

Submitting Data and Narrative Reports, CDVSA SFY 2026

Victim Services

(your crisis center/shelter
received CDVSA funds
through the Victim
Services RFP)

QUARTERLY:

- 1) Vela Client Management Users need to check to make sure their quarterly data are ready. [Watch this video for some tips on checking Vela data.](#)
- 2) Submit the "Victim Services Quarterly Data Report". [Instructions here](#) with [video](#). If you use Vela for client management, use this form to tell us your data are ready. Otherwise, you will need to manually enter your data. This report also includes [outcome survey data](#), so be prepared to submit participant responses.

SEMIANNUALLY:

- 1) *If you receive OVC funding*, submit the OVC report. [Instructions for Vela Client Management Users here.](#)
- 2) Submit the "Victim/Enhanced Services Biannual Report" under the form manager. [Instructions here.](#) VOCA recipients must fill out the VOCA section and FVPSA recipients must fill out the FVPSA section for the January-June reporting period due July 30.

ANNUALLY:

- 1) *If you receive SASP/STOP*, submit Muskie Annual Progress Report in March. Expect instructions via email.

CAC

(your CAC received funds
through the CDVSA
Enhanced Services RFP)

QUARTERLY:

- 1) Submit the CAC Quarterly data report. [Instructions here.](#) This replaces the VOCA report for CACs.

SEMIANNUALLY:

- 1) Submit the "Victim/Enhanced Services Biannual Report". [Instructions here.](#) CACs need to fill out the VOCA section for the January-June reporting period.

MH/LA

(your program received
special funds for Mental
Health or Legal Assistance
through the CDVSA
Enhanced Services RFP)

SEMIANNUALLY:

- 1) Submit the OVC report. [Instructions for Vela client management users here.](#) If you do not use Vela for client management, [follow these instructions.](#)
- 2) Submit the "Victim/Enhanced Services Biannual Report". [Instructions here.](#)

Refer to the reporting calendar for due dates.

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