Immigration Services
Deferred Action for Childhood Arrivals (DACA)
Application Assistance
IS-DACA Quarterly Report

DOWNLOAD REPORT FORM FROM:
http://www.cdss.ca.gov/dssdb/
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admisdaca@dss.ca.gov

ORGANIZATION / CONTRACTOR NAME	VERSION ☐ INITIAL ☐ REVISE	REPORT QTR	REPORT YEAR

PART A. WORKSHOPS	Month 1	Month 2	Month 3	Quarter Total
1. DACA workshops held during the quarter..	1	2	3	4

PART B. APPLICATION ASSISTANCE	Month 1	Month 2	Month 3	Quarter Total
2. DACA applicants assisted (Sum of Items 2a through 2f)................ *Count each applicant in one item only.*	5	6	7	8
a. Initial DACA applications completed (Simple Case/Workshop Service Model/Client handles follow-up on his/her own)......	9	10	11	12
b. Initial DACA applications completed and submitted (Simple Case/Workshop Service Model with G-28 Filed)..................	13	14	15	16
c. Initial DACA applications completed and submitted (Complex Case/Direct Representation Model with G-28 Filed)...........	17	18	19	20
d. Renewal DACA applications completed (Simple Case/Workshop Service Model/Client handles follow-up on his/her own)...	21	22	23	24
e. Renewal DACA applications completed and submitted (Simple Case/Workshop Service Model with G-28 Filed).............	25	26	27	28
f. Renewal DACA applications completed and submitted (Complex Case/Direct Representation Model with G-28 Filed).......	29	30	31	32
3. Applications completed and submitted for other immigration remedies (Complex Case/Direct Representation Model with G-28 Filed; sum of Items 3a through 3g)...	33	34	35	36
a. U-Visa..	37	38	39	40
b. T-Visa..	41	42	43	44
c. Violence Against Women Act (VAWA) self-petitions................	45	46	47	48
d. Family-based petitions................................	49	50	51	52
e. Asylum..	53	54	55	56
f. Special Immigrant Juvenile Status (SIJS)................	57	58	59	60
g. Other remedies for which DACA applicants may qualify (Specify in the Item 3g Other Remedies Explanation box)...........	61	62	63	64

4. DACA candidate's racial/ethnic identity	Quarter Total
Count each candidate in one item only. (Sum of Items 4a through 4v; automatically calculated for editing purposes)	
a. American Indian or Alaska Native................................	65
b. Asian Indian................................	66
c. Black or African American (Hispanic or Latino)................	67
d. Black or African American (non-Hispanic or Latino)............	68
e. Cambodian................................	69
f. Chinese................................	70
g. Filipino................................	71
h. Guamanian................................	72
i. Hmong................................	73
j. Indigenous - Latin America (Specify the communities in the Item 4j Indigenous - Latin America Communities Explanation box)................	74
k. Japanese................................	75
l. Korean................................	76
m. Laotian................................	77
n. Native Hawaiian................................	78
o. Vietnamese................................	79
p. Other Asian................................	80
q. Samoan................................	81
r. White (Hispanic or Latino)................................	82
s. White (non-Hispanic or Latino)................................	83
t. Hispanic or Latino (any other race)................................	84
u. More than one of the above................................	85
v. Other (Specify in Item 4v Other Race/Ethnicity Explanation box)................	86

5. Language in which service was provided to DACA candidate

    Count each candidate in only one item.   *(Sum of Items 5a through 5aq; automatically calculated for editing purposes)*

		Quarter Total
a.	American Sign Language	87
b.	Amharic	88
c.	Arabic	89
d.	Armenian	90
e.	Assyrian	91
f.	Cambodian	92
g.	Cantonese	93
h.	English	94
i.	Farsi	95
j.	French	96
k.	Hebrew	97
l.	Hindi	98
m.	Hmong	99
n.	Ilocano	100
o.	Italian	101
p.	Japanese	102
q.	Kanjobal	103
r.	Korean	104
s.	Lao	105
t.	Mam	106
u.	Mandarin	107
v.	Mien	108
w.	Mixteco	109
x.	Pashtu	110
y.	Polish	111
z.	Portuguese	112
aa.	Punjabi	113
ab.	Romanian	114
ac.	Russian	115
ad.	Samoan	116
ae.	Spanish	117
af.	Tagalog	118
ag.	Thai	119
ah.	Tigrigna	120
ai.	Turkic	121
aj.	Turkish	122
ak.	Triqui	123
al.	Urdu	124
am.	Vietnamese	125
an.	Zapoteco	126
ao.	Other Chinese Languages (Specify in Item 5ao Other Chinese Languages Explanation box	127
ap.	Other Non-English (Specify in Item 5ap Other Non-English Explanation box)	128
aq.	Other Sign Language (Specify in Item 5aq Other Sign Language Explanation box	129

6. DACA candidate's country of origin

    Count each candidate in only one item.   *(Sum of Items 6a through 6ab; automatically calculated for editing purposes)*

		Quarter Total
a.	Afghanistan..	130
b.	Armenia...	131
c.	Bangladesh..	132
d.	Brazil..	133
e.	Cambodia..	134
f.	China, People's Republic..	135
g.	Colombia...	136
h.	Egypt..	137
i.	El Salvador..	138
j.	Ethiopia...	139
k.	Guatemala...	140
l.	India...	141
m.	Iran...	142
n.	Iraq...	143
o.	Korea, South..	144
p.	Laos..	145
q.	Mexico..	146
r.	Nicaragua..	147
s.	Pakistan..	148
t.	Peru..	149
u.	Philippines...	150
v.	Russia...	151
w.	Taiwan..	152
x.	Thailand..	153
y.	Ukraine...	154
z.	Vietnam...	155
aa.	Unknown..	156
ab.	Other (Specify in the Item 6ab Other Country of Origin Explanation box)............................	157

7. DACA candidate's gender

    Count each candidate in only one item.   *(Sum of Items 7a through 7d; automatically calculated for editing purposes*

		Quarter Total
a.	Male...	158
b.	Female..	159
c.	Transgender..	160
d.	Do not identify as female, male or transgender................	161

8. DACA candidate's age

    Count each candidate in only one item.   *(Sum of Items 8a through 8d; automatically calculated for editing purposes)*

		Quarter Total
a.	Youth (15-17)...	162
b.	Young Adults (18-30)...	163
c.	Adults (31-49)..	164
d.	Adults (50+)...	165

9. DACA candidate's highest level of educational attainment

    Count each candidate in only one item.   *(Sum of Items 9a through 9f; automatically calculated for editing purposes)*

		Quarter Total
a.	None or did not complete primary school..........................	166
b.	Completed primary school..	167
c.	Completed secondary school..	168
d.	Some college...	169
e.	Completed college..	170
f.	Completed graduate school..	171

10. DACA candidate's county of residence at time of service

		Quarter Total

Count each candidate in only one item. (Sum of Items 10a through 10bf; automatically calculated for editing purposes)

a.	Alameda..	172
b.	Alpine...	173
c.	Amador...	174
d.	Butte..	175
e.	Calaveras...	176
f.	Colusa..	177
g.	Contra Costa..	178
h.	Del Norte..	179
i.	El Dorado..	180
j.	Fresno..	181
k.	Glenn...	182
l.	Humboldt..	183
m.	Imperial..	184
n.	Inyo..	185
o.	Kern...	186
p.	Kings..	187
q.	Lake...	188
r.	Lassen...	189
s.	Los Angeles..	190
t.	Madera...	191
u.	Marin..	192
v.	Mariposa..	193
w.	Mendocino..	194
x.	Merced...	195
y.	Modoc..	196
z.	Mono..	197
aa.	Monterey...	198
ab.	Napa...	199
ac.	Nevada..	200
ad.	Orange..	201
ae.	Placer...	202
af.	Plumas..	203
ag.	Riverside...	204
ah.	Sacramento...	205
ai.	San Benito...	206
aj.	San Bernardino..	207
ak.	San Diego..	208
al.	San Francisco..	209
am.	San Joaquin..	210
an.	San Luis Obispo...	211
ao.	San Mateo...	212
ap.	Santa Barbara..	213
aq.	Santa Clara..	214
ar.	Santa Cruz...	215
as.	Shasta...	216
at.	Sierra..	217
au.	Siskiyou...	218
av.	Solano...	219
aw.	Sonoma...	220
ax.	Stanislaus..	221
ay.	Sutter..	222
az.	Tehama..	223
ba.	Trinity..	224
bb.	Tulare..	225
bc.	Tuolumne...	226
bd.	Ventura..	227
be.	Yolo...	228
bf.	Yuba..	229

PART C. ORGANIZATIONAL PRACTICES

11. What challenges or barriers were discovered during the quarter? 230

12. What key lessons and/or promising practices emerged during the quarter? 231

13. **Number** of CDSS contractors that your organization collaborated with during the quarter

(Sum of Items 13a through 13o; automatically calculated for editing purposes. This total does not include any additional contractors entered in the Item 13 Additional CDSS Contractor Collaborations box in the Comments section.)

13a. If your organization collaborated with another CDSS contractor during the quarter, select contractor from drop-down menu and briefly describe the type of collaboration 232

13b. If your organization collaborated with an additional CDSS contractor during the quarter, select contractor from drop-down menu and briefly describe the type of collaboration 233

13c. If your organization collaborated with an additional CDSS contractor during the quarter, select contractor from drop-down menu and briefly describe the type of collaboration 234

13d. If your organization collaborated with an additional CDSS contractor during the quarter, select contractor from drop-down menu and briefly describe the type of collaboration 235

13e. If your organization collaborated with an additional CDSS contractor during the quarter, select contractor from drop-down menu and briefly describe the type of collaboration 236

13f. If your organization collaborated with an additional CDSS contractor during the quarter, select contractor from drop-down menu and briefly describe the type of collaboration 237

13g. If your organization collaborated with an additional CDSS contractor during the quarter, select contractor from drop-down menu and briefly describe the type of collaboration 238

13h. If your organization collaborated with an additional CDSS contractor during the quarter, select contractor from drop-down menu and briefly describe the type of collaboration 239

13i. If your organization collaborated with an additional CDSS contractor during the quarter, select contractor from drop-down menu and briefly describe the type of collaboration 240

13j. If your organization collaborated with an additional CDSS contractor during the quarter, select contractor from drop-down menu and briefly describe the type of collaboration 241

13k. If your organization collaborated with an additional CDSS contractor during the quarter, select contractor from drop-down menu and briefly describe the type of collaboration 242

13l. If your organization collaborated with an additional CDSS contractor during the quarter, select contractor from drop-down menu and briefly describe the type of collaboration 243

13m. If your organization collaborated with an additional CDSS contractor during the quarter, select contractor from drop-down menu and briefly describe the type of collaboration 244

13n. If your organization collaborated with an additional CDSS contractor during the quarter, select contractor from drop-down menu and briefly describe the type of collaboration 245

13o. If your organization collaborated with an additional CDSS contractor during the quarter, select contractor from drop-down menu and briefly describe the type of collaboration 246

COMMENTS

Item 3g Other Remedies Explanation
If Item 3g (Cell 64) is not zero, this box must be completed. If Item 3g (Cell 64) is zero, this box must be blank.

Item 4j Indigenous - Latin America Communities Explanation
If Item 4j (Cell 74) is not zero, this box must be completed. If Item 4j (Cell 74) is zero, this box must be blank.

Item 4v Other Race/Ethnicity Explanation
If Item 4v (Cell 86) is not zero, this box must be completed. If Item 4v (Cell 86) is zero, this box must be blank.

Item 5ao Other Chinese Languages Explanation
If Item 5ao (Cell 127) is not zero, this box must be completed. If Item 5ao (Cell 127) is zero, this box must be blank.

Item 5ap Other Non-English Explanation
If Item 5ap (Cell 128) is not zero this box must be completed. If Item 5ap (Cell 128) is zero this box must be blank.

Item 5aq Other Sign Language Explanation
If Item 5aq (Cell 129) is not zero this box must be completed. If Item 5aq (Cell 129) is zero, this box must be blank.

Item 6ab Other Country of Origin Explanation
If Item 6ab (Cell 157) is not zero this box must be completed. If Item 6ab (Cell 157) is zero, this box must be blank.

Item 13 Additional CDSS Contractor Collaborations Explanation *(Continuation of Items 13a - 13o if needed)*
If your organization did not collaborate with 16 or more CDSS contractors, this box must be blank.

General Comments

Revised Report Explanation
If this is a Revised report, this box must be completed. If this is an Initial report, this box must be blank.

CONTACT INFORMATION

CERTIFICATION
I hereby certify that all information reported on this form during this period is consistent with the intent and provisions of the approved Agreement between CDSS and the above-named Contractor.

CONTACT PERSON	TELEPHONE	EXTENSION
JOB TITLE/CLASSIFICATION	E-MAIL	DATE SUBMITTED

IMMIGRATION SERVICES
DEFERRED ACTION FOR CHILDHOOD ARRIVALS (DACA) APPLICATION ASSISTANCE
QUARTERLY REPORT
IS-DACA (1/16)

INSTRUCTIONS

CONTENT

The quarterly IS-DACA report contains statistical information for the Immigration Services Funding - Deferred Action for Childhood Arrivals (DACA) Application Assistance service during the reporting quarter. The data requested refers to information about services to assist individuals with DACA applications including the number and type of application services received, workshops and demographic information. The report also collects qualitative data on contractor practices, referrals and organizational collaborations.

PURPOSE

The purpose of the IS-DACA report is for the California Department of Social Services (CDSS) contractors to provide information regarding their provision of DACA Application Assistance. Effective January 1, 2016, DACA Application Assistance is a component of the new Immigration Services Funding, which provides grants to nonprofit organizations meeting the criteria set forth in Senate Bill 79, Welfare & Institutions Code Sections 13302 - 13306 (Chapter 5.6, Statutes of 2015). This report provides the state with information needed for budgeting, staffing and program planning.

COMPLETION AND SUBMISSION

Each contractor is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the contracting organization, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal.

Quarter	Service Period	Report Due Date
Q1	January 1, 2016 – March 31, 2016	04/15/2016
Q2	April 1, 2016 – June 30, 2016	07/15/2016
Q3	July 1, 2016 – September 30, 2016	10/14/2016
Q4	October 1, 2016 – December 31, 2016	01/13/2017
Q5	January 1, 2017 – March 31, 2017	04/14/2017
Q6	April 1, 2017 – June 30, 2016	07/14/2017

Download an Excel version of the report form from **http://www.cdss.ca.gov/dssdb/**, complete the downloaded form and e-mail the form to CDSS, Data Systems and Survey Design Bureau (DSSDB) at **admisdaca@dss.ca.gov**. The electronic submission process contains automatic computations of some cells and provides for the e-mail transmission of completed forms to DSSDB. The website contains specific instructions and guidance. If you have questions regarding the completion or submission of this report, contact DSSDB at (916) 651-8269.

REVISIONS AND SUBMISSION

If the contractor determines that a revision is needed to a previously submitted report, the contractor shall submit a revised report for the applicable quarter(s) **within 30 days of the reporting due date** and provide an explanation for the revision in the Revised Report Explanation box located at the end of the reporting form. For revisions to be submitted **after the 30 day limit**, contact the Immigration Branch at ImmigrationServices@dss.ca.gov to request approval for revision submission. Revisions received after 30 days will be accepted on a case-by-case basis and will be given further instruction.

GENERAL INSTRUCTIONS

Enter the contracting organization's name, version (Initial or Revised) and the report quarter and year in the boxes provided near the top of the form. Enter the **unique and unduplicated client counts** required for each item **at the time of application completion**. Enter "0" if there is nothing to report for an item. **Do not leave any items blank unless otherwise noted.**

As a reminder, the documents listed below are required to be maintained by the contractor. However, much of data required in this report can be found on the USCIS application. Per the Standard Agreement, Exhibit A - Terms and Conditions Part C, evidence of services performed includes, but is not limited to:

> Intake forms, screening services, workshops, education and outreach event records, materials from webinars and in-person trainings. For application assistance services, contractor shall retain records of workshop participants, such as sign-in sheets and intake forms explaining the service provided. For direct representation services, contractor shall also maintain receipt notices for applications submitted to USCIS and copies of G-28 entry of appearance forms. For education and outreach, contractor shall retain records of education and outreach activities and people reached, such as event fliers, sign-in sheets, evaluation forms, referrals to application assistance providers, letters from host organizations confirming number of attendees, receipts for expenses related to venue and travel costs, social media announcements, media reports, etc.

Enter in the boxes at the bottom of the form the name, job title or classification, telephone number, extension and e-mail address of the person to contact if there are questions about the report. This contact person may or may not be the person who completed the report. Enter the date the report was submitted. This is the date when the report is e-mailed to DSSDB.

DEFINITIONS

The following definitions are to be used when completing the IS-DACA report form.

Complex Case: Direct representation that requires extensive legal analysis of qualifying criteria, resolution of complex barriers (such as disability waivers, criminal issues, long absences, complicated immigration history, or other factors), or representation before the USCIS or in State Court solely as it pertains to Special Immigrant Juvenile Status (SIJS). Complex cases shall not include cases that are time consuming due to an applicant's language, literacy barriers, nor due to an applicant's trouble recalling information.

Contractor: An applicant selected to enter into an agreement with CDSS to provide services pursuant to the Request for Application (RFA) and to comply with the terms and conditions set forth in the Standard Agreement. The contractor shall be a nonprofit organization as specified in statutory requirements.

DEFINITIONS (Continued)

Deferred Action for Childhood Arrivals (DACA): Individuals who came to the United States (U.S.) as children and meet the USCIS established requirements may request consideration of deferred action for a period of two (2) years, subject to renewal. Deferred action is an authorization of prosecutorial discretion for the USCIS to implement prosecutorial discretion to defer removal of an individual.

Direct Representation: Legal representation that is provided by a Board of Immigration Appeals (BIA) accredited representative or attorney for a complex case, defined above and not handled in a workshop setting.

"Other Immigration Remedies": Remedies that may be available to individuals seeking DACA or DAPA status that include, but are not limited to: U-Visa, T-Visa, SIJS, Violence Against Women Act (VAWA) self-petitions, family-based petitions, asylum, or other remedies for which DACA or DAPA applicants may qualify.

Workshops: Community events to assist individuals in a group setting with eligibility screening, document assembly and application assistance.

COLUMN INSTRUCTIONS

Column Month 1: Enter the data for the first month of the applicable quarter.
Column Month 2: Enter the data for the second month of the applicable quarter.
Column Month 3: Enter the data for the third month of the applicable quarter.
Column Quarter Total: It is the sum of Columns Month 1, Month 2 and Month 3.

ITEM INSTRUCTIONS

Direct service contractors often utilize a workshop model that begins with an informational workshop that offers legal information and an overview of the relevant immigration or naturalization application, followed by another workshop where individual application assistance is provided by qualified legal services providers. Part A captures for the number of DACA workshops held during the reporting period. Part B captures demographic data for DACA workshop application assistance participants.

PART A. WORKSHOPS

For Part A, provide the number of DACA workshops held in the reporting period.

1. <u>DACA workshops held during the quarter</u>: Enter the number of DACA workshops that were held in each month during the quarter. ***Cell 4 Quarter Total is automatically calculated.*** *[Cells 1-4]*

PART B. APPLICATION ASSISTANCE

Part B summarizes and captures demographic data for DACA applicants counted under Part B, Items 2-3 of the report form. For each individual, information on race/ethnicity, language in which service was provided, country of origin, gender, age, educational attainment and county of residence is reported. For each reporting demographic, enter the data for each individual **at the time of application completion**. The total client counts in Items 4 - 10. may differ from the total client counts in Part B. Items 2 - 3.

ITEM INSTRUCTIONS (Continued)

2. <u>DACA applicants assisted (Sum of Items 2a through 2f)</u>: It is the sum of Items 2a, 2b, 2c, 2d, 2e and 2f. Count each applicant in one item only. *The demographic data for individuals counted in this section will be reported in Part B, Items 4-10.* ***This item is automatically calculated.*** *[Cells 5-8]*

    a. <u>Initial DACA applications completed (Simple Case/Workshop Service Model/Client handles follow-up on his/her own)</u>: Enter the unique and unduplicated number of initial DACA applications that were completed for DACA status as part of the Simple Case/Workshop Service Model in each month during the quarter. In the simple case/workshop context, application completion means that an individual applicant was assisted with eligibility screening, document assembly and final review by a qualified immigration service provider. This includes applicants handling the submission of the application on their own or being instructed not to submit an application due to lack of qualification or best interest. Keep records such as intake forms and sign-in sheets from workshops to document these services. ***Cell 12 Quarter Total is automatically calculated.*** *[Cells 9-12]*

    b. <u>Initial DACA applications completed and submitted (Simple Case/Workshop Service Model with G-28 Filed)</u>: Enter the unique and unduplicated number of initial DACA applications that were completed and submitted for DACA status as part of the Simple Case/Workshop Service Model where your program staff file a G-28 as part of your practice. In the simple case/workshop context, application completion and submission means that an individual applicant was assisted with eligibility screening, document assembly and final review by a qualified immigration service provider and the provider submitted the application to USCIS along with a G-28 entry of appearance. Keep records such as copies of G-28 entry of appearance forms and receipt notices for monitoring purposes. ***Cell 16 Quarter Total is automatically calculated.*** *[Cells 13-16]*

    c. <u>Initial DACA application completed and submitted (Complex Case/Direct Representation Model with G-28 Filed)</u>: Enter the unique and unduplicated number of initial DACA applications that were completed and submitted to USCIS as part of the Complex Case/Direct Representation Model in each month during the quarter. In the complex case/direct representation context, application completion and submission means that an individual applicant was assisted with a complex case, as defined above, including assistance with eligibility screening, document assembly, final review and application submission to USCIS by a qualified immigration service provider. Keep records such as copies of G-28 entry of appearance forms and receipt notices for monitoring purposes. ***Cell 20 Quarter Total is automatically calculated.*** *[Cells 17-20]*

    d. <u>Renewal DACA applications completed (Simple Case/Workshop Service Model/Client handles follow-up on his/her own)</u>: Enter the unique and unduplicated number of renewal DACA applications that were completed for DACA status as part of the Simple Case/Workshop Service Model in each month during the quarter In the simple case/workshop context, application completion means that an individual applicant was assisted with eligibility screening, document assembly and final review by a qualified immigration service provider. This includes applicants handling the submission of the application on their own or being instructed not to submit an application due to lack of qualification or best interest. Keep records such as copies of G-28 entry of appearance forms and receipt notices for monitoring purposes. ***Cell 24 Quarter Total is automatically calculated.*** *[Cells 21-24]*

    e. <u>Renewal DACA applications completed and submitted (Simple Case/Workshop Service Model with G-28 Filed)</u>: Enter the unique and unduplicated number of renewal DACA applications that were completed and submitted for DACA status as part of the Simple Case/Workshop Service Model where your program staff filed a G-28 as part of your practice. In the simple case/workshop context, application completion and submission means that an individual applicant was assisted with eligibility screening, document assembly and final review by a qualified

ITEM INSTRUCTIONS (Continued)

immigration service provider and the provider submitted the application to USCIS along with a G-28 entry of appearance. Keep records such as copies of G-28 entry of appearance forms and receipt notices for monitoring purposes. ***Cell 28 Quarter Total is automatically calculated.*** *[Cells 25-28]*

f. Renewal DACA applications completed and submitted (Complex Case/Direct Representation Model with G-28 Filed): Enter the unique and unduplicated number of renewal DACA applications that were completed and submitted to USCIS as part of the Complex Case/Direct Representation Model in each month during the quarter. In the complex case/direct representation context, application completion and submission means that an individual applicant was assisted with a complex case, as defined above, including assistance with eligibility screening, document assembly, final review and application submission to USCIS by a qualified immigration service provider. Keep records such as copies of G-28 entry of appearance forms and receipt notices for monitoring purposes. ***Cell 32 Quarter Total is automatically calculated.*** *[Cells 29-32]*

3. Applications completed and submitted for other immigration remedies (Complex Case/Direct Representation Model with G-28 Filed); sum of Items 3a through 3g): ***This Item is automatically calculated.*** *[Cells 33-36]*

a. U-Visa: Enter the unique and unduplicated number of U-Visa applications completed and submitted to USCIS in each month during the quarter. ***Cell 40 Quarter Total is automatically calculated.*** *[Cells 37-40]*

b. T-Visa: Enter the unique and unduplicated number of T-Visa applications completed and submitted to USCIS in each month during the quarter. ***Cell 44 Quarter Total is automatically calculated.*** *[Cells 41-44]*

c. Violence Against Women Act (VAWA) self-petitions: Enter the unique and unduplicated number of VAWA self-petition applications completed and submitted to USCIS in each month during the quarter. ***Cell 48 Quarter Total is automatically calculated.*** *[Cells 45-48]*

d. Family-based petitions: Enter the unique and unduplicated number of family-based petition applications completed and submitted to USCIS in each month during the quarter. ***Cell 52 Quarter Total is automatically calculated.*** *[Cells 49-52]*

e. Asylum: Enter the unique and unduplicated number of asylum applications completed and submitted to USCIS in each month during the quarter. ***Cell 56 Quarter Total is automatically calculated.*** *[Cells 53-56]*

f. Special Immigrant Juvenile Status (SIJS): Enter the unique and unduplicated number of SIJS applications completed and submitted to USCIS in each month during the quarter. ***Cell 60 Quarter Total is automatically calculated.*** *[Cells 57-60]*

g. Other remedies for which DACA applicants may qualify (Specify in the Item 3g Other Remedies Explanation box): Enter the unique and unduplicated number of other immigration remedy applications completed and submitted to USCIS in each month during the quarter. ***Cell 64 Quarter Total is automatically calculated***. *[Cells 61-64]*

ITEM INSTRUCTIONS (Continued)

4. DACA candidate's racial/ethnic identity: This is the sum of Items 4a through 4v. ***This sum is automatically calculated for editing purposes.*** *[No cell]*

    4a – 4v.
    Enter the unique and unduplicated number of DACA applicants who identify with each of the racial/ethnic categories listed. Count each candidate in one item only. If any individuals are counted in the "Indigenous - Latin America" category (which includes but is not limited to: Mixteco, Triqui, Zapoteco, Mam and Kanjobal), specify the category in the Item 4j Indigenous - Latin America Communities Explanation box near the bottom of the form. If any individuals are counted in the "Other" category, specify the category in the Item 4v Other Race/Ethnicity Explanation box near the bottom of the form. This number is a quarterly total for all individuals served in months 1, 2 and 3. These categories are adapted from U.S. Census Bureau standards. *[Cells 65-86]*

5. Language in which service was provided to DACA candidate: This is the sum of Items 5a through 5aq. ***This sum is automatically calculated for editing purposes.*** *[No cell]*

    5a - 5aq.
    Enter the unique and unduplicated number of DACA applicants who were provided services in each of the language categories listed. Count each candidate in only one item. If any individuals are counted in any of the "Other" categories, specify the category and the numbers of individuals in its correspondent explanation box which is the Item 5ao Other Chinese Languages Explanation box or Item 5ap Other Non-English Explanation box or Item 5aq Other Sign Language Explanation box near the bottom of the form. This number is a quarterly total for all individuals served in months 1, 2 and 3. Language categories based on most common language(s) spoken in each country listed in Item 6 as identified by the Central Intelligence Agency's World Factbook (https://www.cia.gov/library/publications/resources/the-world-factbook/). *[Cells 87-129]*

6. DACA candidate's country of origin: This is the sum of Items 6a through 6ab. ***This sum is automatically calculated for editing purposes.*** *[No cell]*

    6a - 6ab.
    Enter the unique and unduplicated number of DACA applicants from each of the countries listed. Count each candidate in only one item. If any individuals are counted in the "Other" category, list the applicable countries in the Item 6ab Other Country of Origin Explanation box near the bottom of the form. This number is a quarterly total for all individuals served in months 1, 2 and 3. Country of origin categories based on California's most common sending countries as identified in the Department of Homeland Security's 2013 Yearbook of Immigration Statistics, Supplemental Table 1 (http://www.dhs.gov/yearbook-immigration-statistics). *[Cells 130-157]*

7. DACA candidate's gender: This is the sum of Items 7a through 7d. ***This sum is automatically calculated for editing purposes.*** *[No cell]*

    7a - 7d.
    Enter the unique and unduplicated number of DACA applicants who identify with each of the gender categories listed. Count each candidate in only one item. This number is a quarterly total for all individuals served in months 1, 2 and 3. Gender categories adapted from UCLA Williams Institute's "Best Practices for Asking Questions to Identify Transgender and Other Gender Minority Respondents on Population-Based Surveys" (2014; http://williamsinstitute.law.ucla.edu/research/census-lgbt-demographics-studies/geniuss-report-sept-2014/). *[Cells 158-161]*

ITEM INSTRUCTIONS (Continued)

8. <u>DACA candidate's age</u>: This is the sum of Items 8a through 8d. ***This sum is automatically calculated for editing purposes.*** *[No cell]*

    8a - 8d.
    Enter the unique and unduplicated number of DACA applicants who fall within each of the age ranges listed. Count each candidate in only one item. This number is a quarterly total for all individuals served in months 1, 2 and 3. *[Cells 162-165]*

9. <u>DACA candidate's highest level of educational attainment</u>: This is the sum of Items 9a through 9f. ***This sum is automatically calculated for editing purposes.*** *[No cell]*

    9a - 9f.
    Enter the unique and unduplicated number of DACA applicants who fall within each of the educational attainment categories listed. Count each candidate in only one item. This number is a quarterly total for all individuals served in months 1, 2 and 3. *[Cells 166-171]*

10. <u>DACA candidate's county of residence at time of service</u>: This is the sum of Items 10a through 10bf. ***This sum is automatically calculated for editing purposes.*** *[No cell]*

    10a -10bf.
    Enter the unique and unduplicated number of DACA applicants who were residing in each of the counties listed at the time services were provided to that individual. Count each candidate in only one item. This number is a quarterly total for all individuals served in months 1, 2 and 3. *[Cells 172-229]*

PART C. ORGANIZATIONAL PRACTICES

Part C captures qualitative information regarding organizational practices during the quarter. This includes challenges or barriers to providing services, key lessons learned and/or promising practices and collaborative efforts with other CDSS contractors.

11. <u>What challenges or barriers were discovered during the quarter?</u>: Enter brief descriptions of any challenges or barriers to providing services identified by your organization during the quarter. *[Cell 230]*

12. <u>What key lessons and/or promising practices emerged during the quarter?</u>: Enter brief descriptions of any key lessons learned and/or promising practices identified by your organization during the quarter. *[Cell 231]*

13. <u>Number of CDSS contractors that your organization collaborated with during the quarter</u>: This is the sum of Items 13a through 13o. This total does not include any additional contractors entered in the Item 13 Additional CDSS Contractor Collaborations box. ***This total is automatically calculated for editing purposes***. *[No cell]*

    13a - 13o.
    <u>If your organization collaborated with another CDSS contractor during the quarter, select contractor from drop-down menu and briefly describe the type of collaboration</u>: If your organization collaborated with one or more CDSS contractor(s) during the quarter, use Items 13a. – 13o. to list each contractor and provide brief descriptions of the collaborative effort(s). If your organization collaborated with more than 15 CDSS contractors during the quarter, use the Item 13 Additional CDSS Contractor Collaborations Explanation box near the bottom of the form to list any additional contractors and provide accompanying descriptions. *[Cells 232-246]*

COMMENTS

Item 3g Other Remedies Explanation: Use this box to specify other remedies for which DACA applicant may qualify.

Item 4j Indigenous – Latin America Communities Explanation: Use this box to specify any individuals counted in the "Indigenous - Latin America" category (which includes but is not limited to: Mixteco, Triqui, Zapoteco, Mam and Kanjobal) in Item 4.

Item 4v Other Race/Ethnicity Explanation: Use this box to specify any individuals counted in the "Other" category in Item 4.

Item 5ao Other Chinese Languages Explanation: Use this box to specify any individuals counted in the other Chinese languages category in Item 5.

Item 5ap Other Non-English Explanation: Use this box to specify any individuals counted in the other Non-English languages category in Item 5.

Item 5aq Other Sign Language Explanation: Use this box to specify any individuals counted in the other sign languages category in Item 5.

Item 6ab Other Country of Origin Explanation: Use this box to specify any individuals counted in the "Other" category in Item 6.

Item 13 Additional CDSS Contractor Collaborations Explanation *(Continuation of Items 13a-13o if needed)*: Use this box to list additional CDSS contractors if your organization collaborated with more than 15 contractors and describe the type of collaboration(s).

General Comments: Use this box to explain any major fluctuations in the data and provide any comments your organization determines necessary, including major changes in procedures, programming or staffing that have affected the data. This box may be left blank if there are no applicable comments for the report quarter.

Revised Report Explanation: Use this box to explain the reason for a revised report. If the report is an Initial report (the first report submitted for the report quarter) this box must be blank.

Immigration Services
Deferred Action for Childhood Arrivals (DACA)
Application Assistance
IS-DACA Quarterly Report

VALIDATIONS

CELLS 1 – 246   Each data cell in this report must be a whole number equal to or greater than zero (0). Enter no decimals. Data cells should not be left blank except cells 232-246 (Item 13), if necessary.

Initial reports: If "Initial" is selected, the "Revised Report Explanation" box near the bottom of the report form must be left blank.

Revised reports: If "Revised" is selected, enter the reasons for the revision in the "Revised Report Explanation" box near the bottom of the report form.

PART A. WORKSHOPS

ITEM 1	Item 1 Quarter Total must be equal to (Month 1 plus Month 2 plus Month 3)
CELL 4	**Cell 4** must be equal to (Cell 1 plus Cell 2 plus Cell 3)

PART B. APPLICATION ASSISTANCE

ITEM 2	Item 2 must be equal to (Item 2a plus 2b plus 2c plus 2d plus 2e plus 2f)
CELL 5	**Cell 5** must be equal to (Cell 9 plus Cell 13 plus Cell 17 plus Cell 21 plus Cell 25 plus Cell 29)
CELL 6	**Cell 6** must be equal to (Cell 10 plus Cell 14 plus Cell 18 plus Cell 22 plus Cell 26 plus Cell 30)
CELL 7	**Cell 7** must be equal to (Cell 11 plus Cell 15 plus Cell 19 plus Cell 23 plus Cell 27 plus Cell 31)
CELL 8	**Cell 8** must be equal to (Cell 12 plus Cell 16 plus Cell 20 plus Cell 24 plus Cell 28 plus Cell 32)

ITEM 2a	Item 2a Quarter Total must be equal to (Month 1 plus Month 2 plus Month 3)
CELL 12	**Cell 12** must be equal to (Cell 9 plus Cell 10 plus Cell 11)

ITEM 2b	Item 2b Quarter Total must be equal to (Month 1 plus Month 2 plus Month 3)
CELL 16	**Cell 16** must be equal to (Cell 13 plus Cell 14 plus Cell 15)

ITEM 2c	Item 2c Quarter Total must be equal to (Month 1 plus Month 2 plus Month 3)
CELL 20	**Cell 20** must be equal to (Cell 17 plus Cell 18 plus Cell 19)

ITEM 2d	Item 2d Quarter Total must be equal to (Month 1 plus Month 2 plus Month 3)
CELL 24	**Cell 24** must be equal to (Cell 21 plus Cell 22 plus Cell 23)

ITEM 2e	Item 2e Quarter Total must be equal to (Month 1 plus Month 2 plus Month 3)
CELL 28	**Cell 28** must be equal to (Cell 25 plus Cell 26 plus Cell 27)

ITEM 2f	Item 2f Quarter Total must be equal to (Month 1 plus Month 2 plus Month 3)
CELL 32	**Cell 32** must be equal to (Cell 29 plus Cell 30 plus Cell 31)

ITEM 3	Item 3 must be equal to (Item 3a plus 3b plus 3c plus 3d plus 3e plus 3f plus 3g)
CELL 33	**Cell 33** must be equal to (Cell 37 plus Cell 41 plus Cell 45 plus Cell 49 plus Cell 53 plus Cell 57 plus Cell 61)
CELL 34	**Cell 34** must be equal to (Cell 38 plus Cell 42 plus Cell 46 plus Cell 50 plus Cell 54 plus Cell 58 plus Cell 62)
CELL 35	**Cell 35** must be equal to (Cell 39 plus Cell 43 plus Cell 47 plus Cell 51 plus Cell 55 plus Cell 59 plus Cell 63)
CELL 36	**Cell 36** must be equal to (Cell 40 plus Cell 44 plus Cell 48 plus Cell 52 plus Cell 56 plus Cell 60 plus Cell 64)

ITEM 3a	Item 3a Quarter Total must be equal to (Month 1 plus Month 2 plus Month 3)
CELL 40	**Cell 40** must be equal to (Cell 37 plus Cell 38 plus Cell 39)

ITEM 3b	Item 3b Quarter Total must be equal to (Month 1 plus Month 2 plus Month 3)
CELL 44	**Cell 44** must be equal to (Cell 41 plus Cell 42 plus Cell 43)

ITEM 3c	Item 3c Quarter Total must be equal to (Month 1 plus Month 2 plus Month 3)
CELL 48	**Cell 48** must be equal to (Cell 45 plus Cell 46 plus Cell 47)

ITEM 3d	Item 3d Quarter Total must be equal to (Month 1 plus Month 2 plus Month 3)
CELL 52	**Cell 52** must be equal to (Cell 49 plus Cell 50 plus Cell 51)

ITEM 3e	Item 3e Quarter Total must be equal to (Month 1 plus Month 2 plus Month 3)
CELL 56	**Cell 56** must be equal to (Cell 53 plus Cell 54 plus Cell 55)

ITEM 3f	Item 3f Quarter Total must be equal to (Month 1 plus Month 2 plus Month 3)
CELL 60	**Cell 60** must be equal to (Cell 57 plus Cell 58 plus Cell 59)

ITEM 3g	Item 3g Quarter Total must be equal to (Month 1 plus Month 2 plus Month 3)
CELL 64	**Cell 64** must be equal to (Cell 61 plus Cell 62 plus Cell 63)