OUTCOMES FOR HUMAN TRAFFICKING SURVIVORS: USER GUIDE

Version 1 | September 2020

Free Download Link* | **www.rti.org/human-trafficking-ohts**

* The OHTS and this user guide are available to all users at no charge and can be downloaded from the above link. See the Technical Specifications for more information.

This document is an interactive PDF. For full functionality, download and save this file to your desktop. Use the tabs and arrow buttons at the top of the page to navigate between pages. Click the table of contents icon above or use "find" (<Ctrl> F) to search keywords.

RTI INTERNATIONAL

Table of Contents

ABOUT THIS GUIDE

This guide accompanies the Outcomes for Human Trafficking Survivors (OHTS) Instrument. The OHTS was developed to support outcome evaluations of comprehensive service programs for human trafficking survivors by documenting clients' progress over time in essential life areas. The OHTS is available at no cost for use by service providers, evaluators, and researchers.

The OHTS was developed by RTI International, a nonprofit institute dedicated to research that improves the human condition. This work was supported by funding from the National Institute for Justice (Grant No. 2016-VT-BX-0001) and generous participation from human trafficking service providers, researchers, and survivor-advocates. Stacey L. Cutbush, PhD, was the Principal Investigator. The suggested citation is RTI International. (2020). *Outcomes for human trafficking survivors: User guide*. Research Triangle Park, NC.

Users who modify the OHTS should acknowledge it as a resource but should not use the name "Outcomes for Human Trafficking Survivors (OHTS)" nor cite the validation study described within this guide or other publications.

ABOUT THE OTHS

- Technical Specifications
- What Is the Purpose of the OHTS?
- How Was the OHTS Developed and Tested?
- How Should Programs and Case Managers Prepare to Use the OHTS?

Technical Specifications

Free Download Link*	www.rti.org/human-trafficking-ohts

* The OHTS and this user guide are available to all users at no charge and can be downloaded from the above link. Updated versions of the OHTS and other information may be posted at this site in the future.

	OHTS Functionality			
Platform	OHTS Assessment	Stored Client Data	Data Editing	Data Visualization
PC	✔	✔	✔	✔
Mac®	✔	✔	✖	✖

** The OHTS is designed for use with Microsoft® Windows® Excel® for PC. The OHTS assessment and stored client data are fully functional in Excel® for MacOS® and IOS®, but data editing and visualization are not operational in the current version.

Software	Microsoft® Windows® Excel®	Version 2010 or higher

What Is the Purpose of the OHTS?

The OHTS was developed to support comprehensive service programs for survivors of human trafficking. This instrument documents the status of program participants (clients) in outcome categories related to safety, well-being, social connectedness, and self-sufficiency. Programs can use the OHTS at a single point in time to describe clients' strengths and vulnerabilities and to support case management. Programs can also use the instrument over time to evaluate outcomes by assessing areas in which clients are making progress, losing ground, or maintaining. Finally, programs can use this instrument to document program-level impact and identify service domains in need of greater emphasis.

Outcome data from the OHTS complements other data that service programs may collect. This includes client characteristics (demographic data), service needs, and services delivered (outputs). Programs can use outcome data in several ways:

- **To inform data-driven program development:** **"Our work seems to be more effective for this group of clients. How can we improve with other clients?"**
- **To identify resource gaps:** **"Nearly half of our clients are very vulnerable in these outcome categories. Can we identify partners to support our service provision in these areas?"**
- **To communicate program successes to stakeholders and funders:** **"After 6 months of program participation, two-thirds of our clients had made progress toward most or all of their priority goals."**
- **To build knowledge:** **"Adding fast-access housing to our services improved client outcomes in several additional outcome categories."**

For additional information about how the OHTS was developed and tested, see the *Outcomes for Human Trafficking Survivors: Development Brief*.

How Was the OHTS Developed and Tested?

The OHTS was modeled after an instrument developed by the Coalition to Abolish Slavery and Trafficking (CAST). The redesign process focused on creating an instrument with the following characteristics:

- **Comprehensive:** The redesigned instrument reflects the range of areas needed to (re)build a successful life and the comprehensive service model used by federal funders.
- **Strength-based and trauma-informed:** Acknowledging that barriers outside client control may exist, the redesigned instrument focuses on situations where clients can make progress.
- **Capable of capturing small changes:** The redesign is based on the understanding that progress may occur in small steps over time.
- **Completable by case managers:** Case managers can complete the instrument based on their knowledge of clients' situations. Case managers can provide objective assessments of clients without interfering with client interactions.
- **Low-burden on clients:** The redesign allows case managers to compete the instrument on a client following a check-in with the client, without the client's participation.

Instrument Validity and Reliability

- **Validity:** Does the instrument accurately measure what it is intended to measure?
- **Reliability:** Does the instrument measure consistently over time and when used by different people?

For more information about the OHTS development and testing process, see the *Outcomes for Human Trafficking Survivors: Development Brief*.

The development process included several steps to strengthen the OHTS's validity and reliability:

- To understand which outcome areas should be included to represent "success," we collected input from survivors, researchers, and service providers (including CAST) and reviewed existing human trafficking outcome evaluation instruments.
- To make sure that OHTS scoring reflected clients' circumstances, we asked case managers to assess how the instrument's descriptions of clients in crisis, stable, and thriving conditions compared to their practice experiences.
- To improve OHTS clarity, we interviewed case managers completing the instrument about how they interpreted instructions and terminology, as well as their decision-making process for how they completed the instrument.

We revised the OHTS based on what we learned at each step of the process before testing its validity and reliability (psychometric performance). For validity and reliability testing, program directors and case managers used the OHTS to assess hypothetical clients who were represented by narrative case descriptions. These hypothetical clients represented survivors in diverse circumstances, including survivors who had experienced sex and labor trafficking, who were adults and minors, and who were foreign-born and domestic. Preliminary analyses indicate strong psychometric performance both in the consistency of ratings by expert program directors, and the degree to which ratings by case managers corresponded to those by program directors.

Preliminary results lend confidence to the utility and performance of the OHTS by case managers in comprehensive service programs.

How Should Programs and Case Managers Prepare to Use the OHTS?

RTI recommends that programs take several steps before introducing the OHTS into practice.

» **Review how the OHTS fits your evaluation activities and goals.** Consider the information your program may already have about client characteristics, service needs, and program activities. What does the program want to know about its outcomes? What other information might be needed to answer these questions?

» **Assess program resources.** The OHTS is designed to be completed by case managers who enter data electronically after meeting with the client to produce outcome category scores. Do case managers have time to complete the OHTS? Do they have access to computers with Microsoft Excel?

» **Plan for implementation.** Programs serving trafficking survivors vary widely, and there is no "one size fits all" approach. This guide offers suggestions based on RTI's evaluation experiences and conversations with service providers. Questions to consider include the following: How soon after clients enter the program should the first OHTS assessment be made? How often do programs want to make assessments? How will programs track whether assessments are being made carefully and consistently across case managers?

» **Train staff on using the OHTS.** Use information included in this guide and the instrument to supplement instrument instructions. Users need to know how to navigate and complete the Excel-based instrument. Users also need to review definitions and guidelines for key terms and outcome categories within the instrument; these are summarized in Key Terms Definitions table at the end of this document.

Users who modify the OHTS should acknowledge it as a resource but should not use the name "Outcomes for Human Trafficking Survivors (OHTS)" nor cite the validation study described within this guide or other publications.

USING THE OHTS

- Who Should Complete the OHTS?
- When Should Case Managers Complete the OHTS?
- How Do Case Managers Complete the OHTS?

Who Should Complete the OHTS?

The OHTS should be completed by the case manager without the client present, to reduce burden on the client and support consistent assessments. It is strongly recommended that case managers complete clients' OHTS independently. The case manager may want to gather information to support their assessment by consulting with other staff or service providers who know the client. These conversations may already be part of the case management process. However, the assessment will be most consistent if completed by a single provider.

When Should Case Managers Complete the OHTS?

When used for evaluation, the OHTS will be most useful if it is completed as early and as often as seems appropriate (e.g., every 3 months) and at regular intervals for all clients.

» For baseline assessment, consider at what point case managers are likely to have learned enough about the client to allow them to complete the OHTS. If clients come to the program while in crisis, consider how much flexibility is needed to be sure that assessment does not interfere with the need to respond to urgent issues.

» For follow-up assessments, consider how often case managers interact with clients and how rapidly change is likely to occur. Programs may want to balance the ability to detect change against the burden of assessment for case managers.

» Knowing that many clients end program involvement without a formal exit, consider potential loss of evaluation information if the program loses contact with the client between assessments.

To increase your familiarity with the OHTS, we recommend reviewing the Input Instructions tab within the instrument.

The timing and frequency of OHTS assessments will depend on your program's evaluation plan and client characteristics.

How Do Case Managers Complete the OHTS?

The information used in the OHTS reflects information typically discussed in case management meetings. Case managers may consult the hard-copy version of the instrument to guide the case management conversation and to note the outcome categories identified as priorities by the client. However, data should be entered electronically in the Excel version of the instrument and not in the client's presence, as noted.

In the Input **Client Status** tab:

Complete **all outcome categories** even if they are not current priorities for this client or if your program does not provide services addressing these clients. There are two exceptions:

» Some categories include footnotes describing circumstances in which a category may not be applicable to a particular client. If these footnotes apply to this client at the time of the assessment, check the "Not Applicable" box on the left of the outcome category.

» If you have no information about an entire outcome category and cannot access information from another case manager or provider, check the "Don't know" box on the left of the outcome category.

Within outcome categories, **complete each row**. There are two exceptions:

» If you have enough information to complete some rows but not others within a given category, check "Intentionally Skipped" on the right for the rows you do not have enough information to complete.

» Some outcome categories have different descriptors based on clients' age (Housing, Education) or situation (Parenting). Choose the appropriate rows for data entry, and check "Intentionally Skipped" on the right for any rows that do not apply to this client.

Within each row, **check the one box** that best describes the client. You cannot select more than one box per row.

» Notice that the text in each row describes situations ranging from most vulnerable (at the left) to thriving (at the right).

The instrument will **calculate a summary score** after you have completed (or checked "Don't know" or "Intentionally Skipped" for) all rows in an outcome category. The summary score is an average of all entries, based on anchor scores ranging from 1 to 5 in the leftmost to rightmost columns, respectively.

» There is one exception to this formula. In the "Education" outcome category, scores for clients who are working on educational goals are adjusted upwards so as not to penalize clients who are not currently working on educational goals.

Select "Add Status Record" after completing all outcome categories. The instrument will then prompt you to fill any missing information before automatically storing your responses in the "Client Status Data" table.

» You can continue to add data for other clients in the same file. Each time you click on "Add Status Record," the additional clients data will be stored in the "Client Status Data" table, and the file will be saved.

» Remember to **save the file each time you exit the OHTS.**

The **Review-Edit Instructions** tab within the instrument explains how to review, edit, or delete an existing assessment if needed.

When using Excel for Mac/iOS, any editing or manipulation of the entered data will need to occur in a separate Excel document or other analysis program.

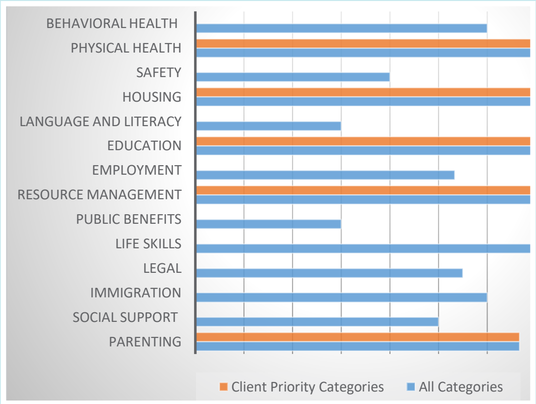
OHTS

CLIENT DATA DISPLAYS

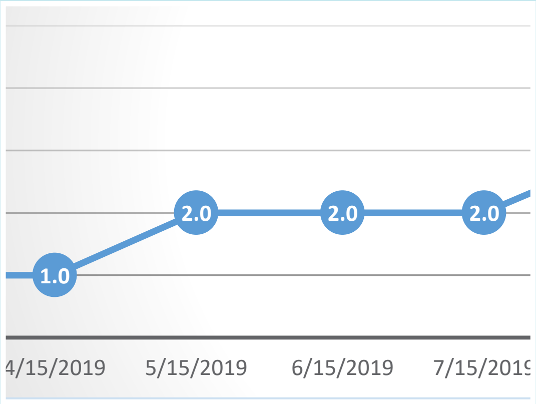
How Does the OHTS Display Client Data?

The OHTS includes three data visualizations to graphically present the information you have entered. Instructions for creating these data visualizations are in the "Output Instructions" tab. Visualization functions are not currently operational Excel for Mac/iOS.

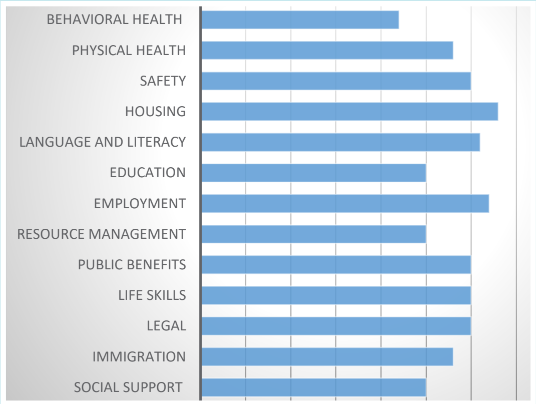
Client Single Assessment Summary



Client Multiple Assessment Summary



Program-Level Summary



The Client Single Assessment Summary provides summary data on the outcomes for an individual client on the selected date of assessment. This summary may assist in identifying areas in which the client is doing well or experiencing challenges. Please note that data visualization for minor clients who reach age 18 during engagement with the program will require careful interpretation from case managers for select outcomes (e.g., Housing, Education).

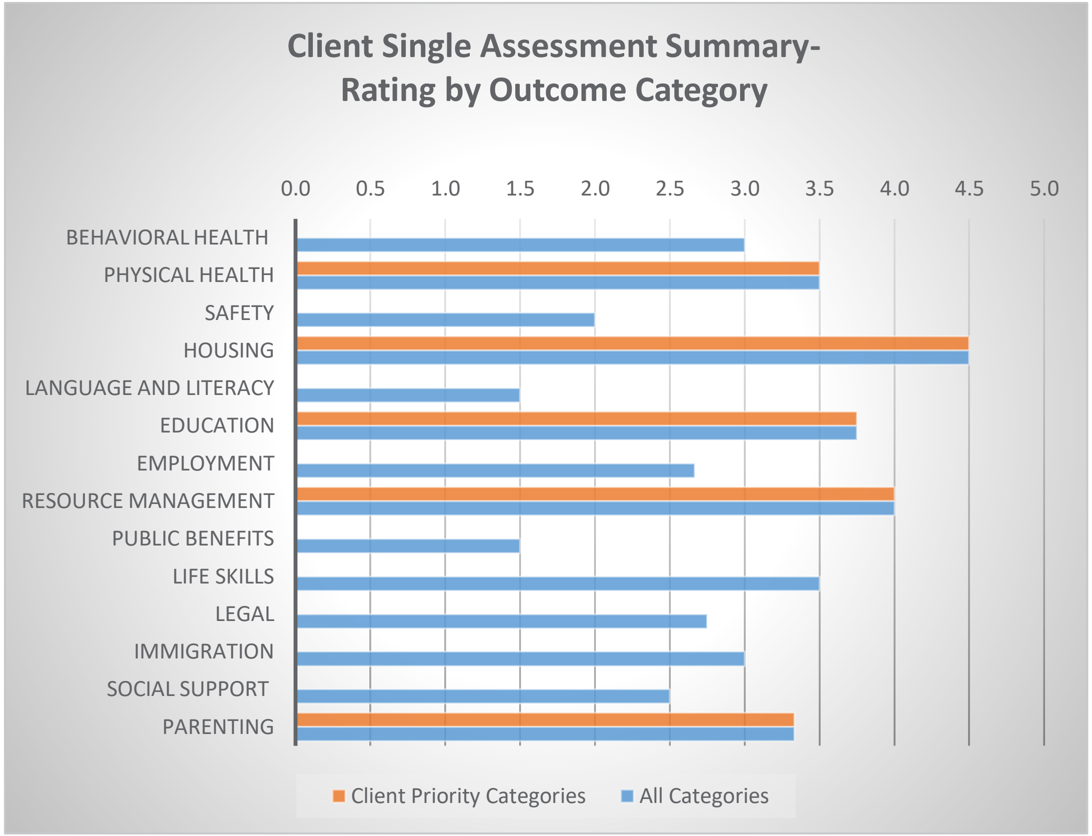
Client Single Assessment Summary – Rating by Outcome Category

Client ID 3

Record Date **2/15/2018**

	All Categories	**Client Priority Categories**
Average rating	3.0	3.8
Range	1.5 to 4.5	3.3 to 4.5

Outcome Category	**Summary Rating**
Behavioral Health	3.0
Physical Health	3.5 *
Safety	2.0
Housing	4.5 *
Language and Literacy	1.5
Education	3.8 *
Employment	2.7
Resource Management	4.0 *
Public Benefits	1.5
Life Skills	3.5
Legal	2.8
Immigration	3.0
Social Support	2.5
Parenting	3.3 *

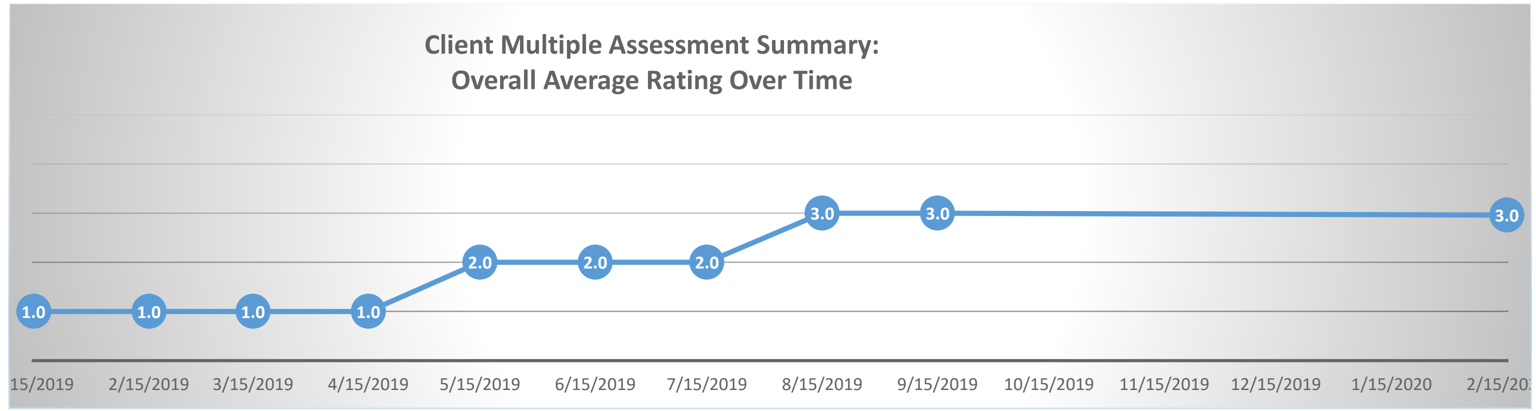


* Indicates client-identified priority category

The Client Multiple Assessment Summary provides summary data on the outcomes for an individual client on multiple selected dates of assessment over time. This summary may assist in identifying areas in which the client is doing well or experiencing challenges over time.

RTI INTERNATIONAL **Client Multiple Assessment Summary- Average Ratings over Time**

Client ID 2



Client Summary Ratings by Outcome Categories

Outcome Category	**1/15/2019**	**2/15/2019**	**3/15/2019**	**4/15/2019**	**5/15/2019**	**6/15/2019**	**7/15/2019**	**8/15/2019**	**9/15/2019**	**2/15/2020**
Behavioral Health	1.0	1.0	1.0	1.0	2.0	2.0	2.0	3.0	3.0	3.0
Physical Health	1.0	1.0	1.0	1.0	2.0	2.0	2.0	3.0	3.0	3.5 *
Safety	1.0	1.0	1.0	1.0	2.0	2.0	2.0	3.0	3.0	2.0
Housing	1.0	1.0	1.0	1.0	2.0	2.0	2.0	3.0	3.0	4.5 *
Language and Literacy	1.0	1.0	1.0	1.0	2.0	2.0	2.0	3.0	3.0	1.5
Education	1.0	1.0	1.0	1.0	2.0	2.0	2.0	3.0	3.0	3.8 *
Employment	1.0	1.0	1.0	1.0	2.0	2.0	2.0	3.0	3.0	2.7
Resource Management	1.0	1.0	1.0	1.0	2.0	2.0	2.0	3.0	3.0	4.0 *
Public Benefits	1.0	1.0	1.0	1.0	2.0	2.0	2.0	3.0	3.0	1.5
Life Skills	1.0	1.0	1.0	1.0	2.0	2.0	2.0	3.0	3.0	3.5
Legal	1.0	1.0	1.0	1.0	2.0	2.0	2.0	3.0	3.0	2.8
Immigration	1.0	1.0	1.0	1.0	2.0	2.0	2.0	3.0	3.0	3.0
Social Support	1.0	1.0	1.0	1.0	2.0	2.0	2.0	3.0	3.0	2.5
Parenting	1.0	1.0	1.0	1.0	2.0	2.0	2.0	3.0	3.0	3.3
OVERALL Average	1.0	1.0	1.0	1.0	2.0	2.0	2.0	3.0	3.0	3.0

Note: This display can show summaries of a maximum of ten assessments. If this client's record includes more than ten assessments, the summary will show the first assessment followed by the nine most recent assessments.

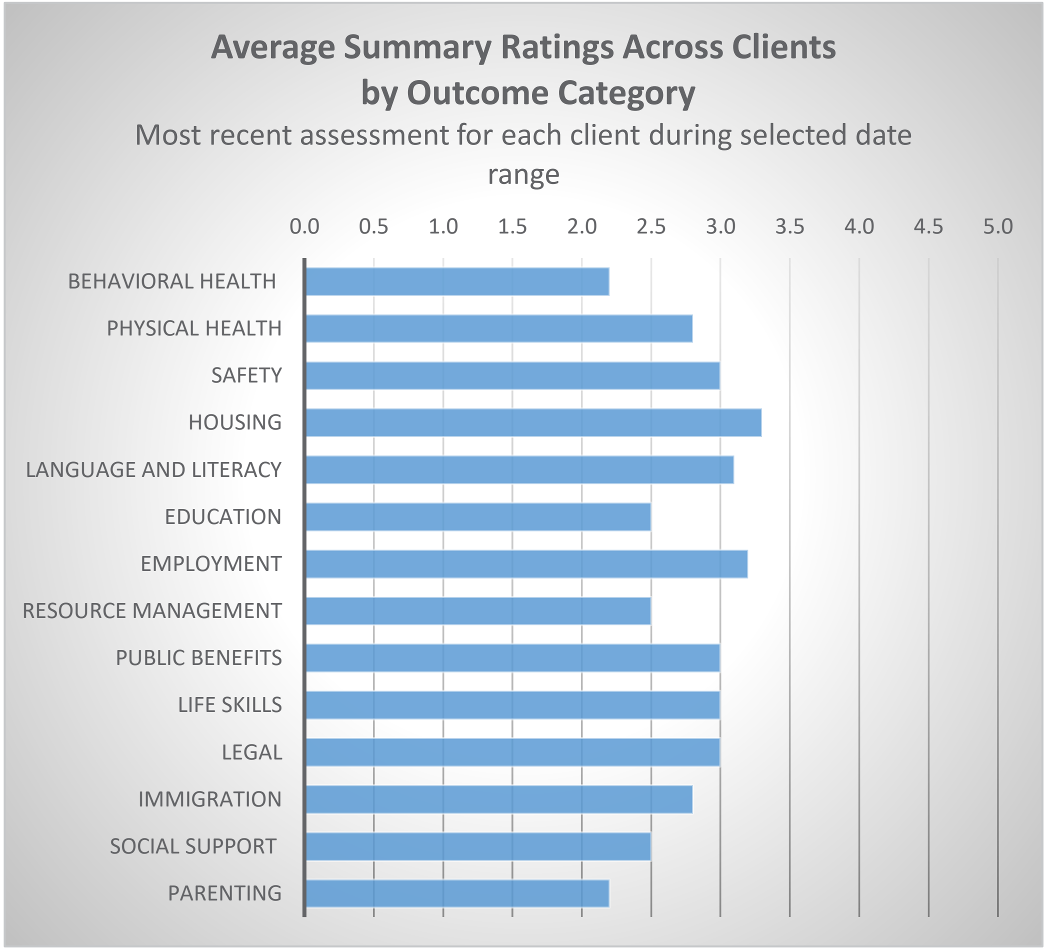
The Program-Level Summary provides summary data on the most recent rating for all clients with assessments during the chosen date range. This tool may help you understand average outcome ratings across all clients and document program impact.

Program-Level Summary – Average Summary Ratings Across Clients by Outcome Category

Includes the most recent assessment for each client seen during the selected date range.

	Input Start Date		Input End Date
Date range	1/1/2019	to	1/1/2020
Number of clients	5		
Average rating	2.8		
Range	2.2 to 3.3		

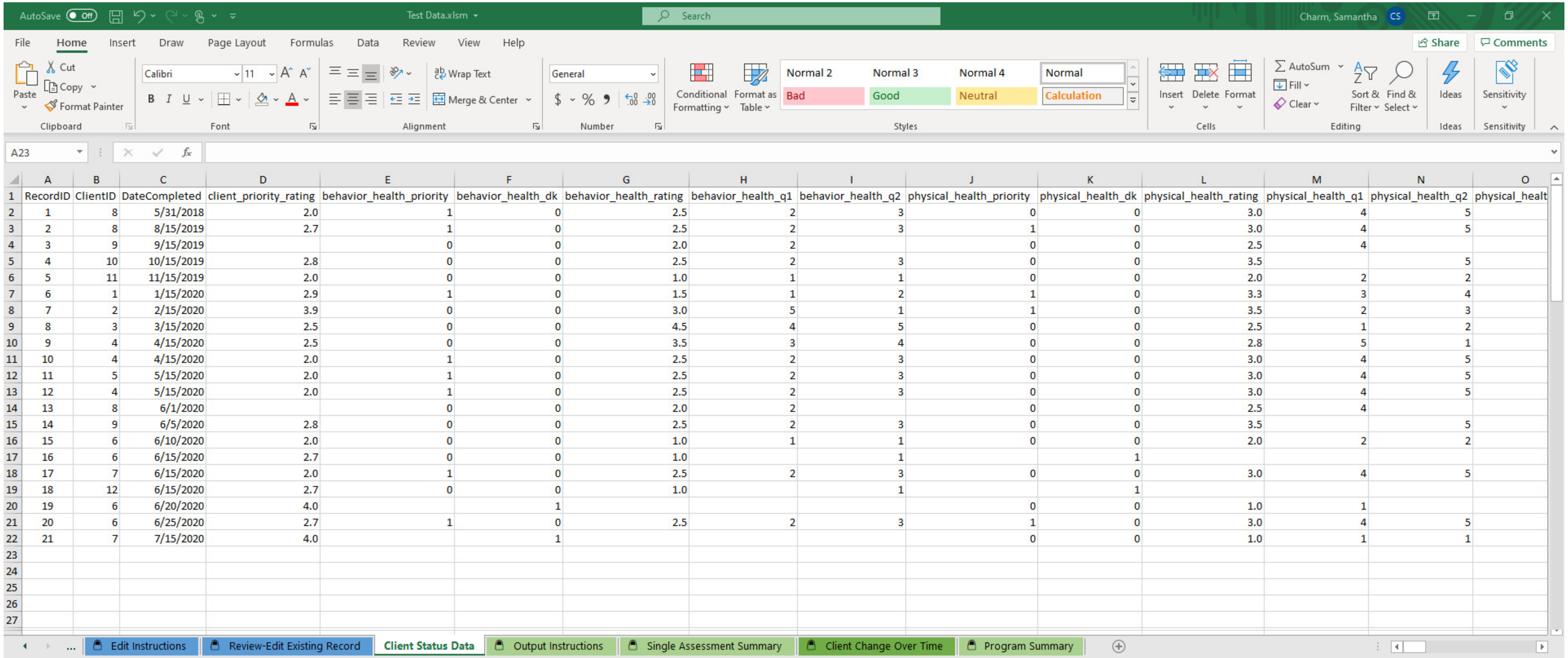
Outcome Category	**Average Summary Rating**
Behavioral Health	2.2
Physical Health	2.8
Safety	3.0
Housing	3.3
Language and Literacy	3.1
Education	2.5
Employment	3.2
Resource Management	2.5
Public Benefits	3.0
Life Skills	3.0
Legal	3.0
Immigration	2.8
Social Support	2.5
Parenting	2.2



How Can We Do More with OHTS Data?

The OHTS is built within an Excel file to support data management and export. Users can merge client assessments with other data, such as client demographic indicators, by pasting data from the "Client Status Data" worksheet into other spreadsheets or databases. Data can also be saved as .csv files and then imported into statistical packages such as IBM SPSS®, STATA®, or SAS®. These programs will support more sophisticated client-level and program-level analyses.

IBM SPSS® is a registered trademark of International Business Machines Corporation, registered in the United States. STATA® is a registered trademark of StataCorp LLC. SAS and all other SAS Institute Inc. product or service names are registered trademarks or trademarks of SAS Institute Inc., Cary, NC, USA.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	RecordID	ClientID	DateCompleted	client_priority_rating	behavior_health_priority	behavior_health_dk	behavior_health_rating	behavior_health_q1	behavior_health_q2	physical_health_priority	physical_health_dk	physical_health_rating	physical_health_q1	physical_health_q2	physical_healt
2	1	8	5/31/2018	2.0	1	0	2.5	2	3	0	0	3.0	4	5	
3	2	8	8/15/2019	2.7	1	0	2.5	2	3	1	0	3.0	4	5	
4	3	9	9/15/2019		0	0	2.0	2		0	0	2.5	4		
5	4	10	10/15/2019	2.8	0	0	2.5	2	3	0	0	3.5		5	
6	5	11	11/15/2019	2.0	0	0	1.0	1	1	0	0	2.0	2	2	
7	6	1	1/15/2020	2.9	1	0	1.5	1	2	1	0	3.3	3	4	
8	7	2	2/15/2020	3.9	0	0	3.0	5	1	1	0	3.5	2	3	
9	8	3	3/15/2020	2.5	0	0	4.5	4	5	0	0	2.5	1	2	
10	9	4	4/15/2020	2.5	0	0	3.5	3	4	0	0	2.8	5	1	
11	10	4	4/15/2020	2.0	1	0	2.5	2	3	0	0	3.0	4	5	
12	11	5	5/15/2020	2.0	1	0	2.5	2	3	0	0	3.0	4	5	
13	12	4	5/15/2020	2.0	1	0	2.5	2	3	0	0	3.0	4	5	
14	13	8	6/1/2020		0	0	2.0	2		0	0	2.5	4		
15	14	9	6/5/2020	2.8	0	0	2.5	2	3	0	0	3.5		5	
16	15	6	6/10/2020	2.0	0	0	1.0	1	1	0	0	2.0	2	2	
17	16	6	6/15/2020	2.7	0	0	1.0		1		1				
18	17	7	6/15/2020	2.0	1	0	2.5	2	3	0	0	3.0	4	5	
19	18	12	6/15/2020	2.7	0	0	1.0		1		1				
20	19	6	6/20/2020	4.0		1				0	0	1.0	1		
21	20	6	6/25/2020	2.7	1	0	2.5	2	3	1	0	3.0	4	5	
22	21	7	7/15/2020	4.0		1				0	0	1.0	1	1	

KEY TERMS DEFINITIONS

Outcome Category	Definitions of Key Terms
Behavioral Health	Instructions: » **Do not include physical health issues** when rating a client in this category, even if these issues are related to behavioral health. For example, a physical health condition (such as Hepatitis C) resulting from a behavioral health issue (such as intravenous drug use) should be reflected in the physical health category. Definitions: » **Behavioral health** may include mental health, emotional health, and substance use. » **Coping strategies** are approaches that a person uses to tolerate, minimize, and deal with challenging emotions or situations. • **Healthy coping strategies** can include sleep, physical activity, seeking medical or social support, spirituality, and humor. • **Unhealthy coping strategies** include excessive drug or alcohol use, aggression, self-harm, denial, or avoidance. » **Harm reduction** is a set of practical strategies aimed at reducing negative consequences of certain behaviors by shifting to less dangerous behaviors or managing specific risks. Although some harm reduction strategies may still be considered unhealthy coping, they may be preferable to the original behavior. For example, harm reduction strategies for a client struggling with heroin addiction could include smoking cigarettes to deal with stress or using needle exchange programs to reduce infection risk. » Daily functioning includes everyday activities such as preparing food, work inside and outside the home, and hobbies.
Physical Health	Instructions: **Do not include behavioral health issues** when rating a client in this category, even if these are related to physical health. For example, a behavioral health issue (such as intravenous drug use) that affects physical health (such as Hepatitis C) should be reflected in the behavioral health category. Definitions: » **Physical health** includes physical, sexual, reproductive, vision, and dental health. » **Daily functioning** includes everyday activities such as preparing food, work inside and outside the home, and hobbies.

Outcome Category	Definitions of Key Terms
Safety	Note: Response options in this category acknowledge that victims and survivors may always experience threats to safety. Definitions: » **Threats to physical, emotional, and financial safety and freedom** can come from any source, including a trafficker. » **Safety plans** and responses to threats do not necessarily include leaving trafficking or the abusive situation.
Housing	Instructions: » Complete only the rows that apply to your client depending on whether they are an adult (rows 1 and 2) or a minor (rows 3 and 4). Select "Intentionally Skipped" for the rows that do not apply. » If the client is a minor, answer based on housing with their parent/guardian or other adult, child welfare placement, or independent living arrangement. Definitions: » **Adequate housing** is safe, habitable, accessible, and affordable (approximately one-third of income or less, including vouchers). » **Time-limited housing** has a pre-determined maximum length of time that the client is allowed to live there; the limit may be imposed by a public agency or by the home's primary resident. » **Runaway/kickout episodes** refer to instances when a minor chooses or feels the need to leave or stay away from their housing or is asked or told to leave by a parent or other household adult with no adequate alternative housing arranged. » **Housing needs and issues** include repairs, conflicts with the landlord, finding housing, and the logistics of paying rent or mortgage.

Outcome Category	Definitions of Key Terms
Language and Literacy	Instructions: » **Language and literacy** both refer to the language that the client needs to meet their needs and achieve their goals. » **Language and literacy** should be assessed in relation to clients' circumstances, communities, needs, and goals. Clients who can meet all their needs and goals in a community that speaks their primary language may be scored as "at least adequate" with respect to language, even if their English is limited. » Native English speakers will typically be scored as "at least adequate" with respect to language unless disability creates an impediment. » Assessment of literacy should consider its impact on clients' activities and goals, and (for non-native English speakers) accessibility of written materials in clients' preferred language. Definitions: » **Language** refers to functional speaking ability. » **Literacy** is the ability to read and write.
Education	Instructions: » Complete only the rows that apply to your client, depending on whether they are an adult (rows 1 and 2) or a minor (row 3). Select "Intentionally Skipped" for the rows that do not apply. » If an adult client is not working toward educational goals, select "Intentionally Skipped" for the second row. Scores for adult clients who are working on educational goals are adjusted upwards so as not to penalize clients who do not have educational goals. Definitions: » **Education** includes traditional and vocational school, GED, other vocational training, or language courses to improve employment or functioning in daily life. » **Stop out** is an absence from school of more than 20 consecutive days for reasons other than illness, vacation, or injury. » **Educational status limits/does not limit current employment** refers to whether the client's ability to be employed in their usual work is affected by whether they have a high school diploma or equivalent. » **Core Courses** refers to a set of courses that all students are required to complete before they can move to the next level in their education. These typically include classes in English language arts, math, science, and social studies.

Outcome Category	Definitions of Key Terms
Employment	Instructions: » Select "Not Applicable" for the entire category if the client is under 16 years old. » **Foreign national client without work authorization/employment authorization document:** · You may select "Intentionally Skipped" for the first row. · Although these clients may have informal or "under the table" work, some service providers choose not to document this type of employment for foreign national clients because records may be seen by outside parties or requested in legal proceedings. However, assessing skills and work readiness (rows 2 and 3) can be relevant for these clients except those restricted by age or disability. » **Full-time student in an education or training program:** · Select "Intentionally Skipped" for the first row. Assessing skills and work readiness (rows 2 and 3) can be relevant for these clients except those restricted by youth or disability. Definitions: » **Sufficient employment** consistently provides adequate hours and enough income for a client to meet basic needs. » **Exploitative or risky work** includes work that endangers health or safety; is not a lawful (e.g., drug sales, shoplifting, sexual work); or where pay, working hours, or working conditions substantially depart from what is reasonable. » Work readiness includes personal characteristics and behavioral skills that enhance interactions and job performance, such as adaptability, integrity, cooperation, and task focus. » **Job skills** are the abilities needed to perform the duties of a specific job or that are required by an employer, such as computer skills, food preparation, or forklift operations.

Outcome Category	Definitions of Key Terms
Resources Management	Instructions: » Select "Not Applicable" for the category if the client is under 18 and supported by a parent or caregiver. » Although clients may have to make the best decision possible within limited options, text in row 3 refers to decisions that can make a situation worse. Examples may include using scarce resources to obtain luxury items rather than to meet basic needs. Definitions: » **Basic needs** can include shelter, food, clothing, hygiene, transportation, etc. These may be met through resources such as wages, family, community, or public benefits. » **Exploitative or risky means** include ways of meeting needs that endanger health or safety, are not a lawful (e.g., drug sales, shoplifting, sexual work), or where pay, working hours, or working conditions are substantially less favorable than the norm. » **Resource management skills** include budgeting, monitoring income and expenditures, and planning for future needs.
Public Benefits	Instructions: » Select "Not Applicable" for the category if the client · is under 18 and supported by parent or caregiver, · is in foster care, or · does not qualify for public benefits (e.g., is a foreign national). Definitions: » **Public benefits** include programs the client needs and qualifies for, such as food stamps, cash assistance, Women, Infants and Children (WIC), disability, childcare, or housing subsidies and healthcare coverage through Medicaid/Medicare. » **Language assistance** may be needed by any client regardless of ability to navigate benefits processes.
Life Skills	Definitions: » **Life skills** are the age-appropriate skills to meet daily tasks of independent living (e.g., making purchases, preparing food, using transportation) in one's current environment.

Outcome Category	Definitions of Key Terms
Legal Issues	Instructions: » Do not include immigration issues when rating a client in this category, even if these are being addressed in the legal system. For example, a legal appeal of an immigration decision should be reflected in the "Immigration" category. Definitions: » **Legal issues** may include criminal or juvenile justice offenses, expungement of previous offenses, civil issues that impact well-being, or rights as a crime victim. » **Favorable resolution to charges** may consist of outcomes such as dismissal, diversion, or deferred prosecution. » **Civil issues** include non-criminal charges such as motor vehicle citations or payment of fines. » **Victim's rights** are legal rights afforded to victims of crime. Issues around these rights may include access to restitution or a victims' advocate or inclusion in criminal justice proceedings.
Immigration	Instructions: » Select "Not Applicable" for the category if the client is · a citizen of the United States or · a non-citizen/non-legal permanent resident who does not want to stay in the United States. Definitions: » **Temporary statuses** include those directly related to trafficking victimization (e.g., T or U visa or Continued Presence status), and others (e.g., H-2A or fiancé visa). » **Long-term status** includes Permanent Residence status (also known as having a green card) or citizenship. » **Immigration-related rights and requirements** include issues related to remaining in the country and advancing to more secure immigration status.

Outcome Category	Definitions of Key Terms
Social Support	Instructions: » Social support is not measured by how many relationships the client has but instead how well supported the client is by these relationships. Definitions: » Positive social support may be provided by family, friends, or others, and can include · **emotional** support (someone with whom the client could discuss something personal), · **material** support (someone who would give a ride or lend something to the client), or · **practical** support (someone who would give information or advice to the client). » **Risky behavior or exploitation** refers to activities that involve risks to health or safety, that are not legal, or where the client is taken advantage of rather than supported. » **Social isolation** is the absence of social interactions, contacts, and relationships with family, friends, and neighbors.
Parenting	Instructions: » Select "Not Applicable" for the category if the client · has no children or · does not intend to be involved with children in custody of another caregiver or child welfare system. » Complete all rows that are applicable to the client's children. · Complete row 1 if the client has a child/children living with them. · Complete row 2 if the client has a child/children living with another parent or caregiver (but not in child welfare custody). · Complete row 3 if the client has a child/children in child welfare custody. » Selecting a box that includes "does not meet needs" is not a statement of child abuse or neglect. Definitions: » **Child(ren)'s needs i**nclude age-appropriate material, developmental, educational, and emotional needs.

RTI 13723 0820