



Charity Tracker
Empower 225

Charity Tracker Glossary

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Definitions

- CT = Charity Tracker
- Agency = Your program
- Category = Category Sections and Assistance List Area

Tabs for Adding/ Updating Cases

(in tab order)

Name	Definition	Explanation
Identification		Basic Information: Name, DOB...
STAT	Status	*Who Entered & Programs Status
Demographics		Household and Caretaker Info
Health		Medical, Restrictions, Allergies...
CILP	Chafee Independent Living Program	Program Specific
ACMY	ELA Academy	Program Specific
DAP	Dream Center Accelerate Program	Program Specific
BCP	Basic Center Program	Program Specific
FC	Foster Care Programs	Includes all Foster Care/Adoption Programs without tabs
FAM	Community Family Support Collaboration Program	Program Specific
SOP	Street Outreach Program	Program Specific
TLP	Transitional Living Program aka Anchor House	Program Specific
RRH	Rapid Rehousing Program	Program Specific
AMPP	Awareness, Mentorship, Prevention, Protection Violence Prevention Program	Program Specific
EMP	Employment Program	Program Specific
SUM	Summer	Program Specific
CE	Coordinated Entry	Program Specific
MNTR	Mentorship	Program Specific
HP	HOPE Programs	Includes all HOPE programs
PRVD	Provider	Includes providers, organizations, partners, etc.
VOL	Volunteers	Includes all Volunteers – including Host Homes
DNR	Donors	Includes all Donor information – mostly used by finance
GRNT	Grants	Includes all current and pending grant information

Assistance

Categories:

- + Assessments
- + Case Management
- + Education
- + Events
- + Household Notes
- + Housing
- + Life Skills Training/Experiences
- + Medical
- + Mentorship
- + Program Specific
- + Referrals
- + Transportation

Service Units:

- Dollars
- Assessment Score
- Attendees/Participants
- Bag or Box
- Dollars (Donated Value)*
- Families/Groups
- Hour(s)
- Hour(s)- Volunteer
- Inkind (Donated Value)
- Item(s)
- Meeting
- Organization / Employer/ Partner
- Participant Support Activity
- Referral(s)
- Training / Experience
- Youth

Note: Each Assistance Type is designated a “Default Service Unit.” These should be changed if another service unit is more appropriate. For example if dollars should be represented by the donated value instead of the actual dollar value OR if you want to record attendees of a meeting instead of hours. Default Service Units are defined below.

Assistant Types by Category:

Note: (Global Only – Not Agency – Specific)

- **Assessments**
Default Service Unit for all in this Category = Assessment Score

- Ansel-Casey – At Entry
- Ansel-Casey – Follow Up
- Ansel- Casey – Upon Exit
- SSA- At Entry
- SSA – Follow Up
- TAY Triage
- TAY VI SPDAT
- Youth Connection Scale

- **Case Management**
 - Cell Phone Payment
 - Default Service Unit =Dollars

 - Change/Update Mailing Address with PO
 - Default Service Unit = Participant Support Activity

 - Childcare
 - Default Service Unit =Dollars

 - Christmas Gifts
 - Default Service Unit =Items

 - Client Meeting
 - Default Service Unit = Participant Support Activity

 - Client Orientation
 - Default Service Unit = Participant Support Activity

 - Completed Apartment Application / Paid App Fee
 - Default Service Unit = Dollars

 - Deposit-Utility
 - Default Service Unit = Dollars

 - Entertainment
 - Default Service Unit = Participant Support Activity

 - Established / Updated GOALS
 - Default Service Unit = Participant Support Activity

 - Follow Up
 - Default Service Unit = Meeting

 - Food (non-grocery)
 - Default Service Unit = Dollars

- Food Stamps (SNAP) Application / Assistance
 - Default Service Unit = Participant Support Activity
- Gifts
 - Default Service Unit = Dollars
- Hair Cut/Style
 - Default Service Unit = Dollars
- Health Insurance Application/Assistance
 - Default Service Unit = Participant Support Activity
- Legal Assistance Support
 - Default Service Unit = Referral
- Obtain Important Docs (Birth Certificate, SS, IDs)
 - Default Service Unit = Participant Support Activity
- Paid Apartment Security Deposit
 - Default Service Unit = Dollars
- Recertification
 - Default Service Unit = Participant Support Activity
- Social Security Application/ Assistance
 - Default Service Unit = Participant Support Activity
- Utilities Payment
 - Default Service Unit = Dollars
- **Education**
 - Education Tracking Meeting
 - Default Service Unit = Participant Support Activity
 - JAG
 - Default Service Unit = Participant Support Activity
 - School Fees
 - Default Service Unit = Dollars
 - Secondary Education - Application / Fees
 - Default Service Unit = Dollars
 - Supplies
 - Default Service Unit = Dollars

- Tutoring
 - Default Service Unit = Hours
- Uniforms
 - Default Service Unit = Dollars
- VELC
 - Default Service Unit = Hours
- VELC Tutoring Volunteer
 - Default Service Unit = Hours
- **Employment**
 - Attend Work
 - Default Service Unit = Participant Support Activity
 - Connected with Employer (non-Partner)
 - Default Service Unit = Participant Support Activity
 - Connected with Employer (Partner)
 - Default Service Unit = Participant Support Activity
 - Employer Recruited
 - Default Service Unit = Organization/ Employer / Partner
 - Employment Orientation
 - Default Service Unit = Participant Support Activity
 - Job Fair
 - Default Service Unit = Training / Experience
 - Job Interview
 - Default Service Unit = Training / Experience
 - License/ Certification Fees
 - Default Service Unit = Dollars
 - Mock Interview
 - Default Service Unit = Training / Experience
 - Resume / Job Application Assistance
 - Default Service Unit = Participant Support Activity

- **Events**
 - Attended Volunteer Training
 - Default Service Unit = Training/Experience
 - Back-to-School Event
 - Default Service Unit = Training / Experience
 - Community Service Project
 - Default Service Unit = Attendee(s)/Participants
 - Conduct PYD/ TIC Training
 - Default Service Unit = Attendee(s)/Participants
 - Conduct Staff Training
 - Default Service Unit = Attendee(s)/Participants
 - Conduct Volunteer Training
 - Default Service Unit = Attendee(s)/Participants
 - Drop-in Center
 - Default Service Unit = Hours
 - End of School Year Event
 - Default Service Unit = Training / Experience
 - Field Trip
 - Default Service Unit = Training / Experience
 - Gala
 - Default Service Unit = Training / Experience
 - Holiday / Christmas party or event
 - Default Service Unit = Training / Experience
 - HOPE: Training
 - Default Service Unit = Attendee(s)/Participants
 - HPC – North Campus Event
 - Default Service Unit = Training / Experience
 - HPC – Highland Campus Event
 - Default Service Unit = Training / Experience
 - Outreach
 - Default Service Unit = Hours

- Saturday Community Event
 - Default Service Unit = Training / Experience
- Saturday Academy Event
 - Default Service Unit = Training / Experience
- School Visits
 - Default Service Unit = Organization/Employer/Partner
- **Fundraising**
 - Grant Awarded
 - Default Service Unit = Dollars
 - Inkind Donation
 - Default Service Unit = Inkind (Donated Value)
 - Monetary Donation
 - Default Service Unit = Dollars (Donated Value)
- **Household Needs**
 - Donated value**
 - Baby items (not diapers)
 - Default Service Unit = Items
 - Bedding/ Linens
 - Default Service Unit = Dollars Items
 - Beds
 - Default Service Unit = Items
 - Cleaning Supplies
 - Default Service Unit = Items
 - Clothing
 - Default Service Unit = Bag or Box
 - Diapers
 - Default Service Unit = Items
 - Food / Groceries
 - Default Service Unit = Dollars
 - Furniture
 - Default Service Unit = Items

- Kitchen Supplies
 - Default Service Unit = Items
- Mailbox Key
 - Default Service Unit = Dollars
- Other
 - Default Service Unit = Items
- Toiletries
 - Default Service Unit = Items
- **Housing**
 - Admitted/Referred to Emergency Shelter
 - Default Service Unit = Referral(s)
 - Admitted/ Referred to Detox
 - Default Service Unit = Referral(s)
 - Connected with DCFS
 - Default Service Unit = Referral(s)
 - Host Home Initial Interview
 - Default Service Unit = Participant Support Activity
 - Host Home Schedule Complete
 - Default Service Unit = Participant Support Activity
 - Host Home Training Complete
 - Default Service Unit = Training/ Experience
 - Hotel/ Temporary Shelter
 - Default Service Unit = Participant Support Activity
 - Rental Assistance
 - Default Service Unit = Dollars
- **Life Skills Training/Experiences**
 - A Safe Place
 - Default Service Unit = Training/ Experience
 - Apartment Searching
 - Default Service Unit = Training/ Experience

- Applications
 - Default Service Unit = Training/ Experience
- Boundaries
 - Default Service Unit = Training/ Experience
- Bullying
 - Default Service Unit = Training/ Experience
- Child Care
 - Default Service Unit = Training/ Experience
- Chores
 - Default Service Unit = Participant Support Activity
- Church
 - Default Service Unit = Participant Support Activity
- Cleaning
 - Default Service Unit = Training/ Experience
- Community Resources
 - Default Service Unit = Training/ Experience
- Computer & Internet Use/ Safety
 - Default Service Unit = Training/ Experience
- Conflict Resolution
 - Default Service Unit = Training/ Experience
- Cooking, Shopping, and Nutrition
 - Default Service Unit = Training/ Experience
- Crisis Strategies for Emergencies
 - Default Service Unit = Training/ Experience
- Dating
 - Default Service Unit = Training/ Experience
- Discrimination
 - Default Service Unit = Training/ Experience
- Diversity
 - Default Service Unit = Training/ Experience

- Driving
 - Default Service Unit = Participant Support Activity
- Employment
 - Default Service Unit = Training/ Experience
- Family – Relationships, Medical History
 - Default Service Unit = Training/ Experience
- Finances – Budgeting, Credit, Credit Cards
 - Default Service Unit = Training/ Experience
- Financial Aid for Education
 - Default Service Unit = Training/ Experience
- Fire Safety
 - Default Service Unit = Training/ Experience
- Goal Setting
 - Default Service Unit = Participant Support Activity
- Healthcare – Physical, Mental, Medicaid
 - Default Service Unit = Training/ Experience
- HIV/STDs
 - Default Service Unit = Training/ Experience
- Human Trafficking Awareness
 - Default Service Unit = Training/ Experience
- Important Documents
 - Default Service Unit = Training/ Experience
- Internet Risks & Social Media
 - Default Service Unit = Training/ Experience
- Making Appointments – Dr, Dental, etc.
 - Default Service Unit = Training/ Experience
- Medical – When to go to ER
 - Default Service Unit = Training/ Experience
- On-line Banking
 - Default Service Unit = Training/ Experience
- Parenting

- Default Service Unit = Change To Training/ Experience
- Pay Stubs
 - Default Service Unit = Training/ Experience
- Paying Bills
 - Default Service Unit = Training/ Experience
- Personal / Social Relationships Skills
 - Default Service Unit = Training/ Experience
- Pregnancy
 - Default Service Unit = Training/ Experience
- Problem Solving
 - Default Service Unit = Training/ Experience
- Professionalism
 - Default Service Unit = Training/ Experience
- Public Transportation
 - Default Service Unit = Training/ Experience
- Purchasing / Owning a vehicle
 - Default Service Unit = Training/ Experience
- Renting – App, Lease, Rights
 - Default Service Unit = Training/ Experience
- Resumes
 - Default Service Unit = Training/ Experience
- Self Advocacy /. Esteem / Discipline
 - Default Service Unit = Training/ Experience
- Sexual Development and Family Planning
 - Default Service Unit = Training/ Experience
- Sexual Harassment
 - Default Service Unit = Training/ Experience
- Substance Abuse
 - Default Service Unit = Training/ Experience
- Taxes
 - Default Service Unit = Training/ Experience

- Trusted Adult Relationships
 - Default Service Unit = Training/ Experience
- Understand Trauma
 - Default Service Unit = Training/ Experience
- Vision Boards
 - Default Service Unit = Training/ Experience
- Volunteer Opportunities
 - Default Service Unit = Training/ Experience
- Youth Volunteer Hours
 - Default Service Unit = Hours
- **Medical**
 - Behavioral Health / Counseling
 - Default Service Unit = Referral(s)
 - Dental
 - Default Service Unit = Referral(s)
 - Eye Doctor
 - Default Service Unit = Referral(s)
 - Medical / ER
 - Default Service Unit = Referral(s)
 - Medicine
 - Default Service Unit = Dollars
 - Other
 - Default Service Unit = Dollars
 - Physical Therapy
 - Default Service Unit = Referral(s)
 - Pregnancy-related
 - Default Service Unit = Referral(s)
- **Mentorship**
 - Attend Mentor/Mentee Event
 - Default Service Unit = Participant Support Activity
 - Mentor Meeting with Staff

- Default Service Unit = Participant Support Activity
- Mentor Training
 - Default Service Unit = Training/Experience
- Mentor / Mentee Connected
 - Default Service Unit = Participant Support Activity
- Mentor / Mentee Meeting
 - Default Service Unit = Participant Support Activity
- **Program Specific**
 - Director's Meeting
 - Default Service Unit = Meeting
 - FBI Background Check Conducted
 - Default Service Unit = Participant Support Activity
 - General Volunteer Assistance
 - Default Service Unit = Hour(s)- Volunteer
 - MDT Meeting
 - Default Service Unit = Attendees/ Participants
 - Parenting Class Hosted
 - Default Service Unit = Attendees/ Participants
 - Review/ Update Grant Narrative, Logic Model, etc.
 - Default Service Unit = Meeting
 - Site Visit with E225 Evaluator
 - Default Service Unit = Meeting
 - Site visit with External Evaluator
 - Default Service Unit = Attendees
 - Social Media Post
 - Default Service Unit = Participant Support Activity
 - Staff Meeting
 - Default Service Unit = Hours
 - Staff Training
 - Default Service Unit = Training/Experience
 - Volunteer Training

- Default Service Unit = Attendees
- Youth Story
 - Default Service Unit = Training/Experience
- **Referrals**

Default Service Unit for all in this Category = Participant Support Activity

 - AMPP Referral
 - BCP Referral
 - CILP Referral
 - DAP Referral
 - EDU Referral
 - EMP Referral
 - FAM Referral
 - HP Specialized Provider
 - HP Team Referral
 - Medical Referral
 - MNTR Referral
 - Parent Support Group
 - Program Partner (External to E225)
 - RRH Referral
 - SOP Referral
 - TLP Referral
- **Transportation**
 - Airplane
 - Default Service Unit = Dollars
 - Bus
 - Default Service Unit = Dollars
 - Staff Transportation
 - Default Service Unit = Participant Support Activity
 - Uber (or similar type services)
 - Default Service Unit = Dollars
 - Volunteer / Mentor
 - Default Service Unit = Participant Support Activity