

OAG Demographic Standards: Definition of Terms
September 2001

The following descriptions are intended to clarify the definition of each core data element:

	Data Element	Description
1	Zip Code	The 5 digit postal zip code for the primary residence of the client receiving service. A homeless individual should give the zip code of last permanent address.
2	City Name/Outside City Limits	The name of the city in which an individual lives. If the person does not live within the formal boundaries of a city, check the box for "outside any city limits" to indicate unincorporated King County.
3	Homeless	An individual that does not have a permanent residence. An individual who sleeps over with friends or relatives to avoid being on the street or who uses shelters, transitional or emergency housing is considered homeless. Such an individual should give the ZIP Code of his or her last residence and check the <i>Homeless</i> box. If this zip code unavailable, please respond as unknown.
4	Household size	The number of people living in the household. Household is defined as a single person or group of people living together sharing common household resources and expenses, even if not related. Individual tenants in an apartment building or communal domicile (detention center, dormitory, barracks) are not members of the same household; such individuals should indicate household of one when responding.
5	Children Under 18	The number of children, under the age of 18 years, living in the household. See also <i>Household Size</i> . Determined by the client at the time of intake. Not intended to be a legal definition of custody, but rather as defined by the client. Programs with eligibility requirements regarding legal custody may utilize stricter interpretations.
6	Single Parent Household	A household in which one parent without the assistance of a domestic partner assumes primary responsibility for any child or children under age 18.
7	Income	Total gross yearly income for the household. Client will select one of 4 categories based on their knowledge of the household's income. Categories are based on HUD matrix to be updated annually. Programs may need to collect and verify actual income to determine eligibility for certain programs, but will report to funders using the HUD matrix.
8	Age	In years, how old the individual is at the time of filling out the sheet. For infants under the age of one year, enter 0 (zero). Age as recorded at time of intake. Agencies can collect as DOB and report in Age categories.
9	Gender	Female individuals should mark the <i>Female</i> box. Male individuals should mark the <i>Male</i> box. <i>Transgender</i> is defined as an individual whose gender, gender display, or gender identity differs from the perceived norm. Such an individual may – or may not – have undergone or be currently undergoing gender-altering surgery or transgender counseling. <i>Other</i> and <i>Unknown</i> may be used if an individual does not identify with the available categories.
10	Disability	Self-reported by client with exception of programs where status is determined by a caseworker or other professional. A client with a disability has a physical, sensory or mental impairment that substantially limits one or more major life activities. "Major life activities" are functions such as caring for one's self, performing manual tasks, walking, seeing, breathing, learning and working. Clients who are developmentally disabled, chronically ill, hearing or visually impaired, or homebound, and/or have diagnosed emotional disorders

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		<p>are included in this category. Children/youth in this category include those in special education classes and those receiving SSI. Examples:</p> <ul style="list-style-type: none"> • Persons with restricted use of their hands or arms or have mobility problems; they may use a wheelchair, a walker, etc. • Persons who cannot do simple household tasks like making a bed or washing dishes. • Persons who cannot take care of their own basic needs such as feeding or bathing themselves. • Persons with learning disabilities. • Persons who score 50 or below in the "Global Assessment Scale." • Persons who are incapacitated by alcoholism or substance abuse. • Children with speech or language delays that are not caused by English being their second language.
11	<p>Race/Ethnicity</p> <p>Although most of the ethnic/racial categories are self-explanatory, the following definitions may provide clarification:</p> <ul style="list-style-type: none"> • American Indian or Alaska Native • Asian, Asian-American • Black or African-American • Hawaiian or Pacific Islander 	<p>A group of persons related by common descent or heredity, or who share a common culture, language, religion, or other significant social characteristics. An individual may select more than one category. The available categories are based on those used by the US Census Bureau.</p> <p>An individual whose race is native to the continent of North America, the general area of Alaska, or the northern-most parts of Canada.</p> <p>An individual whose race or ethnicity is native to the continent of Asia, the Philippine Islands or the sub-continent of India. Specifically excluded are <i>Hawaiian Native</i> and <i>Pacific Islander</i>.</p> <p>An individual who is native to the continent of Africa AND/OR an individual who is a North, Central or South American or Caribbean Islander of African descent. Specifically excluded from this group are Afrikaners and north African Caucasians.</p> <p>An individual whose race is native to Pacific Island areas such as American Samoa, the Caroline Islands, Guam, the Hawaiian Islands, the Mariana Islands, Tonga, the Marshall Islands, and Micronesia.</p>
	<ul style="list-style-type: none"> • Hispanic/Latino • White/Caucasian 	<p>An individual whose ethnicity can be traced to any Spanish speaking country in the Western Hemisphere. Includes people who identify as Mexican, Puerto Rican, Caribbean Islander, Central American, or South American.</p> <p>An individual whose race is native to the continent of Europe, the Middle East, or North Africa.</p>
	<ul style="list-style-type: none"> • Other 	<p>Category established for individuals that do not identify with any of the defined racial categories.</p>
12	Immigrant/Refugee	<p>An individual who has voluntarily migrated to this country from another country or who has left his or her native country for reasons of safety. This category is not intended to capture information regarding legal resident status or citizenship.</p>
13	Limited English or Non-English Speaking	<p>An individual with a reduced or restricted ability to communicate using the English language, or with virtually no ability to communicate using the English language.</p>