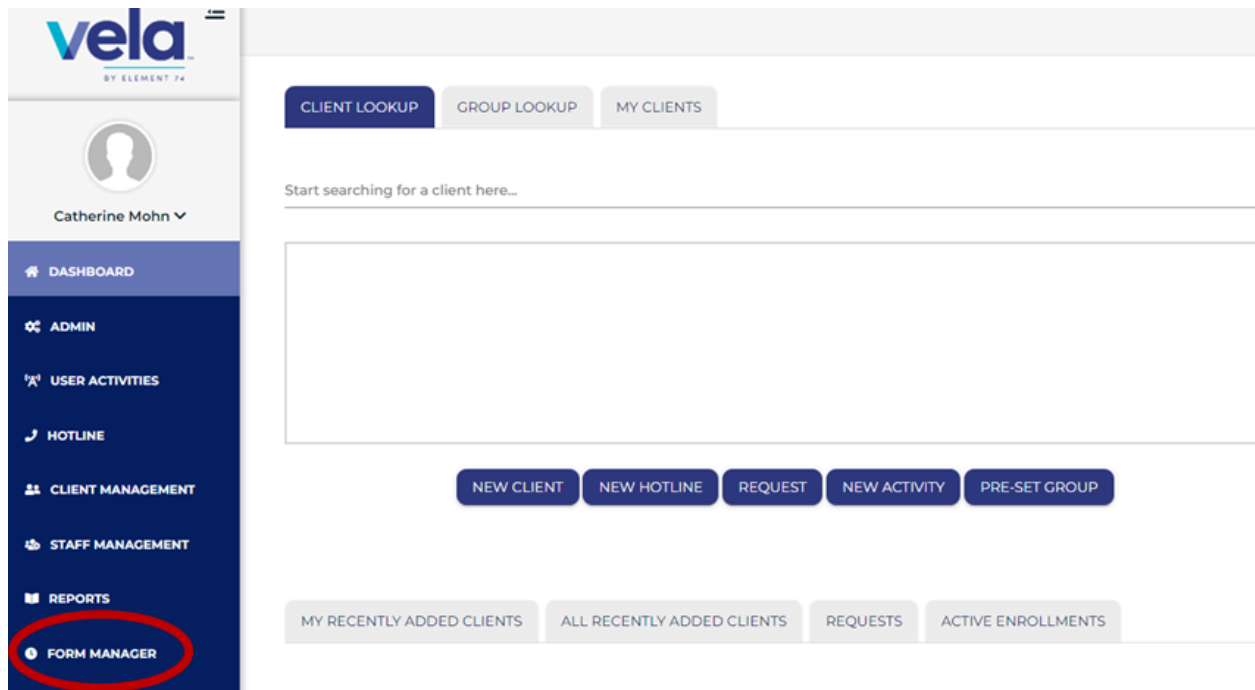


Submitting the Quarterly Victim Services Data Report

Note: For SFY 2026, we have made an effort to combine victim services reports. This means that the data report has both client/service data and what was formerly called the quarterly outcomes and education report.

Step 1: Click on *Form Manager*.



Step 2: Under Form Categories find Sub Grantee Reporting and click on *View Forms*.



Step 3: Locate correct form and click on *Submit Response*.



Step 4: Fill out the fields at the top. If your organization uses Vela for client management, you can select that your quarterly data is ready, fill out your quarterly outcomes and education report, and click submit. If your organization does not use Vela for client management, you will need to manually enter your data.