2018 OR IDA Data Dictionary

The data fields outlined below should be entered into the Outcome Tracker database for all Oregon IDA Initiative (OR IDA) participants. These are the fields that Neighborhood Partnerships needs for evaluation purposes or requires for program management purposes.

Blank Data: Blank data fields are considered data entry omissions. An exception to this is if a participant doesn't have a particular asset type or liability. In that case, the field may be left blank, but please ensure that the total net worth is correct.

If a participant declines to give data, please mark them as "**decline to ID**" or "**decline to answer**." For some fields, "unknown" is an option. Please consult the SOPs (in development) for further direction on encouraging data collection and participants' right to decline to answer data questions for the evaluation.

Household Definition: Several of the fields below request data on an entire "household." The OR IDA Initiative's working definition of a household refers to all individuals who share use of a dwelling unit as primary quarters for living and eating, separate from other individuals. If you can answer "yes" to all of the following questions about a group of people, they are considered a household for IDA eligibility purposes:

- o Do they share a dwelling unit (a home, an apartment, or other living space)?
- o Do they consider the dwelling unit their primary dwelling place? (Do they stay at this location for the majority of their time?)
- o Do they consider themselves a household unit that is separate from all others? (Do they identify as a household?)

Transfer Accounts: Please consult the SOPs (in development) for direction on what should be noted in Outcome Tracker.

Changing Asset Classes: If a participant changes asset classes, it is likely that the FO will need to go back over intake information and fill in any asset-specific data fields which are missing.

Timely data entry: Data must be entered into the Outcome Tracker database for all OR IDA program participants within thirty days of their first deposit into their IDA savings account. The exit data and exit Financial Capability Scale must be entered within thirty days of account closure.

Exit Data: The exit tab and exit Financial Capability Scale should be entered for both program completers and non-completers (participants **who do not** receive matching funds). Exit data does **not** need to be completed for participants transferring to another FO. Please note that we do not withhold a participant's funds if they have not completed the exit data. IDA staff may complete those exit tab questions for which they have knowledge or documentation.

Participant Information—All participants at Intake

[Field]	[Field Definition]	Required by: [NP or AFI]	Pulled from which "activity" in OT
	[Values (Value Definition)]		
Name	Name of the IDA holder (participant).	NP	System
Address City State Zipcode	Participant's residential address at the time of enrollment. May be updated if the participant moves, but the FO should have documentation that the participant was an Oregon resident at enrollment: Usually this is in a paper application or a photocopy of the driver's license.	NP	System
County	Participant's county of residence at the time of Intake. Does not need to be updated if the participant moves.	NP	System
Phone	Participant's phone number.	NP	System
Email	Participant's email address; important to Neighborhood Partnerships for sending out participant feedback surveys.	NP	System

Participant Information—Participants that transferred from another FO:

FO transferred from	Name of the FO the account transferred from	NP	IDA Application Profile.Fo Transferred From
System Name ID if Transferred	Provide the System Name ID of the participant while they had an account at a different FO. Only relevant if the participant has not yet reached disbursement. (I.e., If a participant previously held an IDA with another FO, and finished that IDA—either as a completer or non-completer—that history does not need to be entered here.)	NP	IDA Application Profile.System Name Id If Transferred

Participant Demographics—All participants at Intake

[Field]	[Field Definition]	Required by: [NP or AFI]	Pulled from which "activity" in OT
	[Values (Value Definition)]		
Birthdate	Participant's date of birth	NP, AFI	System

[Field]	[Field Definition]	Required by: [NP or AFI]	Pulled from which "activity" in OT
	[Values (Value Definition)]		
Gender	Participant's gender	NP, AFI	System
	Male		
	Female		
	Other		
	Declined to ID (Participant declined to answer)		
Marital Status	Participant's marital status	AFI	System
	Single, never married		
	Married		
	Separated		
	Divorced		
	Widowed		
	Declined to ID (Participant declined to answer)		
Ethnicity	Participant's race	NP, AFI	System
	Black/African American		
	Asian or Pacific Islander		
	White		
	American Indian or Alaska Native		
	Multiracial		
	Unknown		
	Declined to ID (Participant declined to answer)		
	*note 'Ethnicity' is the term that Outcome Tracker uses for this field, but the field name can be edited on your forms to read 'Race'		
Hispanic	Participant's ethnicity	NP, AFI	Client Profile. Hispanic?
	Hispanic or Latino		
	Not Hispanic or Latino		
	Declined to ID (Participant declined to answer)		
If you identify your race or ethnicity in a way that is not listed, please tell us.		NP	IDA Application Profile.If You Identify…
	Open ended text box for participant to write few words defining their race or ethnicity, if the options for "Ethnicity" or "Hispanic" do not suit them or they would like to specify		
Country of Origin	Where the participant was born	NP	Client
	Drop-down list of countries, including "Decline to Answer"		

[Field]	[Field Definition]	Required by: [NP or AFI]	Pulled from which "activity" in OT
	[Values (Value Definition)]		
Language	Participant's preferred language for correspondence/NP Surveys	NP	Client
	English Russian Spanish French Other (If participant selects other, note their preferred language in the text box following the question. If certain languages are repeatedly noted, NP will look into translating the surveys into additional languages.)		
Veteran	A participant who is a veteran from any country	NP	Client
	Yes No Unknown/Decline to Answer		
Household's Housing Situation	The household's housing situation. Whether the housing is subsidized or not is captured in another question. Primary interest here is in identifying extent to which IDAs are serving those who are experiencing homelessness or in unstable housing situations.	NP	IDA Application Profile. Household'S Housing Situation
	Household is renting housing Household owns its home Sharing housing with friends/family/another household (*due to loss of housing or economic hardship*) Do not have a stable housing situation right now Other (Please specify in an open ended text box following this question) Unknown/Decline to answer		
Foster Youth	Has the participant been in foster care while between the ages of 12-21? (If a participant is age 26 or older, you may select Unknown/Decline to answer.)	NP	IDA Application Profile.Foster Youth
	Yes No Unknown/Decline to answer		
Disability	Does the participant identify as having a disability?	NP	IDA Application Profile. Identify as having a disability
	Yes No Unknown/Decline to answer		

'Miscellaneous' Questions—All participants at Intake

[Field]	[Field Definition]	Required by: [NP or AFI]	Pulled from which "activity" in OT
	[Values (Value Definition)]		
TANF	Is the **IDA holder** a current TANF (Temporary Assistance for Needy Families) recipient?	AFI	IDA Application Profile.AFI Receive TANF
	Current TANF Recipient Not current TANF recipient Declined to ID		
EITC	Has the **IDA holder** received the Federal Earned Income Tax Credit (EITC)?	AFI	IDA Application Profile.AFI EITC
	Has ever claimed EITC Has never claimed EITC Declined to ID		
Education Completed	Highest level of education completed by the IDA holder.	NP, AFI	IDA Application Profile.AFI Education Comp
	Grades K-5 Grades 6-8 Grades 9-11 High school diploma/GED Some college Vocational School Diploma/Degree AA degree/graduated two-year college BA/BS Degree/Graduated four-year college Some graduate school Graduate degree Declined to ID		
Employment	For the IDA holder.	NP, AFI	IDA Application Profile.AFI Employ Status
	Full Time Employed (35 or more hours per week, all jobs) Part time/seasonally employed Unemployed Other (Please specify in text box) Declined to ID		

Business-Specific Questions at Intake— Business savers

[Field]	[Field Definition]	Required by: [NP or AFI]	Pulled from which "activity" in OT
	[Values (Value Definition)]		
Self-Employed?	On average, did you work on your business full-time, part-time, or seasonally in the last 12 months?	NP	IDA Application Profile.Self-Employed?
	Full Time (35 or more hours per week) Part time/seasonally Other (Please specify in text box) Decline to answer		
Business gross sales, last calendar year	What was the approximate gross sales of the business in the last calendar year?	NP	IDA Application Profile.Business Gross Sales, Last Calendar Year
	Enter dollar figure. An estimate is fine; "$0" is fine.		
Business profits	What was the approximate total income the business earned in the last calendar year after paying all expenses including wages of employees, but not including any income you paid yourself. That is, what were the profits of your business in the last calendar year?	NP	IDA Application Profile.Business Profits, Last Calendar Year
	Enter dollar figure. An estimate is fine; "$0" is fine.		

Education-Specific Questions at Intake— Education savers

Parents' Highest Level of Education	The highest level of education completed by the participant's parents. Used to determine which participants might be considered "first generation" college students.	NP	IDA Application Profile.Parents' Highest Level of Education
	Grade school or Some high school High school Graduate/GED Some college Two-year degree College Graduate (4 year) Graduate degree		

Housing-Specific Questions at Intake—Home purchase savers

[Field]	[Field Definition]	Required by: [NP or AFI]	Pulled from which "activity" in OT
	[Values (Value Definition)]		
Federal housing assistance	Enter 'yes' if the participant or anyone in their household currently receives a Section 8 voucher, lives in public housing, or receives other federal housing assistance	NP	IDA Application Profile.Receive Federal Housing Assistance
	Yes No Unknown/Declined to answer		

Assets, Liabilities, Net Worth—All participants at Intake
Please refer to SOPs for additional guidance (forthcoming).

[Field]	[Field Definition]	Required by: [NP or AFI]	Pulled from which "activity" in OT
	[Values (Value Definition)]		
Assets		**NP**	**IDA Application**
Cash		NP	IDA Application Profile.Cash
CDs		NP	IDA Application Profile.CDs
Amount in Savings Account(s)		NP	IDA Application Profile.Savings Account(s) Amount (not I…)
Children's Saving Accounts/CDs	Include 529 College Savings Accounts if applicable.	NP	IDA Application Profile.Children Savings Accounts/CDs
Amount in Checking Account(s)	If the checking account balance is negative, include it in the liabilities section under 'Other Debts'.	NP	IDA Application Profile.Checking account(s) Amount
Home or Condo 1 Value Home or Condo 2 Value	**You may use an appraisal done within the past year or www.zillow.com as reference tools if a participant has questions about their home or condo value.**	NP	IDA Application Profile.Home or Condo 1 Value IDA Application Profile.Home or Condo 2 Value
Vehicle 1 Value Vehicle 2 Value Vehicle 3 Value	Refer to the Kelley Blue Book value (www.kbb.com) if the participant has questions about the vehicle's worth. Select the 'Private Property Value' option for used vehicles.	NP	IDA Application Profile.Vehicle 1 Value, etc.
Business Assets/Inventory		NP	IDA Application Profile.Business AssetsInventory

[Field]	[Field Definition]	Required by: [NP or AFI]	Pulled from which "activity" in OT
[Values (Value Definition)]			
Business Bank Account(s) Value		NP	IDA Application Profile.Business Bank Account(s) Amount
Retirement 401k/IRA		NP	IDA Application Profile.Retriement 401k / IRA
Stocks/Bonds (not retirement)		NP	IDA Application Profile.Stocks and Bonds (not retirement…)
Other Investments	This field excludes previously entered stocks, bonds, 401Ks, and Individual Retirement Accounts.	NP	IDA Application Profile.Other Investments
Other Assets	An example of "other assets" could include a boat or high value farm equipment. List items that are worth $1,000 or more such as jewelry, coin collections, or musical instruments.	NP	IDA Application Profile.Other Assets
Total Assets	Automatically calculated by OT.	NP	IDA Application Profile.Total Assets
Are you a homeowner?	For the IDA holder.	NP, AFI	IDA Application Profile.AFI Homeowner
	Owns a home Does not own a home Declined to ID		
Are you a vehicle owner?	For the IDA holder (NP suggestion: "owning" could include if the participant is still making payments on or leasing the vehicle)	NP, AFI	IDA Application Profile.AFI Vehicle owner
	Owns an automobile Does not own an automobile Declined to ID		
Are you a business owner?	For the IDA holder	NP, AFI	IDA Application Profile.AFI Business owner
	Owns a business Does not own a business Declined to ID		

[Field]	[Field Definition]	Required by: [NP or AFI]	Pulled from which "activity" in OT
	[Values (Value Definition)]		
Have you ever held a savings account?	For the IDA holder	NP, AFI	IDA Application Profile.Savings Account(s) (not IDA)
	Yes No Declined to ID		
Have you ever held a checking account?	For the IDA holder	NP, AFI	IDA Application Profile.Checking Account(s)
	Yes No Declined to ID		
Have you ever used a pre-paid card?	For the IDA holder	AFI	IDA Application Profile.Ever used a pre-paid card
	Yes No Declined to ID		
Have you ever used direct deposit?	For the IDA holder	AFI	IDA Application Profile.Directdep
	Yes No Declined to ID		
Liabilities			
Home or Condo 1 Loan Home or Condo 2 Loan		NP	IDA Application Profile.Home 1 Loan, etc.
Vehicle 1 Loan Vehicle 2 Loan Vehicle 3 Loan		NP	IDA Application Profile. Vehicle 1 Loan, etc.
Business Debts		NP	IDA Application Profile.Business Debts
Personal Debt (to family, friends, etc)		NP	IDA Application Profile.Personal Debt Amount (to family,…)
Credit Cards (Visa, MC, Am Ex, Discover)	This should include the cumulative debt on all credit cards.	NP	IDA Application Profile.Credit Card Balance Amount (Visa…)
Student Loans		NP	IDA Application Profile.Student Loans Balance

[Field]	[Field Definition]	Required by: [NP or AFI]	Pulled from which "activity" in OT
	[Values (Value Definition)]		
Medical Bills		NP	IDA Application Profile.Medical Bills Balance
Store Credit Debt		NP	IDA Application Profile.Store Credit Debt
Personal Line of Credit		NP	IDA Application Profile.Personal Line of Credit
Unpaid Income/Property Taxes		NP	IDA Application Profile.Unpaid Income/Property Taxes
Child Support Payments	This field refers to unpaid or overdue child support payments.	NP	IDA Application Profile.Child Support Payments
Other Debts	Examples of 'Other Debts' could include payday loans or an overdrawn checking account.	NP	IDA Application Profile.Other Debts
Total Debts	OT autocalculates.	NP	IDA Application Profile.Total Debts
Net Worth			
Full Net Worth	Autocalculates by subtracting 'Total Debts' from 'Total Assets' to get the household's full net worth. Uses a negative sign (-) if the participant has more debt than assets.	NP	IDA Application Profile.Full Net Worth (assets minus deb…)
[AFI] IDA Eligible Net Worth	Autocalculates by subtracting 'Total Debts' from 'Total *Assets' excluding the participant's primary dwelling and one vehicle*. It should be less than $10,000 if the participant is using AFI. A negative sign (-) is used if the participant has more debts than assets.	NP	IDA Application Profile.IDA Eligible Net Worth (assets minus debts…)
State IDA Eligible Net Worth	Autocalculates. *Excludes the participant's primary residence, one vehicle, and up to $60,000 of Retirement.* It should be less than $20,000 for all IDA participants. A negative sign (-) is used if the participant has more debts than assets.	NP	IDA Application Profile.State IDA Eligible Net Worth (excludes up to $60,000 of Retirement)

Annualized Household Income at Enrollment—All participants at Intake

[Field]	[Field Definition]	Required by: [NP or AFI]	Pulled from which "activity" in OT
	[Values (Value Definition)]		
Public Benefits Certifying Eligibility	If the participant is income qualified based on public benefits receipt, select the benefit being used to certify eligibility. Total Household Income does not need to be entered for the participant.	NP	IDA Application Profile.Public Benefits Certifying Eligibility
	LIEHP Low Income Tax Credit Properties (LITC) Public Housing Refugee Cash Assistance Section 8 SNAP (Supplemental Nutrition Assistance Program) SSI (Supplemental Security Income) TANF (Temporary Assistance to Needy Families) WIC (Women, Infants & Children Supplemental Nutrition Program)		
Total Household Income	Use the Income Calculator to get this number. Participant income as well as the income of all members of their household, annualized. Must be entered unless the participant is income qualified based on public benefits receipt.	NP	IDA Application Profile.Total Household Income (partic…)
HHS Income Level	If household income is 'More than 200% of federal poverty line' the participant should not be using AFI.	AFI	IDA Application Profile.AFI HHS Income
	Below the federal poverty line 100-150% FPL 151-200% FPL More than 200% FPL Declined to ID		

Household Information—All participants at Intake

[Field]	[Field Definition]	Required by: [NP or AFI]	Pulled from which "activity" in OT	
	[Values (Value Definition)]			
Number of Adults in the Household	'Adults' are people age 18 and over. If applicable, include the IDA holder in the count.	NP, AFI	IDA Application Profile.AFI Household Adults	
	1, 2, 3, 4, 5, 6, 7, 8+, Declined to ID			
Number of Children in the Household	'Children' are people under age 18. If applicable, include the IDA holder in the count.	NP, AFI	IDA Application Profile.AFI Household Children	
	1, 2, 3, 4, 5, 6, 7, 8+, Declined to ID			
Total Household Size	Household means all individuals who share use of a dwelling unit as primary quarters for living and eating separate from other individuals. Include the IDA holder in the count.	NP, AFI		
	Should auto-calculate.			

Financial Capabilities

This is a repeatable activity that should be completed at intake and exit, for those age 18 and older. (If youth turn 18 while they are saving, they would only complete this activity at exit.) NP can provide FOs with a copy of these questions in Spanish, Russian and French.

Date Financial Capability Scale Completed	***The date the participant completed*** the Financial Capability Scale (FCS). It should be taken at both intake and exit (at a minimum). This date will be compared with the date financial education is completed.	NP	Financial Capabilities Scale.Enrollment Begin Date	
Participant Declines to Answer	If the participant declines to complete the Financial Capability Scale, select "yes".	NP	Financial Capabilities Scale. Participant Declines to Answer	
	Yes			
Do you <u>currently</u> have a personal budget, spending plan, or financial plan?		NP	Financial Capabilities Scale. Do You Currently Have A Personal Budget…	
	Yes No			

[Field]	[Field Definition]	Required by: [NP or AFI]	Pulled from which "activity" in OT
	[Values (Value Definition)]		
How confident are you in your ability to achieve a financial goal you set for yourself today?		NP	Financial Capabilities Scale. How Confident Are You…
	Not at all confident Somewhat confident Very confident		
If you had an unexpected expense or someone in your family lost a job, got sick or had another emergency, how confident are you that your family could come up with money to make ends meet within a month?		NP	Financial Capabilities Scale. If You Had An Unexpected Expense…
	Not at all confident Somewhat confident Very confident		
Not including your IDA, Do you currently have an automatic deposit or electronic transfer set up to put money away for a future use (such as savings)?		NP	Financial Capabilities Scale. Not Including Your Ida,…
	Yes No		
Over the past month, would you say your family's spending on living expenses was less than its total income?		NP	Financial Capabilities Scale. Over The Past Month…
	Yes No		
In the last 2 months, have you been charged a late fee on a loan or bill?		NP	Financial Capabilities Scale. In The Last 2 Months…
	Yes No		
How would you rate your current credit record?		NP	Financial Capabilities Scale. How Would You Rate Your…
	Very bad Bad About average Good Very good		

[Field]	[Field Definition]	Required by: [NP or AFI]	Pulled from which "activity" in OT
Do you <u>currently</u> have at least one financial goal?		NP	Financial Capabilities Scale. Do You Currently Have At Least One Financial Goal?
	Yes No		
Total FCS score	A score between 0-8 will automatically be calculated based on the scoring rubric for the FCS.	NP	Financial Capabilities Scale. Total Fcs Score

Account Summary Information (IDA Accounts)

[Field]	[Field Definition]	Required by: [NP or AFI]	Pulled from which "activity" in OT
	[Values (Value Definition)]		
Agency/ Collaborative Partner	Name of partner organization serving the participant.	NP	IDA Account Collaborative Name
	Drop down list.		
Account Status		NP	IDA Account Status
	Application Enrollment Closed Open Inactive/leave of absence Inactive/closure pending Canceled (never opened)		
Matching Start Date			
Matching End Date	The date when a participant's savings should no longer be matched. This helps protect the allocation of matching funds. If any transactions are entered after this date, OT will stop matching.	NP	
First Matched WD Date Goal Reached Date	Autofills. NP does not need.		
Application Date	The date a participant *first applies* to the OR IDA program. If the participant is applying for a second account, the first application information needs to be archived somewhere before the first application is overridden (see SOP). It is used to determine that the appropriate income eligibility limits have been applied.	NP, AFI	IDA Account Application Date
Enrollment Date	The date a participant is authorized to open an IDA account.	NP (AFI?)	IDA Account Enrollment Date

[Field]	[Field Definition]	Required by: [NP or AFI]	Pulled from which "activity" in OT
	[Values (Value Definition)]		
Opened Date	The date a participant makes their first deposit.	NP, AFI	IDA Account Opened Date
Closed Date	The date a participant makes their final matched withdrawal.	NP, AFI	IDA Account Closed Date
Closed Reason	The primary reason the account closed. Completion of this field triggers Neighborhood Partnerships to email the appropriate exit survey.	NP, AFI	IDA Account Closed Reason
	Completed/Successfully made matched withdrawal Financial need or emergency *(such as loss of income or an unexpected expense)* Moved out of state/area No longer interested in the program *(when a participant decides to no longer pursue their asset goal through the OR IDA program)* Transfer to another FO *(when a participant's account is transferred to another FO)* Transfer to a beneficiary *(when a participant's account is closed prior to match withdrawal, and the savings are transferred to a household member or family member)* Violated program rules/could not meet program requirements *(when a participant makes an unauthorized withdrawal, becomes unresponsive prior to matched withdrawal, or declines to participate in financial education or asset specific training)*		
Exit comments	The organization may enter more detail about the closed reason; the evaluation will not query it but sometimes it is helpful when working on data cleanup.	NP	
	If the account is transferring to another FO, please note the name of the FO it is being transferred to.		
Account Intended Use	The current asset class the participant is saving for. If a participant changes their asset class, it should be recorded here on the Accounts tab.	NP, AFI	IDA Account Intended Use
	Assistive Technology *(to support someone with a physical or intellectual condition that requires specialized or modified equipment for purposes of employment)* Business Education Employment-Related Equipment *(to obtain equipment to gain or maintain employment)* Home Purchase Home Renovation Rental Retirement Transfer to Beneficiary *(AFI only)* Vehicle		

[Field]	[Field Definition]	Required by: [NP or AFI]	Pulled from which "activity" in OT
	[Values (Value Definition)]		
Match Rate	The rate at which the participant's savings are being matched.	NP	IDA Account Match Rate
Match Source Group	The name of the match source group applying match funds to the participant.	NP	IDA Account Match Group Source Funding Source
Match Source Group End Date	The end date for a particular match source group. If any transactions are entered after this date, OT will stop matching from the match source group. This helps protect the allocation of matching funds.	NP	
Max Annual Savings Matched	The total amount of matching funds a participant may receive in a 12-month period. This field helps ensure that a participant is not given match in excess of the legal limit.	NP	IDA Account Maximum Annual Match
Max Total Savings Matched	The total amount of the client's savings that can be matched. Calculated by multiplying the 'Max Total Savings Matched' amount by the 'Match Rate.' It is important to make sure both fields are accurate and updated if a participant's Savings' Plan changes.	NP	IDA Account Maximum Total Match
Met requirements for matched withdrawal	For AFI. "For a participant who has completed all requirements for making a matched withdrawal (e.g. saved for at least six months, reached savings goal, had business plan approved), but have not made a matched withdrawal."	AFI	
	Yes No		
Partner Financial Institution	The financial institution where the account is held.	NP	IDA Account Partner Financial Institution Name

Transactions

Date and amounts for all transactions			
Types and descriptions for all transactions			
	Deposit Fees Interest Accrued Matched Withdrawal (Participant deposits plus interest withdrawn) Unmatched Withdrawal (An emergency withdrawal or another withdrawal not related to the participant's authorized asset purchase)		

Withdrawal Sub-category	To be entered by Neighborhood Partnerships' AFI subgrantees. Specify the reason an AFI recipient made an unmatched withdrawal.
	Emergency withdrawal-Medical (withdrawal for medical care)
	Emergency withdrawal-Housing (to prevent eviction or foreclosure)
	Emergency withdrawal-Employment (following loss of employment)

Exit Information—All participants at exit

Note, all participants should also complete a **Financial Capabilities Scale,** found in the Financial Capabilities activity/tab, at exit.

[Field]	[Field Definition]	Required by: [NP or AFI]	Pulled from which "activity" in OT
	[Values (Value Definition)]		
Address City State Zip Code	Participant's **mailing** address at the time of exit, or expected address if the participant will soon be closing on a home. Because entering a new address will override the address at the time of enrollment, the FO should have documentation that the participant was an Oregon resident at enrollment: Usually this is in a paper application or a photocopy of the driver's license.	NP	System
Email address	Participant's email address; important to NP for sending out participant feedback surveys.	NP	System
Financial Education Completed Date	Date the participant completed financial education; used to understand the Financial Capability Score in context.	NP	IDA At Exit Information.Financial Ed Completed Date
Participant Exited Before Completing Financial Education	If the participant exited the program before completing financial education, select "yes".	NP	
	Yes		

[Field]	[Field Definition]	Required by: [NP or AFI]	Pulled from which "activity" in OT
	[Values (Value Definition)]		
IDA Program Options Used	Please check any/all IDA program modifications that were used by the participant.	NP	IDA At Exit Information.IDA Program Options Used
	Credit Building IDA Debt repayment Employee hire Home replacement Deposited to 529 college savings account Solely nontuition expenses for beneficiary under age 18		
Info not available/Participant declines to answer	If the information is not available and the participant declines to complete exit information or is unresponsive, select "yes".	NP	IDA At Exit Information.Info Not Available/ Participant Declines to Answer
	Yes		
Are you a homeowner?	For the IDA holder. (NP suggestion: if a participant is within 30 days of closing on a home, they can choose "own a home".)	NP, AFI	IDA At Exit Information. AFI Homeowner
	Owns a home Does not own a home Declined to ID		
Are you a vehicle owner?	For the IDA holder (NP suggestion: "owning" could include if the participant is still making payments on or leasing the vehicle)	NP	IDA at Exit Information. AFI Vehicle Owner
	Owns an automobile Does not own an automobile Declined to ID		
Are you a business owner?	For the IDA holder.	NP, AFI	IDA at Exit Information. AFI Business owner
	Owns a business Does not own a business Declined to ID		
TANF	Is the **IDA holder** a current TANF (Temporary Assistance for Needy Families) recipient?	AFI	IDA at Exit Information. AFI Receive TANF
	Current TANF Recipient Not current TANF recipient Declined to ID		

Education Completed	Highest level of education completed by the IDA holder.	AFI	IDA at Exit Information. AFI Education Comp
	Grades K-5 Grades 6-8 Grades 9-11 High school diploma/GED Some college Vocational School Diploma/Degree AA degree/graduated two-year college BA/BS Degree/Graduated four-year college Some graduate school Graduate degree Declined to ID		

Exit Information—Business savers

[Field]	[Field Definition]	Required by: [NP or AFI]	Pulled from which "activity" in OT
	[Values (Value Definition)]		
Name of Business	The name of the business.	NP	IDA At Exit Information.Name of Business
Web address of business	Address of the most-updated web presence of the business (could be a Facebook page). If none, write "NA".	NP	IDA At Exit Information.Web Address of Business
Business industry	The primary industry that describes the goods or services produced by the business.	NP	IDA At Exit Information.Business Industry IDA At Exit Information.Business Industry - Other
	Administrative & support services (includes office services, janitorial, house cleaning, waste management) Food services Health care & social assistance Manufacturing Personal services (includes beauty salons, barber shops, dry cleaners, automotive) Professional, scientific and technical services Retail trade Transportation and Warehousing Wholesale trade Other (Please specify in text box; includes agriculture, construction, education, real estate, information, finance/insurance, arts/entertainment)		

[Field]	[Field Definition]	Required by: [NP or AFI]	Pulled from which "activity" in OT
Used IDA asset to leverage Business Loan or Line of Credit?	In the last 12 months, have you accessed a business loan or line of credit through a banking institution?	NP	IDA At Exit Information.Used IDA Asset to Leverage Business Loan or Line of Credit?
	Yes (If yes, please write in dollar amount in the box) No		
Self-Employed?	On average, did you work at your business full-time, part-time, or seasonally in the last 12 months?	NP	IDA At Exit Information.Self-Employed? IDA At Exit Information.Self-Employed? Other
	Full Time (35 or more hours per week) Part time/seasonally Other (specify in open ended text box) Declined to answer		
Business gross sales, last calendar year	What was the approximate gross sales of the business in the last calendar year?	NP	IDA At Exit Information.Business Gross Sales, Last Calendar Year
	Enter dollar figure or 'Not sure'. An estimate is fine.		
Business profits	What was the approximate total income the business earned in the last calendar year after paying all expenses including wages of employees, but not including any income you paid yourself. That is, what were the profits of your business in the last calendar year?	NP	IDA At Exit Information.Business Profits, Last Calendar Year
	Enter dollar figure or 'Not sure'. An estimate is fine.		

Exit Information—Education savers

[Field]	[Field Definition]	Required by: [NP or AFI]	Pulled from which "activity" in OT	
	[Values (Value Definition)]			
Name of the Educational Institution	Name of the institution the participant is attending.	NP	IDA At Exit Information.Name of Educational Institution	
	Enter the name of the Institution. Select "NA" if the participant is not enrolled in a post-secondary institution.			

Exit Information—Home purchase savers

Noncompletion reason	If the participant did not complete their home purchase IDA, select the option which most closely describes the reason.	NP	IDA At Exit Information.Non Completion Reason IDA At Exit Information.Non Completion Reason - Other
	Income changed Unexpected expense Unable to qualify for a loan Priced out of market Purchased asset without OR IDA Other (please explain in text box)		
Purchase price of home	The purchase price of the home purchased with assistance from IDA funds.	NP	IDA At Exit Information.Purchase Price of Home
Home loan value	The amount of the home loan obtained by the participant.	NP	IDA At Exit Information.Home or Condo 1 Loan
Adjustable or Fixed Mortgage	The type of mortgage obtained by the participant.	NP	IDA At Exit Information.Adjustable or Fixed Mortgage
	Adjustable Fixed Other		
Interest rate	The interest rate of the home loan obtained by the participant.	NP	IDA At Exit Information.Interest Rate
Length of mortgage (years)	The original length of the mortgage in years.	NP	IDA At Exit Information.Length of Mortgage
Annual property taxes	The estimated annual property taxes due on the property.	NP	IDA At Exit Information.Annual Taxes