Race/Ethnicity Data Collection Policy SUN Service System Youth Programs

*These instructions are for non Anti-Poverty related programs. There is a separate set of instructions for Anti-Poverty related programs.

Effective July 1, 2013 the Multnomah County Department of County Human Services will begin collecting race/ethnicity data in accordance with a new policy. Clients will still self-identify their race and/or ethnicity. Under the new policy clients will now be able to identify multiple identities, and the policy offers more flexibility to clients.

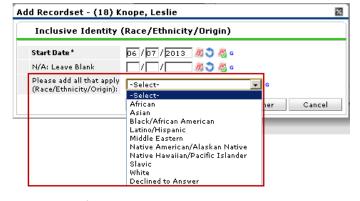
Intake forms as of July 1 must reflect the new list of inclusive identities that clients are able to select. You will note that the new method of data collection does not distinguish between race and ethnicity and includes an additional categories of African, Middle Eastern, and Slavic. Please note that clients selecting Latino/Hispanic will be reported as Hispanic and clients who do not have Latino/Hispanic entered will be reported as non-Hispanic.

What is your race or origin?	Mark as many boxes as apply.
African	Native American or Alaska Native
Asian	☐ Native Hawaiian or Pacific Islander
Black/African American	☐ Slavic
Latino/Hispanic	White
☐ Middle Eastern	Decline to Answer

Clients with an Entry Date on or after 7/1/13 must have their race/ethnicity entered into ServicePoint using the new Inclusive Identity sub-assessment (found in the Entry.)



The Inclusive Identity sub-assessment should only be used if the client was able to self-identify their race/ethnicity from the above options. To add a client's self-identified race or ethnicity, click the Add button. In the window that opens, select the client's race/ethnicity from the pull-down menu. If a client identifies with additional races, click "Save and Add Another," otherwise click "Save."



You will now see a separate line for each race/ethnicity you entered:

Inclusive Identity (Race/Ethnicity/Origin)		
	Start Date *	Please add all that apply (Race/Ethnicity/Origin):
/ 🧋	06/07/2013	Black/African American
1	06/07/2013	Asian

Clients who have an Entry Date before 7/1/13 do not need to have the Inclusive Identity sub-assessment completed for them.