



Edmund S. Muskie School of Public Service
University of Southern Maine



Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault and Stalking On Campus Program

Database Instruction Manual

Introduction

The Violence Against Women Act of 2000 (VAWA) provided for a change in accountability and oversight. It requires grantees to "report on the effectiveness of the activities carried out," and to include such information as the number of people served and the number of people seeking services who could not be served. As a result of VAWA 2000, all grant recipients are statutorily required to report on the effectiveness of their projects, and the Attorney General then reports to Congress on the effectiveness of programs funded through the Office on Violence Against Women (OVW).

The VAWA Measuring Effectiveness Initiative at the Muskie School of Public Service, with the Office on Violence Against Women, developed a Semi-annual Progress Reporting Form for grantees to report their grant-funded activities. This form was revised in 2008 as a result of changes to the program authorized by VAWA 2005. Grantees of the Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking Program (Campus Program) are required to submit a Semi-Annual Progress Report on activities engaged in from the periods January 1 through June 30 (on July 30) and July 1 through December 31 (on January 30). This report is filed with OVW using the Office of Justice Program's Grants Management System (GMS).

This database application is specifically designed to collect the data for this progress reporting form. This document provides detailed instructions for entering and editing data in the database. This application collects information on specific activities and creates a summary report of the data entered. Information is collected in the application using user-friendly screens called forms and output is shown using printable reports. It is NOT MANDATORY to use this database to collect and report the data for the Semi-Annual Progress Reporting form, and you will not be able to transfer data directly from the database to the GMS reporting system. As such, any client identifying information will remain with the database and will not be shared with either OVW or the Muskie School. Any grantee who is using a network to house the database or who is sharing the database with other project partners must independently ensure client confidentiality.

The database application was supported by Grant No. 2004-WT-MU-K001 and awarded by the Office on Violence Against Women, U.S. Department of Justice. Points of view in this database application are those of the authors and do not necessarily represent the official position or policies of the U.S. Department of Justice or of other staff members, officers, trustees, advisory groups, or funders of the Edmund S. Muskie School of Public Service.

The application collects the data and provides reports on the following questions of the report form:

Minimum Requirements – Prevention and education program events for incoming students (Q14, Q16a, Q17)

Minimum Requirements – Training program events for campus police/security officers and judicial/disciplinary board members (Q18, Q20, Q21)

Training (Q28, Q29, Q30)

Campus Education – Prevention and education program events (Q33, Q34)

Products (Q36)

Victim Services (Q41, Q42, Q43, Q44, Q45, Q45a, Q46, Q47)

Campus and Community Measures (Q49, Q50, Q51, Q53)

IMPORTANT: This instruction manual is specifically designed for the Database Application. Refer to the instructions for the Semi-Annual Progress Report for additional information on completing the actual reporting form.

Systems Requirement:

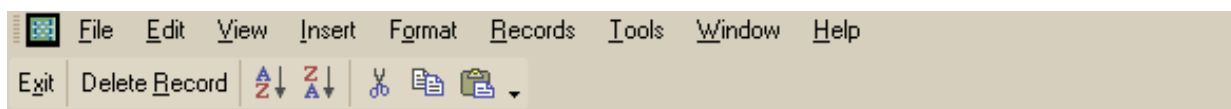
- Windows operating system
- Access 2000 or newer

Getting Started

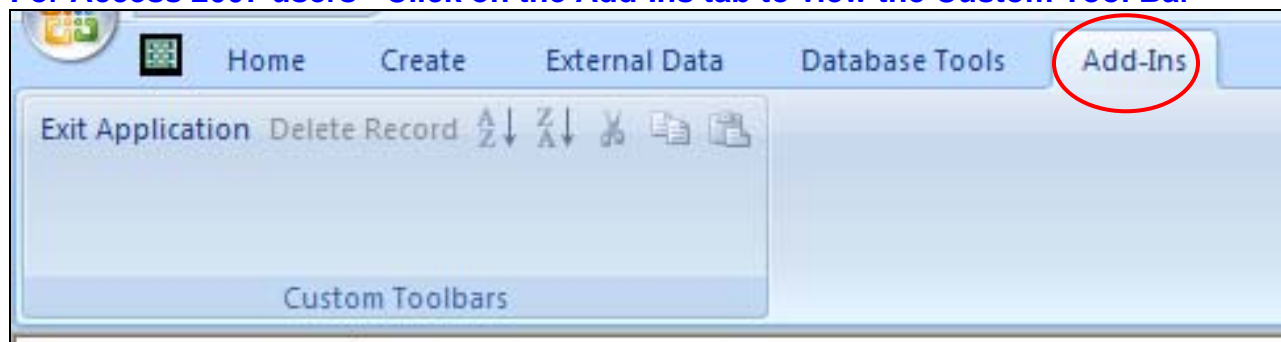
To run the database application, use either Windows Explorer or My Computer to navigate to the “CAMPUSdb1.0” folder on your “C:\” drive of either the single user machine or the client machine (network environment). Find the file named “campus.mdb” in the right-hand pane. Double-click on this file to open the database application.

Tools to Assist in Data Entry and Creating Reports

Throughout the database, there are a series of tools that can be used to help with data entry and creating reports. The following tools will appear in the toolbar across the top of the screen: *Exit*, *Delete Record*, *Sort* (lowest to highest/alphabetically), *Sort* (highest to lowest/reverse alphabetically), *Cut*, *Copy*, and *Paste*. The toolbar options appear as follows:





For Access 2007 users - Click on the Add-Ins tab to view the Custom Tool Bar





Exit – To close the entire application and exit Access entirely. **If you only want to close the form you are in, do not click *Exit*.**


Delete Record – This will remove all information from the database of any one particular record. **DO NOT DELETE** anything from your Access file until you are certain the information needs to be expunged. Unlike other software programs, Access does not have an *Undo* function. It does not allow you to retrieve any information or data that has been deleted.

Sort Ascending (A|Z) – To sort the record in ascending order based on a particular field. Place the cursor in the field in which you want the records sorted by and then click this button .


Sort Descending (Z|A) – To sort the record in descending order based on a particular field. Place the cursor in the field in which you want the records sorted and then click this button .

Cut – This will completely remove selected information from a field. Use the mouse to highlight the information you wish to move, and click on the Scissors button .

Copy – This will allow you to use information repeatedly without re-typing it. Use the mouse to highlight information you want to use again and click on the button displaying 2 pages  (to the right of the *Scissors* button).

Paste – After data has been either *Cut* or *Copied*, place it in a new field or application using this tool. Place the cursor in the field you want the information to appear, and click on the *Clipboard* button .

Another tool provided throughout the data entry pages allows you to add records or browse existing records.



A navigation bar with a light green background and a thin black border. It contains five buttons: 'Add Record' at the top, '1 of 3 - Total records' in the center (text is red), 'Next Record' on the left, 'Previous Record' on the right, and 'Close Form' at the bottom.

This tool works as follows:

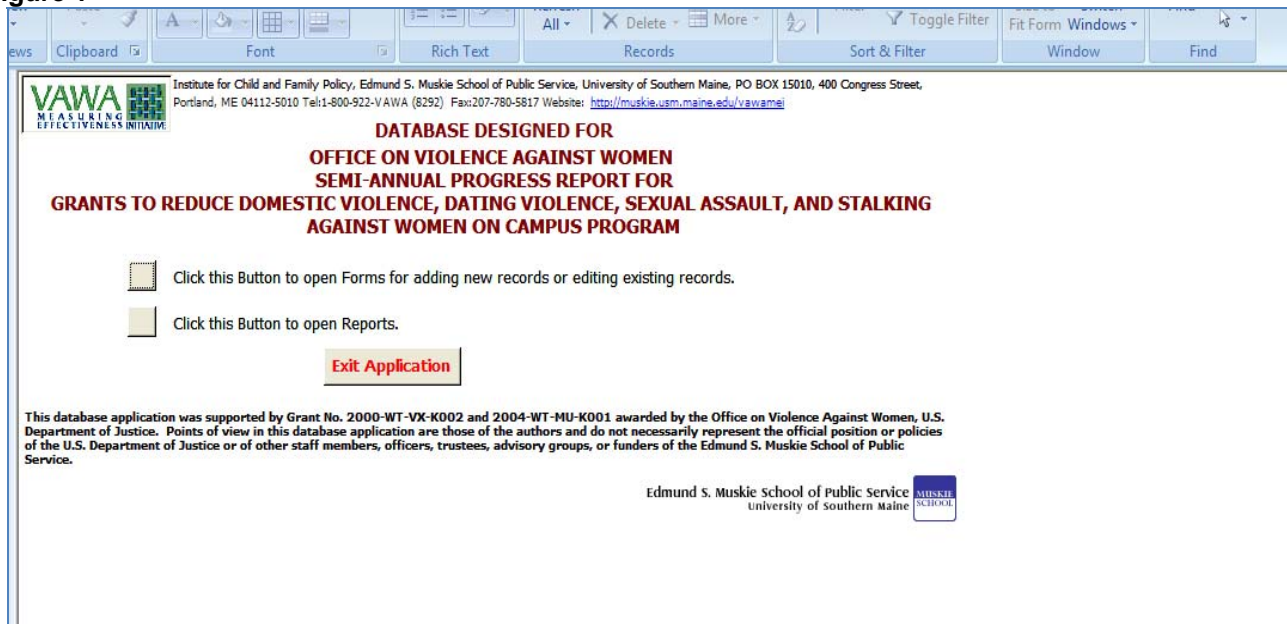
Add Record – This button opens the data entry page and allows you to enter new data.

Next Record/Previous Record – The database stores previously entered data; these buttons will help you browse through the existing records.

Close Form – This button closes the form you are working on and will return you to the Open Forms window.

When the database is opened, the following window appears. For the purpose of this application, this window is called the *Main Window* (Figure 1).

Figure 1



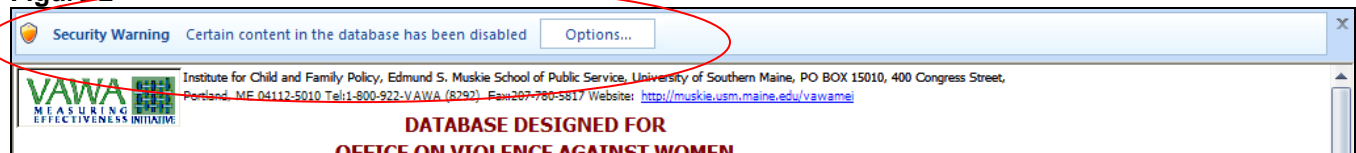
At this point, the user will decide between

- 1) opening forms for entering new records or editing existing records; or
- 2) opening reports.

Click on the button next to the preferred choice. Instructions for opening the forms and opening the reports are detailed in this manual.

For Access 2007 users – Please note the Security Warning

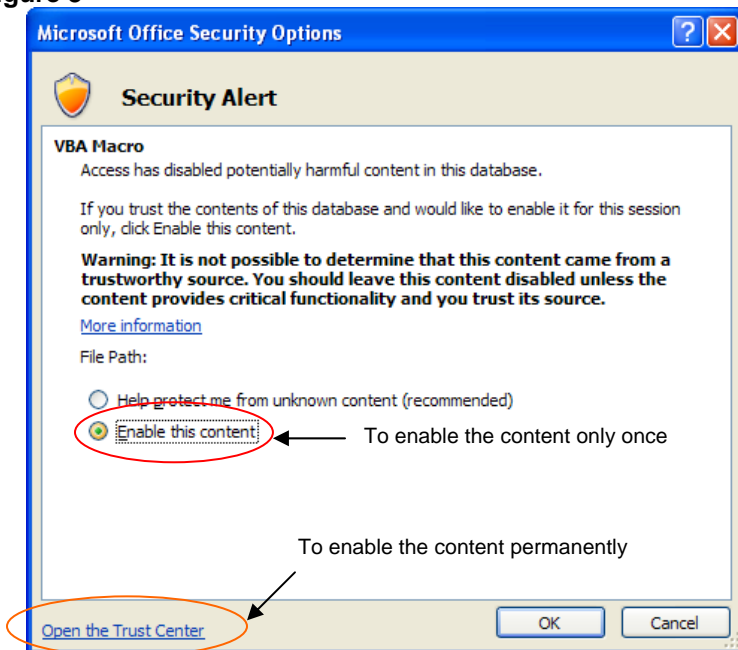
Figure 2



The database application has several Visual Basic codes and macros. For the database to function properly these codes and macros should be enabled. By default, Access 2007 blocks these codes and macros.

To enable these codes press the 'Option' button and the following "Microsoft Office Security Options" window will appear

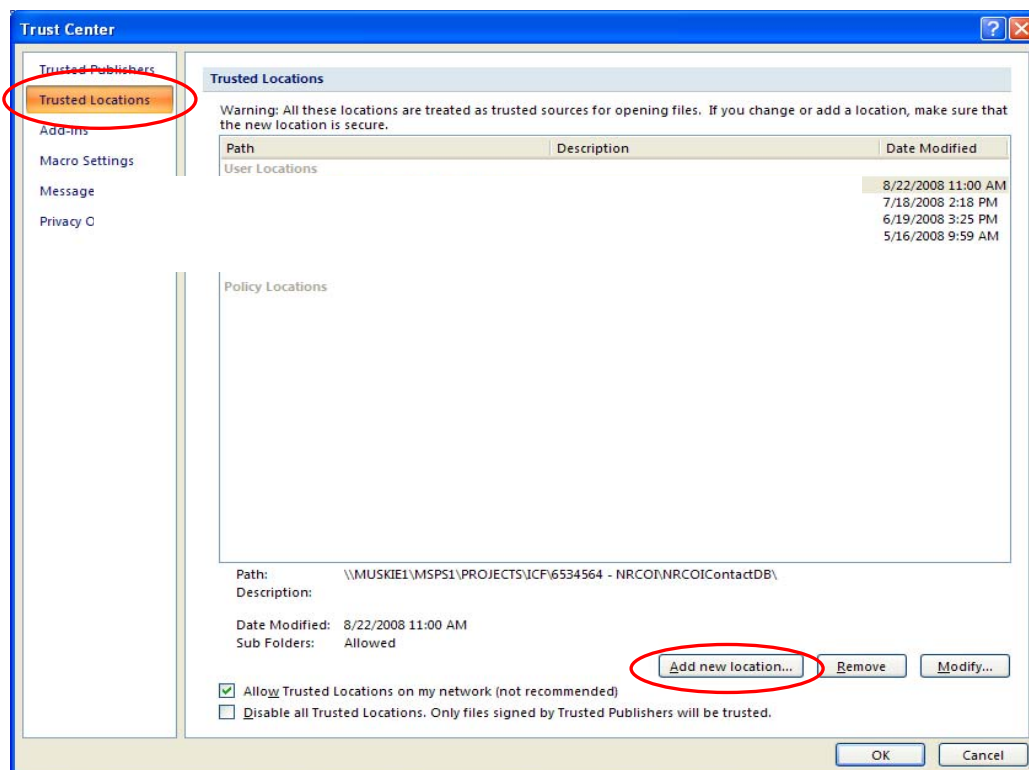
Figure 3



To enable the content only once, click on the radio button next to "Enable this content" and press the button "OK."

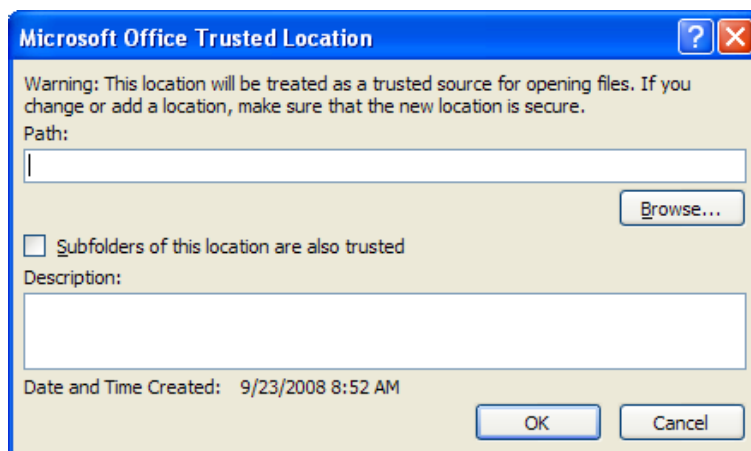
To enable the content permanently, click on the "Open the Trust Center" and the following "Trust Center" window will appear.

Figure 4



Click on the “Trusted Locations” and then press the button “Add new location.” This will bring the following window to your screen:

Figure 5



Press the button “Browse” and locate the folder where you have installed the database. The default folder for the database is “C:\Campusdb2.0”. Press the “OK” button to add this new location.

You will see this new location added to your “Trust Center” window.

Press the “OK” button on the “Trust Center.”

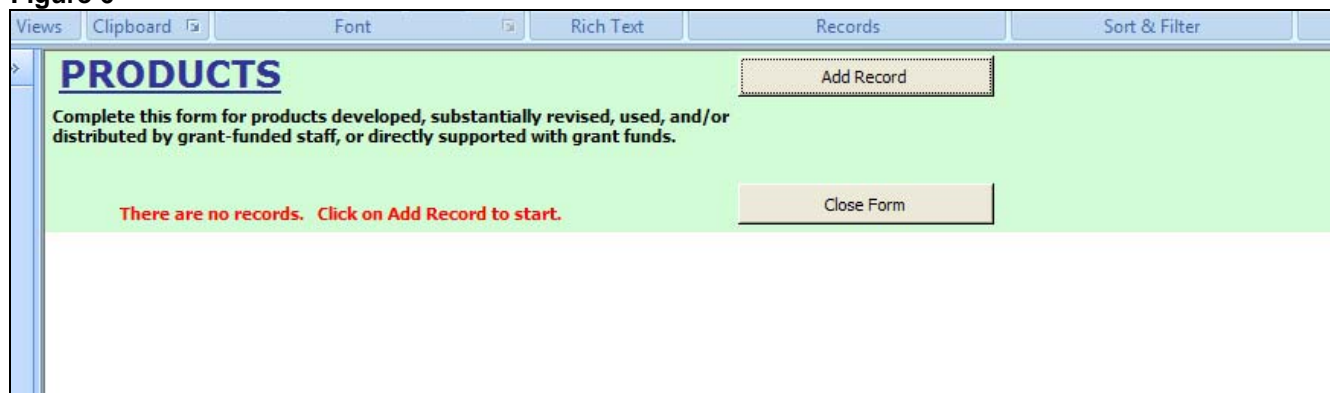
Press the “OK” button on the “Microsoft Office Security Options” window.

Exit the database application and your settings will be saved.

****NOTE****

The database is sent to you without any records in it. The first time any of the entry forms are opened, they will be blank, such as the example in Figure 6.

Figure 6



NOTE: Throughout the database application, there are fields that collect data that is not required for the progress reporting form. These fields are provided for internal use and are referred to in this manual as “optional.” For example, in the *Training* section of this database, there is a field provided to enter the name of each training event provided. You do not have to report the names of training events on the reporting form, but

including a name in the database will help you locate the training event should you need to review, edit, or delete information entered about that training event.

PART I

Data Entry

From the *Main Window* click on the *Open Forms* button to open the following window shown in Figure 7. This window is called the *Open Forms Window*.

Figure 7

The screenshot shows a window titled "GRANTS TO REDUCE DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING AGAINST WOMEN ON CAMPUS PROGRAM". Below the title is a section labeled "OPEN FORMS". There are eight buttons, each representing a different form category with its corresponding question numbers in parentheses. At the bottom of the window are two buttons: "Open Main Window" and "Exit Application".

Form Category	Question Numbers
Minimum Requirements - Prevention and education program events for incoming students	(Q14, Q16a, Q17)
Minimum Requirements - Training program events for campus police/security officers and judicial/disciplinary board members	(Q18, Q20, Q21)
Training	(Q28, Q29, Q30)
Campus Education	(Q33, Q34)
Products	(Q36)
Victim Services	(Q41, Q42, Q43, Q44, Q45, Q46, Q48)
Victim Services - Hotline calls	(Q45A)
Campus and Community Measures	(Q49, Q50, Q51, Q53)

Open Main Window Exit Application

By clicking on the appropriate button a user can:

- 1) Open a desired Form;
- 2) Open the *Main Window*; or
- 3) Exit entirely from the Database Application.

Minimum Requirements Questions 14, 16a, 17

Figure 8 is an example of the form used to track prevention and education program events provided for incoming students. This portion of the database collects information on the dates and names of prevention and education program events, the number of incoming students educated, the source of funding for the event, and the content of the prevention and education program event.

Figure 8

The screenshot shows a web form titled "PREVENTION AND EDUCATION PROGRAM EVENTS PROVIDED FOR INCOMING STUDENTS". Below the title is a green header bar with the instruction: "Complete this form for all prevention and education program events provided for incoming students." Below the header are two buttons: "Save this Record" and "Go Back Without Saving this Record". The form contains several input fields: "Date of Event" (with a date picker showing 7/7/2009), "Funding Source for this Event" (a pull-down menu), "Name of Event" (a text box), "Number of Hours" (a text box with the value 2), and "Number of Incoming Students Educated" (a text box with the value 3216). Below these fields is a section titled "Topics of prevention and education programs (Indicate all topics covered)" which contains a list of checkboxes for various topics: "Dating violence prevention", "Domestic violence prevention", "Sexual assault prevention", "Sexual harassment prevention", "Stalking overview, dynamics, and services", "Dating violence overview, dynamics, and services", "Domestic violence overview, dynamics, and services", "Sexual assault overview, dynamics, and services", "Stalking prevention", and "Other (specify)". The "Stalking prevention" checkbox is checked.

To enter a New Prevention and Education Program Event for Incoming Students:

1. Click on the *Add Record* button.
2. Enter the date the event occurred.
3. Use the *Tab* key or the mouse to move through the fields during data entry. For instance, to move from *Date of Event* to *Name of Event*, press the *Tab* key on the keyboard twice.
4. Using the pull-down menu, enter the source of funding that supported the program.

5. Enter the name of the prevention and education program event. This field is optional and the information will not be in the output summary. This information is for your internal use only.
6. Enter the number of hours the event lasted. This field is optional.
7. Enter the number of students educated during this event.
8. Use the mouse to select the topics addressed in the prevention and education program event. Select all that apply. If a topic does not appear, select "Other" and describe the topic in the space provided.
9. When complete, click on the *Save this Record* button.
10. To continue adding events, click on *Add Record*. To finish, click on *Close Form* to return to the *Open Forms Window*.

To review or edit an existing Prevention and Education Program Event for Incoming Students:

Method 1

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Event* field to open the pull-down menu listing all previously entered events. Choose the event you want to review or edit. This will fill in the existing data for that event.
2. To edit, use the *Tab* key on the keyboard or the mouse to select the field you want to edit and make necessary changes.
3. When finished, either choose another event to review or edit, or click on *Close Form* to return to the *Open Forms Window*.

Method 2

In the green area, click the *Next Record* or *Previous Record* button and follow steps 2 and 3 in Method 1 above.

**** When editing the existing data, the application will automatically save the changes you make. ****

To delete an existing Prevention and Education Program Event for Incoming Students:

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Event* field to open the pull-down menu listing all previously entered events. Choose the event you want to delete. This will fill in the existing data for that event.
2. Click on the *Date of Event* text-box and click *Delete Record* on the toolbar.

Note: DO NOT DELETE anything from your Access file until you are certain the information needs to be expunged. Unlike other software programs, Access does not have an *Undo* function. It does not allow you to retrieve any information or data that has been deleted.

Minimum Requirements Training for Campus Police/Security Officers and Judicial/Disciplinary Board Members Questions 18, 20, 21

Figure 9 is an example of the form used to track training events provided to campus police/security officers and judicial/disciplinary board members. This portion of the database collects information on the date and titles of training events, the number of campus police/security officers trained, the number of judicial/disciplinary board members trained, the source of funding for the training event (Campus Program Funds or Another Funding Source), and the content of the training event.

Figure 9

TRAINING PROGRAM EVENTS FOR CAMPUS POLICE/SECURITY OFFICERS AND JUDICIAL/DISCIPLINARY BOARD MEMBERS

Complete this form for all training events provided for campus police/security officers and judicial/disciplinary board members.

Save this Record Go Back Without Saving this Record

Date of Training Event Funding Source for this Event

Name of Training Event Number of Hours

Number Trained

Number of campus police/security officers trained

Number of judicial/disciplinary board members trained

Training Content Areas (Indicate all topics covered)

Sexual assault, dating violence, domestic violence, and stalking

☐ Confidentiality ☐ Dating violence overview, dynamics, and services

☐ Domestic violence overview, dynamics, and services ☐ Drug-facilitated sexual assault

☐ Safety planning for victims/survivors ☐ Sexual assault overview, dynamics, and services

☐ Stalking/cyberstalking overview, dynamics, and services ☐ Response to victims who have been trafficked

☐ Other (specify)

Justice and disciplinary systems

☐ Campus police/security response ☐ Civil court procedures ☐ Criminal court procedures

☐ Disciplinary/judicial board response ☐ Domestic violence/dating violence statutes/codes

☐ Firearms and domestic violence/dating violence ☐ Identifying predominant aggressor/decreasing dual arrests

☐ Judicial response ☐ Mandatory sentencing requirements ☐ Pre-arrest policies

To enter a New Training Program Event for Campus Police/security officers and Judicial/disciplinary Board Members:

1. Click on the *Add Record* button.
2. Enter the date the training event occurred.

3. Use the *Tab* key or the mouse to move through the fields during data entry. For instance, to move from *Date of Training* to *Name of Training*, press the *Tab* key on the keyboard.
4. Using the pull-down menu, enter the source of funding that supported the event.
5. Enter the name of the training event. This field is optional.
6. Enter the number of hours the event lasted. This field is optional.
7. Enter the number of campus police/security officers and/or number of judicial/disciplinary board members attending the training event.
8. Use the mouse to select the content areas (topics) covered by the training. If a topic is not provided, select "Other" and describe the training content in the space provided.
9. When finished, click *Save this Record*.
10. To continue adding events, click on *Add Record*. To finish, click *Close Form* to return to the *Open Forms Window*.

To review or edit an existing Training Program Event for Campus Police/security officers and Judicial/disciplinary Board Members:

Method 1

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Training* field to open the pull-down menu listing all previously entered trainings. Choose the event you want to review or edit. This will fill in the existing data for that event.
2. To edit, use the *Tab* key on the keyboard or the mouse to select the field you want to edit and make necessary changes.
3. When finished, either choose another event to review or edit, or click on *Close Form* to return to the *Open Forms Window*.

Method 2

In the green area, click the *Next Record* or *Previous Record* button and follow steps 2 and 3 in Method 1.

****While editing existing data, the application will automatically save the changes you make.****

To delete an Existing Training Program Event for Campus Police/security officers and Judicial/disciplinary Board Members:

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Training* field to open the pull-down menu listing all previously entered trainings. Choose the event you want to delete. This will fill in the existing data for that event.
2. Click on the *Date of Training Event* text-box and click *Delete Record* on the tool bar.

Note: DO NOT DELETE anything from your Access file until you are certain the information needs to be expunged. Unlike other software programs, Access does not have an *Undo* function. It does not allow you to retrieve any information or data that has been deleted.

Training Questions 28, 29, and 30

Figure 10 is an example of the form used to track training events provided by grant-funded staff, or directly supported with grant funds. This portion of the database collects information on the dates and names of training events; a description of the people trained; the number of people trained; and the content of the training event.

Figure 10

TRAINING

Complete this form for every training event provided by grant-funded staff, or directly supported with grant funds..

Lookup Training Event

Add Record

1 of 3 - Total records

Next Record Previous Record

Close Form

Date of Training Event Name of Training Event

Number of Hours

Number and Type of People Trained

People trained	Number
Advocacy organization staff (NAACP, LGBTQ organization)	2
Attorneys/law students	
Batterer intervention program staff	
Educators (teachers, administrators, etc.)	10
Faith-based organization staff	
Health professionals (doctors, nurses, health center staff)	
Law enforcement officers	
Mental health professionals	
Multidisciplinary (various disciplines at same training)	
Peer educators	
Pre-professional students (students who will serve victims/survivors in a professional capacity upon completion of their program, e.g., Social Work, Medical, Psychology students)	16
Sex offender management/sex offender treatment providers	
Social service organization staff (non-governmental, e.g., food bank, homeless shelter)	
Student affairs staff (residential life, multicultural center, disability organization, LGBTQ)	
Victim advocates (includes domestic violence, sexual assault, dual)	

To enter a New Training Event:

1. Click on the *Add Record* button.
2. Enter the date the training event occurred.
3. Use the *Tab* key or the mouse to move through the fields during data entry. For instance, to move from *Date of Training* to *Name of Training*, press the *Tab* key on the keyboard.
4. Enter the name of the training event. This field is optional.
5. Enter the number of hours the training event lasted. This field is optional.
6. Enter the number of people attending the training event, using the category that is most descriptive of the people trained.

7. Use the mouse to select the content areas (topics) covered in the training. Select all that apply under each heading. If a topic is not provided, select "Other" and describe the training content in the space provided. This field is optional.
8. When complete, click on the *Save this Record* button.
9. To continue adding training events, click on *Add Record*. To finish, click *Close Form* to return to the *Open Forms Window*.

To review or edit an Existing Training Event:

Method 1

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Training Event* field to open the pull-down menu listing all previously entered training events. Choose the event you want to review or edit. This will fill in the existing data for that training event.
2. To edit, use the *Tab* key on the keyboard or the mouse to select the field you want to edit and make necessary changes.
3. When finished, either choose another training event to review or edit, or click on *Close Form* to return to the *Open Forms Window*.

Method 2

In the green area, click the Next Record or Previous Record button and follow steps 2 and 3 in Method 1 above.

****While editing the existing data, the application will automatically save the changes you make.****

To delete an Existing Training Event:

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Training Event* field to open the pull-down menu listing all previously entered training events. Choose the event you want to delete. This will fill in the existing data for that training event.
2. *Click on the Date of Training* text-box and click *Delete Record* on the toolbar.

Note: DO NOT DELETE anything from your Access file until you are certain the information needs to be expunged. Unlike other software programs, Access does not have an *Undo* function. It does not allow you to retrieve any information or data that has been deleted.

Campus Education Questions 33 and 34

Figure 11 is an example of the form used to track the campus prevention and education program events supported by grant-funded staff, or directly supported with grant funds. This portion of the database collects information on the date and name of campus education program events, a description of the people attending, the number of people attending, and the content of the program event.

Figure 11

CAMPUS EDUCATION

Complete this form for every education program event provided by grant-funded staff, or directly supported with grant funds.

Save this Record Go Back Without Saving this Record

Date of Program Event Name of the Program Event

Number of Hours

Education program attendees

People attending	Number
Institution administrators (Provost, President)	
Academic deans/directors	
Athletics (including athletes, coaches, athletics department)	
Faculty/staff	
Fraternity/Sorority members	
Parents of students	
Residential life staff	
Student affairs staff (multicultural center, LGBTQ center, career services)	
Students (Club sports, intramurals, classroom, non-traditional, international, etc.)	
Victims/survivors	
Women's group participants	
Community members/general public	
Other (specify) <input type="text"/>	

Topics of Education programs (Indicate all topics addressed)

<input type="checkbox"/> Dating violence prevention	<input type="checkbox"/> Domestic violence prevention
<input type="checkbox"/> Self-defense	<input type="checkbox"/> Sexual assault prevention

To enter a New Campus Education Program Event:

1. Click on the *Add Record* button.
2. Enter the date the program event occurred.
3. Use the *Tab* key or the mouse to move through the fields during data entry. For instance, to move from *Date of Program* to *Name of Program*, press the tab key on the keyboard.
4. Enter the name of the program event. This field is optional.
5. Enter the number of hours the event lasted. This field is optional.

6. Enter the number of people attending the program event, using the category that is most descriptive of the people attending.
7. Use the mouse to select the content areas (topics) covered by the program event. Select all that apply. If a topic is not provided, select "Other" and describe the program content in the space provided.
8. When complete, click on *Save this Record*.
9. To continue adding prevention and education program events, click *Add Record*. To finish, click *Close Form* to return to the *Open Forms Window*.

To review or edit an Existing Campus Education Program Event:

Method 1

1. In the green area, use the mouse to click on the arrow at the end of *the Lookup Education Program Event* field to open the pull-down menu listing all previously entered education program events. Choose the event you want to review or edit. This will fill in the existing data for that event.
2. To edit, use the *Tab* key on the keyboard or the mouse to select the field you want to edit and make necessary changes.
3. When finished, either choose another event to review or edit, or click on *Close Form* to return to the *Open Forms Window*.

Method 2

In the green area, click the *Next Record* or *Previous Record* button and follow steps 2 and 3 in Method 1 above.

****While editing existing data, the application will automatically save the changes you make.****

To delete an Existing Campus Education Program Event:

1. In the green area, use *the mouse to click on the arrow at the end of the Lookup Education Program Event* field to open the pull-down menu listing all previously entered education program events. Choose the event you want to delete. This will fill in the existing data for that event.
2. Click on the *Date of Program* text-box and click *Delete Record* on the toolbar.

Note: DO NOT DELETE anything from your Access file until you are certain the information needs to be expunged. Unlike other software programs, Access does not have an *Undo* function. It does not allow you to retrieve any information or data that has been deleted.

Products

Question 36

Figure 12 is an example of the form used to track products developed, substantially revised, used, and/or distributed by grant-funded staff, or directly supported with grant funds.

Figure 12

PRODUCTS

Complete this form for products developed, substantially revised, used, and/or distributed by grant-funded staff, or directly supported with grant funds.

Type of Product Describe, if other

Content/focus

Title

Topic

Intended Audience

Language Developed/translated In

Date Developed/Revised

Number Used or Distributed

Date	Number Used or Distributed
<input type="text"/>	<input type="text"/>

To enter a New Product:

1. Click on the *Add Record* button.
2. Using the pull-down menu, select the type of product developed or substantially revised. If it is not listed, select "Other" and describe the product type in the space provided.
3. Enter the title of the product.
4. Enter the topic of the product.
5. Enter the intended audience.
6. Provide the various languages (other than English) in which the product was developed or translated.
7. Enter the date the product development or product revision was complete.

8. Enter the date the product was used or distributed, and how many were used or distributed.
9. When complete, click on *Save this Record*.
10. To continue adding products, click on *Add Record*. To finish, click *Close Form* to return to the *Open Forms Window*.

To review or edit an Existing Products Entry:

1. In the green area, use the *Next Record* and *Previous Record* buttons to browse through all previously entered products.
2. To edit, use the *Tab* key on the keyboard or the mouse to select the field you want to edit and make necessary changes.
3. When finished, choose another product to review or edit, or click on *Close Form* to return to the *Open Forms Window*.

****While editing existing data, the application will automatically save the changes you make.****

To delete an Existing Product Entry:

1. In the green area, use the *Next Record* and *Previous Record* buttons to browse through all previously entered products.
2. Click on the *Date Developed/Revised* text-box and click *Delete Record* on the toolbar.

To delete an Existing Used or Distributed Entry for a specific Product:

1. In the green area, use the *Next Record* and *Previous Record* buttons to browse through the products that have already entered.
2. Click in the field containing the information you want to delete under *Number Used or Distributed* and click *Delete Record* on the toolbar (Figure 9). This will delete the information in that field but not the product record.

Note: DO NOT DELETE anything from your Access file until you are certain the information needs to be expunged. Unlike other software programs, Access does not have an *Undo* function. It does not allow you to retrieve any information or data that has been deleted.

Victim Services

Questions 41, 42, 43, 44, 45, 46, 48

Figure 13 is an example of the form used to track data needed for the *Victim Services* section of the reporting form. This portion of the database collects information on the type of primary victimization a victim/survivor has experienced; the victim/survivor's demographics; the relationship of the victim/survivor to the offender(s); services provided, crime reports made; and protection orders requested and granted. The user will determine and assign each victim/survivor a unique number, which is an alpha-numeric field (i.e. you can enter number or characters in this field). Data is collected on a per victim/survivor basis. Maintain only one record per victim/survivor, even if they receive or request services during multiple reporting periods. In order to produce an accurate output report that can be used to complete the reporting form, the user should only enter services that are either provided by grant-funded staff or directly supported with grant funds.

Figure 13

The screenshot shows a web-based form titled "VICTIM SERVICES". At the top, there are navigation buttons: "Add Victim/survivor", "1 of 3 - Total records", "Next Victim/survivor", "Previous Victim/survivor", and "Close Form". Below these is a search bar labeled "Lookup Victim/Survivor Number|Date|Name" with a dropdown arrow. To the right of the search bar are two buttons: "Preview Report for this Victim/survivor" and "Edit Victim/survivor number". Below the search bar, there are input fields for "Victim/survivor's Number" (containing "1") and "Date" (containing "2 / 2 / 2009"). To the right of these fields is a section for "Primary Victimization (Check only one)" with three checkboxes: "Sexual Assault", "Domestic/dating Violence", and "Stalking" (which is checked). Below this section is a tabbed interface with tabs for "Victim/Survivor Information", "Demographics", "Relationship to Offender", "Services", "Crime Report", and "Protection Order". The "Victim/Survivor Information (Optional)" section is currently active and contains two input fields: "First Name:" and "Last Name:". The form is enclosed in a light blue border.

The database application is designed to automatically determine if a victim is “served,” “partially served,” or “not served.” Based on the date a service was requested and/or provided, the report will automatically calculate how to count the victim/survivor in each reporting period. It uses the following definitions as per the instructions for Semi-Annual Progress Report.

- A. *Victims/survivors served* are those who received the service(s) they needed, if those services were provided under your Campus Program grant.
- B. *Victims/survivors partially served* are those who received some, but not all of the services they needed, if those services were provided under your Campus Program grant.

- C. *Victims/survivors seeking services who were not served* are those who sought services but did not receive the service(s) they needed, if those services were provided under your Campus Program grant.

Enter **only those services that are funded under your grant**. If you provide a service that is not funded under your grant you should not enter it in the database.

To enter a new Victim/survivor:

1. Click the *Add Victim/survivor* button. This will bring up the following window (Figure 14):

Figure 14

VICTIM SERVICES

Save Record and Enter Other Information

Go Back Without Saving this Record

Victim/survivor's Number: 26 Date: 7 / 7 / 2009 Primary Victimization (Check only one) ☒ Sexual Assault ☐ Domestic/dating Violence ☐ Stalking

Victim/Survivor Information Demographics Relationship to Offender

Victim/Survivor Information (Optional)

First Name:

Last Name:

2. Enter the victim/survivor assigned number and the date the number was assigned.
3. Check the primary victimization. Check only one.
4. Enter additional information on the victim/survivor by selecting the appropriate tab (e.g., *Victim/Survivor Information*).
5. The first tab is the *Victim/Survivor Information* (first and last name). These fields are optional.
6. Click on the *Demographics* tab to enter the race/ethnicity, gender, age and other demographics for the victim/survivor.
7. Click on the *Relationship to Offender* tab to indicate the victim/survivor's relationship to the offender(s) by type of victimization. Check all that apply.
8. Click on the *Save Record and Enter Other Information* button. This will expand the form so you can enter additional information.

9. Click on the *Services* tab to enter information on the services requested (Figure 15). Next, click on *Add New Service*. Using the drop-down menu, select the type of service requested and/or provided to the victim/survivor. Enter the dates the service was requested and provided. If the service was not provided, use your mouse to click on the reason(s) the service was not provided. When finished, click on *Save this Record*. To enter another service, click on *Add New Service* and repeat the procedure. You may enter an unlimited number of requested services for each victim/survivor, as long as those services are funded under your grant.

Figure 15

VICTIM SERVICES 4 of 4 - Total records Close Form

Victim/survivor's Number Date Primary Victimization (Check only one) ☒ Sexual Assault ☐ Domestic/dating Violence ☐ Stalking

Victim/Survivor Information Demographics Relationship to Offender **Services** Crime Report Protection Order

SERVICES

Save this Record Go Back Without Saving Record

Type of Service Requested	Specify if other	Service Requested Date	Service Provided Date
Hospital/clinic response/other medical response ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>

If the above service is not provided then please check the reasons why this service is not provided

☐ Conflict of interest ☐ Did not meet statutory requirements ☐ Hours of operation
☐ Insufficient/lack of culturally appropriate services ☐ Insufficient/lack of language capacity (including sign language)
☐ Insufficient/lack of services for people with disabilities ☐ Lack of child care ☐ Program reached capacity
☐ Program rules not acceptable to victim/survivor
☐ Services inappropriate or inadequate for victims/survivors with mental health issues
☐ Services inappropriate or inadequate for victims/survivors with substance abuse issues
☐ Services not appropriate for victim/survivor ☐ Transportation
☐ Other

10. Click on the *Crime Report* tab to enter information about the crime(s) reported by the victim/survivor. Indicate the location of the crime, and the date the report was filed with campus police and/or with community law enforcement. You may enter an unlimited number of reported crimes for each victim/survivor.
11. Click on the *Protection Order* tab to enter information about protection orders requested and granted. Select the activity using the pull-down menu and enter the date for each activity. Add each new activity on a new line.
12. When finished, continue adding victims/survivors, or click *Close Form* to return to the *Open Forms Window*.

Note: Click on *Preview Report for the Victim/survivor* for a printable report containing all the information in the victim/survivor's record.

To review or edit an existing Victim/survivor:

Method 1

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Victim/survivor Number | Date | Name* field to open the pull-down menu listing all previously entered records for victims/survivors. Choose the victim/survivor whose record you want to review or edit. This will fill in the existing data for that victim/survivor.
2. To edit the victim/survivor's assigned number, click on the *Edit Victim/survivor Number* button. A new form will open. Edit the information and click the *Save Record and Close* button.
3. To edit other information, select the appropriate tab (e.g., *Demographics*) and use the mouse or the *Tab* key on the keyboard to select the field and change the data.
4. To add additional services requested/provided to the selected victim/survivor's record, click on the *Services* tab and click on *Add New Service*. Using the drop-down menu, select the type of service requested/provided. Enter the dates the service was requested and provided. Add each service requested/provided on a new line.
5. To add the "service provided date" to a service that was requested, but not previously provided, click on the *Services* tab. Use the *Next Service* and *Previous Service* buttons to browse through previously entered services. Select the *Service Provided Date* field that corresponds with the service you want to update. Enter the date the service was provided. The information will be automatically saved. With the mouse, click in another field. The list of "reasons the service was not provided" will disappear.

Do not uncheck the reason(s) the service was initially not provided. Leaving the "reason(s) the service was not provided" checked will enable you to see this reason(s) when you want to view the output report for a period of time other than January 1 through June 30 and July 1 through December 31. The database is designed to only include the "reason(s) the service was not provided" in the output report if the service was not provided during the report period selected. For example, a victim/survivor requested a service on 07/15/2008 and the service was provided on 10/15/2008. If, for internal reasons, you want to run an output report for 07/01/2008 through 08/01/2008 and you left the "reason(s) the service was not provided" checked, you will be able to view why a service was not provided during that period. However, when you run your report for 07/01/2008 through 12/31/2008, because the service was provided on 10/15/2008 the output report will show this service as being provided and will not include the reason(s) not provided that you initially indicated.

6. When finished, choose another record to review or edit, or click on *Close Form* to return to the *Open Forms Window*.

Method 2

In the green area, click the *Next Victim/survivor* or *Previous Victim/survivor* button and follow steps 2 to 6 in Method 1 above.

****While editing the existing data, the application will automatically save the changes you make.****

To delete record for an existing Victim/survivor:

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Victim/survivor Number | Date | Name* field to open the pull-down menu listing all previously entered records for victims/survivors. Choose the victim/survivor whose record you want to delete. This will fill in the existing data for that victim/survivor.
2. Click on the *Victim/survivor's Number* and click *Delete Record* on the toolbar. This will delete all information on this victim/survivor including the corresponding data under each tab.

To delete an Existing Service provided for a specific Victim/survivor:

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Victim/survivor Number | Date | Name* field to open the pull-down menu listing all previously entered records for victims/survivors. Choose the victim/survivor whose record you want to review or edit. This will fill in the existing data for that victim/survivor.
2. Click on the *Services* tab.
3. Click on the service you want to delete. Make sure the cursor is on the service you want to delete.
4. Click *Delete Record* on the toolbar. This will delete the service but not the entire victim/survivor record.

To delete an Existing Victim/survivor Crime Report:

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Victim/survivor Number | Date | Name* field to open the pull-down menu listing all previously entered records for victims/survivors. Choose the victim/survivor whose record you want to review or edit. This will fill in the existing data for that victim/survivor.
2. Click on the *Crime Report* tab.
3. Click on the information you want to delete. Make sure the cursor is on the location or date you want to delete.
4. Click *Delete Record* on the toolbar. This will delete that specific information but not the entire victim/survivor record.

To delete an Existing Victim/survivor Protection Order:

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Victim/survivor Number | Date | Name* field to open the pull-down menu listing all previously entered records for victims/survivors. Choose the victim/survivor whose record you want to review or edit. This will fill in the existing data for that victim/survivor.
2. Click on the *Protection Order* tab.

3. Click on the activity you want to delete. Make sure the cursor is on the protection order activity you want to delete.
4. Click *Delete Record* on the toolbar. This will delete that activity but not the entire victim/survivor record.

Note: DO NOT DELETE anything from your Access file until you are certain the information needs to be expunged. Unlike other software programs, Access does not have an *Undo* function. It does not allow you to retrieve any information or data that has been deleted.

Hotline Calls

Question 45a

Figure 16 is an example of the form used to track information on hotline calls provided with Campus Program funds.

Figure 16

45A. HOTLINE CALLS

Add Record

1 of 1 - Total records

Next Record Previous Record

Close Form

Date of the call: 6/25/2009 Was this call received from the Victim/survivor? ☒ YES ☐ NO

Notes:

To enter a hotline call:

1. Click on the *Add Record* button.
2. Enter the *Date of the call*.
3. Check if the *Call was received from the victim/survivor or not*.
4. Enter any notes. This field is optional.
5. When finished, continue adding hotline calls by repeating steps 1 through 4, or click on *Close Form* to return to the *Open Forms Window*.

To review or edit a Hotline Call:

1. To navigate through the services, click *Next Record* and *Previous Record*.
2. To change the *Date of the call* click in the *Date of the call* box and change the date.

****While editing existing data, the application will automatically save the changes you make.****

To delete a Hotline Call:

1. Click on the *Date of the call* you want to delete. Make sure the cursor is on the date of the call you want to delete.
2. Click *Delete Record* on the toolbar. This will delete that hotline call and not the entire victim/survivor record.

Note: DO NOT DELETE anything from your Access file until you are certain the information needs to be expunged. Unlike other software programs, Access does not have an *Undo* function. It does not allow you to retrieve any information or data that has been deleted.

Campus and Community Measures Questions 49, 50, 51, and 53

Figure 17 is an example of the form used to track campus and community measures. This portion of the database collects information on the number of sexual assault, domestic violence, and/or stalking offenses reported to campus security authorities as defined by the Clery Act and supporting regulations, the number of offenses resulting in criminal charges, and/or campus disciplinary or judicial board actions, dispositions of campus disciplinary or judicial board actions, and the dispositions of criminal charges.

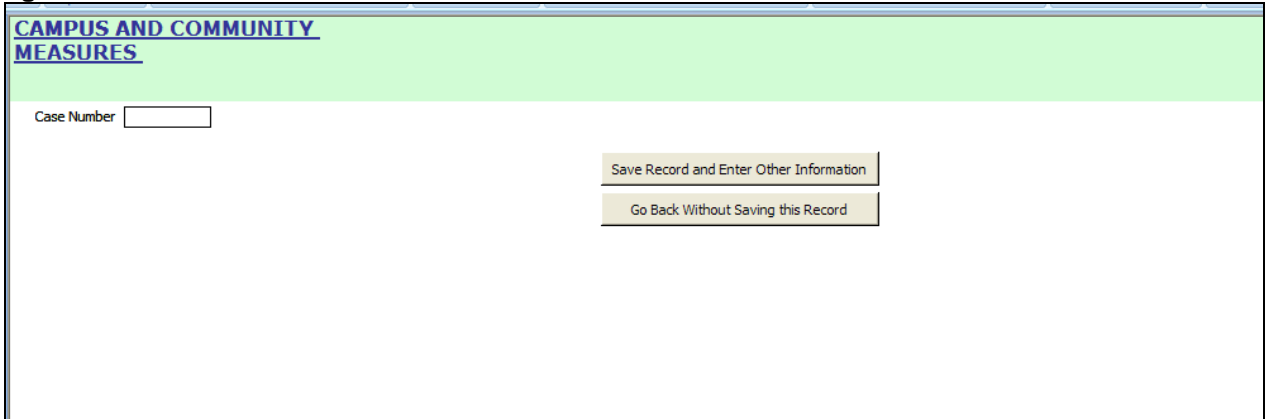
Figure 17

Type of Offense	Report Date
Stalking	2/2/2009
Sexual Assault	3/5/2009

To enter a New Campus and Community Measures case:

1. Click on *Add Case*.
2. On the new screen (Figure 18), enter the assigned case number and click on the *Save Record and Enter Other Information* button.

Figure 18



The screenshot shows a web form titled "CAMPUS AND COMMUNITY MEASURES" in a green header bar. Below the header, the text "Case Number" is followed by a white rectangular input field. At the bottom right of the form, there are two buttons: "Save Record and Enter Other Information" and "Go Back Without Saving this Record".

3. The next screen (Figure 17) will allow the user to enter additional information.
4. Click on the *Offenses Reported* tab and use the pull-down menu to enter the type of offense reported and the date on which it was reported.
5. Click on the *Campus Disciplinary or Judicial Board Actions – Filed and Disposition* tab. Select the offense from the pull-down menu provided. **The type and date of offense reported (step #4 above) must be entered before moving on to this step.**
6. Enter the date the offense was filed by the campus disciplinary or judicial board. If you enter on offense, you are also required to enter the date filed.
7. Enter the disposition date and use the mouse to indicate the outcome. You must enter the disposition date before you can indicate an outcome.
8. If the local jurisdiction was also involved, click the *Local Jurisdiction – Filed and Disposition* tab. Select the offense from the pull-down menu provided. **The type and date of offense reported (step #4 above) must be entered before moving on to this step.**
9. Enter the date the offense was filed in the local jurisdiction. If you enter an offense you must enter the date filed.
10. Enter the disposition date and use the mouse to indicate the outcome. You must enter the disposition date before you can indicate an outcome.
11. When finished, continuing adding cases, or click on *Close Form* to return to the *Open Forms Window*.

To review or edit an existing Campus or Community Measures case:

Method 1

1. In the green area, use the mouse to click on the arrow at the end of *Lookup Case Number* to open the pull-down menu listing all previously entered cases. Choose the case you want to review or edit. This will fill in the existing data for that case.
2. To review or edit case information, select the tab on which it appears. To edit case information, use the mouse or the *Tab* key on the keyboard to select the field and change the data.
3. When finished, either choose another case to review or edit, or click on *Close Form* to return to *Open Forms Window*.

Method 2

In the green area, click *the Next Case* or *Previous Case* button and follow steps 2 and 3 in Method 1 above.

To delete a Campus and Community Measures case:

1. In the green area, use the mouse to click on the arrow at the end of *Lookup Case Number* to open the pull-down menu listing all previously entered cases. Choose the case you want to delete. This will fill in the existing data for that case.
2. Click on the *Case Number* text-box and click *Delete Record* on the toolbar. This will delete all the information on this case including the corresponding data under each tab.

To delete an Existing Reported Offense:

1. In the green area, use the mouse to click on the arrow at the end of *Lookup Case Number* to open the pull-down menu listing all previously entered cases. Choose the case you want to edit. This will fill in the existing data for that case.
2. Click on the *Offenses Reported* tab.
3. Click on the offense you want to delete and click *Delete Record* on the toolbar. Make sure the cursor is on the offense you want to delete. This will delete that offense and, if recorded earlier, will also delete this offense from the Campus Disciplinary or Judicial Board Actions-Filed and Disposition and Local Jurisdiction-Filed and Disposition tab. The entire case record will not be deleted.

To delete an Existing Filed or Disposition entry from Campus Disciplinary or Judicial Board Actions:

1. In the green area, use the mouse to click on the arrow at the end of *Lookup Case Number* to open the pull-down menu listing all previously entered cases. Choose the case you want to edit. This will fill in the existing data for that case.

2. Click on the *Campus Disciplinary or Judicial Board Actions-Filed and Disposition* tab.
3. Click on the offense you want to delete and click *Delete Record* on the toolbar. Make sure that the cursor is on the offense you want to delete. This will delete that offense but not the entire case record.

To delete an Existing Filed or Disposition entry from Local Jurisdiction:

1. In the green area, use the mouse to click on the arrow at the end of *Lookup Case Number* to open the pull-down menu listing all previously entered cases. Choose the case you want to edit. This will fill in the existing data for that case.
2. Click on the *Local Jurisdiction-Filed and Disposition* tab.
3. Click on the offense you want to delete and click *Delete Record* on the toolbar. Make sure that the cursor is on the offense you want to delete. This will delete that specific information but not the entire case record.

Note: DO NOT DELETE anything from your Access file until you are certain the information needs to be expunged. Unlike other software programs, Access does not have an *Undo* function. It does not allow you to retrieve any information or data that has been deleted.

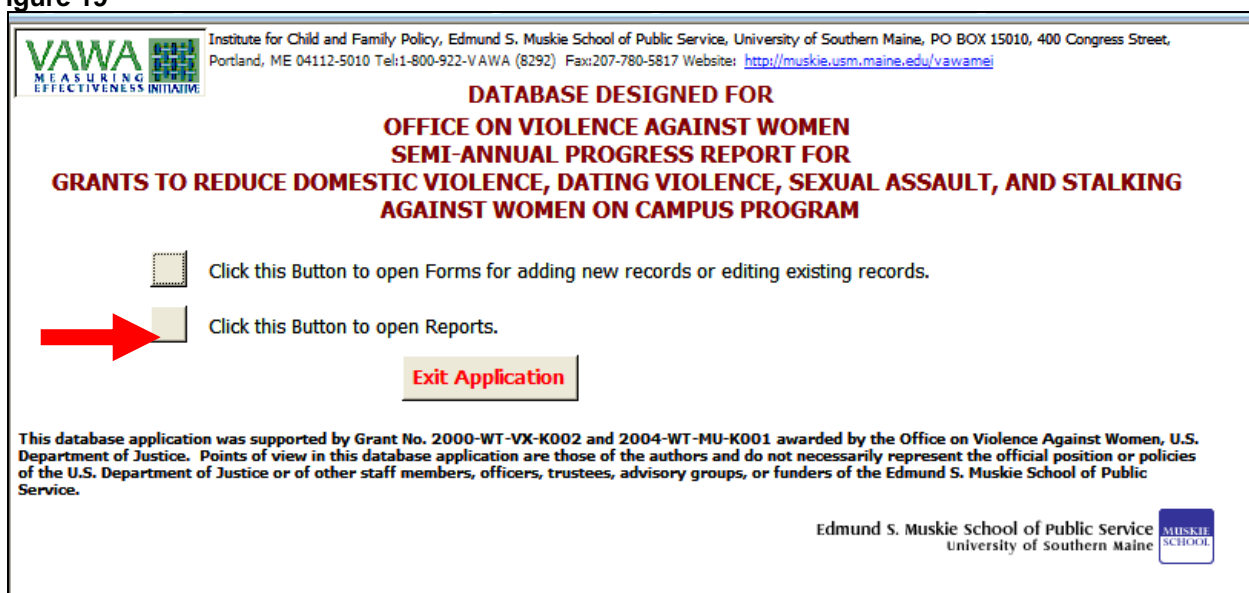
Part II

Generating Reports

This portion of the manual provides instructions for generating output reports on the data you entered.

1. From the *Main Window* click on the *Click this Button to open Reports* button on the *Main Window* (Figure 19).

Figure 19



This page will open (Figure 20):

Figure 20

GRANTS TO REDUCE DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING AGAINST WOMEN ON CAMPUS PROGRAM

OPEN REPORTS

Start Date: ...

End Date: ...

Minimum Requirements - Prevention and education program events for incoming students (Q14, Q16a, Q17)	Minimum Requirements - Training program events provided for campus police/security officers and judicial/disciplinary board members (Q18, Q20, Q21)
Training (Q28, Q29, Q30)	Campus Education (Q33, Q34)
Products (Q36)	Products Distributed (Q36)
Victim Services (Q41, Q42, Q43, Q44, Q45, Q46, Q48)	Victim Services - Hotline calls (Q45A)
Campus and Community Measures (Q49, Q50, Q51, Q53)	

[Open Main Form](#) [Exit Application](#)

2. Click on the button next to the *Start Date* field to choose the date from which the report should start or type the start date in the text-box.
3. Click on the button next to the *End Date* field to choose the date from which the report should end or type the end date in the text-box.
4. Select the desired report from the list by clicking on the appropriate button.
5. The selected report will appear automatically. You can either print the report, close the report to return to the page shown in Figure 20, or click *Exit* to close this application. **Choosing *Exit* will close the entire application.**

Victim Services report

This is a little different from the other reports. Before displaying the report it shows you the victims/survivors that will be considered “served,” “partially served,” and “not served.” These three intermediate forms are ticklers and have been added so that the data can be checked and modified before printing the final report. On these forms, data can be modified and the reasons victims/survivors seeking services were “partially served” or “not served” can be reviewed or entered.

Depending on the data, these forms may or may not appear before showing the final report (i.e. if there are no “partially served” victims/survivors, but there are “not served” victims/survivors during the reporting period you selected then only the form showing “not served” will appear on the screen and vice versa). **If your data does not include “partially served” or “not served” victims/survivors, neither of these forms will appear and instead the complete Victim Services report will be shown.

When you click the button *Victim Services* on the *Open Reports* form, if there are victims/survivors who classify as “served,” a new form will open listing victims/survivors who were served during the reporting period selected. To check if the information on demographics, relationship to offender, and victim services is up-to-date and accurate, and, if necessary, update the information, press the button 'UPDATE' (Figure 21) next to each victim/survivor information.

Figure 21

VICTIMS SERVED

THE FOLLOWING 5 VICTIM/SURVIVOR(S) WILL BE CONSIDERED SERVED FOR THE REPORTING PERIOD - 1/1/2009 TO 6/30/2009 .

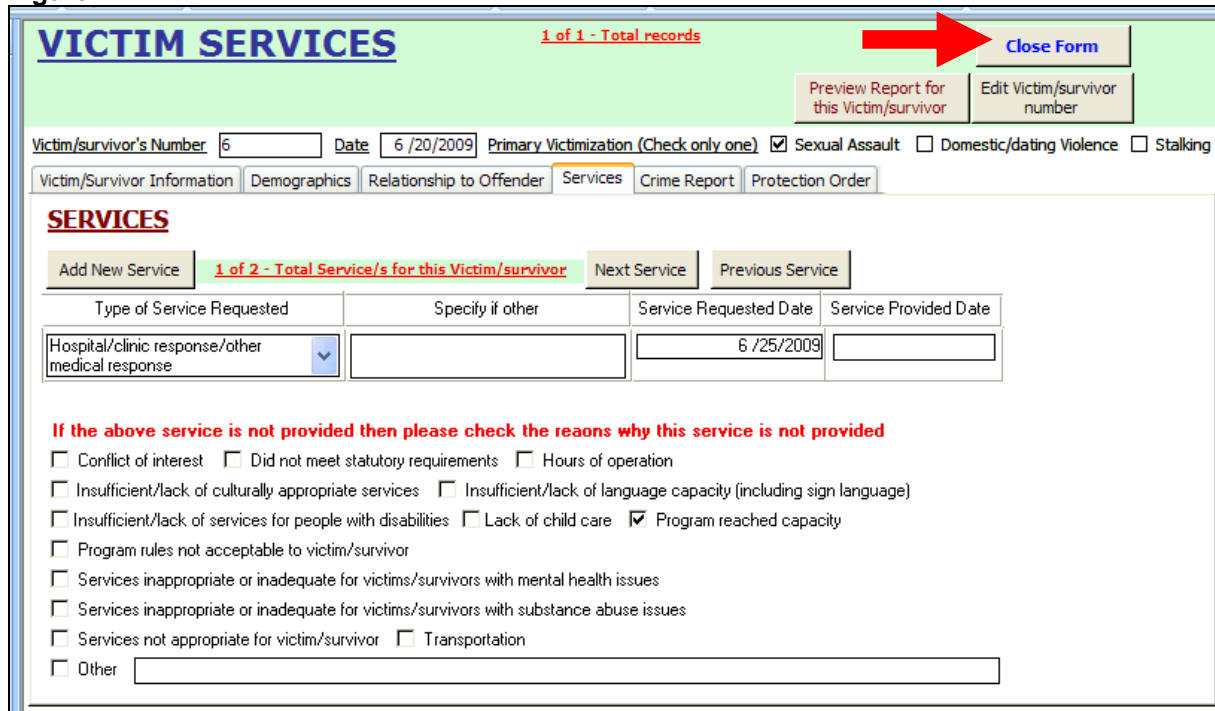
To check if the information on demographics, relationship to offender, and victim services is up-to-date and accurate, and, if necessary, update the information, press the button 'UPDATE' next to each victim/survivor information.

Press the button 'NEXT>>' to view the partially served victims/survivors. **NEXT>>**

Victim/survivor's Number	1	Name:		UPDATE
Victim/survivor's Number	2	Name:		UPDATE
Victim/survivor's Number	3	Name:		UPDATE
Victim/survivor's Number	26	Name:		UPDATE
Victim/survivor's Number	6	Name:		UPDATE

When you click on the 'UPDATE' button, a form displaying information for the selected victim will open. When you complete reviewing and/or updating information for the victim press 'Close Form' button (Figure 22) to get back to the list of all victims who were served.

Figure 22



VICTIM SERVICES 1 of 1 - Total records

Victim/survivor's Number Date Primary Victimization (Check only one) ☒ Sexual Assault ☐ Domestic/dating Violence ☐ Stalking

Victim/Survivor Information Demographics Relationship to Offender **Services** Crime Report Protection Order

SERVICES

1 of 2 - Total Service/s for this Victim/survivor

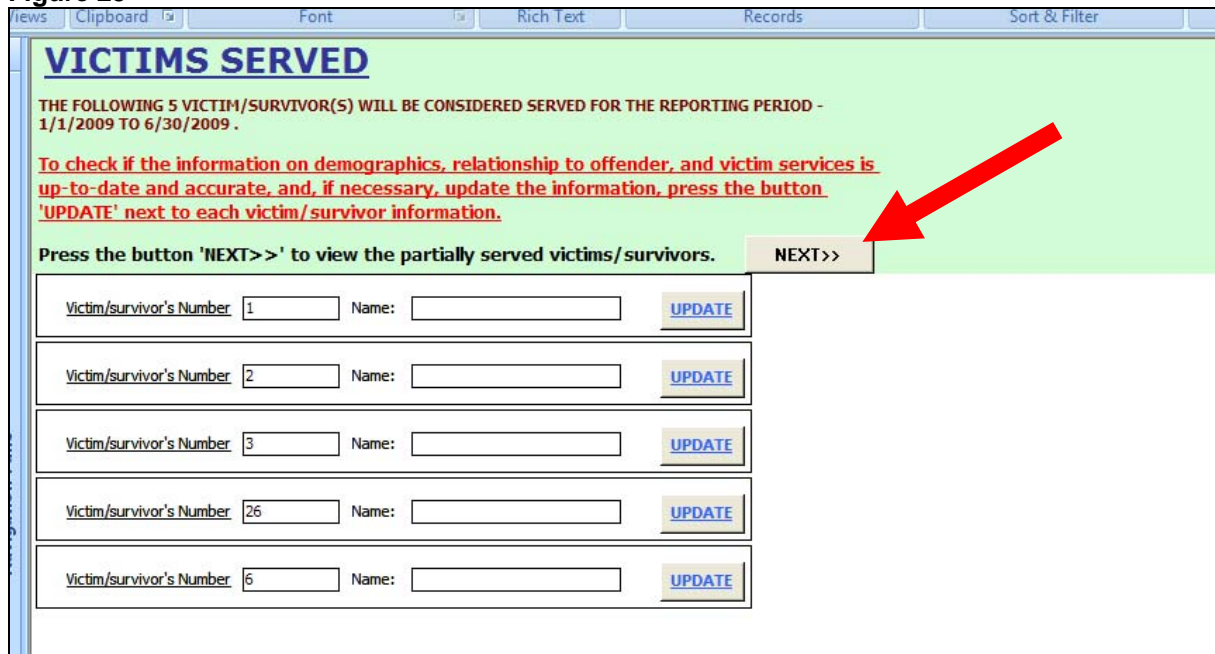
Type of Service Requested	Specify if other	Service Requested Date	Service Provided Date
Hospital/clinic response/other medical response		6 /25/2009	

If the above service is not provided then please check the reasons why this service is not provided

☐ Conflict of interest ☐ Did not meet statutory requirements ☐ Hours of operation
☐ Insufficient/lack of culturally appropriate services ☐ Insufficient/lack of language capacity (including sign language)
☐ Insufficient/lack of services for people with disabilities ☐ Lack of child care ☒ Program reached capacity
☐ Program rules not acceptable to victim/survivor
☐ Services inappropriate or inadequate for victims/survivors with mental health issues
☐ Services inappropriate or inadequate for victims/survivors with substance abuse issues
☐ Services not appropriate for victim/survivor ☐ Transportation
☐ Other

When you have completed this process for all victims/survivors who classify as “served” for the reporting period selected, click on the button 'NEXT>>' (Figure 23) to view the list of “partially served” victims/survivors.

Figure 23



Views Clipboard Font Rich Text Records Sort & Filter

VICTIMS SERVED

THE FOLLOWING 5 VICTIM/SURVIVOR(S) WILL BE CONSIDERED SERVED FOR THE REPORTING PERIOD - 1/1/2009 TO 6/30/2009 .

To check if the information on demographics, relationship to offender, and victim services is up-to-date and accurate, and, if necessary, update the information, press the button 'UPDATE' next to each victim/survivor information.

Press the button 'NEXT>>' to view the partially served victims/survivors.

Victim/survivor's Number <input type="text" value="1"/>	Name: <input type="text"/>	<input type="button" value="UPDATE"/>
Victim/survivor's Number <input type="text" value="2"/>	Name: <input type="text"/>	<input type="button" value="UPDATE"/>
Victim/survivor's Number <input type="text" value="3"/>	Name: <input type="text"/>	<input type="button" value="UPDATE"/>
Victim/survivor's Number <input type="text" value="26"/>	Name: <input type="text"/>	<input type="button" value="UPDATE"/>
Victim/survivor's Number <input type="text" value="6"/>	Name: <input type="text"/>	<input type="button" value="UPDATE"/>

When you click the NEXT button from the *Victim Served* page, if there are victims/survivors who classify as “partially served” a new form (Figure 24) will open listing victims/survivors who were “partially served” during the reporting period selected.

Figure 24

VICTIMS PARTIALLY SERVED

THE FOLLOWING 1 VICTIM/SURVIVOR(S) WILL BE CONSIDERED AS PARTIALLY SERVED FOR THE REPORTING PERIOD - 1/1/2009 TO 6/30/2009 .

To check if the information on demographics, relationship to offender, and victim services is up-to-date and accurate, and, if necessary, update the information, press the button 'UPDATE' next to each victim/survivor information.

Press the button 'NEXT>>' to view the not served victims/survivors.

NEXT>>

Victim/survivor's Number 6 Name: UPDATE

(Note: The above form (Figure 24) will not appear if there are no “partially served” victims/survivors during the reporting period selected.)

To check if the information on demographics, relationship to offender, and victim services is up-to-date and accurate, and, if necessary, update the information, press the button 'UPDATE' next to each victim/survivor information. When you click on the “UPDATE” button, a form displaying information for the selected victim will open. **If you enter the date the service was provided, do not uncheck the reason(s) the service was initially not provided. For an explanation, refer to instructions in “To review or edit an Existing Victim/survivor,” under the *Victims Services* section.** When you complete reviewing and/or updating information for the victim press “Close Form” button to get back to the list of all victims who were partially served. When you have completed this process for all victims/survivors who classify as “partially served” for the reporting period selected, click on the button 'NEXT>>' to view the list of victims/survivors who were “not served” during the reporting period.

Figure 25

VICTIMS NOT SERVED

THE FOLLOWING 1 VICTIM/SURVIVOR(S) WILL BE CONSIDERED AS NOT SERVED FOR THE REPORTING PERIOD - 1/1/2009 TO 6/30/2009 .

To check if the information on demographics, relationship to offender, and victim services is up-to-date and accurate, and, if necessary, update the information, press the button 'UPDATE' next to each victim/survivor information.

Press the button 'NEXT>>' to view the Report.

NEXT>>

Victim/survivor's Number 3 Name: UPDATE

To check if the information on demographics, relationship to offender, and victim services is up-to-date and accurate, and, if necessary, update the information, press the button 'UPDATE' next to each victim/survivor information. When you click on the "UPDATE" button, a form displaying information for the selected victim will open. **If you enter the date the service was provided, do not uncheck the reason(s) the service was initially not provided. For an explanation, refer to instructions in "To review or edit an existing Victim/survivor," under the *Victims Services* section.** When you complete reviewing and/or updating information for the victim press "Close Form" button to get back to the list of all victims who were not served. When you have completed this process for all victims/survivors who classify as "not served" for the reporting period selected, click on the button 'NEXT>>' to view the report.

Note: The above form (Figure 25) will not appear if no victims/survivors classify as "not served" during the current reporting period selected.

If there are zero "partially served" victims/survivors and/or zero "not served" victims/survivors during the reporting period selected, the following message (or similar message) will appear (Figure 25 and 26).

Figure 25

GRANTS TO REDUCE DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING AGAINST WOMEN ON CAMPUS PROGRAM

OPEN REPORTS

PLEASE WAIT..... THE DATABASE IS COLLECTING THE DATA.
DEPENDING ON THE SPEED OF YOUR COMPUTER AND AMOUNT OF DATA, IT MAY TAKE FEW MINUTES TO OPEN THE REPORT.
THANK YOU FOR YOUR PATIENCE

Minimum Requirements - Prevention and education program events for incoming students (Q14, Q16a, Q16b, Q16c, Q16d, Q16e, Q16f, Q16g, Q16h, Q16i, Q16j, Q16k, Q16l, Q16m, Q16n, Q16o, Q16p, Q16q, Q16r, Q16s, Q16t, Q16u, Q16v, Q16w, Q16x, Q16y, Q16z)

Training (Q28, Q29, Q30)

Products (Q36)

Products Distributed (Q36)

Victim Services (Q41, Q42, Q43, Q44, Q45, Q46, Q48)

Victim Services - Hotline calls (Q45A)

Campus and Community Measures (Q49, Q50, Q51, Q53)

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VAWA MEASURING EFFECTIVENESS INITIATIVE

No partially served cases.

OK

Figure 26

ews Clipboard Font Rich Text Records Sort & Filter Window Find

**GRANTS TO REDUCE DOMESTIC VIOLENCE, DATING VIOLENCE,
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VAWA MEASURING EFFECTIVENESS INITIATIVE X

Zero NOT served cases.

OK