



# Victim Witness/Assistance Grant Program

## Overview of the Codebook



Virginia Department of  
Criminal Justice Services

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# Reason for CIMS Upgrade:

OVC has implemented new performance measures for all VOCA funded projects. To remain in compliance with VOCA reporting requirements, enhancements to CIMS to capture the necessary performance measures were made.





# Changes in CIMS 9.3A1:

## Client/Case screen:

- Navigation Shortcuts Have Been Removed
- Population Demographics
- Crime Committed/Victimization Type
- Service Objectives
- Reporting Requirements
- Narrative



# Population Demographics:



Client Information and Services

Client/Case	Client Memo	Defendants	Pre-Printed	Services	Witnesses	Compensation	Staff Contacts	Local Case
What This? <input checked="" type="checkbox"/> DB Abr. <input type="checkbox"/> DB Full			1	Case(s) on file for this Client				Maximize Form Restore Form
Include Archive in Drop Down Box: <input type="checkbox"/>				Confidentiality Filed: <input type="checkbox"/>				CLOSE
Find Client - click below box		DS-On DS-Off	Client ID: C16302835	Case ID: 163003576				Print Form Worksheet
Last Name:	First Name:	MI:	Suffix:					New Client New Case
Is this a Business: No	Preference for Dates: <input checked="" type="checkbox"/> Use Today's date <input type="checkbox"/> Open Calendar <input type="checkbox"/> Use date:							Delete Client Delete Case
Date of Birth:	Race: Unknown	Gender: Unknown	National Origin: United States	Referral Date: 01/01/2015	Closed Date:			CM Assigned to Case LAD
Address 1:	Address 2:	City/State/Zip: Blackstone VA 23824	Phone # - Home:	Phone # - Other:	E-mail Address:			Select All Record Fiscal Year Qtr1 Qtr2 Qtr3 Qtr4
Client Disability: <input type="radio"/> Handicapped <input checked="" type="radio"/> Non-Handicapped <input type="radio"/> Unknown	Age Bracket: <input type="radio"/> < 13 <input type="radio"/> 13 - 17 <input checked="" type="radio"/> Unknown <input type="radio"/> 18 - 29 <input type="radio"/> 30 - 44 <input type="radio"/> 45 - 64							Select By Case Manager
				Crime Committed: Assault	Victimization Type: Assault	Knowledge Source: Commonwealth's Attorney	KS - Other:	Find Client By Local Case # Display All
				Client Type: <input checked="" type="radio"/> Direct Service Client <input type="radio"/> Generic Service Client	<input checked="" type="radio"/> Victim <input type="radio"/> Witness			Sort By Name Sort By Case
				Victim Hyperlink: <input type="checkbox"/>	Note: After inserting the hyperlink you can change the document name as needed	Shared:	Date Created: 3/11/2016	Reset
				Reports: Class/Type Crime Committed Cross-Reference:	Reset	Cross-Reference Table Add/Delete		
Active Grant #: 15-S9263VG14	Grant # for this Case: 15-S9263VG14	Quarter: 3Q15	Referral Date: 01/01/2015	Closed Date:				





# Population Demographics: Not reported/Not Tracked

- **Not Reported-** If data is not reported by the individual.
- **Not Tracked-** If data is not collected by the program for a category.





# Population Demographics: Race

Race:

9.2H.1	9.3A
Caucasian	American Indian or Alaska Native
Black	Asian
Hispanic	Black or African American
Asian	Hispanic or Latino
Native American	Multiple Races
Unknown	Native Hawaiian and Other Pacific Islander
	Not Reported
	Not Tracked
	Some Other Race
	White Non-Latino or Caucasian





# Population Demographics: Gender

## Gender:

9.2H.1	9.3A
Male	Male
Female	Female
Unknown	Other
	Not Reported
	Not Tracked





# Population Demographics: Special Classification

## Special Classification (formerly known as Client Disability):

9.2H.1	9.3A
Handicapped	None
Non-Handicapped	Deaf/Hard of Hearing
Unknown	Homeless
	Immigrants/Refugees/Asylum Seekers
	LGBTQ
	Veteran
	Victims with Disabilities: Cognitive/Physical/Mental
	Victims with Limited English Proficiency
	Other (List below)







# Population Demographics: Special Classifications

- Self-reported by the individual
- Individuals might not report any of the listed special classifications
- “Other” includes any additional classification that you track





# Population Demographics: Age

Report each individuals' age **at the time of the victimization** for which they are seeking services

## Age Brackets:

9.2H.1	9.3A
< 13	0 - 12
13 - 17	13 - 17
18 - 29	18 - 24
30 - 44	25 - 59
45 - 64	60+
65+	Not Reported
Unknown	Not Tracked





# Crime Committed:

## Crime Committed:

Change Type	9.3A
Correction	Contributing to the Delinquency of a Minor - Abuse
Correction	Contributing to the Delinquency of a Minor - SA
Correction	DUI/DWI (Death Case)
New	Adult Campus Sexual Assault (Age 18 and over)
New	Adult Human Trafficking Labor
New	Adult Human Trafficking Sex
New	Adult Sexual Assault
New	Child Campus Sexual Assault (Under the age of 18)
New	Child Human Trafficking Labor
New	Child Human Trafficking Sex
New	Hate Crime: Racial/Religious/Gender/Sexual Orientation/Other
New	Internet Harassment - Adult
New	Internet Harassment - Child
New	Mass Violence (Domestic/International)
New	Teen Dating Victimization





# Crime Committed:

New	Terrorism (Domestic/International)
New	Strangulation
Was <u>Abduction</u>	Abduction - Custodial
Was <u>Abduction</u>	Abduction - Non-custodial
Was <u>Child Sexual Abuse</u>	Child Sexual Abuse/Assault
Was <u>Curse and Abuse</u>	Curse and Abuse - Adult
Was <u>Curse and Abuse</u>	Curse and Abuse - Bullying





# Victimization Type:

9.2H.1	9.3A
Assault	Adult Physical Assault
Sexual Assault	Adult Sexual Assault
Adults Molested As Children	Adults Sexually Abused/Assaulted as Children
Child Physical Abuse	Child Physical Abuse or Neglect
Child Sexual Abuse	Child Sexual Abuse/Assault
Domestic Violence	Domestic and/or Family Violence
DUI/DWI	DUI/DWI Incidents
Elder Abuse	Elder Abuse or Neglect
Other	Other
Robbery	Robbery
Harassment	Stalking/Harassment
Stalking	
Homicide	Survivors of Homicide Victims





# Victimization Type:

AssaultVPO	Violation of a Court (Protective) Order
Child Physical AbuseVPO	
Child Sexual AbuseVPO	
Domestic ViolenceVPO	
Elder AbuseVPO	
HarrassmentVPO	
Sexual AssaultVPO	
StalkingVPO	





# Service Objectives:




- Information & Referral
- Personal Advocacy/Accompaniment
- Emotional Support or Safety Services
- Shelter/Housing Services
- Criminal/Civil Justice System Assistance





# Service Objectives: VCWRA Services Key

**Key**

-  Indicates services required by VCWRA.
-  Indicates subcategories of services required by VCWRA.
-  Indicates services NOT required by VCWRA but recognized by and reported under VOCA.







# # of New Victims Served This Quarter

## Direct vs. Generic Victims

- **Direct victims** receive services which go **beyond the provision of routine**, or generic services.
- **Generic victims** receive services which are **limited to** pre-printed info, advance notice of judicial proceedings, basic restitution, and case disposition.





# Program Source of Knowledge New Direct Service Victims/Cases

- Commonwealth's Attorney
- Commonwealth's Attorney Reports
- Court Docket
- Court Services Unit
- Magistrate
- Medical/Hospital
- Police Department
- Police Report
- Sheriff's Office
- Sheriff Report
- Social Services
- Mental Health
- Victim-Initiated
- Other





# New Direct Service Victim by Type of Victimization

Based on federal program requirements

- Multiple victimizations, are counted by adding an additional case to the client.
- Report what was committed, not what is charged/prosecuted



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# Distribution of Pre-Printed Information

- Any pre-printed material designed to provide information to victims and witnesses.
- Non-DCJS brochures can be used, but must contain all information contained in the *Act*.
- Local brochures include materials from V/W, DV and SA programs.
- “Other” includes initial contact letters, informational packets, and purchased generic pamphlets/brochures.





# Quote of the day:

*I've learned that people will forget  
what you said, people will forget  
what you did, but people will never  
forget how you made them feel.*

*~ Maya Angelou*





® Indicates a required service of  
*Virginia's Crime Victim and Witness  
Rights' Act*



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# Service Objectives:

## Information & Referral

Service Provided	Date
<b>Information &amp; Referral Services</b>	
1. Criminal Justice Process	<input type="text"/>
2. Victims' Rights Explanation	
A. Protection	<input type="text"/>
B. Financial Assistance and Social Services	<input type="text"/>
C. Notices	<input type="text"/>
D. Victim Input	<input type="text"/>
E. Courtroom Assistance	<input type="text"/>
F. Appeal / Habeas Corpus Services	<input type="text"/>
3. Referral to Other Victim Services Programs	<input type="text"/>
4. Referral to Other Services, Supports, Resources	
A. Crisis Referrals	<input type="text"/>
B. Crime Prevention	<input type="text"/>
C. Emergency Assistance	<input type="text"/>
5. Victims' Compensation	<input type="text"/>





# Services Objectives:

## Information and Referral

### 1. CRIMINAL JUSTICE PROCESS®

Explain to victims their options with respect to the criminal justice process. This information may include their rights in proceeding with criminal charges, civil avenues for redress, college judicial system, etc.



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## 2. VICTIMS' RIGHTS EXPLANATION®

As appropriate to a victim's individual needs, program staff should provide explanations of the services available to a victim. These explanations can be made in person or by telephone. The service can only be counted once regardless of delivery type.

- A. **Protection:** provide information on levels of protection available to victims of crime when harm or threats of harm are present.
  
- B. **Financial Assistance and Social Services:** inform victims of financial assistance (beyond crime victims' compensation).





**C. Notices:** provide information to victims on their right to receive employer intercession services.

**D. Victim Input:** advise victims that they may submit to the court a written impact statement or may be given an opportunity to testify about the impact of the crime on the victim and his or her family. Provide explanations to victims about the parole process and victim input for crimes occurring before January 1, 1995.





- E. Courtroom Assistance:** inform victims that they may request that their addresses and telephone numbers not be disclosed. Explain to victims that they have the right to use the services of an interpreter, if needed.
  
- F. Appeals/ Habeas Corpus Services:** provide information to victims of their right to receive notification from the Office of the Attorney General of the filing and disposition of any appeals or habeas corpus proceedings involving the defendant(s) in their case.





### 3. Referral To Other Victim Service Programs

Provide victims with referral(s) to services, supports, and resources including other Victim Witness Assistance Programs or community based nonprofit victim service programs.





## 4. REFERRAL TO OTHER SERVICES, SUPPORTS, RESOURCES

**A. Crisis Referrals:** provide victims the names, addresses, and telephone numbers of appropriate agencies that offer crisis intervention (including hotlines), follow-up counseling (private and public mental health providers), and support groups.

**B. Crime Prevention:** direct victims to law enforcement agencies for the purpose of obtaining crime prevention services.

**C. Emergency Assistance:** refer victims to emergency assistance agencies, such as those that provide shelter, food, clothing, etc. You can count this service for a victim even if the victim does not follow through with the referral.





## 5. VICTIMS' COMPENSATION®

Assist victims in applying for crime victims' compensation. Making victims aware of the availability of crime victim compensation (see the following definition), helping victims complete required forms, and gathering needed documentation. Services may include:

- **Explanation**
- **Services**
- **Follow-up**





# Services Objectives:

## Personal Advocacy/Accompaniment

Service Provided	Date	Service Provided	Date
<b>Personal Advocacy / Accompaniment</b>			
6. Emergency Medical Care		14. Transportation Services	
7. Medical Forensic Exam Accompaniment		A. Transport provided by Agency	
8. Medical Forensic Exam Perform / Collect		B. Reservations	
9. Law Enforcement		C. Reimbursements	
10. Individual Advocacy	03/15/2016	15. Interpreter Services	
11. Immigration Assistance		<b>Emotional Support or Safety Services</b>	
12. Intercession		16. Crisis Intervention	
A. Employer	03/15/2016	17. Hotline / Crisis Line Counseling	
B. Creditor		18. On-scene Crisis Response	
C. Landlord		19. Individual Counseling	
D. Academic Institution		20. Support Groups	
13. Child / Dependent Care		21. Other Therapy	
		22. Emergency Financial Assistance	





# Services Objectives:

## Personal Advocacy/Accompaniment

### 6. Emergency Medical Care

A program service provider assists victims in seeking medical care to treat injuries and be tested and treated by emergency care personnel.

### 7. Medical Forensic Exam Accompaniment

Accompany victim to forensic medical exam. Provide assistance to victim with processing vouchers for payment by the Virginia Supreme Court or the Virginia Victims Fund (formerly Criminal Injuries Compensation Fund) of all certified costs relating to the gathering of evidence in forensic medical examinations of a crime victim.

### 8. Medical Forensic Perform/Collect

Grant funded staff perform medical forensic exam or interview, or medical evidence collection or services related to performance and or collection of forensic evidence.

### 9. Law Enforcement Interview, Advocacy/Accompaniment

Refer victims to law enforcement if they are in need of an escort after court, or if they want increased monitoring of their residence. Referrals to the Virginia State Police witness protection program also fall in this category.







## 10. Individual Advocacy

Assisting victims in securing rights, remedies, and services from other agencies. This can include assisting victims in retrieving any property being held for evidentiary purposes, unless there is a compelling law enforcement reason for retaining it.

This service does not include: Emergency Medical Care, Medical Forensic Exam Accompaniment, Medical Forensic Performance/Collection, Law Enforcement Interview, Advocacy, Accompaniment, Immigration Assistance, Intercession (Employer/Other), Child Dependent Care, Transportation Services, and Interpreter Services.

## 11. Immigration Assistance

Provide assistance to person that are not natives of the United States or where they do not possess citizenship (in order to settle or reside). Services can include assistance with special visas, continued presence application, and other immigration relief.





## **12. INTERCESSION®**

Act on the behalf of victims to minimize their losses and to ensure their full cooperation. Intervention with employer, creditor, landlord, or academic institution.

- A. Employer**
- B. Creditor**
- C. Landlord**
- D. Academic Institution**

## **13. CHILD/DEPENDENT CARE**

Provide child dependent care or assistance in gaining child/dependent care by another agency.





## 14. Transportation Services

Provide victims with transportation by automobile to appointments related to the investigation or adjudication of a criminal case.

**A. Transportation provided by Agency:** an agency is providing services funded by VOCA to provide transportation to victim.  
Example: Law Enforcement sponsored programs may allow use of vehicle by grant funded staff

**B. Reservations:** e.g. hotel, airline or bus reservations.

**C. Travel reimbursements:** for mileage, hotel, meals, etc.  
Including arranging transportation by commercial carrier or law enforcement.

## 15. INTERPRETER SERVICES®

Act as a liaison between the victim and criminal justice agencies to obtain the services of a qualified interpreter and to avoid any conflict of interest that may arise through the use of that interpreter.





## 16. CRISIS INTERVENTION®

Crisis is defined as a state of emotional distress (often characterized by crying or being irate). Provide crisis/emergency counseling, emotional support, and guidance when a victim is in crisis.

## 17. HOTLINE/CRISIS LINE COUNSELING

Provide hotline services and operation of a 24-hour telephone service, 7 days a week, which provides counseling, guidance, emotional support, and information and referral.

## 18. On-Scene Crisis Response

Provision of criminal justice services are conducted on-scene of the crisis. This includes GCI (Group Crisis Intervention) response by certified trained NOVA (National Organization for Victim Assistance) responders. (*e.g., community crisis response*). This service includes response at the scene of a crime by victim advocate.





## 19. INDIVIDUAL COUNSELING

Intervention, emotional support, and guidance and counseling provided by advocates, counselors, mental health professionals, or peers. Such counseling may be provided on an ongoing basis. This consists of offering follow-up counseling or any short-term supportive peer counseling that is not crisis driven. Intervention, emotional support, and guidance

## 20. SUPPORT GROUPS

Provide or organize support groups for victims (e.g. homicide survivors group). Including coordination of supportive group activities, such as self-help, peer, and social support. This is more than a referral to a support group (see crisis referrals above), and is **only counted in this category if your program sponsors the group.**

## 21. OTHER THERAPY

Provide or coordinate victims' access to traditional, cultural, or alternative healing; art, writing, or play therapy, etc.

## 22. EMERGENCY FINANCIAL ASSISTANCE

Provide or furnish emergency assistance: payment for items such as food and/or clothing, changing windows and/or locks, taxis, prophylactic and non-prophylactic medications, durable medical equipment, etc.). This can include directly providing a victim with food, clothing, etc.





# Service Objectives:

## Shelter/Housing Services

Service Provided	Date
<u>Shelter / Housing Services</u>	
23. Emergency Shelter / Safe House	<input type="text"/>
24. Transitional Housing	<input type="text"/>
25. Relocation Assistance	<input type="text"/>





## Shelter/Housing Services

### 23. Emergency Shelter/Safe House

Provide or assist with short term housing and related support services for victims and families following a victimization that is an emergency. (Ex. 24 hour shelter to escape domestic violence).

### 24. Transitional Housing

Short- and long-term housing and related support services for victims and families following victimization that are transitioning from violent situations or victim assistance shelters/facilities.

### 25. Relocation Assistance

Short- and long-term housing and related support services for victims and families following victimization. *(includes assistance with obtaining housing, support from local, state, or federal resources to relocate victim(s)).*





# Service Objectives:

## Criminal/Civil Justice System Assistance

Service Provided	Date Provided	Service Provided	Date Provided
<b>Criminal / Civil Justice System Assistance</b>			
26. Event Notification		31. Family Law Issues Assistance	
A. Case Status		32. Other Emergency Justice-Related Assistance	
B. Case Dispositions		33. Immigration Attorney Assistance	
C. Advance Notification		34. Prosecution Interview	
27. Victim Impact Statement		35. Criminal Advocacy / Accompaniment	
28. Restitution Assistance		A. Notification Assistance	
A. Explanation		B. Liaison re: Prisoner Status	
B. Monitoring		C. Confidentiality Forms	
C. Collection		D. Criminal Justice Process	
D. Enforcement		i. Support	
29. Business Restitution		ii. Explanation of Steps	
A. Explanation		E. Parole Input	
B. Monitoring		F. Escort	
C. Collection		G. Closed Preliminary Hearing	
D. Enforcement		H. Closed Circuit TV	
30. Protective Order	03/15/2016		







# Service Objectives:

## Criminal/Civil Justice System Assistance

### 26. EVENT NOTIFICATION®

**A. Case Status:** provide victims with information on any significant developments in the investigation and adjudication of the cases in which they are involved.

**B. Case Dispositions:** provide victims with the final dispositions of their cases within thirty working days of disposition. This includes dispositions of habeas corpus appeals.

**C. Advance Notification:** provide victims with advance notification of judicial proceedings relating to their cases and inform them of any changes in court dates. This information may be relayed through a personal letter or telephone contact.

### 27. VICTIM IMPACT STATEMENTS®

Assist victims in the preparation of victim impact statements or coordinate this service with the probation and parole office. Staff may offer dictation service to illiterate victims, or translation service to non-English speaking victims. This also includes preparing victims to give oral statements.





## 28. RESTITUTION®

Assist victims in seeking and securing restitution. As appropriate, victim/witness program staffs are required to assist victims in seeking and securing restitution by providing information about local procedures and referrals to appropriate personnel. These responsibilities are in accordance with §19.2-11.01 A2c which requires that victims "...be advised that restitution is available for damages or loss resulting from an offense and shall be assisted in seeking restitution in accordance with §§ 19.2-305, 19.2-305.1 ..."

- **Explanation®:** help victims determine the specific amounts of restitution owed in their particular cases.
- **Monitoring:** monitor the payments of court-ordered restitution. "Monitoring" restitution is the service of checking with third parties or the victims themselves to ensure that restitution payments are being made in a timely fashion.
- **Collection:** collect and forward restitution payments.
- **Enforcement:** request, or assist the victim in requesting, a show cause summons when defendants are delinquent in their payments.





## 29. BUSINESS RESTITUTION

- Assist businesses in seeking and securing restitution. As appropriate, victim/witness program staff are required to assist victims in seeking and securing restitution by providing information about local procedures and referrals to appropriate personnel. These responsibilities are in accordance with §19.2-11.01 A2c which requires that victims “...be advised that restitution is available for damages or loss resulting from an offense and shall be assisted in seeking restitution in accordance with §§ 19.2-305, 19.2-305.1 ...”
- Nothing in these statutes places a responsibility on victim/witness program staff to **collect** restitution. To the extent possible, program staff are encouraged to limit regular restitution services to the provision of information about local procedures and referrals to appropriate personnel. Compliance with the Crime Victim and Witness Rights Act requires that programs address a broad range of service objectives. Consequently, the allocation of staff time and resources cannot be unreasonably focused on a few services, such as restitution, to the detriment of other services.





## **30. PROTECTION ORDERS®**

Provide and assist victims with obtaining protective orders (Emergency, Preliminary, and Permanent). This would include victims of domestic violence, child physical abuse, child sexual abuse, elder abuse, stalking, sexual assault, assault and harassment.

## **31. Family Law Issues Assistance**

A Civil legal attorney provides assistance in obtaining protection or restraining order and civil legal attorney assistance with family law issues (e.g., custody, visitation, or support). This can include an advocate arranging services with a civil legal attorney, Legal Aid, and or pro bono assistance programs for civil services.

## **32. Other Emergency Justice-Related Assistance**

Other protection services include advising victims where they may file a warrant for criminal offenses, sitting in a courtroom so as to obstruct the defendant's view of the victim, etc. Assisting a victim in obtaining a no contact order. Providing advocacy services to victims in emergency situations only; not routine.





### **33. Immigration Attorney Assistance**

Provide assistance with special visas, continued presence application, and other immigration relief. This includes an advocate arranging service with immigration attorneys and or advocacy programs that specialize in immigration services.

### **34. Prosecution Interview**

Advocacy/accompaniment with prosecution attorney and with victim/witness staff). Provide descriptive or guided tours of the courtroom in which the victim's case will be heard. Examples of descriptive tours are Kids Court, working through the Going To Court coloring book with a child victim, or providing a detailed description of the layout of the courtroom (i.e. courtroom tours, court waiting rooms, and post disposition conferences with prosecution attorney and victim witness staff.





## 35. CRIMINAL JUSTICE ADVOCACY/ACCOMPANIMENT®

- A. Notification Assistance®
- B. Liaison re: Prisoner Status®
- C. Confidentiality Forms®
- D. Criminal Justice Process
  - i. Support
  - ii. Explanation of Steps
- E. Parole Input
- F. Escort
- G. Closed Preliminary Hearing
- H. Closed Circuit TV





# Other Services:

Service Provided	Date Provided
<u>Other Services</u>	
36. Other	Describe Service Provided (50 characters maximum)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>





## **36. OTHER**

List any other services provided to victims by your grant program that does not fit in an above category.

**Please keep the number of "Other" to a minimum. It is required that you be able to identify the service listed in "Other".**







# REQUIRED SERVICE OBJECTIVES – WITNESSES

- 1. Witness' Rights Information (Pre-Printed) ®
- 2. Witness' Rights Explanation ®
- 3. Protection ®
- 4. Intercession- Employers ®
- 5. Assistance with Interpreter Services ®





# Optional

- 6. Dispositions
- 7. Courtroom Explanations
- 8. Courtroom Tours



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# Quarterly Progress Reports



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# Brief Overview: VW Reporting Requirements

- Quarterly Reports are due the 12<sup>th</sup> working day after the end of the quarter.
- Quarterly Financial Report (*in GMIS*)
- Quarterly Progress Report (*in GMIS*)
  - CIMS 9.3A1 **must** be used to generate FY2017 quarterly progress reports.





# Reporting Requirements:

1. Separate Waiting Areas Available	<input checked="" type="checkbox"/>	5. Number of hours of training received by PAID STAFF	75.00	9. Number of hours of training received by VOLUNTEERS	10.00
2. Directory of Services Developed	<input checked="" type="checkbox"/>	6. Number of hours contributed to the provision of services to victims by volunteers	50.00	10. Number of hours contributed to Campus Sexual Assault	
3. Continuance Notification Process Established	<input checked="" type="checkbox"/>	7. Generic Service Victims	0	11. Number of formal client feedback surveys:	
4. Percentage of grant funded staff hours devoted to the provision of services to witnesses	25.00	8. Generic Service Witnesses	0	A. Surveys distributed	
				B. Surveys completed	
				Report Date	





# Program Development

1. Separate Waiting Areas Available
2. Directory of Services Developed
3. Continuance Notification Process Established
4. Percentage of Grant-Funded Staff Hours Devoted to the Provision of Services to Witnesses (<5%)
5. Number of hours of training received by PAID STAFF
6. Number of hours contributed to the provision of services to victims by volunteers
7. Generic Service Victims
8. Generic Service Witnesses
9. Number of hours of training received by VOLUNTEERS
10. Number of hours contributed to Campus Sexual Assault
11. Number of formal client feedback surveys (Distributed and Completed)





# Reporting Requirements: Narrative

## 1. PROGRAM ACCOMPLISHMENTS and CHANGES

Report any projects, tasks, or initiatives which show the program's success: e.g. new court procedures enacted, the adoption of new policies, increased media attention (attach copies of newspaper articles), etc. Describe any materials that were created for the program: e.g. brochures, forms, cooperative agreements, etc.





## 2. CASE STUDIES

Describe two noteworthy cases, or cases requiring a large amount of staff time; letters from crime victims may be included. *Case studies should focus on the services provided to victim(s)*. Discuss services provided in cases (i.e., child abuse, domestic assault, sexual assault, and underserved) in which VOCA funds were used to assist crime victims during the reporting period.







### **3. CAMPUS SEXUAL ASSAULT**

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).





## 4. COORDINATED RESPONSES

Describe any coordinated responses/services for assisting crime victims during the reporting period. Discuss any attempts to promote coordinated public and private activities within the community to aid victims: for example, task forces, SART teams, multidisciplinary teams.





## **5. VICTIMS' COMPENSATION**

Relate any successes or problems encountered in assisting clients in obtaining awards from the Virginia Victims Fund (formerly Criminal Injuries Compensation Fund).

## **6. TRENDS**

Identify any emerging issues or trends affecting crime victim's services in your locality: for example, new protective order laws increases the number of victims the program must serve.





## **7. TRAINING RECEIVED**

Report the training staff has received, including content and evaluative remarks. Describe any changes that may have been implemented as a result of the training during the reporting period.

## **8. Organizational Capacity Issues**

Please list the number of requests for services that were unmet because of organizational capacity issues. Explain how the program staff addressed the requests.





## 9. NEXT QUARTER PLANS

Describe anything the program hopes to accomplish in the next reporting period: e.g. first meeting of a multi-disciplinary team, Victims' Rights week activities, etc.



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## **10. DCJS ASSISTANCE NEEDED**

Request training, consultations, technical assistance, or other resources needed; if there is an immediate need, please contact your Grant Monitor.



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# Resources

- Glossary of Terms
- Appendix A
- Victimization Types
- Helpful Links



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# For Questions Contact:

**Patricia Foster**

**804-371-8634**

**[Patricia.Foster@dcjs.virginia.gov](mailto:Patricia.Foster@dcjs.virginia.gov)**

**(Copy your Grant Monitor)**



**Virginia Department of  
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