

**Ethnic Community Self-Help (ECSH) Program Data Indicators
 Reporting Instructions
 Office of Refugee Resettlement (ORR)**

The purpose of the ECSH Data Indicators is to collect information on grantees’ performance of the ECSH Program on a semi-annual basis. The data will be used to help ORR assess the progress of the ECSH Program in terms of the Program’s three main objectives. Submission of the ECSH Data Indicators is required in the ECSH Program Guidelines.

Item	Data Elements	Instructions
1.	Grantee Name	Enter the name of recipient organization.
2.	Grant Number	Enter the grant number contained in the award document (it will begin with 90RE).
3.	Reporting Period End Date	Enter the ending date of the reporting period. The following end dates shall be used: 3/31 and 9/29.
4.	Number of New Enrollments	Enter the number of <u>new</u> individuals that the grantee has enrolled in the <u>past 6 months</u> . “Enrolled” means that the grantee has conducted intake with the individual and is tracking their progress throughout their service period.
5.	Number of Clients Served	Enter the number of individuals who have been <u>active</u> for any point during the past six months, regardless if they are “new” enrollments or not. “Active” means that the grantee has provided a client with at least one service in the past six months.
6.	Number of Clients Served According to Status	Using the number listed in Item 5 (Number of Refugees Served), break out the total by status. The total listed for Items 6a-6g should match the number in Item 5.
6a.	Refugee	<ul style="list-style-type: none"> Enter the number of refugees served
6b.	Asylee	<ul style="list-style-type: none"> Enter the number of asylees served
6c.	Cuban/Haitian Entrants	<ul style="list-style-type: none"> Enter the number of Cuban/Haitian entrants served
6d.	Special Immigrants Visa Holders	<ul style="list-style-type: none"> Enter the number of Special Immigrant Visa (SIV) holders (including SI/SQ Parolees)
6e.	Afghan Humanitarian Parolees	<ul style="list-style-type: none"> Enter the number of Afghan Humanitarian Parolees served
6f.	Amerasians	<ul style="list-style-type: none"> Enter the number of Amerasians served
6g.	Victims of Human Trafficking	<ul style="list-style-type: none"> Enter the number of victims of a severe form of trafficking in persons served
7.	Types of Services Provided	Indicate which types of services the grantee provided at least once to any active clients in the past six months. In Items 7a to 7n, select either ‘Yes’ or ‘No’.
7a.	Navigation Services	<ul style="list-style-type: none"> Assisting a client to access a service (i.e. accompanying a client to his first medical appointment or helping a client register her child in school)
7b.	Cultural/community orientation	<ul style="list-style-type: none"> This includes orienting clients to life in the US (i.e. educating them about cultural norms, etc.) and orienting clients to their specific community (i.e. showing them where the grocery store is located, where the school is, etc.)
7c.	Health-related services	<ul style="list-style-type: none"> Clinical services related to physical and/or mental health, including providing access to these services.
7d.	Home management services	<ul style="list-style-type: none"> Any services related to housing. This can include providing education on home safety, proper food storage, lease information, tenant’s rights, budgeting for home expenses (groceries, rent, utilities, etc.).
7e.	Transportation	<ul style="list-style-type: none"> Assisting a client to reach a certain destination. This could include providing a ride to a medical appointment, showing clients how to ride the bus to attend English class, etc.
7f.	Translation and interpretation services	<ul style="list-style-type: none"> This includes providing interpretation to clients, translating materials/resources for clients, and connecting clients to these services as needed.
7g.	Case management services	<ul style="list-style-type: none"> Assisting and tracking clients to access services based on a client’s needs.
7h.	English language training	<ul style="list-style-type: none"> Activities that help clients gain English language skills. This includes conducting/referring clients to English classes, conducting/referring to English conversation groups or tutors, etc.
7i.	Employability services	<ul style="list-style-type: none"> Activities that help clients gain employment or skills to make them more employable. This includes job search activities, resume writing, conducting mock job interviews, holding job fairs, etc.

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13): Public reporting burden for this collection of information is estimated to average 2 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.

7j.	Academic enrichment/college preparation	<ul style="list-style-type: none"> Services that assist youth/adults prepare for college, including financial aid, academic mentoring, college tours, etc.
7k.	Emotional wellness services	<ul style="list-style-type: none"> This includes facilitating or referring clients to non-clinical services and activities such as support groups, yoga classes, meditation, and gardening.
7l.	Referral services	<ul style="list-style-type: none"> Any services that a grantee refers clients to that are offered outside of their organization, or outside of their ECSH project.
7m.	Citizenship preparation/civic engagement	<ul style="list-style-type: none"> Activities that help clients prepare for their US Citizenship test and learn more about how to actively play a role in community/public life.
7n.	Other services	<ul style="list-style-type: none"> Use this space to list services that the grantee provided to clients, but that were not included in Items 7a – 7m. Also, include any one-time or unique activities that were conducted, such as community workshops, health fairs, etc.
8.	Number of New Partnerships Developed	Enter the total number of new partnerships developed at any time during the past 6 months. Include only those partnerships that align with the grantee’s ECSH project.
9.	Type of New Partnerships Developed	Using the number entered in Item 8, break out the total by type of partnership in 9a – 9e.
9a.	Educational organization	<ul style="list-style-type: none"> Partnerships with schools, universities, etc.
9b.	Local/state government entity	<ul style="list-style-type: none"> Partnerships with state health and human services agencies, etc.
9c.	Medical service provider	<ul style="list-style-type: none"> Partnerships with clinics, hospitals, etc.
9d.	Legal service provider	<ul style="list-style-type: none"> Partnerships with organizations providing free legal aid, etc.
9e.	Faith-based group	<ul style="list-style-type: none"> Partnerships with churches, mosques, temples, etc. (for non-devotional purposes)
9f.	Other (list)	<ul style="list-style-type: none"> Use this space to list any type of partnership that was developed, but not included in Items 9a – 9e.
10.	Types of Training Provided to Staff	Indicate which types of training the grantee provided to its staff at least once during the past six months. In Items 10a to 10i, select either ‘Yes’ or ‘No’
10a.	Case management	<ul style="list-style-type: none"> Training on case management, such as trauma-informed case management, etc.
10b.	Case documentation	<ul style="list-style-type: none"> Training on case documentation, such as writing effective case notes, etc.
10c.	Interpretation	<ul style="list-style-type: none"> Training on interpretation, such as the ethics of interpretation, etc.
10d.	Cultural sensitivity and awareness	<ul style="list-style-type: none"> Training on cultural sensitivity and awareness, such as learning about the cultural backgrounds of clients, etc.
10e.	Self-care	<ul style="list-style-type: none"> Training on self-care, such as self-care practices, etc.
10f.	Cultural orientation provision	<ul style="list-style-type: none"> Training on cultural orientation provision, such as how to effectively deliver cultural orientation on time management, etc.
10g.	Public benefits	<ul style="list-style-type: none"> Training on public benefits, such as how to help a client properly fill out an application for benefits, etc.
10h.	Health services and systems	<ul style="list-style-type: none"> Training on health services and systems, such as how to communicate effectively with hospital and clinic staff, etc.
10i.	Non-profit management	<ul style="list-style-type: none"> Training on non-profit management, such as board development, etc.
10j.	Other (list)	<ul style="list-style-type: none"> Include any additional training that was provided to staff, but not included in Items 10a – 10i. Please note that any training listed on this form must be in line with the grantee’s ECSH project and program guidelines.
11.	Types of Community Engagement Activities Conducted	Enter any type of community engagement activities conducted during the past six months. Community engagement involves any type of bridge-building activities between refugee communities and/or between receiving communities. This could include World Refugee Day, service events (neighborhood clean-up), and informational workshops, among others.
12.	Logic Model Outputs Progress	List all planned outputs from the grantee’s approved logic model and identify the progress made towards each output in the past six months.
13.	Logic Model Outcomes Progress	List all planned outcomes from the grantee’s approved logic model and identify the progress made towards each outcome in the past six months.