

Victim Witness/Assistance Grant Program

Overview of the Codebook





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:

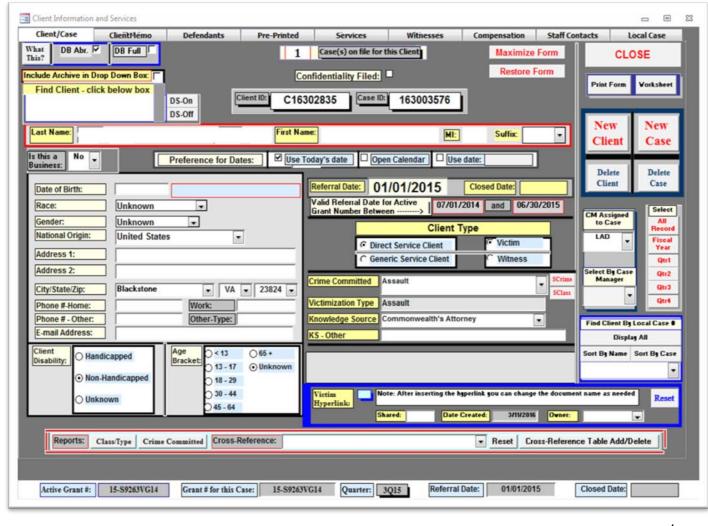
Client/Case screen:

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





Population Demographics:







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.

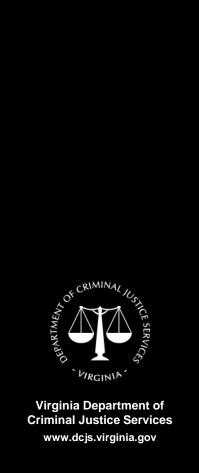




Population Demographics:Race

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):

	iai Glassificación (formeny known as eneme bisability).	
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)	



www.dcjs.virginia.gov



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 <u>at the time of the</u> <u>victimization</u> 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	



Criminal Justice Services

www.dcjs.virginia.gov



Crime Committed:

New

New

Was Abduction

Was Abduction

Was Child Sexual Abuse

Was Curse and Abuse

Was Curse and Abuse

Terrorism (Domestic/International)

Strangulation

Abduction - Custodial

Abduction - Non-custodial

Child Sexual Abuse/Assault

Curse and Abuse - Adult

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:

Assault VPO	
Child Physical AbuseVPO	
Child Sexual AbuseVPO	
Domestic Violence VPO	
Elder AbuseVPO	
Harrassment VPO	
Sexual Assault VPO	
StalkingVPO	

Violation of a Court (Protective) Order





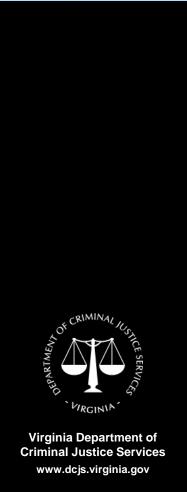
Service Objectives:

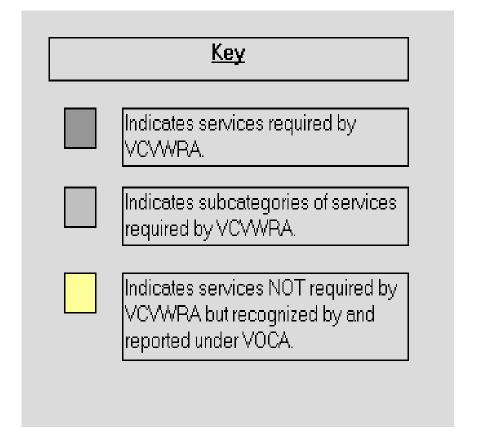
- Information & Referral
- Personal Advocacy/Accompaniment
- Emotional Support or Safety Services
- Shelter/Housing Services
- Criminal/Civil Justice System Assistance





Service Objectives: VCVWRA Services Key







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





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.



www.dcjs.virginia.gov



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

Quote of the day:





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





Service Objectives:

Information & Referral

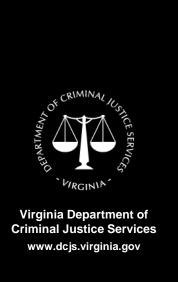
Service Provided	Date		
Information & Referral Services			
Criminal Justice Process			
Victims' Rights Explanation			
A. Protection			
B. Financial Assistance and Social Services			
C. Notices			
D. Victim Input			
E. Courtroom Assistance			
F. Appeal / Habeas Corpus Services			
Referral to Other Victim Services Programs			
Referral to Other Services, Supports, Resources			
A. Crisis Referrals			
B. Crime Prevention			
C. Emergency Assistance			
5. Victims' Compensation			



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.





2. VICTIMS' RIGHTS EXPLANATION®

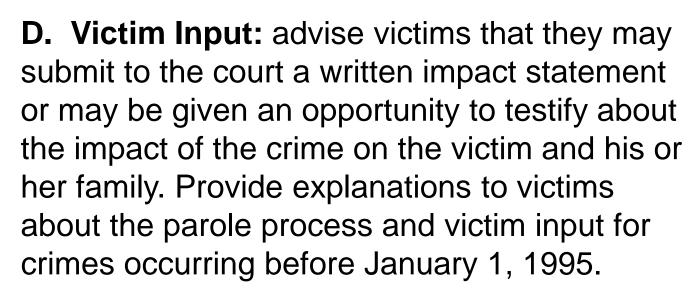
As appropriate to a victim's individual needs, program staff should provide explanations of the services available to a victim. These explanations can be made in person or by telephone. The service can only be counted once regardless of delivery type.

- **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).



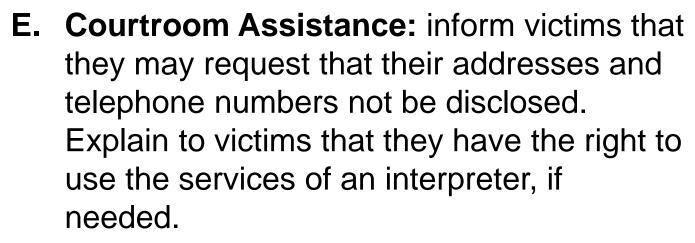


C. Notices: provide information to victims on their right to receive employer intercession services.









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:

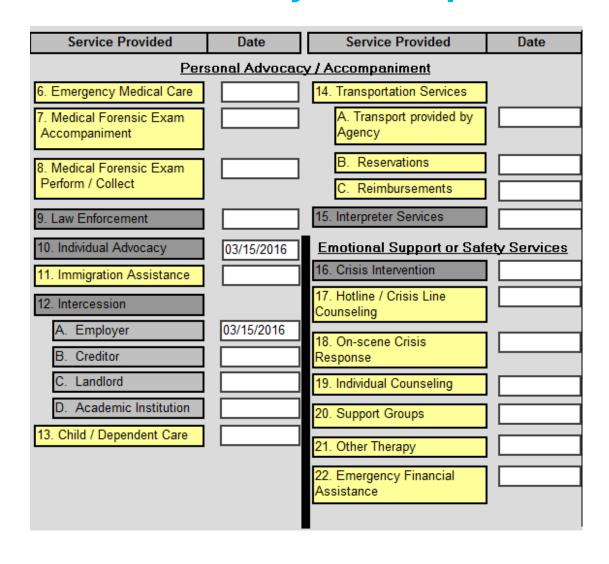
- Explanation
- Services
- Follow-up





Services Objectives:

Personal Advocacy/Accompaniment







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.



www.dcjs.virginia.gov



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 onscene 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.



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



Service Objectives: Shelter/Housing Services

Service Provided	Date					
Shelter / Housing Services						
23. Emergency Shelter / Safe House						
24. Transitional Housing						
25. Relocation Assistance						





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

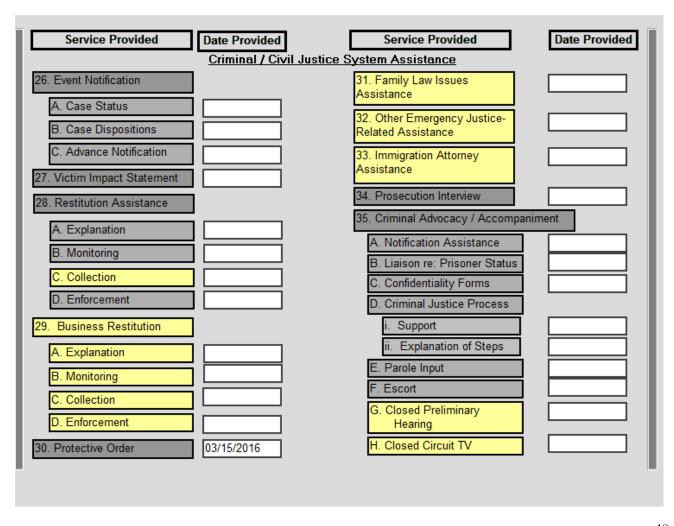
Short- and long-term housing and related support services for victims and families following victimization. (includes assistance with obtaining housing, support from local, state, or federal resources to relocate victim(s).





Service Objectives:

Criminal/Civil Justice System Assistance





Service 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.



www.dcjs.virginia.gov



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.



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



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.



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



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.



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



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.



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



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



www.dcjs.virginia.gov



Other Services:

Service Provide	d Date Provided					
Other Services						
36. Other	Describe Service Provided (50 characters maximum)					





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





Quarterly Progress Reports





Brief Overview: VW Reporting Requirements

- Quarterly Reports are due the 12th 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	☑	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	V	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	☑		_	11. Number of formal client feedback surveys:	
Percentage of grant funded staff hours devoted to the provision of services to witnesses	25.00	7. Generic Service 0 8. Generic Service Witnesses	0	A. Surveys distributed B. Surveys completed Report Date	



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



Program Development

- 1. Separate Waiting Areas Available
- 2. Directory of Services Developed
- 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
- Number of formal client feedback surveys (Distributed and Completed)



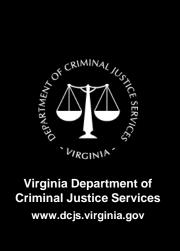
Virginia Department of Criminal Justice Services www.dcjs.virginia.gov



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

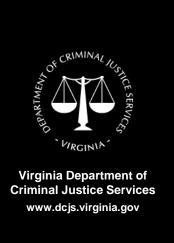
Describe two noteworthy cases, or cases requiring a large amount of staff time; letters from crime victims may be included. Case studies should focus on the services provided to victim(s). Discuss services provided in cases (i.e., child abuse, domestic assault, sexual assault, and underserved) in which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

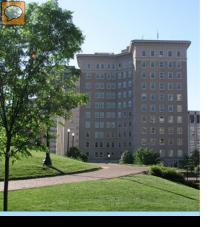




9. NEXT QUARTER PLANS

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





10. DCJS ASSISTANCE NEEDED

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





Resources

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





For Questions Contact:

Patricia Foster

804-371-8634

Patricia.Foster@dcjs.virginia.gov

(Copy your Grant Monitor)





Grant Monitors:

Michelle Miles

Michelle.Miles@dcjs.virginia.gov

Amia Barrows

Amia.Barrows@dcjs.virginia.gov

Dione Bassett

Dione.Bassett@dcjs.virginia.gov

