

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.

- | | |
|---|--|
| <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 |

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.)

Inclusive Identity (Race/Ethnicity/Origin)	
Start Date *	Please add all that apply (Race/Ethnicity/Origin):
<div style="border: 1px solid red; display: inline-block; padding: 2px 5px;">Add</div>	Click Add to enter a client's self-identified race, ethnicity, and/or origin

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."

Add Recordset - (18) Knope, Leslie

Inclusive Identity (Race/Ethnicity/Origin)	
Start Date *	06 / 07 / 2013
N/A: Leave Blank	/ /
Please add all that apply (Race/Ethnicity/Origin):	<div style="border: 1px solid red; display: inline-block;"> <div style="background-color: white; border: 1px solid gray; padding: 2px;"> <div style="background-color: #f2f2f2; padding: 2px;">-Select-</div> <div style="padding: 2px;"> -Select- African Asian Black/African American Latino/Hispanic Middle Eastern Native American/Alaskan Native Native Hawaiian/Pacific Islander Slavic White Declined to Answer </div> </div> </div>

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):
<div style="display: flex; align-items: center;"> <div style="border: 1px solid gray; padding: 2px;">06/07/2013</div> </div>	Black/African American
<div style="display: flex; align-items: center;"> <div style="border: 1px solid gray; padding: 2px;">06/07/2013</div> </div>	Asian

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