



**Office on Trafficking In Persons (OTIP)**  
**NHTH Grantee Reporting Reference Guide:**  
**Data Elements, Definitions, and Guidance**

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## 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) <ul style="list-style-type: none"> <li>• Emergency Shelter</li> <li>• Extraction</li> <li>• Transportation</li> </ul>	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) <ul style="list-style-type: none"> <li>• Sex</li> <li>• Labor</li> <li>• Sex and Labor</li> <li>• Type of Potential Trafficking Not Specified</li> </ul>	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) <ul style="list-style-type: none"> <li>• Cases Involving Adult Victims Reported to Law Enforcement</li> <li>• Cases Involving Minor Victims Reported to Law Enforcement</li> <li>• Cases Involving Both Adult/Minor Victims Reported to Law Enforcement</li> <li>• Cases Reported Where Victim Age Unknown Reported to Law Enforcement</li> </ul>	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) <ul style="list-style-type: none"> <li>• 211/311 Operator</li> <li>• Airline/Airport Personnel</li> <li>• Asylee/Refugee</li> <li>• Bus Industry Employee</li> <li>• Business</li> <li>• Child Welfare/ORR</li> <li>• Community Member</li> <li>• DOJ/BJA Task Force Member</li> <li>• Educator/School Personnel</li> <li>• Faith-based Organization/Representative</li> <li>• Family Member of Potential Victim</li> <li>• Family Member of Potential Victim of Trafficking</li> <li>• Family/Friend of Potential Victim of Labor Exploitation</li> <li>• Family/Friend of Potential Victim of Other Crime</li> <li>• Family/Friend of Potential Victim of Unknown Situation</li> <li>• Family/Friend/Acquaintance of Potential Controller</li> <li>• Federal Law Enforcement</li> <li>• Finance Industry Employee</li> <li>• Foreign Government</li> <li>• Friend of Potential Victim</li> </ul>	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.



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	<ul style="list-style-type: none"> <li>• Friend of Potential Victim of Trafficking</li> <li>• Government</li> <li>• Hotel/Motel Employee</li> <li>• International Law Enforcement</li> <li>• Legal Professional</li> <li>• Local Law Enforcement</li> <li>• Medical Professional</li> <li>• Mental Health Professional</li> <li>• Military Personnel</li> <li>• NGO - Anti-trafficking</li> <li>• NGO – Anti-trafficking</li> <li>• NGO - DV/SA</li> <li>• NGO - General Social Services</li> <li>• NGO - Immigrant/Refugee</li> <li>• NGO - Other</li> <li>• NGO – Other</li> <li>• NGO - RHY</li> <li>• NGO - Worker Rights</li> <li>• Other</li> <li>• Possible Buyer of Commercial Sex</li> <li>• Potential Controller</li> <li>• Potential Victim of Labor Exploitation</li> <li>• Potential Victim of Other Crime</li> <li>• Potential Victim of Trafficking</li> <li>• Potential Victim of Unknown Situation</li> <li>• Press/Media</li> <li>• State Law Enforcement</li> <li>• Student</li> <li>• Taxi/Rideshare Driver/Employee</li> <li>• Truck Stop Employee</li> <li>• Trucker</li> <li>• Unknown</li> <li>• Visa Holder</li> </ul>	
Signaler Language	<p>(number)</p> <ul style="list-style-type: none"> <li>• English</li> <li>• Spanish</li> <li>• Amharic, Somali, or other Afro-Asiatic languages</li> <li>• Arabic</li> <li>• Armenian</li> <li>• Bengali</li> <li>• Chinese (includes Cantonese, Mandarin)</li> <li>• French (includes Cajun)</li> <li>• German</li> </ul>	Record the number of signalers who communicated in each language during the reporting period.



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	<ul style="list-style-type: none"> <li>• Greek</li> <li>• Gujarati</li> <li>• Haitian</li> <li>• Hebrew</li> <li>• Hindi</li> <li>• Ilocano, Samoan, Hawaiian, or other Austronesian languages</li> <li>• Italian</li> <li>• Japanese</li> <li>• Khmer</li> <li>• Korean</li> <li>• Navajo</li> <li>• Malayalam, Kannada, or other Dravidian languages</li> <li>• Nepali, Marathi, or other Indic languages</li> <li>• Persian (includes Farsi, Dari)</li> <li>• Polish</li> <li>• Portuguese</li> <li>• Punjabi</li> <li>• Russian</li> <li>• Serbo-Croatian</li> <li>• Swahili or other languages of Central, Eastern, and Southern Africa</li> <li>• Tagalog (includes Filipino)</li> <li>• Tamil</li> <li>• Telugu</li> <li>• Thai, Lao, or other Tai-Kadai languages</li> <li>• Ukrainian or other Slavic languages</li> <li>• Urdu</li> <li>• Vietnamese</li> <li>• Yiddish, Pennsylvania Dutch, or other West Germanic languages</li> <li>• Other Indo-European languages</li> <li>• Yoruba, Twi, Igbo, or other languages of Western Africa</li> <li>• Other Languages</li> </ul>	
<p>Signaler Location</p>	<p>State or territory;</p> <ul style="list-style-type: none"> <li>• Alabama</li> <li>• Alaska</li> <li>• American Samoa</li> <li>• Arizona</li> <li>• Arkansas</li> <li>• California</li> <li>• Colorado</li> <li>• Connecticut</li> </ul>	<p>Record the number of signalers from each state or territory during the reporting period.</p>



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	<ul style="list-style-type: none"><li>• Delaware</li><li>• District of Columbia</li><li>• Florida</li><li>• Georgia</li><li>• Guam</li><li>• Hawaii</li><li>• Idaho</li><li>• Illinois</li><li>• Indiana</li><li>• Iowa</li><li>• Kansas</li><li>• Kentucky</li><li>• Louisiana</li><li>• Maine</li><li>• Maryland</li><li>• Massachusetts</li><li>• Michigan</li><li>• Minnesota</li><li>• Mississippi</li><li>• Missouri</li><li>• Montana</li><li>• Nebraska</li><li>• Nevada</li><li>• New Hampshire</li><li>• New Jersey</li><li>• New Mexico</li><li>• New York</li><li>• North Carolina</li><li>• North Dakota</li><li>• Northern Mariana Islands</li><li>• Ohio</li><li>• Oklahoma</li><li>• Oregon</li><li>• Pennsylvania</li><li>• Puerto Rico</li><li>• Rhode Island</li><li>• South Carolina</li><li>• South Dakota</li><li>• Tennessee</li><li>• Texas</li><li>• U.S. Virgin Islands</li><li>• Utah</li><li>• Vermont</li><li>• Virginia</li><li>• Washington</li><li>• West Virginia</li><li>• Wisconsin</li><li>• Wyoming</li></ul>	
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**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.
	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	
Referrals and Reports	(number) <ul style="list-style-type: none"> <li>• Child Protection Services</li> <li>• Domestic Violence Hotline/Services</li> <li>• DVHT Program Grantee</li> <li>• Law Enforcement</li> <li>•</li> <li>• Other Service Provider</li> <li>• Other Trafficking Service Provider</li> <li>• Runaway Safeline/Services</li> <li>• SAMHSA Helpline/Services</li> <li>• Sexual Assault Hotline/Services</li> <li>• Suicide Prevention Lifeline/Services</li> <li>• TVAP Program Grantee</li> </ul>	Record the number of potential victims who received referrals or were reported to the listed entities during the reporting period.







	<ul style="list-style-type: none"> <li>• PV(s) unable to connect with referral organization</li> </ul>	
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### 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) <ul style="list-style-type: none"> <li>• Male</li> <li>• Female</li> <li>• Transgender Male</li> <li>• Transgender Female</li> <li>• Potential Victims of Unknown Gender</li> </ul>	Record the total number of potential victims during the reporting period by gender.
Potential Victims Identified by Citizenship Status	(number) <ul style="list-style-type: none"> <li>• Foreign National</li> <li>• U.S. Citizen/Lawful Permanent Resident</li> <li>• Victims of Unknown Citizenship Status</li> </ul>	Record the total number of potential victims identified by citizenship status during the reporting period.
Potential Victims Identified by Type of Trafficking	(number) <ul style="list-style-type: none"> <li>• Sex Trafficking Victims               <ul style="list-style-type: none"> <li>o Minor Victims</li> <li>o Adult Victims</li> </ul> </li> <li>• Labor Trafficking Victims               <ul style="list-style-type: none"> <li>o Minor Victims</li> <li>o Adult Victims</li> </ul> </li> </ul>	Record the total number of potential victims who experienced each type of trafficking by age during the reporting period.



	<ul style="list-style-type: none"> <li>• Sex and Labor Trafficking Victims               <ul style="list-style-type: none"> <li>o Minor Victims</li> <li>o Adult Victims</li> </ul> </li> <li>• Victims of Unknown Trafficking Type               <ul style="list-style-type: none"> <li>o Minor Victims</li> <li>o Adult Victims</li> </ul> </li> </ul>	
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	mm/dd/yyyy	Record month, day, and



End Date		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) <ul style="list-style-type: none"> <li>• Emergency Shelter</li> <li>• Extraction</li> <li>• Requests Referenced Fewer Than Three Times</li> <li>• Transportation</li> </ul>	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



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		based upon frequency of submission.
Total Number of Potential Trafficking Cases	(number) <ul style="list-style-type: none"> <li>Sex</li> <li>Labor</li> <li>Sex and Labor</li> <li>Type of Potential Trafficking Not Specified</li> </ul>	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) <ul style="list-style-type: none"> <li>Cases Involving Adult Victims Reported to Law Enforcement</li> <li>Cases Involving Minor Victims Reported to Law Enforcement</li> <li>Cases Involving Both Adult/Minor Victims Reported to Law Enforcement</li> <li>Cases Reported Where Victim Age Unknown Reported to Law Enforcement</li> </ul>	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) <ul style="list-style-type: none"> <li>Cases with 'High' Trafficking Indicators</li> <li>Cases with 'Moderate' Trafficking Indicators</li> <li>Potential Victims Referenced in relation to 'High' Trafficking Indicator cases</li> <li>Potential Victims Referenced in relation to 'Moderate' Trafficking indicator cases</li> </ul>	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) <ul style="list-style-type: none"> <li>Victim Self-Report</li> <li>Direct Contact with Potential Victim</li> <li>Indirect Contact with Potential Victim</li> <li>Observation of Suspicious Activity</li> <li>Unknown</li> </ul>	Record the number of potential trafficking cases where the signalers proximity to the situation/victim was applicable.






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	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	
<p>Exploitation Venue/Industry</p>	<p>(number)</p> <ul style="list-style-type: none"> <li>• Agriculture/Farms/Animal Husbandry</li> <li>• Aquafarming/Fishing</li> <li>• Arts/Entertainment</li> <li>• Bar/Club/Cantina</li> <li>• Begging Rings</li> <li>• Construction</li> <li>• Domestic Work</li> <li>• Education</li> <li>• Escort Service/Delivery Service</li> <li>• Forestry/Reforestation</li> <li>• Health/Beauty Services</li> <li>• Health Care</li> <li>• Hospitality</li> <li>• Hostess/Strip Club</li> <li>• Hotel/Motel-Based Commercial Sex</li> <li>• Illicit Activities</li> <li>• Illicit Massage/Spa Business</li> <li>• Internet-Based Commercial Sex</li> <li>• Janitorial/Out-Call Cleaning Services</li> <li>• Landscaping Services</li> <li>• Legal Brothel</li> <li>• Manufacturing/Factories</li> <li>• Mining, Quarrying, Oil/Gas Extraction</li> <li>• Other Small Business</li> <li>• Peddling Rings</li> <li>• Personal Sexual Servitude</li> <li>• Pornography</li> <li>• Pre-school/Child Day Care Service</li> <li>• Professional/Scientific/Tech Services</li> <li>• Recreational Facilities</li> <li>• Remote Interactive Sexual Acts</li> </ul>	<p>Record the total number of potential victims whose trafficking situation took place in each venue/industry during the reporting period.</p>



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	<ul style="list-style-type: none"><li>• Residence-Based Commercial Sex</li><li>• Restaurant/Food Service</li><li>• Retail</li><li>• Sex Tourism</li><li>• Street-Based Commercial Sex</li><li>• Transportation</li><li>• Traveling Carnivals</li><li>• Traveling Sales Crews</li><li>• Truck Stop</li><li>• Other</li><li>• Not Specified</li></ul>	
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