

**SEXUAL ASSAULT GRANT PROGRAM  
CODEBOOK  
SEMI-ANNUAL PROGRESS REPORT  
AND  
MONITORING REPORT**

***INSTRUCTIONS AND DEFINITIONS  
FOR COMPLETING THE SEMI-ANNUAL PROGRESS REPORT  
AND PREPARING FOR AN ON-SITE MONITORING VISIT***



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# **SEXUAL ASSAULT GRANT PROGRAM CODEBOOK**

## ***INTRODUCTION***

This Sexual Assault Grant Program Codebook has been designed by the Victims Services Section of the Department of Criminal Justice Services for local and statewide grant-funded sexual assault programs. We hope that sexual assault program staff will find it useful when completing the Semi-Annual Progress Report. This may also be a useful resource for newly created programs, or localities wishing to start a sexual assault program. New employees and volunteers will find that this Codebook provides a comprehensive explanation of the required and optional services provided by grant-funded sexual assault programs.

The Sexual Assault Grant Program Codebook gives instructions for completing the Semi-Annual Progress Report. The numbering in this section corresponds to the numbering in the Semi-Annual Progress Report. A staff person can complete the form while referring to the instructions. A copy of the Semi-Annual Progress Report can be found in the back of the Codebook.

A copy of the Monitoring Report is also included. DCJS grant monitors conduct on-site reviews of all grant programs at least once every four years. This form will help you prepare and organize for your next monitoring visit.

We hope these materials are helpful and informative. If you have suggestions for corrections, additions, or deletions, please contact the Victims Services Section with comments for the next revision.

**INSTRUCTIONS AND DEFINITIONS  
FOR COMPLETING THE SEMI-ANNUAL PROGRESS REPORT**  
(in the order found in the Semi-Annual Progress Report)

The most current Semi-Annual Progress Report is **072006.PR6** (this label can be found on the top left corner of the first page). All grant-funded sexual assault programs will use this form.

**BACKGROUND INFORMATION**

***Grant Number***

This is the number that identifies your grant-funded program. It is assigned when the grant application is submitted to DCJS, or when the award is renewed for a second year. The number can be found on the notice of receipt and on the Statement of Grant Award. All correspondence to DCJS must include this number. Make sure the grant number is correct.

***Program Name***

Indicate the name of the program: for example, “Monroe County Sexual Assault Crisis Center.”

***Contact Person***

Include the name of the person completing the report. This is the person DCJS staff will contact with any questions.

***Reporting Period***

This is the period of time that the Progress Report covers. Fill in the fiscal year and check the appropriate box.

Normally, the “fiscal year” for sexual assault grants runs from July 1 through June 30. The fiscal year is labeled by the year in which the grant ends. For example, for the grant year July 1, 2006 through June 30, 2007, the fiscal year is 2007.

The semi-annual reporting periods begin with the fiscal year on July 1. Consequently,

- “First Half” covers July 1 through December 31.
- “Second Half” covers January 1 through June 30.

The Semi-Annual Progress Report is due on the twelfth working day of the month following the close of the semi-annual reporting period. DCJS requires that all progress reports be uploaded through GMIS, the Grants Management Information System.

In addition to a project's implementation and performance, and the availability of funds, a key factor in determining eligibility for continuation funding will be compliance with grant financial and progress reporting requirements. **No current recipient of funding through this grant program will be considered for continuation funding if, as of the continuation application due date, any of the required Financial and Progress reports for the current grant are more than 30 days overdue.** For good cause, submitted in writing, DCJS may waive this provision. If an extension is needed, it should be requested before the report due date. This is a Criminal Justice Services Board policy that applies to all grant programs administered by DCJS.

The program should retain all client and financial records for at least the year of award plus three years. Any records older than the required retention period may be stored or purged, at the discretion of the program director and sponsoring agency.

<b>I. NUMBER OF <u>NEW</u> VICTIMS SERVED THIS SEMI-ANNUAL REPORTING PERIOD</b>
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In this section, include all new victims with whom initial contact was made during the semi-annual period being reported.

Each victim should be counted only once, regardless of the number of crimes committed or the number of defendants.

A person may be counted more than once only as a result of separate and unrelated crimes.

The totals recorded for the TOTAL in II. Number of New Victims Served by Locality, the TOTAL in III. Referral Sources For New Victims, the TOTALS for each column in IV. Characteristics of New Victims (Sex, Race, Age in Years, Disability), and the TOTAL in V. New Victims Served by Type of Victimization should be the same as the TOTAL for I. Number of New Victims Served This Semi-Annual Reporting Period.

### **Victim**

According to *Virginia's Crime Victim and Witness Rights Act*, a victim is a person who has suffered physical, psychological, or economic harm as a direct result of the commission of any felony or certain misdemeanor crimes. Included misdemeanors are stalking and sexual battery (attempted or completed). The definition of victim includes a spouse or child of any victim, or a parent or legal guardian of a minor victim. If the crime victim is physically or mentally incapacitated, the spouse, parent, siblings, or legal guardian of that victim is also counted as a victim.

Programs may continue to offer services to crime victims not included in the Act's definition. This is at the discretion of the staff, and largely depends on the available resources of the locality. Any victim (including "primary" and "secondary" victims) served by the program should be counted in the Semi-Annual Progress Report.

## **II. NUMBER OF NEW VICTIMS SERVED BY LOCALITY**

In this section, indicate the locality in which each new victim resides (i.e. which city or county). Use county or city, but not town names. You may list colleges/universities as separate localities. Include localities even if they are outside of the program's service area. List localities in alphabetical order.

The number recorded for TOTAL in II. Number of New Victims Served by Locality should be the same as the TOTAL for I. Number of New Victims Served This Semi-Annual Reporting Period.

## **III. REFERRAL SOURCES FOR NEW VICTIMS**

Note the source from which program staff first found out about the new victim.

The number recorded for TOTAL in III. Referral Sources should be the same as the TOTAL for I. Number of New Victims Served This Semi-Annual Reporting Period.

If program staff are alerted to the case by a police officer or deputy, another criminal justice professional, or a victim/witness advocate, mark A, B, or C accordingly. If program staff learn of the victim by medical or mental health professionals, mark D or E accordingly.

"Victim-Initiated" contact occurs when the victim, without any outreach efforts by the staff (e.g. contact letters), calls or visits the program. If a victim calls or visits the program after receiving a contact letter, do not count this as "victim-initiated". The origin of the program's information (i.e. how the program learned of the victim and the victim's address) is marked as the referral source. If a criminal justice agency refers the victim to the program, and the victim contacts the program, it is still a victim-initiated contact because the victim chose to make contact. However, if that same agency refers the victim to the program, but also contacts the program to alert staff and to give them information about the victim, then mark the referring agency as the referral source.

## **IV. CHARACTERISTICS OF NEW VICTIMS**

Provide the characteristics of new victims served. In situations that prohibit making a determination about the victim's characteristics (e.g. during telephone contacts), this requirement may be waived; mark the "Unknown" category. Please keep the number of "Unknown" characteristics to a minimum (preferably fewer than 20% of the total number).

The numbers recorded for the TOTALS for each column in IV. (Sex, Race, Age in Years, Disability) should be the same as the TOTAL for I. Number of New Victims Served This Semi-Annual Reporting Period.

Note: 1) When working with a bi-racial client, mark the race of the client's primary identification.  
2) When working with an adult who was molested as a child, the age recorded should be his or her current age, not the age s(he) was molested.

The "Handicapped" category includes any person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment. "Major life activities" means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

**V. NEW VICTIMS SERVED BY TYPE OF VICTIMIZATION**

In this section, new victims are counted only once, either by their most serious victimization, or by the reason they originally sought services.

"Secondary" victims should be counted under the crime category that applies to the "primary" victim. For example, when working with a sexually abused child and his mother, count both under "Child Sexual Abuse". When working with an adult survivor and her husband, count both under "Adults Molested As Children".

Crime categories are based on federal program requirements, and are listed in order of a "crime hierarchy". If a victim was the subject of more than one type of crime, mark once in the "highest" crime category on the list. The number recorded for the TOTAL in V. Victims Served by Type of Victimization should be the same as the TOTAL for I. Number of New Victims Served This Semi-Annual Reporting Period.

The following list shows a breakdown of each category and the types of charges typically recorded in each one. This list is not exhaustive.

ADULT SEXUAL ASSAULT: Rape, sexual battery, object penetration, sodomy, marital sexual assault, incest

ADULTS MOLESTED AS CHILDREN: Adult survivors of child sexual abuse

CHILD SEXUAL ABUSE: Rape (including statutory), sexual battery, object penetration, sodomy, incest, taking indecent liberties, carnal knowledge

OTHER: Any crime not listed above

If you use the "Other" category, specify the type of offense (e.g. stalking). "Other" crimes should not comprise a large portion of the total DCJS grant-funded sexual assault caseload. "Other" crimes should be specified (e.g. "domestic violence" or "stalking").

### **Sexual Harassment**

Sexual harassment is not a violation of the criminal code; therefore, it should not be included in this report.

### **Attempted Crimes**

Attempted crimes are categorized as if they were completed. For example, the attempted rape of a person eighteen years of age or older is counted as "Adult Sexual Assault".

### **Child**

A person under the age of eighteen.

## **VI. TOTAL NUMBER OF HOTLINE CALLS THIS QUARTER**

Indicate the total number of sexual assault hotline calls answered by the center during the semi-annual reporting period. These calls may represent duplicated callers.

If the center is a dual program, and an exact count of sexual assault specific calls is not available, simply take a reasonable percentage of the total calls and record it in this space (e.g. 40% of 200 calls is 80 calls).

## **VII. VOLUNTEER HOURS**

Record the number of hours contributed by volunteers during the semi-annual reporting period to the provision of services to victims. This grant program and federal regulations require the use of volunteers. Volunteers include students, interns, and board members. On-call staff hours should not be counted here.

## **VIII. TRAINING ACTIVITIES**

The goal of all training is to enhance services to crime victims. Record the number of hours of skills **training received** by paid staff and volunteers. Compute the number of training hours by each staff person (i.e. if two staff persons attended an eight-hour workshop, the total number of training hours is sixteen).

Record **training provided** to others. This includes presentations. Community education activities that are designed to identify crime victims, or to inform the public about available program services and how to obtain this assistance, are allowable. General public awareness efforts designed to raise the public's consciousness of victims' issues do not qualify as direct services to crime victims and are not to be included as training activities.

Volunteer training can be recorded once instead of listing separate sessions (e.g. one entry of forty hours versus eight entries of five hours each).

**IX. NUMBER OF NEW AND CARRY OVER VICTIMS WHO RECEIVED THE FOLLOWING SERVICES**

Record the number of **victims** (new and carry-over) that received each of the listed services in the current semi-annual reporting period. Services will be provided at the request of a victim, or when a staff person makes a determination that services would be beneficial to the victim. Typically, the numbers recorded in this section will not be higher than the total number of new victims for the semi-annual reporting period.

**Note: In this section, count the number of victims who received a specific service, but only count the victims the first time a particular service is provided. A service may be provided more than once to a victim, but once the victim is counted, do not count the victim for that particular service again.**

**Annual Victim Target**

Every progress report should indicate the number of victims receiving services for that particular semi-annual period, the year to date, as well as the annual target. All three columns should be filled in.

The annual target refers to the number of direct service victims the program anticipates serving during the current grant year by each service objective. These targets are submitted with the grant application each year. Transfer these numbers from the program's approved grant application. Do not change the annual targets during the year, unless directed to do so by DCJS.

**REQUIRED SERVICE OBJECTIVES**

## **1. CRISIS INTERVENTION**

Provide crisis intervention or crisis counseling when a victim is in crisis. This could occur at the scene of a crime, immediately following a crime, preceding/during/following a court hearing, or on an ongoing basis. Crisis is defined as a state of emotional distress (often characterized by crying). This contact could be made in person or by telephone, and will include discussing the victim's fears and concerns about the crime.

## **2. FOLLOW-UP CONTACT**

Provide counseling services to victims beyond the initial crisis intervention contact. This may include providing emotional support and/or guidance, providing empathetic listening, checking on a victim's progress, etc. This contact can be made in person, by telephone, or through written communication (e.g. letter or email messages).

## **3. EMERGENCY ASSISTANCE**

Provide the following emergency assistance services either directly or by comprehensive referral. A comprehensive referral entails giving to a victim the name of an agency or organization, contact information, the name of a person who works at that agency, and what services the victim may expect to receive from that organization.

### **A. SHELTER/ SAFE HOUSE**

Offer short and long-term housing and related support services to victims and their families following victimization. This service number should reflect the number of victims, not the number of nights of shelter provided.

### **B. FINANCIAL ASSISTANCE**

Inform victims of financial assistance (beyond crime victims' compensation) and social services available to them as a result of their victimization and provide appropriate referral information. These financial resources may address transportation, food, clothing, child care, emergency housing, etc.

### **C. PROTECTION**

Provide information to victims about obtaining protective orders or other restraining measures; escort a victim to the intake office to obtain proper paperwork; inform victims of the levels of protection available to them when harm or threats of harm are present; assist in obtaining available protection from local law enforcement; provide cell phones or personal alarm devices; develop safety plans; etc.

## **4. ASSISTANCE WITH COMPENSATION CLAIMS**

Provide information and assistance to victims applying for the Criminal Injuries Compensation Fund. This information and assistance can include: (1) providing victims with the CICF brochure and an application upon request; (2) providing help in filling out the application in person or by telephone; (3) answering questions regarding the necessary paperwork and documentation; (4) coordinating with office personnel to have application notarized at no charge; (5) assembling, copying, and mailing the application; and (6) linking victims with a local victim/witness program to complete the application. Assistance after the claim has been filed can include: (a) contacting CICF for information on the claim; (b) contacting medical providers or employers who have failed to respond to CICF's request for information; (c) mailing subsequent information to CICF; (d) providing information during the review or reconsideration process; and (e) accompanying a victim to a CICF evidentiary or appeals hearing.

## **5. INFORMATION AND REFERRALS**

Inform victims, through appropriate referrals, of the local and state resources that are available to them. Provide written materials to victims that contain information regarding these resources.

This information can be given in person (including a personal letter or E-mail) or by telephone, but the report must indicate how many victims receiving information and referrals were made each way (e.g. 15 victims received support group referrals in person, 5 victims received this information by telephone). If information is given to a victim both in person and on the phone, both contacts are counted. However, this only applies to the service of "Information and Referrals." All other services may be counted only once.

## **6. PERSONAL ADVOCACY**

Serve as an advocate to victims who are working with human services and criminal justice systems.

### **A. COMPANION SERVICE**

Provide victims with escorts to (i.e. to physically go with the victim), or companionship during any appointments relating to the needs of the victims and/or the investigation or adjudication of their cases. These services could include meeting victims at the emergency room, taking victims to their appointments at various criminal justice agencies, accompanying victims to court, etc.

### **B. OTHER**

Assist victims in securing rights, remedies, and services from other agencies to minimize their losses. Intercede with employers, school administrators, medical providers, bill collectors, and others on behalf of victims. Assist in filing for losses covered by insurance programs.

## **7. CRIMINAL JUSTICE SUPPORT/ ADVOCACY**

Provide support, assistance, and advocacy to victims who are involved in any stage of the criminal justice process. This may include: explaining the overall criminal justice process, as well as detailed explanations of each hearing or step in the process; providing information to victims about their criminal and civil court options; providing courtroom tours prior to a court date; advising victims about the availability of closed preliminary hearings and closed-circuit television testimony; informing victims that they may submit a victim impact statement to the court; and advising victims that they may remain in the courtroom during all court proceedings unless excluded by the court.

## **OPTIONAL SERVICE OBJECTIVES**

### **8. GROUP SUPPORT**

Hold support groups on a routine basis. The groups may address the concern of a particular category of sexual assault victims, or of all sexual assault victims in general. The groups can be facilitated by program staff, allied professionals who provide their services to the program, or by trained volunteers. This service is counted one time, the first time a victim attends a support group. This service number reflects the number of victims attending for the first time, not the number of group sessions.

### **9. THERAPY**

Provide professional (licensed) psychological treatment for victims. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy. Therapy must be conducted by staff, or by allied professionals providing their services to the program. Referrals to therapy should not be counted under this service. These referrals should be counted under 5. Information and Referrals.

### **OTHER**

List any other services provided to victims by your grant program. State the number of victims who received the service during the quarter and the year to date, and indicate the annual target.

## **X. NARRATIVE**

Each of the areas listed in the format shown below should be addressed in the narrative. It is not necessary to provide additional information about required and optional service objectives here. Also, program activities funded by other sources (e.g. prevention work) should not be recorded here.

Use the numbers and category titles in your narrative. If there is no information to document for a specific category, write "Nothing to report" under the category title.

The narrative section should be three to six pages in length, typed in 12-point font. Now that all progress reports are uploaded through GMIS, additional attachments are no longer necessary. For example, you may refer to a newspaper article in the narrative, but you will not send a copy to DCJS.

#### 1. PROGRAM ACCOMPLISHMENTS

Report any projects, tasks, or initiatives that show the program's success: e.g. new court procedures enacted, the adoption of new policies, increased media attention, etc.

#### 2. PROGRESS ON OTHER PROGRAM OBJECTIVES

Report any progress on the Other Program Objectives, as described in your grant application: e.g. the first objective under goal one has been met, but the second objective has not been met because activities were delayed six months.

#### 3. CASE STUDIES

Describe one to two noteworthy cases, or cases requiring a large amount of staff time. Do not use victims' names or any other identifying information in the case studies.

#### 4. COORDINATED EFFORTS

Discuss any attempts to promote coordinated public and private activities within the community to aid victims: for example, task forces, or multi-disciplinary teams.

#### 5. ASSISTANCE TO FEDERAL CRIME VICTIMS

Describe any efforts to serve federal crime victims. A federal crime victim is a person who is the victim of a federal criminal offense; i.e. an act that the U.S. Congress has classified as a crime. In some instances, a crime is automatically a violation of federal law if it occurs on federal property (e.g. a military installation), or involves federally protected populations (e.g. Native Americans). Any federal crime, if reported, will be prosecuted in the federal criminal justice system.

#### 6. VICTIMS' COMPENSATION

Relate any successes or problems encountered in assisting clients in obtaining awards from the Criminal Injuries Compensation Fund.

#### 7. PROGRAM CHANGES

Explain anything that may benefit or impede service delivery to victims in your locality: for example, new resources, personnel, procedures, or equipment. Always include the names of staff persons joining or leaving the agency.

#### 8. TRENDS

Identify any emerging issues or trends affecting crime victims services in your locality: for example, you've noticed a sharp increase in a certain type of victim served; the local hospital refuses to perform PERK examinations, etc.

#### 9. MATERIALS DEVELOPED

Describe any materials that were created for the program: e.g. brochures, forms, evaluation instruments, cooperative agreements, etc. Attach copies of new materials to the report.

#### 10. TRAINING RECEIVED

Report on the training staff and volunteers have received, including content and evaluative remarks.

#### 11. PLANS FOR NEXT QUARTER

Describe anything the program hopes to accomplish: e.g. first meeting of a multi-disciplinary team, Sexual Assault Awareness Month activities, etc.

**If you need any training, consultations, technical assistance, or other resources, please contact the staff of the Victims Services Section personally.**