

Attachment E
Part 1: Data Report
(sample template from 2021 COEF reporting)

Community Organization Name

Monthly Report Part 1

Reporting and Objective Commitments (shaded)	Activity Amount												TOTAL	Contract Goal	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec			
1on1 Conversations with Clients	0													0	n/a
Door-to-Door Outreach to Workers	0													0	n/a
Tabling at Events	0													0	n/a
Distribute Know Your Rights Brochures in Spanish	0													0	n/a
Facebook, Twitter & Newsletter Posts	0													0	n/a
Sharing info on Spanish Radio	0													0	n/a
Sharing OLS Media Posts	0													0	n/a
OLS Trainings & Meetings (1on1 Investigator, LS	0													0	n/a
Attending Industry Cluster Meeting	0													0	n/a
Hours of Studying Labor Standards for preparation	0													0	n/a
Internal staff trainings on labor standards	0													0	n/a
														0	n/a
Quarterly Narrative Report	0													0	4
Small Group Labor Standards Training	0													0	15
Info Only Intake (worker doesn't want to report alleged labor standards violations)	0													0	n/a
Worker Intake Referrals to OLS	0													0	n/a
Worker Intake Referrals to other Org	0													0	n/a
Organization is Resolving Worker Intake	0													0	n/a
Total Worker Intakes	0													0	n/a

****If you have reported worker intakes in Monthly Report Part 1. Complete information for these workers in Monthly Report Part 2 and Part 3.**

Community Organization Name

Monthly Report Part 3

Industries of Worker Intakes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL Workers
Construction	0												0
Domestic Workers	0												0
Food Services and Drinking Places	0												0
Health Care	0												0
Hotel & Motel	0												0
Manufacturing, Transportation & Warehousing	0												0
Drivers)	0												0
Personal & Repair Services	0												0
Retail & Grocery Stores	0												0
Security, building and grounds services	0												0
Social Assistance, Education & Childcare	0												0
Other (please describe in notes)	0												0
No Information	0												0
<i>worker intakes in Monthly Report Part 1)</i>	0												0

NOTES

Attachment E
Part 2: Training Log
(sample template from 2021 COEF reporting)

Attachment E
Part 3: Worker Survey
(sample template from 2021 COEF reporting)



Privacy Notice:

Information provided in this survey is considered a public record and may be subject to public disclosure. For more information, see the Public Records Act, RCW Chapter 42.56. To learn more about how we manage your information, see our Privacy Statement at

<http://www.seattle.gov/privacy>

Worker Feedback Survey

Date: _____

Is this your first time taking this training? Yes No, I have taken it before

1. Was this training clear, and easy to understand?

Yes

No

2. Was the information you learned today useful?

Yes

No

3. Did you know about the Seattle Office of Labor Standards before this training?

Yes

No

4. What is your job?

5. Is there any feedback you would like to share?

Optional Demographic Questions

In what Zip code is your home located? (enter 5 digit zip code, example 98104) _____

What is your primary language(s) _____

What race/ethnicity best describes you?

- American Indian or Alaskan Native*
- Asian or Asian American*
- Black or African American*
- Hispanic or Latino or Spanish Origin*
- Pacific Islander*

All information provided will be used by the Seattle Office of Labor Standards to inform and improve Outreach and Education services to workers. Thank you!



Seattle Office of Labor Standards

- White/Caucasian*
 - Prefer not to say*
 - Two or More Races OR Not specified above, please specify the race and ethnicity that best describes you*
-

How do you identify your gender?

- Woman*
- Man*
- Non-Binary*
- Prefer not to say*
- Not listed above, please specify your gender _____ -*

What is your sexual orientation?

- Straight*
- Gay or Lesbian*
- Bisexual*
- Prefer not to say*
- Not listed above, please specify your sexual orientation _____ -*

Attachment E
Part 4: Quarterly Narrative
(sample template from 2021 COEF reporting)

COEF Quarterly Narrative SAMPLE

Quarter

1. Do you have any worker stories that you would like to share with OLS that highlights the impact of your outreach and education work these past three months?
2. What challenges have you experienced this quarter in your outreach and education work? How will you try to address these challenges in the next three months?
3. Have you used any of OLS's translated materials this quarter?
 - a. If so, what materials have you used and do you have any feedback about the quality of the translations? (ie fact sheets, q&a's, etc)
 - b. Are there any languages that OLS should translate its materials into to reach more workers in that demographic? Please cite which materials should be translated and in what languages.
4. What successes or challenges have you had in helping immigrant workers learn about their rights at work and feel comfortable reporting violations in your industries of focus?
5. What Industry Cluster Outreach (Residential Construction, Large Retail/Restaurant, Domestic Workers, App-based drivers) meetings have you participated in this quarter? Are these meetings helpful to you? What are ways that they could improve or be better?