**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

|  |  |  |
| --- | --- | --- |
| **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

|  |  |  |
| --- | --- | --- |
| **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. |

## 

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## 

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 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. |