

Victims Services Data Collection System (VSDCS) TRAINING MANUAL



Contents

Overview	2
Basic Functions.....	2
A: Hamburger Menu	2
B: Kebab Selection	2
C: Edit.....	2
D: Required Fields Example	2
E: Data Table	3
F: Filter	3
G: Filter Options	3
H: Sort	3
I: Search	3
J: Return to Home	3
K: Page Types – Data Tables	4
L: Page Type – Details Page.....	4
M: Page Types – Tabs.....	4
N: Site Map	4
System Messages	5
Program User Experience	6
Program Home Page	6
Program Details Page	7
Program Offices	7
Program Tabs	8
My Dashboards	10
Advocacies	10
Create a New Advocacy	13
Add Client.....	13
Create New Individual.....	14
Add Charged Offenses	14
User Management + Sign Out	15
DCJS User Experience	16
DCJS Home Page	16
Program Details Page	16
Program Offices	16
Program Tabs	17
Grant Number Upload	17
Training and Resource Information.....	18

Overview

The purpose of this document is to provide an in-depth training guide for the Virginia Department of Criminal Justice Services (DCJS) *Victims Services Data Collection System* (VSDCS). The VSDCS was developed to replace a series of access databases that contain information for victims of crimes. Users in the system will see different things depending on system access level such as DCJS Admin, DCJS Monitor, Program Admin, and Program Staff.

Basic Functions

A: HAMBURGER MENU



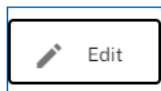
The **hamburger** menu displayed can always be found in the top right corner of VSDCS, regardless of what page you're on. This is a button you can click on that acts as a shortcut to the 'User Management' page or logging out. Additionally, if you are a DCJS user, you can use the hamburger menu as a shortcut for bulk grant number uploads.

B: KEBAB SELECTION



Throughout VSDCS you will see the **kebab** selections, often appearing in details pages. Clicking on the kebab should pull up a pop-up table with various actions. The kebab is commonly used to edit a page.

C: EDIT



Once you click the kebab and click '**Edit**' you will be able to edit the fields of the respective space. Depending on your user permissions, you will be able to click and edit within the data tables. Remember to click 'Save' to save your changes or 'Cancel' if you want to discard your changes.

D: REQUIRED FIELDS EXAMPLE

City *
City is required

When filling out a section, whether it's the first time or not, fields that are marked with an **asterisk (*)** are **required fields**. This means that you must fill out this field to successfully move forward.

E: DATA TABLE

Program Offices Create Office

Address Line 1	Address Line 2	City	State	ZIP Code	Office Phone	Office Email	Primary Office?
> P.O. Box 27032		Henrico	VA	23273	(804) 501-4134	email@email.gov	Yes

Showing (1-1) of 1 1 Items per page 50

Throughout VSDCS you will encounter **data tables**. These are easily identifiable with the blue banner and trim. Every data table gives users the options to filter and sort the data that appears in the table. Note that you can only filter/sort data that appears in the existing table. Try using the search function (detailed later) if you cannot find the data you are looking for.

F: FILTER



The **filter** button will pull up filter options that users can manipulate to their liking (shown below).

G: FILTER OPTIONS

Filters Reset

Column Value Apply

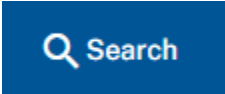
To filter, click on the dropdown in the 'Column' section to select which category you'd like to filter on. Then, type in what you're looking for in the 'Value' section.

H: SORT



Each column in the data table can be **sorted** by simply clicking on the column header. This will sort the column alphabetically (A → Z or Z → A) or numerically (ascending or descending). The column header will have arrows going in the sort's respective direction.

I: SEARCH



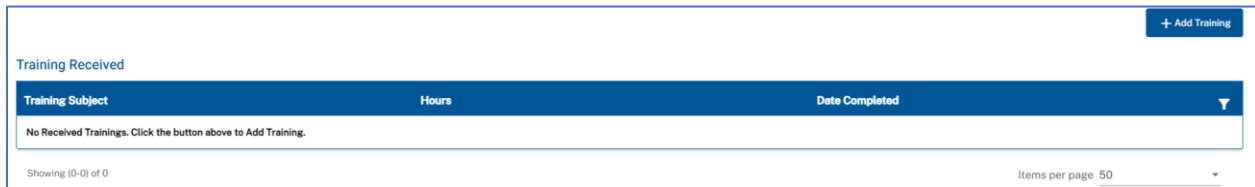
Users can navigate to the search page at any point by clicking on the **'Search'** button in the top right corner. This will direct users to the search page where program users will need to click into 'Search Type' and specify if the desired search is for an individual or an advocacy. Remember to click 'Confirm' to move onto the next step of the search. The search function allows you to search all data across the website.

J: RETURN TO HOME



Users can easily **return to the home page** by clicking the VSDCS logo in the top left corner on the screen.

K: PAGE TYPE – DATA TABLES



Training Subject	Hours	Date Completed
No Received Trainings. Click the button above to Add Training.		

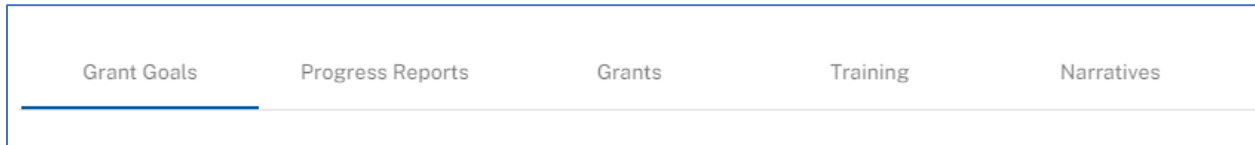
Users may run into multiple page types while using VSDCS, so it's important to understand what's what. In this example, clicking into an advocacy will show users a details page, **data tables**, and page tabs. Details pages can be edited by clicking on the kebab selection. Data tables can be filtered and sorted. Users can easily navigate between page tabs by simply clicking on the desired tab.

L: PAGE TYPE – DETAILS PAGE

[Program: Henrico County VWGP](#)

Details pages are often indicated by a blue hyperlink. Whether it's a program, advocacy, or other – clicking on the blue-underlined text will take you to that specific item's details page.

M: PAGE TYPE – TABS



Grant Goals	Progress Reports	Grants	Training	Narratives
-------------	------------------	--------	----------	------------

Some details pages, such as the Program Details page, will have **tabs** that show different information. It's important to remember to click between the tabs to make sure you're seeing everything!

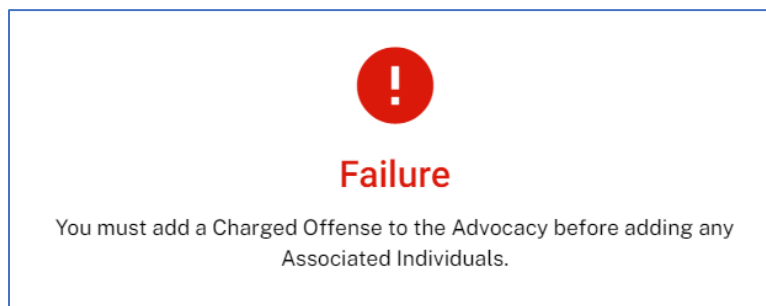
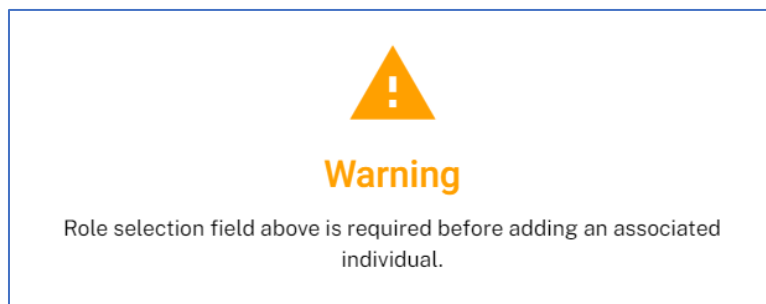
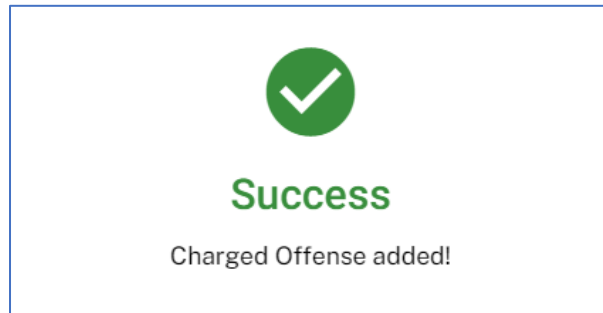
N: SITE MAP

[Site Map](#)

Just like the return to home function, users can navigate to the '**Site Map**' page at any point by scrolling to the bottom and clicking on the hyperlink. The site map offers users a shortcut to the following places: Home, User Management, Reporting, and Search.

System Messages

Throughout the system, you may encounter various messages. These come in three categories: **Success**, **Warning**, and **Failure**. Warnings and Failures should contain a note detailing what went wrong. Examples of these messages appear below.



Program User Experience

This section will walk through the different things you can do from the home page as a **Program User**. Just as a reminder, program users and DCJS users will see different things in VSDCS. Program users can only see their own program and the advocacies owned by that program. This section will cover the home page, dashboards, the program details page, how to create a new advocacy, and the hamburger menu options (user management/logout).

Program Home Page

This is an example of what the home page will look like. From the home page, users can access their **Dashboards**.

The screenshot shows the VSDCS (Victims Services Data Collection System) home page for a Program User. The header is dark blue with the Virginia Department of Criminal Justice Services logo on the left, the text 'VSDCS' in the center, and a search bar and hamburger menu icon on the right.

The main content area has a white background. It starts with a 'Welcome' message followed by a redacted name. To the right is a blue button labeled 'Create New Advocacy'. Below this is a link 'Program: Henrico County VWGP' and the text 'Active Grant Number: 23-01059VW19'.

The 'My Dashboards' section has two tabs: 'My Open Advocacies' (which is selected) and 'Recently Opened Advocacies'.

Under 'My Open Advocacies', there is a table with the following data:

Advocacy ID	Client	Referral Date	Client Type	Services Provided
AD-0027-1239	Example, Training	11/7/2022	Victim	0

At the bottom of the table is a horizontal scrollbar. Below the table, it says 'Showing (1-1) of 1' with navigation buttons (first, previous, 1, next, last). To the right, it says 'Items per page 50' with a dropdown arrow.

Program Details Page

From the home page, users can navigate to the program details page by clicking on the blue **Program** hyperlink.

Welcome [REDACTED]

[Program: Henrico County VWGP](#)

Active Grant Number: 23-01059VW19

Upon clicking the program hyperlink, users should see the program's details. Program admins can edit the details by clicking on the kebab selection in the top right. As a reminder, any edits will not be saved if any required fields denoted by an asterisk (*) are not filled out.

Program: Henrico County VWGP

Name, Director & Contact

Program Name *
Henrico County VWGP

Localities Served
Henrico County, VA

Program Director

Program Sponsor
Police Chief

Separate Waiting Areas Available?
Yes

Program Type *
VICT/VWGP

Current Grant Monitor
Chrissy Smith

Program Director Phone Number
(123) 456-7890

Directory of Services Developed?
Yes

Region
Central/I-95 Corridor

Program Director Email
vsdcstest+programadmin1@gmail.com

SubGrantee ID

Continuance Notification Process Established?
Yes

PROGRAM OFFICES

Program Offices

Create Office

Address Line 1	Address Line 2	City	State	ZIP Code	Office Phone	Office Email	Primary Office?	
> P.O. Box 27032		Henrico	VA	23273	(804) 501-4134	email@email.gov	Yes	⋮

Showing (1-1) of 1

1

Items per page: 50

If the program office is missing, users can add an office by clicking the **'Create Office'** button. Once users fill out the pop-up as well as the required fields and click save, a new office will be added.

Create New Office

Address Line 1 *

Address Line 2

Address Line 1 is required

City *

State

Zip Code *

City is required

Vermont

Zip Code is required

Office Phone

Office Fax

Office Email *

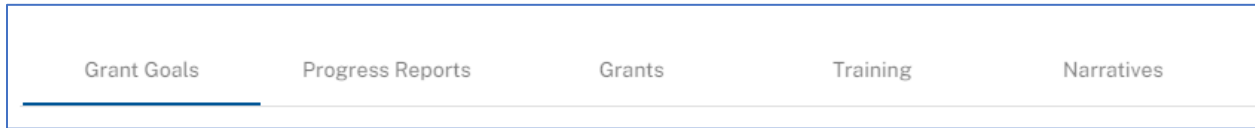
Office Email is required

Save

Cancel

PROGRAM TABS

When viewing a program details page, users can navigate between multiple **tabs** that hold different information. These tabs can be found underneath the Program Office section.



Grant Goals

+ Set Goals

Users can click on the **'Set Goals'** button to set grant goals.

Service Name	Service Category	Grant Goal	Last Grant's Goal	Last Grant's Actual
Summary of Virginia's Crime Victim and Witness Rights Act: Explanation ?	Information & Referral Services	<input type="text" value="3"/>	15	9
Summary of Virginia's Crime Victim and Witness Rights Act: Pre-printed Materials ?	Information & Referral Services	<input type="text" value="2"/>	0	3387
Criminal Justice Process ?	Information & Referral Services	<input type="text" value="3"/>	3200	3441
Victims and Witness Rights Explanation: Protection ?	Information & Referral Services	<input type="text" value="4"/>	2415	2157
Victims and Witness Rights Explanation: Financial Assistance and Social Services ?	Information & Referral Services	<input type="text" value="5"/>	700	531
Victims and Witness Rights Explanation: Notices ?	Information & Referral Services	<input type="text" value="5"/>	4000	4085
	Information & Referral	<input type="text" value=""/>		

Progress Reports

Users can view and generate progress reports from the **'Progress Reports'** tab. Click on the kebab selection on the right side to generate a report. Before approval, the status will appear as 'Awaiting Review' or 'Pending Approval'. It's important to note that 'Pending Approval' will revert to 'Awaiting Review' if a report is generated again while pending. This is to ensure that the approval will be reviewed using the exact format that was submitted.

Year	Period	Grant Number	Date Approved	Submitting User	Grant Monitor	Status	
FY 2023	Q2	23-01059VW19			Smith, Chrissy	Pending Approval	⋮
FY 2023	Q1	23-01059VW19			Smith, Chrissy	Approved	⋮

Status
Pending Approval
Generate Progress Report PDF

Grants

Users can view grants in a data table. The data table allows users to sort and filter if desired.

Grants

Grant Number	Active Date	End Date	Grant Monitor	Active?
23-01059VW19	7/1/2022	6/30/2023	Smith, Chrissy	Yes
19-Y8568VW17	7/1/2018	6/30/2019	Smith, Chrissy	No
20-Z8568VW18	7/1/2019	6/30/2020	Smith, Chrissy	No
21-A8568VW19	7/1/2020	6/30/2021	Smith, Chrissy	No
22-01059VW19	7/1/2021	6/30/2022	Smith, Chrissy	No

Showing (1-5) of 5 Items per page 50

Training

Users can view, sort, and filter any associated trainings received or provided. There is a toggle button to select between received or provided. The data table allows users with the right permissions to edit.

Received Provided

Personal *
Wes ProgramAdmin1

Year *
FY 2023

+ Add Training

Training Received

Training Subject	Hours	Date Completed
Test	2	11/7/2022


Showing (1-1) of 1 Items per page 50

Narratives

In the **'Narratives'** tab, users can toggle between quarter as well as use the dropdown to look at different years.

Grant Goals	Progress Reports	Grants	Training	Narratives
Year * FY 2023				
Q1 Q2 Q3 Q4				
Assistance to Campus Sexual Assault Victims				
Case Studies				
Coordinated Efforts				
DCJS Assistance Needs				
Organizational Capacity Issues				
Plans for Next Quarter				
Program Accomplishments & Changes				
Training Received				
Trends				
Victim Compensation				

Click into each item and select 'Edit' on the right to enter a narrative.












Case Studies
<Enter narrative here>
 Edit

My Dashboards

On the home page, program users can view a couple of dashboards. Remember to switch between tabs to view the desired dashboard.

My Dashboards	
My Open Advocacies	Recently Opened Advocacies
<hr/>	

ADVOCACIES

	⋮
	 Edit
	 Reports ▶
<hr/>	
 Generate Introduction of Services Letter	
 Generate Court Disposition Letter	
 Generate Travel Reimbursement Letter	
 Generate Full Advocacy Record	
 Generate Restitution Letter	
 Generate Intercession Letter	
 Generate Plea Agreement Notification Letter	
 Generate Post Trial Assistance Letter	
 Generate Victim Impact Statement Letter	

O: ADVOCACY KEBAB SELECTION

When viewing the Advocacy details page, users can click on the kebab selection to edit and generate reports. When editing, remember to click save to preserve any changes made.

Services	Advocacy Notes	Client Notes	Associated Individuals
<hr/>			

P: ADVOCACY TABS

While viewing an advocacy's details, users can switch between tabs to view services provided, advocacy notes, client notes, and associated individuals. Reminder, if the advocacy does not have a charged offense added to it yet, you will not be able to add a new service.

Services

+ Add New Service

Clicking on the 'Add New Service' button should bring up the page displayed.

Select the service you'd like to add and then hit the 'Confirm' button to add the service.

Add New Service

Servicing Type: Direct Client Type: Victim

Service Name	Service Category Name
<input type="checkbox"/> Victims Rights Explanation: Appeal / Habeas Corpus Services ?	Information & Referral Services
<input type="checkbox"/> Victims and Witness Rights Explanation: Victim Input ?	Information & Referral Services
<input type="checkbox"/> Victims and Witness Rights Explanation: Protection ?	Information & Referral Services
<input type="checkbox"/> Victims and Witness Rights Explanation: Notices ?	Information & Referral Services
<input type="checkbox"/> Victims and Witness Rights Explanation: Interpreter Services ?	Information & Referral Services
<input type="checkbox"/> Victims and Witness Rights Explanation: Financial Assistance and Social Services ?	Information & Referral Services
<input type="checkbox"/> Victims and Witness Rights Explanation: Employer Services ?	Information & Referral Services
<input type="checkbox"/> Victims and Witness Rights Explanation: Courtroom Assistance ?	Information & Referral Services
<input type="checkbox"/> Victims and Witness Rights Explanation: Confidentiality ?	Information & Referral Services

☒ **Victim Impact Statement ?** Criminal / Civil Justice System Assistance

Showing (1-10) of 65 1 2 3 4 5 > >I Items per page 10

Confirm Cancel

As a reminder, since the 'Services Provided' section is a data table, you can edit by clicking on the kebab selection, filter using the filter button, or sort by clicking on the column headers.

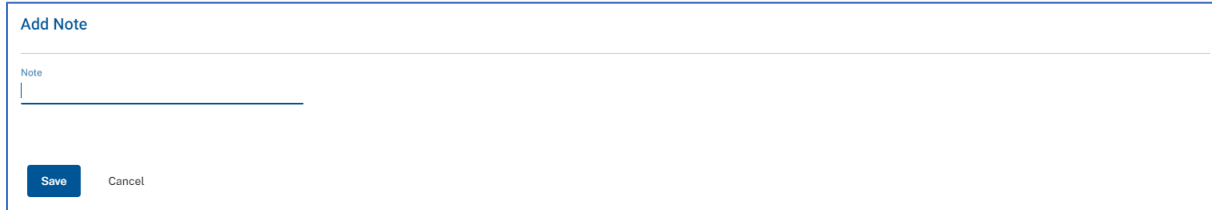
Services Provided

Service Name	Advocate	Date Provided	Related Charged Offense(s)
> Transportation Services: Transport provided by Agency		11/1/2022	Assault/Battery Against a Family/Household Member
> Transportation Services: Reservations		11/1/2022	Assault/Battery Against a Family/Household Member

Notes


When viewing an advocacy page, both the **'Advocacy Notes'** and **'Client Notes'** sections are in the data table format.

Users simply click the **'Add Note'** button displayed above, write the note, and click save.

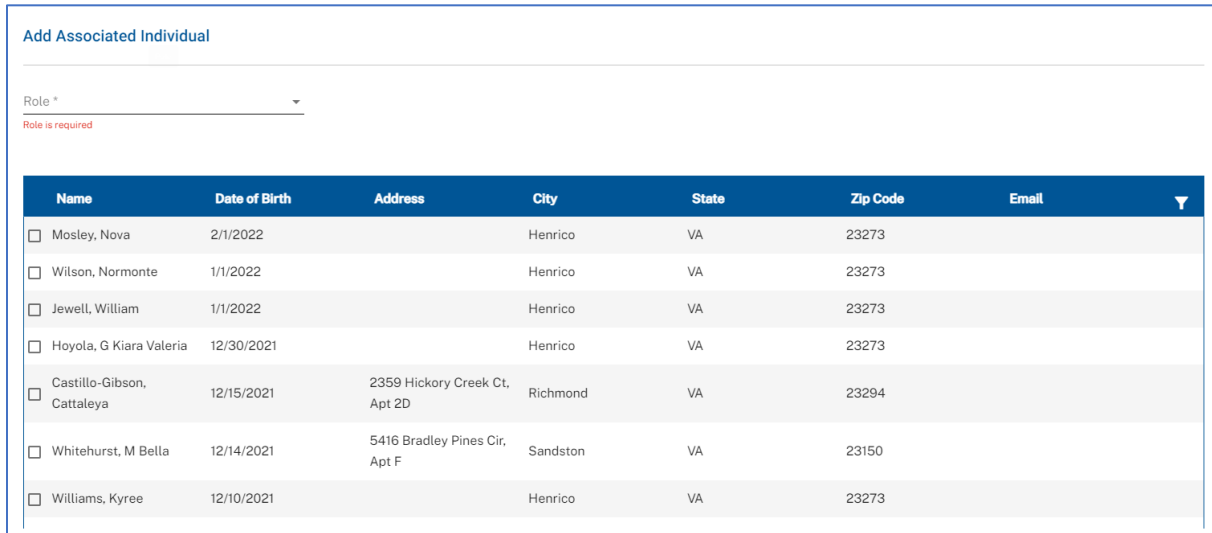


The form titled "Add Note" contains a text input field labeled "Note" and two buttons at the bottom: "Save" and "Cancel".

Associated Individuals


Users can add individuals to advocacies by clicking the **'Add Individual'** button.

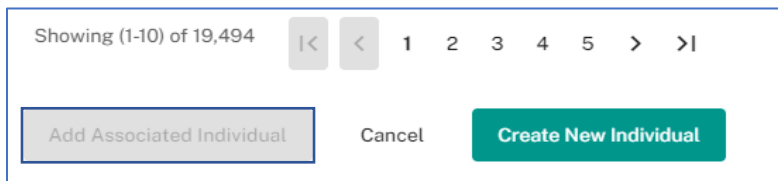
Users will be directed to a screen as exemplified below. From the dropdown, select the role of the associated individual to be added. Then, select the individual from the list.



The form titled "Add Associated Individual" features a dropdown menu for "Role *" with a red error message "Role is required". Below the dropdown is a table of individuals.

Name	Date of Birth	Address	City	State	Zip Code	Email	
<input type="checkbox"/> Mosley, Nova	2/1/2022		Henrico	VA	23273		
<input type="checkbox"/> Wilson, Normonte	1/1/2022		Henrico	VA	23273		
<input type="checkbox"/> Jewell, William	1/1/2022		Henrico	VA	23273		
<input type="checkbox"/> Hoyola, G Kiara Valeria	12/30/2021		Henrico	VA	23273		
<input type="checkbox"/> Castillo-Gibson, Cattaleya	12/15/2021	2359 Hickory Creek Ct, Apt 2D	Richmond	VA	23294		
<input type="checkbox"/> Whitehurst, M Bella	12/14/2021	5416 Bradley Pines Cir, Apt F	Sandston	VA	23150		
<input type="checkbox"/> Williams, Kyree	12/10/2021		Henrico	VA	23273		

To complete the step, click **'Add Associated Individual'**.



The form shows pagination information: "Showing (1-10) of 19,494". Navigation buttons include "Previous", "First", "1", "2", "3", "4", "5", "Next", and "Last". At the bottom are three buttons: "Add Associated Individual", "Cancel", and "Create New Individual".

Users can also tie a new individual to an advocacy here. Remember to assign a role before trying to create a new individual here.

Create a New Advocacy

Q: CREATE NEW ADVOCACY BUTTON

Create New Advocacy

In the top right corner of the home page is the button **'Create New Advocacy'**. Program users can use this button to create new advocacies.

It's important to note that program users cannot add a person to the system without them being tied to an advocacy. To add a new person to the system, a new advocacy must be created.

Upon clicking the button, users will be directed to a page that looks like the screenshot above. Remember that fields with the asterisk (*) next to them are required fields to be filled out before advancing.

ADD CLIENT

	First Name	Middle Initial	Last Name	Date of Birth	Address	City	State	Zip Code	Email
<input type="checkbox"/>	[redacted]		Apt 2A		Richmond	VA	23222	[redacted]	

NOTE Program users cannot add a new person to the system without tying them to an advocacy

CREATE NEW INDIVIDUAL

Create New Individual

At the bottom right of the **'Add Client'** screen, users can find the **'Create New Individual'** button.

Create New Individual

Individual Type *
Person

First Name * Middle Name Initial Last Name * Suffix

Birth Date (mm/dd/yyyy) Gender * Race *

Email Address Is Deceased No Contact Note

Work Phone Home Phone Mobile Phone

Address Line 1 Address Line 2

City State Zip Code


Save Cancel

ADD CHARGED OFFENSES

Charged Offenses


Charged Offense Id	Charged Offense	Victimization Type
You must add a Charged Offense before you can take any other action on this Advocacy.		

Upon creating the new advocacy, you will be prompted to add a charged offense before advancing further. This can be done by clicking the **'Add New Charged Offense'**. You will not be able to add services provided until this step is completed.



Failure

You must add a Charged Offense to the Advocacy before adding any Associated Individuals.



Success

Charged Offense added!

R: ADD NEW CHARGED OFFENSE

[+ Add New Charged Offense](#)

Add New Charged Offense

Charged Offense ▼

Local Case Number

Charge Status * ▼

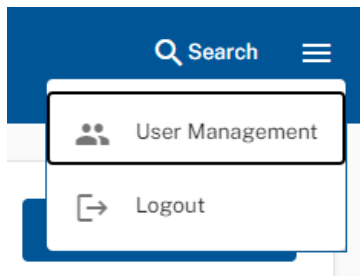
Victimization Type

Charge Date 📅

(mm/dd/yyyy)

Save
Cancel

User Management + Sign Out



By clicking on the hamburger menu in the top right corner of the screen, users can navigate to the 'User Management' screen or logout.

To create a new user, click on the 'Create User' button. Users can be edited by clicking on the kebab selection.

User Management						
						Create User
Active/Inactive * Active ▼						
First Name	Last Name	Middle Initial	User Type	Employing Program	Email	Program Director? ▼
> VSDCS	ProgAdmin1		Program	Henrico County VWGP	vsdcs2022*programadmin1@...	No

To log out, simply click on 'Logout' and you will be signed out and sent to the login screen.

DCJS User Experience

This section will walk through the different things you can do from the home page as a **DCJS User**. Just as a reminder, program users and DCJS users will see different things in VSDCS. DCJS users can see all the different programs but cannot see people/advocacies. The two levels of DCJS access groups include the DCJS Admin and the DCJS Monitor.

DCJS Home Page

S: DCJS HOME PAGE

Program Advocacies Overview
Displays the number of Advocacies that contain a service provided in the fiscal year below.
Fiscal Year: 2023

Program	Region	Advocacies	Clients Served	DV	DW	GV	GW
Alexandria VWGP	Northern Virginia	2	2	2	0	0	0
Henrico County VWGP	Central/I-95 Corridor	1	1	1	0	0	0
King George County VWGP	Capitol/Northern Neck	1	1	0	1	0	0
Spotsylvania County VWGP	Central/I-95 Corridor	307	302	302	0	0	0
Tazewell County VWGP	Southwest	1	1	1	0	0	0
Wise County/Norton VWGP	Southwest	1	1	1	0	0	0

Showing (1-6) of 6 Items per page: 50

This screenshot shows what DCJS users should see on the home page.

Program Details Page

Program: Henrico County VWGP

Name, Director & Contact

Program Name *
Henrico County VWGP

Localities Served *
Henrico County, VA

Program Director
Program Director *
Police Chief

Program Type *
VICT/VWGP

Current Grant Monitor
Chrissy Smith

Program Director Phone Number
(123) 456-7890

Program Director Email
vsdcstest+programadmin1@gmail.com

Region
Central/I-95 Corridor

SubGrantee ID

Separate Waiting Areas Available?
Yes

Directory of Services Developed?
Yes

Continuance Notification Process Established?
Yes

Save Cancel

● DCJS Admin ● Program Admin

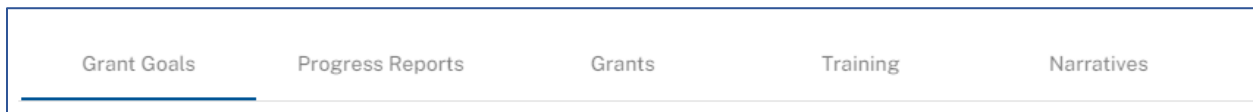
DCJS users can also view program details. With the right access, DCJS users can click the kebab selection to edit the program's details. It's important to note that DCJS users and program users will have different edit options available to them. The legend shows which users can edit which fields. Just as a reminder, all required fields must be filled out to make any changes.

PROGRAM OFFICES

Address Line 1	Address Line 2	City	State	ZIP Code	Office Phone	Office Email	Primary Office?
P.O. Box 27032		Henrico	VA	23273	(804) 501-4134	email@email.gov	Yes

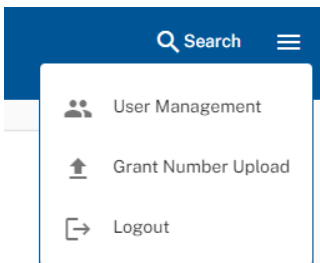
Like the Program Users, DCJS Users can also view, edit, or create **'Program Offices'** associated with the respective program.

PROGRAM TABS



DCJS Users also have access to the various program tabs associated with the program. Simply click between tabs to view, edit, or add to each respective tab. Consult **'Program Tabs'** from the Program Home Page section for more information about utilizing these tabs.

Grant Number Upload



In addition to the **'User Management'** and **'Logout'** options, DCJS Admin Users can click the hamburger menu in the top right corner to access the **'Grant Number Upload'** function.

Upon clicking **'Grant Number Upload'**, users should be directed to a screen that looks like the screenshot above. This is an option for users upload grant numbers in bulk, in addition to the grant number creation button. DCJS Admins should have a grant number upload template (.csv format) that users can import.

TRAINING AND RESOURCE INFORMATION

Training information and links to resources may be found at:

[Victims Services Data Collection System \(VSDCS\)](https://www.dcs.virginia.gov/victims-services/programs/victim-witness/victims-services-data-collection-system-vsdcs)

<https://www.dcs.virginia.gov/victims-services/programs/victim-witness/victims-services-data-collection-system-vsdcs>

This manual was created by the Virginia Department of Criminal Justice Services
with assistance from CapTech Ventures, Inc.

01/2023