



Commonwealth of Virginia
Virginia Department of Criminal Justice Services
Virginia Sexual & Domestic Violence Victim Fund (VSDVVF) Discretionary:
QUARTERLY PROGRESS REPORT FORM

Grant Number: _____

Program Name: _____

**Name of Person
 Completing Report:** _____

**Contact Information
 (phone or email):** _____

Reporting Period: Fiscal Year _____

Quarter 1 (July 1 – September 30)

Quarter 2 (October 1 – December 31)

Quarter 3 (January 1 – March 31)

Quarter 4 (April 1 – June 30)

INFORMATION & INSTRUCTIONS:

- Your Fiscal Year 2020 VSDVVF grant will no longer be supplemented by Victims of Crime Act (VOCA) or Virginia STOP funds. As such, you **will not be required** to enter FY 2020 data into the Federal Office for Victims of Crime Performance Measurement Tool (OVC PMT).
- This Quarterly Progress Report Form collects the same data as what you reported on in Fiscal Year 2019. In other words, the system you established for collecting data in FY 2019 will also provide you with the information you need to complete this report form.
- **Report only on VSDVVF-funded services and activities on this form.**

I. POPULATION DEMOGRAPHICS

This section is to be completed each reporting period.

1. **TOTAL** number of **UNDUPLICATED** individuals who received services during the reporting period.

INSTRUCTIONS: Count all individuals served by your organization with the use of **VSDVVF funds** during the reporting period. This number should be an unduplicated count of people served during a single reporting period, regardless of the number of services they received or victimization types with which they presented. **DO NOT count anonymous contacts here. They should be reported in question 2.** If your organization only had anonymous contacts, enter zero (0).

2. **TOTAL** number of **ANONYMOUS** contacts received during the reporting period.

INSTRUCTIONS: Count all anonymous contacts received by your organization through a hotline, online chat, or other service where the individuality of each contact cannot be established. If your organization did not have any anonymous contacts enter zero (0).

3. Of the number of individuals entered in **Question 1**, how many were **NEW** individuals who received services from your agency for the first time during the reporting period?

INSTRUCTIONS: Report the number of **NEW** individuals served with the use of **VSDVVF funds** for the first time during the reporting period. This number should be an unduplicated count of identified NEW clients served during a single reporting period, regardless of the number of services they received or victimization types with which they presented.

For the first quarter of the fiscal year (July-September), ALL individuals should be counted as new.

If your organization cannot track new individuals, please check the box below indicating such.

We cannot track new individuals.

4. Demographics (for NEW individuals identified in Question 3)

INSTRUCTIONS: Count each NEW individual in only one race/ethnicity type as self-reported. Individuals who self-report in more than one race and/or ethnicity category should be counted in the “Multiple Races” category. **The total number of individuals in each demographic category should equal the number of NEW individuals reported in Question 3.** This data is used for statistical purposes to comply with Federal regulations.

- All entries of “0” must represent a **true value of zero**.
- If no data is collected for a **category**, enter “NT” in that category to mark it as Not Tracked. This means that you are not yet able to submit data in this category due to the need to update your data collection system, but that efforts are underway to track data as requested. Then, in the “Not Tracked” category provided, report the number of individuals whose demographic data was not tracked.
- If no data is collected for an **individual**, count that individual in the **Not Reported** category. This means that you collect this data, but it was not provided by the person seeking services.

Category	Population	Number of NEW Individuals
A. RACE/ETHNICITY (self-reported) See Appendix A for definitions of each race/ethnicity category.	American Indian or Alaska Native	
	Asian	
	Black or African American	
	Hispanic or Latino	
	Native Hawaiian or Other Pacific Islander	
	White Non-Latino or Caucasian	
	Some Other Race	
	Multiple Races	
	Not Reported	
	Not Tracked	
TOTAL	<i>(Must equal number reported in Question 3)</i>	
B. GENDER IDENTITY (self-reported)	Male	
	Female	
	Other <i>(brief description, if applicable)</i> Description:	
	Not Reported	
	Not Tracked	
TOTAL	<i>(Must equal number reported in Question 3)</i>	
C. AGE (self-reported) Report the age of the victim at the time of the victimization .	0–12	
	13–17	
	18–24	
	25–59	
	60 and Older	
	Not Reported	
	Not Tracked	
TOTAL	<i>(Must equal number reported in Question 3)</i>	

5. Types of Victimitizations (for ALL individuals identified in Questions 1 and 2)

If no data is collected for a category, enter "NT" in that field to represent Not Tracked. This means that you are not yet able to submit data in this category due to the need to update your data collection system, but that efforts are underway to track data as requested.

A. Individuals who received services by victimization type	Victimization Type	Number of individuals who received services based on a presenting victimization during the reporting period
<p>INSTRUCTIONS: Enter the count of individuals who received services based on each presenting victimization type during the reporting period.</p> <p>An individual MAY be counted in more than one victimization type.</p> <p>An individual MAY NOT be counted more than once within the same victimization type.</p> <p>See Appendix B for definitions of each victimization type.</p>	Adult Physical Assault (Includes Aggravated and Simple Assault)	
	Adult Sexual Assault	
	Adults Sexually Abused/Assaulted as Children	
	Arson	
	Bullying (Verbal, Cyber, or Physical)	
	Burglary	
	Child Physical Abuse or Neglect	
	Child Pornography	
	Child Sexual Abuse/Assault	
	Domestic and/or Family Violence	
	DUI/DWI Incidents	
	Elder Abuse or Neglect	
	Hate Crime: Racial/Religious/Gender/ Sexual Orientation/Other (<i>Explanation Required</i>) Explanation:	
	Human Trafficking: Labor	
	Human Trafficking: Sex	
	Identity Theft/Fraud/Financial Crime	
	Kidnapping (non-custodial)	
	Kidnapping (custodial)	
	Mass Violence (Domestic/International)	
	Other Vehicular Victimitization (e.g., Hit and Run)	
	Robbery	
	Stalking/Harassment	
	Survivors of Homicide Victims	
	Teen Dating Victimitization	
Terrorism (Domestic/International)		
Other (<i>Explanation Required</i>) Explanation:		

B. Of the individuals who received services, how many presented with more than one type of victimization during the reporting period?	
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C. Special classifications of individuals (self-reported) INSTRUCTIONS: Enter the number of individuals who self-identify in one or more of these categories.	Deaf/Hard of Hearing	
	Homeless	
	Immigrants/Refugees/Asylum Seekers	
	LGBTQ	
	Veterans	
	Victims with Disabilities: Cognitive/Physical/Mental	
	Victims with Limited English Proficiency	
	Other (<i>Explanation Required</i>) Explanation:	

II. DIRECT SERVICES

Complete this section each reporting period. Responses should be based on **all individuals identified in Questions 1 and 2** (unduplicated and anonymous contacts).

6. Number of individuals assisted with a victim compensation application during the reporting period:

INSTRUCTIONS: Count the number of individuals who received assistance with completing a victim compensation application during the reporting period, even if they did not submit the application. Simply providing an individual with an application does NOT qualify as assistance.

7. Select the types of services provided by your organization during the reporting period:

- a. Information & Referral
- b. Personal Advocacy/Accompaniment
- c. Emotional Support or Safety Services
- d. Shelter/Housing Services
- e. Criminal/Civil Justice System Assistance

8. Total number of individuals who received services by service type AND number of times each service was provided during the reporting period

INSTRUCTIONS: For each category (items A, B, C, D, and E) selected in Question 8, enter the **number of clients** who received services from your agency during the reporting period. For each subcategory within a category (e.g., items A1, A2, A3, and A4), enter the **number of times that service was provided** during the reporting period. Zero is a valid response.

Because some clients may receive multiple services, the total **number of times that services were provided** within a category may be greater than the **number of clients** who received those services.

A. INFORMATION & REFERRAL

Enter the **number of individuals** who received services in this category:

Enter the **number of times services were provided** in each subcategory:

A1. Information about the criminal justice process

A2. Information about victim rights, how to obtain notifications, etc.

A3. Referral to other victim service programs

A4. Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)

B. PERSONAL ADVOCACY/ACCOMPANIMENT

Enter the **number of individuals** who received services in this category:

Enter the **number of times services were provided** in each subcategory:

B1. Victim advocacy/accompaniment to emergency medical care

B2. Victim advocacy/accompaniment to medical forensic exam

B3. Law enforcement interview advocacy/accompaniment

B4. Individual advocacy (e.g., assistance in applying for public benefits, return of personal property or effects)

B5. Performance of medical or nonmedical forensic exam or interview, or medical evidence collection

B6. Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)

B7. Intervention with employer, creditor, landlord, or academic institution

B8. Child or dependent care assistance (includes coordination of services)

B9. Transportation assistance (includes coordination of services)

B10. Interpreter services

C. EMOTIONAL SUPPORT OR SAFETY SERVICES

Enter the **number of individuals** who received services in this category:

Enter the **number of times services were provided** in each subcategory:

C1. Crisis intervention (in-person, includes safety planning, etc.)

C2. Hotline/crisis line counseling

C3. On-scene crisis response (e.g., community crisis response)

C4. Individual counseling

C5. Support groups (facilitated or peer)

C6. Other therapy (*traditional, cultural, or alternative healing; art, writing, or play therapy, etc.*)

C7. Emergency financial assistance (*includes emergency loans and petty cash, payment for items such as food and/or clothing, changing windows and/or locks, taxis, prophylactic and nonprophylactic medications, durable medical equipment, etc.*)

D. SHELTER/HOUSING SERVICES

Enter the **number of individuals** who received services in this category:

Enter the **number of times services were provided** in each subcategory:

D1. Emergency shelter or safe house

D2. Transitional housing

D3. Relocation assistance (*includes assistance with obtaining housing*)

E. CRIMINAL/CIVIL JUSTICE SYSTEM ASSISTANCE

Enter the **number of individuals** who received services in this category:

Enter the **number of times services were provided** in each subcategory:

E1. Notification of criminal justice events (*e.g., case status, arrest, court proceedings, case disposition, release, etc.*)

E2. Victim impact statement assistance

E3. Assistance with restitution (*includes assistance in requesting and when collection efforts are not successful*)

E4. Civil legal assistance in obtaining protection or restraining order

E5. Civil legal assistance with family law issues (*e.g., custody, visitation, or support*)

E6. Other emergency justice-related assistance

E7. Immigration assistance (*e.g., special visas, continued presence application, and other immigration relief*)

E8. Prosecution interview advocacy/accompaniment (*includes accompaniment with prosecuting attorney and with victim/witness*)

E9. Law enforcement interview advocacy/accompaniment

E10. Criminal advocacy/accompaniment

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E11. Other legal advice and/or counsel

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III. QUARTERLY REPORTED OUTCOMES

9. Number of requests for services that were unmet because of organizational capacity issues:

Number during reporting period	
Fiscal year-to-date total number	

Please explain:

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10. Does your organization formally survey clients for feedback on services received?

Yes No (*proceed to Question 13*)

11. Number of surveys **distributed** (*includes, but is not limited to, those distributed by hand, mail, or other methods*):

Number during reporting period	
Fiscal year-to-date total number	

12. Number of surveys **completed**:

Number during reporting period	
Fiscal year-to-date total number	

13. Please discuss some of the challenges your victim assistance program faced during the course of the reporting period.

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14. Please describe some of the services that victims needed but you could not provide. What were the challenges that prevented you from providing those services?

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15. Provide one brief case study that illustrates and describes the services provided with VSDVVF funding. **Do not use victim names or include any other identifying information.**

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APPENDIX A¹

“American Indian or Alaska Native” refers to a person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. This category includes people who indicated their race(s) as “American Indian or Alaska Native” or reported their enrolled or principal tribe, such as Navajo, Blackfeet, Inupiat, Yup’ik, or Central American Indian groups or South American Indian groups.

“Asian” refers to a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. It includes people who indicated their race(s) as “Asian” or reported entries such as “Asian Indian,” “Chinese,” “Filipino,” “Korean,” “Japanese,” “Vietnamese,” and “Other Asian” or provided other detailed Asian responses.

“Black or African American” refers to a person having origins in any of the Black racial groups of Africa. It includes people who indicated their race(s) as “Black, African American, or Negro” or reported entries such as African American, Kenyan, Nigerian, or Haitian.

“Hispanic or Latino” refers to an individual who self-reports in one of the specific Spanish, Hispanic, or Latino categories listed on the Census 2010 questionnaire: “Mexican,” “Puerto Rican,” or “Cuban.” This also refers to those who indicate that they are “another Hispanic, Latino, or Spanish origin.” People who do not identify with one of the specific origins listed on the questionnaire but indicate that they are “another Hispanic, Latino, or Spanish origin” are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic. The terms “Hispanic,” “Latino,” and “Spanish” are used interchangeably.

“Native Hawaiian or Other Pacific Islander” refers to a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who indicated their race(s) as “Pacific Islander” or reported entries such as “Native Hawaiian,” “Guamanian or Chamorro,” “Samoan,” and “Other Pacific Islander” or provided other detailed Pacific Islander responses.

“White” refers to a person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicated their race(s) as “White” or reported entries such as Irish, German, Italian, Lebanese, Arab, Moroccan, or Caucasian.

“Some Other Race” includes all other responses not included in the White, Black or African American, American Indian or Alaska Native, Asian, and Native Hawaiian or Other Pacific Islander race categories described above.

“Multiple Races” refers to a person that may self-identify in more than one race or ethnicity category.

¹ www.census.gov/prod/cen2010/briefs/c2010br-02.pdf

APPENDIX B

The descriptions below are based on Federal legislation (unless otherwise noted), which provides guidance to states by identifying a minimum set of acts or behaviors to define the crime. OVC understands that state statutes may vary. Please interpret your state code within the definitions provided to report requested data.

GENERAL DEFINITIONS:

a. Child

A person under the age of 18 or as otherwise defined by State law.

b. Federal Fiscal Year

October 1 through September 30

c. Services (as defined by program guidelines)

- i. Respond to the emotional and physical needs of crime victims
- ii. Assist primary and secondary victims of crime to stabilize their lives after a victimization
- iii. Assist victims to understand and participate in the criminal justice system and
- iv. Provide victims of crime with a measure of safety and security such as boarding-up broken windows and replacing or repairing locks.

d. Crime Victim or Victim of Crime

A person who has suffered physical, sexual, financial or emotional harm as the result of the commission of a crime

e. Teen

OVC describes a teen (for purposes of this report) as a youth, ages 13–17. Use this definition to capture youth ages 13–17 who present for services for a primary and/or additional victimization where applicable: for example, teen dating victimization.

f. Victim Funded Project

VOCA funds plus match

g. Victim Services Program

All services and activities offered on behalf of victims of crime, including the VOCA grant and match.

VICTIMIZATION TYPES:

a. Adults Sexually Abused/Assaulted as Children

Adult survivors of sexual abuse and/or assault suffered while they were children.

b. Adult Physical Assault

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Simple Assault: Assaults and attempted assaults where no weapon was used or no serious or aggravated injury resulted to the victim. Intimidation, coercion, and hazing are included.

c. Adult Sexual Assault

Includes a wide range of victimizations; crimes that include attacks or attempted attacks generally involving unwanted sexual contact between victim and offender. Sexual assaults may or may not involve force and include such things as grabbing, fondling, and verbal threats. Also included is rape, which is defined as penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration of a sex organ by another person, without the consent of the victim; may also include penetration of the mouth by a sex organ by another person.

d. Arson

Any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, and so on.

e. Bullying (cyber, physical, or verbal)

Repeated, negative acts committed by one or more children against another. These negative acts may be physical or verbal in nature—for example, hitting or kicking, teasing or taunting—or they may involve indirect actions such as manipulating friendships or purposely excluding other children from activities. Implicit in this definition is an imbalance in real or perceived power between the bully and victim. Examples of cyber bullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

f. Burglary

The unlawful entry of a structure to commit a felony or theft. The FBI's Uniform Crime Reporting (UCR) program includes three sub classifications: forcible entry, unlawful entry where no force is used, and attempted forcible entry. The UCR definition of "structure" includes apartment, barn, house trailer or houseboat when used as a permanent dwelling, office, railroad car (but not automobile), stable, and vessel (i.e., ship).

g. Child Physical Abuse and Neglect

This may include physical abuse that is nonaccidental physical injury (ranging from minor bruises to severe fractures or death) as a result of punching, beating, kicking, biting, shaking, throwing, stabbing, choking, hitting (with a hand, stick, strap, or other object), burning, or otherwise harming a child, that is inflicted by a parent, caregiver, or other person. Such injury is considered abuse regardless of whether the caregiver intended to hurt the child. Physical discipline, such as spanking or paddling, is not considered abuse as long as it is reasonable and causes no bodily injury to the child.

h. Child Sexual Abuse and Assault

This may include activities such as fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution by a parent, caregiver, or other person. Includes teen sexual assault.

i. Child Pornography

Any visual depiction, including any photograph, film, video, picture, drawing, or computer or computer-generated image or picture, which is produced by electronic, mechanical, or other means, of sexually explicit conduct, where: (1) its production involved the use of a minor engaging in sexually explicit conduct; (2) such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct; (3) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or (4) it is advertised, distributed, promoted, or presented in such a manner as to convey the impression that it is a visual depiction of a minor engaging in sexually explicit conduct.

j. Domestic and/or Family Violence

A crime in which there is a past or present familial, household, or other intimate relationship between the victim and the offender, including spouses, ex-spouses, boyfriends and girlfriends, ex-boyfriends and ex-girlfriends, and any family members or persons residing in the same household as the victim. Involves a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

k. DUI/DWI Incidents

Driving or operating a motor vehicle or common carrier while mentally or physically impaired as the result of consuming an alcoholic beverage or using a drug or narcotic.

l. Elder Abuse/Neglect

Also known as elder mistreatment generally refers to any knowing, intentional, or negligent act by a family member, caregiver, or other person in a trust relationship that causes harm or creates a serious risk of harm to an older person. Elder abuse may include abuse that is physical, emotional/psychological (including threats), or sexual; neglect (including abandonment); and financial exploitation. This is a general definition; state definitions of elder abuse vary. Some definitions may also include fraud, scams, or financial crimes targeted at older people.

m. Hate Crime (Racial/Religious/Gender/Sexual Orientation/Other)

A criminal offense against a person or property motivated in whole or in part by an offender's bias against a race, religion, disability, ethnic origin, or sexual orientation.

n. Human Trafficking: Sex/Labor

Inducing a person by force, fraud, or coercion to participate in commercial sex acts, or the person induced to perform such act(s) has not attained 18 years of age. It also covers obtaining a person through recruitment, harboring, transportation, or provision, and subjecting such a person by force, fraud, or coercion into involuntary servitude, peonage, debt bondage, or slavery (not to include commercial sex acts).

o. Identity Theft/Fraud/Financial Crimes

Identity theft occurs when someone wrongfully obtains another's personal information without their knowledge to commit theft or fraud. Fraud and financial crimes include illegal acts characterized by deceit, concealment, or violation of trust and that are not dependent upon the application or threat of physical force or violence. Individuals and organizations commit these acts to obtain money, property, or services; to avoid the payment or loss of money or services; or to secure personal or business advantage.

p. Kidnapping (non-custodial)

Occurs when someone unlawfully seizes, confines, inveigles, decoys, abducts, or carries away and holds for ransom or reward, by any person, except in the case of a minor by the parent thereof.

q. Kidnapping (custodial)

Occurs when one parent or guardian deprives another of his or her legal right to custody or visitation of a minor by unlawfully taking the child. The definition and penalties of custodial kidnapping vary by state. In some states, kidnapping occurs only if a child is taken outside of the state and/or if an existing custody order is intentionally violated. In all cases, international custodial kidnapping is a federal offense.

r. Mass Violence: Domestic/International

An intentional violent criminal act, for which a formal investigation has been opened by the FBI or other law enforcement agency, that results in physical, emotional, or psychological injury to a sufficiently large number of people to significantly increase the burden of victim assistance and compensation for the responding jurisdiction as determined by the OVC Director.

s. Other Vehicular Victimization

May include hit-and-run crimes, carjacking, and other vehicular assault.

t. Robbery

Taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

u. Stalking/Harassment

Individuals are classified as victims of stalking or harassment if they experienced at least one of the behaviors listed below on at least two separate occasions. In addition, the individuals must have feared for their safety or that of a family member as a result of the course of conduct, or have experienced additional threatening behaviors that would cause a reasonable person to feel fear. Stalking behaviors include making unwanted phone calls; sending unsolicited or unwanted letters or e-mails; following or spying on the victim; showing up at places without a legitimate reason; waiting at places for the victim; leaving unwanted items, presents, or flowers; and posting information or spreading rumors about the victim on the Internet/social media, in a public place, or by word of mouth.

v. Survivors of Homicide Victims

Survivors of victims of murder and voluntary manslaughter, which are the willful (intent is present) killing of one human being by another.

w. Teen Dating Victimization

Teen dating violence is defined as the physical, sexual, psychological, or emotional violence within a teen dating relationship, including stalking. It can occur in person or electronically and might occur between a current or former dating partner.

x. Terrorism: Domestic

The term terrorism means an activity that...(1) involves a violent act or an act dangerous to human life that is a violation of the criminal laws of the United States or of any State, or that would be a criminal violation if committed within the jurisdiction of the United States or any State; and (2) appears to be intended...(a) to intimidate or coerce a civilian population, (b) to influence the policy of a government by intimidation or coercion or (c) to affect the conduct of a government by assassination or kidnapping (18 U.S.C. 3077).

y. Terrorism: International

The *antiterrorism and Emergency Reserve Fund Guidelines for Terrorism and Mass*

Violence Crimes refers to the term terrorism, when occurring outside of the United States, as international terrorism to mean an activity that...(1) involves a violent act or an act dangerous to human life that is a violation of the criminal laws of the United States of any State or that would be a criminal violation if committed within the jurisdiction of the United States or of any State; (2) appears to be intended...(a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by assassination or kidnapping; and (3) occur primarily outside the territorial jurisdiction of the United States, or transcend national boundaries in terms of the means by which they are accomplished, the persons they appear intended to intimidate or coerce, or the locale in which their perpetrators operate or seek asylum (18 U.S.C. 2331).