

# Criminal Justice Coordinating Council

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THE STATE OF GEORGIA

VICTIM SERVICES STATISTICAL REPORT WEBINAR

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- **VSSR Overview**
  - What is the VSSR?
  - Who's required to report?
  - When is it due?
  - What data should be reported?
  - How are the data used?
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- **VSSR Updates**
  - New Requirements
  - Bug Fixes

**Please feel free to ask question via the GoToWebinar Module throughout the presentation and I will answer them when we conclude.**



## What is the Victim Services Statistical Report (VSSR)?

- The VSSR is a report administered by CJCC that collects victim services data on a county level by victimization type.

## Who's required to complete this report?

- All VOCA, VAWA, and SASP subgrantees are required to submit this report.

## When is the VSSR due?

- The VSSR is due quarterly, based on the Federal Fiscal Year.
- A notification email is sent to ED's/Reporting Staff on or around the 1<sup>st</sup> of the month prior to the reporting deadline.

Quarter	Reporting Period	Due Date
Quarter 1	October 1 - December 31	January 20
Quarter 2	January 1 - March 31	April 20
Quarter 3	April 1 - June 30	July 20
Quarter 4	July 1 - September 30	October 20



## What data should agencies report?

- Agencies should report agency-wide data on all victims who were provided with direct services, **regardless of funding source and program type**.
- CJCC will prorate the data on the agency's behalf, based on the agencies grant percentage relative to their overall victim services budget.

### *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.

## How are the VSSR data used?

- To complete Federal reports
- To monitor the use of grant funds
- To help improve services
- To identify areas of need throughout the State
- For continued and increased Federal funding



## *Frequently Asked Questions*

- What's the difference between “new” and “existing” victims?  
“New” victims are those who received services for the first time or for a new victimization within the quarter you are reporting. “Existing” victims are those that had started receiving services in a previous quarter and those services have extended over multiple reporting periods for the same victimization. Newly awarded subgrantees should report all victims as “new” during their first quarter of reporting.
- Should only new victims be reported in Quarter 1?  
No. Unless you are a newly awarded subgrantee, both new and existing victims should be reported every quarter.
- What are service units?  
Service units = Each encounter or instance that a service is provided. This number should *always* be equal to or greater than the number of victims who received that service.
- When is it appropriate for me to select the “Statewide” county option?  
Only select Statewide if the victims you served reside in 15 or more counties across the State.



## *Frequently Asked Questions*

- Should I include Match funds when calculating my grant percentage?  
Yes. When calculating the percentage of your grant award(s), include all funds you use to provide direct victim services to determine your overall victim services budget. Your matched funds **SHOULD** be included with your total (VOCA/VAWA/SASP) award amount, as applicable.
- 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. Once you close your web browser, the system will remember where you left off, but you must wait at least 10 minutes before logging on again. If you do **NOT** close your web browser and leave your session idle, your report will be timed out. You will need to contact Scott Burnett or Sagar Rijal to refresh your report.
- How do I get a User ID and Password?  
User IDs and passwords are assigned to each newly awarded agency. These credentials are **permanent**. So, please store this information in a safe location. If you lose your user ID and/or password, please contact either Scott Burnett or Sagar Rijal.
- What if we have no or partial Case Management Software?  
Please request a copy of CJCC's VSSR Client Information Tracking Spreadsheet.

# CJCC | More Information on VSSR



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### Grants

#### ▼ Grant Subject Areas

- ▶ Child Abuse
- ▶ Community Programs (Elder Abuse, Legal Aid, Etc.)
- ▶ Criminal Justice
- ▶ Domestic Violence
- ▶ Juvenile Justice
- ▶ Sexual Assault/Human Trafficking
- ▶ VAWA

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## Reporting

### OUTCOME PERFORMANCE:

The Criminal Justice Coordinating Council requires its victim services sub-grantees to collect outcome data from their clients who receive direct services. CJCC requires the collection of outcome performance data to improve grant monitoring and technical assistance efforts, and to provide sub-grantees with information they can use for improving their programs and reporting to other funding agencies.

### Frequently Asked Questions:

#### *Which programs are affected?*

This requirement applies only to sub-grantees delivering direct services to clients who are victims of crime, and **whose contact with clients is more extensive** than a single telephone call or other distribution of information (hotlines).

#### *When are outcome performance measures due?*

Outcome data reports are submitted once a year, on October 30<sup>th</sup> (October 1<sup>st</sup>- September 30<sup>th</sup>).

#### *What tools are needed to report?*

CJCC and Performance Vistas worked with direct service victim agencies to develop survey tools. Each agency type (CASA, CAC, VWAP, Domestic Violence etc.) has a survey tool which specifically targets the needs of those clients. Agencies should use summary sheets to collect outcome data and the web-based reporting tools to report all their outcome data online. The online reporting link to submit the report will be provided to the subgrantees at the beginning of the reporting period, at which time subgrantees may log in with their username and password to input data.

## CJCC Reporting Page and Files:

<http://cjcc.georgia.gov/outcome-performance-tools-1>



## **New Requirements**

- Anonymous contacts now require a victimization and at least one service. Anonymous contacts should be placed in the Unknown category for County, Race, Gender, Age and Disability.

## **Bug Fixes**

- Entering new adults molested as children no longer causes the survey to crash.





# VSSR Demo

# CJCC | Statistical Reporting Technical Assistance



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