**Office on Trafficking In Persons (OTIP)**

 **NHTH Grantee Reporting Reference Guide:**

**Data Elements, Definitions, and Guidance**

Contents

[Monthly Performance Indicator Report 2](#_Toc72422290)

[Human Trafficking Emergency-Related Request and Referral Data 2](#_Toc72422291)

[Human Trafficking Case-Level Data 2](#_Toc72422292)

[Semi-Annual Performance Indicator Report 4](#_Toc72422293)

[Signaler Data 4](#_Toc72422294)

[Potential Victim Access, Referral, Report, Outcome Data 8](#_Toc72422295)

[Potential Victim Demographic Data 10](#_Toc72422296)

[Annual Performance Indicator Report 11](#_Toc72422297)

[Human Trafficking Emergency-Related Request and Referral Data 11](#_Toc72422298)

[Human Trafficking Case-Level Data 12](#_Toc72422299)

[Potential Trafficker Data 13](#_Toc72422300)

[Potential Victim Trafficking Experience Data 14](#_Toc72422301)

# Monthly Performance Indicator Report

## Human Trafficking Emergency-Related Request and Referral Data

|  |  |  |
| --- | --- | --- |
| **Data Element** | **Response Options** | **Operational Guidance** |
| Grantee | (text) | Record name of the organization submitting the grant report. |
| Reporting Period Start Date | mm/dd/yyyy | Record month, day, and year of the first day in the reporting period. |
| Reporting Period End Date | mm/dd/yyyy | Record month, day, and year of the last day in the reporting period. |
| Report Type | Monthly | Select type of report based upon frequency of submission. |
| Emergency-Related Service Requests | (number)* Emergency Shelter
* Extraction
* Transportation
 | Record the number of requests made for each emergency-related service during the reporting period.  |
| Cases With At Least One Referral Provided | (number) | Record the number of cases with at least one referral provided. |
| Individual Referrals Provided | (number) | Record the number of individual referrals issued during the reporting period.  |
| New Referral Partners Added to Referral Database | (number) | Record the number of new referral partners added to the referral database during the reporting period. |
| Referral Partners in the Referral Database | (number) | Record the total number of referral partners in the referral database at the close of the reporting period.  |

## Human Trafficking Case-Level Data

|  |  |  |
| --- | --- | --- |
| **Data Element** | **Response Options** | **Operational Guidance** |
| Grantee | (text) | Record name of the organization submitting the grant report. |
| Reporting Period Start Date | mm/dd/yyyy | Record month, day, and year of the first day in the reporting period. |
| Reporting Period End Date | mm/dd/yyyy | Record month, day, and year of the last day in the reporting period. |
| Report Type | Monthly | Select type of report based upon frequency of submission. |
| Total Number of Potential Trafficking Cases  | (number)* Sex
* Labor
* Sex and Labor
* Type of Potential Trafficking Not Specified
 | Record the number of potential human trafficking cases reported to the hotline by type during the reporting period.  |
| Total Cases Reported to Law Enforcement | (number)* Cases Involving Adult Victims Reported to Law Enforcement
* Cases Involving Minor Victims Reported to Law Enforcement
* Cases Involving Both Adult/Minor Victims Reported to Law Enforcement
* Cases Reported Where Victim Age Unknown Reported to Law Enforcement
 | Record the number of potential trafficking cases reported to law enforcement by age of the potential victim(s) during the reporting period. |

# Semi-Annual Performance Indicator Report

## Signaler Data

|  |  |  |
| --- | --- | --- |
| **Data Element** | **Response Options** | **Operational Guidance** |
| Grantee | (text) | Record name of the organization submitting the grant report. |
| Reporting Period Start Date | mm/dd/yyyy | Record month, day, and year of the first day in the reporting period. |
| Reporting Period End Date | mm/dd/yyyy | Record month, day, and year of the last day in the reporting period. |
| Report Type | Semi-Annual | Select type of report based upon frequency of submission. |
| Signaler Type | (number)* 211/311 Operator
* Airline/Airport Personnel
* Asylee/Refugee
* Bus Industry Employee
* Business
* Child Welfare/ORR
* Community Member
* DOJ/BJA Task Force Member
* Educator/School Personnel
* Faith-based Organization/Representative
* Family Member of Potential Victim
* Family Member of Potential Victim of Trafficking
* Family/Friend of Potential Victim of Labor Exploitation
* Family/Friend of Potential Victim of Other Crime
* Family/Friend of Potential Victim of Unknown Situation
* Family/Friend/Acquaintance of Potential Controller
* Federal Law Enforcement
* Finance Industry Employee
* Foreign Government
* Friend of Potential Victim
* Friend of Potential Victim of Trafficking
* Government
* Hotel/Motel Employee
* International Law Enforcement
* Legal Professional
* Local Law Enforcement
* Medical Professional
* Mental Health Professional
* Military Personnel
* NGO - Anti-trafficking
* NGO – Anti-trafficking
* NGO - DV/SA
* NGO - General Social Services
* NGO - Immigrant/Refugee
* NGO - Other
* NGO – Other
* NGO - RHY
* NGO - Worker Rights
* Other
* Possible Buyer of Commercial Sex
* Potential Controller
* Potential Victim of Labor Exploitation
* Potential Victim of Other Crime
* Potential Victim of Trafficking
* Potential Victim of Unknown Situation
* Press/Media
* State Law Enforcement
* Student
* Taxi/Rideshare Driver/Employee
* Truck Stop Employee
* Trucker
* Unknown
* Visa Holder
 | Record the number of individuals who contacted the hotline (via call, text, chat, online tip form, and email, where known) by signaler type during the reporting period. |
| Signaler Language | (number)* English
* Spanish
* Amharic, Somali, or other Afro-Asiatic languages
* Arabic
* Armenian
* Bengali
* Chinese (includes Cantonese, Mandarin)
* French (includes Cajun)
* German
* Greek
* Gujarati
* Haitian
* Hebrew
* Hindi
* Ilocano, Samoan, Hawaiian, or other Austronesian languages
* Italian
* Japanese
* Khmer
* Korean
* Navajo
* Malayalam, Kannada, or other Dravidian languages
* Nepali, Marathi, or other Indic languages
* Persian (includes Farsi, Dari)
* Polish
* Portuguese
* Punjabi
* Russian
* Serbo-Croatian
* Swahili or other languages of Central, Eastern, and Southern Africa
* Tagalog (includes Filipino)
* Tamil
* Telugu
* Thai, Lao, or other Tai-Kadai languages
* Ukrainian or other Slavic languages
* Urdu
* Vietnamese
* Yiddish, Pennsylvania Dutch, or other West Germanic languages
* Other Indo-European languages
* Yoruba, Twi, Igbo, or other languages of Western Africa
* Other Languages
 | Record the number of signalers who communicated in each language during the reporting period. |
| Signaler Location | State or territory;* Alabama
* Alaska
* American Samoa
* Arizona
* Arkansas
* California
* Colorado
* Connecticut
* Delaware
* District of Columbia
* Florida
* Georgia
* Guam
* Hawaii
* Idaho
* Illinois
* Indiana
* Iowa
* Kansas
* Kentucky
* Louisiana
* Maine
* Maryland
* Massachusetts
* Michigan
* Minnesota
* Mississippi
* Missouri
* Montana
* Nebraska
* Nevada
* New Hampshire
* New Jersey
* New Mexico
* New York
* North Carolina
* North Dakota
* Northern Mariana Islands
* Ohio
* Oklahoma
* Oregon
* Pennsylvania
* Puerto Rico
* Rhode Island
* South Carolina
* South Dakota
* Tennessee
* Texas
* U.S. Virgin Islands
* Utah
* Vermont
* Virginia
* Washington
* West Virginia
* Wisconsin
* Wyoming
 | Record the number of signalers from each state or territory during the reporting period. |

## Potential Victim Access, Referral, Report, Outcome Data

|  |  |  |
| --- | --- | --- |
| **Data Element** | **Response Options** | **Operational Guidance** |
| Grantee | (text) | Record name of the organization submitting the grant report. |
| Reporting Period Start Date | mm/dd/yyyy | Record month, day, and year of the first day in the reporting period. |
| Reporting Period End Date | mm/dd/yyyy | Record month, day, and year of the last day in the reporting period. |
| Report Type | Semi-Annual | Select type of report based upon frequency of submission. |
|  |  |  |
| Referrals and Reports | (number)* Child Protection Services
* Domestic Violence Hotline/Services
* DVHT Program Grantee
* Law Enforcement
* Other Service Provider
* Other Trafficking Service Provider
* Runaway Safeline/Services
* SAMHSA Helpline/Services
* Sexual Assault Hotline/Services
* Suicide Prevention Lifeline/Services
* TVAP Program Grantee
 | Record the number of potential victims who received referrals or were reported to the listed entities during the reporting period. |
| Type of Outcome Received on Cases of Potential Trafficking | (number)* Allegations unsubstantiated/unfounded
* CPS involving LE
* Insufficient evidence found to proceed with investigation
* Investigation opened
* LE collaborated with other LE on case
* PT(s) charged with Human Trafficking
* PT(s) charged with other crime
* PT(s
* PV(s) ineligible for services because referral organization assessed as non-trafficking
* PV(s) not willing to cooperate with investigation
* PV(s) received services from referral organization
* PV(s) unable to connect with referral organization
 | Record the number of potential victims for whom each outcome was logged during the reporting period.  |

## Potential Victim Demographic Data

|  |  |  |
| --- | --- | --- |
| **Data Element** | **Response Options** | **Operational Guidance** |
| Grantee | (text) | Record name of the organization submitting the grant report. |
| Reporting Period Start Date | mm/dd/yyyy | Record month, day, and year of the first day in the reporting period. |
| Reporting Period End Date | mm/dd/yyyy | Record month, day, and year of the last day in the reporting period. |
| Report Type | Semi-Annual | Select type of report based upon frequency of submission. |
| Potential Victims Identified by Gender | (number)* Male
* Female
* Transgender Male
* Transgender Female
* Potential Victims of Unknown Gender
 | Record the total number of potential victims during the reporting period by gender. |
| Potential Victims Identified by Citizenship Status | (number)* Foreign National
* U.S. Citizen/Lawful Permanent Resident
* Victims of Unknown Citizenship Status
 | Record the total number of potential victims identified by citizenship status during the reporting period. |
| Potential Victims Identified by Type of Trafficking | (number)* Sex Trafficking Victims
	+ Minor Victims
	+ Adult Victims
* Labor Trafficking Victims
	+ Minor Victims
	+ Adult Victims
* Sex and Labor Trafficking Victims
	+ Minor Victims
	+ Adult Victims
* Victims of Unknown Trafficking Type
	+ Minor Victims
	+ Adult Victims
 | Record the total number of potential victims who experienced each type of trafficking bye age during the reporting period. |
| Potential Victims Identified by Country of Origin | (number)Country | Record the total number of potential victims identified during the reporting period from each country. |

# Annual Performance Indicator Report

## Potential Victim Demographic Data

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| --- | --- | --- |
| **Data Element** | **Response Options** | **Operational Guidance** |
| Grantee | (text) | Record name of the organization submitting the grant report. |
| Reporting Period Start Date | mm/dd/yyyy | Record month, day, and year of the first day in the reporting period. |
| Reporting Period End Date | mm/dd/yyyy | Record month, day, and year of the last day in the reporting period. |
| Report Type | Semi-Annual | Select type of report based upon frequency of submission. |
| Potential Victims Identified by Country of Origin | (number)Country | Record the total number of potential victims identified during the reporting period from each country. |

## Human Trafficking Emergency-Related Request and Referral Data

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| --- | --- | --- |
| **Data Element** | **Response Options** | **Operational Guidance** |
| Grantee | (text) | Record name of the organization submitting the grant report. |
| Reporting Period Start Date | mm/dd/yyyy | Record month, day, and year of the first day in the reporting period. |
| Reporting Period End Date | mm/dd/yyyy | Record month, day, and year of the last day in the reporting period. |
| Report Type | Monthly | Select type of report based upon frequency of submission. |
| Emergency-Related Service Requests | (number)* Emergency Shelter
* Extraction
* Requests Referenced Fewer Than Three Times
* Transportation
 | Record the number of requests made for each emergency-related service during the reporting period.  |
| Cases With At Least One Referral Provided | (number) | Record the number of cases with at least one referral provided. |
| Individual Referrals Provided | (number) | Record the number of individual referrals issued during the reporting period.  |
| New Referral Partners Added to Referral Database | (number) | Record the number of new referral partners added to the referral database during the reporting period. |
| Referral Partners in the Referral Database | (number) | Record the total number of referral partners in the referral database at the close of the reporting period.  |

## Human Trafficking Case-Level Data

|  |  |  |
| --- | --- | --- |
| **Data Element** | **Response Options** | **Operational Guidance** |
| Grantee | (text) | Record name of the organization submitting the grant report. |
| Reporting Period Start Date | mm/dd/yyyy | Record month, day, and year of the first day in the reporting period. |
| Reporting Period End Date | mm/dd/yyyy | Record month, day, and year of the last day in the reporting period. |
| Report Type | Monthly | Select type of report based upon frequency of submission. |
| Total Number of Potential Trafficking Cases  | (number)* Sex
* Labor
* Sex and Labor
* Type of Potential Trafficking Not Specified
 | Record the number of potential human trafficking cases reported to the hotline by type during the reporting period.  |
| Total Cases Reported to Law Enforcement | (number)* Cases Involving Adult Victims Reported to Law Enforcement
* Cases Involving Minor Victims Reported to Law Enforcement
* Cases Involving Both Adult/Minor Victims Reported to Law Enforcement
* Cases Reported Where Victim Age Unknown Reported to Law Enforcement
 | Record the number of potential trafficking cases reported to law enforcement by age of the potential victim(s) during the reporting period. |
| Level of Trafficking Indicators | (number)* Cases with ‘High’ Trafficking Indicators
* Cases with ‘Moderate’ Trafficking Indicators
* Potential Victims Referenced in relation to ‘High’ Trafficking Indicator cases
* Potential Victims Referenced in relation to ‘Moderate’ Trafficking indicator cases
 | Record the number of potential trafficking cases reported to the hotline by level of trafficking indicator and number of potential victims referenced |
| Signaler Proximity to Situation or Victim  | (number)* Victim Self-Report
* Direct Contact with Potential Victim
* Indirect Contact with Potential Victim
* Observation of Suspicious Activity
* Unknown
 | Record the number of potential trafficking cases where the signalers proximity to the situation/victim was applicable. |

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| Exploitation Venue/Industry | (number)* Agriculture/Farms/Animal Husbandry
* Aquafarming/Fishing
* Arts/Entertainment
* Bar/Club/Cantina
* Begging Rings
* Construction
* Domestic Work
* Education
* Escort Service/Delivery Service
* Forestry/Reforestation
* Health/Beauty Services
* Health Care
* Hospitality
* Hostess/Strip Club
* Hotel/Motel-Based Commercial Sex
* Illicit Activities
* Illicit Massage/Spa Business
* Internet-Based Commercial Sex
* Janitorial/Out-Call Cleaning Services
* Landscaping Services
* Legal Brothel
* Manufacturing/Factories
* Mining, Quarrying, Oil/Gas Extraction
* Other Small Business
* Peddling Rings
* Personal Sexual Servitude
* Pornography
* Pre-school/Child Day Care Service
* Professional/Scientific/Tech Services
* Recreational Facilities
* Remote Interactive Sexual Acts
* Residence-Based Commercial Sex
* Restaurant/Food Service
* Retail
* Sex Tourism
* Street-Based Commercial Sex
* Transportation
* Traveling Carnivals
* Traveling Sales Crews
* Truck Stop
* Other
* Not Specified
 | Record the total number of potential victims whose trafficking situation took place in each venue/industry during the reporting period. |