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

   40*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*0.5 (proportion of Suzy's time paid for with VOCA funds) = 25 victims served with VOCA funds

   30*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, 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%
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*25 = 9 child sexual abuse victims served with VOCA funds
0.35*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.

Picking 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:

- Assault, DUI/DWI Crash Robbery, Survivors of Homicide, and Kidnapping
- Child Physical Abuse, Child Sexual Abuse, Child Witness to Domestic Violence, and Other Child Abuse
- Domestic Violence, Sexual Assault, Co-Victims of Sexual Assault, and Stalking
- Adults Molested as Children, Elder Abuse (Financial), Elder Abuse (Physical), Human Trafficking, Non-Offending Caregiver, and Other Violent Crimes
- Property Crimes: 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.

Picking 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 only need to select the victimizations you served and enter the total number of existing victims for each selection.

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.