

**VIRGINIA SEXUAL AND SEXUAL AND
DOMESTIC VIOLENCE VICTIM FUND
PROGRAM CODEBOOK
for
Victims Services Grantees**

***INSTRUCTIONS AND DEFINITIONS
FOR COMPLETING THE QUARTERLY PROGRESS REPORT***



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SEXUAL AND DOMESTIC VIOLENCE VICTIM FUND PROGRAM CODEBOOK

INTRODUCTION

This Sexual & Sexual and Domestic Violence Victim Fund Program Codebook has been designed by the Victims Services Section of the Department of Criminal Justice Services for local and statewide programs that receive funding through the Virginia Sexual and Domestic Violence Victim Fund (VSDVVF). We hope that staff will find it useful when completing the quarterly progress report.

The Codebook gives instructions for completing and submitting the quarterly progress report. The numbering in this section corresponds to the numbering in the quarterly progress report. A staff person can complete the form while referring to the instructions. A copy of the quarterly progress report can be found in the back of the Codebook, as well as on the DCJS website (www.dcjs.virginia.gov/victims/).

Quarterly progress reports must be submitted online through the Grants Management Information System (GMIS). Users can access this system through the DCJS website (<http://www.dcjs.virginia.gov/grantsAdministration/gmis/>). Please note that if you have not used GMIS before, you will need to contact DCJS to be assigned a username and password. Requests for usernames/passwords and requests for technical assistance in using GMIS should be directed to the DCJS Grants Administration section at grantsweb@dcjs.virginia.gov. If you have another DCJS grant, you will use the same username and password that you use for other grants; you simply enter your VSDVVF grant number to access information regarding your VSDVVF grant.

To upload your report through GMIS, you will need to save an electronic copy of the quarterly progress report form to your computer's hard drive or to disk, and type the information directly into this document. All documents must be saved in Rich Text Format (RTF) or as a text file to be uploaded into GMIS. GMIS will only allow you to upload one attachment when submitting your quarterly progress report; therefore, the statistical report information and the narrative must be combined into one document.

The GMIS user manual, which instructs users on how to submit progress reports online, is available on the DCJS website. The following link takes you directly to the web page where you can access GMIS online and download the user manual: <http://www.dcjs.virginia.gov/grantsAdministration/gmis/>. An instructional CD can also be obtained by emailing a request to the DCJS Grants Administration section at grantsweb@dcjs.virginia.gov.

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 in writing before the report due date. This is a Criminal Justice Services Board policy that applies to all grant programs administered by DCJS.

Requests for extensions on your quarterly progress report should be directed to your grant monitor. Requests for extensions on quarterly financial reports should be directed to Janice Waddy, Grants Administrator. Please note that even if you are granted an extension on your quarterly progress report, you will not be able to draw down funds until DCJS has received the report.

The VSDVVF reporting cycle runs on a calendar year (January 1 to December 31), and quarters for the VSDVVF grant program are as follows:

1 st Quarter:	January 1 to March 31
2 nd Quarter:	April 1 to June 30
3 rd Quarter:	July 1 to September 30
4 th Quarter:	October 1 to December 31

The quarterly progress report is due on the twelfth working day of the month following the close of the quarter.

A copy of the Monitoring Report has also been included in this Codebook. 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.

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.

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.

BACKGROUND INFORMATION

Program Name

Indicate the name of the program: for example, "Monroe County Domestic Violence and Sexual Assault Crisis Center."

Grant Number

This is the number that identifies your grant-funded program. It is assigned annually by DCJS, and can be found on your Statement of Grant Award. **All correspondence to DCJS must include this number.**

Current Reporting Period

Select the box that indicates the current reporting period.

Normally, the VSDVVF reporting cycle runs on a calendar year cycle (January 1 to December 31). Quarterly reporting periods for the VSDVVF grant program are as follows:

1 st Quarter:	January 1 to March 31
2 nd Quarter:	April 1 to June 30
3 rd Quarter:	July 1 to September 30
4 th Quarter:	October 1 to December 31

Progress reports are submitted quarterly, and a cumulative annual report is submitted following the close of the calendar year.

The quarterly progress report is due on the twelfth working day of the month following the close of the quarter. Cumulative annual reports are due by January 31 following the end of a reporting cycle.

Throughout this form, the term **reporting cycle** is used to refer to the entire calendar year that constitutes a funding period (January 1 to December 31). The term **reporting period** is used to refer to the particular quarter for which you are submitting data.

For cumulative annual reports, the reporting cycle and the reporting period are the same. For the cumulative annual report, you should compile the information submitted on your quarterly progress reports for the entire reporting/funding cycle into one cumulative report.

Position(s) Funded

Indicate the title(s) of all staff members assigned to this VSDVVF project. Indicate the number of hours per week that staff member(s) dedicates to the VSDVVF project.

Hours Per Week

Indicate the number of hours per week dedicated by the staff members assigned to this VSDVVF project. If the project supports more than one staff member, please list the hours per week for each employee separately.

Contact Person

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

1. WHAT PERCENTAGES OF YOUR VSDVVF GRANT FUNDS WERE DIRECTED TO EACH OF THESE AREAS?

Report the area(s) addressed by your VSDVVF project for the current reporting cycle and estimate the approximate percentage of funds (or resources) committed to each area. When determining the percentage to report, consider not only the actual caseload breakdown of the project staff (number of dv/sv/st cases), but also the amount of staff time spent on the various types of cases. The percentage of funds (or resources) should remain constant throughout the reporting cycle, and should not change from quarter to quarter. The percentages reported should correspond with the goals and objectives approved for your VSDVVF project.

Sexual assault is a continuum of behaviors that includes sexual assaults committed by offenders who are strangers to the victim and sexual assaults committed by offenders who are known to, related by blood or marriage to, or in a dating relationship with the victim. Sexual assault includes knowingly causing another person to engage in a sexual act by using force against that other person or by threatening or placing that other person in fear. It also includes engaging in a sexual act with another person after knowingly rendering that person unconscious, or administering to another person by force or threat of force, or without the knowledge or permission of that person, a drug, intoxicant, or other similar substance and thereby substantially impairing the ability of that other person to appraise or control sexual conduct. Sexual assault also includes knowingly engaging in a sexual act with another person if that other person is incapable of appraising the nature of the conduct or is physically incapable of declining participation in or communicating unwillingness to engage in that sexual act. Sexual assault also includes knowingly engaging in sexual contact with another person without the other person's permission. Information on services provided to victims/survivors who experienced attempts to commit any of the above-listed acts should also be included in this report.

Domestic violence is defined as felony or misdemeanor crimes of violence (including threats or attempts) committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim, or by any other adult person against whom a victim is protected from that person's acts under the Code of Virginia. It should be understood that domestic violence

applies to any pattern of coercive behavior that is used by one person to gain power and control over a current or former intimate partner. This pattern of behavior may include physical or sexual violence, emotional and psychological intimidation, threats, verbal abuse, stalking, isolation, and economic control. In compiling domestic violence figures, grantees should include grant funds directed at dating violence. Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined by the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking is defined as a course of conduct directed at a specific person that places that person in reasonable fear of the death of, or serious bodily injury to, herself or himself, a member of her/his immediate family, or her/his spouse or intimate partner.

2. TRAINING PROVIDED WITH VSDVVF PROGRAM GRANT FUNDS

Report the total number of training events provided during the current reporting period that were either provided by VSDVVF-funded staff or directly supported by VSDVVF funds.

Staff development training provided to VSDVVF-funded staff should not be counted in this number.

For the purposes of this reporting form, **training** means providing information on sexual assault, domestic violence and/or stalking that enables a person to improve her/his response to victims/survivors as it relates to her/his role in the system.

If a trainer is partially funded with VSDVVF funds and partially funded by other sources, develop a system to determine which training activities were supported by VSDVVF funds. You may choose how to determine this count, however, do not count training activities on more than one grant report form.

Example 1: A full-time trainer is hired by your agency. Half of her/his salary is paid by the VSDVVF, and half is paid through other means. You choose to count alternate trainings that s/he conducts as VSDVVF-funded training.

Example 2: A full-time trainer is hired by your agency. Half of her/his salary is paid by the VSDVVF, and half is paid through other means. The VSDVVF funds focus on training people in rural areas, and the other funds pay for training in urban areas. You count only the trainings that take place in rural areas and/or that include content on rural issues as VSDVVF-funded.

Example 3: You use VSDVVF funds to send five judges to the same judicial institute. Count this as one event, and report five (5) court personnel trained.

3. NUMBER OF PEOPLE TRAINED

Report the number of people trained during the current reporting period. Use the category that is most descriptive of the people who attended the training event. These should be people trained by VSDVVF-funded staff or people attending training events that were directly supported with VSDVVF funds during the current reporting period.

VSDVVF-funded staff attending staff development training should not be counted.

4. TRAINING CONTENT AREAS

Check the topics addressed in training events during the current reporting period. **Check all that apply.**

Do not include topics of staff development training attended by VSDVVF-funded staff.

5. COORDINATED COMMUNITY RESPONSE ACTIVITIES FOR THE CURRENT REPORTING PERIOD

Check the appropriate boxes to indicate which agencies or organizations you provided victim/survivor referrals to, received victim/survivor referrals from, engaged in consultation with, provided technical assistance to, and/or attended meetings with, during the current reporting period, according to the usual frequency of the interactions.

If the interactions were not part of a regular schedule, you will need to estimate the frequency with which these interactions occurred during the current reporting period.

You should also count the meetings attended by staff who are partially funded by your VSDVVF grant.

If the meeting was with a task force, you should check categories that represent all attendees.

Please use the following to determine the frequency of your interactions:

Daily = three (3) or more times per week
Weekly = two (2) or more times per month
Monthly = six (6) or more times per year

***NOTE:** For instructional brevity, tables used throughout the instructions are modified versions of tables used in the report form.*

EXAMPLE: A VSDVVF-funded advocate has regular consultations with a probation officer regarding issues relating to victim safety and whether offenders are complying with the conditions of their probation regarding contact with victims. During the current reporting period, the advocate logged 75 phone calls and meetings with the probation officer. The advocate also coordinates a regional task force that meets four times a year to address the system response to domestic violence. The task force includes the local courts, prosecutor’s office, probation & parole, law enforcement, and the director of a mental health center. You would report the CCR activities in this way:

Agency/organization	Victim/survivor referrals, consultations, technical assistance			Meetings		
	Daily	Weekly	Monthly	Weekly	Monthly	Quarterly
Probation & Parole	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Court	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Law enforcement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Prosecutor’s office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Health/mental health organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

6. TYPES OF PROTOCOLS AND/OR POLICIES DEVELOPED, SUBSTANTIALLY REVISED OR IMPLEMENTED DURING THE CURRENT REPORTING PERIOD

Check all the types of policies or protocols developed, substantially revised, and/or implemented during the current reporting period. These activities should be completed by VSDVVF project-funded staff or directly supported by VSDVVF project funds. Check all that apply.

If no protocols were developed, substantially revised, or implemented during the current reporting period, leave this section blank.

Develop: *To create a new policy or protocol.*

Substantially revise: *To make a significant amendment to an existing policy or protocol.*

Implement: *To carry out a new or revised policy or protocol as standard practice.*

EXAMPLE 1: (Developed) Your agency did not have a policy concerning appropriate response to underserved populations. During the current reporting period, grant-funded staff developed a policy and outlined protocols for responding appropriately to underserved

populations. You report this activity during the current reporting period because the development of the policy was completed.

EXAMPLE 2: (Substantially revised) Your agency had a policy and protocol concerning appropriate response to underserved populations, but it only referred to the needs of ethnic minorities. During the current reporting period, grant-funded staff amended the policy to include appropriate response to people who are elderly and disabled. You report this activity during the current reporting period because the amendments were completed.

EXAMPLE 3: (Implemented) Your agency amended their policy concerning appropriate response to underserved populations to include protocols for people who are elderly and disabled. During the current reporting period, the new protocols were distributed and became standard practice within the agency. You would report this activity during the current reporting period since the protocol became standard practice. **You would not continue to report this same activity on future reporting forms.**

7. NUMBER OF VICTIMS/SURVIVORS SERVED, PARTIALLY SERVED, AND VICTIMS/SURVIVORS NOT SERVED
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Victims/survivors should only be reported **once** per reporting cycle (January 1 to December 31), even if there are multiple crimes committed against the victim/survivor, and even if the victim/survivor experiences subsequent crimes committed by different offenders.

Report the following, to the best of your ability, as unduplicated numbers for each category during the current reporting period.

Victims/survivors are those against whom the sexual assault, domestic violence, or stalking was directed. Some victims/survivors may have experienced more than one type of victimization, such as sexual assault and domestic violence, or domestic violence and stalking. These victims/survivors should be counted only once under the primary victimization. (See Example 1 below on primary victimization, and refer to definitions of sexual assault, domestic violence, and stalking on pages 4-5 of these instructions.)

- A. **Victims/survivors served** are those who received the service(s) they needed, if those services were provided under your VSDVVF grant.
- B. **Victims/survivors partially served** are those who received some service(s), but not all of the services they needed, if those services were provided under your VSDVVF grant.
- C. **Victims/survivors seeking services who were not served** are those who sought services and did not receive the requested service(s) they needed, if those services were provided under your VSDVVF grant.

Note: If you receive a call or request for service from someone who is NOT a victim/survivor, this activity should not be reported on this form. If the person is a victim/survivor but is requesting a service you do NOT provide under your grant, that person should NOT BE COUNTED in any category. If you contact victims/survivors to offer services, and they do not want services or you cannot locate them, do not count this person.

EXAMPLE 1: (Primary victimization): A victim/survivor comes into your program looking for help with a protection order. Her estranged intimate partner, who has a history of very controlling behavior with some physical abuse, came to her apartment and sexually assaulted her. You could report her under either domestic abuse or sexual assault, but you must choose only one. In this instance, sexual assault may be more appropriate, because it was the sexual assault that prompted her to seek services.

EXAMPLE 2: (Served): A domestic violence victim/survivor calls your program looking for assistance obtaining a protection order. You assist her with the paperwork and with the filing and service of the emergency protection order, and accompany her to the protection order hearing three weeks later. This victim/survivor has received a range of the services you normally provide under your VSDVVF grant and should be counted as “served” in the domestic violence column.

EXAMPLE 3: (Partially served): A victim/survivor whose ex-intimate partner has been charged with stalking comes into the prosecutor’s office to talk about her case. Your advocate explains the process to her, what she can expect, the different hearings that will take place, etc. She asks the advocate to attend the arraignment with her, but the advocate already is scheduled to be in another courtroom on that date. This victim/survivor received information from your advocate, but not the other services she needed that you normally provide under your grant. She should be counted as “partially served” in the stalking column.

EXAMPLE 4: (Not served): A woman is sexually assaulted by the person with whom she was living. A police officer who responded to the call has called your program’s hotline asking if an advocate will accompany the victim/survivor to the hospital during her examination. There is no advocate available to do this, and it is a service your program is funded to do under your VSDVVF grant. You are unable to provide the needed service, therefore she should be counted as “not served” in the sexual assault column.

EXAMPLE 5: (Not counted): You receive police reports on all domestic violence incidents responded to by police. You send out letters to 500 victims/survivors based on these police reports. Twenty-five letters are returned as undeliverable. Unless a victim/survivor contacts you requesting a service that you are funded to provide with VSDVVF funds, none of victims/survivors to whom you mailed letters are counted.

(Examples 5A, 5B, and 5C use the same scenario to illustrate how the three categories of “served,” “partially served,” and “not served” should be applied to the varying responses the victim/survivor received.)

EXAMPLE 5

A. A sexual assault victim/survivor calls your program looking for civil legal assistance and support. You provide civil legal assistance and she joins a support group. This victim/survivor has received a range of the services you provide under your VSDVVF grant and should be counted as “**served.**”

B. A sexual assault victim/survivor calls your program looking for civil legal assistance and support. You provide her civil legal assistance. However, your individual and group support services are full and you can not provide this service. This victim/survivor has received some, but not all, of the services you provide under your VSDVVF grant and should be counted as “**partially served.**”

C. A sexual assault victim/survivor calls your program looking for civil legal assistance and support. You have a waiting list for all services and cannot provide her any services at this time. When your services become available, you cannot locate her. This victim/survivor has not received any of the services you provide under your VSDVVF grant and should be counted as “**not served.**”

8. DEMOGRAPHICS OF UNDUPLICATED VICTIMS SERVED

Victims/survivors should only be reported **once** per reporting cycle (January 1 to December 31), even if there are multiple crimes committed against the victim/survivor, and even if the victim/survivor experiences subsequent crimes committed by different offenders.

Based on the total number of victims/survivors served or partially served (see questions 7A & 7B), report the total numbers for all that apply.

Because victims/survivors may identify as more than one race or ethnicity and with more than one of the “other demographics” options, the totals for these two categories may exceed the total number of victims/survivors served or partially served (see questions 7A & 7B). However, the total number of victim/survivor’s reported in the “gender” and “age” categories should equal the total number of victims/survivors served or partially served (see questions 7A & 7B). The demographic categories listed under race/ethnicity are consistent with the US Census.

Please note that it is not necessary to ask victims if they can be classified under each of the categories listed in the “Other Demographics” section. This information should be reported only if the information is known or if it is applicable to the crime experienced by the victim/survivor.

Race/ethnicity: Report the race or ethnicity with which the victim/survivor identifies. For victims that identify as more than one race/ethnicity, you may count victims either in the “more than one race/ethnicity” category or separately in the various race/ethnicity categories that the victim identifies with.

Gender: Report the gender of each victim/survivor, or if the gender is unknown, report it as unknown. This is an unduplicated count, and the total in this category should equal the total number of victims/survivors served or partially served (see questions 7A & 7B).

Age: Report the number of victims/survivors served in the applicable age category, or if the age is unknown, report it as unknown. When working with an adult who was molested as a child, the age recorded should be his or her current age, not the age at which s/he was molested. This is an unduplicated count, and the total in this category should equal the total number of victims/survivors served or partially served (see questions 7A & 7B).

Other demographics

People with limited English proficiency: Report the number of victims/survivors served who have limited English proficiency. Individuals who do not speak English as their primary language and who have limited ability to read, write, speak, or understand English can be counted as having limited English proficiency.

People who are immigrants/refugees/asylum seekers: Where possible, report the number of victims/survivors who were immigrants/refugees/asylum seekers. This is not a question about immigration or legal status. Please note that VSDVVF funds may be used to prosecute cases involving undocumented immigrants who are victims of domestic violence, sexual assault, and stalking.

People who live in rural areas: Report the number of victims/survivors who live in a rural area or community. Please see the Geographic Category List (Attachment 2) in the “Attachments” section of this codebook.

People with mental/emotional disabilities: Count victims/survivors with a significant limitation in activities of daily living due to a mental/emotional disability in this category. This may include people with developmental disabilities and people with diagnosed mental illness, if their activities are so limited.

People with physical/medical disabilities: Count victims/survivors with a significant limitation in activities of daily living due to a physical/medical disability in this category. This may include people who are vision-impaired, people who are hearing impaired, or people who have another physical/medical disability, if their activities are so limited.

Lesbian, gay, bisexual or transgender: Count victims/survivors who self-identify as lesbian, gay, bisexual, or transgender.

High risk: Count victims/survivors who engage in activities that increase their risk of becoming a victim of crime. Examples include victims/survivors who engage in prostitution or substance abuse.

College students: Count victims/survivors who are college students.

Other: Count victims/survivors who have any other significant demographic information that is relevant to their case. You may include a demographic that helps to identify patterns or trends that you have noted in your locality. "Pregnancy" may be included in this category, as pregnant women are more at risk of experiencing intimate partner violence. Please be sure to designate any demographics that you track in this category on your report form.

EXAMPLE: You served a 20-year-old woman who is a victim/survivor of sexual assault, who identifies as American Indian and Latina, who does not read or write English, and whose primary language is Lakota. Count this victim/survivor under Race/Ethnicity (American Indian and Hispanic or Latino), Gender (Female), Age (18-25), and as a person with limited English proficiency.

9. VICTIMS' RELATIONSHIP TO OFFENDER

Indicate the relationship of the victim/survivor to the offender by type of victimization.

Victims/survivors are those against whom the sexual assault, domestic violence, or stalking was directed.

If a victim/survivor experienced more than one type of victimization, was victimized by more than one perpetrator, and/or experienced subsequent crimes, count the victim/survivor's relationship to the offender(s) in all categories that apply. The number of victims/survivors reported here may total more than the total number of victims/survivors served or partially served (see questions 7A & 7B).

Intimate partner: A person with whom the victim has a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse, a person similarly situated as a spouse to the victim, or any other adult person against whom a victim is protected from that person's acts under the domestic or family violence laws outlined in the Code of Virginia.

Other family or household member: A family member is any person who is related to the victim/survivor by blood, kinship or relationship. Family is defined to include both traditional and non-traditional family structures, including foster parents, grandparents and other relatives, extended family, clans, etc. Other household members are any persons who share or has shared a household with the victim/survivor, including roommates, personal care attendants, etc.

Dating relationship: A social relationship of a romantic or intimate nature. The existence of such a relationship is determined by the following factors: 1) length of the relationship; 2) type of relationship; and 3) frequency of the interaction between the persons involved.

Acquaintance: A person known to the victim, including a peer, co-worker, supervisor, friend, classmate, etc.

Stranger: Any person unknown to the victim/survivor.

EXAMPLE: A victim/survivor who was being stalked by her former husband and was sexually assaulted by the person with whom she is currently in a dating relationship would be counted as follows:

Relationships to offender	Number of victims/survivors		
	Sexual assault	Domestic violence	Stalking
Current or former spouse			1
Other family or household member (<i>in-law, sibling, grandparent, etc.</i>)			
Dating relationship	1		

10. REASONS THAT VICTIMS/SURVIVORS SEEKING SERVICES WERE NOT SERVED OR WERE PARTIALLY SERVED

Indicate the reasons that victims/survivors seeking services were not served or were partially served by checking all that apply. DCJS acknowledges that funded programs may not be able to serve all victims/survivors who request services. This information is being collected to identify unmet needs and barriers to service.

Program reached capacity/limited service availability: Program is operating at full capacity. Victims/survivors may be placed on a waiting list.

Need not documented: Determination is made that there is not sufficient basis to provide the services requested by the victim/survivor. For example, a victim/survivor requests shelter even though she has had no contact or threats from her batterer for more than two years and she is not in danger. Therefore, the need for shelter is not documented, even though she is a victim/survivor.

Did not meet eligibility or statutory requirements: Victim/survivor does not meet eligibility requirements of program or does not meet requirements of statute. For example, a victim/survivor requests help with a divorce, but has not met statutory residency requirements to file for a divorce in the jurisdiction.

Program rules not acceptable to victim/survivor: Although eligible for services under the grant, a victim/survivor is not willing to comply with rules of the program. For example, a program requires eight individual counseling sessions and the victim/survivor does not want to attend individual counseling.

Services not appropriate for victim/survivor: For any reason, the services available under the grant are not appropriate for a victim/survivor. For example, although support groups are offered under the grant for survivors of sexual assault, a victim/survivor requesting support group services is not served because it is clinically determined that the victim/survivor is not appropriate for the group.

Transportation problems: Victim/survivor is unable to arrange for transportation to receive services. This includes situations in which public transportation is available but cannot be paid for.

Conflict of interest: The program cannot serve the victim/survivor because current or previous relationships with that victim/survivor or other parties related to that victim/survivor would interfere with the ability of the program to serve that victim/survivor. For example, the program is currently serving a victim/survivor. Her partner, identifying as your client's victim, requests to join the same support group as the person you are already serving.

Services inappropriate or inadequate for people with substance abuse problems: Staff are not able, for any reason, to provide appropriate or adequate services for victims/survivors with substance abuse problems.

Services inappropriate or inadequate for people with mental health problems: Staff are not able, for any reason, to provide appropriate or adequate services for victims/survivors with mental health problems.

Services not available for victims/survivors accompanied by male adolescent: Although shelter services are provided under the grant, your shelter has rules prohibiting adolescent males from residing in the shelter, and the victim/survivor refuses to go to the shelter without the child. Therefore, the victim/survivor is denied shelter services.

Inadequate language capacity (including signing): Interpreter services not available or not available at the time the victim/survivor is seeking services. Victims/survivors may be placed on a waiting list to receive interpreter services, but have not been served by the end of the current reporting period.

Insufficient/lack of culturally appropriate services: Services currently provided under the grant are not culturally appropriate for the victim/survivor.

Insufficient/lack of services for people with disabilities: The services provided under the grant are not accessible to people with disabilities. For example, a shelter does not

allow a care attendant to accompany a victim/survivor to the shelter, which prevents her from being able to use shelter services.

Geographic or other isolation of victim/survivor: Staff or volunteers cannot serve the victim due to geographic distance or isolation.

Hours of operation: Hours during which the program provides services are not consistent with the hours the victim/survivor is available to receive needed services.

EXAMPLE: A victim/survivor of sexual assault seeks individual and group counseling. Your program is funded with VSDVVF funds to provide these services and you provide the individual counseling but do not provide the group services because the victim/survivor is actively abusing drugs. You would indicate that the victim/survivor was partially served because the group “services [were] inappropriate or inadequate for people with substance abuse problems.”

11. VICTIM SERVICES PROVIDED

Based on the victims/survivors reported in 7A and 7B, report the number of victims/survivors provided with hotline calls, crisis intervention, hospital response, counseling/support group, criminal justice advocacy/court accompaniment, civil legal advocacy/court accompaniment, civil legal assistance, victim witness notification, or victim/survivor advocacy during the current reporting period.

Count each type of service provided only **once** for each victim/survivor who received the service during the reporting cycle (January 1 to December 31).

The number of victims/survivors reported here may total more than the sum of 7A and 7B, as a victim/survivor may be counted more than once, if that person received more than one of the listed services.

If services are initiated with a victim/survivor in one quarter, but you continue to provide new services to that victim/survivor in subsequent quarters, count the new services provided, even though you are not reporting demographics for the victim/survivor.

Hotline calls: Crisis or information and referral calls received by an agency’s hotline or office telephone.

Crisis intervention: Process by which a person identifies, assesses, and intervenes with an individual in crisis to restore balance and reduce the effects of the crisis in her/his life. In this category, report only crisis intervention that occurs in person. Report telephone crisis intervention under hotline calls.

Hospital response: Accompanying or meeting a victim at the hospital, usually for a forensic exam.

Counseling/support group: Individual or group counseling or support provided by a volunteer, peer, or professional.

Criminal justice advocacy/court accompaniment: Assisting a victim/survivor with legal issues including preparing paperwork such as victim impact statements; accompanying a victim/survivor to a criminal court proceeding or law enforcement interview; and all other advocacy within the criminal justice system.

Civil legal advocacy/court accompaniment: Assisting a victim/survivor with legal issues including preparing paperwork for protection orders; accompanying a victim/survivor to a protection order hearing or other civil proceeding; and all other advocacy within the civil justice system.

Civil legal assistance: Civil legal services provided by an attorney.

Victim-witness notification: Notifying victims/survivors of case status, hearing dates, providing information regarding criminal process

Victim/survivor advocacy: Actions designed to help the victim/survivor obtain needed resources or services including employment, housing, shelter services, health care, victim's compensation, etc. Advocacy would also include accompanying a victim/survivor to an administrative hearing, such as unemployment, Social Security, TANF, or food stamp hearing.

12. CIVIL LEGAL ASSISTANCE

Report the number of victims/survivors who received assistance with protective orders, custody, divorce, child support, and immigration services. **Count only civil legal assistance services provided by a licensed attorney.**

Count a victim/survivor **once** for each type of service received during the current reporting cycle (January 1 to December 31). If a victim/survivor is in need of assistance with multiple issues, you can count the victim/survivor under each category for which services were provided once during the reporting cycle (January 1 to December 31). Count assistance with protective orders once for each victim/survivor during the reporting cycle, even if assistance/representation is provided in more than one protective order hearing (EPO, PPO, etc.)

13. SHELTER SERVICES

Report the total number of victims/survivors and accompanying family members who received emergency shelter or transitional housing.

This should be an unduplicated count of both victims/survivors and family members. This means that each victim/survivor and each family member who received shelter services during the current reporting cycle (January 1 to December 31) should be counted only once.

Report the total number of bed days provided in emergency shelter or transitional housing to victims/survivors and family members. Bed days are determined by multiplying the total number of nights each victim/survivor and family member stays in a shelter by the number of victims/survivors and family members served. For example, if 10 victims/survivors stayed in the emergency shelter for 5 days each and each was accompanied by 3 family members who also stayed for 5 nights each, this would be reported as follows:

Shelter service	Number of victims/survivors	Number of family members	Number of bed days
Emergency shelter	10	30	200

Emergency shelter: Victim/survivor is housed in a safe, sometimes confidential place that provides 24-hour access to living quarters for a limited amount of time. Emergency shelter can also be safe-homes (generally private homes allowing a victim/survivor who is in immediate danger to stay for a short period of time on an emergency basis) and hotel accommodations.

Transitional housing: Victim/survivor is housed either in an apartment or single-family unit. This housing often includes a case management component that would include a work plan for what the client will accomplish while staying at the facility. Victims/survivors and their children are offered the array of direct services that the victim service agency offers other clients such as court advocacy, assistance in getting TANF, WIC, job training, child care, legal assistance, permanent housing, vouchers, support and educational groups, and other services.

14. PROTECTION ORDERS

Report the total number of temporary and/or final protection orders requested and granted for which VSDVVF-funded victim services staff provided assistance to victims/survivors during the current reporting period.

The number reported should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. The orders may be criminal or civil.

Temporary orders are generally issued ex parte, meaning without a court hearing, for a short period of time (e.g., 30 days), and final orders are issued after a court hearing, for a longer period of time (e.g., one to two years). For all instances in which victim services staff provided assistance to the victim/survivor in obtaining such an order, the number of those orders requested and granted should be reported here.

15. NARRATIVE

All grantees must answer all narrative questions.

1. **List objectives, performance measures, and progress this quarter.** This can be done in chart form. Evaluate (analyze and discuss) the impact of your project. One/two pages maximum.
2. **Case study.** For projects working directly with victims, describe a significant case from the quarter, e.g. one that required a significant amount of staff time or had a significant impact on your community. Please be sure to provide details as to the services provided to the victim/survivor. One/two paragraphs maximum.
3. **Materials developed.** Provide a description of brochures, training manuals, curricula that were developed by VSDVVF-funded staff this quarter.
4. **Media Coverage.** Specify the type and date of coverage, e.g. WCVE television interview with VSDVVF staff regarding Sexual Assault Awareness Month activities
5. **Training Events.** List the training events, dates, location, and VSDVVF-funded staff who attended the event.
6. **What do you see as the most significant areas of remaining need or obstacles encountered with regard to increasing victim/survivor safety and offender accountability?** Consider geographic regions, underserved populations, service delivery systems, types of victimization, and challenges & barriers to your jurisdiction. One/two paragraphs maximum.
7. **Provide any additional information that you would like us to know about your VSDVVF Project, the effectiveness of your grant, and/or any technical assistance/training needs.** If you have not already done so elsewhere on this form, feel free to discuss any of the following: institutionalization of staff positions, policies, and/or protocols; systems-level changes; community collaboration; the removal or reduction of barriers and challenges for victims/survivors; utilization of volunteers and/or interns to complete activities; promising practices; and positive or negative unintended consequences. **For issues that require an immediate response, please call or e-mail your monitor.** One/two paragraphs maximum.

FINAL CUMULATIVE NARRATIVE ONLY

What has VSDVVF funding allowed you to do that you could not do prior to receiving this funding? For example, expand coordination and cross-referrals with other

programs/agencies, outreach to a specific underserved population, etc. One/two paragraphs maximum

Geographic Category List

Locality	Central City	Suburb City	Suburb County	Rural	
COUNTIES					
Accomack				X	
Albemarle			X		
Alleghany				X	
Amelia				X	
Amherst			X		
Appomattox				X	
Arlington			X		
Augusta				X	
Bath				X	
Bedford				X	
Bland				X	
Botetourt			X		
Brunswick				X	
Buchanan				X	
Buckingham				X	
Campbell			X		
Caroline				X	
Carroll				X	
Charles City			X		
Charlotte				X	
Chesterfield			X		
Clarke				X	
Craig				X	
Culpeper				X	
Cumberland				X	
Dickenson				X	
Dinwiddie			X		
Essex				X	
Fairfax			X		
Fauquier				X	
Floyd				X	
Fluvanna			X		
Franklin				X	

Frederick				X	
Giles				X	
Gloucester			X		
Goochland			X		
Grayson			X		
Greene				X	
Greensville				X	
Halifax				X	
Hanover			X		
Henrico			X		
Henry				X	
Highland				X	
Isle of Wight				X	
James City			X		
King and Queen				X	
Locality	Central City	Suburb City	Suburb County	Rural	
COUNTIES					
King George				X	
King William				X	
Lancaster				X	
Lee				X	
Loudoun			X		
Louisa				X	
Lunenburg				X	
Madison				X	
Mathews				X	
Mecklenburg				X	
Middlesex				X	
Montgomery				X	
Nelson				X	
New Kent			X		
Northampton				X	
Northumberland				X	
Nottoway				X	
Orange				X	
Page				X	
Patrick				X	
Pittsylvania			X		
Powhatan			X		
Prince Edward				X	
Prince George			X		
Prince William			X		

Pulaski				X	
Rappahannock				X	
Richmond				X	
Roanoke				X	
Rockbridge				X	
Rockingham				X	
Russell				X	
Scott			X		
Shenandoah				X	
Smyth				X	
Southampton				X	
Spotsylvania				X	
Stafford			X		
Surry				X	
Sussex				X	
Tazewell				X	
Warren				X	
Washington			X		
Westmoreland				X	
Wise				X	
Wyth				X	
York			X		
Locality	Central City	Suburb City	Suburb County	Other City	
CITIES					
Alexandria	X				
Bedford				X	
Bristol		X			
Biena Vista				X	
Charlottesville		X			
Chesapeake	X				
Clifton Forge				X	
Colonial Heights		X			
Covington				X	
Danville	X				
Emporia				X	
Fairfax		X			
Falls Church		X			
Franklin				X	
Fredericksburg				X	
Galax				X	
Hampton	X				

Harrisonburg				X	
Hopewell		X			
Lexington				X	
Lynchburg	X				
Manassas		X			
Manassas Park		X			
Martinsville				X	
Newport News	X				
Norfolk	X				
Norton				X	
Petersburg		X			
Poquoson		X			
Portsmouth	X				
Radford				X	
Richmond	X				
Roanoke	X				
Salem		X			
South Boston				X	
Staunton				X	
Suffolk	X				
Virginia Beach	X				
Waynesboro				X	
Williamsburg		X			
Winchester				X	



**DEPARTMENT OF CRIMINAL JUSTICE SERVICES
VICTIMS SERVICES SECTION
VIRGINIA SEXUAL AND DOMESTIC VIOLENCE VICTIM FUND
PROGRAM MONITORING FORM
VICTIMS SERVICES GRANTEES**

Project Name _____

Jurisdictions Served _____

Reviewer Name(s) _____

Grant Number _____ Award Amount \$ _____

Date of review _____

REQUIREMENTS/CONDITIONS

Yes No Problem

Reporting and Delivery Requirements

Were CY 2005 project progress reports filed within 12 working days of the end of each quarter?

Were CY 2005 financial reports filed within 12 working days of the end of each quarter?

General and Special Grant Conditions and Assurances

Is a copy of the signed Statement of Grant Award/

Acceptance and relevant attachments on file for this grant at the project office?

Has the grantee satisfied all the special conditions for the current award?

Does the grantee have a current independent financial audit on file at the project office? (General Conditions, Section 4)

Are books, records, and other documents relative to your VSDVVF grant retained for 3 years?

Yes No Problem

Do materials developed with grant funds bear the following statement?

"This project is supported in whole or part by grant no. ____ awarded through the Virginia Sexual and Domestic Violence Victim Fund by the Virginia Department of Criminal Justice Services. Opinions or points of view expressed do not necessarily represent those of DCJS."

Are property records kept on grant funded equipment? Do records include description, date of purchase, funds supporting purchase, location, use, condition, disposition data including date and sale price?

Does the grantee have a written confidentiality policy to protect information provided by crime victims to counselors working for victims services programs?

PROJECT PERFORMANCE

**Satis-
Factory**

**Unsatis-
factory**

Review of Goals and Objectives

Describe progress being made to meet objectives. Is the project achieving performance objectives specified in the grant application? If not, describe the barriers or special circumstances.

Goal:

Performance Objective 1:

STATUS

Performance Objective 2:

STATUS

Performance Objective 3:

How do victims of violence against women find out about your project and your services?

How many victims have received services from your project in CY2005?

How is the quality of service evaluated?

HUMAN RESOURCES MANAGEMENT

**Satis-
factory**

**Unsatis-
factory**

How many staff are supported by VSDVVF funds?

Name
Position
Annual Salary __\$
Hours per week

Are position descriptions on file for each position?

Describe hiring and firing practices.

What training/orientation is provided for new staff?

Do VSDVVF-supported staff attend any of the following?

VSDVVF Program Management
VSDVVF Grant Renewal
Other DCJS Training
VSDVAA Annual Retreat
Other VSDVAA Training

How is staff performance evaluated?

Does the program use volunteers?
(note hours, FTE equivalents &
responsibilities)

Does the program have staff, volunteers, and
board members that reflect the diverse
demographics of the community?

PROJECT MANAGEMENT

**Satis-
factory**

**Unsatis-
factory**

Administrative Review

Does the project have an up-to-date organizational chart?

Does the project maintain written cooperative agreements with all criminal justice agencies, local courts and public and private sector agencies providing services to victims?

Does the project appear to be organized and effectively managed?

Does the project maintain up-to-date and organized records on services and activities?

Is data being collected to measure **objectives** outlined in the grant application?

If the project services are provided by a subcontractor, please provide details of the agreement.

Does the project have a written brochure?
Are extra copies available?

Are time and attendance records on file?

Does the program have a working Board of Directors? How many current Members? How often do they meet?

Fiscal Review

**Satis-
factory**

**Unsatis-
factory**

Is the project spending funds as outlined in the grant?

Do records indicate that the rate of expenditure matches the rate indicated on quarterly financial reports?

Plans for Continuation of Project

What alternative funding is the project receiving?

What alternate funding is the project seeking?

How is the project attempting to gain community support?

List the persons interviewed in the monitoring process.

List the records audited in the monitoring process.

Quarterly narratives

Quarterly statistical reports

Quarterly financial reports

Grant applications

Statements of award

Annual financial audit FY2003 or FY2004

Project brochures

Personnel records

Position descriptions

Organizational chart

Individual client records

Victim Services

Confidentiality policy

COMMENTS

Requirements/Conditions

Project Performance

Human Resources Management

Project Management

Other

RECOMMENDATIONS