

NTEE-CC Users Newsletter

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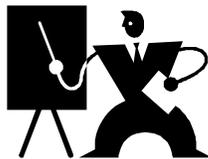
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Welcome Back!

Thank you for all the comments and praise from the first issue of the NTEE-CC Users Newsletter. One reader suggested a column on "tricky" NTEE-CC codes. A "Splitting Hairs" column has been added just for this purpose.

So, enjoy the newsletter. And please, keep those comments and suggestions coming!

Common Codes Revisited



Common Codes represent activities, such as research, fundraising, and technical assistance, which are common to organizations in all major groups. Their use is probably the least understood aspect of the NTEE-CC, so here is a review.

First, use Common Codes when an organization is not a "doer". "Doers" are organizations that are actually delivering services or conducting programs, providing health care, presenting theater programs, mentoring youth, etc. "Doers" are coded with NTEE-CC codes beginning with the number 20 or above. Think **A65 Theaters**, **E22 Hospitals**, or **K36 Meals on Wheels**. If the organization is not a "doer" (if it is not actually tramping through streams cleaning riverbanks) then the list of Common Codes below should be considered.

? 01 Alliances & Advocacy

Organizations whose activities focus on influencing public policy within a major group area. Includes a variety of activities from public education and influencing public opinion to lobbying national and state legislatures. **Note: The NTEE-CC definition for advocacy is broader than just influencing legislation and public policy; it includes a continuum from educating the public about issues within a major group to actual lobbying.**

? 02 Management & Technical Assistance

Consultation, training, and other forms of management assistance services to nonprofit groups within a major group area. **Note: Major Group-specific professional development training and train-the-trainer programs go in this code.**

? 03 Professional Societies & Associations

Learned societies, professional councils, and other organizations that bring together individuals or organizations with a common professional or vocational interest within a major group area.

? 05 Research Institutes & Public Policy Analysis

Organizations whose primary purpose is to conduct research and/or public policy analysis within a major group area.

? 11 Single Organization Support

Organizations existing as a support and fund-raising entity for a single institution within a major group. **Note: This code should be used for all forms of support as long as financial support is included. "Friends" groups are traditionally classified here but should be examined on a case-by-case basis to ensure that financial contributions are a part of the activities.**

? 12 Fund Raising & Fund Distribution

Organizations that raise and distribute funds for multiple organizations within a major group area.

? 19 Support N.E.C. (Not Elsewhere Classified)

Organizations that provide all forms of support except for financial assistance or fund raising for other organizations within the Arts, Culture, and Humanities major group area. **Note: This code should be used for support when money is not included. Organizations to code here include those that assist other nonprofits by augmenting programming. An example would be a "Library Friends" group that does not make financial contributions, but rather arranges for volunteers to conduct story hours and lead book discussions.**

Common Codes & the Fourth Digit

While environmental research organizations are coded as C05, such research can cover a lot of issues, from global warming patterns to renewable energy resources to the deforestation of the Amazon River Basin. How can one distinguish among all the possible choices within a subsector? NTEE-CC accounts for distinctions by attaching a fourth digit taken from the decile level of a major group. Follow the examples below to see how this is done.

🚩 **Fourth digits are only used with Common Codes** 🚩

Org: Save our Forests Now!
Mission: Public outreach, education and engagement in public forest issues
Code: NTEE-CC Code C013

C01 (alliances & advocacy)
C36 (forest conservation)
C013

Org: Save Our Lake Endowment
Mission: To financially support the activities of the Lake Basin Foundation
Code: NTEE-CC Code C113

C11 (single organization support)
C32 (water resources, wetlands conservation & management)
C113

A final caveat when using Common Codes -- an idiosyncrasy of the NTEE-CC is that sometimes within a Major Group division, a Common Code and a code for a "doer" are the same. An example is **U05 Science & Technology Research Institute** and **U20 Science Research**. In these cases the "doer" code (not the Common Code) should be chosen.

"NTEE-CC Keyword Browser" – A Mini Primer



NCCS's "[NTEE-CC Keyword Browser](#)" is an interactive NTEE-CC "Look-up" tool that allows for instant access to the NTEE-CC System. Up-to-the-second definitions, hints for coding, and lists of examples are some of the features of the Keyword Browser.

To access the "NTEE-CC Keyword Browser" either click [here](#), follow the links from the NCCS web page (nccs.urban.org), or copying this URL into your web browser: <http://nccsdataweb.urban.org/PubApps/nteeSearch.php>

? Use the Keyword Browser to search for a term. The search term will be highlighted in red in the results.

Search:

Number found for 'DAY CARE': 2

P33 - Child Day Care

Organizations that provide substitute parental care for children during some portion of a twenty-four hour day.

Key words: After School Care; Babysitting; Before School Care; Child Care Centers; Child Care Co-ops; Child Caregivers; Childrens Day Care; Corporate Day Care; Day Care, Children; Drop-In Child Care; Extended Day Care; Faith-Based Child Care ; Family Child Care Homes; Infant Care Centers; In-Home Child Care; Latchkey Child Care ; Nanny; Nighttime Child Care; Sick Child Care

P70 - Residential Care

Organizations that provide alternative living arrangements or supervised day programs for people who require care, supervision and support on a 24-hour basis or during part of the day. Use this code for organizations that provide residential, custodial care, but the specific nature of the facility is unclear, or which have multiple facilities which fall into more than one category below.

Key words: Adult Day Care Centers; Adult Day Health Care; Adult Development Centers for Persons with Disabilities; Adult Family Day Care Homes; Boys Ranches; Custodial, Residential Care Facilities; Developmentally Disabled Day Care; In-Home Adult Care; Housing; Medical Day Care; Orphanages; Senior Day Care; Respite Care; Special Day Care; Special Non-Residential Day Care

Scope notes: Use this term for residential facilities for individuals who need custodial or developmental care. For facilities that offer residential care in conjunction with clinical treatment, use F33, Residential Mental Health Treatment.

Underlined **Blue Text?**
Double-click to link to internet site.

? Use the Keyword Browser to search for a specific code:

Search:

Number found for 'A23': 1

A23 - Cultural & Ethnic Awareness

Organizations that promote artistic expression within a particular ethnic community; work for the preservation and promotion of the traditions, values and lifestyles of different cultural groups; organize activities and events which promote cultural exchange locally or nationally; and encourage understanding and respect for different cultural heritages among the youthful members of the group as well as the mainstream population.

 **A revision date is noted here if changes have been made since last published NTEE-CC Manual.** 

Key words: Ancient Order of Hibernians; Cultural Awareness; Cultural Heritage; Cultural Centers; Cultural Fairs; Ethnic Awareness; Ethnic Fairs; Heritage; National Day Celebrations

Scope notes: USE for organizations that offer cultural education programs that can include language instruction but are not limited to language instruction. For language instruction only USE A70 (Humanities).

USE for multi-discipline cultural and ethnic organizations. For organizations whose program activity is limited to one discipline, code using the appropriate discipline code. For example, an organization that promotes spanish art, music, and dance is coded here, an organization that promotes only Flamenco dancing is coded as a dance organization, A62.

Excludes: International cultural exchange. Use International Cultural Exchange (Q21).

Examples: *East Bay Chinese School:* Study Chinese language and culture to provide program services to 300 children on Saturday mornings

Kaji Aso Studio, Inc: Provision of courses, seminars, shows and exhibits in visual arts, music, poetry, philosophy and Japanese culture promoting the arts.

Affiliate Organizations: The Alliance Francaise

Keywords, examples, and Affiliate Organization lists help users match organizations and concepts. Scope Notes distinguish between similar codes and guide users in correct classification.

? Use the Keyword Browser to display all the codes in a Major Group. This is especially helpful if you want to print out a copy of the codes to use in conjunction with the published NTEE-CC 2003 Manual.

Splitting Hairs



Many NTEE-CC codes are slam dunks. A YMCA is a YMCA is A YMCA. Unfortunately, some NTEE-CC codes are confusing. "Splitting Hairs" will address codes that have proven to be ambiguous.

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A23 vs. A60

Flamenco Dancing - Spanish culture or dance? How do you decide when it's both? **USE A23 Culture & Ethnic Awareness** for multi-discipline cultural and ethnic organizations. For organizations whose program activity is limited to one discipline, code using the appropriate discipline code. For example, an organization that promotes spanish art, music, and dance is coded as an **A23 Culture & Ethnic Awareness**, an organization that promotes only Flamenco dancing is coded as a dance organization, **A62 Dance**.

Rehabilitation Hospitals –Rehab or Hospital?

Use **E50 Rehabilitative Care** for organizations that provide rehabilitative services on an outpatient basis only. Easter Seal Societies, speech and hearing centers, organizations offering occupational, vocational and other rehabilitative therapies get coded here. **USE E24 Specialty Hospitals** for rehabilitation facilities that offer 24-hour care. Rehabilitative Centers for the Aged should not be confused with either **E24 Specialty Hospitals** or **E50 Rehabilitative Care** and should be coded as **E91 Nursing Facilities**.

Lots of Horses

- ? Saving/rescuing retired race horses, **D20 Animal Protection & Welfare**;
- ? Horse clubs that develop and foster an appreciation of horses and the equine industry and/or sponsor horse shows as forums for promoting and educating the public about horses, **D60 Animal Services**;
- ? Equestrian therapy, **E50 Rehabilitation**, (**this is a new interpretation**)
- ? Horse and farm shows that are agriculturally oriented, **N52 Fairs**;
- ? Organizations that provide opportunities to learn or become competitive in equestrian sports, **N69 Equestrian**; and
- ? Organizations that sponsor Horse Shows as fundraising events for charity, **Common Codes 11 or 12**, or a code from **Major Group T**.

Did You Know?

The [Affiliate Organization List](#) is updated continually. The date and time of the last revision can be found in the bottom right hand corner of the document. Have the [NCCS Classification Tools](#) page bookmarked on your web browser? The date of last update for the Affiliate list can be found here also. And, as organizations are added to the list they are also added to the web-based [NTEE-CC Keyword Browser](#).

Feedback, please!

Please send an email to sromeo@ui.urban.org and let us know if this is helpful and if you have ideas for what you would like covered in the next newsletter. New ideas for the Affiliate Organization List? Which codes do you find the most confusing? Comments and suggestions are always welcome.