11	City, State of Referral
1.12	State of Primary Residence
1.13	Does the victim have living children who may require services
2.1	Victim Status
2.2	Primary type of trafficking
2.3	Venue Victim has been trafficked at currently or in the past
2.4	Exploitation Industry Victim has been trafficked at currently or in the past
2.5	Victim’s Relationship to trafficker(s)
2.6	Polyvictimization in the last year
3.1	Permanent or transitional housing
3.2	Living Situations Experienced in the last year
4.1	Direct Services Provided To Victim (By Reporting Organization)
4.2	Direct Services Requested by Victim (Indicated by Reporting Organization)
5.1	Victim’s Unmet Needs (By Reporting Organization)
5.2	Reason Services Were Not Provided (Organizational Barriers)
6.1	Services Referred Out
6.2	Reason for Reporting Organization to refer out
7.1	Estimated Budget
7.2	Annual Direct HT Costs
7.3	Total HT Clients and Direct Services Staff
8.1	Reporting Organization Type
8.2	Physical location of service provider

Foundational Question Legend

- Who did we serve?
- What services did they receive or were unable to receive?
- How much did the services cost?
- Organizational Information

Who Did We Serve?

The tables below list the data elements needed to better understand who is being served as a victim of human trafficking. The Foundation of Data Collection “Who did we serve” was broken down into three smaller “Guiding Questions” to drive data element identification. The Guiding Questions are:

1. What are the victim demographics?
2. What type of trafficking did the victim experience?
3. Where do they live?

The table below lists the desired data elements to determine the victim demographics:

Data Element	Proposed Response Options	Relevant Operational Guidance
1.1. Date of Birth ²	<ul style="list-style-type: none"> • Eight-digit number 	Month, day, and year of the child’s birth. If the child is abandoned or the date of birth is otherwise unknown, enter an approximate date of birth. Format: ccy/mm/dd <ul style="list-style-type: none"> • cc=century year; • yy=00-99; • mm=01-12; • dd=1-31
1.2. Age	<ul style="list-style-type: none"> • Two-digit number 	List the Age of the victim at the time they received services
1.3. Gender Identity ³	<ul style="list-style-type: none"> • Male • Female • Transgender Female to Male (FTM) • Transgender Male to Female (MTF) • Transgender General (Includes two-spirit, Transsexual, Cross-dresser) • Genderqueer/ Gender Non-conforming (Includes gender-variant children) • Intersex/Non-binary gender • Did not disclose • Unknown 	Select one as self-identified by the victim. Do not guess. See appendix for definitions.
1.4 Sexual Orientation ³	<ul style="list-style-type: none"> • Straight • Lesbian or gay • Bisexual • Other • Don’t know/Not sure • Did not disclose 	Select one as self-identified by the victim

² AFCARS Proposed Definitions <https://www.gpo.gov/fdsys/pkg/FR-2015-02-09/pdf/2015-02354.pdf>

³ Developing and Implementing Questions for Collecting Data on Sexual Orientation and Gender Identity, National Institutes of Health <http://www.ncbi.nlm.nih.gov/pubmed/25162618>,

Data Element	Proposed Response Options	Relevant Operational Guidance
1.5 Race and/or ethnicity ⁴	<ul style="list-style-type: none"> • American Indian or Alaskan Native (Specify Tribe) • Asian or Pacific Islander • Black • Hispanic origin • Multiracial • White • Other Race or Ethnicity (Specify) • Did not disclose • Unknown 	Select one or more, as identified by victim. Dropdown for main categories and text field for specify
1.6 Primary language ⁵	See Appendix for full list. <ul style="list-style-type: none"> • Other Language (Specify) 	Select one or more from dropdown of languages as surveyed by the Census Bureau.
1.7 Nationality ⁶	<ul style="list-style-type: none"> • Country name • Did not disclose • Unknown 	At time of service. Select one or more from dropdown of Census Bureau "independent states" and "dependencies and areas of special sovereignty."
1.8 Disability Status ⁷	<ul style="list-style-type: none"> • Yes, the victim has a developmental disability • No, the victim does not have a developmental disability 	The term “developmental disability” means a severe, chronic disability of an individual that— is attributable to a mental or physical impairment or combination of mental and physical impairments; is manifested before the individual attains age 22; is likely to continue indefinitely; results in substantial functional limitations in 3 or more of the following areas of major life activity: <ul style="list-style-type: none"> • Self-care. • Receptive and expressive language. • Learning. • Mobility. • Self-direction. • Capacity for independent living. • Economic self-sufficiency; and • reflects the individual’s need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated.

⁴ Census Bureau, Data on Race and Ethnicity, <http://www.census.gov/2010census/about/interactive-form.php>

⁵ Census Bureau, 380 Represented Languages <https://www.census.gov/data/tables/2013/demo/2009-2013-lang-tables.html>

⁶ Census Bureau, Countries and Areas, <http://www.census.gov/population/international/data/countryrank/countries.php>

⁷ AIDD: The Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act) . (2016). Acl.gov. Retrieved 17 October 2016, from http://acl.gov/Programs/AIDD/DDA_B

Data Element	Proposed Response Options	Relevant Operational Guidance
1.9 Highest level of completed education ⁸	<ul style="list-style-type: none"> • No schooling completed, or less than 1 year • Nursery/kindergarten – 3rd grade • Grades 4-8 • High school (grades 9-12, no degree) • High school graduate (or equivalent, e.g., a GED) • Some college (1-4 years, no degree) • Associate’s degree (including occupational or academic degrees) • Bachelor’s degree (BA, BS, AB, etc) • Master’s degree (MA, MS, MENG, MSW, etc) • Professional school degree (MD, DDC, JD, etc) • Doctorate degree (PhD, EdD, etc) • Did not disclose • Unknown 	<p>Select one, as indicated by victim or family member at time of service. Drop-down list of US Census Bureau elements. The Census Bureau produces population estimates for the nation, the states, the District of Columbia, Puerto Rico, counties and equivalents (including municipios in Puerto Rico), incorporated places, minor civil divisions, consolidated cities, census regions and divisions, and core-based statistical areas (metropolitan and micropolitan statistical areas).</p>
1.10 City, State of service ⁹	<ul style="list-style-type: none"> • U.S. County • U.S. State or Territory • Tribal Land or Reservation (Specify location) • Unknown 	<p>Select one, as of time of service. This will be drop-down based on Census Bureau Federal Information Processing System (FIPS) Codes. The Census Bureau produces population estimates for the nation, the states, the District of Columbia, Puerto Rico, counties and equivalents (including municipios in Puerto Rico), incorporated places, minor civil divisions, consolidated cities, census regions and divisions, and core-based statistical areas (metropolitan and micropolitan statistical areas).</p>
1.11 City, State of referral ⁹	<ul style="list-style-type: none"> • U.S. County • U.S. State or Territory • Tribal Land or Reservation (Specify location) • Unknown • N/A 	<p>Select one, as of time of service. This will be drop-down based on Census Bureau Federal Information Processing System (FIPS) Codes.</p> <p>The Census Bureau produces population estimates for the nation, the states, the District of Columbia, Puerto Rico, counties and equivalents (including municipios in Puerto Rico), incorporated places, minor civil divisions, consolidated cities, census regions and divisions, and core-based statistical areas (metropolitan and micropolitan statistical areas).</p>
1.12 State of primary residence ⁹	<ul style="list-style-type: none"> • U.S. State or Territory • Unknown 	<p>Select one, as of time of service. This will be drop-down based on Census Bureau Federal Information Processing System (FIPS) Codes.</p>

⁸ Census Bureau, Data on Educational Attainment, <https://www.census.gov/hhes/socdemo/education/data/index.html>

⁹ Census Bureau Region and Division Codes, State, County, Minor Civil Division (MCD), and Incorporated Place Federal Information Processing System (FIPS) Codes, <http://www.census.gov/popest/about/geo/codes.html>

Data Element	Proposed Response Options	Relevant Operational Guidance
1.13 Does the victim have living children who may require services? ¹⁰	<ul style="list-style-type: none"> • Yes • No • Did not disclose • Unknown 	As defined by ASPE Family Policy - Children Under 18 and Students Aged 18-19. Select one, as of time of service.

The table below describes the data elements to understand what type of trafficking the victim experienced:

¹⁰ HHS Office of the Assistant Secretary for Planning and Evaluation, FAMILY DEFINITIONS IN PROGRAMS AND POLICY, 1993, <https://aspe.hhs.gov/basic-report/family-definitions-programs-and-policy#family>

Data Element	Proposed Response Options	Relevant Operational Guidance
2.1 Victim identification status ¹¹	<p><u>If identified, identified by:</u></p> <ul style="list-style-type: none"> • Self (Statement of victim) • Family or Friend • Law Enforcement: <ul style="list-style-type: none"> ○ Federal (ICE/HIS, FBI, DoS/Diplomatic Service) ○ State ○ Police/sheriff (local) ○ State Attorney General ○ Prosecutor – Federal ○ Prosecutor – County ○ Prosecutor – State ○ Tribal • Service Provider: <ul style="list-style-type: none"> ○ Rape Crisis ○ DV Shelter ○ Human Trafficking Organization (Specify) ○ Homeless Shelter ○ Youth Service Provider ○ Legal Services ○ Mental Health Clinic ○ Safety Net Provider (e.g., free clinic, federally qualified health center, rural health clinic, lookalike, disproportionate share hospital, nurse managed clinic, HIV/AIDS clinic)¹² ○ Public Health Clinic or Department¹² ○ Free standing family planning clinic ○ Hospital <ul style="list-style-type: none"> ○ Emergency department (ED) ○ IHS Hospitals and Clinics ○ Other: (Specify) • Child Welfare: <ul style="list-style-type: none"> ○ Child Protective Service agency (CPS) ○ Foster Home ○ Adoption Program ○ Other (Specify) • Educator/Teacher/School • Employer • Other (Specify) <p><u>Prospective Victim:</u></p> <ul style="list-style-type: none"> • Victim located in area suspected for human trafficking • Call to National or local hotline seeking help for victim • Previously served for Human Trafficking <p>Direct contact by service provider, but without status</p>	Select one option to indicate whether the person is/was an actual or potential victim of trafficking.

¹¹ Adapted from the Louisiana Department of Children and Family Services (DCFS), Relative to Human Trafficking, Trafficking of Children for Sexual Purposes, and Commercial Sexual Exploitation Report, February 2016

¹² 42 USC 254b: Health centers. (2016). [Uscode.house.gov](http://uscode.house.gov). Retrieved 14 October 2016, from <http://uscode.house.gov/view.xhtml?edition=prelim&req=42+usc+254b&f=treesort&fq=true&num=20&hl=true>

Data Element	Proposed Response Options	Relevant Operational Guidance
2.1a Pre-screening tool used ¹³	Identified by pre-screening using tool: <ul style="list-style-type: none"> ▪ [Specify Tool] ▪ None used 	Please list the name, or a short description, of the tool used to identify that the person is a victim of human trafficking (e.g., an intake form, federal screening tool).
2.1b Pre-screening tool administrator	<ul style="list-style-type: none"> • Self administered • Law enforcement • Service Provider • Other (e.g. Health care provider, National hotline call specialist, State hotline call specialist, Social service provider, Sexual assault nurse examiner, Child Advocacy Service Center) 	Please list who administered the screening tool listed in element 2.1a
2.1c Pre-screening tool administration time	Does your organization have procedures for screening a victim. <ul style="list-style-type: none"> • Yes (please describe) • No Please describe when the victim was screened as a potential trafficking victim (e.g., upon intake, during treatment)	Describe the procedures used to screen the victim (if any) and describe when the victim was screened
2.2 Primary type of trafficking ¹⁴	<ul style="list-style-type: none"> • Sex • Labor • Sex & Labor • Unknown 	Select one option – at the time of service.

¹³ Confronting Commercial Sexual Exploitation and Sex Trafficking of Minors in the United States. (2013). doi:10.17226/18358

¹⁴Trafficking Victims Protection Reauthorization Act, <https://www.gpo.gov/fdsys/pkg/PLAW-113publ4/html/PLAW-113publ4.htm>

Data Element	Proposed Response Options	Relevant Operational Guidance
<p>2.3 Venue victim has been trafficked at currently or in the past¹⁵</p>	<ul style="list-style-type: none"> • Agriculture-related venues: <ul style="list-style-type: none"> ○ Farm/Ranch ○ Boat/ Ocean/Lake/ Fishery • Bar/Cantina/Restaurant • Beauty Salon/ Spa • Bus Station/Truck Stop • Carnival • Casino • Child Care Facility • Construction Site • Dance/Strip Clubs • Educational Setting • Escort/Delivery Service • Factory • Hotel/Motel-Based • Mine/Quarry • Massage Parlor • Internet / Pornography • Juvenile detention facility, jail, prison • Natural Disaster • Residence: <ul style="list-style-type: none"> ○ Residential Brothel ○ Diplomatic Residence ○ Non-relative Home ○ Foster Home ○ Residential Placement/ Congregate Care ○ Residential group home ○ Relative's Home • Retail Sales • Shelter • Street-Based (e.g., travelling sales crews, forced peddling or begging ring) • Webchat • Other (Specify) • Did not disclose • Unknown 	<p>Select one or more – venues where victim was trafficked as identified by victim– at the time of service.</p>

¹⁵ Adapted from OVC TIMs form and National Human Trafficking Resource Center, <https://polarisproject.org/news/press-releases/2015-human-trafficking-hotlines-data-released>

Data Element	Proposed Response Options	Relevant Operational Guidance
<p>2.4 Exploitation Industry victim has been trafficked at currently or in the past ^{16,17}</p>	<ul style="list-style-type: none"> • Agriculture / Field Labor • Carnival • Commercial Cleaning • Commercial Food Production • Construction • Cosmetology / Beauty (e.g., massage parlors / nail salon, spa) • Domestic Servitude • Elder Care • Escort Service • Forced Criminal Activity • Forestry / Fishing • Herding / Livestock • Healthcare • Hospitality (i.e. restaurants, hotels) • Online Ad / Webchat • Landscaping • Manufacturing • Mining/Quarrying • Pornography • Prostitution • Religious Institution • Retail Sales • Sports • Stripping/Exotic Dancing • Traveling Sales Crew • Transportation • Other (Specify) • Did not disclose • Unknown 	<p>Select one or more as known at the time of service.</p>
<p>2.5. Victim's relationship to trafficker(s)¹⁸</p>	<ul style="list-style-type: none"> • Current or former spouse • Current or former intimate partner • Employer • Family member or relative • Family Friend • Friend • Guardian • Acquaintance/Person briefly known • Recruiter • Gang Member • Spiritual Advisor • Did not disclose • Unknown • Coworker 	<p>Select one or more as known at the time of service.</p>

¹⁶ Adapted from OVC TIMs form and National Human Trafficking Resource Center, <https://polarisproject.org/news/press-releases/2015-human-trafficking-hotlines-data-released>

¹⁷ DOL Lists of Goods Produced by Child Labor or Forced Labor, 2014, http://www.dol.gov/ilab/reports/pdf/TVPRR_Report2014.pdf

¹⁸ Centers for Disease Control and Prevention National Center for Injury Prevention and Control, *Sexual Violence Surveillance: Uniform Definitions and Recommended Data Elements*

Data Element	Proposed Response Options	Relevant Operational Guidance
2.6 Polyvictimization in the last year ¹⁹ _ ²⁰	<ul style="list-style-type: none"> • Assault • Bullying • Sexual Victimization • Psychological or emotional abuse • Child Maltreatment by an adult • Witnessed and indirect victimization • Unknown • Did not disclose • Opt Out 	If the victim has been indicated other victimizations have occurred, select all that apply. Please see the appendix for detailed definitions.

The table below describes the data elements needed to understand where a victim lived:

Data Element	Proposed Response Options	Relevant Operational Guidance
3.1 Permanent or transitional housing	<ul style="list-style-type: none"> • Permanent • Transitional or No Housing • Did not disclose • Unknown 	Choose one, as of time of service. Definitions provided in appendix.

¹⁹ OJJDP and CDC, National Survey of Children’s Exposure to Violence, Polyvictimization: Children’s Exposure to Multiple Types of Violence, Crime, and Abuse, <https://www.ncjrs.gov/pdffiles1/ojjdp/227744.pdf>

²⁰ CHILD MALTREATMENT SURVEILLANCE UNIFORM DEFINITIONS FOR PUBLIC HEALTH AND RECOMMENDED DATA ELEMENTS, http://www.cdc.gov/violenceprevention/pdf/cm_surveillance-a.pdf

Data Element	Proposed Response Options	Relevant Operational Guidance
3.1A Current living situation <small>21</small>	<ul style="list-style-type: none"> • Home <ul style="list-style-type: none"> ○ Assisted Living (Temporary) ○ Foster Family Home (Relative, including kinship care) ○ Foster Family Home (Non-Relative) ○ Friend's Home ○ Group Home ○ Independent Living (Supervised) ○ Other Relative(s) Home (with no involvement of the foster care system) ○ Pre-Adoptive Home ○ Trial Home Visit • Institution • Juvenile detention facility, jail, prison • Out-of-State/Tribal Service Area • Runaway/ Homeless • Shelter <ul style="list-style-type: none"> ○ DV/Crisis Shelter ○ Homeless Shelter ○ Youth Emergency Shelter ○ HT specific ○ Runaway homeless youth • Living in one's own home • Other (Specify) • Did not disclose • Unknown 	Choose one, as of time of service. Definitions provided in appendix.

²¹ AFCARS Proposed Definitions <https://www.gpo.gov/fdsys/pkg/FR-2015-02-09/pdf/2015-02354.pdf>

Data Element	Proposed Response Options	Relevant Operational Guidance
<p>3.2 Living situations experienced in the last year²²</p>	<ul style="list-style-type: none"> • Home <ul style="list-style-type: none"> ○ Assisted Living (Temporary) ○ Foster Family Home (Relative) ○ Foster Family Home (Non-Relative) ○ Friend's Home ○ Group Home ○ Independent Living (Supervised) ○ Other Relative(s) Home ○ Pre-Adoptive Home ○ Trial Home Visit • Institution • Juvenile detention facility, jail, prison • Out-of-State/Tribal Service Area • Runaway/ Homeless • Shelter <ul style="list-style-type: none"> ○ DV/Crisis Shelter ○ Homeless Shelter ○ Youth Emergency Shelter ○ HT specific ○ Runaway homeless youth • Other (Specify) • Did not disclose • Unknown 	<p>Select one or more as known at the time of service.</p>

²² AFCARS Proposed Definitions <https://www.gpo.gov/fdsys/pkg/FR-2015-02-09/pdf/2015-02354.pdf>

What services did they receive or were they unable to receive?

The tables below list data elements to help OTIP determine what services human trafficking victims need, what services were provided, and what services were unable to be provided. The Foundation of Data Collection was broken into the following Guiding Questions to help develop the data elements:

1. What services were provided?
2. What services were needed but unable to be provided?
3. Was the victim referred to another service provider?

The table below describes the data elements needed to answer the question: What services were provided?

Data Element	Proposed Response Options	Relevant Operational Guidance
4.1 Direct services provided to victim (by reporting organization) ^{23,24,25,26}	<ul style="list-style-type: none"> • Basic Necessities • Case Management Services • Educational Services • Housing Services • Language Services • Legal Services • Mental Health Services • Medical & Dental Services • Employment Services • Safety Planning • Other Services (Specify) 	<p>See Appendix for more details including sample breakdown of services.</p> <p>Choose one or more options at the time of service.</p>
4.2 Direct services requested by victim (indicated by reporting organization) ^{27,28,29}	<ul style="list-style-type: none"> • Basic Necessities • Case Management Services • Educational Services • Housing Services • Language Services • Legal Services • Mental Health Services • Medical & Dental Services • Employment Services • Safety Planning • Other Services (Specify) 	<p>See Appendix for more details including sample breakdown of services.</p> <p>Choose one or more options at the time of service.</p>

²³ Adapted from OVC TIMs form and HHS Office of the Assistant Secretary for Planning and Evaluation, *Study on HHS Programs Serving Victims of Human Trafficking*

²⁴ HHS OTIP Rescue and Restore Services Available to Victims of Human Trafficking: A Resource Guide for Social Service Providers, http://www.acf.hhs.gov/sites/default/files/orr/trafficking-services_0.pdf

²⁵ NAS, Ellen Wright Clayton, Richard D. Krugman, and Patti Simon, Editors; Committee on the Commercial Sexual Exploitation and Sex Trafficking of Minors in the United States, <http://www.ojjdp.gov/pubs/243838.pdf>

²⁶ DOJ (Caliber) Study, 2007, *Evaluation of Comprehensive Services for Victims of Human Trafficking: Key Findings and Lessons Learned*

²⁷ Adapted from OVC TIMs form and HHS Office of the Assistant Secretary for Planning and Evaluation, *Study on HHS Programs Serving Victims of Human Trafficking*

²⁸ HHS OTIP Rescue and Restore Services Available to Victims of Human Trafficking: A Resource Guide for Social Service Providers, http://www.acf.hhs.gov/sites/default/files/orr/trafficking-services_0.pdf

²⁹ NAS, Ellen Wright Clayton, Richard D. Krugman, and Patti Simon, Editors; Committee on the Commercial Sexual Exploitation and Sex Trafficking of Minors in the United States, <http://www.ojjdp.gov/pubs/243838.pdf>

The table below describes the data elements needed to understand what services were needed but unable to be provided

Data Element	Proposed Response Options	Relevant Operational Guidance
5.1 Victim's unmet needs (by reporting organization) ³⁰⁻³¹⁻³²	<ul style="list-style-type: none"> • Basic Necessities • Case Management Services • Educational Services • Housing Services • Language Services • Legal Services • Mental Health & Substance Abuse Services • Medical & Dental Services • Employment Services • Safety Planning • Other Services (Specify) 	<p>See Appendix for more details including sample breakdown of services.</p> <p>Choose one or more options at the time of service.</p>
5.2. Reason services were not provided (organizational barriers) ³³	<ul style="list-style-type: none"> • Absence of Legal Authority • Lack of adequate resources • Lack of adequate funding • Lack of adequate training • Ineffective coordination with Federal agencies • Ineffective coordination with local agencies • Language concerns • Safety concerns • Lack of knowledge of victims' rights • Lack of formal rules and regulations • Victims' legal status • Feeling of no support and isolation • Lack of in-house procedures • Lack of health insurance • Lack of knowledge of free health care options 	<p>Choose one or more options at the time of service.</p>

The table below describes the data elements needed to understand if a victim was referred to another service provider:

³⁰ Adapted from OVC TIMs Form and HHS Office of the Assistant Secretary for Planning and Evaluation, *Study on HHS Programs Serving Victims of Human Trafficking*

³¹ HHS OTIP Rescue and Restore Services Available to Victims of Human Trafficking: A Resource Guide for Social Service Providers, http://www.acf.hhs.gov/sites/default/files/orr/trafficking-services_0.pdf

³² NAS, Ellen Wright Clayton, Richard D. Krugman, and Patti Simon, Editors; Committee on the Commercial Sexual Exploitation and Sex Trafficking of Minors in the United States, <http://www.ojjdp.gov/pubs/243838.pdf>

³³ DOJ (Caliber) Study, 2007, *Evaluation of Comprehensive Services for Victims of Human Trafficking: Key Findings and Lessons Learned*

Data Element	Proposed Response Options	Relevant Operational Guidance
6.1 Services referred out	<ul style="list-style-type: none"> • Basic Necessities • Case Management Services • Educational Services • Housing Services • Language Services • Legal Services • Mental Health Services • Medical & Dental Services • Employment Services • Safety Planning • Other Services (Specify) 	<p>*See PDF for breakdown of services.</p> <p>Choose one or more options at the time of service.</p>
6.2 Reason for reporting organization to refer out	<ul style="list-style-type: none"> • Partner Organization (Formal/Informal) - MOU Agreement, MOA in place and/or partner has grant funding • Services requested or needed were not available at referring agency (i.e. LEP interpretation services were needed and/or unavailable in-house, Specific cultural competency at referral agency) • Referring agency had insufficient funding or staff capacity to provide service • Programmatic ineligibility for service at referring agency • Other Client Reasons or Barrier (i.e. Self-Referral, Client moving, Client requested referral, etc.) 	<p>Choose one or more options at the time of service.</p>

How much did services cost?

The tables below list data elements to help determine how much the services cost the organization to provide, as well as data around the financial needs of the service organization.

Data Element	Proposed Response Options	Relevant Operational Guidance
7.1 Estimated budget	<ul style="list-style-type: none"> A. Total Annual Operating Budget* B. Total Annual Administrative & Overhead Budget C. Estimated Annual Trafficking Budget* <ul style="list-style-type: none"> a. Federal b. State c. Local d. Tribal e. In-Kind f. Other 	<p>*Includes Staff and Non-Staff Budget items.</p> <p>Items A, B, and C must be completed</p>
7.2 Annual direct human trafficking costs	<ul style="list-style-type: none"> • Basic Necessities <ul style="list-style-type: none"> ○ Staff: ○ Non-Staff: • Case Management Services <ul style="list-style-type: none"> ○ Staff: ○ Non-Staff: • Educational Services <ul style="list-style-type: none"> ○ Staff: ○ Non-Staff: • Housing Services <ul style="list-style-type: none"> ○ Staff: ○ Non-Staff: • Language Services <ul style="list-style-type: none"> ○ Staff: ○ Non-Staff: • Legal Services <ul style="list-style-type: none"> ○ Staff: ○ Non-Staff: • Mental Health Services <ul style="list-style-type: none"> ○ Staff: ○ Non-Staff: • Medical & Dental Services <ul style="list-style-type: none"> ○ Staff: ○ Non-Staff: • Employment Services <ul style="list-style-type: none"> ○ Staff: ○ Non-Staff: • Safety Planning Services <ul style="list-style-type: none"> ○ Staff: ○ Non-Staff: • Other Services (Specify) <ul style="list-style-type: none"> ○ Staff: ○ Non-Staff: 	Annual estimates from organizations

Data Element	Proposed Response Options	Relevant Operational Guidance
7.3 Total HT Clients and Direct Services Staff ³⁴	<ul style="list-style-type: none"> • Total Full Time Employees (FTE*) • Total HT Direct Service FTE • Total Clients • Total Estimated HT Clients 	*This can be measured in partial units. See appendix for additional operational guidance on measuring FTEs.

The table below lists organization specific data elements:

³⁴ HRSA Bureau of Primary Health Uniform Data System Manual, <http://bphc.hrsa.gov/datareporting/reporting/2015udsmanual.pdf>

Data Element	Proposed Response Options	Relevant Operational Guidance
8.1 Reporting Organization	<p>A. Type^{35_36_37}</p> <ul style="list-style-type: none"> • Community Action Organization • Consultant • Educational Department • Elementary & Secondary School • Environmental Organization • Financial Institution • Health Department • Hospital • Indian Tribal Program • Intermediary Organization (Insurance, Etc.) • Junior College, College & University • Law Enforcement Agency (Including Criminal Rehabilitation) • Library & Museum • Shelter • Advocate • Substance Abuse Treatment Center • Nursing Home OR Other Domiciliary Care Facility • Other Educational Organization • Other Health Organization • Other Social Services Organization • Other Special Interest Organization • Planning & Administrative Organizations • Rehabilitation Organization (Other Than Criminal) • Research Institution, Foundation and Laboratory • School Board & School District • Supplier Organizations (Service, Supplies, Material and Equipment) • Unknown • Vocational & Training School • Welfare Department 	<p>Dropdown lists - select up to 3.</p> <p>Items A and B must be completed</p>

³⁵ CHILD MALTREATMENT SURVEILLANCE UNIFORM DEFINITIONS FOR PUBLIC HEALTH AND RECOMMENDED DATA ELEMENTS, http://www.cdc.gov/violenceprevention/pdf/cm_surveillance-a.pdf

³⁶ Adapted from the Louisiana Department of Children and Family Services (DCFS), Relative to Human Trafficking, Trafficking of Children for Sexual Purposes, and Commercial Sexual Exploitation Report, February 2016

³⁷ DOJ (Caliber) Study, Heather J. Clawson Ph.D. ; Kevonne M. Small J.D. ; Ellen S. Go ; Bradley W. Myles Needs Assessment for Service Providers and Trafficking Victims, 2003

Data Element	Proposed Response Options	Relevant Operational Guidance
8.1 Reporting Organization	B. Class <ul style="list-style-type: none"> • State Government • International (U.S. & Foreign) • Foreign Non-Profit Organization • Special Unit of Government • City Government • Foreign Profit Organization • Non-Profit Private Non-Government Organizations • Private Profit (Small Business) Organizations • Non-Profit Public Non-Government Organizations • Other (Towns, Villages, American Indian Tribes) • County Government • Private Profit (Large Business) Organizations • Sponsored Organizations • Federal Government • Interstate Government Affiliated Organizations • Unknown 	Dropdown lists - select up to 3. Items A and B must be completed

Data Element	Proposed Response Options	Relevant Operational Guidance
8.2 Physical location of service provider ^{38,39}	<ul style="list-style-type: none"> • U.S. City • U.S. State or Territory • Tribal Land or Reservation (Specify) • Compact States <ul style="list-style-type: none"> ○ Federated States of Micronesia ○ Republic of the Marshall Islands ○ Republic of Palau 	Select one, as of time of service. This will be drop-down based on Census Bureau Federal Information Processing System (FIPS) Codes. The Census Bureau produces population estimates for the nation, the states, the District of Columbia, Puerto Rico, counties and equivalents (including municipios in Puerto Rico), incorporated places, minor civil divisions, consolidated cities, census regions and divisions (including American Indian and Alaska Native Areas), and core-based statistical areas (metropolitan and micropolitan statistical areas).

³⁸ Census Bureau Region and Division Codes, State, County, Minor Civil Division (MCD), and Incorporated Place Federal Information Processing System (FIPS) Codes, <http://www.census.gov/popest/about/geo/codes.html>

³⁹ HHS Region 9, Compact Islands, <http://www.hhs.gov/ash/rha/region9/>

Appendix I: FAQ and Definitions

Frequently Asked Questions (FAQ)

How will the data be used?

Without data, HHS is limited in its ability to measure, monitor, and evaluate progress on efforts to prevent, protect, assist, and serve victims of trafficking. OTIP is focusing on answering three main questions: 1) Who have we served? 2) What services did they receive or were they unable to receive? And 3) How much did they cost? By answering these key questions, OTIP can report accurate data to Congress, better assess resources and improve services for victims.

What definitions are we using?

See associated footnotes and appendix, definitions are cited from Federal agencies and the Trafficking Victims Protection Act (TVPA).

How will the Data Element Worksheet be used?

At this time the primary purpose of the worksheet is to identify what human trafficking data OTIP should be collecting. After input and validation from the HHS FWG and TWG, OTIP will use the worksheet for Office of Management and Budget (OMB) Clearance prior to any data collection efforts. OMB clearance is needed for federally sponsored data collections and was created to ensure that federal agencies do not overburden the public with federally sponsored data collections. OTIP is interested in developing a user-friendly, interoperable platform for simple and efficient data collection.

How will OTIP collect the Worksheet data?

Through the Data Collection Project, OTIP is seeking input on the best way to collect data from key stakeholders. At this time, the data elements identified in the worksheet are not being collected by OTIP. The data elements identified will be reported by existing HHS systems and grantees (service providers) online, this is not intended to directly impact client interviews.

Who will have access to this data? What confidentiality safeguards will be in place?

Confidentiality and protection of survivors is of utmost importance to us. As part of the data collection methodology and strategy we are working on answering these questions. We will work with the TWG and HHS FWG members to draft guidelines and boundaries on the data. Privacy is a priority to HHS, **de-identification** of personal identifiable information (PII) is part of the solution that will be pilot tested. In addition, ACF has a **Confidentiality toolkit** to bring greater clarity to the rules governing confidentiality in ACF and certain related programs, by providing examples of how confidentiality requirements can be addressed and met in a manner fully consistent with governing laws and underlying policies.

Gender Identity Definitions⁴⁰	
Term	Definition
Gender identity	Denotes the cultural meanings of patterns of behavior, experience, and personality that are labeled masculine or feminine
Transsexual	An individual who strongly identifies with the other sex and seeks hormones and/or sex reassignment surgery to feminize or masculinize the body; may live full time in the cross-gender role
Queer	In contemporary usage, an inclusive, unifying sociopolitical, self-affirming umbrella term for people who are gay; lesbian; bisexual; pan-sexual; transgender; transsexual; intersexual; genderqueer; or of any other non-heterosexual sexuality, sexual anatomy, or gender identity. ¹ Historically, a term of derision for gay, lesbian, and bisexual people
Two spirit	Adopted in 1990 at the third annual spiritual gathering of GLBT Natives, the term derives from the northern Algonquin word <i>niizh manitoag</i> , meaning “two spirits,” and refers to the inclusion of both feminine and masculine components in one individual (Anguksuar, 1997).
Transgender	<ul style="list-style-type: none"> • Refers to individuals who cross or transcend culturally defined categories of gender (Bockting, 1999). This group includes: <ul style="list-style-type: none"> ○ Transsexuals (who desire or have had hormone therapy and/or surgery to feminize or masculinize their body and may live full time in the cross-gender role); ○ Cross-dressers or transvestites (who wear clothes and adopt a presentation associated with the other gender for emotional or sexual gratification, and may live part time in the cross-gender role); ○ Transgenderists (who live full time in the cross-gender role, may take hormones, but do not desire surgery); ○ Bigender persons (who identify as both man and woman, may take hormones, and may live part time in the cross-gender role); ○ Drag queens and kings (who dress in clothes associated with the other gender, adopt a hyper-feminine or hyper-masculine presentation, and appear part time in the cross-gender role); ○ Other identities, such as gender queer or two-spirit—a term used by some Native Americans for individuals who possess feminine and masculine qualities (who may or may not desire hormones or surgery, and may or may not live part or full time in the cross-gender role).
Gender-variant children	Children who are gender role nonconforming
Intersex	A term used for people who are born with external and/or internal genitalia that vary from typical male or female genitalia, or a chromosomal pattern that varies from XX (female) or XY (male)
Cross-dresser (or transvestite)	Refers to an individual who wears clothes and adopts behaviors associated with the other sex for emotional or sexual gratification, and who may live part time in the cross-gender role
“Male to- female” transgender woman	A person whose gender identity differs from a male sex assignment at birth
“Female-to-male” transgender man	A person whose gender identity differs from a female sex assignment at birth

⁴⁰ Adapted from The Health of Lesbian, Gay, Bisexual, and Transgender People: Building a Foundation for Better Understanding (2011), <http://www.nap.edu/catalog/13128/the-health-of-lesbian-gay-bisexual-and-transgender-people-building> Board on the Health of Select Populations; Institute of Medicine

Trafficking Definitions	
Term	Definition
Severe Forms of Trafficking in Persons	(A) sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or (B) the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery (22 USC 7102(9)).
Sex Trafficking	The recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act (22 USC 7102(10)).
Commercial Sex Act	Any sex act, on account of which anything of value is given to or received by any person (22 USC 7102(3)).
Coercion	Threats of serious harm to or physical restraint against any person; any scheme, plan, or pattern intended to cause a person to believe that failure to perform an act would result in serious harm to or physical restraint against any person; OR the abuse or threatened abuse of law or the legal process (22 USC 7102(2)).
Serious Harm	Any harm, whether physical or nonphysical, including psychological, financial, or reputational harm, that is sufficiently serious, under all the surrounding circumstances, to compel a reasonable person of the same background and in the same circumstances to perform or to continue performing commercial sexual activity in order to avoid incurring that harm
Abuse or Threatened Abuse of Law or Legal Process	The use or threatened use of a law or legal process, whether administrative, civil, or criminal, in any manner or for any purpose for which the law was not designed, in order to exert pressure on another person to cause that person to take some action or refrain from taking some action. This proposed definition is taken from USC 22 USC 7102(1).
Involuntary Servitude	A condition of servitude induced by means of any scheme, plan, or pattern intended to cause a person to believe that, if the person did not enter into or continue in such condition, that person or another person would suffer serious harm or physical restraint; or the abuse or threatened abuse of the legal process (22 USC 7102(5)).
Forced Labor (or Involuntary Servitude)	Labor or services of a person that is provided or obtained by threats of serious harm to, or physical restraint against, that person or another person; by means of any scheme, plan, or pattern intended to cause the person to believe that if he or she did not perform such labor or services, he or she or another person would suffer serious harm or physical restraint; or by means of the abuse or threatened abuse of law or the legal process
Peonage	Status or condition of involuntary servitude based upon real or alleged indebtedness (8 CFR 214.11)
Debt Bondage	The status or condition of a debtor arising from a pledge by the debtor of his or her personal services or of those of a person under his or her control as a security for debt, if the value of those services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of those services are not respectively limited and defined. An individual will often pledge himself or someone under his control into debt bondage in exchange for passage into the United States (22 USC 7102(4)).

Services Definitions	
Term	Definition
Cost Guidance⁴¹ (FTE Guidance Based on HRSA Bureau of Primary Health Uniform Data System Manual	<p>One full-time equivalent (FTE = 1.0) describes staff who individually or as a group worked the equivalent of full-time for one year. Each agency defines the number of hours for “full-time” work and may define it differently for different positions. For example, a physician can be hired as a full-time employee but only required to work nine 4-hour sessions (36 hours) per week. Similarly, clinicians may routinely stay late in the clinic or see hospitalized victims before or after normal work days. In either case, the clinician would still be considered to be 1.0 FTE. The full-time equivalent is based on employment contracts for clinicians and other exempt employees, and is adjusted for part-year employment.</p> <p>FTE is calculated based on paid hours for non-exempt employees. FTEs are adjusted for part-time work or for part-year employment. In an organization that has a 40-hour work week (2,080 hours/year), a person who works 20 hours per week (i.e., 50% time) is reported as “0.5 FTE.” In some organizations different positions have different time expectations. Positions with different time expectations should be calculated on whatever they have as a base for that position. For example, if a service provider works 36 hours per week, this would be considered 1.0 FTE, and an 18 hour per week provider would be considered as 0.5 FTE, regardless of whether other employees work 40-hour weeks. FTE is also based on the part of the year that the employee works. An employee who works full time for 4 months out of the year would be reported as “0.33 FTE” (4 months ÷ 12 months).</p> <p>Staff may provide services on behalf of the organization under many different arrangements including, but not limited to: salaried full-time, salaried part-time, hourly wages, National Health Service Corps assignment, under contract, or donated time. Interns, residents, and volunteers are counted consistent with their time with the organization and their licensing. Individuals who are paid by the organization on a fee-for-service basis only and do not have specific assigned hours, are not counted in the calculation of FTEs since; there is no basis for determining their hours (However, their visits are still counted.).</p>
Medical Services Visit	<p>An encounter between a physician, physician assistant, nurse practitioner, physician assistant, or nurse and a victim in which the practitioner acts as an independent provider. Clinicians and Hospitals use diagnostic codes from the Diagnostic and Statistical Manual of Mental Disorders (DSM) DSM-5⁴² and International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM)⁴³ for insurance purposes.</p>
Dental Services Visit	<p>An encounter between a dentist or dental hygienist and a patient for the purpose of prevention, assessment, or treatment of a dental problem, including restoration. NOTE: A dental hygienist is credited with an encounter only when s/he provides a service independently, not jointly with a dentist. Two encounters may not be generated during a victim’s visit to the dental clinic in one day, regardless of the number of clinicians who provide services or the volume of service (number of procedures) provided. Dentists use the ICD-10 along with Code on Dental Procedures (CDT) codes⁴⁴ for their billing.</p>

⁴¹ HRSA Bureau of Primary Health Uniform Data System Manual, <http://bphc.hrsa.gov/datareporting/reporting/2015udsmanual.pdf>

⁴² Diagnostic and Statistical Manual of Mental Disorders (DSM) DSM-5, <http://www.dsm5.org/Pages/Default.aspx>

⁴³ International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM), <http://www.cdc.gov/nchs/icd/icd10cm.htm>

⁴⁴ CDT: Code on Dental Procedures and Nomenclature, <http://www.ada.org/en/publications/cdt/>

Services Definitions	
Term	Definition
Mental Health Visit	An encounter between a licensed mental health provider (psychiatrist, psychologist, LCSW, and certain other Masters Prepared mental health providers licensed by specific states,) or an unlicensed mental health provider credentialed by the center, and a victim, during which mental health services (i.e., services of a psychiatric, psychological, psychosocial, or crisis intervention nature) are provided. Clinicians and Hospitals use diagnostic codes from the DSM-5 for insurance purposes.
Substance Abuse Visit	An encounter between a substance abuse provider (e.g., credentialed substance abuse counselor, rehabilitation therapist, psychologist) and a victim during which alcohol or drug abuse services (i.e., assessment and diagnosis, treatment, aftercare) are provided. Clinicians and Hospitals use diagnostic codes from the Diagnostic and Statistical Manual of Mental Disorders (DSM) DSM-5 ⁴⁵ and International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM) ⁴⁶ for insurance purposes.
Case Management Visit	<p>An encounter between a case management provider and a patient during which services are provided that assist victims in the management of their health and social needs, including patient needs assessments, advocacy, emotional support, the establishment of service plans, and the maintenance of referral, tracking, and follow-up systems. Interactions on behalf of a victim with third parties are not counted as case management encounters.</p> <ul style="list-style-type: none"> • Examples of case management systems include CWS/CMS⁴⁷ system in California, there are eleven components that represent the services case workers provide to clients: <ul style="list-style-type: none"> ○ Intake -- referral screening, investigation and cross reporting. ○ Client Information -- recording and accessing information on clients; ○ Service Delivery -- recording of services delivered to clients; ○ Case Management -- development of case plans, monitoring service delivery, progress assessment; ○ Placement -- placement management and matching of children to placement alternatives; ○ Court Processing -- hearing preparation, filing of petitions, generating subpoenas, citations, notices, recording court actions; ○ Caseload -- assignment and transfer of cases; ○ Resource Management -- information on resources available for CWS (services providers, county staff resources, etc.) ○ Program Management -- caseload, county, program-level information for program management purposes; ○ Adoptions -- recording of information for reporting purposes; and ○ Licensing -- information on licensees used in placement decisions. ○ American Medical Association ⁴⁸- professional organization for case managers in hospital/health care Current Procedural Terminology (CPT®) systems. CPT codes are used by a subset of case managers but do not represent the services provided by case managers in other settings (i.e. nonprofits)

⁴⁵ Diagnostic and Statistical Manual of Mental Disorders (DSM) DSM-5, <http://www.dsm5.org/Pages/Default.aspx>

⁴⁶ International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM), <http://www.cdc.gov/nchs/icd/icd10cm.htm>

⁴⁷ Child Welfare Services/Case Management System (CWS/CMS), <http://www.childsworld.ca.gov/PG1328.htm>

⁴⁸ American Medical Association CPT Codes, <https://www.ama-assn.org/ama/pub/physician-resources/solutions-managing-your-practice/coding-billing-insurance/cpt.page>

Services Definitions	
Term	Definition
Health Education Visit	A one-on-one encounter between a health education provider and a victim in which the services rendered are of an educational nature relating to health matters and appropriate use of health services (e. g. family planning, HIV, nutrition, parenting and specific diseases). Participants in health education classes are not considered to have had encounters.
Other Professional Visit	An encounter between a provider, other than those listed above and a victim during which other forms of health services are provided.
Basic Necessities^{49_50}	Immediate assistance : Housing, food, medical, safety and security, language interpretation and legal services Mental health assistance : Counseling Income assistance: Cash, living assistance Legal status (see 'Legal Status' table for definitions): T visa, immigration, pre-certification, certification

Polyvictimization Definitions ^{51_52_53}	
Term	Definition
Polyvictimization	Polyvictimization can be defined as having experienced multiple victimizations of different kinds, such as sexual abuse, physical abuse, bullying, and exposure to family violence. This definition emphasizes different kinds of victimization, rather than just multiple episodes of the same kind of victimization, because this appears to signal a more generalized vulnerability.
Assaults	These included any physical assault, assault with a weapon, assault with injury, assault without a weapon, attempted assault, attempted or completed kidnapping, assault by a brother or sister, assault by another child or adolescent, nonsexual genital assault, dating violence, bias attacks, and threats.
Bullying	This included physical bullying, teasing or emotional bullying, and Internet harassment.
Sexual victimization	This included completed or attempted rape with or without alcohol / drug facilitation; sexual assault by an adult acquaintance, an adult stranger, intimate partner, or another child or adolescent; flashing by an adult or another child or adolescent; sexual harassment orally or in writing; statutory sexual offenses; and unwanted online sexual solicitation.

⁴⁹Services Available To Victims of Human Trafficking (2016). Acf.hhs.gov. Retrieved 29 June 2016, from <http://www.acf.hhs.gov/sites/default/files/o>

⁵⁰ FACT SHEET: VICTIM ASSISTANCE (English) | Office of Refugee Resettlement | Administration for Children and Families. (2012). Acf.hhs.gov. Retrieved 29 June 2016, from <http://www.acf.hhs.gov/programs/orr/resource/fact-sheet-victim-assistance-english>

⁵¹ OJJDP and CDC, National Survey of Children’s Exposure to Violence, Polyvictimization: Children’s Exposure to Multiple Types of Violence, Crime, and Abuse, <https://www.ncjrs.gov/pdffiles1/ojjdp/227744.pdf>

⁵² CHILD MALTREATMENT SURVEILLANCE UNIFORM DEFINITIONS FOR PUBLIC HEALTH AND RECOMMENDED DATA ELEMENTS, http://www.cdc.gov/violenceprevention/pdf/cm_surveillance-a.pdf

⁵³ Breiding, M. (2016). INTIMATE PARTNER VIOLENCE SURVEILLANCE UNIFORM DEFINITIONS AND RECOMMENDED DATA ELEMENTS. Retrieved 20 October 2016, from <https://www.cdc.gov/violenceprevention/pdf/intimatepartnerviolence.pdf>

Polyvictimization Definitions ^{51, 52, 53}	
Term	Definition
Psychological or emotional abuse	This includes stalking by a stranger, acquaintance, or current or former intimate partner (i.e., spouse, boyfriend/girlfriend, dating partner, or ongoing sexual partner); the use of verbal and non-verbal communication with the intent to harm another person mentally or emotionally, and/or to exert control over another person. Psychological aggression can include expressive aggression (e.g., name-calling, humiliating); coercive control (e.g., limiting access to transportation, money, friends, and family; excessive monitoring of whereabouts); threats of physical or sexual violence; control of reproductive or sexual health (e.g., refusal to use birth control; coerced pregnancy termination); and presenting false information to the victim with the intent of making them doubt their own memory or perception (e.g., mind games).
Child maltreatment by an adult	This included physical abuse, psychological or emotional abuse, neglect, and custodial interference or family abduction.
Witnessed an indirect victimization	Witnessed victimization included witnessing the following: an assault by one parent or family member against another, an assault by a parent on a brother or sister, an assault on a family member by someone outside the household, an assault outside the home, or a murder.
Indirect victimization	Includes exposure to shooting, bombs, or riots; exposure to war or ethnic conflict; being told about or seeing

Relationship Definitions	
Term	Definition
Intimate Partner	<p>An intimate partner is a person with whom one has a close personal relationship that may be characterized by the partners' emotional connectedness, regular contact, ongoing physical contact and sexual behavior, identity as a couple, and familiarity and knowledge about each other's lives. The relationship need not involve all of these dimensions. Intimate partner relationships include current or former:</p> <ul style="list-style-type: none"> • spouses (married spouses, common-law spouses, civil union spouses, domestic partners) • boyfriends/girlfriends • dating partners • ongoing sexual partners <p>Intimate partners may or may not be cohabiting. Intimate partners can be opposite or same sex. If the victim and the perpetrator have a child in common and a previous relationship but no current relationship, then by definition they fit into the category of former intimate partner. States differ as to what constitutes a common-law marriage</p>
Family Member not Intimate Partner	Someone sharing a relationship by blood or marriage, or other legal contract or arrangement (i.e., legal adoption, foster parenting). This includes current as well as former family relationships. Therefore, though not an exhaustive list, stepparents, parents, siblings, former in-laws, and adopted family members are included in this category. This category excludes intimate partners.
Person in Position of Power, Authority or Trust	Someone such as a teacher, nanny, caregiver, foster care worker, religious leader, counselor, coach, supervisor, boss or employer (not an exhaustive list). This person can perpetrate against a child (e.g., nanny) or an adult (e.g., boss toward an employee).

Relationship Definitions	
Term	Definition
Friend/Acquaintance	Someone who is known to the victim but is not related by blood or marriage, and is not an intimate partner. Examples are a co-worker, neighbor, roommate, classmate, first date with someone you knew before and/or continued to know, or a fellow member of an organization such as churches, clubs, or other community groups (not an exhaustive list).
Person Briefly Known	Someone who is known to the victim very briefly. Examples include someone just met, such as a blind date, or someone just met at a party or bar.

Child Maltreatment and Associated Terms ⁵⁴	
Term	Definition
Child Maltreatment	Any act or series of acts of commission or omission by a parent or other caregiver that results in harm, potential for harm, or threat of harm to a child.
Acts of Commission (Child Abuse)	Words or overt actions that cause harm, potential harm, or threat of harm to a child. Acts of commission are deliberate and intentional; however, harm to a child may or may not be the intended consequence. Intentionality only applies to the caregivers' acts—not the consequences of those acts. For example, a caregiver may intend to hit a child as punishment (i.e., hitting the child is not accidental or unintentional) but not intend to cause the child to have a concussion. The following types of maltreatment involve acts of commission: <ul style="list-style-type: none"> • Physical abuse • Sexual abuse • Psychological abuse
Acts of Omission (Child Neglect)	The failure to provide for a child's basic physical, emotional, or educational needs or to protect a child from harm or potential harm. Like acts of commission, harm to a child may or may not be the intended consequence. The following types of maltreatment involve acts of omission: <ul style="list-style-type: none"> • Failure to provide <ul style="list-style-type: none"> ○ Physical neglect ○ Emotional neglect ○ Medical/dental neglect ○ Educational neglect • Failure to supervise <ul style="list-style-type: none"> ○ Inadequate supervision ○ Exposure to violent environments

⁵⁴ Leeb, R. (2016). CHILD MALTREATMENT SURVEILLANCE UNIFORM DEFINITIONS FOR PUBLIC HEALTH AND RECOMMENDED DATA ELEMENTS. Retrieved 20 October 2016, from http://www.cdc.gov/violenceprevention/pdf/cm_surveillance-a.pdf,

Child Maltreatment and Associated Terms ⁵⁴	
Term	Definition
Caregiver	<p>A caregiver is a person, or people, who at the time of the maltreatment is in a permanent (primary caregiver) or temporary (substitute caregiver) custodial role. In a custodial role, the person is responsible for care and control of the child and for the child's overall health and welfare.</p> <ul style="list-style-type: none"> • Primary caregivers must live with the child at least part of the time and can include, but are not limited to, a relative or biological, adoptive, step-, or foster parent(s); a legal guardian(s); or their intimate partner⁵⁵. • Substitute caregivers may or may not reside with the child and can include clergy, coaches, teachers, relatives, babysitters, residential facility staff, or others who are not the child's primary caregiver(s).

⁵⁵ Intimate partner is defined as including current spouses (including common-law spouses); current non-marital partners including heterosexual or same-sex dating, and heterosexual or same-sex boyfriends/girlfriends; former marital partners including divorced spouses, former common-law spouses, and separated spouses; and former non-marital partners including former heterosexual or same-sex dates and former heterosexual or same-sex boyfriends/girlfriends. Intimate partners may be cohabiting, but need not be. The relationship need not involve sexual activities. Users of this document will need to know what qualifies as common-law marriage in their state (Saltzman, Fanslow et al. 1999).

Child Maltreatment and Associated Terms⁵⁴	
Term	Definition
Harm	<p>Any acute disruption caused by the threatened or actual acts of commission or omission to a child's physical or emotional health (ISPCAN 2003). Disruptions can affect the child's physical, cognitive, or emotional development.</p> <p>Threat of harm occurs when a parent or caregiver expresses an intention or gives signs or warnings through the use of words, gestures, or weapons to communicate the likelihood of inflicting harm to the child. Threat of harm can be explicit or implicit. Explicit threats would include such acts as pointing a gun at the child or raising a hand as if to strike the child. Implicit threats would include such acts as kicking holes in walls or breaking down doors.</p> <p>Disruption of physical health includes, but is not exclusive to, physical injuries, avoidable illnesses, and inadequate nutrition.</p> <ul style="list-style-type: none"> • Physical injuries are physical harm, including death, occurring to the body from exposure to thermal, mechanical, electrical, or chemical energy interacting with the body in amounts or rates that exceed the threshold of physiological tolerance, or from the absence of such essentials as oxygen or heat (Holder et al. 2001). Physical injuries can include physical marks, burns, lacerations, contusions, abrasions, broken bones, internal injuries, organ damage, poisoning, asphyxiation, or death because of physical injuries sustained. • Avoidable illnesses are those illnesses that are preventable or induced as a result of denial of medical care, withholding of medication, or failure to immunize against typical childhood diseases. Examples include sexually transmitted disease, Munchausen's Syndrome by Proxy, Pediatric Condition Falsification, and deliberate failure to immunize against a vaccine-preventable disease. • Inadequate nutrition is defined as a failure by the caregiver to provide nutrition that is adequate for growth and physical development. Examples include hunger, malnutrition, and failure to thrive due to poor nutrition. <p>Disruption of emotional health can include anxiety problems, disruption of social functioning, impaired relationships, depression and depressive symptoms, eating disorders, posttraumatic stress (including posttraumatic stress disorder [PTSD]), externalizing behaviors (e.g., aggression), lack of education, school failure, delinquency, or substance abuse.</p> <p>Harm can be immediate (e.g., broken bones) or delayed (e.g., depression, PTSD).</p>
Child	<p>Any individual from birth through 17 years of age at the time of maltreatment.</p> <p>For the purposes of this document, maltreatment of an adult (age 18 or older) is not considered child maltreatment regardless of the emotional or intellectual age of the person.</p> <p>For the purposes of this document the following are irrelevant to determining whether child maltreatment has occurred:</p> <ul style="list-style-type: none"> • Caregiver's intent to harm the child. • Caregiver's legal liability for the maltreatment. • Caregiver's economic means. • Caregiver's religious or cultural norms.

Living Situation Definitions⁵⁶	
Term	Definition
Pre-Adoptive Home	A home in which the family intends to adopt the child. The family may or may not be receiving a foster care payment or an adoption subsidy on behalf of the child.
Foster Family Home (Relative)	A licensed or unlicensed home of the child's relatives regarded by the title IV-E agency as a foster care living arrangement for the child.
Foster Family Home (Non-Relative)	A licensed foster family home regarded by the title IV-E agency as a foster care living arrangement.
Group Home	A licensed or approved home providing 24-hour care for children in a small group setting that generally has from seven to twelve children.
Institution	A child care facility operated by a public or private agency and providing 24-hour care and/or treatment for children who require separation from their own homes and group living experience. These facilities may include: <ul style="list-style-type: none"> ○ Child care institutions; residential treatment facilities; maternity homes; etc. ○ Supervised Independent Living—An alternative transitional living arrangement where the child is under the supervision of the agency but without 24 hour adult supervision, is receiving financial support from the child welfare agency, and is in a setting which provides the opportunity for increased responsibility for self-care. ○ Runaway—the child has run away from the foster care setting. ○ Trial Home Visit—the child has been in a foster care placement, but, under title IV-E agency supervision, has been returned to the principal caretaker for a limited and specified period of time.
Permanent Housing	Permanent housing (PH) is defined as community-based housing without a designated length of stay in which formerly homeless individuals and families live as independently as possible. Under PH, a program participant must be the tenant on a lease (or sublease) for an initial term of at least one year that is renewable and is terminable only for cause. Further, leases (or subleases) must be renewable for a minimum term of one month. The CoC Program funds two types of permanent housing: permanent supportive housing (PSH) for persons with disabilities and rapid re-housing. Permanent supportive housing is permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability. Rapid re-housing (RRH) emphasizes housing search and relocation services and short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing.
Transitional Housing	Transitional housing (TH) is designed to provide homeless individuals and families with the interim stability and support to successfully move to and maintain permanent housing. Transitional housing may be used to cover the costs of up to 24 months of housing with accompanying supportive services. Program participants must have a lease (or sublease) or occupancy agreement in place when residing in transitional housing. The provisions of the CoC Program's TH program component have not changed significantly from the TH provisions under SHP.

⁵⁶ AFCARS Data Elements, <https://www.gpo.gov/fdsys/pkg/FR-2015-02-09/pdf/2015-02354.pdf>

Basic Needs Defined by Rescue & Restore	
Term	Definition
Immediate assistance	Housing, food, medical, safety and security, language interpretation and legal services
Mental health assistance	Counseling
Income assistance	Cash, living assistance
Legal status (see next table for definitions)	T visa, immigration, pre-certification, certification

Victim Legal Status Definitions ⁵⁷	
Term	Definition
Pre-certified Victims	Pre-certified victims are persons who are neither U.S. citizens nor Lawful Permanent Residents (“foreign victims”) and who have not yet received a Certification Letter from the U.S. Department of Health and Human Services (HHS) allowing them to access federally funded benefits and services to the same extent as refugees. There are many resources available to pre-certified victims, and many nongovernmental organizations (NGOs) are very knowledgeable and helpful in using community resources to assist victims.
Continued Presence	The Department of Homeland Security’s Immigration and Customs Enforcement (ICE) grants Continued Presence (CP), which is a one-year form of immigration relief that Federal law enforcement officials request on behalf of a victim of a severe form of trafficking who is also a potential witness. Continued Presence allows the victim to remain in the United States during the course of an investigation or prosecution as well as obtain an Employment Authorization Document (EAD), which provides the victim with the documentation required to work legally in the United States.

⁵⁷ HHS OTIP Rescue and Restore Services Available to Victims of Human Trafficking: A Resource Guide for Social Service Providers, http://www.acf.hhs.gov/sites/default/files/orr/traffickingservices_0.pdf

Victim Legal Status Definitions⁵⁷	
Term	Definition
T visa	<p>A non-immigrant visa that allows a foreign victim of human trafficking to remain in the United States for up to four years. The victim must apply directly to DHS for T non-immigrant status by filing an application for a T visa (also called the U.S. Citizen and Immigration Services Form I-914). Assistance from an immigration attorney or other legal service provider is often helpful in completing the application. Since foreign trafficking victims often have complicated legal needs, it is important to connect them with an immigration attorney as soon as possible. For guidance in initiating legal assistance for victims, consult the National Human Trafficking Resource Center and/or local service providers listed in the OVC Online Directory with experience in working with trafficking victims (http://ovc.ncjrs.gov/findvictimservices/). As described in the U.S. Department of Homeland Security's Instructions for Completing Form I-914, a Federal law enforcement officer endorsement is strongly advised. If a victim does not submit a Federal law enforcement endorsement as a part of his or her T visa application, then the victim must submit an explanation describing attempts to obtain the endorsement and accounting for the lack of or unavailability of the endorsement. Alternately, the victim must submit an explanation describing why he or she did not attempt to obtain the Federal law enforcement endorsement. There are several benefits to a T visa, including:</p> <ul style="list-style-type: none"> ○ Legal non-immigrant status in the United States for a period of four years; ○ Employment authorization; ○ Possibility of adjusting status to Lawful Permanent Resident; and ○ Immediate family members may obtain non-immigrant status as T visa derivatives.
Derivative T Visas Family members (known as derivatives)	<p>Derivatives of trafficking victims who have received a T visa can apply for a special T visa for derivatives. Eligible family members include the spouse, child, parent, or an unmarried minor sibling of a victim of trafficking victim who is under 21 years of age, or the spouse or child of a victim of trafficking who is 21 years of age or older. Like Certified trafficking victims, T visa derivatives are eligible for Federal benefits and services to the same extent as refugees. Also, derivatives can apply for EADs.</p>
Certification Letter	<p>The Certification Letter indicates a victim's eligibility for federally funded benefits and services. It contains a Certification date; eligibility for benefits and services begins on the date of Certification. Certification letters do not expire, but many benefits and services are time sensitive. Derivatives and Certification Derivatives (family members of a victim) do not receive Certification Letters; however, Derivative T visa holders are eligible for benefits and services to the same extent as a refugee. For an individual who is already present in the United States on the date the DHS issues the Derivative T status, the period of eligibility begins on the date that DHS grants T status, as indicated on the Notice Date on the I-797, the Notice of Action of approval of the individual's Derivative T status. For the individual who enters the United States on the basis of a Derivative T visa, the period of eligibility begins on the date that the individual is admitted to the United States, as indicated by the date stamped on the individual's passport or I-94 Arrival Record.</p>

Appendix II: Resources

Health Services Information Exchange Standards

- **National Information Exchange Model (NIEM)**, <https://www.niem.gov/aboutniem/Pages/niem.aspx>

Health Services Reference Architectures

- **National Human Services Interoperability Architecture (NHSIA)**, <http://www.acf.hhs.gov/nhsia-definition>

Professional Associations

- **American Public Human Services Association (APHSA)**, <http://www.aphsa.org/content/APHSA/en/home.html>
- **American Public Health Association (APHA)**, <https://www.apha.org/>

Clinical classification and coding standards

- **International Statistical Classification of Diseases and Related Health Problems Revision 10 (ICD-10)**, <https://www.cms.gov/medicare-coverage-database/staticpages/icd-10-code-lookup.aspx><https://www.apha.org/>
- **Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-5)**, <http://www.dsm5.org/Pages/Default.aspx>