

BUREAU OF JUSTICE ASSISTANCE
HUMAN TRAFFICKING ENHANCED COLLABORATIVE MODEL
PERFORMANCE MEASURES

The following pages outline general questions and performance measures for the Bureau of Justice Assistance *Human Trafficking Enhanced Collaborative Model Task Force Grant Program*.

The Bureau of Justice Assistance (BJA) and the Office for Victims of Crime (OVC) have made awards to support law enforcement and victim service provider efforts within human trafficking task forces. For each jurisdiction, two separate awards have been made—one to a lead law enforcement agency and one to a lead victim service provider. Performance measures are collected from grantees as a means to determine whether a program achieved its goals and objectives. Information obtained from performance measurement is then used to improve program operation. These data are not used to “evaluate” programs but to help understand the progress that programs achieve on the state and national levels toward meeting program objectives and the agency’s mission.

The law enforcement agency and victim service provider must submit separate but coordinated performance measurement data that fulfills their requirements on how they are using this funding over the project period to combat human trafficking. The following performance measures fulfill the requirements for the law enforcement grantees funded through BJA. Victim service providers funded through OVC are responsible for completing measures in a separate performance measurement system.

PROGRAM OBJECTIVES

- Establish and sustain effective human trafficking leadership and a task force structure that will marshal the resources necessary to support the successful identification of victims of all forms of human trafficking, ensure service delivery, and allow for the investigation and prosecution of trafficking perpetrators.
- Make data-driven decisions about task force activities based on a shared understanding of the prevalence, scope, and nature of human trafficking within the target geographic area.
- Identify victims of all types of human trafficking through the use of coordinated training, public awareness and outreach efforts, and trauma-informed screening and interview techniques.
- Conduct proactive investigations of sex trafficking and labor trafficking with the goal of successful prosecution of human trafficking cases at the state or federal level.
- Ensure that a comprehensive array of services are readily available to meet the individualized needs of all victims of human trafficking, including foreign nationals and U.S. citizens of all ages and genders.

STRUCTURE OF THE QUESTIONNAIRE

The questionnaire for the *Human Trafficking Enhanced Collaborative Model Task Force Grant Program* contains performance measures and goals/objectives questions. Grantees must complete performance measures in the BJA Performance Measurement Tool (PMT) four times a year that report on the task force’s activity during the prior 3 months, also known as a reporting period. Grantees must complete goals/objectives questions twice a year.

ROLES AND RESPONSIBILITIES FOR COMPLETION

Each BJA-funded grantee should complete these questions based on the task force’s use of BJA funds. The BJA grantee should collaborate with the OVC-funded partner, the evaluator involved with the task force’s review, and other task force partners to ensure a full representation of task force activities.

PMT REPORTING PERIODS

In January and July of each year, each grantee will be responsible for creating a report from the PMT and uploading the report into the Grants Management System (GMS). During the nonsubmission reporting periods, grantees are encouraged to create reports for their own records but are not required to upload them to the GMS. Grantees should enter responses to the questions that follow in the PMT at <https://bjapmt.ojp.gov/>. For any questions about the PMT or performance measures, please call the BJA PMT Help Desk at 1-888-252-6867, or send an e-mail to bjapmt@usdoj.gov.

NOTE: Data collection on these measures will take effect with grant activities occurring from October 1, 2015. Data entry and reporting in the PMT will begin on or about April 1, 2016. Subsequent data entry will occur quarterly, with a 30-day submission period following the close of the reporting period.

If you have questions about your program, please contact your State Policy Advisor (SPA) at <https://www.bja.gov/About/Contacts/ProgramsOffice.html>

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AWARD ADMINISTRATION

1. Is this the last reporting period for which the award will have data to report? *For example, all funds have been expended and the award is in the process of closing out in the Grants Management System (GMS). If you select “Yes,” you will be directed to answer the questions in the final report section. These are one-time only questions that you will answer prior to report closeout.*
 - A. Yes/No (If Yes, answer the **Closeout** questions at the end of this questionnaire, and create a final report.)

GRANT ACTIVITY

2. Was there **grant activity** during the reporting period? *There is grant activity when the grantee has obligated, expended, or drawn down grant funds to implement objectives proposed in the BJA-approved grant application. If you select “Yes,” the program becomes Operational and should remain so until the grant closes out.*
 - A. Yes/No
 - B. If No, please select from the following responses:

Reason(s) for no grant activity during the reporting period.	Select all that apply
Award not yet accepted by official applicant	<input type="radio"/>
MOU(s) not yet finalized, signed, and submitted	<input type="radio"/>
OJP budget pending approval	<input type="radio"/>
Subcontractors not yet in place	<input type="radio"/>
Waiting to hire project manager, additional staff, or coordinating staff	<input type="radio"/>
Using unexpended project funds from previous BJA award	<input type="radio"/>
Contract with partners or contractors not yet finalized and signed	<input type="radio"/>
Other	<input type="radio"/>
If other, please describe	

3. Please provide a list of all current task force partners, including their full names and a short description of their agency types. *Task force partners are defined in this question as members of the task force that have signed MOUs and are active participants in the program. They are active if they provide input and/or feedback to the task force’s activities or direction. Please include all **core partners** (i.e., agencies required to be a part of the task force as outlined in the solicitation). If there has been a significant change in task force partnerships, update that information.*
(CARRYOVER)

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AGENCY/PROJECT INFORMATION

Complete this section at the beginning of the grant during the first reporting period. These are one-time responses and should reflect agency status and project information regarding your Human Trafficking Enhanced Collaborative Model project.

4. Please indicate the start date (month/year) of the human trafficking task force as well as the formal name of the task force. *The program's start date may be different from the date when the BJA award was received.* **(CARRYOVER)**
 - A. Month/Year _____
 - B. Formal name of the human trafficking task force _____

5. Please provide the **primary** point of contact (POC) for the victim services partner/OVC grantee that is part of this task force. **If there has been a change in the victim services provider POC, please update the information.** **(CARRYOVER)**
 - A. Name _____
 - B. Victim services provider POC information
 - 1) Telephone number _____
 - 2) E-mail _____
 - 3) Address _____

6. Please provide the following contact information for the task force evaluator(s) conducting the review. **If there has been a change in your task force evaluator or a significant change in the evaluator team members, please revise as necessary.** **(CARRYOVER)**
 - A. Name of head evaluator _____
 - B. Name of evaluator's organization _____
 - C. E-mail address _____
 - D. Phone number _____

7. What is the jurisdiction(s) that the task force operates in? *This can be a city, town, county, parish, township, state, tribe, other politically defined area, or several politically defined areas. For example, New York City, Washington County, or Montgomery and Prince George's Counties.* **(CARRYOVER)**
 - A. Jurisdiction(s) name _____

8. What is the jurisdiction's population that the task force operates in? *For most jurisdictions, you can find your population data by entering your jurisdiction's name at <http://factfinder2.census.gov>. Please report population data from the most recent census (2010). If your agency is serving multiple jurisdictions, combine the size of the population to represent those jurisdictions your agency is serving.* **(CARRYOVER)**
 - A. Population _____

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PERSONNEL

One of the main objectives of the Human Trafficking Enhanced Collaborative Model is to establish and maintain effective leadership to successfully identify trafficking victims, deliver services to victims, and investigate and prosecute trafficking perpetrators. The following section asks questions related to personnel and staffing; establishing effective leadership; ensuring task force membership; and designing protocols, policies, and procedures. Complete the following sections quarterly. These responses should reflect the project information for the task force based on activities that occurred during the reporting period.

9. As of the last day of the reporting period, how many full-time and part-time staff, funded fully or partially by the grant program, worked on or contributed to the task force as part of their regular day-to-day activities or were assigned to the task force as one of their primary responsibilities? *Staff include all people funded using the BJA grant (law enforcement, prosecutors, contractors, consultants, interns, etc.).*
- A. Number of full-time staff _____
- B. Number of part-time staff _____
10. During the reporting period, were BJA grant funds used to pay for overtime hours? *Overtime hours are those that nonexempt employees work beyond normal working hours (more than 40) during a work week.*
- A. Yes/No
- B. If Yes, how many overtime hours? _____
11. Please indicate which of the following agencies/organizations are CORE members of the human trafficking task force (i.e., agencies required to be a part of the task force as outlined in the solicitation). Of those, indicate which core members are the task force leader(s) by also selecting the “Task force LEADER” column for those agencies/organizations. Lastly, indicate any other task force partners (i.e., any partnerships with groups from outside of the core task force members). *Note that there may be more than one leading agency for the task force. If there are multiples of one type of agency (e.g., three separate victim services providers/agencies), list those additional agencies/organizations under the “Other” option.*

(CARRYOVER)

	N/A	Task force CORE MEMBER	Task force LEADER	Task force PARTNER
State law enforcement agency	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Local law enforcement agency	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tribal law enforcement agency	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Federal Bureau of Investigation (FBI)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Homeland Security Investigations (HSI)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Victim services provider/agency	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
United States Attorney’s Office (USAO)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
USAO victim/witness assistance	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
State/local prosecutor/prosecutors office	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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	N/A	Task force CORE MEMBER	Task force LEADER	Task force PARTNER
Federal/state/local regulatory agency	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluation partner	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
State leadership (e.g., governor's office)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tribal leadership	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Local leadership (e.g., mayor's office)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Immigrant/refugee services agency	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interpreters/language assistance services	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Legal services provider (e.g., public defender/indigent defense)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Courts (specialty courts, adult or juvenile courts, etc.)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Corrections/community corrections	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health care providers	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Behavioral health services (including mental health and substance abuse treatment)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child protective services/child advocacy centers	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community-based service providers (e.g., housing/shelters, job training/employment)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Faith-based organizations	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Subject-matter experts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Foundations/philanthropic organizations	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Training and technical assistance provider(s)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Business community	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If other, please describe				

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TASK FORCE MEETINGS

12. How often did the task force hold organized meetings during the reporting period? *Please note that the solicitation requires each task force to **convene multidisciplinary in-person meetings of the task force leaders and members at least quarterly**. Task force meetings should include all core members as indicated in question 11. These core members are those agencies identified as required task force members within the solicitation.*
- A. Daily
 - B. Weekly/Biweekly
 - C. Monthly
 - D. Quarterly
 - E. We did not meet this quarter
 - F. If your task force did not meet, please explain why **(skip to next section)** _____
13. Please indicate which activities the task force engaged in during team meetings (from question 12) during the reporting period. *Select all that apply.*
- A. Briefed agency leaders about task force activities/operations
 - B. Discussed task force member duties, roles, and responsibilities
 - C. Discussed resources needed/resource sharing
 - D. Resolved conflicts
 - E. Listened to nontask force member presentation(s) (e.g., community advocacy group)
 - F. Planned operational activities/problem solving
 - G. Reviewed research/analysis products
 - H. Discussed project performance
 - I. Engaged in project-sustainability planning
 - J. Shared data
 - K. Shared subcommittee updates/reports
 - L. Other
 - M. If other, please describe _____
14. Does the task force have any subcommittees?
- A. Yes/No **(if No, skip to next section)**
 - B. If Yes, how many subcommittees _____
15. What issues do the task force subcommittees specifically seek to address? *Check all that apply.*
(CARRYOVER)
- A. Sex trafficking investigations/prosecutions
 - B. Labor trafficking investigations/prosecutions
 - C. Victim services
 - D. Multidisciplinary case planning or case review
 - E. Outreach and public awareness
 - F. Training
 - G. Data collection, data sharing/reporting, project evaluation
 - H. Other
 - I. If other, please describe _____

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POLICIES, PROCEDURES, AND PROTOCOLS

Task forces must develop and routinely update protocols that outline the roles and responsibilities of members and the task force's collaborative work. This section asks about the task force's policies, operating procedures, and protocols.

16. Does the task force have any written policies, standard operating procedures (SOP), or protocols in place to address the items below? *The policies, procedures, or protocols could be general agency (law enforcement, prosecution, or victim services) rules/regulations, or they may be separate policies, procedures, and protocols specific to the task force. They may be stored electronically or in hard-copy form. Please check the appropriate boxes below. (CARRYOVER)*

	Yes	In draft form/under development	No
Information sharing <i>Includes sharing information with other core task force members, partners, victim services, etc.</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Data collection and reporting <i>Includes data protection, storage, management, tracking, analysis, and transfer. Also reporting data into the PMT or use of a national database (e.g., Regional Information Sharing Systems [RISS]).</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Referrals <i>Includes referring victims to internal/external victim services or referring foreign national victims for Office of Refugee Resettlement (ORR) certification.</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Victim protections <i>Provides victims with all relevant protections afforded to them by law.</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Continued presence (CP) <i>Includes providing foreign national victims with CP status or providing documentation to support CP or other immigration assistance.</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Case handling <i>Includes dealing with cases with many victims or when victims are underage, building strong cases against traffickers, or assisting when there are large numbers of perpetrators per case.</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interpreter/Language <i>Provides appropriate support and resources for language assistance and interpreters as needed.</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Media <i>Includes communication policies and procedures regarding speaking with the media, using the media as a resource when conducting task force initiatives, or establishing survivor speaker standards when addressing the media or a public audience.</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Confidentiality <i>Includes victim, victim services, and task force initiative data protection, storage, and transfer. Also, handling of tips.</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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DATA COLLECTION AND EVALUATION

Human trafficking task forces must make data-driven decisions based on a shared understanding of the prevalence, scope, and nature of human trafficking in the geographic area. To do this, the task force must develop a plan to routinely collect critical data and develop a process for sharing the data with task force members. The task force must also develop and implement a plan for evaluating the effectiveness of the efforts to meet task force goals and objectives. This section asks about data collection and data sharing and about evaluation activities that occurred during the reporting period.

17. Which of the following data resources were used to inform the task force during the reporting period? *Select all that apply.*
- A. ___ Official police call, crime, and arrest data (e.g., calls for service, officer-initiated calls for service, crime incident reports, or arrest reports)
 - B. ___ Victim service provider data (e.g., demographics of victims served)
 - C. ___ National Human Trafficking Resource Center (e.g., National Hotline)
 - D. ___ Social media (e.g., Facebook, Backpage)
 - E. ___ Corrections data (e.g., probation and parole data)
 - F. ___ Prosecution data (e.g., pretrial data)
 - G. ___ Court data (e.g., case outcomes, convictions, sentences)
 - H. ___ Survey data (e.g., surveys of community members, officers, offenders, or victims)
 - I. ___ Intelligence (e.g., confidential or other informants, CopLink, gang databases)
 - J. ___ Other
 - K. If other, please describe _____

18. Please indicate whether the task force used data analysis to inform the following activities during the reporting period. *Analysis includes the review of crime data, disorder data, or other systematic data sources (e.g., systematic observations of place, survey data) to inform decision-making and related task force activities. Check all that apply.*

	Not applicable	Yes	No
Task force decision-making	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prosecutorial decision-making	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conducting criminal investigations	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identifying human trafficking victims/perpetrators	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Planning/conducting long-term human trafficking reduction and prevention strategies	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Planning/conducting short-term operational crime reduction strategies (e.g., stings)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Understanding victim services resource needs	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Developing/creating topic-specific subcommittees	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Developing training topics	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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	Not applicable	Yes	No
Creating public awareness outreach efforts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If other, please describe			

19. Please indicate the task force's evaluation stage as of the last day of the reporting period.

- A. ___ Not yet started (**skip to next section**)
- B. ___ Evaluator chosen but not yet started on the formal evaluation
- C. ___ Evaluator started on the formal evaluation
- D. ___ Evaluator completed midgrant report (e.g., year 1 report)
- E. ___ Evaluator completed final report (e.g., year 3 report)
- F. ___ Completed all evaluation requirements and turned in all products to BJA
- G. ___ Delayed due to unforeseen circumstances; please describe _____
- H. ___ Other
- I. If other, please describe _____

20. Please indicate which of the following activities the task force evaluator participated in/conducted during the reporting period. *Check all that apply.*

- A. ___ No activity was completed
- B. ___ Evaluator attended task force meetings
- C. ___ Introduced new partners to the working group
- D. ___ Requested specific data from the agency or working group partners
- E. ___ Conducted or assisted in data collection (e.g., survey, focus groups, interviews)
- F. ___ Conducted or assisted in ongoing data analysis
- G. ___ Interpreted analysis results
- H. ___ Provided recommendations on program strategies
- I. ___ Provided training and/or technical assistance to agency analysts
- J. ___ Communicated/presented evaluation plan, preliminary findings, and/or results to the BJA grantee agency and/or the task force
- K. ___ Communicated/presented evaluation plan, preliminary findings, and/or results **outside** of the task force (e.g., local government, community organizations, media)
- L. ___ Other
- M. If other, please describe _____

21. Did the task force change any strategies/operations as a result of evaluator feedback/input during the reporting period?

- A. Yes/No
- B. If Yes, please describe the changes made _____

22. Has the evaluator provided the task force with any products during the reporting period? *Products would include progress reports or white papers and presentation materials such as PowerPoint slides or research reports.*

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- A. Yes/No (If Yes, please attach any items you would like to share with BJA to your semiannual progress report, such as your GMS report)
- B. If No, please explain why _____

LAW ENFORCEMENT INVESTIGATION AND PROSECUTION

These questions focus on the task force investigations and their related outcomes, including identified victims, persons arrested, and prosecution-related activity.

Please note that the next two questions will ask about INVESTIGATION-level and INDIVIDUAL-level data. Please read each question carefully.

23. How many **NEW** human trafficking **investigations** did the task force work on during the reporting period?

- **New investigations** are those that were opened during the most recent reporting period and have not been reported on in past reporting periods.
- **Potential victims** are those victims identified during the course of an investigation who may be victims of sex trafficking, labor trafficking, or both sex AND labor trafficking. Report investigations that involve human trafficking as defined by the Trafficking Victims Protection Act (TVPA).
- **Sex trafficking** involves a commercial sex act that is induced by force, fraud, or coercion OR in which the person induced to perform such an act is younger than age 18.
- **Labor trafficking** involves the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
- **Sex AND labor trafficking** refers to instances where victims were trafficked for both sex AND labor purposes.

NOTE: For the purposes of this program, all people younger than age 18 who are engaged in commercial sex acts may be considered victims of sex trafficking.

	Sex trafficking (ONLY)	Labor trafficking (ONLY)	BOTH sex AND labor trafficking
Number of NEW human trafficking investigations opened during the reporting period			
Number of potential victims within these investigations			

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24. Please complete the following table about the total number of human trafficking **investigations** that were **ACTIVE** (i.e., ongoing) as of the last day of the reporting period. *Please include both new and previously reported investigations as long as they are still active (i.e., ongoing).*

	Sex trafficking (ONLY)	Labor trafficking (ONLY)	BOTH sex AND labor trafficking
Number of ACTIVE human trafficking investigations during the reporting period			
Number of potential victims within these investigations			

Please note that the next two questions ask about INDIVIDUAL-level data only. Please report on the number of individuals (NOT investigations).

25. Please complete the following tables regarding arrests, charges (i.e., indictments), and prosecutions of individuals for human trafficking as part of the task force's activity(ies) during the reporting period.

A. Sex trafficking ONLY

	For Reporting Period: Total individuals	For Reporting Period: Individuals as part of a FEDERAL investigation(s)	For Reporting Period: Individuals as part of a STATE/LOCAL investigation(s)	Total individuals for entire grant (autocalc) (does NOT include count from Federal/State columns)
Number of individuals ARRESTED for a human trafficking-related incident(s) <i>Either as a primary charge or any other charge</i>				Autosum
Number of individuals CRIMINALLY CHARGED (i.e., indicted) for any offense				Autosum
Of those, number of individuals CRIMINALLY CHARGED (i.e., indicted) on a human trafficking-related offense				Autosum
Number of individuals found guilty, pled guilty, or accepted a plea agreement for human trafficking charge(s)				Autosum

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B. Labor trafficking ONLY

	For Reporting Period: Total individuals	For Reporting Period: Individuals as part of a FEDERAL investigation(s)	For Reporting Period: Individuals as part of a STATE/LOCAL investigation(s)	Total individuals for entire grant (autocalc) (does NOT include count from Federal/State columns)
Number of individuals ARRESTED for a human trafficking-related incident(s) <i>Either as a primary charge or any other charge</i>				Autosum
Number of individuals CRIMINALLY CHARGED (i.e., indicted) for any offense				Autosum
Of those, number of individuals CRIMINALLY CHARGED (i.e., indicted) on a human trafficking-related offense				Autosum
Number of individuals found guilty, pled guilty, or accepted a plea agreement for human trafficking charge(s)				Autosum

C. BOTH sex AND labor trafficking ONLY

	For Reporting Period: Total individuals	For Reporting Period: Individuals as part of a FEDERAL investigation(s)	For Reporting Period: Individuals as part of a STATE/LOCAL investigation(s)	Total individuals for entire grant (autocalc) (does NOT include count from Federal/State columns)
Number of individuals ARRESTED for a human trafficking-related incident(s) <i>Either as a primary charge or any other charge</i>				Autosum
Number of individuals CRIMINALLY CHARGED (i.e., indicted) for any offense				Autosum
Of those, number of individuals CRIMINALLY CHARGED (i.e., indicted) on a human trafficking-related offense				Autosum

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	For Reporting Period: Total individuals	For Reporting Period: Individuals as part of a FEDERAL investigation(s)	For Reporting Period: Individuals as part of a STATE/LOCAL investigation(s)	Total individuals for entire grant (autocalc) (does NOT include count from Federal/State columns)
Number of individuals found guilty, pled guilty, or accepted a plea agreement for human trafficking charge(s)				Autosum

26. Complete the following tables regarding people who are **CONFIRMED** human trafficking victims identified by the task force **during the reporting period**.

- **Confirmed victims** are those whose victimization has been verified by meeting one or more of the following three criteria: 1) having continued presence requested on their behalf in the country, or 2) receiving an endorsement on their T or U visa application, or 3) an arrest of the trafficker(s) **OR** law enforcement confirms the status of the victim.
- **Foreign nationals** are defined as those victims who do not have legal status to permanently reside in the U.S. and will need continued presence or a T-visa in order to remain in the U.S. while the case is still progressing. As a result, only an undocumented alien would meet the requirements for foreign victims of human trafficking.
- **U.S. citizens** are defined as those victims who do have legal status to reside in the U.S. and will not need continued presence or a T-visa in order to remain in the U.S. while the case is still progressing. These types of victims would include U.S. Citizens, U.S. Nationals, Permanent Residents, Qualified Aliens, and Temporary Workers (H-2A and H-2B).

A. Sex trafficking victims ONLY

	Confirmed victims					
	Female	Male	Other gender identity	Gender unknown	U.S. citizen	Foreign national
Child (age 13 years and younger)						
Minor (ages 14–17)						
Adult (ages 18–24)						
Adult (ages 25–54)						
Adult (age 55 and older)						
Victims with unknown age						

B. Labor trafficking victims ONLY

	Confirmed victims					
	Female	Male	Other gender identity	Gender unknown	U.S. citizen	Foreign national
Child (age 13 years and younger)						

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	Confirmed victims					
	Female	Male	Other gender identity	Gender unknown	U.S. citizen	Foreign national
Minor (ages 14–17)						
Adult (ages 18–24)						
Adult (ages 25–54)						
Adult (age 55 and older)						
Victims with unknown age						

C. BOTH labor AND sex trafficking victims

	Confirmed victims					
	Female	Male	Other gender identity	Gender unknown	U.S. citizen	Foreign national
Child (age 13 years and younger)						
Minor (ages 14–17)						
Adult (ages 18–24)						
Adult (ages 25–54)						
Adult (age 55 and older)						
Victims with unknown age						

27. Please select the reasons that prosecutions related to human trafficking investigations were denied during the reporting period.

	Not applicable	Rarely	Occasionally	Frequently
Victim(s) declined to participate	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Investigation(s) resulted in insufficient evidence	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Investigation(s) involved expired statute of limitations	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Resource constraints	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Offender is already serving a long sentence for another crime	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If other, please describe				

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28. Please describe where task force investigation data is stored. *Investigation data is all information cultivated in the course of a law enforcement, prosecution, or victim services investigation into instances of human trafficking. Examples include storing the data with the law enforcement agency, at an off-site storage facility, or with a task force partner agency. If there has been a change in where the data is stored, update this information. (CARRYOVER)*

COMMUNITY OUTREACH

This section asks about the community outreach activities conducted as part of the task force during the reporting period. This outreach should occur during all stages of the program and include input from all sectors of the community.

29. How often was the task force involved in the following community activities as part of the program during the reporting period?

	Not applicable	Daily	Weekly/ Biweekly	Monthly	Quarterly
Attended/hosted community meetings	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Distributed a newsletter, e-mail, or other bulletin	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attended community events	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conducted social media activities (e.g., Facebook, Twitter)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conducted outreach to affected communities	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conducted outreach to faith-based organizations	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conducted outreach to businesses	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If other, please describe					

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30. Did the task force develop the following human trafficking awareness materials for victims, victim service providers, and/or other agencies or businesses as of the last day of the reporting period?

Resources Developed	N/A	Completed	Currently drafting	Plan on developing
Brochures, flyers, or tip cards on how to identify trafficking victims	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Brochures or flyers about specific services available to trafficking victims	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If other, please describe				

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TRAINING

All program-related training should be reported in this section, including training hosted, developed/revised, or attended. **Please fill out these questions for each unique training that occurred during the reporting period.**

31. During the reporting period, were any program funds spent on attending, hosting, or developing training?
- A. Yes/No **(if No, skip to next section)**
32. What type of training activities occurred during the reporting period? *Check all that apply, and complete each applicable section.*
- A. ___ Individuals **attended** training/conference hosted by an outside organization **(Questions 33–36)**
- B. ___ Organization **hosted** training/conference (attended by employees from inside and/or outside your organization) **(Questions 37–42)**
- C. ___ Organization **developed/revised** training course/curriculum **(Questions 43–46)**

Attended Training/Conference

For each training attended by task force employees during the reporting period that was paid for in full or in part with program funds, please answer the following questions. Repeat these questions as necessary to cover all trainings or conferences attended.

33. What type of training was attended? *Check all that apply.*
- A. ___ Sex trafficking training
- B. ___ Labor trafficking training
- C. ___ Sex AND labor trafficking training
- D. ___ Professional development training (training to improve ability to respond to human trafficking victims and to investigate and prosecute human trafficking crimes)
- E. ___ DOJ/BJA/OVC-sponsored HT-related training
- F. ___ State agency-sponsored HT-related training
- G. ___ Nongovernmental organization (NGO) -sponsored HT-related training
- H. ___ Financial management training
- I. ___ Other
- J. If other, please describe _____

34. Please provide a short description of the training/conference

35. How many hours did the training course last? *A 1-day course is typically classified as an 8-hour course, and a week-long course is typically classified as a 40-hour course.*

A. ___ hours

36. How many people were paid for with program funding to attend this training?

A. Number paid ___

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Hosted Training/Conference

For each training/conference your organization hosted *during the reporting period* that was paid for in full or in part with program funds, please answer the following questions. Repeat these questions as necessary to cover all trainings or conferences hosted.

37. What type of training/conference was hosted? *Check all that apply.*

- A. Sex trafficking training
- B. Labor trafficking training
- C. Sex AND labor trafficking training
- D. Professional development training (training to improve ability to respond to human trafficking victims and to investigate and prosecute human trafficking crimes)
- E. DOJ/BJA/OVC-sponsored HT-related training
- F. State agency-sponsored HT-related training
- G. NGO-sponsored HT-related training
- H. Financial management training
- I. Other
- J. If other, please describe _____

38. Please provide a short description of the training/conference

39. How many employees from within the BJA-funded agency attended this training/conference?

- A. Number attended _____

40. How many people from outside the BJA-funded agency attended this training/conference?

- A. Number attended _____

41. How many hours did the training/conference last? *A 1-day course is typically classified as an 8-hour course, and a week-long course is typically classified as a 40-hour course.*

- A. _____ hours

42. Do you use a standardized evaluation instrument to evaluate your training/conference? *Possible evaluations might be on the quality of the training/conference, evaluations of the trainer or curriculum, or an evaluation of knowledge gains. A sample standardized evaluation instrument can be found at <http://portal.hud.gov/hudportal/documents/huddoc?id=50945.doc>.*

- A. Yes/No

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Developed/Revised Training Course/Curriculum

For each training course/curriculum the task force developed/revised *during the reporting period* that was paid for in full or in part with program funds, please answer the following questions. Repeat these questions as necessary to cover all trainings or curricula developed.

43. What type of training course/curriculum was developed/revised?

- A. Sex trafficking training
- B. Labor trafficking training
- C. Sex AND labor trafficking training
- D. Professional development training(training to improve ability to respond to human trafficking victims and to investigate and prosecute human trafficking crimes)
- E. Other
- F. If other, please describe _____

44. Please describe the developed/revised training course/curriculum. *Please include the targeted audience, primary sources used in the development of your curriculum, and a brief overview.*

45. How many hours is the training course/curriculum designed to last? *A 1-day course is typically classified as an 8-hour course, and a week-long course is typically classified as a 40-hour course.*

- A. _____ hours

46. What is the intended mode of delivery for the training course/curriculum? *Check all that apply.*

- A. Classroom based (e.g., in person, face to face)
- B. Web based (e.g., Webinar)
- C. Prerecorded (e.g., training videos)
- D. Self-study (e.g., manuals, guidebooks, or other materials)
- E. Other
- F. If other, please describe _____

ORGANIZATIONAL INTEGRATION

47. During the reporting period, did task force members report on human trafficking task force activities within their agency(ies) or to the field? *Check all that apply.*

- A. Discussed task force activities in command staff, COMPSTAT, or other leadership meetings
- B. Discussed task force activities in roll call
- C. Provided task force-specific training for recruits
- D. Provided task force-specific in-service training
- E. Presented about the task force strategy at a conference
- F. Disseminated publications to the field about the task force strategy
- G. Other
- H. If other, please describe _____

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CLOSEOUT QUESTIONS (LAST REPORTING PERIOD ONLY)

Complete this section at the end of the grant award during the last reporting period. These answers should reflect the program status after conducting all grant activities.

1. How does the task force plan to sustain its operations after the grant funds have been exhausted?

Select all that apply.

- A. Continue to invest in/maintain victim services partnerships
- B. Continue to use data analysis to inform and improve task force responses
- C. Foster community partnerships through systematic public outreach
- D. Systematically offer in-service training to first responders
- E. Replicate the human trafficking task force program in other divisions within the agency/with other agencies, if applicable
- F. Dedicate personnel to combat human trafficking
- G. Continue to share case information/leads/updates with relevant agencies
- H. Continue to measure success according to project or other guidelines
- I. Unknown at this time
- J. Other
- K. If other, please describe _____

2. How does your agency plan to use the results of the completed assessment/evaluation? *Select all that apply.*

- A. To improve agency programs, policies, or practices
- B. To demonstrate the benefits or cost effectiveness of the program, policy, or practice
- C. To support the need for funding to sustain the program
- D. To publish papers in practitioner or academic journals (e.g., *The Police Chief*, *The FBI Law Enforcement Bulletin*, *Criminology*, *Justice Quarterly*)
- E. For presentations at regional/national conferences or meetings
- F. To share with outside stakeholders, the public, or the media
- G. Other
- H. If other, please describe _____

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GOALS AND OBJECTIVES MODULE

Complete this module in January and July if you had any activity during the reporting period and at the close of the grant.

Please answer the following questions for each program goal(s).

1. Identify the goal(s) you hope to achieve with your funding. If you have multiple goals, please report on each separately (one at a time) and repeat questions 1–5 for each goal.

2. What is the current status of this goal?

- A. Not yet started
- B. In progress
- C. Delayed
- D. Completed
- E. Goal no longer applicable

3. During the past 6 months, please describe any progress you made or barriers you encountered related to this goal.

4. In the next 6 months, what major activities do you have planned for this goal?

5. Do you have another goal you hope to achieve with your grant funding?

- A. Yes (repeat questions 1–5 for each additional goal)
- B. No (**go to next questions**)

Please answer the following questions based on your overall activity during the previous 6 months.

6. Did you receive or do you desire any assistance from BJA or a BJA-funded technical assistance provider? *Check all that apply.*

- A. Yes, we received assistance (**please describe**)
- B. Yes, we would like assistance or additional assistance (**please describe**)
- C. No

7. BJA likes to showcase grantees who are working on successful, innovative, and/or evidence-based programs. Do you have any noteworthy accomplishments, success stories, or program results from this reporting period that you would like to showcase?

- A. Yes (Please share your story at: <https://www.bja.gov/SuccessStoryList.aspx>.)
- B. No