

## VOCA Enhanced Services GRANTEE DATA REPORT

Agency Name: \_\_\_\_\_

Reporting Quarter: \_\_\_\_\_

This report is for VOCA Enhanced Services grantee recipients. Please complete this form quarterly and submit to the research analyst.

Three important things to remember:

- Only count individuals specific to this grant award. For example, if your agency served 100 participants, but only 50 were served by the position this grant award funded, only report 50 participants. Child Advocacy Centers may ignore this and report all participants.
- Only count allowable direct service costs. Although your agency may provide a wide range of important services, the data that is being captured here is only looking at the specific services paid for by this grant.
- Please complete this entire form.
- If something does not apply to your agency, simply put 0.

### POPULATION DEMOGRAPHICS

*This section should be completed each reporting period.*

**1. TOTAL** number of individuals who received services during the reporting period.

**INSTRUCTIONS:** *Count all individuals served by your organization with the use of VOCA plus match funds during the reporting period. This number should be an unduplicated count of people served during a single reporting period, regardless of the number of services they received or victimization types with which they presented. **DO NOT count anonymous contacts here. They should be reported in question 2.***

**2. TOTAL** number of anonymous contacts received during the reporting period.

**INSTRUCTIONS:** *COUNT all anonymous contacts received by your organization through a hotline, online chat, or other service where the individuality of each contact cannot be established. If your organization did not have any anonymous contacts enter zero (0).*

**3.** Of the number of individuals entered in question 1, how many were **NEW** individuals who received services from your agency for the first time during the reporting period.

**INSTRUCTIONS:** *Report the number of **NEW** individuals served with the use of VOCA plus match funds for the first time during the reporting period. This number should be an unduplicated count of identified NEW clients served during a single reporting period, regardless of the number of services they received or victimization types with which they presented.*

**For the first reporting period of your subaward, ALL individuals should be counted as new.**

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### DEMOGRAPHICS (for NEW individuals identified in Question 3).

**INSTRUCTIONS:** Count each NEW individual in only one race/ethnicity type as self-reported. Individuals who self-report in more than one race and/or ethnicity category should be counted in the "Multiple Races" category. **The total number of individuals in each demographic category should equal the number of NEW individuals reported in Question 3.** This data is used for statistical purposes to comply with Federal regulations. All "0" entries must represent a **true value of zero**.

If no data are collected for a **category**, enter "NT" in that category to mark it as **Not Tracked**. This means that the subgrantee is not yet able to submit data in this category due to the need to update its data collection system but that efforts are under way to track data as requested. In the "Not Tracked" category provided, report the number of individuals who did not have demographic data tracked.

If no data are collected for an **individual**, count that individual in the **Not Reported** category. This means that the subgrantee collects this data, but the data were not provided by the person completing the intake form.

Category	Population	Number of NEW Individuals
<b>A. RACE/ETHNICITY</b> (self-reported)  See Appendix A for definitions of each race/ethnicity category.	American Indian/Alaska Native	Number
	Asian	Number
	Black/African American	Number
	Hispanic or Latino	Number
	Native Hawaiian and Other Pacific Islander	Number
	White Non-Latino/Caucasian	Number
	Some Other Race	Number
	Multiple Races	Number
	Not Reported	Number
<b>TOTAL</b>	Auto Calculated: (Must equal number reported in Question 3)	Number
<b>B. GENDER IDENTITY</b> (self-reported)	Male	Number
	Female	Number
	Other (brief description, if applicable)	Number
	Description:	
	Not Reported	Number
<b>TOTAL</b>	Auto Calculated: (Must equal number reported in Question 3)	Number
<b>C. AGE</b> (self-reported)  Report the age of the victim at the time of the victimization.	0–12	Number
	13–17	Number
	18–24	Number
	25–59	Number
	60 and Older	Number
	Not Reported	Number
	<b>TOTAL</b>	Auto Calculated: (Must equal number reported in Question 3)

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### TYPES OF VICTIMIZATIONS (for ALL individuals identified in Questions 1 and 2).

If no data are collected for a category, enter "NT" in that field to represent **Not Tracked**. This means that the subgrantee is not yet able to submit data in this category due to the need to update its data collection system, but that efforts are under way to track data as requested.

Individuals who received services by victimization type <b>INSTRUCTIONS:</b>	A. Victimization Type	A. Number of individuals
Enter the count of individuals who received services based on each presenting victimization type during the reporting period. An individual MAY be counted in <b>more than one</b> victimization type. An individual MAY NOT be counted more than once within the <b>same</b> victimization type. See <b>Appendix B</b> for definitions of each victimization type.	Adult Physical Assault (includes Aggravated & Simple Assault)	Number
	Adult Sexual Assault	Number
	Adults Sexually Abused/Assaulted as Children	Number
	Arson	Number
	Bullying (Verbal, Cyber, or Physical)	Number
	Burglary	Number
	Child Physical Abuse or Neglect	Number
	Child Pornography	Number
	Child Sexual Abuse/Assault	Number
	Domestic and/or Family Violence	Number
	DUI/DWI Incidents	Number
	Elder Abuse or Neglect	Number
	Hate Crime: Racial/Religious/Gender/ Sexual Orientation/Other <i>(explanation required)</i>	Number
	Please Explain:	
	Human Trafficking: Labor	Number
	Human Trafficking: Sex	Number
	Identity Theft/Fraud/Financial Crime	Number
	Kidnapping (noncustodial)	Number
	Kidnapping (custodial)	Number
	Mass Violence (Domestic/International)	Number
	Other Vehicular Victimization (e.g., Hit and Run)	Number
	Robbery	Number
	Stalking/Harassment	Number
	Survivors of Homicide Victims	Number
	Teen Dating Victimization	Number
Terrorism (Domestic/International)	Number	
Other <i>(explanation required)</i>	Number	
If other, please explain:		
<b>B. Of the individuals who received services, how many presented with more than one type of victimization during the reporting period?</b>		Number:
<b>C. Special classifications of individuals</b> (self-reported) <b>INSTRUCTIONS:</b> Enter the number of individuals who self-identify in one or more of these categories.	Deaf/Hard of Hearing	Number
	Homeless	Number
	Immigrants/Refugees/Asylum Seekers	Number
	LGBTQ	Number
	Veterans	Number
	Victims with Disabilities: Cognitive/ Physical /Mental	Number
	Victims with Limited English Proficiency	Number
	Other <i>(explanation required)</i>	Number
If other, please explain:		

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### DIRECT SERVICES

Number of individuals assisted with a victim compensation application during the reporting period:

**INSTRUCTIONS:** Count the number of individuals who received assistance with completing a victim compensation application during the reporting period, even if they did not submit the application. Simply providing an individual with an application does NOT qualify as assistance.

Number:

Total number of individuals who received services by service type AND number of times each service was provided during the reporting period

**INSTRUCTIONS:** For each category (items A, B, C, and D) selected in Question 8, enter the **number of clients** who received services from your agency during the reporting period. For each subcategory within a category (e.g., items A1, A2, A3, and A4), enter the **number of times that service was provided** during the reporting period. Zero is a valid response.

Because some clients may receive multiple services, the total **number of times that services were provided** within a category may be greater than the **number of clients** who received those services.

#### A. INFORMATION & REFERRAL

Enter the **number of individuals** who received services in this category:

Number of individuals

Enter the **number of times** services were provided in each subcategory:

A1. Information about the criminal justice process

Number of occurrences

A2. Information about victim rights, how to obtain notifications, etc.

Number of occurrences

A3. Referral to other victim service programs

Number of occurrences

A4. Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address-confidentiality programs, etc.)

Number of occurrences

#### B. PERSONAL ADVOCACY/ACCOMPANIMENT

Enter the **number of individuals** who received services in this category:

Number of individuals

Enter the **number of times services** were provided in each subcategory:

B1. Victim advocacy/accompaniment to emergency medical care

Number of occurrences

B2. Victim advocacy/accompaniment to medical forensic exam

Number of occurrences

B3. Law enforcement interview advocacy/accompaniment

Number of occurrences

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B4. Individual advocacy (e.g., assistance in applying for public benefits, return of personal property or effects)

B5. Performance of medical or nonmedical forensic exam or interview, or medical evidence collection

B6. Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)

B7. Intervention with employer, creditor, landlord, or academic institution

B8. Child or dependent care assistance (includes coordination of services)

B9. Transportation assistance (includes coordination of services)

B10. Interpreter services

### C. EMOTIONAL SUPPORT OR SAFETY SERVICES

Enter the **number of individuals** who received services in this category:

Enter the **number of times services** were provided in each subcategory:

C1. Crisis intervention (in-person, includes safety planning, etc.)

C2. Hotline/crisis line counseling

C3. On-scene crisis response (e.g., community crisis response)

C4. Individual counseling

C5. Support groups (facilitated or peer)

C6. Other therapy (traditional, cultural, or alternative healing; art, writing, or play therapy, etc.)

C7. Emergency financial assistance (includes emergency loans and petty cash, payment for items such as food and/or clothing, changing windows and/or locks, taxis, prophylactic and nonprophylactic medications, durable medical equipment, etc.)

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### D. SHELTER/HOUSING SERVICES

Enter the **number of individuals** who received services in this category:

Enter the **number of times services** were provided in each subcategory:

D1. Relocation Assistance *(includes assistance with obtaining housing)*

### E. CRIMINAL/CIVIL JUSTICE SYSTEM ASSISTANCE

Enter the **number of individuals** who received services in this category:

Enter the **number of times services** were provided in each subcategory:

E1. Notification of criminal justice events *(e.g., case status, arrest, court proceedings, case disposition, release, etc.)*

E2. Victim impact statement assistance

E3. Assistance with restitution *(includes assistance in requesting and when collection efforts are not successful)*

E4. Civil legal assistance in obtaining protection or restraining order

E5. Civil legal assistance with family law issues *(e.g., custody, visitation, or support)*

E6. Other emergency justice-related assistance

E7. Immigration assistance *(e.g., special visas, continued presence application, and other immigration relief)*

E8. Prosecution interview advocacy/accompaniment *(includes accompaniment with prosecuting attorney and with victim/witness)*

E9. Law enforcement interview advocacy/accompaniment

E10. Criminal advocacy/accompaniment

E11. Other legal advice and/or counsel

Additional Comments:



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### APPENDIX A<sup>1</sup>

**“American Indian or Alaska Native”** refers to a person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. This category includes people who indicated their race(s) as “American Indian or Alaska Native” or reported their enrolled or principal tribe, such as Navajo, Blackfeet, Inupiat, Yup’ik, or Central American Indian groups or South American Indian groups.

**“Asian”** refers to a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. It includes people who indicated their race(s) as “Asian” or reported entries such as “Asian Indian,” “Chinese,” “Filipino,” “Korean,” “Japanese,” “Vietnamese,” and “Other Asian” or provided other detailed Asian responses.

**“Black or African American”** refers to a person having origins in any of the Black racial groups of Africa. It includes people who indicated their race(s) as “Black, African American, or Negro” or reported entries such as African American, Kenyan, Nigerian, or Haitian.

**“Hispanic or Latino”** refers to an individual who self-reports in one of the specific Spanish, Hispanic, or Latino categories listed on the Census 2010 questionnaire: “Mexican,” “Puerto Rican,” or “Cuban.” This also refers to those who indicate that they are “another Hispanic, Latino, or Spanish origin.” People who do not identify with one of the specific origins listed on the questionnaire but indicate that they are “another Hispanic, Latino, or Spanish origin” are those whose origins are from Spain, the Spanish-speaking countries of Central or South America, or the Dominican Republic. The terms “Hispanic,” “Latino,” and “Spanish” are used interchangeably.

**“Multiple Races”** refers to a person who may self-identify in more than one race or ethnicity category.

**“Native Hawaiian or Other Pacific Islander”** refers to a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who indicated their race(s) as “Pacific Islander” or reported entries such as “Native Hawaiian,” “Guamanian or Chamorro,” “Samoan,” and “Other Pacific Islander” or provided other detailed Pacific Islander responses.

**“White”** refers to a person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicated their race(s) as “White” or reported entries such as Irish, German, Italian, Lebanese, Arab, Moroccan, or Caucasian.

**“Some Other Race”** includes all other responses not included in the White, Black or African American, American Indian or Alaska Native, Asian, and Native Hawaiian or Other Pacific Islander race categories described above.

<sup>1</sup> <http://www.census.gov/prod/cen2010/briefs/c2010br-02.pdf>

**VOCA Enhanced Services GRANTEE DATA REPORT****APPENDIX B**

The descriptions below are based on Federal legislation (unless otherwise noted), which provides guidance to states by identifying a minimum set of acts or behaviors to define the crime. OVC understands that state statutes may vary. Please interpret your state code within the definitions provided to report requested data.

**GENERAL DEFINITIONS:****a. Child**

A person under the age of 18 or as otherwise defined by state law.

**b. Federal Fiscal Year**

October 1 through September 30.

**c. Services** (as defined by program guidelines)

- I. Respond to the emotional and physical needs of crime victims;
- II. Assist primary and secondary victims of crime to stabilize their lives after a victimization;
- III. Assist victims to understand and participate in the criminal justice system; and
- IV. Provide victims of crime with a measure of safety and security such as boarding up broken windows and replacing or repairing locks.

**d. Crime Victim or Victim of Crime**

A person who has suffered physical, sexual, financial, or emotional harm as the result of the commission of a crime.

**e. Teen**

OVC describes a teen (for purposes of this report) as a youth, ages 13–17. Use this definition to capture youth ages 13–17 who present for services for a primary and/or additional victimization where applicable: for example, teen dating victimization.

**f. Victim Funded Project**

VOCA funds plus match.

**g. Victim Services Program**

All services and activities offered on behalf of victims of crime, including the VOCA grant and match.

**VICTIMIZATION TYPES:****a. Adults Sexually Abused/Assaulted as Children**

Adult survivors of sexual abuse and/or assault suffered while they were children.

**b. Adult Physical Assault**

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Simple Assault:** Assaults and attempted assaults where no weapon was used or no serious or aggravated injury resulted to the victim. Intimidation, coercion, and hazing are included.

**c. Adult Sexual Assault**

Includes a wide range of victimizations; crimes that include attacks or attempted attacks generally involving unwanted sexual contact between victim and offender. Sexual assaults may or may not



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involve force and include such things as grabbing, fondling, and verbal threats. Also included is rape, which is defined as penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration of a sex organ by another person, without the consent of the victim; may also include penetration of the mouth by a sex organ by another person.

**d. Arson**

Any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, and so on.

**e. Bullying (cyber, physical, or verbal)**

Repeated, negative acts committed by one or more children against another. These negative acts may be physical or verbal in nature—for example, hitting or kicking, teasing or taunting—or they may involve indirect actions such as manipulating friendships or purposely excluding other children from activities. Implicit in this definition is an imbalance in real or perceived power between the bully and victim. Examples of cyberbullying include mean text messages or e-mails; rumors sent by e-mail or posted on social networking sites; and embarrassing pictures, videos, Web sites, or fake profiles.

**f. Burglary**

The unlawful entry of a structure to commit a felony or theft. The FBI's Uniform Crime Reporting (UCR) program includes three subclassifications: forcible entry, unlawful entry where no force is used, and attempted forcible entry. The UCR definition of "structure" includes apartment, barn, house trailer or houseboat when used as a permanent dwelling, office, railroad car (but not automobile), stable, and vessel (i.e., ship).

**g. Child Physical Abuse and Neglect**

This may include physical abuse that is nonaccidental physical injury (ranging from minor bruises to severe fractures or death) as a result of punching, beating, kicking, biting, shaking, throwing, stabbing, choking, hitting (with a hand, stick, strap, or other object), burning, or otherwise harming a child, that is inflicted by a parent, caregiver, or other person. Such injury is considered abuse regardless of whether the caregiver intended to hurt the child. Physical discipline, such as spanking or paddling, is not considered abuse as long as it is reasonable and causes no bodily injury to the child.

**h. Child Sexual Abuse and Assault**

This may include activities such as fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution by a parent, caregiver, or other person. Includes teen sexual assault.

**i. Child Pornography**

Any visual depiction, including any photograph, film, video, picture, drawing, or computer or computer-generated image or picture, which is produced by electronic, mechanical, or other means, of sexually explicit conduct, where: (1) its production involved the use of a minor engaging in sexually explicit conduct; (2) such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct; (3) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or (4) it is advertised, distributed, promoted, or presented in such a manner as to convey the impression that it is a visual depiction of a minor engaging in sexually explicit conduct.

**j. Domestic and/or Family Violence**

A crime in which there is a past or present familial, household, or other intimate relationship between the victim and the offender, including spouses, ex-spouses, boyfriends and girlfriends, ex-boyfriends and ex-girlfriends, and any family members or persons residing in the same household as the victim. Involves a pattern of abusive behavior in any relationship that is used by

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one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

**k. DUI/DWI Incidents**

Driving or operating a motor vehicle or common carrier while mentally or physically impaired as the result of consuming an alcoholic beverage or using a drug or narcotic.

**l. Elder Abuse/Neglect**

Also known as elder mistreatment, generally refers to any knowing, intentional, or negligent act by a family member, caregiver, or other person in a trust relationship that causes harm or creates a serious risk of harm to an older person. Elder abuse may include abuse that is physical, emotional/psychological (including threats), or sexual; neglect (including abandonment); and financial exploitation. This is a general definition; state definitions of elder abuse vary. Some definitions may also include fraud, scams, or financial crimes targeted at older people.

**m. Hate Crime (Racial/Religious/Gender/Sexual Orientation/Other)**

A criminal offense against a person or property motivated in whole or in part by an offender's bias against a race, religion, disability, ethnic origin, or sexual orientation.

**n. Human Trafficking: Sex/Labor**

Inducing a person by force, fraud, or coercion to participate in commercial sex acts, or the person induced to perform such act(s) has not attained 18 years of age. It also covers obtaining a person through recruitment, harboring, transportation, or provision, and subjecting such a person by force, fraud, or coercion into involuntary servitude, peonage, debt bondage, or slavery (not to include commercial sex acts).

**o. Identity Theft/Fraud/Financial Crimes**

Identity theft occurs when someone wrongfully obtains another's personal information without their knowledge to commit theft or fraud. Fraud and financial crimes include illegal acts characterized by deceit, concealment, or violation of trust and that are not dependent upon the application or threat of physical force or violence. Individuals and organizations commit these acts to obtain money, property, or services; to avoid the payment or loss of money or services; or to secure personal or business advantage.

**p. Kidnapping (noncustodial)**

Occurs when someone unlawfully seizes, confines, inveigles, decoys, abducts, or carries away and holds for ransom or reward, by any person, except in the case of a minor by the parent thereof.

**q. Kidnapping (custodial)**

Occurs when one parent or guardian deprives another of his or her legal right to custody or visitation of a minor by unlawfully taking the child. The definition and penalties of custodial kidnapping vary by state. In some states, kidnapping occurs only if a child is taken outside of the state and/or if an existing custody order is intentionally violated. In all cases, international custodial kidnapping is a federal offense.

**r. Mass Violence: Domestic/International**

An intentional violent criminal act that results in physical, emotional, or psychological injury to a sufficiently large number of people to significantly increase the burden of victim assistance and compensation for the responding jurisdiction.

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**s. Other Vehicular Victimization**

May include hit-and-run crimes, carjacking, and other vehicular assault.

**t. Robbery**

Taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**u. Stalking/Harassment**

Individuals are classified as victims of stalking or harassment if they experienced at least one of the behaviors listed below on at least two separate occasions. In addition, the individuals must have feared for their safety or that of a family member as a result of the course of conduct, or have experienced additional threatening behaviors that would cause a reasonable person to feel fear. Stalking behaviors include making unwanted phone calls; sending unsolicited or unwanted letters or e-mails; following or spying on the victim; showing up at places without a legitimate reason; waiting at places for the victim; leaving unwanted items, presents, or flowers; and posting information or spreading rumors about the victim on the Internet/social media, in a public place, or by word of mouth.

**v. Survivors of Homicide Victims**

Survivors of victims of murder and voluntary manslaughter, which are the willful (intent is present) killing of one human being by another.

**w. Teen Dating Victimization**

Teen dating violence is defined as the physical, sexual, psychological, or emotional violence within a teen dating relationship, including stalking. It can occur in person or electronically and might occur between a current or former dating partner.

**x. Terrorism: Domestic**

The term terrorism means an activity that . . . (1) involves a violent act or an act dangerous to human life that is a violation of the criminal laws of the United States or of any State, or that would be a criminal violation if committed within the jurisdiction of the United States or any State; and (2) appears to be intended . . . (a) to intimidate or coerce a civilian population, (b) to influence the policy of a government by intimidation or coercion or (c) to affect the conduct of a government by assassination or kidnapping (18 U.S.C. 3077).

**y. Terrorism: International**

The *Antiterrorism and Emergency Reserve Fund Guidelines for Terrorism and Mass Violence Crimes* refers to the term terrorism, when occurring outside of the United States, as international terrorism to mean an activity that . . . (1) involves a violent act or an act dangerous to human life that is a violation of the criminal laws of the United States or any State or that would be a criminal violation if committed within the jurisdiction of the United States or of any State; (2) appears to be intended . . . (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by assassination or kidnapping; and (3) occur primarily outside the territorial jurisdiction of the United States, or transcend national boundaries in terms of the means by which they are accomplished, the persons they appear intended to intimidate or coerce, or the locale in which their perpetrators operate or seek asylum (18 U.S.C. 2331).

**z. Violation of a Court Order**

This is defined by state or jurisdiction.

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### APPENDIX C

**1. Information About the Criminal Justice Process**

Direct communication to the participant about the process of crime investigation, crime charges, the court hearing timeline, what happens during court hearings, plea agreements, sentences, trials, what the public defender does, what the district attorney does, what different statutes mean. This can be provided in writing, over the phone, or in person.

**2. Information About Victim Rights**

Provision of information about victims' rights, how to obtain notifications, etc. This includes providing information about the Office of Victims' Rights (OVR). Information provided about VCCB claims should be counted in the specific VCCB question, and not here. This can be provided in writing, over the phone, or in person.

**3. Referral to Other Victim Service Programs**

Referral to DV/SA victim service programs or shelters, including all ANDVSA victims service programs, and similar programs. Does not include referral to VCCB, since that is counted in the specific VCCB question.

**4. Referral to Other Services, Supports, Resources**

Referral to other services, supports, and resources, including legal, medical, language, faith-based organizations, tribal, address confidentiality programs, public assistance, housing, counseling agencies, employment, childcare, law enforcement, WIC/Food, etc.

**5. Victim Advocacy/Accompaniment to Emergency Medical Care**

Coordination of and advocacy related to emergency medical care; this includes accompanying the participant at the place where the emergency medical care is provided or during transportation to that care. This is for any type of emergency medical care, for any participant--the medical emergency does not need to be a direct result of victimization. Care for mental health emergencies is included.

**6. Victim Advocacy/Accompaniment to Medical Forensic Exam**

Coordination and advocacy related to medical-forensic exam services; this includes accompanying the participant at the place where the medical-forensic services are provided or during transportation to that service. This includes SART exams, and strangulation victims seen by forensic nurses. This includes initial and follow-up exams, and follow-up advocacy directly related to the exam process. This can be for victims of any age.

**7. Law Enforcement Interview Advocacy/Accompaniment**

Being with the participant while they are being interviewed by law enforcement or during transportation to those interviews. Coordination or advocacy related to those interviews. This includes advocacy prior to, during or after interviews. Accompaniment during Glass warrants. Multi-disciplinary meetings. Informing participants about rights relating to possible criminal issues or charges against the participant.

**8. Individual Advocacy**

Individual advocacy includes the following: Case management; Coordination on behalf of a participant; Forwarding mail to participants; Return or disposal of personal property or effects; Discussing housing options with participants; Working with a victim to assess the impact of the crime; Management of practical problems created by the victimization; Identification of

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participant's needs; Identification of resources available to the participant; Provision of information, advocacy, and follow-up contact for continued services, as needed; Public or tribal assistance (Referral for services, assistance with applications for assistance, appeals of adverse decisions and accompaniment to appointments. This could include, but is not limited to: food stamps, Medicaid, Denali Kid Care, child care assistance, and temporary or general aid or assistance); Assistance with other applications, school, and grants. This includes basically any interaction between advocate and participants. If a provided service fits entirely into a more specific category, then it doesn't also need to be counted here.

### **9. Performance Medical Forensic Exam, etc.**

Performance of medical forensic exam or interview, or medical evidence collection. This service is only provided by programs that employ medical professionals.

### **10. Immigration Assistance (e.g. Special Visas, etc.)**

Any interactions with participants that include discussion of or which are affected by the participant's immigration status, and provision of options that are available to them because of their immigration status should be counted here. This includes advocacy, coordination, and direct assistance. Any non-citizen exploitation or trafficking should be included here. Includes assistance with special visas, continued presence applications, and all other immigration relief.

### **11. Intervention with Employer, Creditor, etc.**

Intervention with employer, creditor, landlord, or academic institution. This includes speaking on behalf of participants, as well as asking questions to explore options which are then relayed to the participant. This includes communication with the employer, creditor, etc. in person, over the phone, or in writing. This is for intervention with people or institutions that have a pre-existing relationship with the participant--it does not include assistance with seeking new employment, job training, or education.

### **12. Other Child or Dependent Care Assistance or Coordination.**

Providing care and supervision for participants who are over age 18 who have a disability. Providing information, coordination, or assistance related to child or dependent care, for example helping a participant with a childcare application.

### **13. Transportation Assistance or Coordination**

Transportation assistance includes provision and coordination of services. Includes taxi, air, boat, car transport, and other means. This may include taxi fare, bus tokens, or rides given in an agency or personal vehicle.

### **14. Interpreter Services**

This includes provision of language interpretation by staff or volunteers. This includes unofficial interpretation by bilingual staff, and interpretation that is not instantaneous direct translation but which may be, for example, explaining something in a participant's first language. This is also counted any time the staff connects participants with interpreter services, even if staff themselves are not providing the interpretation.

### **15. Crisis Intervention (In-Person, Includes Safety Planning, etc.)**

In-person interaction during which an advocate identifies, assesses, and intervenes with an individual in crisis to reduce the effects of the crisis in her/his life. This will be used during the great majority of intakes. It would also be used for walk-in participants, and at any time during residency if a crisis develops in the participant's life or any time safety planning is covered. If law enforcement is contacted to request a welfare check after in-person contact with a participant, that would be counted here.



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### 16. Hotline/Crisis Line Counseling

Crisis Phone Call: Calls received by a program's hotline in which crisis intervention and/or counseling are the primary purpose of the call. Mark on a per-call basis.

### 17. On-Scene Crisis Response (e.g., Community Crisis Response)

Responding to crises in homes, at the store, post office, street, park, airport, school, police station, OCS, or hospital—any places that are not our program. Responses can be provided by one or more employees/volunteers at your program, or by a broader group of professionals/para professionals responding jointly. This includes crises that involve single victims or multiple victims.

### 18. Individual Counseling

Counseling by advocates or licensed professionals, for safety, relationships, making good choices, organizing, etc. The provider of this service does not need to be professionally licensed unless specified by your specific grant.

### 19. Support Groups (Facilitated or Peer)

Support Groups (Facilitated or Peer)

### 20. Other Therapy (Traditional Healing, Art or Play Therapy, etc.)

Therapy, including traditional, cultural, or alternative therapy/healing; art and crafts; writing; play therapy; yoga; etc. Subsistence and cultural activities provided with therapeutic intent would be counted here. Not restricted to provision by licensed professional therapist.

### 21. Emergency Financial (Includes Payment for Supplies, Services)

Emergency financial assistance includes emergency loans and petty cash, payment or vouchers for items such as food and/or clothing, changing windows and/or locks, prophylactic and non-prophylactic meds, durable medical equipment, payment of rent or utilities, etc. Provision of an item that the program has purchased, such as furniture, should be counted here. Provision of small items associated with staying in shelter such as a toothbrush do not need to be marked here, since it is being recorded that the participant stayed in shelter.

### 22. Relocation Assistance

This includes: Mailing participant's personal belongings to a new town; Moving participant and/or their belongings from shelter to a home or from shelter to shelter; Assisting with moving expenses; Conducting research for the participant about new location—bus routes, schools, resources, etc. Assistance with housing applications, including assistance getting into transitional shelters at a different program. This can include moves within the same city or town, or to another locality.

### 23. Notification of Criminal Justice Events (Case Status, Arrest, etc.)

Notifying the participant about criminal justice events such as case status, arrest, court proceedings, case disposition, release, etc.

### 24. Victim Impact Statement Assistance

Providing information/education on what a victim impact statement is; advocacy or assistance in preparing a statement or delivering it to the prosecutor's office or the Office of Victims' Rights (OVR).



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### **25. Assistance with Restitution (All Efforts)**

Providing assistance with restitution, including assistance in requesting restitution, and assistance when collection efforts are not successful.

### **26. Civil Legal Assistance in Obtaining Protection Order**

Providing information about and assistance with filing temporary restraining orders, injunctions, other protective orders, modifications to existing orders, elder abuse petitions, and child abuse petitions. Meeting with the participant to talk about resolving their current order or to help them prepare for an upcoming hearing. Accompanying participant during court hearings. Acquiring and assisting with pro bono applications for long-term DV protective orders. These services are typically provided by advocates.

### **27. Civil Legal Assistance with Family Law Issues**

Any assistance with family law issues. Examples include providing information about child custody, separation, divorce, etc.; filling out an application; court accompaniment.

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

Any service related to civil or criminal justice that is completed on an unscheduled, and very time-sensitive basis, such as filing for restraining or protective orders outside of court hours, and obtaining emergency custody orders and visitation rights.

### **29. Prosecution Interview Advocacy/Accompaniment**

Accompaniment to and during prosecution interview, and advocacy related to it. This includes accompaniment with prosecuting attorney and with victim/witness. Provision of information and advocacy prior to and following these events. May involve communication with public defenders, and with prosecutors.

### **30. Criminal Advocacy/Accompaniment**

The following services, when provided for supporting a participant involved in a criminal case, either as victim or accused: Checking court calendar, recent criminal charges filed, CourtView, vinelink and AST Dispatch web pages; communicating with CAC and SART multi-disciplinary teams (MDT) at MDT meetings; communicating with law enforcement agents, public defenders, and prosecutors; being with participant at criminal case hearings. Includes court accompaniment, advocating for participant to prosecutor/OVR about testifying, plea deals, subpoenas, etc.

### **31. Other Legal Advice and/or Counsel**

Advocacy or information related to the legal system that doesn't fit entirely into other categories. Some examples are animal control issues, evictions if it has reach the level of legal proceedings, and issues relating to accidents. This is not restricted to services provided by law professionals.

### **32. Assistance with VCCB Claims**

Providing the participant with information about crime victim compensation, or assisting the participant with completing the required forms, gathering the needed documentation, or any other part of the of the VCCB claims process. This may also include follow-up contact with the victim compensation agency on behalf of the program participant. This service shouldn't be marked if no service was provided other than provision of a VCCB application.