



ADMINISTRATION FOR
CHILDREN & FAMILIES
Office on Trafficking in Persons

Trafficking Victim Assistance Program Grantee Training Reporting Form

Complete each section of the form detailing trainings the grantee provided during the reporting period.

Grantee:

Reporting Period Start Date

Reporting Period End Date

Report Type

Grant Management Training Topics

Record the total number of occasions each topic was covered in trainings provided by grantee.

Building a Community Referral Network
and Partnership Building

Data Collection, Management,
and Reporting

Introduction to Grant Program and
Onboarding

Outreach Strategies

Program Policy, Protocol, and
Administration

Service Delivery and Access Training Topics

Record the total number of occasions each topic was covered in trainings provided by grantee.

Approaches, Strategies, and Special
Considerations for Working with Victims

Available Services/Benefits
and Strategies for Self
Sufficiency

HHS Certification, Eligibility, and Other
HHS Resources

How to Access Legal Services
and Remedies

Human Trafficking 101: Definition,
Types, Laws, and Indicators

Other

Total Number of Trainings Provided

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)

Public reporting burden for this collection of information is estimated to average .5 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Training Audience

Record the total number of professionals trained by grantee within each profession during the reporting period.

Behavioral Health	Child Welfare
Education	Faith-Based
Government (local, state, or federal)	Health Care
Housing	Law Enforcement
Legal	Private Sector
Public Health	Social Services
Students (Higher Education)	Tribal
Other	

Type of Relationship Between Grantee and Trainee

Record the total number of trainings provided during the reporting period by type of relationship with the trainees.

Intra-Agency	Formal Partner
Informal Partner	Other (No Partnership)

Training Evaluation Results

Percentage of Training Participants who Demonstrated Knowledge Increase from Assessment

Describe the method and results of your training evaluations