



Guidelines for Recording Race and Ethnicity Information in MAYSIWARE

The purpose of this document is to provide guidance around recording race and ethnicity information into MAYSIWARE. Below are the guidelines that should be followed and examples. If you have a question or are unsure of how to record any information, please contact Melissa Valentine, JDCAP Deputy Director at 717-232-7554 ext 3117 or mvalentine@pacounties.org.

When you come to the Race and Ethnicity Information Screen, you should follow the steps below. This information should be completed by the staff administering MAYSI NOT the youth. Information completed by staff will be entered more accurately and save time on making corrections later.

1. Ask the youth “Are you Hispanic or Latino?”
 - If the youth answers “Yes”, select Hispanic.
 - If the youth answers “No”, select Non Hispanic.
 - If the youth does not know and you have no additional information on the youth’s ethnicity, select Non Hispanic. If additional information is available indicating the youth is Hispanic then indicate such.
 - If the youth identifies as Puerto Rican, Mexican, Spanish, Cuban, South or Central American or other Spanish culture, select Hispanic.

2. Ask the youth “What is your race?”

When the youth responds:

- Type the youth’s response or responses. You have the ability to enter up to three responses. You must categorize each response by selecting the appropriate race from the dropdown menu.
- If a youth responds as Hispanic, Puerto Rican, Mexican, Spanish, Cuban, South or Central American or other Spanish culture, select Hispanic under ethnicity. DO NOT Record this information in the race section.
- If a youth responds as Bi-Racial, ask if the youth knows the specific races. You can use the dropdown categories to ask the youth. If the youth can not identify the specific races, type “Bi-Racial” and select “Other” as the category.

If the youth will not respond or does not know the information to respond:

- Consult additional information if available, such as case records, and enter that information into MAYSWARE.
- If you have absolutely no information, enter Non Hispanic as the ethnicity. Type “Unknown” as the youth response and select “Other” as the category.

NOTE: “Other” as a description of race should only be used when the youth can not identify his/her race AND no additional information is available through case records OR if a youth identifies as “Bi-Racial” and can not identify the specific races.

Additional Hints:

- If a youth identifies as Chinese, Japanese, Filipino, Korean, Vietnamese, Malaysian, Laotian, Cambodian or Indonesian, categorize the race as Asian.
- If a youth identifies as being from Guam, Samoa, Polynesia or other pacific island, categorize the race as Pacific Islander/Native Hawaiian.
- If a youth identifies as Arabian, Iranian, Lebanese, or Armenian, categorize the race as Middle Eastern.