



ADMINISTRATION FOR
CHILDREN & FAMILIES
Office on Trafficking in Persons

Definitions for Reporting on Subrecipient Enrollment

Subrecipients Partnerships are a type of relationship between at least two organizations in which the organization funded by the government (e.g., grant recipient) has agreed to share its financial resources with one or more organizations (e.g., subrecipients) to conduct a program.

Basic Necessities are encounters between a client and service provider in which a client is provided directly with items needed for daily living or with funds to purchase said items. This includes providing clients with personal care items such as shampoo, conditioner, soap, lotion, clothing, feminine hygiene products, and food.

Case Management is an encounter between a case management provider and a client during which services are provided that assist clients in the management of their health and social needs, including client needs assessments, the establishment of service plans, and the maintenance of referral, tracking, and follow-up systems. This also includes assisting clients in understanding their rights and advocating on their behalf with referral partners.

Childcare includes encounters between the client's child or children and childcare provider including babysitters, daycare, Early Head Start, Head Start, after and/or before school care, day camps, etc. This includes assistance securing childcare, funding provided for childcare, and referrals to childcare providers.

Crisis Intervention¹ includes encounters in which a client or potential client in crisis receives interventions and services. This includes assistance or referrals provided for client emergencies as well as the provision of intervention techniques by a service provider aimed at alleviating emotional distress.

Education Services are encounters in which a client accesses educational courses in an informal, traditional, or online setting. This includes English as a Second Language (ESL) courses, General Education courses, GED test preparation, and enrollment in higher education. These courses can be directly provided by the grant recipient or through a referral.

Employment Assistance includes encounters between a client and service provider in which they receive assistance in finding and securing employment. This may include interview preparation, assistance in job hunting or resume building, or engagement in job placement programs. This can be directly provided by the grant recipient or through a referral.

Family Reunification are encounters between a client and service provider or on behalf of a client (with their consent) in which efforts are made to reunify the client with their family members in the United

¹ Department of Justice. OVC TIMS Online Service Provision Terms and Units of Measurement.



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States. This may include making phone calls to arrange family reunification, holding meetings to prepare for family reunification, and assisting clients in obtaining and completing any necessary reunification paperwork.

Financial Assistance are encounters when a service provider gives direct assistance to a client through cash, check, gift card, etc. to meet their unmet basic needs. This does not include funds provided to pay a client's rent or utilities (see **Housing/Shelter Services**).

Housing/Shelter Services are encounters between a client and service provider to assist the client in securing and maintaining housing. This may include full or partial payment of a client's rent or utilities, enrollment in housing programs or housing units, completion of housing related paperwork, and assistance with the client's housing search.

Interpreter/Translator Services are encounters between a translator or interpreter and client to assess service needs and/or to provide services to a client. This includes the use of language lines for interpretation services.

Legal Services are generally encounters between a client and an attorney or paralegal to discuss the client's rights and legal options or to follow through on legal remedies. This may include expunging criminal records because of the trafficking experience or assistance with civil or family court issues. This may also include using program funds to provide 'know your rights' presentations to facilitate legal representation by private attorneys willing to act on behalf of clients pro bono. However, program funding cannot be used for criminal defense attorney services.

Life Skills are encounters between a client and service provider to develop skills necessary for full participation in everyday life. This includes assisting clients in learning how to do laundry, navigate public transportation, maintain personal hygiene, develop healthy relationships, enact conflict resolution, and cook healthy and balanced meals.

Medical/Dental Services are encounters between a client and a physician, physician assistant, nurse practitioner, physician assistant, or nurse for the purpose of assessing or treating a medical problem. This includes encounters between a dentist or dental hygienist and a patient for the purpose of prevention, assessment, or treatment of a dental problem, including restoration.

Mental Health Services are encounters between a licensed mental health provider (psychiatrist, psychologist, LCSW, and certain other master's prepared mental health providers licensed by specific states) or an unlicensed mental health provider credentialed by the center, and a client, during which mental health services (i.e., services of a psychiatric, psychological, psychosocial, or crisis intervention nature) are provided. Clinicians and Hospitals use diagnostic codes from the DSM-5 for insurance purposes.



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Other Services are encounters between a provider, other than those listed above, and a client during which other forms of services are provided.

Peer-to-Peer Support and Mentoring are encounters between a client and their peers (e.g., individuals who have shared a similar experience of human trafficking and/or substance use) to provide support, share knowledge, and/or work toward recovery through peer-led support groups, one-on-one coaching, mentoring programs, etc.

Safety Planning is an encounter between a client and service provider in which they develop a practical plan to avoid and react to dangerous situations. This plan should be based on the specific needs of each client.

Substance Use Assessment/Treatment Services are encounters between a substance abuse provider (e.g., credentialed substance abuse counselor, rehabilitation therapist, psychologist) and a client during which alcohol or drug abuse services (i.e., assessment and diagnosis, treatment, aftercare) are provided.

Transportation Services are encounters in which a service provider provides a client with the necessary resources to access transportation which enables clients to access services. This includes providing clients with bus/rail passes, cabs/cab vouchers, or gas assistance. This may occur with the service provider purchasing transportation on behalf of the client, providing clients with gifts cards to the same purpose, or providing clients with cash to purchase transportation themselves.

Victim Advocacy is an encounter between a client and service provider in which the client is provided information and support to help them understand and exercise their rights as a victim of crime within the criminal justice process.