

Race and Ethnicity Data Collection for Housing Related Programs
SUN Service System and Community Services
June 2013

The Department of County Human Services has a new policy for collecting race and ethnicity data, effective July 1, 2013*. This new standard (Question 1 below) adds African, Middle Eastern and Slavic as choices for the client to self-identify and includes Hispanic/Latino identity instead of asking this a separate question. However, if you are collecting client information for a housing related program, you must also be in compliance with federal requirements for collecting race and ethnicity data (Question 2a and 2b below). Becoming familiar with the two standards and expectations for collecting these data will help you easily, efficiently and reliably obtain this information from your clients.

NEW DCHS INCLUSIVE IDENTITY QUESTION:

Question 1: What is your race or origin? Mark as many as apply.

- | | |
|---|--|
| <input type="checkbox"/> African | <input type="checkbox"/> Native American or Alaska Native |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Native Hawaiian or Pacific Islander |
| <input type="checkbox"/> Black/African American | <input type="checkbox"/> Slavic |
| <input type="checkbox"/> Latino/Hispanic | <input type="checkbox"/> White |
| <input type="checkbox"/> Middle Eastern | <input type="checkbox"/> Decline to Answer |

FEDERAL RACE/ETHNICITY QUESTIONS FOR HOUSING RELATED PROGRAMS:

Question 2a: Using the choices below, what is your race or origin? Choose up to two.

- | | |
|--|--|
| <input type="checkbox"/> Asian | <input type="checkbox"/> Don't Know |
| <input type="checkbox"/> Black/African American | <input type="checkbox"/> Decline to Answer |
| <input type="checkbox"/> Native American or Alaska Native | |
| <input type="checkbox"/> Native Hawaiian or Pacific Islander | |
| <input type="checkbox"/> White | |

Question 2b: What is your ethnicity?

- | | |
|--|--|
| <input type="checkbox"/> Hispanic/Latino | <input type="checkbox"/> Non-Hispanic Latino |
|--|--|

Every client is required to answer Question 1, and they should have the opportunity to read or hear all the answer choices. If you are getting this information by asking the client (as opposed to the client filling out a form) you might want to create a card with the answer choices that you can show the client.

A client's answers to Question 1 will sometimes provide the information necessary for you to validly answer Question 2a and 2b. If the client selected Hispanic/Latino in Q1, you can answer Hispanic/Latino in Q2b; if Hispanic/Latino is not selected in Q1, the answer for Q2b would be Non-Hispanic/Latino.

When any part of the client's answer in Q1 cannot be matched in Q2a, in order to meet the federal requirements you will need to prompt the client to answer again just using the choices in Question 2a. An example is a client who selects African in Q1, which does not match any choices in Q2a. This client should be given the opportunity to also self-identify using the choices in Q2a, where they may or may not self-identify as Black/ African American given the fewer options. It is acceptable for Q1 and Q2a to have different answers, as long as the client was allowed to self-identify.

More information from the client is required to answer Question 2a in the following scenarios:

1. *A client self-identifies using one or more of the identities unique to Q1 (African, Middle Eastern, Slavic).* Other Q1 choices that match answers in Q2a can be carried over to Q2a. Because those three new answers cannot be matched to the answers in Q2a, the client must have the opportunity to identify themselves using the list in Q2a. If the client does not self- identify as any of the five choices in Q2, "Don't Know" would be an appropriate response.
2. *A client self-identifies using only Latino/Hispanic.* This response provides an answer for Q2b, but because race and ethnicity are asked separately to meet the federal requirement, there is nothing that can be matched to the answers in Q2a. The client must have the opportunity to identify themselves using the list in Q2a. If the client does not self- identify as any of the five choices in Q2a, "Don't Know" would be an appropriate response.

**The following page has examples of possible answers from clients
and how to record those answers in ServicePoint.**

*For more information about this change, go to <https://web.multco.us/county-human-services/toolbox-raceethnicity-data-policy>

Example A: On Q1, client self-identifies as Black/African American and White and Latino/Hispanic:

Q1 Inclusive Identity (Race/Ethnicity/Origin)		
Start Date *	Please add all that apply (Race/Ethnicity/Origin):	
06/01/2013	Latino/Hispanic	
06/01/2013	White	
06/01/2013	Black/African American	

All of those answers are included in Q2a, so there is no need to ask the client more questions. The questions must still be answered in ServicePoint, which would look like this:

Q2a Race: Black or African American (HUD) G
 Race-Additional: White (HUD) G
 Q2b Ethnicity (Hispanic/Latino): Hispanic/Latino (HUD) G

Example B: On Q1, client self-identifies as Middle Eastern and Asian, which would look like this in ServicePoint:

Q1 Inclusive Identity (Race/Ethnicity/Origin)		
Start Date *	Please add all that apply (Race/Ethnicity/Origin):	
06/07/2013	Middle Eastern	
06/07/2013	Asian	

Asian is also an option in Q2a, but Middle Eastern is not, so the client should get to self-identify using the Q2a choices. If they do not select anything else in Q2a, this is what it would look like in ServicePoint. If the client did choose an additional value in Q2a, that answer would be entered as the Race-Additional.

Q2a Race: Asian (HUD) G
 Race-Additional: -Select- G
 Q2b Ethnicity (Hispanic/Latino): Non-Hispanic/Non-Latino (HUD) G

Example C: On Q1, the client self-identifies as Slavic, which would look like this in ServicePoint:

Q1 Inclusive Identity (Race/Ethnicity/Origin)		
Start Date *	Please add all that apply (Race/Ethnicity/Origin):	
06/07/2013	Slavic	

Slavic does not match any of the choices in Q2a, which means the client must have the opportunity to self-identify using the choices in Q2a. Given the more limited list in Q2a, the client may or may not self-identify as any of those choices. If the client self-identifies as White in Q2a, it would look like this:

Q2a Race: White (HUD) G
 Race-Additional: -Select- G
 Q2b Ethnicity (Hispanic/Latino): Non-Hispanic/Non-Latino (HUD) G

If the client does not self-identify as any of the choices in Q2a, "Don't Know" would be an appropriate choice for the client to make, which would look like this in ServicePoint:

Q2a Race: Don't Know (HUD) G
 Race-Additional: -Select- G
 Q2b Ethnicity (Hispanic/Latino): Non-Hispanic/Non-Latino (HUD) G