

Individual and Family Level

Module 3

Note: The reporting time frames for all information in the individual and family level module is based on the **federal fiscal year**, which runs from October 1 of a given calendar year until September 30 of the following calendar year.

The data collected in this module relates to **Goal 1: Individuals and families with low incomes are stable and achieve economic security.**

Section A: Individual and Family Services provides information on the work CSBG eligible entities did to help individuals and families achieve the outcomes listed in Section B. This standardized Individual and Family Services list will aid in analysis of the relationship between individuals, services, and outcomes.

Section B: Individual and Family NPIs is comprised of indicators to report outcomes that fall under National Goal 1: Individuals and families with low incomes are stable and achieve economic security. The indicators are the vehicle by which CSBG eligible entities measure and report the outcomes they have achieved for individuals and families. All Individual and Family NPIs are optional.

Section C: The All-Characteristics Report collects data on all individuals and households, whether funded directly by CSBG. This demographic information strengthens the CSBG Annual Report by demonstrating who is being served by CSBG eligible entities.

Module 3, Section A: Individual and Family Services

Service Delivery and Access

Name of CSBG Eligible Entity Reporting:	UEI
State:	
Service Delivery	Unduplicated Number Served
SDA 1a. The number of individuals receiving eligibility determinations	
SDA 1b. The number of individuals receiving referrals	
SDA 1c. The number of individuals receiving case management services	

I think these aren't super useful in telling the story of ending poverty... so a person is eligible for something (or not) - or referred to something - did they get it??? Impossible to say. Is it an internal referral or external? The only thing that is rather interesting is # engaged in Long-Term Case Management - but then it would be better to indicate Coaching/Case management (cause people aren't cases to be managed.)

Employment Services

Name of CSBG Eligible Entity Reporting:	UEI
State:	
Employment Services (SRV 1)	Unduplicated Number Served
Pre-Employment Readiness (SRV 1a-c)	
SRV 1a. The number of youth who received skills training and opportunities for job readiness (e.g., vocational training, apprenticeship, self-employment)	
SRV 1b. The number of adults who received skills training and opportunities for job readiness (e.g., vocational training, apprenticeship, self-employment)	
SRV 1c. The number of individuals who received employment supplies for employment readiness or sustainment (e.g., uniforms, work boots, equipment)	
Post-Employment (Retention and Growth) (SRV 1d)	
SRV 1d. The number of individuals who received services for employment retention and growth (e.g., referrals, employer interaction, career pathways)	
Other Employment Services (SRV 1e)	
SRV 1e. Other employment services (please describe)	

Education Services

Name of CSBG Eligible Entity Reporting:	UEI
State:	
Education and Youth Development Services (SRV 2)	Unduplicated Number Served
Childcare, Early Childhood, Young Adult Education Services (SRV 2a-g)	
SRV 2a. The number of individuals (age 0-3) who received Early Head Start Services	
SRV 2b. The number of individuals (age 3-5) who received Head Start services	
SRV 2c. The number of individuals receiving childcare subsidies or payments	
SRV 2d. The number of individuals who received early childhood education (0-5), outside of Early Head Start and Head Start	
SRV 2e. The number of individuals who received K-12 education support services (e.g., English, literacy, etc.)	
SRV 2f. The number of youth who attended young adult literacy classes	
SRV 2g. The number of individuals who received college or post-secondary readiness support (e.g., applications, scholarships, textbooks, computers)	
School Supplies (SRV 2h)	
SRV 2h. The number of individuals who received school supplies and equipment	
Youth Programs and Skills Developments (SRV 2i-k)	
SRV 2i. The number of youth who attended before and after school activities	Define Youth - 5 - 18 or 24 or 26?
SRV 2j. The number of youth who participated in summer youth programs (e.g., recreational and educational)	
SRV 2k. The number of youth who received life skills and coaching services	
Adult Education and Skills Development Programs (SRV 2l-q) Change to (SRV 2l - p)	
SRV 2l. The number of individuals who attended adult literacy classes	Change to # of adults
SRV 2m. The number of adults who attended English Language classes (e.g., English for Speakers of Other Languages)	
SRV 2n. The number of individuals who attended high school equivalency classes	Change to # of adults
SRV 2o. The number of individuals who attended applied technology classes	Change to #of adults
SRV 2p. The number of adults who received life skills and coaching services	
Home Visits (SRV 2r) Change to SRV 2q)	
SRV 2q. The number of households that participated in a home visiting program	Specific to Education??
Other Childcare, Early Childhood, Youth Development, and Adult Education Services (SRV 2s) Change to SVR 2r)	
SRV 2r. Other education, childcare, and youth development service (please describe)	

Income and Asset Building Services

Name of CSBG Eligible Entity Reporting:	UEI
State:	
Income and Asset Building Services (SRV 3)	Unduplicated Number Served
Training and Counseling Services (SRV 3a-b)	
SRV 3a. The number of individuals who received training and counseling services for income management and asset building (e.g., VITA, tax preparation services, credit repair, financial literacy, financial management, budgeting, homebuying, foreclosure avoidance)	Change to # who received education, training, coaching, counseling, and/or other services for financial management and asset building (e.g...._)
SRV 3b. The number of individuals who received business or self-employment services (e.g., micro-loans, business development loans, business development, entrepreneurial support)	
Benefit Coordination and Advocacy (SRV 3c)	
SRV 3c. The number of individuals who received benefit coordination services (e.g., child support, health insurance, SSI, Veterans, TANF, SNAP)	Change to benefit enrollment or coordination services
Other Income and Asset Building Services (SRV 3d)	
SRV 3d. Other income and asset building services (please describe)	

Do we want households or individuals here??
 Standardize. Households might be clearer.
 Certainly it should be standardized between
 housing maintenance/improvement with
 weatherization/energy efficiency.

Housing Services

Name of CSBG Eligible Entity Reporting:	UEI
State:	
Housing Services (SRV 4)	Unduplicated Number Served
Housing Assistance (SRV 4a-b) Change to SRV 4a-c)	
SRV 4a. The number of individuals who received rental payment assistance (e.g., emergency rental payments and deposits)	Again - the definitions here are so important to get right = another way to do this here is to ask for both - number of payments made (total), to # of households (total), to # of individuals - the total of household members - then you get all the information.
SRV 4b. The number of individuals who received housing payment assistance (e.g., down payments and emergency mortgage payments)	
SRV 4c. The number of individuals who received rapid re-housing and housing placement services (e.g., temporary, transitional, and permanent housing placements)	
Eviction Prevention Services (SRV 4c) Change to SRV 4d)	
SRV 4d. The number of individuals who received eviction prevention services (e.g., housing counseling, eviction counseling, landlord or tenant mediations and rights)	
Utility Assistance Services (SRV 4d) Change to 4e)	
SRV 4e. The number of individuals who received utility payment assistance (to include deposits, arrears, and assistance)	
Housing Maintenance & Improvements (SRV 4f)	
SRV 4f. The number of individuals who received housing maintenance and improvement services (e.g., structural, accessibility improvements, emergency home repairs, water safety, healthy home)	
Weatherization and Energy Efficiency Services (SRV 4g)	
SRV 4g. The number of households that received weatherization and energy efficiency services	
Other Housing Services (SRV 4h)	
SRV 4h. Other housing services (please describe)	

Health and Nutrition Services

Name of CSBG Eligible Entity Reporting:	UEI
State:	
Health and Nutrition Services (SRV 5)	Unduplicated Number Served
Health Services, Screening and Assessments (SRV 5a-c)	
SRV 5a. The number of individuals who received immunizations	
SRV 5b. The number of individuals who received health screenings (e.g., physicals, chronic health screenings)	
SRV 5c. The number of individuals who received developmental delay screening	
Health Insurance Coverage & Payment (SRV 5d-e)	
SRV 5d. The number of older adults who received healthcare payment assistance (e.g., prescription payments, doctor visit payments)	Why calling out older adults?- include everyone - change to # of individuals
SRV 5e. The number of individuals who received Health Insurance Options Counseling	What is this? Should be included with Benefit Coordination and Advocacy.
Maternal and Child Health & Reproductive Health Services (SRV 5f-g)	
SRV 5f. The number of individuals who received reproductive health services (e.g., family planning, contraceptives, STI or HIV prevention)	
SRV 5g. The number of individuals who received maternal child or health services (e.g., breastfeeding support, safe sleeping, postpartum support)	Do you want count of Parent or Parent and Child??
Wellness Services and Education (SRV 5h-j)	
SRV 5h. The number of individuals who received general wellness services (e.g., medication management, mindfulness, exercise, fitness)	
SRV 5i. The number of older adults who received a home visit (e.g., nursing, chores, personal care services)	Specific to elder and specific to health?? Does meal delivery count here too??
SRV 5j. The number of older adults who participated in elder day centers or senior centers	
Mental and Behavioral Health (SRV 5k-m)	
SRV 5k. The number of individuals who received substance use or misuse services (e.g., intake, screening, counseling, support groups, and hotline, crisis or call in-response)	
SRV 5l. The number of individuals who received mental health services (e.g., intake, screening, counseling, support group, hotline, crisis or call in-response)	
SRV 5m. The number individuals who received domestic violence prevention and support services (e.g., support groups and hotline, crisis or call in-response)	
Dental Services, Screenings and Exams (SRV 5n-o)	
SRV 5n. The number of adults who received dental services (e.g., screenings, exams, procedures)	
SRV 5o. The number of children who received dental services (e.g., screenings, exams, procedures)	

Food and Nutrition (SRV 5p-5s)	
SRV 5p. The number of individuals who received food or nutrition skills classes (cooking, nutrition)	
SRV 5q. The number of individuals who received prepared meals (e.g., through a congregate nutrition site, Meals on Wheels, a prepared food delivery or pickup program)	This number is historically so hard to ascertain Total meals is generally easier to obtain...
SRV 5r. The number of individuals who received food distribution services (bags, boxes, food share, groceries)	If you hand a person a box, that's 1, regardless of how many they are feeding, correct? And again hard to know how many times the person comes back for monthly box....
SRV 5s. The number of individuals who participated in community gardening activities	
Basic Health Needs and Supplies (SRV 5t-5w)	
SRV 5t. The number of hygiene kits or supplies (e.g., hygiene kits, toothpaste, soap, deodorant, menstrual products) provided to individuals and families	This is a count of Supplies - which is fine - but different than all other asks
SRV 5u. The number of diapers or diapering supplies (e.g., diapers, wipes) provided to individuals and families	This is a count of Supplies - which is fine - but different than all other asks
SRV 5v. The number of individuals accessing hygiene utilization services (e.g., showers, toilets, sinks, laundry facilities) to individuals and families	Remove last part - "to individuals and families" - duplicative. Again possibly hard to count unduplicated... easier to count services
SRV 5w. The number of individuals who received clothing assistance	
Other Health and Nutrition (SRV 5x)	
SRV 5x. Other health and nutrition services (please describe)	

Civic Engagement and Community Involvement Services

Name of CSBG Eligible Entity Reporting:	UEI
State:	
Civic Engagement and Community Involvement Services (SRV 6a-d)	Unduplicated Number Served
SRV 6a. The number of individuals who received voter education and access services	Add Voter Registration
SRV 6b. The number of individuals who participated in a tri-partite board	Do you want all board members?
SRV 6c. The number of individuals who engaged in volunteer opportunities	
Other Civic Engagement and Community Involvement (SRV 6e)	
SRV 6e. Other civic engagement and community involvement services (please describe)	

Change to SRV 6d

Change to SRV 6d

Add - the number of individual who participated in leadership development trainings

Transportation Services

Name of CSBG Eligible Entity Reporting:	UEI
State:	
Transportation Services (SRV 7)	Unduplicated Number Served
Transportation (SRV 7a-e) This should be S(RV 7a-g)	
SRV 7a. The number of public transportation voucher or passes provided to individuals and families	This is a count of Services
SRV 7b. The number of gas cards provided to individuals and families	This is a count of Services
SRV 7c. The number non-medical transportation rides provided to individuals and families	Switch order - Medical Rides First, then non-Medical rides
SRV 7d. The number of medical transportation rides provided to individuals and families	This is a count of services
SRV 7e. The number rideshare or taxi vouchers provided to individuals and families	This is a count of services
SRV 7f. The number of individuals receiving transportation repair services (includes both automobiles and non-automotive transportation)	This is a count of people
SRV 7g. The number of individuals receiving automotive support (e.g., insurance premiums, car payment assistance, car repairs)	This is a count of people and Don't duplicate Car Repair here.
Other Transportation Service (SRV 7h)	
SRV 7h. Other transportation services (please describe)	What about agencies running rural public transit systems??

Module 3, Section B: Individual and Family NPIs

Employment Indicators

Employment (FNPI 1)	I.) Number Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV]	V.) Performance Target Accuracy (III/II = V)
FNPI 1a. The number of unemployed youth who <i>increased</i> skills to obtain employment					
FNPI 1b. The number of unemployed adults who <i>increased</i> skills to obtain employment					
FNPI 1c. The number of youth who <i>obtained</i> employment	Is this from no job to a job - or could this also be obtained a 2nd job or a different job/ better job???				
FNPI 1d. The number of adults who <i>obtained</i> employment	Is this from no job to a job - or could this also be obtained a 2nd job or a different job/ better job???				
FNPI 1e. The number of employed individuals who <i>increased</i> wage or salary income from employment	Is this only to mean from \$15 to \$16 - what about from 15 hours to 20 hours at the same \$15?? What about obtaining benefits at work??				
FNPI 1f. Other (please describe)					

Comments:

Education Indicators

Name of CSBG Eligible Entity Reporting:					
State:	UEI:				

Education and Youth Development (FNPI 2)	I.) Number Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV]	V.) Performance Target Accuracy (III/II = V)
FNPI 2a. The number of children (0-5) who <i>received</i> childcare or early childhood education services					
FNPI 2b. The number of youth <i>participated</i> in education and skills development programs					
FNPI 2c. The numbers of adults who <i>improved</i> their basic education skills					
FNPI 2d. The number of individuals who <i>increased</i> their education by obtaining a high school diploma or obtained an equivalency certificate or diploma					
FNPI 2e. The number of individuals who <i>increased</i> their education by obtaining a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills					
FNPI 2f. The number of individuals who <i>increased</i> their education through enrollment in a post-secondary degree program (e.g., associates, bachelors, etc.)					
FNPI 2g. The number of individuals who obtained a post-secondary degree					
FNPI 2h. Other (please describe)					

Income and Asset Building Indicators

Name of CSBG Eligible Entity Reporting:					
State:	UEI:				

Income and Asset Building (FNPI 3)	I.) Number Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV]	V.) Performance Target Accuracy (III/II = V)
FNPI 3a. The number of individuals <i>completing</i> income and asset building training	Change to completing income and/or asset building training.				
FNPI 3b. The number of individuals with an increase in one or more <i>assets (e.g., savings account, IDA, home purchase, reduced debt)</i>					
FNPI 3c. The number of individuals who started a business or other forms of self-employment	Change to : started or expanded				
FNPI 3d. The number of individuals with an increase in public benefits to assist with income (e.g., child support, health insurance, SSI, Veterans, TANF, SNAP)	Change to :# of individuals who obtained or increased public benefits Why wouldn't we also track the # who increased income enough to come off/ no longer need public benefits?				
FNPI 3d. Other (please describe)					

Housing Indicators

Name of CSBG Eligible Entity Reporting:	
State:	UEI:

Housing (FNPI 4)	I.) Number Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV]	V.) Performance Target Accuracy (III/II = V)
FNPI 4a. The number of individuals experiencing homelessness who <i>obtained</i> safe temporary shelter	Re-order to C(a) -to match rapid-re-housing and housing placement services.				
FNPI 4b. The number of individuals who <i>obtained</i> safe and affordable housing	Re-order to c(b) to match rapid -re-housing and housing placement services.				
FNPI 4c. The number of individuals who <i>avoided</i> eviction	Re-order to A match Rental Payment Services				
FNPI 4d. The number of individuals who <i>avoided</i> foreclosure	Re-order to B to match Housing Payment Assistance				
FNPI 4e. The number of individuals who experienced <i>improved</i> home health and safety due to improvements (e.g., weatherization, water safety, reduction or elimination of lead, radon, carbon monoxide or fire hazards or electrical issues, etc.)					
FNPI 4f. The number of individuals who avoided utility shut-off or had utility service restored	Re-order to match the Utility Assistance Services order.				
FNPI 4g. The number of individuals served with <i>improved</i> water safety in their homes	Why is water safety separated out here?, include with the current 4e above so that Services that happen to a Housing UNIT are included here. Better define if you want to track Individuals - which would be the total number of people living in each home that was improved or just the number of homes or both. The story is richer when you can say that 5 homes were improved, impacting 12 people, which is a different story than 5 homes improved impacting 20 people.				
FNPI 4h. Other (please describe)					

Health and Nutrition Indicators

Name of CSBG Eligible Entity Reporting:	All of these are hokie - artificial....				
State:	UEI:				

Health and Nutrition (FNPI 5)	I.) Number Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV]	V.) Performance Target Accuracy (III/II = V)
FNPI 5a. The number of individuals served who then <i>improved</i> their health and well-being through preventative measures	What does this mean??? Is this intended to be the total of Services a,b, and c? Your health doesn't improve by getting an immunization of completing a health screening... Maybe better wording is # who increased access to preventative health measures..				
FNPI 5b. The number of individuals with <i>increased</i> access to health coverage					
FNPI 5c. The number of individuals whose health issue was <i>treated</i> by receiving health services					
FNPI 5d. The number of individuals with increased access to reproductive wellness services. -					
FNPI 5e. The number of individuals with <i>increased</i> access to wellness services					
FNPI 5f. The number of older adults (age 65+) with <i>increased</i> access to home visiting services					
FNPI 5g. The number of older adults (age 65+) who <i>maintained</i> an independent living situation					
FNPI 5h. The number of individuals served who then <i>improved</i> their mental health, behavioral health or well-being					
FNPI 5i. The number of adults served who then <i>improved</i> their oral health					
FNPI 5j. The number of children served who then <i>improved</i> their oral health					
FNPI 5k. The number of individuals receiving <i>increased</i> access to healthy food options					
FNPI 5l. Other (please describe)					

Civic Engagement and Community Involvement Indicators

Name of CSBG Eligible Entity Reporting:					
State:	UEI:				

Civic Engagement and Community Involvement Indicators (FNPI 6)	I.) Number Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV]	V.) Performance Target Accuracy (III/II = V)
FNPI 6a. The number of individuals with low income who <i>increased</i> skills, knowledge, and abilities to help improve conditions in their community					
FNPI 6b. Other (please describe)					

Are there intentionally NO Transportation Indicators??

Module 3, Section C: All Characteristics Report

Name of CSBG Eligible Entity Reporting:		
State:	UEI	

A. Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained:

B. Total unduplicated number of all HOUSEHOLDS about whom one or more characteristics were obtained:

C. INDIVIDUAL LEVEL CHARACTERISTICS

1. Gender Identity	Number of Individuals
a. Male	
b. Female	
c. Transgender, non-binary, or another gender	
d. Unknown or not reported	
e. TOTAL (auto-calculated)	

2. Age	Number of Individuals
a. 0-4	
b. 5-17	
c. 18-24	
d. 25-34	
e. 35-44	
f. 45-64	
g. 65-84	
h. 85 and older	
i. Unknown or Not Reported	
j. TOTAL	

3. Education Levels	Number of Individuals	
	[ages 5-24]	[ages 25+]
a. Grades 0-8		
b. Grades 9-12 or Non-Graduate		
c. High School Graduate, GED, or Equivalency Diploma		
e. 12 grade + Some Post-Secondary		
f. 2 or 4 year College Graduate		
g. Graduate of other post-secondary school		
h. Unknown or Not Reported		
i. TOTAL		

4. Disconnected Youth	Number of Individuals
a. Youth ages 14-24 who are neither working or in school	

5. Health**Number of Individuals**

a. Provide the number of individuals with a disability.

b. Health Insurance* **Add word 'Status'.**

Yes

No

Unknown

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*If an individual reported that they had health insurance, please identify the source of health insurance below.

^ prior to service, ^ Primary

Health Insurance Sources

c.1. Medicaid

c.2. Medicare

c.3. State Children's Health Insurance Program

c.4. State Health Insurance for Adults

c.5. Military Health Care

c.6. Direct-Purchase

c.7. Employment-Based

c.8. Unknown or Not Reported

c.9. TOTAL

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6. Race and Ethnicity**Number of Individuals**

a. American Indian or Alaska Native

b. Asian

c. Black or African American

d. Hispanic or Latino

e. Middle Eastern or North African

f. Native Hawaiian and Pacific Islander

g. White

h. Multiracial or Multiethnic (two or more of the above)

i. Unknown or Not Reported

j. TOTAL

This doesn't match the Census...
Hispanic/Latino isn't a Race - if
someone marks Black Hispanic -
then would you put them in the
H - Multi-racial category here??

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7. Military Status**Number of Individuals**

a. Veteran

b. Active Military

c. Never Served in the Military

d. Unknown or Not Reported

e. TOTAL

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8. Work Status (*Individuals 18+*)**Number of Individuals**

a. Employed Full-Time	
b. Employed Part-Time	
c. Migrant or Seasonal Farm Worker	
d. Unemployed (Short-Term, 6 months or less)	
e. Unemployed (Long-Term, more than 6 months)	
f. Unemployed (Not in Labor Force)	
g. Retired	
h. Unknown or Not Reported	
i. TOTAL	

D. HOUSEHOLD LEVEL CHARACTERISTICS

9. Household Type	Number of Households
a. Single Person	
b. Two Adults no children	
c. Household with multiple adults with no children	
d. Single Parent Female	
e. Single Parent Male	
f. Two Parent Household	
g. Non-related Adults with Children	
h. Multigenerational Household	
i. Other	
j. Unknown or Not Reported	
k. TOTAL	

10. Household Size	Number of Households
a. Single Person	
b. Two	
c. Three	
d. Four	
e. Five	
f. Six or more	
g. Unknown or Not Reported	
h. TOTAL	

11. Housing	Number of Households
a. Own	
b. Rent	
c. Other permanent housing	
d. Homeless	
e. Other	
f. Unknown or Not Reported	
g. TOTAL	

12. Level of Household Income	Number of Households
a. Up to 50%	
b. 51% to 75%	
c. 76% to 100%	
d. 101% to 125%	
e. 126% to 150%	
f. 151% to 175%	
g. 176% to 200%	
h. 201% to 250%	
i. 251% and over	

j. Unknown or Not Reported

k. TOTAL

13. Sources of Household Income

Number of Households

a. Income from Employment Only

b. Income from Employment and Other Income Source

c. Income from Employment, Other Income Source, and Non-Cash Benefits

d. Income from Employment and Non-Cash Benefits

e. Other Income Source Only

f. Other Income Source and Non-Cash Benefits

g. No Income

h. Non-Cash Benefits Only

i. Unknown or Not Reported

j. TOTAL