

ETHNIC AND RACIAL DATA FORM

Instructions for Completing the Ethnic and Racial Data Form

- **The Home or Center should complete this form for each site every year.**
- **The Home or Center may use visual identification to determine a participant's ethnic and/ or racial category. A participant may be included in the group that he/she appears to belong, identifies with, or is regarded as a member by the community.**
- **Each participant should be counted under only one category for ethnicity. The total number of participants marked under the ethnic category should equal the total number of participants in attendance on the day the form is completed.**
- **Each participant may be counted under more than one category for race. The total number of participants marked under the race category may be a larger sum than the total number of participants in attendance on the day the form is completed.**
- **The Home or Center must retain ethnic and racial data for 3 years and must safeguard this information. Access to Program records containing racial/ethnic data should be limited to authorized personnel.**