

2025 VWGP and VSDCS Refresher Trainings

6/20/2025 Central/Northern (Stafford)

9/19/2025 SWVA (Abingdon)

10/17/2025 Shenandoah (Harrisonburg)

11/7/2025 Tidewater (Newport News)



DCJS

Virginia Department of Criminal Justice Services

Agenda

- Security and Sharing Program Specific Information
- Grant Required Services
- Reporting and Compliance
- Performance Management
- Q and A

Commonwealth of Virginia Information Technology Resource Management

Victims Services Data Collection System (VSDCS) is the property of the Commonwealth of Virginia and the Virginia Department of Criminal Justice Services. In accordance with VITA's Information Security Standard (SEC530), DCJS is required to monitor and audit all activity on the system.

Sharing Program Specific Information

The purpose of developing a centralized system to support the Virginia Victim Witness Grant Program was to ensure that data collection and reporting complies with federal and state requirements.

Information related to DCJS programs and systems should come from DCJS only. If appropriate, DCJS will distribute grant related materials to programs to support software updates.

Please do not share information sent directly to your specific program as it may not apply to other programs.

VOCA Rule for Servicing Individuals

- Federal (OVC): Crime victim or victim of crime means a person who has suffered **physical, sexual, financial, or emotional harm** as a result of the commission of a crime.
- State (Virginia): Virginia's Crime Victim and Witness Rights Act, "Victim" means a person who suffered physical, psychological or economic harm as a direct result of: the commission of any felony, or certain misdemeanors (Assault and battery; assault and battery against a family or household member; stalking; sexual battery; attempted sexual battery; or driving while intoxicated).

Note: The actual deceased victim of a homicide is never counted as a direct service victim. Must be able to provide direct services.

OGMS: VSDCS Access Certification

VSDCS Access Certification

ACKNOWLEDGMENTS: I am requesting access to the Victims Services Data Collection System (VSDCS)

1. I understand all information provided to me by the Virginia Department of Criminal Justice Services (DCJS), including access to any computer system, is to be held in the strictest confidence.
2. I understand I will be provided with system access credentials that are unique to me and I understand it is prohibited to share my password with anyone.
3. I understand I am responsible for the accuracy and integrity of data entered and/or transactions performed as a result of access authorized by the use of any password I receive or devise.
4. I understand and consent to all activity on the system being monitored.
5. I agree NOT to attempt to circumvent the computer security system.
6. I agree to notify the System Account Manager at DCJS immediately of any change in my employment and/or position that no longer requires access to systems I have been authorized to access.
7. I understand I must notify DCJS, within thirty days, through a contract amendment when personnel are no longer employed or in a position that no longer requires access to the system(s) they have been authorized to access.

SIGNATURE AUTHORITY'S CERTIFICATION: As the Project Director for the above Grantee:

I certify that I have read and am fully conscious of our duties and responsibilities under this Certification.

VSDCS Program Administrator (Project Director
or designee) Certification*:

First Name*:

Last Name

Date

Title*:

Activating and Deactivating Users

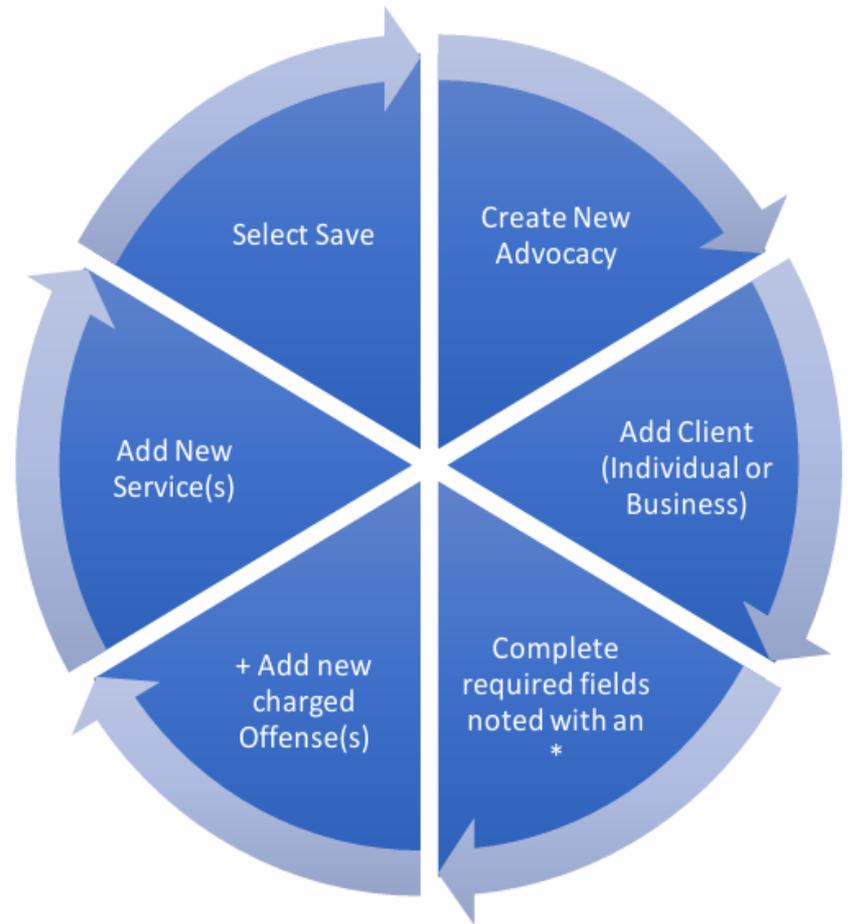
User Management is the responsibility of the VWGP Project Director assigned in VSDCS as the Program Admin.

- The VSDCS Program Admin role is responsible for all program staff user management; overseeing data management; overseeing advocacy entry and validation, progress report creation and submission.
- Your electronic signature acknowledges that all information entered into the system by the program to the DCJS is validated within the organizational systems to which access is authorized.

The life cycle of an advocacy...

When a new case is presented to the Victim/Witness Program...

1. Create New Advocacy
2. Add Client, select Individual or Business, **it is recommended you search to determine if the client already exists.**
3. If exists select the record and Add Individual or Business to link the existing record to the advocacy.
4. If it does not exist Add Individual or Business and enter the client details.
5. All advocacy records **MUST** have at least one victimization type/charge to receive services.
6. All services must be associated to a Charge and can be linked to multiple charges.
7. Enter all services that have been provided. You can enter the same service as many times as it was provided.



When to select Direct or Generic

- ✓ **Direct services** are program services provided to individuals that go **beyond the provision of generic services**. Such services seek to alleviate problems or inconveniences arising from the commission of a particular crime. Examples of direct services include crisis intervention, assistance with compensation claims, court accompaniment, etc. For example, with restitution, if a staff person helps to determine the amount of restitution and then monitors payments, count that individual under “Direct Service”.

Generic services include, and are limited to, the provision of pre-printed information, routine contact related to the advanced notice of judicial proceedings, restitution, and case dispositions. Routine contacts are **brief, limited encounters** with an individual. For example, with restitution, if a staff person mails a restitution check to an individual, and that is the only contact with that person, count that individual under “Generic Service”.

Types of Individuals in VSDCS

- **DV-** Direct Victim: A direct service victim receives the services described in the “Direct Services” category.
- **DW-** Direct Witness: A direct service witness receives any or all of the required and optional services.
- **GV-** Generic Victim: A generic service victim receives only the services described in the “Generic Services” category.
- **GW-** Generic Witness: A generic service witness receives only pre-printed information or routine contact related to case dispositions.

Documenting Services

✓ **Service Tracking**

What service(s) did you provide? How many times where they provided?

✓ **VOCA-funded vs. Non-VOCA funded**

Review the budget in OGMS. Report only on VOCA-funded services.

✓ **All "Other" services must be defined**

Review all services offered in VSDCS to find an applicable option for tracking and reporting. Defining "other" service is required.

Tracking Multiple Services and Victimization Types

- The Victims Services Data Collection System (VSDCS) allows Program personnel to efficiently add multiple services to one or more charged offenses at once. This functionality significantly streamlines the process and saves time.
- 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 (aka crimes).
- The additional data collected in this section aligns our reporting with federal and state reporting requirements.
- The number of distinct advocacies that have a service date which falls in the fiscal year is listed on your Open Advocacies tab. **(The count is for Advocacies not the total number of services).**

Multiple OVC Victimization Types

5. Victimization Types Reported for Total Number of Direct Victims

a: Direct Victims, by Victimization Type, who received services during the reporting period. A victim may be counted in more than one victimization type.

Victimization Types	
Adult Physical Assault	27
Adult Sexual Assault	1
Adults Sexually Abused/Assaulted as Children	3
Arson	2
Burglary	5
Child Physical Abuse or Neglect	6
Child Pornography	1
Child Sexual Abuse/Assault	11
Domestic and/or Family Violence	26
DUI/DWI Incidents	2
Identity Theft/Fraud/Financial Crime	9
Other Vehicular Victimization (e.g., Hit and Run)	2
Robbery	31
Stalking/Harassment	6
Survivors of Homicide Victims	4
Violation of a Court (Protective) Order	3
Other	27

b: Of the Direct Victims who received services during the reporting period, the number who presented with more than one victimization.

Total
0

Total Number of Individuals Served

1. Total Number of Individuals:

The total number of individuals who have received services in this reporting period.

Direct Victims	Generic Victims	Direct Witnesses	Generic Witnesses
166	0	23	0

2. Total Number of New Individuals:

The total number of individuals who have received their first services of this Grant Period in this reporting period.

Direct Victims	Generic Victims	Direct Witnesses	Generic Witnesses
91	0	23	0

Best Practice for Data Entry

Double-Check Entries

- Before clicking Save, always review the data you have entered to catch any mistakes.

Standardize Data Entry

- Project Directors must ensure all team members are trained on these procedures and data collection methods of VSDCS. The DCJS VSDCS Project Team is available for training software users.

Regularly Update and Maintain Databases

- Periodically review and update your databases to remove duplicate entries, correct inaccuracies, and ensure that the data remains current and relevant.
- Accurate and efficient data entry is vital for maintaining the integrity of data and optimizing VSDCS operations. By implementing best practices, you can significantly enhance the quality and speed of your data entry processes.

Required Services

Services that are required by the Virginia Crime Victim and Witness Rights Act are in **bold** in VSDCS (Victims Services Data Collection System).

- [Information and Referral](#)
- [Personal Advocacy/Accompaniment](#)
- [Emotional Support or Safety Services](#)
- [Shelter/Housing Services](#)
- [Criminal/Civil Justice System Assistance](#)

Example Required VCVWRA Service

B. Personal Advocacy / Accompaniment

Service Provided	Direct Victims		Direct Witnesses		Goals	
	Current Reporting Period	YTD	Current Reporting Period	YTD	Grant Goal	Percentage To Goal
Child / Dependent Care	0	2	0	0	5	40.00 %
Emergency Medical Care	0	0	0	0	0	
Immigration Assistance (Advocacy)	0	0	0	0	0	
Individual Advocacy	176	293	0	0	300	97.67 %

Criminal Advocacy / Accompaniment: Criminal Justice Process: Explanation of Steps	66	121	0	0	215	56.28 %
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VSDCS Note Sections

- Contact Note
- Special Classification Note
- Client Notes
- Advocacy Notes
- Charge Explanation Note
- Service Note

Charged Offenses/OVC Victimization Types

- VSDCS automatically maps the charged offense selected when creating an Advocacy to the Victimization Type as defined by OVC and populated on the VSDCS generated progress report.

Add New Charged Offense

Charged Offense Assault by Mob (Adult)	Victimization Type Adult Physical Assault	Charge Date (mm/dd/yyyy)
Local Case Number		
Charge Status *		
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	

Survey



Services to Incarcerated Victims

- States and VOCA funded sub-recipients may set eligibility criteria for their victim service projects, and thereby determine, in accordance with VOCA funded projects and this rule, whether and how such victims might be served by VOCA-funded projects.
- Page 32: [Side-by-Side Comparison of the VOCA Victim Assistance Guidelines and Rule](#)

Documenting Compensation Services

- Ensure accuracy in documenting services for Compensation Services and Explanation.

[V. Victims' Compensation | Virginia Department of Criminal Justice Services](#)

[5. Victims' Compensation[®] | Virginia Department of Criminal Justice Services](#)

Service Name	Service Category Name
<input type="checkbox"/> Compensation: Services ?	Information & Referral Services
<input type="checkbox"/> Compensation: Explanation ?	Information & Referral Services

Documenting Housing Services

- Ensure that Housing Services are not actual referrals. Referrals are documented and generated on the progress report in section **A. Information and Referrals**. Example:

D. Shelter/Housing Services

Service Provided	Direct Victims		Direct Witnesses		Goals	
	Current Reporting Period	YTD	Current Reporting Period	YTD	Grant Goal	Percentage To Goal
Emergency Shelter or Safe House	4	12	0	0	5	240.00 %
Relocation Assistance	1	4	0	0	2	200.00 %
Transitional Housing	1	4	0	0	2	200.00 %
	Total					
		6	20	0	0	

Shelter/Housing Services

Providing short- and long-term housing and related support services for victims and families following victimization. This can include **providing** the service or **arranging** or **coordinating** the service.

- Emergency Shelter/Safe House: **Providing** emergency short-term shelter to individuals and families following victimization.
- Transitional Housing: **Providing** temporary housing for victims who, due to the nature of the victimization, cannot safely return to their former housing and need more time to stabilize themselves before living independently.
Note: Referrals to transitional housing should be counted under Information and Referral Services.
- Relocation Assistance: **Coordinating** assistance with initial rental expenses, utility deposits, security deposits, and/or moving fees. This includes assistance locating long-term housing for the victim, regardless of distance, based on safety needs. This service includes assistance with obtaining housing support from local, state, and/or federal resources to relocate victim(s).

Campus Sexual Assault

If Campus Sexual Assault (Adult) or (Child) is not selected as a charged offense, the required field to document time spent providing the services for these two victimization types will not populate on your progress report.

Add New Charged Offense

Charged Offense

campus

Victimization Type

Charge Date

(mm/dd/yyyy)



--

Adult Campus Sexual Assault (Age 18 and over)

Child Campus Sexual Assault (Under the age of 18)



Save

Cancel

Adding Service Time to Campus Sexual Assault

- Capture the number of minutes the services are provided. VSDCS will calculate a cumulative total in hours on your progress report.

Add New Service Details

Service Name

Victim Impact Statement

Advocate *

Technical Support VSDCS

Date Provided *

6/18/2025

(mm/dd/yyyy)

Contact Method *

In-Person

Location *

Court

Time (Minutes)

Time is required for Campus Sexual Assault Offenses

Related Offenses

CO-0059-5735: Assault

CO-0059-5742: Adult Campus Sexual Assault (Age 18 and over)

Save

Cancel

Back

Charged Offenses/OVC Victimization Types

VSDCS automatically maps the charged offense selected when creating an Advocacy to the Victimization Type as defined by OVC and populated on the VSDCS generated progress report.

Add New Charged Offense

Charged Offense

Assault by Mob (Adult)

Victimization Type

Adult Physical Assault

Charge Date

(mm/dd/yyyy)



Local Case Number

Charge Status *

Save

Cancel

Campus Sexual Assault Hours

7. Program Development & Performance

Separate Waiting Areas Available?	Yes
Directory of Services Developed?	Yes
Continuance Notification Process Established?	Yes
Number of Hours Contributed to Campus Sexual Assault Charged Offenses	0.00
Surveys Distributed	14
Surveys Returned	2
Program has spent 5% or less time of grant-funded staff hours on the provisioning of services to Witnesses?	Yes
Number of hours contributed to the provision of services to Victims by Volunteers	8.00

Possible VSDCS Service Selections for NAAVI

<p>Criminal Advocacy / Accompaniment: Liaison re: Prisoner Status</p>	<ul style="list-style-type: none">•Assist in the completion and forwarding of notification registration requests for local jails and state correctional facilities to ensure that victims are notified of the escape, change of name, transfer, release, or discharge of a prisoner.•Completing VINE notification and/or NAAVI enrollment registration on behalf of the victim.•NOTE: NAAVI provides notification and information while an inmate is in the custody of the Virginia Department of Corrections (the prison system). This includes inmates who are serving 12 months or longer. For more information, please contact 1-800-560-4292. Victim Information and Notification Everyday (VINE) provides notification on inmates in local jails in Virginia and also provides notification on the Virginia Sex Offender Registry. For more information about local jail or Sex Offender Registry notifications, please contact 1-800-467-4943. <i>VINE does NOT provide notification or information about inmates in the custody of the Virginia Department of Corrections.</i>
<p>Criminal Advocacy / Accompaniment: Notification Assistance</p>	<ul style="list-style-type: none">•Assist victims in completing and forwarding notification registration request forms to the Commonwealth’s Attorneys’ offices, to court clerks, and other appropriate agencies to ensure that the agencies properly notify victims of all court proceedings in which the victims are involved.•Assist victims in completing and forwarding notification request forms for plea agreements.•When possible, assist the three statewide VWGPs (Parole Board, OAG, and VADOC) in locating victims or surviving family members for notification of post-conviction services.•Completing NAAVI enrollment registration on behalf of the victim for notification of post-conviction offender activities.

Locate Individuals without Services

The screenshot shows the VSDCS dashboard interface. At the top, there is a blue header with the VSDCS logo, the text "VSDCS UAT Environment. Not for Program Use!", and a search icon. Below the header, a welcome message "Welcome Technical Support VSDCS!" is displayed, followed by a redacted name and the "Active Grant Number: 26-01240VW23". A "Create New Advocacy" button is located in the top right. The "My Dashboards" section includes tabs for "My Open Advocacies" (selected) and "Recently Opened Advocacies". The "My Open Advocacies" section features a table with the following data:

Advocacy ID	Client	Referral Date	Client Type	Services Provided [↑]
AD-0064-7861	Frost, Jack	9/3/2025	Victim	0
AD-0064-7860	Sprung, Spring Has	9/3/2025	Victim	0
AD-0064-7859	IsFalling, Fall	8/1/2025	Victim	1
AD-0064-7858	Claus, Saint Nicholas	9/3/2025	Victim	11

Validating Services in VSDCS

Validation

- Subgrantees must have supporting documentation for all submitted performance data.

Documentation

- VSDCS Knowledge Source, Docket, court sheets, tracking log, client files, Karpel, etc.

Reasons Progress Reports are Denied

Incomplete or Insufficient Narrative – The report lacks necessary details, data, or supporting documentation as required. **DO NOT enter PII or subjective information in narrative sections.**

Failure to Meet Submission Requirements – The report does not follow the required format, deadline, or submission guidelines.

Inaccurate or Misleading Information – The report contains errors, inconsistencies, or misrepresentations of progress.

Lack of Progress – The report does not demonstrate sufficient progress toward goals, milestones, or deliverables.

Noncompliance with Regulations
– The report does not adhere to legal, policy, or contractual obligations. **Unapproved Changes**
– The report includes unauthorized modifications to the project scope, objectives, or budget.

Organization or Clarity – The report is unclear, difficult to follow, or does not effectively communicate progress.

Breach of PII

5. Requirement to report actual or imminent breach of personally identifiable information (PII)

The subgrantee at any tier, must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it -- 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or 2) uses or operates a "Federal information system" (OMB Circular A-130). The subgrantee's breach procedures must include a requirement to report actual or imminent breach of PII to DCJS no later than 24 hours after the detection of an actual breach, or the detection of an imminent breach.

PII Reminder

During data capture and reporting to DCJS, PII must be protected to avoid unwarranted exposure of a victims identity.

- ✓ Too much information that could potentially identify a victim.
- ✓ Too detailed information about mental or medical conditions related to the victimization/case

Exclude the above types of information in case studies and VSDCS Note sections.

Reporting Breach

- *The subgrantee's breach procedures must include a requirement to report actual or imminent breach of PII to DCJS no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach. Breaches concerning data systems must also be reported to DCJS's Information Security Officer.*
- *Best Practice: Change all passwords to VSDCS.*

Grant Requirements/Special Conditions

- Civil Rights Compliance (Training modules are not currently available).
- Updated Special Conditions
- General and Special Funds/Reappropriation

State General Funds Memo

The 2025 State Fiscal Year will close on June 30, 2025.

After June 30th, any remaining State General Funds on your grant will enter the re-appropriation process, which includes review and approval by the Department of Planning and Budget and become unavailable for drawdown for several months.

In order to avoid the re-appropriation process, any requests for remaining State General Funds will need to be submitted in **OGMS by May 15, 2025.**

*For more information, check your email/refer to OGMS Alerts.

Funding Sources

VWGP Total – SFY 2026	Approx. %	Amount
Federal VOCA Funds	46%	\$9,459,020
State Special Funds (Virginia Crime Victim-Witness Fund)	7%	\$1,482,827
State General Funds	47%	\$9,836,872
TOTAL		\$20,778,719

Cooperative Agreements

- Make updates as needed and review expired signatures.
- Grant Monitor will verify cooperative agreements on site.

[Grant Management Resources | Virginia Department of Criminal Justice Services](#)

Proration Resources

- [Victim Assistance Prorating Strategy for Subgrantees](#)
- [Fraud Awareness for VOCA Subgrantees | Virginia Department of Criminal Justice Services](#)

Start at minute 7:50

When Prorating is Unnecessary: If a subgrantee can track the number of victims served and the services provided that are supported by their Victim Assistance subgrant plus match, then no prorating is needed.

Data Proration for VOCA Subgrantees

To prorate is to divide, distribute, or calculate proportionately.

Subgrantees should collect data on victims served and services supported through VOCA separately from victims served and services provided via other funding sources.

Can you?

- Track exactly how many victims and how many services were provided as part of VOCA work.
- Track exactly how many victims and how many services were provided as part of non-VOCA work, then you do not have to prorate.

Contact:

- Questions related to Program Guidelines and Administration should be directed to the VWGP Coordinator and/or your DCJS Grant Monitor
- Questions related to the use of the VSDCS application should be sent to the VSDCS Technical Assistance team via email at victimsservicesta@dcjs.virginia.gov