2022

Victims Services Data Collection System (VSDCS) TRAINING MANUAL

Virginia Department of Criminal Justice Services
www.dcjs.virginia.gov

Contents

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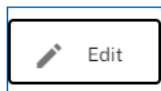
Once you click the kebab and click **'Edit'** you will be able to edit the fields of the respective space. Depending on your user permissions, you will be able to click and edit within the data tables. Remember to click 'Save' to save your changes or 'Cancel' if you want to discard your changes.

D: REQUIRED FIELDS EXAMPLE

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

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

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.
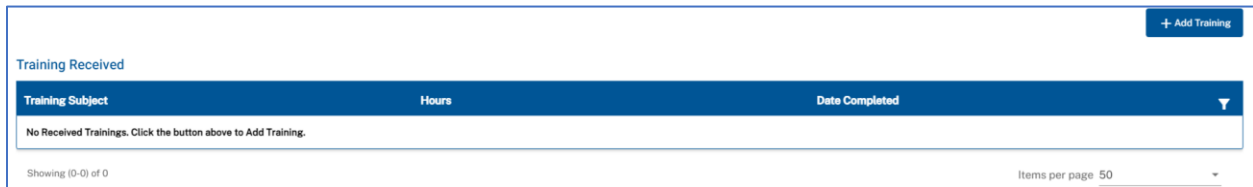
I: SEARCH
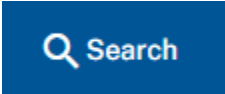
Users can navigate to the search page at any point by clicking on the **'Search'** button in the top right corner. This will direct users to the search page where program users will need to click into 'Search Type' and specify if the desired search is for an individual or an advocacy. Remember to click '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

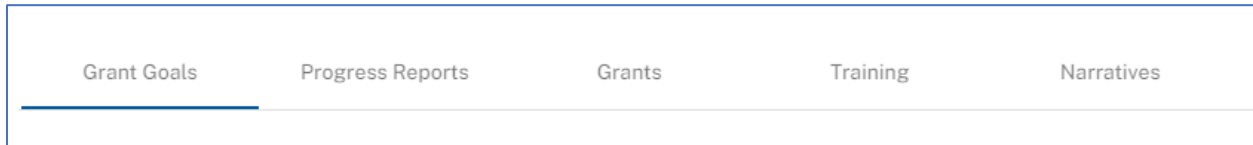|			+ Add Training
Training Received			
Training Subject	**Hours**	**Date Completed**	▼
No Received Trainings. Click the button above to Add Training.			
Showing (0-0) of 0		Items per page 50	▾

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!
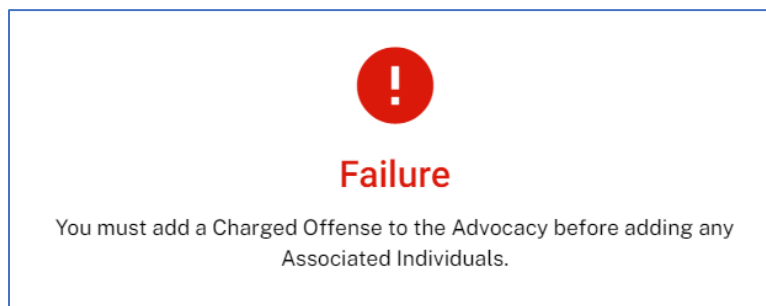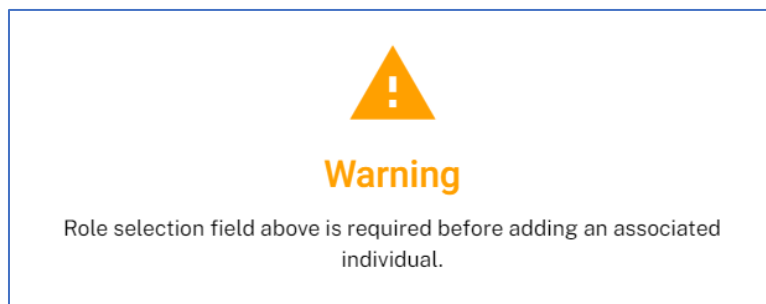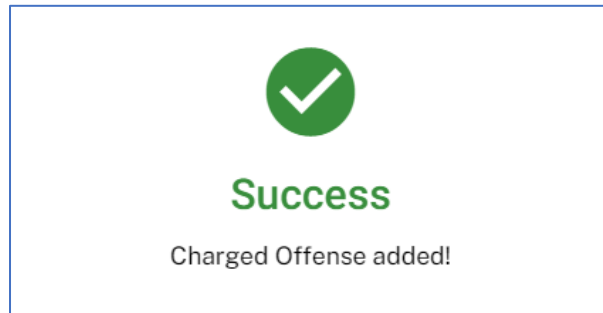
N: SITE MAP

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.

Success

Charged Offense added!

Warning

Role selection field above is required before adding an associated individual.

Failure

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

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**.

Program Details Page

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

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 OFFICES

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.
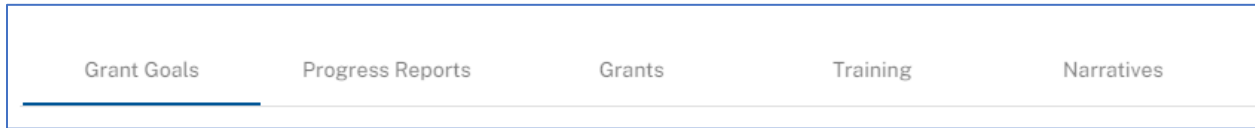
PROGRAM TABS

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	Progress Reports	Grants	Training	Narratives

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	3	15	9
Summary of Virginia's Crime Victim and Witness Rights Act: Pre-printed Materials	Information & Referral Services	2	0	3387
Criminal Justice Process	Information & Referral Services	3	3200	3441
Victims and Witness Rights Explanation: Protection	Information & Referral Services	4	2415	2157
Victims and Witness Rights Explanation: Financial Assistance and Social Services	Information & Referral Services	5	700	531
Victims and Witness Rights Explanation: Notices	Information & Referral Services	5	4000	4085
	Information & Referral			

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.

Grant Goals	Progress Reports	Grants	Training	Narratives

Progress Reports

Year	Period	Grant Number	Date Approved	Submitting User	Grant Monitor	Status	
FY 2023	Q2	23-O1059VW19			Smith, Chrissy	Pending Approval	⋮
FY 2023	Q1	23-O1059VW19			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.

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.

Narratives

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

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

ADVOCACIES

⋮

✎ Edit

☰ Generate Introduction of Services Letter   ☰ Reports ▸

☰ 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

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	Client Type
Direct	Victim

☐ **Select All**

Service Name	Service Category Name	
☐ Victims Rights Explanation: Appeal / Habeas Corpus Services ?	Information & Referral Services	
☐ Victims and Witness Rights Explanation: Victim Input ?	Information & Referral Services	
☐ Victims and Witness Rights Explanation: Protection ?	Information & Referral Services	
☐ Victims and Witness Rights Explanation: Notices ?	Information & Referral Services	
☐ Victims and Witness Rights Explanation: Interpreter Services ?	Information & Referral Services	
☐ Victims and Witness Rights Explanation: Financial Assistance and Social Services ?	Information & Referral Services	
☐ Victims and Witness Rights Explanation: Employer Services ?	Information & Referral Services	
☐ Victims and Witness Rights Explanation: Courtroom Assistance ?	Information & Referral Services	
☐ 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 > >| 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.
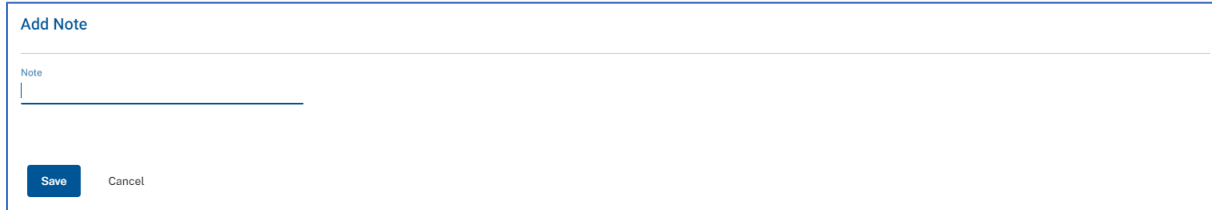
Services Provided

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

+ Add Note

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

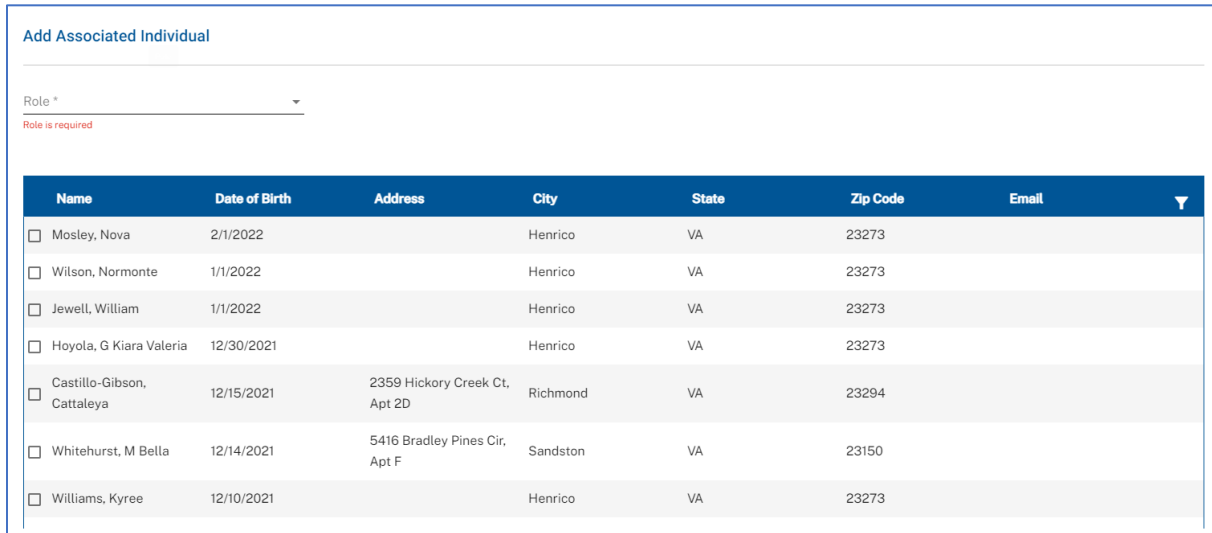Users simply click the **'Add Note'** button displayed above, write the note, and click save.

Add Note

Note

Save   Cancel

Associated Individuals

+ Add Individual

Users can add individuals to advocacies by clicking the **'Add Individual'** button.
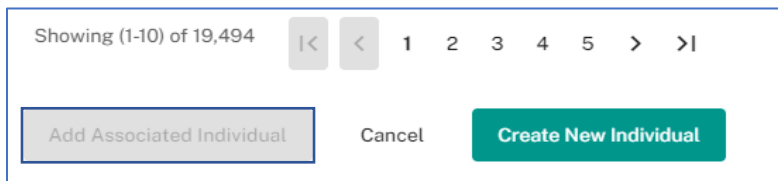
Users will be directed to a screen as exemplified below. From the dropdown, select the role of the associated individual to be added. Then, select the individual from the list.

Add Associated Individual

Role *
Role is required

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

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

Showing (1-10) of 19,494 |< <   1   2   3   4   5   >   >|

Add Associated Individual   Cancel   **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.

Create New Advocacy

Status & Dates

Advocate *	Status *	Referral Date *	Closed Date
Wes ProgramAdmin1	Open		
		(mm/dd/yyyy)	(mm/dd/yyyy)

Knowledge Source *

Client

Add Client

Save   Cancel

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

Add Client

Individual Type *
Person

First Name	Middle Initial	Last Name	Date of Birth	Address	City	State	Zip Code	Email	▼
☐				Apt 2A	Richmond	VA	23222		

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

CREATE NEW INDIVIDUAL

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

ADD CHARGED OFFENSES

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.

R: ADD NEW CHARGED OFFENSE

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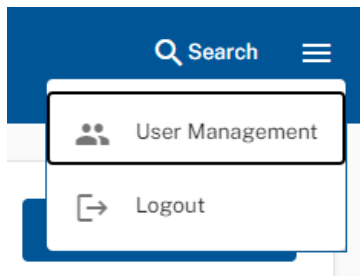
By clicking on the hamburger menu in the top right corner of the screen, users can navigate to the 'User Management' screen or logout.

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

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

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

Program Details Page

🔵 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


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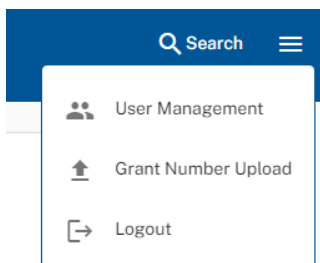
In addition to the **'User Management'** and **'Logout'** options, DCJS Admin Users can click the hamburger menu in the top right corner to access the 'Grant Number Upload' function.

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.dcjs.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