

Criminal Justice Coordinating Council

THE STATE OF GEORGIA

VICTIM SERVICES STATISTICAL REPORT (VSSR)
HOW-TO GUIDE





The following pages are designed to assist you with completing the Criminal Justice Coordinating Council (CJCC) Victim Services Statistical Report (VSSR).

The VSSR is a quarterly report administered by CJCC that collects victim services data on a county level by victimization type. It is a required report for all VOCA, VAWA, and SASP award subgrantees. These data are used for the following: to complete federal reports, monitor the use of grant funds, help improve services, identify areas of need throughout the State, and to substantiate continued and increased federal funding.

To assist with completing the VSSR, this document will provide helpful tips and show you how to:

- Navigate the Report
- Calculate your Grant Percentage(s)
- Complete the Services Grids
- Complete the Service Units Grids
- Complete the Demographic Grids - Age, Gender, Race, Disability
- Complete the Underserved Population Section

For more detailed information about the VSSR, please refer to the VSSR Guide and webinars available on the CJCC website.

Navigating the Report

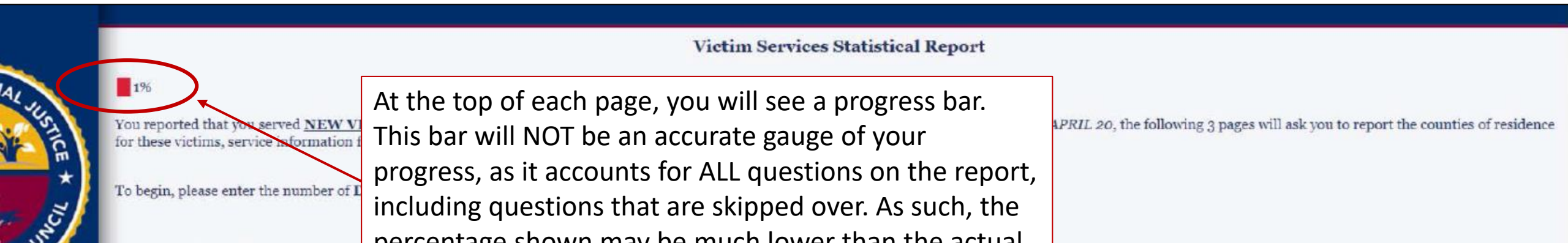




The VSSR is broken into 4 main sections:

- New Victims
- Existing Victims
- Secondary Victims (Matches format of New and Existing sections)
- Underserved Populations (Based on the new, existing, and secondary victims reported.)

*Note: In Quarter 4, VOCA recipients also have to answer questions regarding Agency Capacity, Victims Compensation, and general narratives.



At the top of each page, you will see a progress bar. This bar will NOT be an accurate gauge of your progress, as it accounts for ALL questions on the report, including questions that are skipped over. As such, the percentage shown may be much lower than the actual percentage of the report that is complete.

Calculating Grant Percentages





What Are Your Grant Percentages?

INSTRUCTIONS

If your agency receives funding to provide direct victim services through VOCA, VAWA and/or SASP, you must report the percentage of each funding source relative to your agency's overall budget. If you receive victim assistance funding through the Family Violence Prevention and Services Act (FVPSA), state grants (i.e., State Domestic Violence and/or Sexual Assault funds), and/or 5% funds, you will need to report those percentages as well. The total of all percentages combined should NOT total more than 100%.

Example:

Your agency's budget breakdown is the following:

- VOCA Grant – 35%
- SASP Grant – 5%
- VAWA – 15%
- State Sexual Assault Grant – 10%
- United Way – 10%
- Major Events – 15%
- 5% Funding – 10%

You should report 35% for VOCA, 5% for SASP, 10% for 5 percent, 10% percent for State Sexual Assault, and 15% for VAWA. Please remember you will now be submitting agency-wide data regardless of the funding source when entering data.

Please enter your **VOCA** grant percentage in reference to your overall agency's budget, if you do not have this grant please enter 0 :

Please enter your **VAWA** grant percentage in reference to your overall agency's budget, if you do not have this grant please enter 0 :

Please enter your **SASP** grant percentage in reference to your overall agency's budget, if you do not have this grant please enter 0 :

Please enter your **State Domestic Violence** grant percentage in reference to your overall agency's budget, if you do not have this grant please enter 0 :

Please enter your **State Sexual Assault** grant percentage in reference to your overall agency's budget, if you do not have this grant please enter 0 :

Please enter your **FVPSA** grant percentage in reference to your overall agency's budget, if you do not have this grant please enter 0 :

Please enter your **5%** grant percentage in reference to your overall agency's budget, if you do not have this grant please enter 0 :

These percentages should be based on your total DIRECT VICTIM SERVICES BUDGET



Agencies should report on agency-wide data on all victims who were provided with direct services, regardless of funding source and program type. Using the percentages report, CJCC will prorate the data on the agency's behalf to determine the number of victims served by grant type.

To calculate your grant percentage:

- First, determine your total direct victim services budget for your agency.
- Then, determine the amount of each CJCC grant awarded.
- Divide the amount of the CJCC grant by the total direct victim services budget amount.
- This percentage is your grant percentage.

Example:

So, let's say your overall victim services budget is \$100,000: your agency was awarded \$25,000 for VOCA, \$25,000 for VAWA, and the remaining \$50,000 in your victim services budget comes from United Way and general donation funds. Your agency has both a Domestic Violence program, as well as a Sexual Assault Center. When reporting, you will submit data for both programs in one report, and you will input 25% as the grant percentage for your VOCA award and 25% as the grant percentage for your VAWA award.

Completing Grids – New Victims



CJCC | Grid Selection Page – New Victims



ASSAULT NEW VICTIMS--PAGE 1

From the list below, please select the **COUNTIES OF RESIDENCE** for the **NEW VICTIMS** served for **Assault** during **VOCA Q4 (Jan1-Mar31) DUE BY APRIL 20**, **VAWA/SASP Q1 (Jan1-Mar31) DUE BY APRIL 20**.

- | | | | | | |
|--|------------------------------------|---|-------------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Assault/Battery | <input type="checkbox"/> Cherokee | <input checked="" type="checkbox"/> Fayette | <input type="checkbox"/> Jones | <input type="checkbox"/> Pickens | <input type="checkbox"/> Treutlen |
| <input type="checkbox"/> Appling | <input type="checkbox"/> Clarke | <input checked="" type="checkbox"/> Floyd | <input type="checkbox"/> Lamar | <input type="checkbox"/> Pierce | <input type="checkbox"/> Troup |
| <input type="checkbox"/> Atkinson | <input type="checkbox"/> Clay | <input type="checkbox"/> Forsyth | <input type="checkbox"/> Lanier | <input type="checkbox"/> Pike | <input type="checkbox"/> Turner |
| <input type="checkbox"/> Bacon | <input type="checkbox"/> Clayton | <input type="checkbox"/> Franklin | <input type="checkbox"/> Laurens | <input type="checkbox"/> Polk | <input type="checkbox"/> Twiggs |
| <input type="checkbox"/> Baker | <input type="checkbox"/> Clinch | <input type="checkbox"/> Fulton | <input type="checkbox"/> Lee | <input type="checkbox"/> Salaski | <input type="checkbox"/> Union |
| <input type="checkbox"/> Baldwin | <input type="checkbox"/> Cobb | <input type="checkbox"/> Gilmer | <input type="checkbox"/> Liberty | <input type="checkbox"/> Putnam | <input type="checkbox"/> Upson |
| <input type="checkbox"/> Banks | <input type="checkbox"/> Coffee | <input type="checkbox"/> Glascock | <input type="checkbox"/> Lincoln | <input type="checkbox"/> Quitman | <input type="checkbox"/> Walker |
| <input type="checkbox"/> Barrow | <input type="checkbox"/> Colquitt | <input type="checkbox"/> Glynn | <input type="checkbox"/> Long | <input type="checkbox"/> Rabun | <input type="checkbox"/> Walton |
| <input type="checkbox"/> Bartow | <input type="checkbox"/> Columbia | <input type="checkbox"/> Gordon | <input type="checkbox"/> Lowndes | <input type="checkbox"/> Randolph | <input type="checkbox"/> Ware |
| <input type="checkbox"/> Ben Hill | <input type="checkbox"/> Cook | <input type="checkbox"/> Grady | <input type="checkbox"/> Lumpkin | <input type="checkbox"/> Richmond | <input type="checkbox"/> Warren |
| <input type="checkbox"/> Berrien | <input type="checkbox"/> Coweta | <input type="checkbox"/> Greene | <input type="checkbox"/> Macon | <input type="checkbox"/> Rockdale | <input type="checkbox"/> Washington |
| <input type="checkbox"/> Bibb | <input type="checkbox"/> Crawford | <input type="checkbox"/> Gwinnett | <input type="checkbox"/> Madison | <input type="checkbox"/> Schley | <input type="checkbox"/> Wayne |
| <input type="checkbox"/> Bleckley | <input type="checkbox"/> Crisp | <input type="checkbox"/> Habersham | <input type="checkbox"/> Marion | <input type="checkbox"/> Screven | <input type="checkbox"/> Webster |
| <input type="checkbox"/> Brantley | <input type="checkbox"/> Dade | <input type="checkbox"/> Hall | <input type="checkbox"/> McDuffie | <input type="checkbox"/> Seminole | <input type="checkbox"/> Wheeler |
| <input type="checkbox"/> Brooks | <input type="checkbox"/> Dawson | <input type="checkbox"/> Hancock | <input type="checkbox"/> McIntosh | <input type="checkbox"/> Spalding | <input type="checkbox"/> White |
| <input type="checkbox"/> Bryan | <input type="checkbox"/> Decatur | <input type="checkbox"/> Haralson | <input type="checkbox"/> Meriwether | <input type="checkbox"/> Stephens | <input type="checkbox"/> Whitfield |
| <input type="checkbox"/> Bulloch | <input type="checkbox"/> DeKalb | <input type="checkbox"/> Harris | <input type="checkbox"/> Miller | <input type="checkbox"/> Stewart | <input type="checkbox"/> Wilcox |
| <input type="checkbox"/> Burke | <input type="checkbox"/> Dodge | <input type="checkbox"/> Hart | <input type="checkbox"/> Mitchell | <input type="checkbox"/> Sumter | <input type="checkbox"/> Wilkes |
| <input type="checkbox"/> Butts | <input type="checkbox"/> Dooly | <input type="checkbox"/> Heard | <input type="checkbox"/> Monroe | <input type="checkbox"/> Talbot | <input type="checkbox"/> Wilkinson |
| <input type="checkbox"/> Calhoun | <input type="checkbox"/> Dougherty | <input type="checkbox"/> Henry | <input type="checkbox"/> Montgomery | <input type="checkbox"/> Taliaferro | <input type="checkbox"/> Worth |
| <input type="checkbox"/> Camden | <input type="checkbox"/> Douglas | <input type="checkbox"/> Houston | <input type="checkbox"/> Morgan | <input type="checkbox"/> Tattnall | <input type="checkbox"/> Statewide |
| <input type="checkbox"/> Candler | <input type="checkbox"/> Early | <input type="checkbox"/> Irwin | <input type="checkbox"/> Murray | <input type="checkbox"/> Taylor | <input type="checkbox"/> Out Of State |
| <input type="checkbox"/> Carroll | <input type="checkbox"/> Echols | <input type="checkbox"/> Jackson | <input type="checkbox"/> Muscogee | <input type="checkbox"/> Telfair | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Catoosa | <input type="checkbox"/> Effingham | <input type="checkbox"/> Jasper | <input type="checkbox"/> Newton | <input type="checkbox"/> Terrell | |
| <input type="checkbox"/> Charlton | <input type="checkbox"/> Elbert | <input type="checkbox"/> Jeff Davis | <input type="checkbox"/> Oconee | <input type="checkbox"/> Thomas | |
| <input type="checkbox"/> Chatham | <input type="checkbox"/> Emanuel | <input type="checkbox"/> Jefferson | <input type="checkbox"/> Oglethorpe | <input type="checkbox"/> Tift | |
| <input type="checkbox"/> Chattahoochee | <input type="checkbox"/> Evans | <input type="checkbox"/> Jenkins | <input type="checkbox"/> Paulding | <input type="checkbox"/> Toombs | |
| <input type="checkbox"/> Chattooga | <input type="checkbox"/> Fannin | <input type="checkbox"/> Johnson | <input type="checkbox"/> Peach | <input type="checkbox"/> Towns | |

The services and counties selected on this page determines the columns and rows on the Services and Service Units Grids on the Services page.

WHICH SERVICES DID YOU PROVIDE? Please select the **SERVICES** you provided to **ALL NEW VICTIMS** of **Assault** during **VOCA Q4 (Jan1-Mar31) DUE BY APRIL 20**, **VAWA/SASP Q1 (Jan1-Mar31) DUE BY APRIL 20**.

- | | | | |
|--|--|--|---|
| <input checked="" type="checkbox"/> Advocacy or Accompaniment to Emergency Medical Care | <input type="checkbox"/> Crisis Coordination | <input type="checkbox"/> Non-Emergency Legal Assistance | <input type="checkbox"/> Referral to Services, Support, and Resources Available (Non-Victim Service Provider) |
| <input checked="" type="checkbox"/> Advocacy or Accompaniment to Forensic Medical Exam or Forensic Interview | <input type="checkbox"/> Crisis Line | <input type="checkbox"/> Non-Traditional Therapeutic Intervention | <input type="checkbox"/> Referral to Services, Support, and Resources Available (Other Victim Service Provider) |
| <input type="checkbox"/> Assistance Applying for TANF/Government Benefits | <input type="checkbox"/> Emergency Financial Assistance | <input type="checkbox"/> On-Scene Crisis Response | <input type="checkbox"/> Relocation Assistance |
| <input type="checkbox"/> Assistance Applying for Victims Compensation | <input type="checkbox"/> Emergency Legal Assistance | <input type="checkbox"/> Performance of Initial Forensic Medical Exam | <input type="checkbox"/> Safe Housing |
| <input type="checkbox"/> Assistance Placing Animals in Distress | <input type="checkbox"/> Group Therapy | <input type="checkbox"/> Performance of Follow-Up Forensic Medical Exam | <input type="checkbox"/> Support Group |
| <input type="checkbox"/> Assistance with Restitution | <input type="checkbox"/> Immigration Assistance-Attorney | <input type="checkbox"/> Prosecution Interview Advocacy or Accompaniment | <input type="checkbox"/> Therapy from a Licensed Clinician/Counselor |
| <input type="checkbox"/> Child or Dependent Care Assistance | <input type="checkbox"/> Immigration Assistance-Advocate | | <input type="checkbox"/> Transitional Housing |

CJCC | Services Page – New Victims



Please report the number of **NEW VICTIMS** who received each **SERVICE** below for each county listed for **VOCA Q2 (Jan1-Mar31)**. When finished, click on **NEXT** at the bottom of the page to proceed.

Please remember, the total for each columns in this grid should be less than or equal to the total number of victims reported for this victimization.

The Services Page is made up of both the Services Grid and the Service Units Grid. The Services Grid will always appear at the top of the page.

Also, keep in mind that you entered you served **14** victims of Assault:

	Advocacy or Accompaniment to Emergency Medical Care	Advocacy or Accompaniment to Forensic Medical Exam or Forensic Interview
Assault/Battery Fayette	<input type="text"/>	<input type="text"/>
Floyd	<input type="text"/>	<input type="text"/>

Services Grid

For each service listed below, please report the **TOTAL NUMBER OF SERVICE UNITS** provided to all **NEW VICTIMS** of ASL served during **VOCA Q2 (Jan1-Mar31) DUE BY APRIL 20, VAWA/SASP Q1 (Jan1-Mar31) DUE BY APRIL 20**. When finished, click on **NEXT** to proceed.

Note: since one victim could have received multiple services, your **TOTAL NUMBER OF SERVICES** for each service MAY exceed the total number of **NEW VICTIMS** served.

Please remember, the total for each column in this grid should be greater than or equal to the corresponding column in the service grid above. For example, if there are a total of 10 victims in the crisis line column on the service grid above, the crisis line column in the service units grid below should equal 10 or more.

Also, keep in mind that you entered you served **14** victims of Assault:

	Advocacy or Accompaniment to Emergency Medical Care	Advocacy or Accompaniment to Forensic Medical Exam or Forensic Interview
Assault/Battery Fayette	<input type="text"/>	<input type="text"/>
Floyd	<input type="text"/>	<input type="text"/>

Service Units Grid

CJCC | Services Grid – New Victims



The column headers of this grid are the services you selected. The row headers are the counties.

This grid collects the number of victims who receive each type of service, based on the county in which the victim resides.

Please report the number of **NEW VICTIMS** who received each **SERVICE** below for each county listed for **VOCA Q2 (Jan1-Mar31) DUE BY APRIL 20, VAWA/SASP Q1 (Jan1-Mar31) DUE BY APRIL 20**. When done, click **NEXT** at the bottom of the page to proceed.

Please remember, the total for each columns in this grid should be less than or equal to the total number of victims for the victimization. The total for the entire grid should be at least equal to the total number of victims reported for this victimization.

Also, keep in mind that you entered you served **14 victims of Assault:**

Indicates the number of victims reported for the victimization. Use this number to guide what numbers you enter in the grid.

	Advocacy or Accompaniment to Emergency Medical Care	Advocacy or Accompaniment to Forensic Medical Exam or Forensic Interview
Assault/Battery	<input type="text"/>	<input type="text"/>
Fayette	<input type="text"/>	<input type="text"/>
Floyd	<input type="text"/>	<input type="text"/>

The total of the entire grid (all columns combined) should never be less than the number of victims reported for the victimization.

The total of each column should be less than or equal to the number of victims reported for the victimization. This agency served 14 sexual assault victim, only 14 or fewer victims could thus receive Advocacy or Accompaniment to Emergency Medical Care.



The column headers of this grid are the services you selected. The row headers are the counties.

This grid collects the number of times each service was provided to EACH victim, based on the county in which the victim resides.

For each service listed below, please report the **TOTAL NUMBER OF SERVICE UNITS** provided to all **NEW VICTIMS** of ASL served during **VOCA Q2 (Jan1-Mar31) DUE BY APRIL 20, VAWA/SASP Q1 (Jan1-Mar31) DUE BY APRIL 20**. When finished, click on **NEXT** to proceed.

Note: since one victim could have received multiple services, your **TOTAL NUMBER OF SERVICES** for each service **MAY** exceed the total number of **NEW VICTIMS** served.

Please remember, the total for each column in this grid should be greater than or equal to the corresponding column in the service grid above. For example, if there are a total of 10 victims in the crisis line column on the service grid above, the crisis line column in the service units grid below should equal 10 or more.

Also, keep in mind that you entered you served 14 victims of Assault:

	Advocacy or Accompaniment to Emergency Medical Care	Advocacy or Accompaniment to Forensic Medical Exam or Forensic Interview
Assault/Battery Fayette	<input type="text"/>	<input type="text"/>
Assault/Battery Floyd	<input type="text"/>	<input type="text"/>

The total of each column should be greater than or equal to the number of victims reported in the matching service column in the Services Grid. Every victim reported in the Services Grid should have at least one service unit reported. For example, if you provided 5 victims with Advocacy or Accompaniment to Emergency Medical Care, then the total for this column should be 5 or greater.



Note: The number of NEW VICTIMS that were previously entered in the SERVICES grid should match the number entered in this grid.

Please remember that you entered you served **14** victims of Assault:

Indicates the number of victims reported for the victimization. Each grid should equal this number.

		0-4 Years	5-12 Years	13-17 Years	18-24 Years	25-34 Years	35-44 Years	45-54 Years	55-64 Years	65 or Older	Unknown Age
Assault/Battery	Fayette										
	Floyd										

GENDER DEMOGRAPHICS: Please enter the number of NEW VICTIMS served under each GENDER category. When finished, click on NEXT to proceed.

Note: The number of NEW VICTIMS that were previously entered in the SERVICES grid should match the number entered in this grid.

Please remember that you entered you served **14** victims of Assault:

		Male	Female	Transgender	Unknown Gender
Assault/Battery	Fayette				
	Floyd				

The total of EACH entire grid (all columns combined) should be EQUAL to the number of victims reported for the victimization.

RACE DEMOGRAPHICS: Please enter the number of NEW VICTIMS served under each RACE category. When finished, click on NEXT to proceed.

Note: The number of NEW VICTIMS that were previously entered in the SERVICES grid should match the number entered in this grid.

Please remember that you entered you served **14** victims of Assault:

		African American (Black)	Asian	American Indian/Alaska Native	Caucasian (White)	Hispanic/Latino	Multiracial	Native Hawaiian Or Other Pacific Islander	Other Race	Unknown Race
Assault/Battery	Fayette									
	Floyd									

DISABILITY DEMOGRAPHICS: Please enter the number of NEW VICTIMS served under each DISABILITY category. When finished, click on NEXT to proceed.

Note: The number of NEW VICTIMS that were previously entered in the SERVICES grid should match the number entered in this grid.

Please remember that you entered you served **14** victims of Assault:

		Cognitive/Physical/Mental	Deaf/Hard of Hearing	Not Disabled	Unknown Disability
Assault/Battery	Fayette				
	Floyd				

The column headers of these grids are the demographic categories you selected. The row headers are the counties.

Completing Grids – Existing Victims



CJCC | Services Page – Existing Victims



The column headers of this grid are the services you selected. The row headers are the victimizations.

NUMBER OF EXISTING VICTIMS WHO RECEIVED THAT SERVICE during the:VAWA/SASP Q1 (Jan1-Mar31) DUE BY APRIL 20.
Each column in this grid should be less than or equal to the total number of victims for this victimization. The total for the entire grid should be at least equal to the total number of victims reported for this victimization.

- Assault
- DUI/DWI Crash
- Robbery
- Kidnapping
- Mass Violence (Domestic and/or International)
- Terrorism (Domestic and/or International)
- Violation of Court Order
- Other Vehicular Victimization

Advocacy or Accompaniment to Emergency Medical Care	Advocacy or Accompaniment to Forensic Medical Exam	Forensic Interview
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Each cell in this grid should be less than or equal to the number of victims reported for the victimization.

Services Grid

For each service listed below, please report the **TOTAL NUMBER OF SERVICE UNITS** provided to those existing victims during:VAWA/SASP Q1 (Jan1-Mar31) DUE BY APRIL 20.
NOTE:Please remember, the total for each column in this grid should be greater than or equal to the corresponding column in the service grid above. For example, if there are a total of 10 victims in the crisis line column on the service grid above, the crisis line column in the service units grid below should equal 10 or more.

- Assault
- DUI/DWI Crash
- Robbery
- Kidnapping
- Mass Violence (Domestic and/or International)
- Terrorism (Domestic and/or International)
- Violation of Court Order
- Other Vehicular Victimization

Advocacy or Accompaniment to Emergency Medical Care	Advocacy or Accompaniment to Forensic Medical Exam	Forensic Interview
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Each cell in this grid should be greater than or equal to the matching cell in the Services grid above.

Service Units Grid

Completing Grids - Underserved Populations





This section is broken into 2 parts: one for New Victims and one for Existing Victims. Your New Underserved categories should be based on your New Victims reported. Your Existing Underserved categories should be based on your Existing Victims reported.

UNDERSERVED VICTIMS - NEW VICTIMS--PAGE3

Please enter the number of **UNDERSERVED NEW VICTIMS** your agency served in **VAWA/SASP Q1 (Jan1-Mar31)** *DUE BY APRIL 20*. When done, click **next** at the bottom of page to proceed.

Homeless	<input type="text"/>
Immigrants/Refugees/Asylum Seekers	<input type="text"/>
Victims with Limited English Proficiency	<input type="text"/>
Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ)	<input type="text"/>
Veteran	<input type="text"/>
Other (Explain)	<input type="text"/>

Each cell in this grid should be less than or equal to the number of victims reported, whichever new or existing.

The row headers are the underserved categories selected on the previous page.



Questions?

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