Draft Code Book:

Level 1: “Regular” or Common-Code org

* R = Regular (>19)
* S = Common-Code (01 -19)

Level 2: Broad Category (1 – 12)

* 1 – Arts, Culture, and Humanities
* 2 – Education (Non university)
* 3 – Environment and Animals
* 4 – Health (non-hospital)
* 5 – Human Services
* 6 - International, Foreign Affairs
* 7 – Public, Societal Benefit
* 8 – Religion Related
* 9 – Mutual/Membership Benefit
* 10 – Unknown/ Unclassified
* 11 – University
* 12 – Hospital

Level 3: Major Group (A – Z)

* Same levels as NTEE Codes

Level 4: Letter + tens place

* Common codes – only for common code orgs, not for regular orgs
  + 3rd digit in Common code orgs in the NTEE codebook for the tens place if they have it
  + Otherwise letter + 0
* Regular orgs only. Mean varies by level 3 value (major group)
  + Ten’s place in regular orgs NTEE codebook
  + 2-9 each value exists entirely inside level 3. The meaning of this level will vary for each value of level 3

Level 5: Letter + tens place + ones place

* For common code orgs –
  + If there are 2 digits in the original NTEE code. Then the ten+one is…
    - 01 – Alliance/Advocacy Org
    - 02 – Management and Technical Assistance
    - 03 – Professional Societies/Associations
    - 05 – Research Institutes and/or Public Policy Analysis
    - 11 – Monetary Support – Single Org
    - 12 – Monetary Support – Multiple Orgs
    - 19 – Nonmonetary Support not elsewhere classified
  + If there are 5 digits in the original NTEE code, then the ten+one is the 4th and 5th digits in the original NTEE Code
* For regular orgs
  + Ones place exists entirely inside the level 4 code which is entirely inside the level 3 code. Meaning will vary by Level 4 and Level 3 combination.

Note: For common codes, level 4 and 5 are basically the same thing, so level 4 is not needed

Closeness order:

The combination of matching leads to the rank in closeness (match in this order)- 1 is the closest

Regular Orgs: Match on levels…..

1, 2, 3, 4, 5

Common Code Orgs: Match on levels…….

1. 1, 5, 3, 2
2. 1, 5, 3
3. 1, 5
4. 1