

Office on Trafficking In Persons (OTIP)

NHTH Grant Recipient Reporting Reference Guide:

Data Elements, Response Options, and Operational Guidance

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Monthly Performance Indicator Report

The monthly performance indicator report should summarize the period beginning on the first day of the preceding month and ending on the last day of the preceding month. The report should be submitted by the fifteenth day of the second month after activities have concluded. For example, the first monthly report for the FY 2023 fiscal year summarizes the period beginning 10/1/2022 and ending 10/31/2022 and, the report should be submitted to OTIP no later than 12/15/2022.

Human Trafficking Emergency-Related Request and Referral Data

Data Element	Response Options	Operational Guidance
Grant Recipient	(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.
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



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	period.

Human Trafficking Case-Level Data

Data Element	Response Options	Operational Guidance
Grant Recipient	(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)	Record the number of potential trafficking cases reported to law enforcement during the reporting period.



Semi-Annual Performance Indicator Report

The semi-annual performance indicator report should be submitted twice per reporting year. The April Mid-Year Report summarizes the period beginning 10/1/2022 and ending 3/31/2023, and the October Year-End Report summarizes the period beginning 4/1/2023 and ending 9/30/2023. The reports should be submitted no later than 30 days after the close of the reporting period.

Signaler Data

Data Element	Response Options	Operational Guidance
Grant Recipient	(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 	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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	 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 Medical Professional Medical Professional Military Personnel NGO - Anti-trafficking NGO - DV/SA NGO - General Social Services NGO - Other NGO - Other NGO - Other 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 	
0: 1 1	Visa Holder	
Signaler Language	 (number) English Spanish Amharic, Somali, or other Afro-Asiatic 	Record the number of signals communicated in each language during the reporting period.
	languagesArabicArmenian	



		,
	 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 	
Signaler Location		Record the number of
	State or territory; • Alabama	signalers from each state or territory during the reporting period.
	Alaska	
	American Samoa	



- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- District of Columbia
- Florida
- Georgia
- Guam
- Hawaii
- Idaho
- Illinois
- Indiana
- lowa
- 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

Case Referral, Report, Outcome Data

Data Element	Response Options	Operational Guidance
Grant Recipient	(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 Law Enforcement NCMEC/CyberTipline Runaway Safeline/Services SAMHSA Helpline/Services Sexual Assault Hotline/Services Suicide Prevention Lifeline/Services 	Record the number of cases with associated referrals or reports submitted 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 PT(s) charged with Human Trafficking PT(s) charged with other crime PV(s) ineligible for services because referral organization assessed as non-trafficking PV(s) not willing to cooperate with 	Record the number of cases for which each outcome was logged during the reporting period.



Potential Victim Demographic Data

Data Element	Response Options	Operational Guidance
Grant Recipient	(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 Another Gender Identity Potential Victims of Unknown Gender 	Record the total number of potential victims during the reporting period by gender.
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 	Record the total number of potential victims who experienced each type of trafficking bye age during the reporting period.



0	Minor Victims Adult Victims	

Annual Performance Indicator Report

The annual performance indicator report is submitted once per year and summarizes the full reporting year beginning 10/1/2022 and ending 9/30/2023. The annual report should provide final, year-end figures for the monthly and semi-annual performance indicators, as specified, and the annual report-only performance indicators identified below.

Human Trafficking Emergency-Related Request and Referral Data

Data Element	Response Options	Operational Guidance
Grant Recipient	(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	Annual	Select type of report based upon frequency of submission.
Emergency- Related Service Requests	(number)Emergency ShelterExtractionTransportation	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.
		Record the total number
Referral Partners		of referral partners in the
in the Referral	(number)	referral database at the
Database		close of the reporting
		period.

Case Referral, Report, Outcome Data

Data Element	Response Options	Operational Guidance
Grant Recipient	(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	Annual	Select type of report based upon frequency of submission.
Referrals and Reports	 (number) Child Protection Services Domestic Violence Hotline/Services Law Enforcement NCMEC/CyberTipline Runaway Safeline/Services SAMHSA Helpline/Services Sexual Assault Hotline/Services Suicide Prevention Lifeline/Services 	Record the number of cases with associated referrals or reports submitted 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 PT(s) charged with Human Trafficking PT(s) charged with other crime PV(s) ineligible for services because referral organization assessed as non-trafficking 	Record the number of cases for which each outcome was logged during the reporting period.



 PV(s) not willing to cooperate with investigation PV(s) received services from referral organization PV(s) unable to connect with referral
PV(s) unable to connect with referral organization

Human Trafficking Case-Level Data

Data Element	Response Options	Operational Guidance
Grant Recipient	(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	Annual	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	(number)	Record the number



Indicators	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	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 Legal Brothel Manufacturing/Factories Mining, Quarrying, Oil/Gas Extraction Other Small Business Peddling Rings Personal Sexual Servitude Pornography 	Record the total number of cases where trafficking took place within the specified venue/industry during the reporting period.



	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	
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Signaler Demographic Data

Data Element	Response Options	Operational Guidance
Grant Recipient	(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	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 	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.



	 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 - DV/SA NGO - General Social Services NGO - Other NGO - Other NGO - Other NGO - Other NGO - Worker Rights Other Possible Buyer of Commercial Sex Potential Victim of Labor Exploitation Potential Victim of Other Crime Potential Victim of Trafficking Potential Victim of Trafficking Potential Victim of Unknown Situation Press/Media 	
	 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 	
Signaler Location	TruckerUnknownVisa Holder	Record the number of
J	State or territory.	signalers from each state or



of Fdag		
		territory during the reporting
•	Alabama	period.
	Alaska	political
	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 Pennsylvania	
•	Puerto Rico	
	Rhode Island	
•	South Carolina	
•	South Dakota	

Tennessee



number of nmunicated in age during the eriod
eriod.



Togglog (includes Filipine)
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

Potential Victim Demographic Data

Data Element	Response Options	Operational Guidance
Grant Recipient	(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	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 Another Gender Identity Potential Victims of Unknown Gender 	Record the total number of potential victims during the reporting period by gender.
Potential Victims Identified by Type of Trafficking	(number)Sex Trafficking Victimso Minor Victims	Record the total number of potential victims who experienced each type of trafficking bye age during the reporting period.



Potential Victims	 Sex and Labor Trafficking Victims Minor Victims Adult Victims Victims of Unknown Trafficking Type Minor Victims Adult Victims (number) 	Record the total number of potential victims identified during the reporting period
	 Adult Victims Labor Trafficking Victims Minor Victims Adult Victims 	