UNDUPLICATED PARTICIPANT COUNT DEFINITIONS

OHA uses participant count information for several purposes:

1) **To identify the total number of individuals served**
2) **To report the number of times each individual was served or attended an activity**

These are two different counts used for two different purposes. Below are definitions and examples of unduplicated client and attendance counts, as well as insight on where those counts should be reflected in grantee reports.

NUMBER OF PARTICIPANTS SERVED IN THE PROGRAM THIS YEAR (UNDUPLICATED PARTICIPANT COUNT)

NUMBER OF NATIVE HAWAIIAN PARTICIPANTS SERVED IN THE PROGRAM THIS YEAR (UNDUPLICATED NATIVE HAWAIIAN PARTICIPANT COUNT)

> OHA defines the **Unduplicated Participant Count** as the total number of participants during the grant term when a participant is counted only once, no matter how many activities or direct services the client receives during a funding year. A participant who attends multiple activities or receives services throughout the year should be counted and reported <u>no more than one time</u>.

> For example, if 38 participants attended 4 workshops each in quarter 1, the Unduplicated Participant Count would be 38. If 15 of those participants continued attending the next 4 workshops in quarter 2 and 40 more new participants began attending the 4 quarter 2 workshops as well, the Unduplicated Client Count reported in the quarter 2 report would be 78 (38 unique participants who started attending workshops is quarter 1 and 40 unique participants who started attending workshop is quarter 1). No participant is counted more then once no matter how many workshops they attend throughout the funding year.

NUMBER OF PARTICIPANTS ATTENDING EACH ACTIVITY IN THE PROGRAM THIS YEAR (ATTENDANCE COUNT)

NUMBER OF NATIVE HAWAIIAN PARTICIPANTS ATTENDING EACH ACTIVITY IN THE PROGRAM THIS YEAR (NATIVE HAWAIIAN ATTENDANCE COUNT)

> OHA defines the **Attendance Count** as the total number of times participants attending activities/ receive services in the funding year, when a participant is counted each time they attend an activity or receive direct services. For example, if 18 participants attended 4 workshops and 10 participants attended 2 workshops each in quarter 1, the Attendance Count would be 112 (4 x 8 =72) and (2 x 20 = 40). In quarter 2, if 25 participants attended 1 workshop and 30 participants attended 4 workshops,

Attendance Count the reported in the quarter 2 report would be 257 (112 from quarter 1) and (1 x 25 = 25) and (30 x 4= 120). In this case it is the total number of attendance counted rather than unique individual participants. In other words:

Quarter 1

Workshop 1: 18 attended

Workshop 2: 38 attended

Workshop 3: 38 attended

Workshop 4: 18 attended

Reported Attendance Count: 112

Quarter 2

Workshop 1: 30 attended

Workshop 2: 30 attended

Workshop 3: 55 attended

Workshop 4: 30 attended

Reported Attendance Count: 257 (112 from quarter 1 and 145 from quarter 2)