

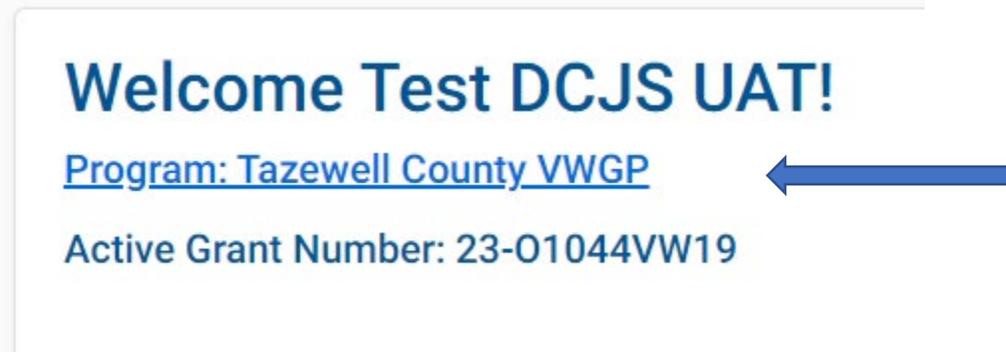


Expanded Progress Report Features

Please reference pages 8-10 of the manual ([vscs-trainingmanual-01-06-23.pdf \(virginia.gov\)](#)) regarding progress report completion features. For your convenience, DCJS extracted the below instructions to aid the user to successfully generate a progress report for approval. To ensure updates to the VSDCS, clear your cache before using these instructions. The need to do this should diminish once the system is established. Instructions can be found at: <https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/victims/vscs-clearingyourcache.pdf>

Always, confirm you are using the production link to login to VSDCS: <https://vscs.dcjs.virginia.gov/account/login> or bookmark the site on your device.

1. Login to VSDCS and click on **Your Program** name hyperlink,



2. Scroll down until you see the Grant Goals tab. Ensure that your goals and objectives (formerly known as targets) are included in VSDCS before you generate the report. If applicable, click the button +Set Goals. See [page 8](#) of the VSDCS manual.



You can view your victim and witness goals in OGMS by going to 2nd Fiscal Year column of the Program Service Objectives-Victims tab and Witness Tab.,

3. Above the Grant Goals section are the tabs related to the Progress Report. You will complete the Training and Narrative tab (see yellow highlight).

Grant Goals

Progress Reports

Grants

Training

Narratives

Users can view and generate progress reports from the 'Progress Reports' tab in VSDCS. 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.

User Assistance Features:

- To view previous narratives migrated into VSDCS, select the FY (Fiscal Year) and Quarter (Q1-4) of the narrative you would like to view.

Year *

FY 2023



Q1	Q2	Q3	Q4
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- The narrative sections are in alphabetically order. The narrative explanations can be reviewed in the Virginia VWGP codebook at: <https://www.dcjs.virginia.gov/victim-services/virginia-victimwitness-grant-program-codebook/narrative>

- Cut, paste, and spell check features are available in VSDCS. Click the SAVE button before leaving the narrative pages. Autosave is **not** available.
- Select the Edit button to enter each section of the narrative.

Assistance to Campus Sexual Assault Victims

<Enter narrative here>

  Edit

Case Studies

Coordinated Efforts

DCJS Assistance Needs

Organizational Capacity Issues

Plans for Next Quarter

Program Accomplishments & Changes

Training Received

Trends

Victim Compensation

Complete all sections of the narrative. If there is no activity in an area of the narrative, indicate with a phrase that relays so. Reference the link above for definitions of each section.

Example:

Edit Assistance to Campus Sexual Assault Victims Narrative

Year: 2023 Reporting Period: Q3

Narrative Body *

Report how the provision of the Act (§23-9.2:15. Reporting of acts of sexual violence) impacted the overall workload of your program. (Please describe the types of services provided, the amount of time spent providing services, the impact of the services provided and the response of the institution and collaboration efforts).

Save Cancel



- 4. Click the Progress report tab, then the kebob menu at the end of the row of the Year, Period, and Grant Number to select the Generate Progress button. Select the Generate Progress Report PDF.

Progress Reports

▼ Open filters

Year	Period	Grant Number	Date Approved	Submitting User	Grant Monitor	Status
FY 2023	Q3	23-01044VW19			Reed, Sharon	Pending Approval
FY 2023	Q2	23-01044VW19			Reed, Sharon	Approved

- 5. Complete the Popup screen (below) and click Save. Selecting SAVE will generate a PDF Download of the progress report. You can save it to your device for your program records and/or open for your review. SAVE will auto generate an email to your assigned Grant Monitor that a report is pending approval.

Open filters

Address Line 1	Address Line 2	City	State	ZIP Code	Office Phone	Office Email	Primary Office?
> P. O Box 871							

Showing (1-1) of 1

Grant Goals

Progress Report

Open filters

Year

Generate Progress Report

Surveys Distributed *	Surveys Returned *
100	36

Program has spent 5% or less time of grant-funded staff hours on the provisioning of services to Witnesses

No ▼

Number of hours contributed to the provisioning of services to Victims by Volunteers *

20

Save
Cancel

6. Should your progress report need modifying you will receive an email notification from VSDCS with specific instructions to follow to update your report for Grant Monitor approval. The quarterly progress report must be approved in VSDCS to comply with Office of Victims of Crime Performance Measurement Tool requirements and then the final Grant Monitor approved report must be uploaded to OGMS (Online Grants Management System) for state grant compliance.

New VSDCS Progress Report Features:

1. Section 1. Represents the Total number of Victims who have received Services in this reporting period.
2. Section 2. is the Total number of Victims who have received their first Services of this Grant Period within this reporting period.
3. The Timestamp includes the status of the progress report when generated. The status can be Pending or Approved.

Date Generated: 3/24/2023 12:24:58 PM
Status: Pending Approval



Russell County VWGP
Reporting Period: 3Q2023
Grant Number: 23-O1108VW19

Victims

1. Total Number of Victims

Total Number of Victims who have received Services in this Reporting Period

Direct Victims	Generic Victims
69	0

2. Total Number of New Victims

Total Number of Victims who have received their first Services of this Grant Period within this Reporting Period

Direct Victims	Generic Victims
68	0

Date Generated: 3/27/2023 5:47:16 PM
Status: Approved



Russell County VWGP
Reporting Period: 3Q2023
Grant Number: 23-O1108VW19

Victims

1. Total Number of Victims

Total Number of Victims who have received Services in this Reporting Period

Direct Victims	Generic Victims
69	0

2. Total Number of New Victims

Total Number of Victims who have received their first Services of this Grant Period within this Reporting Period

Direct Victims	Generic Victims
68	0

- Sections 3 and 4 of the progress report are auto generated to reconcile with the Total Number of New Victims (Section 2.)
- Sections 4. (Special Classifications) and 5. (Victimization Types) may not reconcile directly with the number of new victims serviced this quarter (Section 2.) All special classifications are reported on Advocacies for new Direct Victims this Reporting Period. One Victim may have multiple Special Classifications or none. All Victimization Types, based on charged offenses, reported on Advocacies for new Direct Victims this Reporting Period. One Victim may have multiple Victimization Types.
- Sections 11. And 12. (Training Received and Provided) will include all trainings entered in VSDCS by program staff. Ex.

Full Name	Training Subject	Spent Hour	Completion Date
Hess, Casie	DCJS Quarterly	1.00	2/1/2023
Hess, Casie	Civil rights	1.00	2/7/2023
Hess, Casie	Youth trauma	3.00	2/9/2023
Hess, Casie	VSDCS Q&A	2.00	2/14/2023
Hess, Casie	Basic VW Academy/Lynchburg/ advocacy, self care, working w/ partnering programs	28.00	3/2/2023
Rhea, Kathy	Civil Rights	1.00	2/7/2023
Rhea, Kathy	Youth Trauma	3.00	2/9/2023

12. Training Provided

No data to report

Reminder: Your data will look very different this quarter and will represent a more accurate depiction of the services you provide with the VWGP funding. VSDCS provides you with the opportunity to enter a service multiple times within a single reporting period and allows you to associate those services with multiple offenses (crimes). The additional data collected in this section aligns our reporting with federal and state reporting requirements and will be used to analyze trends and services across regions for future service delivery benchmarks.

For technical assistance, please contact VictimsServicesTA@dcjs.virginia.gov and copy your Grant Monitor.