OMB Control Number: 0970-0490 Expiration date: 03/31/2026

Program Data Points (PDP) Form User Guide

OFFICE OF REFUGEE RESETTLEMENT
Division of Refugee Health
Support for Trauma-Affected Refugees (STAR)

PAPERWORK REDUCTION ACT (PRA) OF 1995 (Public Law 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to measure how the STAR program is achieving the goal of sustained psychosocial well-being of ORR-eligible clients whose experience of trauma is impeding their ability to function effectively at home, school, work and/or in social settings. Public reporting burden for this collection of information is estimated to average 15 hours per grantee, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This collection of information is required to retain a benefit (Immigration and Nationality Act (INA)). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the PRA of 1995, unless it displays a currently valid OMB control number. If you have any comments on this collection of information, please contact Maggie Barnard at Margaret.Barnard@acf.hhs.gov

In immediate response to priorities of the current administration, this form has been updated with the following changes prior to approval by the Office of Management and Budget (OMB), as required by the Paperwork Reduction Act (PRA) of 1995 (44. USC. 3501 et seq.). The PRA requires that agencies obtain OMB approval before requesting information from the public, and OMB review and approval for most changes to an approved information. ACF is working to process these changes through OMB to come into compliance with the PRA but has implemented changes to the OMB-approved form to ensure compliance with the following Executive Orders: Executive Order(s) 14168 and/or 14151, 14173, 14224. Other than these changes, this form is approved under OMB #: 0970-0490.

Table of Contents

Program Data Points (PDP) Form User Guide	.1
OVERVIEW	.3
Assessment Area 1: Core Service Delivery (Data Points 1-13)	.4

SECTION 1: AGGREGATE CLIENT DEMOGRAPHICS (Data Points 1-6)	
1a. CLIENT COUNT	4
1b. FAMILY COMPOSITION	5
3. LANGUAGE OF PREFERENCE:	[OBJ]
4. EMPLOYMENT STATUS IN THE U.S. AT INTAKE:.	[OBJ]
5. IMMIGRATION CATEGORY/STATUS AT INTAKE:	[OBJ]
6. LENGTH OF TIME IN THE U.S. AT INTAKE:	[OBJ]
7. TRAUMA EXPOSURE:	[OBJ]
SECTION 2: INDIVIDUAL CLIENT DEMOGRAPHICS AND OUTCOMES (Data Points 8-14)	13
OVERVIEW:	13
8. DATE OF ENROLLMENT: 1883	[OBJ]
9. DATE CLIENT CASE CLOSED:.	[OBJ]
10. AGE AT INTAKE®	OBJ
11. SEX:	14
11. COUNTRY OF ORIGIN:	15
12. ACTIVITIES/SERVICES CLIENT RECEIVED TO DATE:	15
13. SAFETY & WELLNESS BENCHMARKS	18
Assessment Area 2: Capacity Building (Data Points 1-2)	21
1. PROFESSIONAL TRAINING AREAS FOR STAFF	21
2. COMMUNITY-FACING TRAININGS (BY AUDIENCE TYPE)	22
APPENDIX A: STAR SAFETY & WELLNESS BENCHMARKS (Data Point 13)	24
APPENDIX B: LANGUAGE DATA POINTS	26
APPENDIX C: SCREENING TOOLS FOR CHILDREN AND YOUTH	28
APPENDIX D: DATA VALIDATION CHECKS	29

OVERVIEW:

ORR requires all Support for Trauma-Affected Refugees (STAR) Program recipients to report non-PPI, aggregate and client-level STAR client data. Recipients must submit their data in the STAR-Program Data Points (STAR-PDP) form located in the ORR Refugee Arrivals Data System (RADS). Recipients who receive multiple funding sources to implement programs serving trauma-affected refugees should **only** report data for clients who are eligible for ORR services and are served with full or partial STAR funding, referred to hereafter as "clients". Recipients must report data for new and continuing clients.

Recipients must submit the STAR-PDP form **annually**, along with their second semi-annual Performance Progress Report (PPR) every program year of the 4-year project period. The STAR-PDP Form reporting period covers the 12-month program year.

For more information on reporting requirements, please refer to the STAR Notice of Funding Opportunity.

For each data point, please read the corresponding definitions and follow the reporting instructions. **ORR will return incorrect or incomplete** forms for revision and re-submission.

Assessment Area 1: Core Service Delivery (Data Points 1-13)

Provide **aggregate** data for all new and continuing clients served during the reporting period. An enrolled client is an individual who completed intake, was deemed eligible, and the program served the client during the reporting period. Section 1 **does not** include individual level data.

1a. CLIENT COUNT

1a. Client Count	
New client	
Continuing client	
Closed client	

Definitions:

New client: An individual who completed intake, was determined eligible for services, and received services during the reporting period, OR a client who previously exited the program, returned three or more years after exiting, and received services during the current reporting period.

Continuing client: An individual who was enrolled prior to the current reporting period and received services during the current reporting period, OR a client who exited the program, returned earlier than three years (<36 months) after exiting, and received services during the current reporting period. As such, ORR defines a continuing client as an individual who received services during the reporting period, regardless of whether that person continuously received services from the previous year or returned to receive services after a break in accessing services, provided that the "inactive" period lasted less than three years.

Closed client: An individual who exited the program during the current reporting period. ORR defines an individual who has exited the program as a client who completed their service term, officially closed out, are lost to follow up, and/or moved out of the service area.

For example:

In Program Year (PY) 2025, Grantee X enrolled an eligible individual in STAR services. That individual would be counted as a new client. The client continues to receive services the following PY (2026) and therefore would be counted as a continuing client in PY 2026. The client then does not get services in PY 2027 and therefore would neither be reported to ORR nor counted as a client at all in ORR data collection. In PY 2028, the client returns, and Grantee X re-enrolls the client. That individual must be counted as a continuing client.

Reporting:

New and Continuing clients: Indicate the total number of new and continuing clients, respectively, served during the reporting period. The sum of the two unduplicated client counts should equal the number of total clients served during the reporting period.

Closed client: Indicate the total number of new or continuing clients who exited the program during the reporting period.

1b. FAMILY COMPOSITION

1b. Family composition (aggregate):	
Family unit enrolled in STAR	
Single enrollment from a family unit	
Single	

Definitions:

Family: Two or more individuals "who reside together and who are related to each other by blood, marriage, adoption" or unmarried partnership.¹

Family unit enrolled in STAR: Two or more members of the same family (as defined above) who are enrolled in STAR.

Single enrollment from a family unit: An individual who is part of a family and is enrolled in STAR, but none of their family members are enrolled in STAR.

Single: An individual who does not reside with another individual whom they are related to by blood, marriage, adoption, or unmarried partnership.

Reporting:

Indicate the total number of family units enrolled in STAR, the total number of individuals enrolled in STAR who are part of a family, but their family members are *not* enrolled in STAR, and the total number of single clients enrolled in STAR. The unduplicated family count should be less than the sum of new and continuing clients in Data Point (DP) 1a.

For example, if an individual has two children and the individual and at least one of the children is enrolled in STAR, this family should be categorized as '1' in the 'Family unit enrolled in STAR' category.

 $^{^1\} https://aspe.hhs.gov/reports/family-definitions-programs-policy-0$

If an individual is married with two children and is enrolled in STAR, but neither the spouse nor children are enrolled in STAR, this family should be categorized as '1' in the 'Single enrollment from a family unit' category.
2. LANGUAGE OF PREFERENCE:

Definition:

Language of preference: The language that staff and interpreters use to communicate during assessments and service provision.

Reporting:

Report the total number of preferred languages. If a client speaks multiple languages, and staff/interpreters use multiple languages (e.g. Arabic and English) to communicate with that client, count only the language preferred by the client. This list is not exhaustive. Please add any language that is not included as an option to the "other" category. Note that some languages have similar names (e.g., Amharic vs. Aramaic) or have an alternate spellings or related dialects (e.g., Dari, Farsi, and Persian).

The unduplicated total should equal the sum of new and continuing clients in Data Point (DP) 1a.

3. EMPLOYMENT STATUS IN THE U.S. AT INTAKE:

3. Employment status in the U.S. at intake (aggregate):	
Unemployed and not seeking employment	
Unemployed and seeking employment	
Employed part-time	
Employed full-time	
 · · ·	

Definitions:

Unemployed and not seeking employment: Client who is not working on a part-time nor full-time basis as an employee or contractor and is not actively seeking paid employment, is not self-employed, and does not receive any income from work.

Unemployed and seeking employment: Client who is not currently working on a part-time nor full-time basis as an employee or contractor but is actively seeking employment, is not self-employed, and does not receive any income from work.

Employed part-time: Client who is compensated for work performed on a part-time basis. This includes individuals who are employees, contractors, or self-employed.

Employed full-time: Client who is compensated for work performed on a full-time basis. This includes individuals who are employees, contractors, or self-employed.

Reporting:

Indicate the number of new and continuing clients by employment status category. This count should be unduplicated. Do **not** include children under age 14 in this category.

4. IMMIGRATION CATEGORY/STATUS AT INTAKE:

4.	Immigration ca	itegory/s	status at	t intake	(aggregate):
----	----------------	-----------	-----------	----------	--------------

- O Afghan Humanitarian Parolee
- O Afghan Individual with SI/SQ Parole (aka Afghan Special Immigrant Parolee)
- O Afghan Individual with Special Immigrant Conditional Permanent Residence (SI CPR)
- O Amerasian
- O Asvlee
- O Cuban and Haitian Entrant
- O Iraqi and Afghan Special Immigrant Visa Holder (SIV)
- O Legal Permanent Resident (LPR)
- O Refugee
- O Special Immigrant Juvenile (SIJ)
- O Ukrainian Humanitarian Parolee
- O Victim of human trafficking
- O Other at intake:

Please s	pecify	

Definitions:

Afghan Humanitarian Parolee: Citizens or nationals of Afghanistan paroled into the United States between July 31, 2021 and September 30, 2023. Additionally, a spouse or child of any Afghan humanitarian parolee described above, who is paroled into the United States after September 30, 2023.

Afghan Individual with SI/SQ Parole (aka Afghan Special Immigrant Parolee): An individual who is a national of Afghanistan paroled into the United States for their service to the U.S. government.

Afghan Individual with Special Immigrant Conditional Permanent Residence (SI CPR): An individual who is a national of Afghanistan who is a conditional permanent resident and will become a SI legal permanent resident once the temporary conditions of immigration status are removed.

Amerasian: Certain Amerasians from Vietnam who are admitted to the United States as immigrants pursuant to § 584 of the Foreign Operations, Export Financing, and Related Programs Appropriations Act, 1988 (as contained in § 101(e) of Public Law 100-202), as amended (8 U.S.C. § 1101 note).

Asylee: An individual who filed for asylum at a port of entry into the U.S. or after entering the U.S. and was granted asylum.

Cuban/Haitian Entrant: An individual granted parole status as a Cuban/Haitian Entrant (Status Pending) or granted any other special status subsequently established under the immigration laws for nationals of Cuba or Haiti, regardless of the status of the individual at the time assistance or services are provided; A national of Cuba or Haiti who was paroled into the United States and has not acquired any other status under the INA and with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation or exclusion proceedings under the INA and with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation or exclusion has not been entered; A national of Cuba or Haiti who has an application for asylum pending with DHS/USCIS or Department of Justice (DOJ)/EOIR and (for all above) with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation or exclusion has not been entered

Legal Permanent Resident (LPR): An individual who was granted the privilege of residing permanently in the U.S. as an immigrant. Other names for LPR include "Permanent Resident Alien," "Resident Alien Permit Holder," and "Green Card Holder." Only LPRs who were previously a refugee, asylee, or Cuban/Haitian entrant are eligible for ORR services.

Refugee: An individual who was granted refugee status before entering the U.S. and was admitted to the U.S. as a refugee under sections 207 or 212(d)(5) of the Immigration and Nationality Act.

Special Immigrant Juvenile (SIJ): An individual who is an undocumented immigrant under the age of 21 who was abused, neglected, or abandoned by one or both parents, and possesses a valid juvenile court order issued by a state court in the United States.

Special Immigrant Visa Holder (SIV): An individual who is a national of Afghanistan or Iraq, provided faithful and valuable service to the U.S. government, while employed by or on behalf of the U.S. government, experienced an ongoing serious threat as a consequence of that employment, and was granted an immigrant visa to enter the U.S. While an SIV holder is an LPR at arrival, for this form, please report that individual as an SIV instead of an LPR.

Ukrainian Humanitarian Parolee: Citizens or nationals of Ukraine and Non-Ukrainian individuals that habitually resided in Ukraine, who the Department of Homeland Security (DHS) has paroled into the United States between February 24, 2022, and September 30, 2024. Additionally, the spouse or child of any Ukrainian Humanitarian Parolee described above who is paroled into the United States after September 30, 2024.

Victim of Trafficking: Victims of a severe form of trafficking in persons per the Victims of Trafficking and Violence Protection Act of 2000, Pub. L. No. 106-386, as amended, 22 U.S.C. § 7105(b) (1) (A) and (C).

Reporting:

All clients must hold one of the immigration statuses listed above to be eligible for the STAR program. Please see <u>Policy Letter 16-01</u> for the most updated list of eligible populations.

Report the client's immigration status at intake. Select the most recent category/status for each client at intake. For example, a refugee generally becomes an LPR after one year and would be listed as an LPR if he or she were an LPR at intake. Do not report a client's immigration status based on their marital status. For example, if the client acquired LPR through marriage to a U.S. citizen, that client's status should be reported as LPR. Do not report that client as "Other" or describe the client as, "Spouse of U.S. citizen", which is not an official immigration status. The unduplicated total should equal the sum of new and continuing clients in Data Point (DP) 1a.

5. LENGTH OF TIME IN THE U.S. AT INTAKE:

5. Length of time in the U.S. at intake:
<1 year
1-2 years
3-5 years

Definitions:

Length of time in the U.S. at intake: The number of days, months, or years the client has lived in the United States with ORR eligible status until the time of intake. The duration of time should be counted as < 1 year if the client has lived in the U.S. for less than 365 days; 1-2 years if the client has lived in the U.S. for 365 days to 730 days; 3-5 years if the client has lived in the U.S. for 731 days to 1825 days.

Reporting:

Indicate the number of new and continuing clients according to age range. This count should be unduplicated.

6. TRAUMA EXPOSURE:

6. Type of trauma exposure (aggregate - include all that apply):
Physical violence
Psychological violence
Sexual violence
Deprivation of basic needs
Forced labor
Domestic violence/abuse
— Harm, or threats to harm, based on actual or perceived sex, or other related characteristics
Threats
Kidnapping or disappearances
Environmental/community exposure to trauma
Other

Before entering Data Indicator 7, please read the definitions below carefully, as each includes sub-categories. For example, rape is included within the 'sexual violence' category and lack of medical care is included within the 'deprivation of basic needs' category.

Note: This list is not exhaustive; rather, it provides examples of various types of traumatic events and/or circumstances.

Definitions:

Client: An individual who is determined eligible for services based on direct exposure to trauma, including witnessing trauma or living in a community with exposure to trauma.

Physical violence: Any traumatic event causing physical harm. Examples include combat wounds, strangulation, hitting, kicking, punching or blows with objects (e.g., rifle butts, whips, straps, or heavy sticks). The act may or may not have resulted in a physical injury.

Psychological violence: Any traumatic event causing psychological harm, including the use of varied tactics to inflict pain and suffering. Examples include simulated execution; attempts to disorient the person; verbal abuse; waterboarding; forcing an individual to kill or harm another; witnessing the killing of family or community members; witnessing any physical, mental, or sexual harm to others; the use of humiliation; or the use of psychotropic or other drugs to force compliance and cause distress or disrupt the senses or personality.

Sexual violence: Forced touching or performance of specific sexual acts with another person or with inanimate or animate objects. Examples include rape by someone of the opposite or same sex; sexual threats and other forms of sexual harassment; touching certain parts of the body as a form of sexual molestation; forced viewing of or exposure to sexual acts or content; exposure of genitals or other private body parts to cause humiliation.

Deprivation of basic needs: Denial or lack of food, water, sleep, medication/medical care, shelter, education/school attendance, safety/security or personal hygiene; prolonged detention and isolation; or solitary confinement.

Forced labor: Work that is performed involuntarily and under the menace of any penalty such as destitution, detention, violence including death or other forms of extreme hardship to either themselves or members of their families.

Domestic violence: Physical, psychological and/or sexual violence between any two people within a household, including abuse and neglect. This includes child or elder abuse and neglect.

Harm, or threats to harm, based on actual or perceived sex, or other related characteristics: Cruel, inhuman, or degrading treatment, threats or punishment based on traditional expectations and roles, including coercion, manipulation, female genital mutilation, forced marriage, forced pregnancy; and coerced sterilization (for all sexes).

Threats: The use of threats (with or without death threats) against the individual, the individual's family, and/or the individual's friends and colleagues.

Kidnapping and disappearances: Kidnapping of the individual and/or the kidnapping/disappearances of that individual's loved ones (family, friends, and others) or forced separation from loved ones.

Environmental/community exposure: Experienced living conditions impacted by violence, atrocities, natural disaster, or other dangers that undermine the sense of safety, security, interpersonal attachment, and functioning.

Other: Before selecting this category, please check whether the type of trauma you are attempting to report is not described in the above categories, which we have tried to make as broad and comprehensive as possible. Select this category only if the type of trauma you are attempting to report is not listed above and specify the traumatic event and/or circumstance.

Reporting:

Report the aggregate total of self-reported client exposure by category for new and continuing clients. A client may report multiple types of trauma exposure. If clients report trauma that cannot be categorized into any of the types listed, please specify the type(s) within "Other". The unduplicated total should be greater than or equal to the sum of new and continuing clients in Data Point (DP) 1a.

------SECTION 2: **INDIVIDUAL** CLIENT DEMOGRAPHICS AND OUTCOMES (Data Points 8-13)----------OVERVIEW:

Client-level data allows for correlational analysis about the STAR Program's overall impact. Because aggregate data is sensitive to outliers, client-level outcome and demographic data provides a more connected, holistic picture of clients' experiences in STAR and allows for detailed outcome sharing among grant recipients and across the program overall. ORR anticipates that the holistic services provided to trauma-affected refugees will lead to an increase in psychosocial well-being among individuals and families served by STAR. However, ORR recognizes that several factors which influence client well-being may not be in a clients' nor service providers' control; new traumatic experiences may occur over time, and some clients' services and benchmarks may fluctuate during the reporting period. These indicators can help assess individual and overall program impact and will not necessarily reflect negatively on grant recipient program performance reviews.

Complete data points 7-13 for EACH enrolled client. The total number of individual responses recorded in this section should equal the new and continuing client count in DP1a. If the client is a child and is unable to provide this information, the child's parent or guardian may provide the information.

7. DATE OF ENROLLMENT:

Reporting:

Enter the date the client was enrolled in the STAR Program. Date of enrollment may be prior to the current reporting period if the client is a continuing client.

8. DATE CLIENT CASE CLOSED:

8.	Date client case is closed (if applicable):

Reporting:

Enter the date the client's case was closed from the STAR Program. If the client has not yet exited the program, leave blank and proceed to question 10.

9. AGF AT INTAKE

9. Age	at intake	(Select	one):
--------	-----------	---------	-------

- O Under 5 years
- O 5 17 years

O 18 - 24 years O 25 - 44 years

O 45 - 64 years

O 65 years and over

Definitions:

Age at intake: The client's age when they entered the STAR Program. If the client is a child and is unable to provide this information, the child's parent or guardian may provide the information.

Reporting:

Select the age range that contains the client's age.

10. SEX:

10. Sex (Select one):

O Female

O Male

Definitions:

Female: An individual who is female.

Male: An individual who is male.

Reporting:

Report the client's sex. Select one per client. If the client is <11 years of age, the child's parent or guardian may provide the information. If the child is \geq 11 years, use developmentally appropriate language if/when collecting this information from the child or adolescent.²

11. COUNTRY OF ORIGIN:

² https://www.ncbi.nlm.nih.gov/pmc/articles/PMC9196694/

11. (Country of origin (select one):
O	Country 1:
\circ	Country 2:

O Country 3:

O Country 4:

Definition:

Country of origin: The country that is self-reported by a client as their homeland. A client's country of origin may be different from that client's country of birth, nationality, or country of residence prior to coming to the U.S. For example, report Somalia as the country of origin for a Somali refugee who was born and lived in Kenya but reports Somalia as their country of origin.

Reporting:

List the country of origin reported by new and continuing clients. These numbers should be unduplicated. Include territories, autonomous regions, and states not universally recognized as sovereign (e.g., Tibet, Palestine, etc.). The "other" option should not be used for this data point. If documentation is not available, then make the determination based on what the client reported.

12. ACTIVITIES/SERVICES CLIENT RECEIVED TO DATE:

12. Activities/services client received to date (select all that apply):

MENTAL HEALTH AND PSYCHOSOCIAL SUPPORT

- Individual therapy
- Family therapy
- Group therapy
- Family-strengthening interventions
- Support groups
- Other: Specify_____

PHYSICAL HEALTH

- Medical services
- Other: Specify_____

SOCIOECONOMIC

- Childcare services
- Emergency assistance
- Employment services
- Housing services
- Vocation/education

 Other: Specify 	•	Other:	Specify	/
------------------------------------	---	--------	---------	----------

Definitions:

Individual Therapy: "Treatment of psychological problems that is conducted on a one-to-one basis. One therapist sees one client at a time, tailoring the process to their unique needs in the exploration of contributory factors and alleviation of symptoms."³

Family Therapy: "A form of psychotherapy that focuses on the improvement of interfamilial relationships and behavioral patterns of the family unit as a whole, as well as among individual members and groupings, or subsystems, within the family.⁵

Group Therapy: "Treatment of psychological problems in which two or more participants interact with each other on both an emotional and a cognitive level in the presence of one or more psychotherapists who serve as catalysts, facilitators, or interpreters." 5

Family-strengthening Interventions: "An evidence-based intervention taught by a trained professional that promotes healthy family dynamics.⁵

Support Groups: "A group similar in some ways to a self-help group in that members who share a problem come together to provide help, comfort, and guidance. A primary distinguishing feature of support groups is in their leadership: a professional or agency-based facilitator who often does not share the problem of members." 5

Medical Services: Includes both primary and specialty care services. Primary care services are "health services that cover a range of prevention, wellness, and treatment for common illnesses. Primary care providers include doctors, nurses, nurse practitioners, and physician assistants." Specialty care services are "health services that focus on a specific area of medicine or a group of patients with specific types of symptoms and conditions. Specialty care providers include doctors as well as other specialists such as nurses and physical therapists." Include referrals to Early Intervention programs for young children needing developmental assessment and services.

Childcare Services: Services to provide linkages and referrals to childcare. If both the parent/guardian and child are clients, this service should be reported "Childcare services" for the parent/guardian and as "Vocation/Education" for the child.

Emergency Assistance: In-kind or monetary assistance provided to clients who are at risk of homelessness, food insecurity or lack of essential supplies for infants or children or other personal hygiene needs (e.g. diapers/wipes, school supplies, feminine hygiene products).

³ APA Dictionary of Psychology

⁴ CMS Primary Care

⁵ CMS Specialty Care

Employment Services: Services to procure and stabilize client employment or help the client become more employable, self-sufficient, and productive. This includes assessing the individual's ability to secure and retain employment based on individual circumstances and whether they have the skills or resources needed to become financially independent.

Housing Services: Services to provide linkages and referrals to obtain stable and affordable housing without barriers that may prevent the full participation of eligible individuals and groups.⁶

Vocational/education: Services to provide linkages to suitable educational resources. This may include technical skills, certifications, or formal educational classes as needed. Services can include assessing the individual's knowledge and ability to access the type of services they qualify for to meet their needs and goals including work-related ESL, vocational or professional skills training, or career or college counseling, assistance with resume writing or completion of job applications. This should also include tutoring referrals or daycare-12th grade school enrollment assistance for children and adolescents.

Other: Any support service not listed above. Specify the category of support provided.

Note: Program activities increase access to effective, holistic, strengths-based, trauma-informed, culturally and linguistically appropriate care. The agency staff member should assess whether the client has any unresolved needs and, if so, whether the client has the knowledge, skills, and resources to represent themselves or access care and services. Program activities can be a direct service performed or administered by the grant recipient or by their partners with whom they hold a memorandum of understanding (MOU) or contract that outlines service provision; or a *referral service* administered or performed by an agency that is not a partner of or contracted with the grant recipient directly.

Reporting:

Report all activities a client participated in during the reporting period either on-site/directly or via a referral.

13. SAFETY & WELLNESS BENCHMARKS⁷

Recipients must report each client's Safety & Wellness Benchmarks² scores (located in <u>Appendix A</u>) as determined during the quarterly assessments. Enter the score for EACH client in the following selected categories as scored by the client's case manager. Consult a licensed clinical staff member for the mental health category as needed. Staff trained in administering the Safety & Wellness Benchmarks are responsible for collecting all Safety & Wellness Benchmarks scores. While ORR strongly recommends case managers collect the seven selected Safety & Wellness Benchmarks category scores as listed in the Safety & Wellness Benchmarks Manual, recipients only need to report three category scores for adults (Mental Health, Relationship Safety, and Self-Efficacy) and two for children (Mental Health and Relationship Safety) within this PDP form. Please review the Safety & Wellness Benchmarks Manual before administering.

⁶ ASPE Housing and Homelessness

⁷ ORR acknowledges the International Rescue Committee's Safety and Wellness Case Management Working Group who developed the <u>original Safety & Wellness Benchmarks</u> and approved adaptation for its use in STAR.

Reporting:

For **new clients**, case managers or licensed clinicians must assess with the Safety & Wellness Benchmarks every quarter until case closure.

Indicate the client's Safety & Wellness Benchmarks score at intake and during their most recent assessment. If the client has not been enrolled long enough to receive a second assessment, please leave 'most recent score' blank. Assess all enrolled clients quarterly and/or at case closure, whichever is sooner.

For **continuing clients**, use the client's Safety & Wellness Benchmarks' intake score entered in the previous year's PDP Outcomes as their 'Score at Intake' for this reporting period.

For adults (ages 18 and up), please report the Mental Health, Relationship Safety, and Self-Efficacy scores.

For **children (under age 18)**, please report the Mental Health and Relationship Safety scores, considering parental report as developmentally appropriate.

- For children ages 0-5: ORR strongly recommends intake staff/case managers administer the Ages and Stages Questionnaire⁸ and reference the CDC Developmental Milestones⁹ to determine the client's Safety & Wellness Benchmarks scores.
- For children ages 6-16: ORR strongly recommends intake staff/case managers administer the Pediatric Symptom Checklist (PSC)¹⁰ to clients ages 6-10 and the Y-PSC¹² to clients ages 11-16 (including self-report) to help determine the client's Safety & Wellness Benchmarks scores.
- According to the age-appropriate assessment listed above (Ages and Stages, PSC, or Y-PSC), select a score of "1 Significant Needs" if the child reached 0-25% of their milestones, "2 Moderate Needs" if the child reached 25-50%, "3 Some Need" if the child reached 51-75%, or "4 Minimal Needs" if the child reached 76-100%.

14a. Score at In	ntake (select one):					13a. M	ental He	alth							
	O 1	O 1.5	() 2	О	2.5	C	3		3.5	О	4	0	Not enough informa	atior
14a. Most Rece	ent Score (most rec	cent quarter or case	closur	e – select or	ne):										
	O 1	O 1.5	() 2	О	2.5	C	3	(3.5	О	4	0	Not enough informa	atio
									·						
		1	1.5		2		2.5		3		3.		4		
	Signific	cant Needs		Mode	erate Ne	eds			Some No	ed	5	Mi	nimal Ne	eeds	

⁸ Ages and Stages Questionnaire: <u>https://agesandstages.com/</u>

⁹ CDC Developmental Milestones. https://www.cdc.gov/ncbddd/actearly/milestones/index.html

¹⁰Pediatric Symptom Checklist and Y-PSC: https://www.brightfutures.org/mentalhealth/pdf/professionals/ped_sympton_chklst.pdf

	Youth & Adult	Youth & Adults	Youth & Adults	Youth & Adults
	Mental health or	Mental health or	Able to effectively manage	Able to effectively manage
	substance use issues are	substance use issues make	mental health symptoms	mental health symptoms
	interfering with ability to	it more difficult to function	and stressors so that there is	and stressors so that there
	manage day to day	but still able to meet	little impact on daily life	is little to no impact on
Mental	functioning, personal	activities of daily living	AND no or rare misuse of	daily life AND actively
Health	safety or safety of others	with support; currently in	substances but does not	taking steps to promote
	around them; danger to	SUDs treatment or recently	result in negative	mental health and
	self or others	sober	consequences	wellness AND no
				substance misuse
	Minor	Minor	Minor	Minor
	Non-medical/genetic	Non-medical/genetic	Reaching most	Reaching all
	regression or has never	delays in reaching	developmental milestones;	developmental milestones;
	reached any	developmental milestones	can identify strategies to	successfully utilizing
	developmental	but no regression and has	manage emotional upset	strategies to manage
	milestones; unable to	reached some milestones;	appropriate to age and	emotional upset
	recover from emotional	difficulty recovering from	development	appropriate to age and
	upset appropriate to age	emotional upset		development
	and development	appropriate to age and		
		development		
		13b. Relation	ship Safety	

	14b. Score at I	ntake (select one):									
		O 1	O 1.5	O 2	O 2.5	O 3	O 3.5	O 4	O Not enough information		
	_										
14b.Most Recent Score (most recent quarter or case closure – select one):											
		O 1	O 1.5	O 2	O 2.5	O 3	O 3.5	O 4	O Not enough information		

	1	1.5	2	2.	3	3.	4
	Significant Needs		Moderate Needs	5	Some Need	5	Minimal Needs
	Youth & Adults		Youth & Adults		Youth & Adults		Youth & Adults
	Household and/or		Household and/or		Household and/ or		Household and/ or
	relationship is unsafe		relationship is unsafe		relationship is		relationship is
	AND client does		AND client has current		safe; there are some		safe; communication
Relationship	not have current		connection to safety		unhealthy patterns of		patterns and behaviors
Relationship	connection to safety		resources and/or a		conflict management,		are healthy and

14c. S	safety core at Intake			Non-n dela dev mile regres emo	plan; there are nificant known ers to seeking safety Minor nedical/genetic ys in reaching yelopmental stones but no assion; difficulty overing from otional upset riate to age and evelopment 13c. Self-Effica		Re de mileste strate em appro d	Minor eaching most evelopmental ones; can identify egies to manage notional upset priate to age and evelopment		de milesto utilizi man upset	Minor Reaching velopmental ones; successfully ng strategies to age emotional appropriate to age and evelopment	
14c. N	Иost Recent Sc	O 1 O 1.5 ore (most recent quarter or case	closur	e – select or	ne):							n information
		0 1 0 1.5	() 2	O 2.5	C	3	O 3.5	0	4	O Not enough	n information
	Self- Efficacy	1 Significant Needs Unable to try to overcome challenges; needs support and assistance in advocating for	1.5	Tries chal incor ineffec assistar	2 erate Needs to overcome lenges but nsistently or ctively; needs nce advocating ny needs to be	2.5	Consisoverco occaso assista for ne	3 ome Need stently tries to me challenges; sionally needs nce advocating eds to be met; edge of personal	3.5	Able mos able to advoc be me	4 inimal Needs to overcome st challenges; o independently ate for needs to st; knowledge of rsonal rights	

Assessment Area 2: Capacity Building (Data Points 14-15)

14. PROFESSIONAL TRAINING AREAS FOR STAFF

14. Professional training areas for staff	
Interpretation/translation	
Mental health	
Physical/Medical health	
Social services	
Family-specific interventions	
Other: Specify	

Definitions:

Interpretation /translation: Training provided to staff that assists in identifying, referring, and serving clients with trauma-informed culturally and linguistically appropriate interpretation and translation. This includes staff training to certify individuals or volunteers to convert spoken or written material from one language (the source language) into a different language (the target language).

Mental health: Training provided to staff to assist in identifying, referring, and serving clients' mental health needs in a trauma-informed culturally and linguistically appropriate manner. This includes training to provide or enhance staff skills in mental health and/or behavioral health supports to clients.

Physical/medical health: Training provided to staff to assist in identifying, referring, and serving clients' physical/medical health needs in a trauma-informed, culturally and linguistically appropriate manner.

Social services: Training provided to staff to assist in identifying, referring, and serving clients' social service needs in a trauma-informed, culturally and linguistically appropriate manner. This includes training to provide or enhance staff skills in coordinating housing, clothing, employment, education, transportation, case management, or other specific social service issues.

Family-specific interventions: Training provided to staff to increase their comfort and competency in understanding and addressing the needs of the family unit.

Other: Training provided to staff to assist in identifying, referring, and serving individuals in a trauma-informed, culturally and

linguistically appropriate manner for any professional service not listed above. Specify the training category.

Reporting:

Combine the number of staff members trained within each training area category during the reporting period. If a profession does not fit into any of the preceding categories, please specify and include a count for each type of profession under "Other."

Note: ACF does not require tracking of non-ACF funded activities by recipients. Recipients must report only training services pertinent to or related to the ACF-funded STAR Program.

15. COMMUNITY-FACING TRAININGS (BY AUDIENCE TYPE)

15. Community-facing trainings (by profession/audience type)
Community (general)
Educators
Interpreters/translators
Law enforcement
Medical providers
Mental health providers
Social workers (non-clinical)
Other: Please specify:

Definitions:

Community: Community members (e.g. refugee or immigrant community leaders)

Educators: Teachers, education administrators, post-secondary faculty and staff, childcare providers, vocational school personnel, or other professionals associated with institutions of learning or education.

Interpreters/Translators: Trained and certified individuals or volunteers who convert spoken or written material from one language (the source language) into a different language (the target language).

Law Enforcement: Police officers, immigration officers, or other professionals employed in some law enforcement capacity.

Medical providers: Nurses (except for psychiatric nurses), physical or occupational therapists, massage therapists, medical doctors (except for psychiatrists), dentists, community health workers, or other medical service providers that specifically address medical or physical issues.

Mental health providers: Psychologists, psychiatrists, clinical social workers (providing explicit mental health treatment), psychiatric nurses, therapists, or other qualified mental health professional that address specific mental health, psychiatric, or psychological issues. This can include behavioral health case managers and peer counselors.

Social workers (non-clinical): Social workers (except for licensed clinical social workers or equivalent who provide explicit mental health treatment), case managers, or other social service providers that address housing, clothing, employment, education, childcare, transportation, case management, or other specific social service issues.

Other: Group not listed. Please specify the audience type.

Reporting:

Combine the number of professionals or community members your program trained within each audience type category during the reporting period. If a profession/audience type does not fit into any of the categories, select "Other" and specify the type and count for each audience.

APPENDIX A: STAR SAFETY & WELLNESS BENCHMARKS² (Data Point 14)

A developmentally appropriate tool must be used to fully assess children. Please see <u>Appendix C</u> for a full list of screening tools recommended for refugee youth by the NCTSN.

	1	1.5	2	2.5	3	3.	4	
	Significant Needs		Moderate Needs		Some Need	5	Minimal Needs	
	Youth & Adult		Youth & Adults		Youth & Adults		Youth & Adults	
	Mental health or		Mental health or		Able to effectively manage		Able to effectively manage	
	substance use issues are		substance use issues make		mental health symptoms		mental health symptoms	
	interfering with ability to		it more difficult to function		and stressors so that there is		and stressors so that there	
	manage day to day		but still able to meet		little impact on daily life		is little to no impact on	
Mental	functioning, personal		activities of daily living		AND no or rare misuse of		daily life AND actively	
Health	safety or safety of others		with support; currently in		substances but does not		taking steps to promote	
	around them; danger to		SUDs treatment or recently		result in negative		mental health and	

	self or others	sober	consequences	wellness AND no substance misuse	
	Minor	Minor	Minor	Minor	
	Non-medical/genetic	Non-medical/genetic	Reaching most	Reaching developmental	
	regression in behavior	delays in reaching	developmental milestones;	milestones; successfully	
	and/or has never reached	developmental milestones	can identify strategies to	utilizing strategies to	
	a developmental	but no regression; difficulty	manage emotional upset	manage emotional upset	
	milestone; unable to	recovering from emotional	appropriate to age and	appropriate to age and	
	recover from emotional	upset appropriate to age	development	development	
	upset appropriate to age	and			
ı	and development	development			

	1	1.5	2	2.	3	3.	4
	Significant Needs		Moderate Needs	5	Some Need	5	Minimal Needs
	Youth & Adults		Youth & Adults		Youth & Adults Household		Youth & Adults
	Household and/or		Household and/or		and/ or relationship is		Household and/ or
	relationship is unsafe		relationship is unsafe AND		safe; there are some		relationship is
	AND client does		client has current		unhealthy patterns of		safe; communication
	not have current		connection to safety		conflict management,		patterns and behaviors
Relationship	connection to safety		resources and/or a safety		communication and/or		are healthy and
Safety	resources and/or a safety		plan; there are no		behaviors		supportive
	plan in place; there are		significant known barriers				
	significant barriers to		to seeking safety				
	client seeking safety						
	Minor		Minor		Minor		Minor
	Non-medical/genetic		Non-medical/genetic		Reaching most		Reaching developmental
	regression in behavior		delays in reaching		developmental milestones;		milestones; successfully
	and/or in reaching		developmental milestones		can identify strategies to		utilizing strategies to
	developmental		but no regression;		manage emotional upset		manage emotional upset
	milestones; unable to		difficulty recovering from		appropriate to age and		appropriate to age and
	recover from emotional		emotional upset		development		development
	upset appropriate to age		appropriate to age and				
	and development		development				

	1	1.5	2	2.5	3	3.5	4
	Significant Needs		Moderate Needs		Some Need		Minimal Needs
	Unable to try		Tries to overcome		Consistently tries to		Able to overcome
	to overcome		challenges but		overcome challenges;		most challenges;
	challenges;		inconsistently or		occasionally needs		able to independently
Self-	needs support		ineffectively; needs		assistance advocating		advocate for needs to
Efficacy	and assistance		assistance advocating		for needs to be met;		be met; knowledge of
	in advocating for		for many needs to be		knowledge of personal		personal rights
	needs to be met in		met; resources; limited		rights		
	most areas of life;		knowledge of personal				
	no knowledge of		rights				
	personal rights						

APPENDIX B: LANGUAGE DATA POINTS

Data Point 3 (Language of preference)

	T		
Acholi	Dzongkha	Nepali	
Albanian	English	Oromo	
Amharic	French	Other	
Anuak	Fulah	Pashto	
Arabic	German	Patwa (Patois)	
Aramaic	Haitian Creole	Polish	
Azerbaijani	Hausa	Portuguese	
Bantu: Ciluba, Tshiluba	Hindi	Punjabi	
Bantu: Kibembe	Igbo	Rohingya	
Bantu: Kikongo	Kachin	Romani	
Bantu: Kikuyu	Karen	Russian	
Bantu: Kinyabwisha, Kinyamulenge	Khmer	Sango	
Bantu: Kinyarwanda	Kigegere	Serbian	
Bantu: Kirundi	Konkani	Sinhalese	
Bantu: Lingala	Korean	Somali	
Bantu: Luganda	Kuki-Chin: Hakha Chin, Lai, Siyin, Zo	Spanish	
Bantu: Runyankole, Nkore	Kunama	Tamil	
Bantu: Shona	Kurdish	Telugu	
Bantu: Swahili	Kyrgyz	Thai	
Bengali	Maa, Maasai	Tibetan	
Berber	Mai-Mai, Maay	Tigrinya	
Bini, Edo	Mandarin	Turkish	
Bosnian	Mandé: Mandingo, Mandinka	Twi	
Burmese	Mandé: Other	Ukrainian	
Cambodian	Mandé: Soninke	Unknown	
Chichewa	Mayan: K'iche', Quiche	Urdu	
Croatian	Mayan: Kanjobal, Q'anjob'al	Uzbek	
Dari, Farsi, Persian	Mayan: Kekchi, Q'eqchi	Vietnamese	
Deprecated	Mayan: Mam	Wolof	
Dinka	Mayan: Other	Yoruba	
Dutch	Mongolian	Zaghawa	
	Ndebele		

Data Point 12: Country of Origin

Afghanistan	Cameroon	Fiji	Kenya	Mozambique	Saint Vincent and	Thailand
Albania	Canada	Finland	Kiribati	Myanmar (Burma)	the Grenadines	Togo
	Central African	France	Kosovo	Namibia	Samoa	
Algeria	Republic				San Marino	Tonga
Andorra	Chad	Gabon	Kuwait	Nauru	Sao Tome and	Trinidad and Tobago
Angola	Chile China	Gambia	Kyrgyzstan	Nepal	Principe	Tunisia
Antigua and Barbuda	Colombia	Georgia	Lao	Netherlands	Saudi Arabia	Turkey
Argentina	Comoros	Germany	Latvia	New Zealand	Senegal	Turkmenistan
Armenia	Congo, The	Ghana	Lebanon	Nicaragua	Serbia	Tuvalu
Australia	Democratic Republic	Greece	Lesotho	Niger	Seychelles	
Austria	of the	Grenada	Liberia	Nigeria	Sierra Leone	Uganda
Azerbaijan	Congo, The Republic of	Guatemala	Libya	North Korea	Singapore	Ukraine
Bahamas	Costa Rica	Guinea	Liechtenstein	North Macedonia	Slovakia	United Arab Emirates
Bahrain	Côte D'Ivoire	Guinea Bissau	Lithuania	Norway	Slovenia	United
Bangladesh	Croatia	Guyana	Luxembourg	Oman	Solomon Islands	Kingdom
Barbados	Cuba	Haiti	Madagascar	Pakistan	Somalia	United States
Belarus	Cyprus	Honduras	Malawi	Palau	South Africa	of America
Belgium	Czech Republic	Hong Kong	Malaysia	Palestine	South Korea	Uruguay
Belize	Denmark	Hungary	Maldives	Panama		Uzbekistan
Benin	Djibouti	Iceland	Mali	Papua New Guinea	South Sudan	Vanuatu
Bhutan	Dominican Republic	India	Malta	Paraguay	Spain	Vatican City
Bolivia	East Timor (Timor-	Indonesia	Marshall Islands	Peru	Sri Lanka	Venezuela
Bosnia and Herzegovina	Leste)	Iran	Mauritania	Philippines	Sudan	Vietnam
Botswana	Ecuador	Iraq	Mauritius	Poland	Suriname	Yemen
Brazil	Egypt	Ireland	Mexico	Portugal	Sweden	Zambia
Brunei Darussalam	El Salvador	Israel	Micronesia	Qatar	Switzerland	Zimbabwe
Bulgaria	Equatorial Guinea	Italy	Moldova	Romania	Syrian Arab Republic	
Burkina Faso	Eritrea	Jamaica	Monaco	Russia	Taiwan	
Burundi	Estonia	Japan	Mongolia	Rwanda	Tajikistan	
Cabo Verde	Eswatini (Swaziland)	Jordan	Montenegro	Saint Kitts and Nevis	Tanzania	
Cambodia	Ethiopia	Kazakhstan	Morocco	Saint Lucia	Tibet	
Carriboura		Nazaniistaii	141010000	Janit Lucia		

APPENDIX C: SCREENING TOOLS FOR CHILDREN AND YOUTH¹¹

African Youth Psychosocial Assessment

Arab Youth Mental Health Scale (AYMHS)

Beck Anxiety Inventory

Beck Depression Inventory

Brief Problem Checklist-Parent Report

Brief Problem Checklist-Youth Report

Child Behavior Checklist (CBCL) 1.5 to 5

Child PTSD Symptoms Scale (CPSS)

Child and Youth Resilience Measure

Child and Youth Resilience Measure-Child Report

Child and Youth Resilience Measure-Youth Report

Children's Depression Inventory (CDI)

Child Depression Inventory-Short Version (CDI-S)

Child PTSD Symptom Scale - Self Report (DSM- IV)

Child trauma screening questionnaire

Children's Revised Impact of Events Scale-8 (CRIES-8)

Clinician Administered PTSD Scale (DSM-IV)

Depression, Anxiety and Stress Scale (DASS)

Depression Self- Rating Scale (DSRS)

Development and Well-Being Assessment (DAWBA)

Global Appraisal of Individual Needs- Short Screener (GAIN-SS)

Harvard Trauma Questionnaire (HTQ)

Hopkins Symptom Checklist-25 (HSCL-25)

Hopkins Symptom Checklist-37 for Adolescents (HSCL-37A)

Kessler 6 (K6) and Kessler (K10)

Mini Neuropsychiatric Interview

New Mexico Refugee Symptom Checklist - 121

Other (please specify)

Parenting Stress Index-4-Short Form (PSI-4-SF)

Patient Health Questionnaire-2 (PHQ-2)

Patient Health Questionnaire-9 (Adolescent Version)

Patient Health Questionnaire-9 (PHQ-9)

Pediatric Symptom Checklist-17 (PSC- 17)

Pediatric Symptom Checklist-35 (PSC-35)

Post-Migration Living Difficulties

Post-Traumatic Stress Disorder Checklist-Civilian (PCL-C)

Post-Traumatic Stress Symptoms for Children PTSS-C

Post-War Adversity Index

Posttraumatic Diagnostic Scale (PDS)

Psychological Distress Scale (SPDS)

Reactions of Adolescents to Traumatic Stress Questionnaire (RATS)

Refugee Health Screener (RHS-15)

Resiliency Scales for Children and Adolescents (RSCA)

Screen for Child Anxiety Related Emotional Disorders (SCARED)

Semi-Structured Clinical Interview for Children and Adolescents (SCICA)

Strengths and Difficulties Questionnaire (SDQ)

Trauma Symptom Checklist for Children

UCLA Posttraumatic Stress Disorder Reaction Index (DSM-IV)

WHO Well-Being Index (WHO-5)

Youth Self-Report 11-18 (YSR)

¹¹ National Child Traumatic Stress Network. (2020). *Measures that are Appropriate for Refugee Children and Families*. https://www.nctsn.org/resources/measures-are-appropriate-refugee-children-and-families

APPENDIX D: DATA VALIDATION CHECKS

- The table below shows which applicable data points should be equal to, greater than or less than the total active client count.
- Refer to the table below to make sure your counts match ORR guidelines.
- Reach out to the STAR Project Officer if there will be known discrepancies in your data due to missing information.

Data Point (DP) 1a: New Clients + Continuing Clients = Total Active Client Count						
=	≤	2				
DP3: Language of preference DP5: Immigration category/status at intake DP6: Length of time in the U.S. at intake Total number of entries in Section 2	DP1b: Family composition DP4: Employment in the U.S. at Intake	DP7: Type of trauma exposure*				

*or could potentially be >