



**S.T.O.P VAWA CRIMINAL JUSTICE SERVICES  
STATISTICAL REPORT (CJSSR)  
SUBGRANTEE GUIDE**

**2017**

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## OVERVIEW

This guide is intended to aid subgrantees of the Violence Against Women Act (VAWA) award in reporting activities to the Criminal Justice Coordinating Council (CJCC).

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 crucial in making the case for continued and increased funding for VAWA-funded programs in the state of Georgia.

VAWA subgrantees are required to submit the CJSSR, if funded for law enforcement, prosecution, court services, fatality review, sexual assault nurse examiner (SANE) training, and any other kinds of training (including victim service provider training). This report documents the type of activities supported with the grant during the current reporting period. This report should **ONLY** contain data about CJCC VAWA-funded activities, which may mean you need to [prorate](#).

Although similar, the CJSSR is separate from the Muskie Report, which is not administered through CJCC. More information about this report can be found on the [STOP VAWA Annual Progress Report Website](#). Additionally, if your VAWA award only funds direct services to victims (i.e., a victim-witness assistant or victim advocate), or if you have a separate VAWA award for these victim services, you will need to complete a Victim Services Statistical Report (VSSR) for that award. Please see [CJCC's website](#) for more information on the VSSR.

### Deadlines

Each year, the Statistical Analysis Center (SAC) 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 Analyst uses to generate passwords and upload to the reporting system. The link to CJSSRs 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 SAC Analyst emails the CJSSR link and login credentials (User ID or your grant number(s) and your agency's password(s)) to Project Directors **30 days** prior to the 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 CJSSR information.

Reporting Period	Due Date
January 1 - December 31	March 30



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.

### Validation

The web-based tool has built-in validation capabilities to catch errors in reporting. Incorrect or inaccurate data will not be accepted in the web-based system and the subgrantee **will not be able to submit** their CJSSR on this platform until all the data is correct. If you receive an error message that you do not understand, contact the SAC Analyst for technical assistance.

### WHAT TO EXPECT

The CJSSR 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 print each page for your records.

### GRANT INFORMATION

In this section, we want to know basic information about your grant. You will select the type of organization that best describes your agency. You will also indicate whether your organization is faith-based, or a culturally-specific community-based organization<sup>1</sup>. Additionally, you will need to indicate what percentage of your VAWA subgrant was directed to the areas of Sexual Assault, Domestic Violence/Dating Violence, and Stalking.

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<sup>1</sup> A culturally-specific community-based organization is one that has a focus on any underserved population (i.e., it has as its primary mission to address the needs of an underserved population or has developed a special expertise regarding a particular underserved population; is not merely providing services to an underserved population, but is providing culturally competent services designed to meet the specific needs of that population; at a minimum, has some expertise or demonstrated capacity to work effectively on domestic violence, dating violence, sexual assault, or stalking or acquires that expertise through collaboration with another entity).

## STAFF INFORMATION

Here, we want to know the total number of full-time equivalent (FTE) staff funded by the subgrant during the current reporting period. We use FTE to convert part-time employee hours into full-time employee hours. One FTE is equal to 2,080 hours — 40 hours per week x 52 weeks (FTE = Number of Hours Worked During Grant Year/2,080).

Examples:

- a. You have one full-time attorney whose salary is 100% funded with STOP Program funds and another attorney employed full-time whose salary is 25% funded with STOP Program funds. Report them as 1.25 FTEs under attorney.
- b. A staff member, whose salary is 100% funded with STOP Program funds, spends approximately 20 hours of her/his time coordinating the victim services program, 16 hours providing victim advocacy, and 4 hours collecting and analyzing evaluation data. Following the calculation **FTE = 1 ÷ (Total hours per week ÷ Hours served)**, report this as .50 under program coordinator, .40 under victim advocate, and .10 under other as “evaluator.”
- c. An employee worked full time for the first six months and had no time on the subgrant during the last six months of the reporting period. Report that staff person as .50 FTE.
- d. If you contracted with an information technology specialist for the equivalent of three months of full-time work over the course of the reporting period, report that person as .25 FTE (520 divided by 2,080).

Full-time employees, employees who are part-time and/or only partially funded with these subgrant funds, as well as consultants/contractors should be included in this section. Employees who are funded with any required grant match funds should be included as well. Your staff should be reported by the function(s) performed, not by title or location.

## COORDINATED COMMUNITY RESPONSE (CCR)

In this section, you will report the agencies with which you collaborated. CCR activities may not be applicable to your agency. If not, you may indicate this in your report. For the CJSSR, you do not need to provide the frequency of these activities.

## POLICIES AND PROTOCOLS

You will be required to answer this section if you used your funding to develop, substantially revise, or implement policies and protocols during the current reporting period. The protocols and policies evaluated in this section are as follows:

- Victim Services
- Prosecution
- Law Enforcement
- Courts
- Probation and Parole
- Healthcare

## **PRODUCTS – BROCHURES, MANUALS, TRAINING CURRICULA**

The questions in this section evaluate the types of topics covered by the products, the number that were developed and revised, and the number that were used and distributed during the current reporting period. Products refer to brochures, manuals, and training curricula (i.e., training content, training materials, and/or training methods). If applicable, you will need to specify the intended audience of these products, as well as any language(s) the products were translated into, including Braille.

## **DATA COLLECTION AND COMMUNICATION SYSTEMS**

This section only applies if you used VAWA funding to develop, install, or expand data collection systems and/or communication systems during the current reporting period. You will be asked to specify the types of information identified or tracked with these systems (e.g., arrests/charges, convictions, incident reports, victim notification, warrants, etc.).

## **SPECIALIZED UNITS IN THE CRIMINAL JUSTICE SYSTEM**

A specialized unit is a centralized or coordinated group unit, or dedicated staff of law enforcement officers, prosecutors, probation officers, judges, or other court personnel responsible for handling sexual assault, domestic violence/dating violence, and/or stalking cases. A specialized unit may consist of one person, even if that person is partially funded by your subgrant.

If applicable, you will need to report the number of specialized units that were developed, supported/expanded, or trained in the current reporting period. You will also need to report the number of sexual assault, domestic violence/dating violence, and/or stalking victims identified by your specialized unit during that time.

## **SYSTEM IMPROVEMENT**

If any of your VAWA-funded staff engaged in system improvement activities, or if these funds directly supported system improvements, you will need to complete this section. The system improvements for which you will need to report counts are as follows:

- Number of system evaluations completed

- Number of interpreters trained
- Number of safety audits conducted
- Number of forms and documents translated

These improvements are collected by division: victim services, law enforcement, prosecution, court, and probation/parole.

## **VICTIMS' SERVICES REFERRALS, PROTECTIVE ORDERS, LETHALITY ASSESSMENTS, & REPEAT OFFENDERS**

In this section, you will (1) report the total number of victim/survivor referrals to victim services during the current reporting period, (2) report the total number of temporary and/or final protection orders requested and granted for which VAWA-funded staff helped victims/survivors during the current reporting period, (3) report information about your agency's lethality assessments and (4) report information about repeat offenders.

### **Victim/Survivor Referrals**

You will need to report the total number of referrals during the current reporting period and distinguish whether the referrals are governmental or non-governmental. "Governmental" refers to victim services provided by victim assistants or victim-witness specialists/coordinators employed by criminal justice agencies, such as law enforcement, prosecution, courts, or probation that are targeted to victims/survivors of domestic violence, dating violence, sexual assault, and/or stalking. "Non-governmental" refers to services provided by non-profit community-based agencies to victim/survivors of domestic violence, dating violence, sexual assault, and/or stalking.

### **Protective Orders**

- Prosecutors: You will report the total number of temporary and/or final protection orders VAWA-funded prosecutors requested and the number granted during the current reporting period. These orders may also be referred to as protection from abuse or protection from harassment orders, restraining orders, or no-contact or stay-away orders.
- Law Enforcement: You will report the total number of temporary and/or final protection orders VAWA-funded staff requested and the number granted during the current reporting period. These orders may also be referred to as protection from abuse or protection from harassment orders, restraining orders, or no-contact or stay-away orders.
- Courts: You will report the total number of temporary and/or final civil protection orders requested and granted by the court to victims/survivors of sexual assault, domestic violence/dating violence, and stalking during the current reporting period.

These orders may be referred to as protection from abuse or protection from harassment or anti-harassment, or restraining orders. Only civil orders should be included.

### **Lethality Assessments**

You will be asked whether your agency performs its own lethality/dangerousness assessments on domestic/dating violence and stalking cases. You will also be asked whether your agency reviews and accepts assessments made by other agencies. If so, you will need to list the factors used to assess for lethality, provide the number of assessments performed during the current reporting period, and provide information about lethality that is determined to be highly probable.

### **Repeat Offenders**

If your agency has the ability to track offenders across incidents to determine which are repeat offenders (either with the same or a different victim), you will need to report the tracking method or system used and the number of new repeat offenders identified, as well as provide a description of how your agency treats repeat offender incidents.

## **TRAINING**

Training events provided to staff who work in agencies outside of your own are reported in this section. You will report the total number of training events provided during the current reporting period that were either provided by VAWA-funded staff or directly supported by VAWA funds. **Do not include training provided to VAWA-funded staff.** For purposes of this report, training means providing information on sexual assault, domestic violence, dating violence, and stalking that enables professionals to improve their response to victims/survivors as it relates to their role in the system.

## **LAW ENFORCEMENT**

This section evaluates the following VAWA-funded law enforcement activities, as they relate to sexual assault, domestic/dating violence, and stalking cases and incidents:

- Calls for assistance (All 911 and other calls made to law enforcement)
- Incident reports (All responses to an incident as reported on an incident report)
- Cases/incidents investigated (All cases in which evidence was collected/witnesses interviewed relating to an incident)
- Forensic medical evidence (All cases in which rape kits were processed)
- Arrests (All arrests made by law enforcement, except dual arrests)
- Dual arrests (Responses by law enforcement in which the two parties involved in the incident are arrested)
- Protection/ex parte/temporary restraining orders served (All instances in which these types of orders were served on offenders)

- Arrests for violation of bail bond (All instances in which arrests were made of offenders who violated conditions set out in their bail bonds)
- Enforcement of warrants (All instances in which warrants relating to these incidents were enforced)
- Arrests for violation of protection order
- Protection orders issued (All orders directly issued by law enforcement in jurisdictions where law enforcement officers are so authorized)
- Referrals of cases to prosecutor
- Referrals of federal firearms charges to federal prosecutor
- Assessment of primary aggressor during incident response
- Firearms removal

If an activity relates to a case/incident involving more than one type of crime, then the activity should be counted only once under the primary victimization.

## PROSECUTION

In this section, you will report on domestic/dating violence, sexual assault, or stalking-related cases handled during the current reporting period. This includes cases already charged before reaching the prosecutor's office. Additionally, you will also report the court level to which your prosecutor is assigned, as well as any prosecutor training conducted and information about any victims' liaisons or advocates your agency may have.

A case should be characterized by the most serious offense and may include numerous charges or counts. In most instances, a case will refer to one victim, one offender, and one incident. It is strongly suggested that you refer to the Federal STOP VAWA Progress reporting form instructions for examples of how to count and characterize cases. Misdemeanor and felony domestic violence cases may include any assaults, battery, vandalism, or other offenses that occurred in a domestic violence incident. State law does not have to name an offense "domestic violence" for a case addressing that offense to be counted here. Similarly, cases addressing sexual assault and stalking offenses should be counted, even if state law uses other names for these types of offenses, such as "sexual battery" or "harassment."

## COURTS

In this section, you will report on domestic/dating violence, sexual assault, or stalking-related cases filed during the current reporting period. This includes cases that were reviewed by the court for compliance with conditions of probation or other court-ordered conditions, or for violations of those conditions. Additionally, you will also be asked to report activities on [victim/survivor referrals](#), [protection orders](#), and any victims' liaisons or advocates your agency may have.

Misdemeanor and felony domestic violence cases include any assaults, battery, vandalism, or other offenses that occurred in a domestic violence incident. State law does not have to name the offense “domestic violence” for it to be counted here. Similarly, sexual assault and stalking cases should be counted under the appropriate sexual assault or stalking offense listed below (e.g., felony sexual assault), even if state law uses another name for these types of offenses, such as “sexual battery” or “harassment.”

## FATALITY REVIEW

Domestic Violence Fatality Review activities are reported in this section, if applicable. If VAWA program funds supported only a DV Task Force Coordinator or a law enforcement liaison without a Fatality Review Component, then you should complete the Victim Services Statistical Report (VSSR).

## PROBATION AND PAROLE

In this section, you will report on probation and parole activities, as funded by your VAWA subgrant. Included here are questions in regards to the number of offenders charged with sexual assault, domestic/dating violence, and stalking, and any monitoring activities for new and continuing cases (i.e., face-to-face meetings with offenders, telephone contact with offenders, unscheduled surveillance of offender, and outreach to victims/survivors). Additionally, you will also be asked to report information on [victim/survivor referrals](#) and [lethality assessments](#), if applicable.

## CONCLUSION

- You will be provided with a summary page of all your submitted answers prior to your final submission.
- Failure to submit the CJSSR will result in penalties, as outlined by the special conditions of your grant.
- For more information, please consult the [VAWA Subgrantee Manual](#).

## HELPFUL TIPS

- Many of the report sections are formatted as grids. Every column and/or every row within the grid may not apply to your agency. In those cases, please enter zero (0) to proceed with the report.
- Print your summary page to keep for your records. To print, go to your internet browser’s tool button and select ‘Print.’



- If your summary page is showing in an unreadable format, follow these steps:
  1. Select all the text by simultaneously pressing the 'Ctrl' button and the 'A' button on your computer keyboard (Ctrl + A).
  2. Now, copy the text. You can either click the right-button on your mouse and select 'Copy' OR you can simultaneously press the 'Ctrl' button and the 'C' button on your computer keyboard (Ctrl + C).
  3. Once the text has been copied, open the "Notepad" program on your computer to paste the text there. To paste, you can either click the right-button on your mouse and select 'Paste' OR you can simultaneously press the 'Ctrl' button and the 'V' button on your computer keyboard (Ctrl + V).
  4. Once pasted, go to 'File' on the program's main menu, then select 'Save As...'
  5. Select your file location using the folders on the left-hand side.
  6. Once you have selected your desired folder, in the 'File name:' text field, name your file, and at the end of the name, type '.html' to save the document as a webpage (e.g., CJSSR 2017.html). You will need to overwrite the "\*.txt" that is prepopulated here.
  7. Change the 'Save as type:' field to 'All Files' by using the dropdown menu.
  8. Now, hit the 'Save' button and close 'Notepad.'
  9. When you open your newly created file, it should open as a readable document within your internet browser.
  10. If you need assistance, please contact the SAC Analyst.

## FREQUENTLY ASKED QUESTIONS ABOUT THE CJSSR

### *How do I prorate my data?*

The CJSSR should ONLY contain data about CJCC VAWA-funded activities. This may mean you need to prorate your data to capture the activities specifically funded by VAWA.

Examples:

- a. Johnny Law is an officer funded through Justice County's VAWA grant at 80% of his time. Johnny investigated 40 DV cases this grant year. You should report the following:
  - 40 cases x 0.8 (proportion of time Johnny's paid through VAWA funds) = 32 investigations
- b. Tameka Trial-Lawyer is a prosecutor funded through Justice County's VAWA grant at 75% of her time. During this grant year, Tameka received 30 referrals for sexual assault cases, accepted 20, declined 9 and 1 was transferred outside jurisdiction. You should report the following:

- 30 cases x 0.75 (proportion of time Tameka is paid through VAWA funds) = 23 (round up from 22.5) case referrals
- 20 cases x 0.75 = 15 cases accepted
- 9 cases x 0.75 = 7 (round up from 6.75) cases declined
- 1 case x 0.75 = 1 transferred (just round up whenever needed)
- **OR**, if the other 25% of her time is match, report all data for her cases.

c. Your agency's budget breakdown is the following:

VAWA Grant – 15%  
 County Funds – 75%  
 5% Funding – 10%

During the VAWA grant year (January 1-December 31), your agency worked on 183 cases of domestic violence, 40 sexual assault cases, and 38 stalking cases. You would report the following:

- $0.15 \times 183 = 28$  domestic violence cases
- $0.15 \times 40 = 6$  sexual assault cases
- $0.15 \times 38 = 6$  stalking cases

*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 SAC Analyst for assistance.

*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.

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 CJSSR 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 the SAC Analyst, Sondra Richardson, at [sondra.richardson@cjcc.ga.gov](mailto:sondra.richardson@cjcc.ga.gov) with the Subject **"CJSSR Report Reset"** and she will reset your report so you can log back in. 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: CJSSR WEBINAR AND POWERPOINT**

You can access and download the CJSSR PowerPoint and webinar recordings on [CJCC's website](#).