

Program Participant Report Definitions

2021

This document accompanies the quarterly Program Participant Report and contains definitions to complete the report. If you have questions specific to your organization, program, or projects, please reach out to your point-of-contact at the Center on Aging and Trauma and the Center at Aging@JewishFederations.org.

- **Older Adult with a History of Trauma** – A person who is age 60 or over who is a survivor of a traumatic event, series of events, or circumstance(s).
- **Family Caregiver** – A family member, partner, or friend who provides a broad range of unpaid assistance to older adults or adults with a chronic, disabling, or serious health condition.
- **Professional Service Provider** – An individual working in a paid position to provide professional services. This can include case managers, social workers, program managers, Jewish service professionals, medical staff, legal staff, government officials, registered nurses, doctors, certified nursing assistants, etc. This category may include professionals internal or external to the organization receiving grant funding. (Legal staff providing services pro-bono are considered professional service providers.)
- **Volunteer** – An individual working in an unpaid position to provide informal services. This can include a volunteer for a friendly visitor program, meal delivery, companionship, and so on.
- **Intended Participant Type** – The primary participant a project aims to serve – Holocaust survivors, older adults with a history of trauma, family caregivers, professional service providers, and/or volunteers. Projects must have at least one participant type and may have multiple intended participants.
- **Project Target Demographic** - The primary participant demographic a project intends to serve. This does not require program participants to self-identify their demographic type. Rather, this refers to the demographic your organization intends to serve through the project. For example, a project participant may be a refugee who identifies as a survivor of domestic violence and as Latin American. If the intent of the project is to serve refugees, then the project's target demographic would be refugees.
- **Anticipated Unique Participants Served This Quarter** – The anticipated number of individuals to be served by the project without duplication during the three-month period listed on the report. This number is derived before a reporting period begins as a projection of the number of participants that will be engaged in a project during a reporting quarter. For example, if an organization intends to serve 25 different individuals through activities during the quarterly reporting period, then there would be 25 anticipated unique participants served.

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- **Actual Unique Participants Served This Quarter** – The actual number of individuals served by the project without duplication during the three-month period listed on the report. This number is derived by counting the number of participants that engaged in a project during the entire reporting quarter. This may be different than anticipated unique participants served, as the number of actual individuals served throughout the quarter project may be more or less than anticipated.
- **Actual Unique Participants Served To Date** – The number of individuals served from the start of the project through the current report period without duplication. For example, if reporting for the second reporting period, this would be a summary number representing an unduplicated participant total from the first and second quarter of your project. Alternatively, if reporting for the last reporting quarter of a two-year project (quarter eight of eight), this would be a summary number representing an unduplicated participant total of all eight quarters.