

o **Ethnicity Data Standard**

- *Are you of Hispanic, Latino/a, or Spanish origin? (One or more categories may be selected).*

- No, not of Hispanic, Latino/a, or Spanish origin
- Yes, Mexican, Mexican American, Chicano/a
- Yes, Puerto Rican
- Yes, Cuban
- Yes, Another Hispanic, Latino/a, or Spanish origin

These categories roll up to the Hispanic or Latino category of the Office of Management and Budget (OMB) Standard.

o **Race Data Standard**

- *What is your race? (One or more categories may be selected).*

- White
- Black or African American
- American Indian or Alaska Native

These categories are part of the current OMB standard.

- Asian Indian
- Chinese
- Filipino
- Japanese
- Korean
- Vietnamese
- Other Asian

These categories roll-up to the Asian category of the OMB Standard.

- Native Hawaiian
- Guamanian or Chamorro
- Samoan
- Other Pacific Islander

These categories roll-up to the Native Hawaiian or Other Pacific Islander category of the OMB Standard.

o **Sex Data Standard**

- *What is your sex?*
 - Male
 - Female

o **Primary Language Data Standard**

- *How well do you speak English? (5 years old or older)*
 - Very well
 - Well
 - Not well
 - Not at all

Recommended additional questions

- *Do you speak a language other than English at home? (5 years old or older)*
 - Yes
 - No

For persons speaking a language other than English (answering yes to the question above):

- *What is this language? (5 years old or older)*
 - Spanish
 - Other Language (Identify)

o **Disability Status Data Standard**

- *Are you deaf or do you have serious difficulty hearing?*
 - Yes
 - No
- *Are you blind or do you have serious difficulty seeing, even when wearing glasses?*
 - Yes
 - No
- *Because of a physical, mental, or emotional condition, do you have serious difficulty concentrating, remembering, or making decisions? (5 years old or older)*
 - Yes
 - No
- *Do you have serious difficulty walking or climbing stairs? (5 years old or older)*
 - Yes
 - No
- *Do you have difficulty dressing or bathing? (5 years old or older)*
 - Yes
 - No

Table 4: A Process for Collecting Data

When?	Ask for data early — ideally, during admission or registration
Who?	Properly trained admissions or reception staff could collect data
What will you tell individuals?	<p>Before obtaining information, develop a script to communicate that:</p> <ul style="list-style-type: none"> o This information is important. o It will be used to improve care and services and to prevent discrimination. o This information will be kept confidential. <p>In addition, address any concerns up front and clearly.</p>
How?	Individual self-report — select their own race, ethnicity, language, etc.
What information will you collect? (Individual Data)	<ul style="list-style-type: none"> o Race o Ethnicity o Nationality o Nativity o Ability to speak English o Language(s) other than English spoken o Preferred spoken/written languages or other mode of communication o Age o Gender o Sexual orientation o Gender identity o Income o Education o Informed of right to interpreter services o Request for, and/or use of, interpreter services o Treatment history o Medical history o Outcome data (service type, utilization, length of stay) o Client satisfaction <p>See also aforementioned HHS Data Collection Standards</p>
What information will you collect? (Staff Data)	<ul style="list-style-type: none"> o Race o Ethnicity o Nationality o Nativity o Primary/preferred language o Gender o Records of cultural and linguistic competency training participation and evaluations
Tools to collect and store data	Use standard collection instruments. Store data in a standard electronic format.

