VICTIM SERVICES STATISTICAL REPORT SUBGRANTEE GUIDE

PRE-SURVEY REPORTING INSTRUCTIONS,
VICTIMIZATION, DEMOGRAPHIC, AND SERVICE GLOSSARY
AND FREQUENTLY ASKED QUESTIONS

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OVERVIEW

This guide is intended to aid subgrantees of VOCA, SASP and VAWA Victim Services awards in reporting activities and client demographics to the Criminal Justice Coordinating Council (CJCC). In recent years, CJCC has moved to an online reporting system to streamline data collection and analysis. In 2013, the Statistical Analysis Center worked with the Victim Assistance Unit to improve the design of the system to be more user-friendly and visually pleasing. Changes were also made to the way in which VSSR data are collected so that CJCC now collects all victim services data on a county level and by victimization type. Finally, questions were added regarding agency capacity and the Crime Victims Compensation Program (CVCP or victims comp) to collect more information on barriers to service and accessing victim's compensation.

Programmatic reporting is an important component to grants management. Reports help agencies collect vital information from their clients, track program performance and enhance service delivery. Submitting the data to financial sponsors such as CJCC helps funders monitor the use of Federal funds; assess subgrantee progress; and identify areas for growth. Collecting and reporting your agency's data is not only a Federal requirement, it has also been crucial in making the case for continued and increased funding for victim assistance programs in the state of Georgia.

VOCA, SASP and VAWA Victim Services subgrantees are required to submit quarterly reports to CJCC. These reports document the number of new and existing victims served, the demographics of new victims, and the number and types of services provided to both new and existing victims. All VOCA, SASP and VAWA Victim Services subgrantees must complete the online Victim Services Statistical Report (VSSR) each quarter per their special conditions. These reports should ONLY contain data about CJCC-funded activities.

Deadlines

Each quarter, the Operations Analyst re-activates the online reporting survey. The Planning and Policy Development Specialist then generates a list of open grants and Project Directors, which the Operations Analyst uses to generate passwords and upload to the reporting system. The link to VSSRs will be activated at the beginning of the reporting period, at which time subgrantees may log in with their username and password to input data. The link will shut down on the last day of the reporting period.

The Planning & Policy Development Specialist emails the VSSR link and login credentials (User ID or your grant number(s) and your agency's password(s)) to Project Directors a month prior to each reporting deadline. REMEMBER: it is **very important** that you complete a Subgrant Adjustment Request to update the Project Director's name and/or their contact information to

ensure timely receipt of VSSR information. CJCC will not send reporting information to anyone other than the Project Director.

Quarter	Reporting Period	Due Date
Quarter 1	October 1 - December 31	**January 30**
Quarter 2	January 1 - March 31	**April 30**
Quarter 3	April 1 - June 30	**July 30**
Quarter 4	July 1 - September 30	**October 30**

Delays in completing the VSSR can cause CJCC to be late in its reporting requirements to our federal partners. Therefore, CJCC takes timeliness in programmatic reports **very seriously**. Please refer to CJCC's subgrantee compliance policy and your special conditions for the progressive sanctions imposed for chronic tardiness in programmatic or fiscal reports.

If you are late with your programmatic or expenditure reports, you must submit a Waiver Request within **10 days** after the reporting deadline has expired. Please submit waiver requests to the Planning & Policy Development Specialist. Your request will be considered and CJCC may grant the waiver **at its discretion**. The waiver will allow your agency to avoid penalties.

Prorating

You should **only** report data that reflects the use of grant funds. If your agency uses more than just VOCA funds to provide victim services, you must **prorate** your data to accurately report the use of VOCA funds only. In the fourth quarter report due October 30, subgrantees must also complete the section of narrative questions.

If your agency has multiple grants and receives funding to provide direct victim services through VOCA and VAWA and/or SASP, you must report your statistics for each program separately. Please be sure that whichever data collection method you use (a Client Management Information Systems such as ALICE, paper tallies, Excel worksheets, Time and Activity Reports) is able to track the clients you serve with either your VOCA or VAWA/SASP grant separately.

Validation

The web-based tool has built-in validation capabilities. Subgrantees should be sure that their demographic data aligns with the number of victims they report serving in each category. Additionally, subgrantees should also ensure that the number of services they report are equal to if not greater to the number of victims they report serving. Incorrect or inaccurate data will not be accepted in the web-based system and the subgrantee **will not be able to submit** their VSSR on this platform until all the data is correct.

TYPE OF VICTIMIZATION: OVERVIEW

In the 2014 VSSR, crimes have been grouped thematically to help break up the grids. We know all agencies do not serve every type of crime victim. Therefore, we have we split up the types of victims for crimes against persons into the following categories:

- Violent Crimes Against Persons including Assault/Battery, DUI/DWI Crash, Other Vehicular Victimization, Robbery, Survivors of Homicide, Violation of Court Order, Mass Violence (Domestic and International), and Terrorism (Domestic and International);
- Violent Crimes Against Children including Child Physical Abuse, Child Sexual Abuse, Child Witness to Domestic Violence, Bullying, Child Pornography, or Other Child Abuse
- Violent Crimes Against Women including Domestic Violence, Sexual Assault, Co-victims of Sexual Assault, Teen Dating Violence, and Stalking
- Other Violent Crimes including Adults Molested as Children, Hate Crime, Elder Abuse (financial), Elder Abuse (Physical), Non-offending Caregiver, Human Trafficking (Sex or Labor), or Other Violent Crime
- Property Crimes including Arson, Burglary, Larceny, Identify Theft or Other Property Crimes

Before the new and existing victims sections, you will be prompted to indicate whether your agency served any of the types of crime victims in the broader crime categories above. If you did not serve victims in a particular category, simply answer "no" and you will move to the next screener question.

Victimization Definitions – Violent Crimes

Adults Molested as Children
Adult survivors of sexual abuse and/or assault suffered while they were children.

Assault/Battery
Assault includes violent crimes involving the use of weapons or fists, usually resulting in injury to the victim. Battery involves unwanted physical contact as well as other actions leading to injury.

Bullying (cyber, physical, or verbal)

Repeated, negative acts committed by one or more children against another. These negative acts may be physical or verbal in nature – for example, hitting or kicking, teasing or taunting – or they may involve indirect actions such as manipulating friendships or purposely excluding other children from activities. Implicit in this definition is an imbalance in real or perceived power between the bully and victim. Examples of cyber bullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

Child Physical Abuse

Includes all violent crimes, including battery and assault, committed against children by parents or caretakers – including foster parents, group home staff, grandparents, and other family members.

Child Pornography

Any visual depiction, including any photograph, film, video, picture, drawing, or computer or computer-generated image or picture, which is produced by electronic, mechanical, or other means, of sexually explicit conduct, where: (1) its production involved the use of a minor engaging in sexually explicit conduct; (2) such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct; (3) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or (4) it is advertised, distributed, promoted, or presented in such a manner as to convey the impression that it is a visual depiction of a minor engaging in sexually explicit conduct.

Child Sexual Abuse

Includes all sexual crimes against children, committed by anyone. Includes molestation as well as rape, aggravated sodomy, and sexual battery.

Child Witness to Domestic Violence

Includes any child who either witnesses violent acts including physical, sexual or emotional/psychological abuse between intimate partners; or is physically, emotionally, or psychologically abused as a part of the larger pattern of violence in an intimate partner relationship. Does not include children who are sexually abused in the context of a violent relationship.

Co-Victims of Sexual Assault (Collateral Victims of Sexual Assault)

Co-victims of sexual assault include family and household members of adult, youth and child victims of sexual assault and others collaterally affected by the assault including romantic partners, friends, co-workers and roommates. Perpetrators of the assault are excluded. Non-offending caregivers who are co-victims of child sexual abuse should be counted separately.

Domestic Violence

Includes all types of crimes committed within the context of an abusive relationship between intimate partners, no matter what the actual charges are under Georgia Law. Includes abuse at the hands of an intimate partner among elders. Also includes battery and assault by an intimate partner. Persons under the age of 18 who are victims of domestic violence should be counted as Child Witness to Domestic Violence unless they are teen victims of dating violence[1].

DUI/DWI Crashes

Includes crashes when the operator of the vehicle was intoxicated (under the influence) by alcohol, drugs, or a combination thereof, that resulted in the injury or death of a passenger in the same car, drivers and passengers in other vehicles, and/or pedestrians.

Financial Exploitation of an Elder

Occurs when someone unlawfully seizes, confines, inveigles, decoys, abducts, or carries away and holds for ransom or reward, by any person, except in the case of a minor by the parent thereof.

Kidnapping (non-custodial)

Where the victim is age 65 or older, includes improperly or illegally using a person's resources for the benefit of another person, for example, using a Power of Attorney to gain access to an adult's assets for personal gain or using undue influence, false representation and other means to gain access to an adult's monthly government checks.

Kidnapping (custodial)

Occurs when one parent or guardian deprives another of his or her legal right to custody or visitation of a minor by unlawfully taking the child. The definition and penalties of custodial kidnapping vary by state. In some states, kidnapping occurs only if a child is taken outside of the state and/or if an existing custody order is intentionally violated. In all cases, international custodial kidnapping is a federal offense.

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[1] Dating violence is a pattern of abusive behaviors used to exert power and control over a dating partner. The relationship may be serious or casual, monogamous or not, short-term or long-term. Includes physical abuse, verbal or emotional abuse, sexual abuse or digital abuse.

Hate Crime
Includes any criminal offense against a person or property motivated in whole or in part by an offender's bias against a race, religion, disability, sexual orientation, ethnicity, gender, or gender identity.

Human Trafficking: Sex/Labor
Inducing a person by force, fraud, or coercion to participate in commercial sex acts, or the person induced to perform such act(s) has not attained 18 years of age. It also covers obtaining a person through recruitment, harboring, transportation, or provision, and subjecting such a person by force, fraud, or coercion into involuntary servitude, peonage, debt bondage, or slavery (not to include commercial sex acts).

Mass Violence: Domestic/International
An intentional violent criminal act, for which a formal investigation has been opened by the FBI or other law enforcement agency, that results in physical, emotional, or psychological injury to a sufficiently large number of people to significantly increase the burden of victim assistance and compensation for the responding jurisdiction as determined by the OVC Director.

Non-Offending Caregivers
Includes any parent, grandparent, foster parent, or guardian of a child victim of sexual or physical abuse, who did not contribute to or engage in the abuse committed against the child, but who is affected because they care for the abused or traumatized child.

Other Child Abuse
Includes physical, emotional, psychological, educational, and/or medical neglect sufficiently severe to result in the child's removal from the home. **Does not include children who witness domestic violence in the home**.

Other Vehicular Victimization
May include hit-and-run crimes, carjacking, and other vehicular assault.

Physical Elder Abuse
Includes using physical force to coerce or to inflict bodily harm. It often, but not always, causes physical discomfort, pain or injury. It may include the willful deprivation of essential services, such as medical care, food or water. Includes using tactics, such as harassment, insults, intimidation, isolation or threats that cause mental or emotional anguish. Includes when a caregiver refuses or fails to provide essential services (food, water, shelter, medical care, etc.) to the degree that it harms or threatens to harm an older and/or adults with disabilities. This

victimization applies to the physical of abuse of persons aged 65 and older where the offender is a caretaker, relative, or an institution.

Robbery
Includes crimes involving a physical assault or use of weapon to take possessions or money from the victim.

Sexual Assault
Includes all types of sexual crimes, including rape, aggravated sodomy, statutory rape, and attempted rape (sexual battery). Includes elder sexual abuse but does *not* include child sexual abuse.

Stalking
Includes following, placing under surveillance, or contact without the victim's consent, which is meant to frighten, intimidate, or harass the victim. The parties may be known to each other, family, intimate partners, or strangers. The contact may be in person on public or private property or via electronic means.

Survivors of Homicide Victims
Includes survivors of homicide and manslaughter. Survivors include members of the immediate family as well as other members of the extended family, intimate partners, and close friends. May include colleagues, co-workers, and fellow students of violence that occurs in the workplace or in school.

Teen Dating Violence
Includes actual or threatened acts of physical, sexual, and/or emotional abuse, perpetrated by an adolescent (between the ages of 13 and 18) against a current or former dating partner. Abuse may include insults, coercion, social sabotage, sexual harassment, threats and/or acts of physical or sexual abuse.

Terrorism: Domestic
The term terrorism means an activity that…(1) involves a violent act or an act dangerous to human life that is a violation of the criminal laws of the United States or of any State, or that would be a criminal violation if committed within the jurisdiction of the United States or any State; and (2) appears to be intended…(a) to intimidate or coerce a civilian population, (b) to influence the policy of a government by intimidation or coercion or (c) to affect the conduct of a government by assassination or kidnapping

Terrorism: International

The *antiterrorism* and *Emergency Reserve Fund Guidelines for Terrorism and Mass Violence Crimes* refers to the term terrorism, when occurring outside of the United States, as international terrorism to mean an activity that…(1) involves a violent act or an act dangerous to human life that is a violation of the criminal laws of the United States of any State or that would be a criminal violation if committed within the jurisdiction of the United States or of any State; (2) appears to be intended…(a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by assassination or kidnapping; and (3) occur primarily outside the territorial jurisdiction of the United States, or transcend national boundaries in terms of the means by which they are accomplished, the persons they appear intended to intimidate or coerce, or the locale in which their perpetrators operate or seek asylum

Trafficking: (Labor or Sex)

Includes recruiting, harboring, or transporting a person using threats, force, or coercion to exploit them.

Violation of Court Order

A failure to appear to comply with an order requiring appearance in court.

Other Violent Crime

Includes any other crime against another person, including kidnapping, carjacking, false imprisonment, custodial interference, as well as violent crimes not included in any other category.

Victimization Definitions - Property Crimes

Arson

Includes any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary

Includes non-violent intrusion into the home or business of another to steal property or cash from the victim.

Identity Theft/Fraud

Includes various crimes in which the victim is deceived by the perpetrator and loses property or cash as a result; also includes using an individual's identity information to make purchases,

open credit, and in other ways appropriate cash or merchandise.

Larceny/Theft
Includes various crimes in which property or cash is taken from the victim; includes theft by taking, shoplifting, etc.

Other Property Crime
Includes other types of crimes against property, including arson, and criminal damage that result in the loss of property or cash as a result.

DEMOGRAPHIC CHARACTERISTICS

The VSSR collects statistics on new victimizations only. There is no demographic section on existing victims because presumably your agency has reported those statistics on a previous report. For each demographic statistic (age, race, gender and disability status), you will be prompted to enter the number of new victims served by county and victimization type.

When collecting demographic information from clients, you should always allow them to **self-identify** whenever possible. Your agency's staff may have to explain the demographic categories to each victim in order to help them understand and make the appropriate self-identification. Self-identification is empowering for the victim and helps your agency and CJCC collect accurate statistics. Don't assume – ask!

Avoid indicating unknown whenever possible. If a victim declines to self-identify, you may mark them as unknown, but to the extent of your ability try to collect accurate demographic statistics using victim self-identification.

Age
Divided into 13 year groupings, beginning with <1 - 4, 5-12, 13-17, and continuing. Not all victimization categories have all age categories listed; child abuse categories end at age 18, while elder abuse begins at age 65. Use the age of the client at the time of intake.

Race/Ethnicity
Race/ethnicity categories are those used by VOCA, and include African American (Black), Asian, American Indian, Alaska Native, Caucasian (White), Hispanic/Latino, Multiracial, Other, and Unknown.

Gender

Gender includes male, female, transgender, and unknown. "Transgender" is defined as a victim whose gender identity is different from their assigned sex at birth[2].

Disability

Disability status includes all types of disabilities existing at the time the victimization occurred, not disabilities occurring as a result of the victimization. Types of disabilities include cognitive, motor, sensory, and mental illness. Victims are characterized as having a disability, not having a disability, or unknown.

TYPES & UNITS OF SERVICES: OVERVIEW

Beginning in 2014, the number of new victims who receive each type of service will be collected based on the type of crime served and the county in which the victim resides. Additionally, CJCC will collect the **total units** of each service provided to new victims. The way services are collected for **existing** victims will not change.

All victim assistance programs *do not deliver* the same type of services to the victims they serve. Therefore, at the beginning of the VSSR, you are now asked to choose **all of the services** you provided to new victims you served that quarter. The services provided will populate the *columns* in the new VSSR. In the following screens, you are now asked to determine the county of victimization for each type of new victim you served. This information will populate the *rows* of the VSSR grid.

Additionally, we know that not all age groups fit all crime types. For instance, by definition, a victim of *child physical abuse* should not be older than 18. If you had been counting the non-offending caregiver of child physical abuse victims in this category, you should now capture those as "non-offending caregivers. " Allowing you to choose the age groups for the types of victims you served will help narrow the age grid and hopefully make the report easier to complete. Moreover, we are now repeating the labels for each row on either side of the grids so you can see them as you report.

NOTE: Because we are now asking about *all three:* the number of new victims receiving each service, the type of victimization served, AND the county in which the victim resided when the crime occurred in ONE GRID, you will be completing fewer, more precise grids. We hope to turn these data points into useful information for you and for decision makers in your area to use.

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[2] U.S. Department of Justice, Office of Justice Programs - Office for Civil Rights. "Frequently Asked Questions: Nondiscrimination Grant Condition in the Violence Against Women Reauthorization Act of 2013." Available at: http://www.justice.gov/sites/default/files/ovw/legacy/2014/06/20/faqs-ngc-vawa.pdf, #9, p. 6.

TYPES & UNITS OF SERVICES: DEFINITIONS

Assistance in Applying for TANF/Social Services

Includes making victims aware of the availability of Temporary Assistance for Needy Families (TANF) benefits and related social services, assisting the victim in completing the required forms, gathering the needed documentation, etc. It may also involve accompanying the victim to the social service agency and making follow-up contact with the social service agency on behalf of the victim.

Unit of Service: Each separate action taken, in person, on the telephone, or in writing, to assist victims in applying for TANF and other social services they may be eligible to receive; includes informing victims about services available, providing assistance with the application process, and following up on victims' behalf with social service agencies.

Assistance Completing a Compensation Application

Includes walking the victim through completing the compensation application either in-person or via the telephone and explaining to the victim the necessary documents and fields within an application to make an application complete.

Unit of Service: Each conversation in-person or via telephone to assist the victim in completing the application for submission to the Crime Victims Compensation Program.

Assistance Gathering Documents for and Submitting an Application

Includes helping the victim gather necessary documents such as law enforcement reports, itemized bills, and income verification forms to submit a complete victims' compensation application. Assisting the victim with gathering the documents and submitting the application, including mailing the application on the victim's behalf.

Unit of Service: Each encounter with the victim or an outside agency on the victim's behalf to obtain the necessary documentation to submit a complete application.

Assistance Placing Animals in Distress

Refers to assistance with placement of an animal that belongs to a victim and that may be in danger in the victim's home to a shelter or other appropriate avenue.

Unit of Service: Successful placement of the animal or referral to a placement agency. If your agency is housing the animal, each day the animal is housed at the agency is a service unit.

Criminal Justice Support/Advocacy

Refers to support, assistance, and advocacy provided to victims at any stage of the criminal justice process, to include post-sentencing services and support. Can be provided by all victim assistance agencies. See "list of specific services" below provided by prosecution-based and law enforcement-based victim witness assistance programs.

Unit of Service: Each separate encounter between advocate and victim, as well as preparation and actions taken by the advocate on behalf of the victim, to support the victim's active participation in the criminal justice system. Includes accompanying victims to laws enforcement agencies, line-ups, preliminary and bond hearings, sentencing hearings, and other hearings, assisting with victim impact statements, and other matters, as needed. A longer list of activates customarily performed by prosecution-based advocates follows.

Emergency Financial Assistance

Refers to cash outlays for transportation, food, clothing, emergency housing, etc.

Unit of Service: Each separate outlay of cash to meet the emergency needs of a victim.

Emergency Legal Advocacy

Refers to filing of *ex parte* protection orders, injunctions, requesting bond conditions and other protective orders, elder abuse petitions, and child abuse petitions during emergency or crisis circumstances but does not include criminal prosecution or the employment of attorneys for non-emergency purposes such as custody disputes, civil suits, etc. Includes assisting victims with the warrant application process and attending related pre-warrant court hearings.

Unit of Service: Each separate encounter, in-person, on the telephone, or in writing, between a legal advocate or regular advocate and victim, to do necessary preparation to file temporary restraining orders, injunctions, and other protective orders or to attend hearings on the victim's behalf; each separate work-session spent preparing such legal actions; and each separate hearing or meeting spent presenting such legal matters on behalf of a victim. NOTE: Refers to actions done during the immediate aftermath of the victimization, as part of emergency assistance to the victim.

Follow-Up

Refers to in-person contacts, telephone calls, and written communications with victims to offer emotional support, provide empathetic listening, check on a victim's progress, etc.

Unit of Service: Each separate encounter, in-person, on the telephone, or written communications between advocate and victim, regardless of duration, that focuses on

providing emotional support, empathetic listening, checking on victim's emotional state, progress, and physical safety. NOTE: Follow-up implies this is not a first encounter with a victim.

Follow-up with the Victims Compensation Program

Includes contacting the Crime Victims Compensation Program at the Criminal Justice Coordinating Council (CJCC) to check the status of a victim's application, assisting the victim with an appeal, helping the victim respond to correspondence from the Crime Victims Compensation Program, or following up with providers regarding necessary itemized bills on the victim's behalf.

Unit of Service: Each contact with either the victim, CJCC, or a provider regarding a compensation application that has already been submitted.

Forensic Interviews

Refers to conducting a forensic interview with a victim. This service can be reimbursed by VOCA funds only to the extent that the interview is used to provide services or referrals, assess for services or referrals, and/or reduce the times the victim would have to tell their story. In other words, funds cannot be used for investigative or prosecutorial activities as a result of the forensic interview. To be counted as a service, the forensic interview must meet the following criteria:

(i)   Results of the interview will be used not only for law enforcement and prosecution purposes, but also for identification of needs such as social services, personal advocacy, case management, substance abuse treatment, and mental health services;

(ii)   Interviews are conducted in the context of a multidisciplinary investigation and diagnostic team, or in a specialized setting such as a child advocacy center;

(iii)   The interviewer is trained to conduct forensic interviews appropriate to the developmental age and abilities of children, or the development, cognitive, and physical or communication disabilities presented by adults; and

(iv)   VOCA victim assistance funds are not used to supplant other state and local public funding available for forensic interviews, including criminal justice funding.

Unit of Service: Each interview should be counted as a unit of service, regardless of the duration.

Group Treatment

Refers to the coordination and provision of supportive group activities and includes self-help, peer, social support, etc.

Unit of Service: Each separate group meeting or session, reflecting the duration of a standard support group meeting, that focuses on victims' recovery and adjustment after crime victimization.

In-Person Crisis Counseling

Refers to in-person crisis intervention, emotional support, and guidance and counseling provided by advocates, counselors, mental health professionals or peers. Such counseling may occur at the scene of a crime, immediately after a crime, or be provided on an on-going basis. Crisis Counseling also includes assisting with death notifications of families of victims.

Unit of Service: Each separate in-person encounter between advocate and victim, regardless of duration, that focuses on crisis intervention, emotional support, options, and counseling.

In-Person Information/Referral

Refers to in-person contacts with victims during which time services and available support are identified. Includes safety planning with victim, the entire intake process, case management contacts to determine if referrals were followed up and satisfactory, etc.

Unit of Service: Each separate in-person encounter between advocate and victim, regardless of duration, that focuses on any or all of the following: obtaining information from the victim that can help in planning services; providing information about programs and services available; reviewing with victims the actions taken to implement plans; non-emergency safety planning; making and following up on referrals with agencies; and similar activities. NOTE: Emphasis is on planning, reviewing actions, and providing instrumental support as opposed to emotional support.

Non-Emergency Legal Advocacy

Refers to follow-up hearings related to converting ex parte protection orders to permanent orders, assistance at hearings regarding temporary protection order violations; filing for immigration status or immigration relief; assistance with civil matters such as custody visitation that are necessary to keep the victim safe; legal assistance with eviction or adversary employment actions arising from victimization. Provide information and advocacy about health insurance, harassment, and related legal issues.

Unit of Service: Each separate encounter, in-person, on the telephone, or in writing, between a legal advocate or regular advocate and victim, to do necessary preparation to file legal papers, including converting temporary orders to permanent orders, filing for child support and custody, and other legal matters as needed to resolve the victim's situation. May include assistance with immigration, employment, and insurance claims. Includes each meeting with the victim to prepare and review legal matters; each separate work-session spent preparing

such legal actions; and each separate hearing or meeting spent presenting such legal matters on behalf of a victim. NOTE: Refers to actions done after the immediate aftermath of the victimization, as part of non-emergency assistance to the victim.

Notification of Eligibility for Crime Victims Compensation Program

Includes alerting the victim either in- person, via mail, via telephone, or via email about the existence of the Crime Victims Compensation Program.

Unit of Service: Each letter, conversation, or email sent alerting a victim about the Crime Victims Compensation Program.

Personal Advocacy

Refers to assisting victims in securing rights, remedies, and services from other agencies; locating emergency financial assistance, intervening with employers, school administrators, creditors, bill collectors, landlords, and others on behalf of the victim; assisting in filing for losses covered by public and private insurance programs; accompanying the victim to the hospital, etc. Does not include assistance filing for unemployment benefits, TANF, and other such services which should be reported under "Assistance Applying for TANF/Social Services."

Unit of Service: Each separate action taken, in-person, on the telephone, or in writing, by an advocate on behalf of victim to secure rights and benefits, to provide a supporting presence during visits to other agencies, and to follow-up to insure appropriate actions have been taken by these agencies for the victims. NOTE: Does not include any advocacy actions taken involving law enforcement or criminal justice system agencies, as these advocacy actions belong under criminal justice system advocacy.

Review of Compensation Eligibility Requirements

Includes explaining to the victim either in-person, via mail, via telephone, or email what kinds of crimes are eligible for compensation, what kinds of expenses are compensable, the steps necessary to initiate an application, rules regarding the timeframe within which the crime must be reported, and an explanation about the likelihood of successful appeal if the victim fails to meet one of the preliminary requirements.

Unit of Service: Each letter, conversation, or email to the victim that explains the key points about the Crime Victims Compensation Program.

Safe Shelter

Refers to offering short- and long-term housing and related support services to victims and families following a victimization. Includes transitional housing. Related support services

include meals, clothing, toiletries, and other supplies provided to victims and family members (children) accompanying them in shelter.

Unit of Service: Admission to the shelter is the unit of service. Any victim who is admitted to the shelter during the reporting period *and was screened, taken through intake, or received initial services from a VOCA, VAWA, or SASP-funded advocate should be counted under "Safe Shelter."*

NOTE: For the "Total Services" section, you should count the total shelter bed nights for the victims that VOCA, VAWA, or SASP funded advocates admitted. That is, if your CJCC funded advocate(s) admitted 5 victims to shelter during the reporting period, you would count the shelter nights for those victims to arrive at total service units for new victims.

Telephone Contact

Refers to provision crisis intervention, emotional support, and guidance and counseling provided by advocates, counselors, mental health professionals or peers. Such counseling may occur at the scene of a crime, immediately after a crime, or be provided on an on-going basis. Crisis Counseling also includes assisting with death notifications of families of victims.

Unit of Service: Each separate in-person encounter between advocate and victim, regardless of duration, that focuses on crisis intervention, emotional support, options, and counseling.

Therapy

Refers to intensive psychological and/or psychiatric treatment from a **licensed and trained professional** (or someone supervised by a licensed and trained professional) for individuals, couples, and family members for ongoing trauma or emotional difficulty arising from the occurrence of a crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

Unit of Service: Each separate encounter, in person, between a **licensed and trained professional** (or someone supervised by a licensed and trained professional) such as a counselor, psychologist, psychiatrist, reflecting the duration of a standard therapeutic session, that focuses on providing therapy and emotional support for victims affected by the physical, emotional, and other after-effects of crime victimization.

TYPES & UNITS OF SERVICES: Specialized Criminal Justice Support/Advocacy (Prosecution-Based Victim Assistance Agencies)

Assistance Completing a Compensation Application

Includes walking the victim through completing the compensation application either in-person or via the telephone and explaining to the victim the necessary documents and fields within an application to make an application complete.

Unit of Service: Each conversation in-person or via telephone to assist the victim in completing the application for submission to the Crime Victims Compensation Program.

Assistance with Language Access

Refers to provision of services and literature in Spanish and other languages (including sign language for deaf individuals), as well as ensuring the availability of an interpreter.

Unit of Service: Each separate encounter between advocate and victim, when an AT&T language operator, interpreter or other means of services are rendered.

Assistance Gathering Documents for and Submitting an Application

Includes helping the victim gather necessary documents such as law enforcement reports, itemized bills, and income verification forms to submit a complete victims' compensation application. Assisting the victim with gathering the documents and submitting the application, including mailing the application on the victim's behalf.

Unit of Service: Each encounter with the victim or an outside agency on the victim's behalf to obtain the necessary documentation to submit a complete application.

Assistance Placing Animals in Distress

Refers to assistance with placement of an animal that belongs to a victim and that may be in danger in the victim's home to a shelter or other appropriate avenue.

Unit of Service: Successful placement of the animal or referral to a placement agency. If your agency is housing the animal, each day the animal is housed at the agency is a service unit.

CJS Explanation

Refers to information and assistance provided to victims explaining the criminal justice process and what is happening at each stage of the case in the system; explain legal terminology and strategy during the processing of the case; provide courtroom orientation and pre-trial preparation to victims testifying at any stage of the criminal justice process, to include post-sentencing services and support; support, assistance, and advocacy provided to victims at any stage of the criminal justice process, including information about the assistance with property return.

Unit of Service: Each separate encounter between advocate and victim, as well as preparation and actions taken by the advocate on behalf of the victim, to explain the criminal justice system and the status of the victim's case.

CJS Support and Accompaniment

Refers to emotional support and physical accompaniment during interviews with law enforcement and prosecutors; escorts victims to line-ups, hearings, and court appearances; attend hearings with victim or on behalf of victim when victims are not required to attend; provision of comfortable waiting areas for victims.

Unit of Service: Each separate encounter between advocate and victim, when the advocate accompanies and stays with the victim to provide support.

Emergency Legal Advocacy

Refers to filing of *ex parte* protection orders, injunctions, requesting bond conditions and other protective orders, elder abuse petitions, and child abuse petitions during emergency or crisis circumstances but does not include criminal prosecution or the employment of attorneys for non-emergency purposes such as custody disputes, civil suits, etc. Includes assisting victims with the warrant application process and attending related pre-warrant court hearings.

Unit of Service: Each separate encounter, in-person, on the telephone, or in writing, between a legal advocate or regular advocate and victim, to do necessary preparation to file temporary restraining orders, injunctions, and other protective orders or to attend hearings on the victim's behalf; each separate work-session spent preparing such legal actions; and each separate hearing or meeting spent presenting such legal matters on behalf of a victim. NOTE: Refers to actions done during the immediate aftermath of the victimization, as part of emergency assistance to the victim.

Follow-up with the Victims Compensation Program

Includes contacting the Crime Victims Compensation Program at the Criminal Justice Coordinating Council (CJCC) to check the status of a victim's application, assisting the victim with an appeal, helping the victim respond to correspondence from the Crime Victims Compensation Program, or following up with providers regarding necessary itemized bills on the victim's behalf.

Unit of Service: Each contact with either the victim, CJCC, or a provider regarding a compensation application that has already been submitted.

Notification of Eligibility for Crime Victims Compensation Program

Includes alerting the victim either in- person, via mail, via telephone, or via email about the existence of the Crime Victims Compensation Program.

Unit of Service: Each letter, conversation, or email sent alerting a victim about the Crime Victims Compensation Program.

Restitution

Refers to assistance with information about restitution, the application process, and document collection for restitution, as well as advocacy for restitution at the time of sentencing.
Unit of Service: Each separate encounter between advocate and victim, as well as preparation and actions taken by the advocate on behalf of the victim, to support the victim's receipt of restitution.

Review of Compensation Eligibility Requirements

Includes explaining to the victim either in-person, via mail, via telephone, or email what kinds of crimes are eligible for compensation, what kinds of expenses are compensable, the steps necessary to initiate an application, rules regarding the timeframe within which the crime must be reported, and an explanation about the likelihood of successful appeal if the victim fails to meet one of the preliminary requirements.

Unit of Service: Each letter, conversation, or email to the victim that explains the key points about the Crime Victims Compensation Program.

Victim Impact

Refers to assistance provided in the preparation of Victim Impact Statements, as well as with preparing supporting letters and registering for the Georgia Victim Impact Panel, facilitating participations in Visitor's Day, clemency hearings, and executions.

Unit of Service: Each separate encounter between advocate and victim, as well as preparation and actions taken by the advocate on behalf of the victim, to support the victim's preparation and delivery of Victim Impact Statements during trial, clemency hearings, and any other official meetings.

Victim Notification

Refers to communications with victims and on behalf of victims to notify them of hearings and appearances, the defendant's release from jail, the status of the case, bond hearings, grand jury decisions, disposition options, appellate decisions, etc.; assist the victim with making contact

with the Board of Pardons and Paroles and the Department of Corrections to request notification of any changes in the convicted defendants' status.

Unit of Service: Each separate communication in person, on the telephone, or in writing between advocate and victim, as well as preparation and actions taken by the advocate on behalf of the victim, to keep the victim informed about the status of the case, the defendant, or other matters related to the criminal justice process.

Victim Safety

Refers to the coordination of communication with necessary professionals of the on-going activities of the defendant that is putting the victim in fear and/or physical jeopardy; prompt the necessary actions within the system to expedite a case for victim protection; initiate legal actions as need to protect the victim such as probation revocation.

Unit of Service: Each separate encounter between advocate and victim, as well as preparation and actions taken by the advocate on behalf of the victim, to keep the victim safe while participating in the criminal justice system.

Victim Support and Referral

Refers to practical assistance, including transportation and childcare, to insure victims attend necessary court hearings.

Unit of Service: Each separate encounter between advocate and victim, as well as preparation and actions taken by the advocate on behalf of the victim that enables the victim to participate actively in the criminal justice process, with an emphasis on practical assistance.

AGENCY CAPACITY

In an effort to track ongoing capacity constraints, we have added three questions to the end of the VSSR. "Capacity" refers to the maximum number of victims your agency can serve annually – **regardless of funding stream**.

We are measuring capacity for victim services in the state in two ways – first we measure the **total number of victims your agency served** in a given quarter. Second we ask **whether any victims sought services from your agency, but you were unable to serve the victim *at all***. If you provide the victim with *some of the services they seek* but not others, that victim would count as served.

Unless your agency is a hotline agency, or short-term service organization such as a victim witness assistance program, a referral to another agency for the services the victim is seeking

from *your agency* and that *your agency* typically provides, would count as an "victim not served." For instance, you have a child advocacy center and you receive an allegation from a parent that their child may have been abused and they would like a forensic interview, but your agency cannot timely accommodate the request. You refer them to a neighboring or other provider for the forensic interview. This victim would count as "not served" since they were seeking a service your agency typically provides, but which you were unable to provide at the time the victim needed it.

These are the **only** statistics we are collecting for your *entire agency* in the VSSR. All other statistics should be reported based on the funding stream.

In addition to asking about whether there were any victims you were unable to serve, we also ask about the reasons your agency was unable to serve those victims. Below are the definitions for each of the reasons provided.

Reasons for Inability to Serve Victims:

Conflict of Interest
Includes a personal, professional, familial, or friendly connection between your advocates, board member(s), or managerial staff and the identified victim, which might preclude you from serving him/her.

Hours of Operation
Includes an inability to serve a victim due to constraints in your hours of operation and the services offered during those hours.

Insufficient/Lack of Culturally Appropriate Services
Includes inability to provide services responsive and specific to a victim's cultural concerns or that account for cultural practices or beliefs a victim may maintain.

Insufficient/Lack of Language Capacity (including sign language)
Includes the inability to provide services in a victim's native language and/or provide adequate translation or interpretation assistance to serve the victim at your agency.

Insufficient/Lack of Services for Persons with Disabilities
Includes lack of shelter, office, or courtroom space to accommodate the needs of people with disabilities such as accessibility to ramps, lifts, or elevators; Braille postings for signs; proper bathroom facilities for people with physical disabilities; lack of shelter safety or other

accommodations for the hearing impaired or any other barrier that may make your services inaccessible to people with disabilities.

Lack of Child Care
Includes the inability to serve a victim either in court, at a shelter, or at your office because the victim cannot make arrangements to take care of a minor child(ren). Also includes the inability to provide services for children of a certain age – such as infants or toddlers – at your facility.

Program Reached Capacity
Indicates that your program has reached the maximum number of victims you can serve at one time either because your case managers cannot safely take an additional case, your advocates cannot safely take an additional case, you no longer have bed space, your support groups or therapy schedule is full, etc.

Lack of Sufficient Funding to Meet Victim's Needs
Indicates that your agency did not have the funding at the time the victim needed services to assist the victim. This may include lack of funding to pay for interpreters or translators to serve the victim, lack of funding to assist the victim with emergency financial issues, lack of funding for staff to assist the victim, lack of funding to help with legal fees etc. If you are able to serve a particular victim with other needs with the extant funding you have, you should not count him/her as "not served."

Services Were Not Suitable for Victims with Mental Health Issues
Indicates that your agency was unable to serve a particular victim because: 1. The services you provide cannot meet the victim's mental health needs; 2. Serving the victim may endanger your staff or other victims you serve due to the person's mental state.

Services Were Not Suitable for Victims with Substance Abuse Issues
Indicates that your agency was unable to serve a particular victim because: 1. The services you provide cannot accommodate the victims' substance abuse issues; 2. Your agency's policies against substance abuse preclude you from serving a victim; 3. Serving the victim may endanger your staff or other victims you serve due to the victim's state of intoxication.

Transportation Barriers
Includes victims who called your agency for services that must be provided in person but you were unable to provide because the victim could not physically come to your agency. Also includes instances where the victim could have come to your agency or been served in another venue or capacity, but the victim's needs could not be accommodated for lack of transportation and your agency does not have the funds or means to meet these needs.

Unable to Contact Victim in a Case/Victim Refused Services

Indicates that your agency has identified victims in a particular case and made attempts either via mail, email, or telephone to contact the victim to provide services, but the victim never responds.

Victim Did Not Require Services

Includes victims you identify and with whom you make successful contact, but who indicate they do not require assistance from your agency. If you are unable to make any contact with an identified victim after some attempts, that victim should be counted under the previous category, not this one.

FREQUENTLY ASKED QUESTIONS ABOUT THE VSSR & DATA COLLECTION

How should I be counting the number of victims served and the number of new services provided?

If your agency receives funding to provide direct victim services through VOCA and VAWA and/or SASP, you must report your statistics for each program separately. Please be sure that whichever data collection method you use (a Client Management Information Systems such as ALICE, paper tallies, Excel worksheets, Time and Activity Reports) is able to track the clients you serve with either your VOCA or VAWA/SASP grant separately.

Examples:

a. Suzy Advocate is funded through your agency's VOCA grant at 80% of her time and through your VAWA grant for 20% of her time. Suzy served 40 victims this quarter. You should report the following:

40 victims x 0.8 (proportion of time Suzy is on VOCA Grant) = 32 victims served with VOCA Funds

40 x 0.2 (proportion of time Suzy is on VAWA Grant) = 8 victims served with VAWA funds.

b. Suzy Advocate is funded through your agency's VOCA grant at 50% and Norene Counselor is funded through your VAWA grant at 75%. Suzy Advocate served 50 victims and Norene Counselor treated 30 victims. You should report the following.

50 x 0.5 (proportion of Suzy's time paid for with VOCA funds) = 25 victims served with VOCA funds

30 x 0.75 (proportion of Norene's time paid for with VAWA funds) = 22.5 (round to 23) victims served with VAWA funds.

The restriction on the kinds of victims that should be reported on your VAWA and/or SASP VSSR applies here as well.

c.   If you cannot track statistics by the advocate serving the victim, an alternative method to reporting statistics based on the advocate to whom the case is assigned, may be to report your agency's statistics based on the proportion of your total budget that each grant represents. In other words, if you cannot separate the services you provide either by the advocate who provides them or by the grant under which they are funded, you can take all of the statistics per quarter in your agency and multiple them by the proportion of your total agency budget that a grant represents.

Example:

Your agency's budget breakdown is the following:

VOCA Grant – 35%
SASP Grant – 5%
UnitedWay – 15%
Private Donations – 10%
Community Foundation Grants – 10%
Major Events – 15%
5% Funding – 10%

In the first quarter of your VOCA Grant (October 1-December 31) your agency served 25 child sexual abuse victims and 10 sexual assault victims. You would report:

0.35 x 25 = 9 child sexual abuse victims
0.35 x 10 = 4 adult sexual assault victims

NOTE: Whatever your cutoff, you must report services and demographic data for those victims as well.

For more information about reporting your victim services statistics, please contact the Planning and Policy Development Specialist for victim services grants.

How do I count sessions with victims that include multiple purposes, such as follow-up to check on emotional well-being and case management to determine how well

the referrals we provided worked out for the victim?

If substantial attention and time during the encounter focuses on a particular purpose, count that encounter for each service provided (i.e., count it multiple times). However, "substantial time or attention" means more than just mentioning it or referring to it briefly. The content of the session should be documented in case notes or files, and these case notes should include ALL purposes of the session.

What is the difference between "new" and "existing" victims?

The terms "existing victim" and "new victim" are in fact a bit misleading and inaccurate. The more appropriate terms are "new victimizations" and "existing victimizations." A person may be a "repeat customer" – meaning they have suffered multiple victimizations over the past year, but they may also suffer new victimizations from one quarter to the next.

For example, Suzy Victim comes to your agency for the first time in early January because her boyfriend abused her. At this point, Suzy is considered a "new victim" because this is the first time Suzy Victim is using your agency's services. You provide her with all the services your agency has to offer and Suzy seems to be on the mend. Suzy is part of your case load from January until early May. You report her as a **new victim** in your April 30th quarterly report and as an **existing victim** in your July 30th report.

In July, Suzy Victim again comes to your agency because she reunited with the abusive boyfriend and he has now stolen her identity. While Suzy has been to your agency before, she would still be considered a **new victim** because the victimization for which she is seeking your services this time is **new**.

PLEASE NOTE: Considerations about the source of funding paying for services to **existing victims** should still be taken into account. For example, if you have a large agency and your VOCA-funded advocate interviewed Suzy for intake and provided initial services, you would report Suzy in your April 30th report as new victim. **owever**, let's say once your VOCA-funded advocate conducts an intake with your clients, the person is assigned to another advocate who is funded by a UnitedWay grant. You **would not** report Suzy as an existing victim in your July 30th report, **even if** she is continuing to receive your services, because those are no longer VOCA, VAWA or SASP funded.

Yes, counting existing victims is more work, but doing so provides a more accurate count of your case load and the total amount of services provided to victims of crime.

The "Other Crime" category does not exist anymore. Where do I put victims I served that don't fit into any specific type of crime?

Most crime is either violent in nature and thus causes injury to persons, or is destructive of personal or commercial property. For this reason, most crime that does not qualify under one of the specifically listed categories can be classified under either "Other Violent Crime   and "Other Property Crime." For example, "obstructing a 911 call" may have been put under "Other Crime," but in fact such a crime harms or may injure a person, so that would classify as an "Other Violent Crime." Similarly, "disorderly conduct" may have been put under "Other crime," however, this misdemeanor crime may either result in injury or harm toward a person, or a person's property. Depending on the nature of the offense, this may be classified as either "Other Property Crime" or "Other Violent Crime."

If I leave the computer or cannot complete the entire report in one session, will I be able to return where I left off?

Yes. While there is **no log-off button**, once you close out the web browser the system will remember where you left off. **However,** if you leave and return, you must wait **at least 10 minutes** before logging back into the report. If you close the web browser and try to log in before the 10 minute window, you will receive an error that states you have an active session and to return in 10 minutes. If you do not close your web browser and leave your session idle, you will be timed out. In this case, please contact the Victim Assistance Unit's Planning & Policy Development Specialist.

In the Excel sheet I would list the counties in my service area and list any victims served from counties outside that area under "Other." What do I do with the web-based form; there is no "Other" category?

You should list or capture in your data collection the county from which the victim comes, regardless of whether that county is part of your service area. If **the victim does not provide you with the county in which they live, he/she is from out of state, or only provides you with the city in which they live,** then you can list that victim under "Unknown" county or "Out of State."

Why do I have two usernames, ID's and passwords for the same grant year? How do I know if I need to complete more than one VSSR?

"Split" awards
Periodically, CJCC will make subgrants from two different federal awards. CJCC may have federal monies available from numerous federal grant award years – i.e. funds from the state's 2011 federal VAWA award, the 2012 federal VAWA award, and the 2013 federal VAWA award. If the funds from one particular year are not sufficient to fund your subgrant, CJCC may fund you from two different federal awards – e.g. the 2011 federal VAWA award and the 2012 federal VAWA award. This means that for a single grant year – e.g. January 1, 2012-December 31, 2012 – you will have 2 grant numbers, a W11 grant number and a W12. In that case, CJCC

will send you only one User ID and password, and you can **enter all data in one combined report**.

Multiple grant programs
Some subgrantees may have two or more awards under the same federal funding stream. For example, a CAC-SAC may have a VOCA award for its child abuse program and another VOCA award for its sexual assault program for adults. In that case, CJCC will send you only one User ID and password, and you can **enter all data in one combined report**. You may also request to submit data separately by emailing the Victim Assistance Unit's Planning & Policy Development Specialist (remember to include your grant numbers and a brief explanation of the request).

Another example of multiple programs is when an agency runs a program at two different sites. You may have two VOCA awards for child abuse, and one program is run out of your home office in Macon while the other program is run out of a site at an adjacent county. In this case, you will receive two usernames/IDs and passwords and you will need to **complete one report for each award.**

A final example of multiple grant programs are when agencies that have two or more awards from different funding streams. A domestic violence shelter may have a VOCA award and a VAWA victim assistance award. As in the cases above, you will receive two usernames/ID's and passwords for that year and you will need to **complete one report for each award.** *However,* if your agency also has a VAWA award for courts, training, law enforcement or prosecution, you will need to complete a CJSSR for that award *and* a VSSR for your victim assistance award. In that event, please see [CJCC's website](#) for more information on the CJSSR.

Who receives the emails with the agency's username and password, and how can I be added to that email list?

The email with the username and password is sent to whoever was listed as the Project Director on the agency's application. **We will not change or add email addresses associated with a subgrant number without a subgrant adjustment request (SAR)**. To obtain a SAR to change the Project Director, please contact your assigned Grant Specialist.

Beginning in 2011, CJCC implemented an online mailing system, MailChimp. Each quarter, the Planning & Policy Development Specialist generates a list of open grants and Project Directors' emails to upload to MailChimp. This list is used to send out VSSR reporting information. If you have any questions regarding deadlines, passwords, reporting, or any other communications related to your grant, please ask your Project Director to provide you with a copy of the email.

I submitted the VSSR and realized I made a mistake that I need to correct. When I try to log back in I receive a message telling me I've already completed the survey. How do I make corrections?

Email the reset request to Planning & Policy Development Specialist Betty Barnard at Betty.Barnard@cjcc.ga.gov with the Subject **"VSSR report reset"** and she will reset your report so you can log back in within **3 business days**. Remember to include your grant number(s)?

Once you log back in, your data will be preserved as you entered it but **you will have to click the "Next" or "Previous" button** until you arrive at the screen where you made your mistake.

Appendix A: VSSR Pre-Survey Instructions

The VSSR Pre-Survey Instructions will appear when you log in to the VSSR. You will be prompted to confirm that you have read and understood the instructions before beginning the VSSR.

Welcome

Welcome to the Victims' Services Statistical Report. As you know, this report provides us with data from your agency's service activity for the reporting period. In an effort to help you submit the most accurate report possible, the following pages will provide a section-by-section guide to completing this report. You may either print each page for your records or download the PDF by clicking here. You will need to acknowledge that you've read and understood each instruction page before proceeding to the next.

You Should Be Reporting CJCC-Funded Data ONLY

If your agency receives funding to provide direct victim services through VOCA and VAWA and/or SASP, you must report your statistics for each program separately. Please be sure that whichever data collection method you use (a Client Management Information Systems such as ALICE, paper tallies, Excel worksheets, Time and Activity Reports) is able to track the clients you serve with either your VOCA or VAWA/SASP grant separately. For programs not 100% funded by CJCC, this means you will need to prorate your data to reflect the percentage of CJCC funding relative to the program's entire budget.

Examples:

a. Suzy Advocate is funded through your agency's VOCA grant at 80% of her time and through your VAWA grant for 20% of her time. Suzy served 40 victims this quarter. You should report the following:

40 victims x 0.8 (proportion of time Suzy is on VOCA Grant) = 32 victims served with <u>VOCA Funds</u>

40 x 0.2 (proportion of time Suzy is on VAWA Grant) = 8 victims served with <u>VAWA funds</u>.

    b. Suzy Advocate is funded through your agency's VOCA grant at 50% and Norene Counselor is funded through your VAWA grant at 75%. Suzy Advocate served 50 victims and Norene Counselor treated 30 victims. You should report the following.

50 x 0.5 (proportion of Suzy's time paid for with VOCA funds) = 25 victims served with VOCA funds

30 x 0.75 (proportion of Norene's time paid for with VAWA funds) = 22.5 (round to 23) victims served with VAWA funds.

The restriction on the kinds of victims that should be reported on your VAWA and/or SASP VSSR applies here as well.

If you cannot track statistics by the advocate serving the victim, an alternative method to reporting statistics, may be to report your agency's statistics based on the proportion of your total budget that each grant represents. In other words, if you cannot separate the services you provide either by the advocate who provides them or by the grant under which they are funded, you can take all of the statistics per quarter in your agency and multiple them by the proportion of your total agency budget that a grant represents.

Example:

Your agency's budget breakdown is the following:

VOCA Grant – 35%
SASP Grant – 5%
United Way – 15%
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5% Funding – 10%

In the first quarter of your VOCA Grant (October 1-December 31) your agency served 25 child sexual abuse victims and 10 sexual assault victims. You would report:

0.35 x 25 = 9 child sexual abuse victims served with VOCA funds

0.35 x 10 = 4 adult sexual assault victims served with VOCA funds

What to Expect: New Victims Section

In this section, you will begin by selecting the services you provided to **all new victims of all victimization types** for the reporting period. If you did not serve any new victims, select **"we did not serve any new victims this quarter"** and you will be taken to the existing victimization section.

Selecting Victimizations

In the 2014 VSSR if you have served new victims, victimizations have been grouped thematically to help break up the grids. We know all agencies do not serve every type of crime victim. Therefore, we have split up the types of victims for crimes against persons into the following categories:

- **Violent Crimes Against People:** Assault, DUI/DWI Crash, Other Vehicular Victimization, Robbery, Survivors of Homicide, Violation of Court Order, Kidnapping, Mass Violence (Domestic/International),OR Terrorism (Domestic/International)
- **Violent Crimes Against Children:** Child Physical Abuse, Child Sexual Abuse, Child Witness to Domestic Violence, Bullying, Child Pornography, or Other Child Abuse
- **Violent Crimes Against Women:** Domestic Violence, Sexual Assault, Co-Victims of Sexual Assault, Teen Dating Violence, or Stalking
- **Other Violent Crimes:** Adults Molested as Children, Elder Abuse (Financial), Elder Abuse (Physical), Non-Offending Caregiver, Human Trafficking (Sex), Human Trafficking (Labor), Hate Crime, and Other Violent Crimes
- **Property Crimes:** Arson, Burglary, Larceny, ID Theft, and Other Property Crimes

Before each section you are asked whether you served any of the types of crime victims in the broader crime categories above. **If you did not serve victims in a particular category, simply answer "no" and you will move to the next screener question.**

You will be asked to enter the total number of new victims you served for each victimization group to which you answer "yes." If you did not serve any victims of a listed crime, you will enter zero.

Selecting Counties

You will select the counties of victimization for each victimization type. **If you have more than 15 counties for a single victimization**, you may select **STATEWIDE** instead of selecting each county. If you didn't serve a specified victimization, do not select any counties for that listed victimization type.

How to fill out the Grids

1. Services Grid
    a. The *column headers* of this grid will be the services you selected in the beginning of the section. The *row headers* will be the victimization and county.
    b. In this version, the number of new victims who receive each type of service will be collected based on the type of crime served and the county in which the victim resides. If the service does not apply, you will enter zero. Essentially, you should read this grid as: *To how many [victimization type] victims in [insert county] did my agency provide [insert service]?*

2. Age Grid
    a. In this version, you will now be able to select only the age groups to whom you've provided service before proceeding to the grid.
    b. The numbers you enter in this section will be validated by the totals you entered on the "total new victims" questions page. These totals will display on the same page as the grid as a reminder of the totals you entered.
    c. In this version, the age demographics of new victims served will be collected based on the type of crime served and the county in which the victim resides. If the age group does not apply, you will enter zero. Essentially, *you should read this grid as: How many [victimization type] victims in [insert county name] did my agency serve that were [insert age group] years old?*

3. Gender Grid
    a. In this version, the gender demographics of new victims served will be collected based on the type of crime served and the county in which the victim resides. If the gender group does not apply, you will enter zero. Essentially, you should read this grid as: *How many [victimization type] victims in [insert county] did my agency serve who are Men, Women, Trans*, or Unknown?*

4. Race Grid
    a. In this version, you will now be able to select only the race groups to whom you've provided service before proceeding to the grid.
    b. In this version, the race demographics of new victims served will be collected based on the type of crime served and the county in which the victim resides. If the race group does not apply for a particular crime, you will enter zero. Essentially, you should read this grid as: *How many [victimization type] victims in [insert county] did my agency serve that were [race]?*

5. Disability Grid
    a. In this version, the disability demographics of new victims served will be collected based on the type of crime served and the county in which the victim resides. If the disability group does not apply for a particular victimization, you will enter zero. Essentially, you should read this grid as: *How many [victimization type] victims in [insert county] did my agency serve who are **Disabled, Not Disabled,** and/or **Unknown**?*

What to Expect: Services to New Victims

In this section, you will enter information about the total number of services that you provided during the reporting period to new victims. **The number of services must be greater than or equal to the number of new victims you served for the reporting period.** In this section, you will:

- Select the counties of victimization for new victims you've served for the reporting period.
- Enter the total number of services provided during the reporting period. **The services you selected in the new services section will appear again.** Here you should count all of the services provided to each individual new victim served. In other words, if you provided one victim with 5 shelter bed nights, you would report all 5 units of service here.

What to Expect: Existing Victimizations

In this section, you will enter information about the existing victims your agency began serving in previous reporting periods within the grant year and continue to serve during the current reporting period.
You will:
- Enter the total number of existing victims served for each victimization type within this grant year.
- Select the services that were provided to all existing victims within this grant year, regardless of victimization type.
- Enter the total number of existing victims served for each service that was selected, regardless of victimization type.
- Enter the total number of service units provided during the reporting period. Here you should count all of the services provided to each existing victim served. In other words, if you provided one victim with 5 shelter bed nights, you would report all 5 units of service here.

Example: After selecting which services you provided to all existing victims, a two column grid will appear. If you selected 1 service and served 5 victims, you would enter 5 in the first column which asks, the number of existing victims served. In the second column you will then enter the total number of service units for that service. So, if all 5 victims stayed at a shelter for 5 nights, you would enter 25 in that column. (5nights=5units) (5 units * 5 victims= 25 Total Service Units)

What to Expect: Agency Capacity

In this section, you will be asked to provide data for your **entire agency, regardless of funding stream. This is the only portion of the VSSR you will enter information about your entire agency.** You will be asked:

- How many victims did your entire agency serve for the reporting period? You should include any victim you served this quarter, even if the funding for those services were not from CJCC.
- How many victims were you unable to serve for the reporting period? You should include anyone you identified as a victim but weren't able to serve, regardless of where the funding came from. **If you provide the victim with *some of the services they seek* but not others, that victim would count as served.**
- Why were you unable to serve these victims? You will select all the reasons for which you were unable to serve victims that apply from the provided list.

NOTE: If your program is not 100% funded by CJCC, the total victims your agency served should be greater than the numbers you reported serving for the quarter with CJCC-funded grants.

What to Expect: Victims' Compensation

In this section, we would like to know:
- If your agency currently notifies victims about Victims' Compensation
- Your agency's **total number of paid staff**
- Your agency's total number of paid staff **who have attended Victims' Compensation training within the last 15 months**
- Your most frequently used method of notifying victims about CVCP *and,*
- How often you remind victims of their CVCP eligibility.

This section will also collect your level of knowledge on the following CVCP topics:

- How to Qualify for CVCP
- Minimum Requirements for a Complete Application
- How Much Financial Assistance is Available
- Types of Crime Eligible for Compensation

Conclusion

- You will be provided with a summary page of all your submitted answers prior to your final submission.
- Failure to submit the VSSR will result in penalties as outlined by the special conditions of your grant.
- For more information, please consult the VSSR Data Dictionary, Subgrantee Manual, or download these instructions.

Appendix B: VSSR Webinar PowerPoint
You can also access and download this PowerPoint and webinar recordings at cjcc.georgia.gov.