



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) <ul style="list-style-type: none"> • 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 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) <ul style="list-style-type: none"> • 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) <ul style="list-style-type: none"> ● Business <ul style="list-style-type: none"> ○ Commercial Transportation Employee ○ Finance Industry Employee ○ Hotel/Motel Employee ○ Press/Media ○ Truck Industry Employee ● Child Welfare/ORR ● Community Member ● Connected/Related to Potential Controller ● Connected/Related to PV of Trafficking ● Educator/School Personnel ● Government ● Law Enforcement 	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"> o Federal Law Enforcement o International Law Enforcement o Local Law Enforcement o State Law Enforcement ● Legal Professional ● Medical/Mental Health Professional ● NGO <ul style="list-style-type: none"> o Faith-based Organization/Representative o NGO - Anti-trafficking o NGO - DV/SA o NGO - Immigrant/Refugee o NGO - RHY ● Other ● Possible Buyer of Commercial Sex ● Potential Controller ● Potential Victim of Trafficking 	
Signaler Language	<p>(number)</p> <ul style="list-style-type: none"> • English • Spanish • Amharic, Somali, or other Afro-Asiatic languages • Arabic • Armenian • 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 	Record the number of signals communicated in each language during the reporting period.



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	<ul style="list-style-type: none"> • 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 	
<p>Signaler Location</p>	<p>State or territory;</p> <ul style="list-style-type: none"> • Alabama • Alaska • American Samoa • Arizona • Arkansas • California • Colorado • Connecticut • Delaware • District of Columbia • Florida • Georgia • Guam • Hawaii • Idaho • Illinois • Indiana • Iowa • Kansas 	<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"> • 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 	
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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	mm/dd/yyyy	Record month, day, and



End Date		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) <ul style="list-style-type: none"> • 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) <ul style="list-style-type: none"> • 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 investigation • PV(s) received services from referral organization • PV(s) unable to connect with referral organization 	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.
Number of Cases with Potential Victims Identified by Sex	(number) <ul style="list-style-type: none"> • Male • Female • Not Reported 	Record the total number of cases involving potential victims of each sex identity during the reporting period.
Number of Cases with Potential Victims Identified by Type of Trafficking	(number) <ul style="list-style-type: none"> • Sex Trafficking Victims <ul style="list-style-type: none"> o Minor Victims o Adult Victims • Labor Trafficking Victims <ul style="list-style-type: none"> o Minor Victims o Adult Victims • Sex and Labor Trafficking Victims <ul style="list-style-type: none"> o Minor Victims o Adult Victims • Victims of Unknown Trafficking Type <ul style="list-style-type: none"> o Minor Victims o Adult Victims 	Record the total number of cases involving potential victims who experienced each type of trafficking by age during the reporting period.

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	mm/dd/yyyy	Record month, day, and



Start Date		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) <ul style="list-style-type: none"> • Emergency Shelter • Extraction • Transportation 	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.

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	<p>(number)</p> <ul style="list-style-type: none"> • 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	<p>(number)</p> <ul style="list-style-type: none"> • 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 investigation • PV(s) received services from referral organization • PV(s) unable to connect with referral organization 	Record the number of cases for which each outcome was logged during the reporting 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.



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Report Type	Annual	Select type of report based upon frequency of submission.
Total Number of Potential Trafficking Cases	(number) <ul style="list-style-type: none"> • 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) <ul style="list-style-type: none"> • 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 Indicators	(number) <p>Cases with 'High' Trafficking Indicators</p> <p>Cases with 'Moderate' Trafficking Indicators</p> <p>Potential Victims Referenced in relation to 'High' Trafficking Indicator cases</p> <p>Potential Victims Referenced in relation to 'Moderate' Trafficking indicator cases</p>	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) <p>Victim Self-Report</p> <p>Direct Contact with Potential Victim</p> <p>Indirect Contact with Potential Victim</p> <p>Observation of Suspicious Activity</p> <p>Unknown</p>	Record the number of potential trafficking cases where the signalers proximity to the situation/victim was applicable.
Exploitation Venue/Industry	(number) <ul style="list-style-type: none"> ● Agriculture & Animal Husbandry ● Arts/Entertainment 	Record the total number of cases where trafficking took place within the specified venue/industry during the reporting period.



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	<ul style="list-style-type: none">● Bars, Strip Clubs, Cantinas● Carnivals● Commercial Cleaning Services● Construction● Domestic Work● Escort Service● Factories & Manufacturing● Forestry & Logging● Health/Beauty Services● Health Care● Hotels & Hospitality● Hostess/Strip Club● Illicit Activities● Illicit Massage/Spa Business● Landscaping● Outdoor Solicitation● Peddling & Begging● Personal Sexual Servitude● Pornography● Recreational Facilities● Remote Interactive Sexual Acts● Residential-Based Commercial Sex● Restaurants & Food Service● Traveling Sales Crews● Other<ul style="list-style-type: none">○ Aquafarming/Fishing○ Education○ Legal Brothel	
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	<ul style="list-style-type: none"> <input type="radio"/> Mining, Quarrying, Oil/Gas Extraction <input type="radio"/> Other Small Business <input type="radio"/> Pre-school/Child Day Care Service <input type="radio"/> Professional/Scientific/Tech Services <input type="radio"/> Retail <input type="radio"/> Sex Tourism <input type="radio"/> Transportation <p>● Not Specified</p>	
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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) <ul style="list-style-type: none"> ● Business <ul style="list-style-type: none"> <input type="radio"/> Commercial Transportation Employee <input type="radio"/> Finance Industry Employee <input type="radio"/> Hotel/Motel Employee <input type="radio"/> Press/Media <input type="radio"/> Truck Industry Employee ● Child Welfare/ORR ● Community Member ● Connected/Related to Potential Controller ● Connected/Related to PV of Trafficking ● Educator/School Personnel ● Government 	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"> ● Law Enforcement <ul style="list-style-type: none"> ○ Federal Law Enforcement ○ International Law Enforcement ○ Local Law Enforcement ○ State Law Enforcement ● Legal Professional ● Medical/Mental Health Professional ● NGO <ul style="list-style-type: none"> ○ Faith-based Organization/Representative ○ NGO - Anti-trafficking ○ NGO - DV/SA ○ NGO - Immigrant/Refugee ○ NGO - RHY ● Other ● Possible Buyer of Commercial Sex ● Potential Controller ● Potential Victim of Trafficking 	
Signaler Location	<p>State or territory.</p> <ul style="list-style-type: none"> • Alabama • Alaska • American Samoa • Arizona • Arkansas • California • Colorado • Connecticut • Delaware • District of Columbia • Florida • Georgia • Guam • Hawaii • Idaho • Illinois • Indiana • Iowa • Kansas • Kentucky 	Record the number of signalers from each state or territory during the reporting period.



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	<ul style="list-style-type: none"> • 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 	
Signaler Language	<p>(number)</p> <ul style="list-style-type: none"> • English • Spanish • Amharic, Somali, or other Afro-Asiatic languages • Arabic • Armenian • Bengali • Chinese (includes Cantonese, Mandarin) 	Record the number of signals communicated in each language during the reporting period.



	<ul style="list-style-type: none"> • 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 	
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Potential Victim Demographic Data

Data Element	Response Options	Operational Guidance
Grant Recipient	(text)	Record name of the organization submitting the grant report.



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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.
Number of Cases with Potential Victims Identified by Sex	(number) <ul style="list-style-type: none"> • Male • Female • Not Reported 	Record the total number of cases involving potential victims of each sex during the reporting period.
Number of Cases with Potential Victims Identified by Type of Trafficking	(number) <ul style="list-style-type: none"> • Sex Trafficking Victims <ul style="list-style-type: none"> o Minor Victims o Adult Victims • Labor Trafficking Victims <ul style="list-style-type: none"> o Minor Victims o Adult Victims • Sex and Labor Trafficking Victims <ul style="list-style-type: none"> o Minor Victims o Adult Victims • Victims of Unknown Trafficking Type <ul style="list-style-type: none"> o Minor Victims o Adult Victims 	Record the total number of cases involving potential victims who experienced each type of trafficking by age during the reporting period.
Potential Victims Identified by Country of Origin	(number) Country	Record the total number of potential victims identified during the reporting period from each country.