



Commonwealth of Virginia
Virginia Department of Criminal Justice Services
Sexual Assault Grant Program (SAGP): Quarterly Progress Report

Frequently Asked Questions

	QUESTION	ANSWER
General	When do we start using this new quarterly progress report form?	<p>Begin collecting data for this form on January 1, 2016.</p> <p>This form will be used to complete your Fiscal Year 2016 third quarter report for the period of January 1, 2016 – March 31, 2016.</p> <p>This report will be due in GMIS by the April 18, 2016 due date.</p>
General	Do I use this form to report on all sexual assault services provided by my program?	No, only report on SAGP-funded services and activities on this form.
General	Regarding the “Not Tracked” option: how long this will be an option before it’s phased out?	The federal Office for Victims of Crime (OVC) has not provided a specific date. They recommend that all grantees make an effort to report the data as requested as soon as possible.
Question 1	Do I count only new clients here?	No, count all new and continuing clients here. This question is trying to capture the total number of individuals served through the use of SAGP funds during the quarter.
Questions 2-3	What is the difference between Question 2 and Question 3?	<p>Question 2 is asking if within each quarter, and from one quarter to the next, you can identify individuals as either new or continuing since the first quarter. This question is trying to determine your program’s ability to know who is new or not over the course of the entire fiscal year.</p> <p>If you can’t do that, Question 3 is asking if you can at least determine the number of new individuals served since the last quarter.</p>

<p>Questions 2-5</p>	<p>If we can identify for certain some new individuals served, but not necessarily all, should we select “Yes” for Questions 2 and/or 3?</p> <p>In other words, do you want some count of new individuals for Questions 4 and 5, or do you only want counts here if we can tally ALL new victims served?</p>	<p>Yes, for Questions 2 and 3, if you can track any individuals throughout the year or since the previous reporting period, you should check “Yes” even if you can’t track <i>all</i> individuals. This way, you can still enter some information for Questions 4 and 5.</p> <p>If you are able to identify any new clients served during the reporting period, those clients should be reported in Questions 4 and 5, even if those numbers might not include <i>all</i> new clients. OVC understands that these numbers may be “undercounts” for some grantees.</p>
<p>Question 5A</p>	<p>If someone self-identifies as more than one race or ethnicity, do I select each one?</p>	<p>No, you will categorize this individual as “Multiple Races”. The total tally here must equal the total number reported in Question 4.</p>
<p>Question 5C</p>	<p>I understand that you are requesting the age at the time of the victimization. To clarify, this also applies to adults who are reporting crimes that occurred when they were children?</p> <p>So for example: if a 61-year old woman reports sexual abuse that happened when she was 11 years old, we should count one under “0-12” even though we’re not serving a child victim?</p>	<p>Yes, this is correct. OVC is concerned with the age at the time of victimization.</p>
	<p>If a victim reports multiple victimizations at different ages, which age do you select?</p>	<p>Report the victim’s age at the time the victimization first began, even if the same victimization type occurred multiple times, different victimization types occurred over time, and/or the victim did not disclose the victimization(s) until years later.</p>
<p>Question 6A</p>	<p>How should an attempted rape of an adult be categorized?</p>	<p>An attempted rape should still be categorized as “Adult Sexual Assault”.</p>
	<p>The list of victimization types includes “Child Sexual Abuse/Assault” and “Teen Dating Victimization”, but <u>does not</u> include “Teen Sexual Assault”. If a teen is sexually assaulted by someone other than a dating partner, how would it be categorized?</p>	<p>Teen victimizations not associated with a dating partner would be counted under the child victimization categories: “Child Physical Abuse or Neglect”, “Child Pornography”, or “Child Sexual Abuse/Assault”.</p>

Question 9A	Could a single letter to a victim containing information about the criminal justice process, victim rights, and several referrals be counted once for each of the A1-A4 subcategories?	Yes, one letter could provide all of these services.
Question 9D	<p>Would we only count services under D1 and D2 if SAGP funding supports the expenses/costs of our shelter or transitional house?</p> <p>Or could services be counted here if a SAGP-funded staff person arranges shelter/transitional housing?</p>	<p>Yes, services should only be counted for D1 and D2 if SAGP funding supports the expenses/costs of the shelter or transitional house.</p> <p>If SAGP-funded staff arranges shelter/transitional housing, it would not be counted under D1 or D2. Instead, this service would be counted under other services such as A4 (<i>Referral to other services, supports, and resources</i>), B4 (<i>Individual advocacy</i>), or D3 (<i>Relocation assistance</i>).</p>
Question 9E	For subcategories E4, E5, and E7: are these to be counted only if an attorney provides the service?	No, you may use these subcategories to count the services provided by an advocate, paralegal, attorney, etc. OVC advises that subsequent versions of this form will be updated to remove the word “attorney” from these subcategory descriptions.
Question 10	If a victim requests a SAGP-funded service that can’t be provided, but we meet the victim’s need through another source, would it still be counted here?	No, only count SAGP-funded services here if your program isn’t able to meet the requested need at all.