



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



Enhanced Training and Services to End Violence and Abuse of Women Later in Life 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 Enhanced Training and Services to End Violence and Abuse of Women Later in Life 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 required for the Elder Program progress reporting form. This document provides detailed instructions for entering and changing data in the database. This database 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 from the database to the GMS reporting system. Any client identifying information will remain with the database and will not be shared with either OVW or the Muskie School. Any grantee using a network to house the database or sharing the database with other project partners must independently ensure client confidentiality.

The database application was supported by Grant No. 2008-TA-AX-K027, 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 Access database collects the data and provides reports on the following questions (Q) in the reporting form for the following items only:

Training – (Q11, Q12, Q13, Q14, Q15, Q16, Q17, Q18, Q19)

Products – (Q25)

Victim Services – (Q26, Q27, Q28, Q29, Q30A, Q30B, Q31)

Hotline Calls – (Q30C)

Victim Witness Notification/Outreach to Victims – (Q30D)

IMPORTANT: This database manual is specifically designed to explain how to input information into the Access Database Application. Refer to the instructions for the Semi-Annual Progress Report for additional information on completing the actual reporting form.

Systems Requirement:

1. Windows operating system
2. Access 2000 or higher

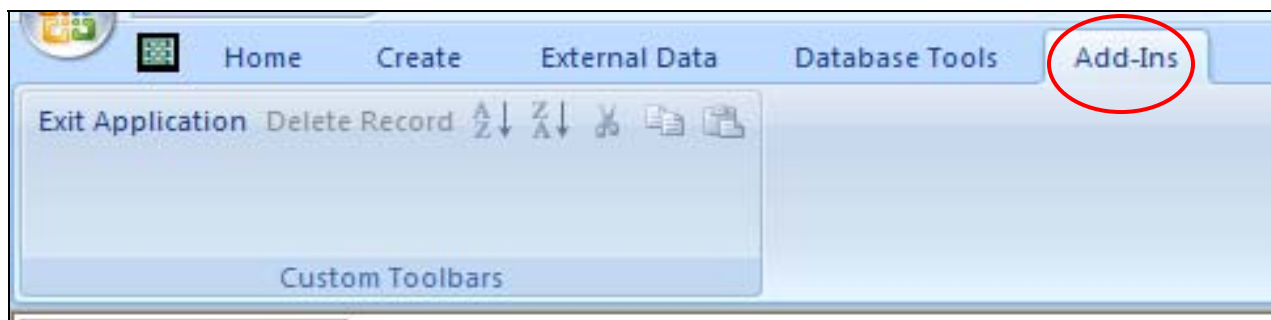
Getting Started

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

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 removed. 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 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 want 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 the information you want to use again and click on the button displaying 2 pages



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 on the data entry pages (forms) allows you to add records or browse existing records.

Add Record	
<u>1 of 3 - Total records</u>	
Next Record	Previous Record
Close Form	

This tool works as follows:

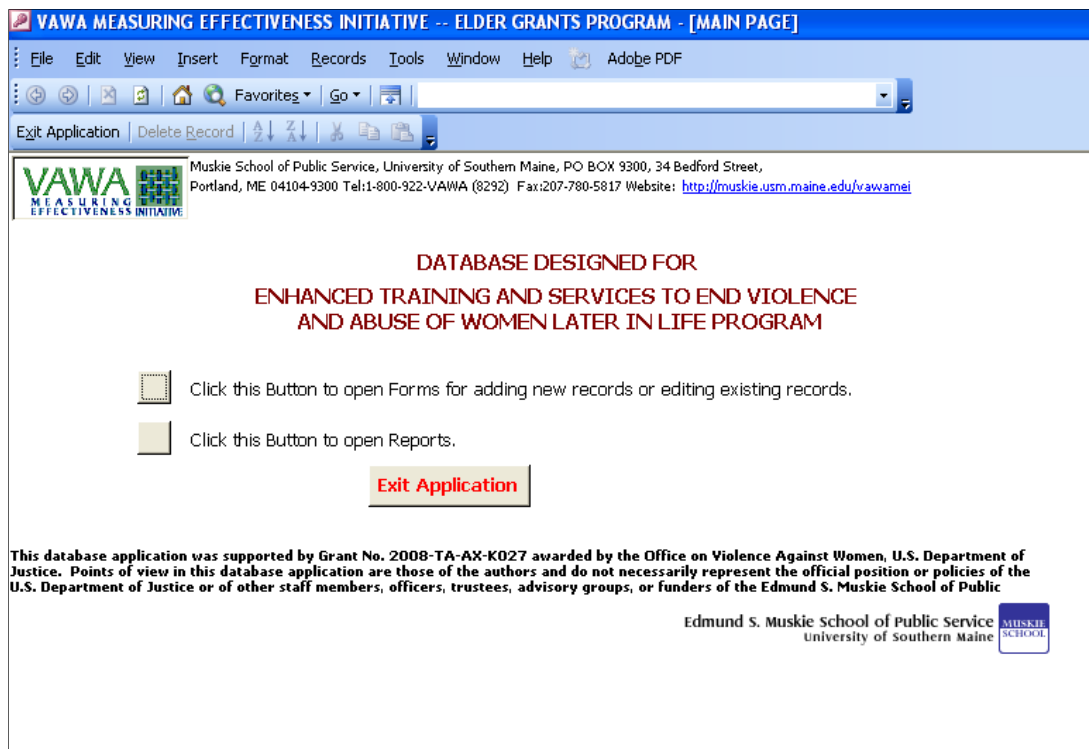
Add Record – This button opens the data entry page and allows you to enter new data.

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).

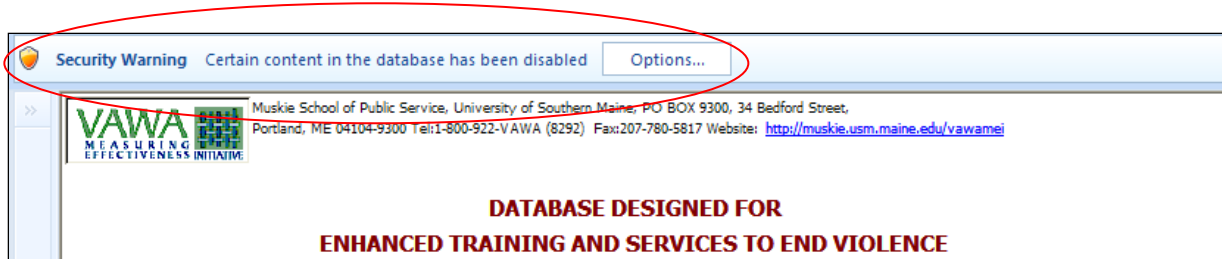
Figure 1



At this point, the user will decide between 1) opening forms for adding 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.

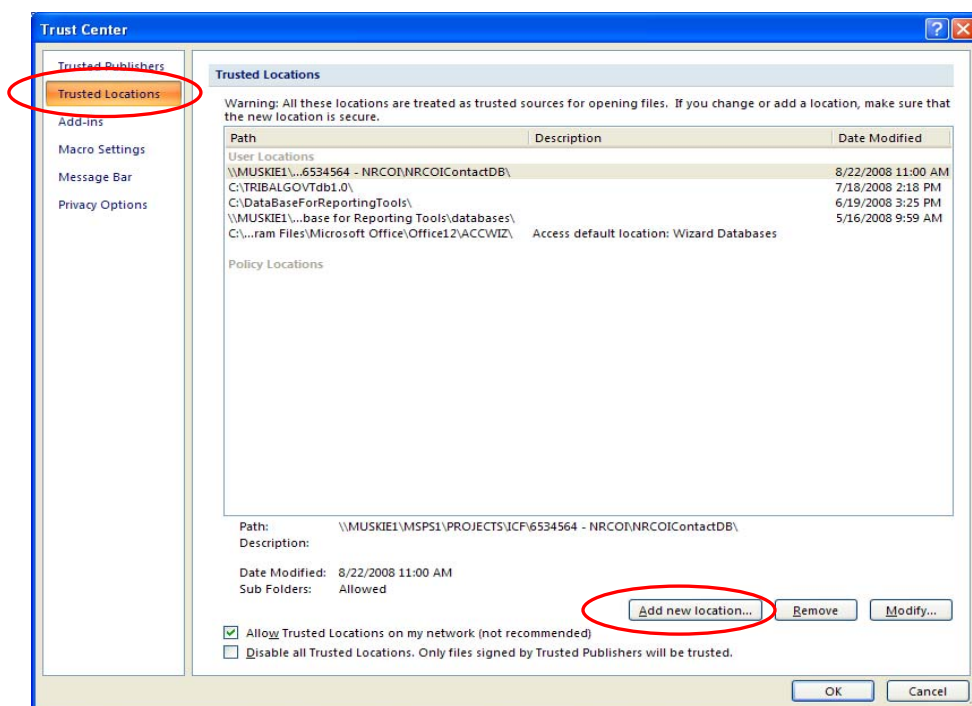
Figure 3



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

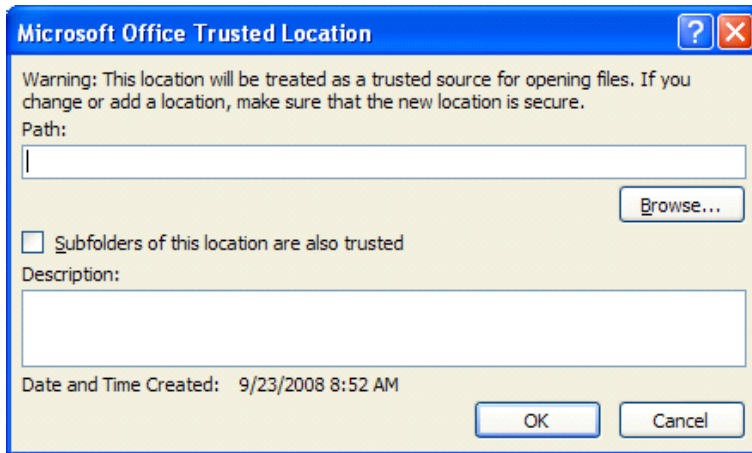
To enable the content permanently, click on the “Open the Trust Center” and the following “Trust Center” window will appear.

Figure 4



Click on the “Trusted Locations” and then press the button “Add new location”. This will bring the following window in 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:\elderdb2.0”. 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 windows, such as the example in Figure 6.

Figure 6

The image shows a web-based form titled "PRODUCTS" in large, bold, blue letters. Below the title is a description: "Complete this form for products developed, substantially revised, used, and/or distributed by grant-funded staff, or directly supported with grant funds." In the top right corner is a button labeled "Add Record". In the bottom right corner is a button labeled "Close Form". At the bottom left, there is a red text message: "There are no records. Click on Add Record to start."

NOTE: Throughout the database application, there are fields that collect data that is not required for the annual 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. 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 *Click this Button to open Forms for adding new records or editing existing records* button to open the window shown in Figure 7. This window is called the *Open Forms Window*.

Figure 7

VAWA MEASURING EFFECTIVENESS INITIATIVE -- ELDER GRANTS PROGRAM - [OPEN FORMS]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record

**ENHANCED TRAINING AND SERVICES TO END VIOLENCE
AND ABUSE OF WOMEN LATER IN LIFE PROGRAM**

OPEN FORMS

C1. Trainings:

Law Enforcement Training of Trainers (Q11)	Law Enforcement Mandatory and Advanced Training Events (Q12, Q13)
Prosecutors Workshop (Q14)	Judicial Institute (Q15)
Direct Services Training of Trainers (Q16)	Direct Services Training Events (Q17)
Cross Training Events (Q18,19)	

Products (Q25)

D. Victim Services (Q26, Q27, Q28, Q29, Q30A, Q30B, Q31)	
Family Member's Information	
Hotline Calls (Q30C)	Victim Witness Notification/Outreach to Victims (Q30D)

Open Main Form **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 Access Database.

C1. Trainings:

Law Enforcement Training of Trainers (Q11)	Law Enforcement Mandatory and Advanced Training Events (Q12, Q13)
Prosecutors Workshop (Q14)	Judicial Institute (Q15)
Direct Services Training of Trainers (Q16)	Direct Services Training Events (Q17)
Cross Training Events (Q18,19)	

The Trainings section is divided into seven different forms based on the type of training event provided by grant-funded staff or directly supported by grant funds. This portion of the database collects information on the dates and names of training events; a description of the people trained; and the number of people trained.

Law Enforcement Training of Trainers (Q11)

Figure 8

VAWA MEASURING EFFECTIVENESS INITIATIVE -- ELDER GRANTS PROGRAM - [TRAINING]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record

11 Number of people trained in the mandatory law enforcement training of trainers event

Add Record

3 of 3 - Total records

Next Record Previous Record

Lookup Training Event

Close Form

Date of Training Event 11/11/2001 Name of Training Event

People trained in the mandatory law enforcement training of trainers event

Type of organization	Number of people trained
Elder services agency	0
Law enforcement agency	0
Prosecutor	0
Victim service(s) organization	0
Other (specify) let2	1

Figure 8 is an example of the form used to track information about the mandatory law enforcement training of trainers event. The user can choose between reviewing the information of previous training events and entering new training event information.

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 Event* to *Name of Training Event*, press the *Tab* key on the keyboard.
4. Enter the name of training event. This field is optional.
5. Enter the number of people attending the training event, using the category that best describes the people attending.
6. When finished, click on the *Save this Record* button.
7. 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. Enter the revised information.
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 existing data, the database 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 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 removed. 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.

Law Enforcement Mandatory and Advanced Training Events (Q12, Q13)

Figure 9

VAWA MEASURING EFFECTIVENESS INITIATIVE -- ELDER GRANTS PROGRAM - [TRAINING]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record

12-13 Training for law enforcement officers and/or detectives/investigators

Add Record

1 of 4 - Total records

Next Record Previous Record

Close Form

Lookup Training Event

Date of Training Event 11/20/2001 Name of Training Event

Type of training event Mandatory two full-day training event

People trained during this training event

People trained	Number of people trained
Detectives/investigators	1
Law enforcement officers	1

Figure 9 is an example of the form used to track information about the training events provided for law enforcement officers and/or detectives/investigators. The user can choose between reviewing the information of previous training events and entering new training event information.

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 Event* to *Name of Training Event*, press the *Tab* key on the keyboard.
4. Enter the name of training event. This field is optional.
5. Select the *Type of Training Event* from the drop-down list.
6. Enter the number of people attending the training event, using the category that best describes the people attending.
7. When finished, click on the *Save this Record* button.
8. 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. Enter the revised information.

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 existing data, the database 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 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 removed. 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.

Prosecutors Workshop (Q14)

Figure 10

VAWA MEASURING EFFECTIVENESS INITIATIVE -- ELDER GRANTS PROGRAM - [TRAINING]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record

14 Number of prosecutors trained in the prosecutors workshop

Add new training Close Form

Date of training event	Number of prosecutors trained
11/11/2002	2
11/11/2001	2

Figure 10 is an example of the form used to track the number of prosecutors trained in the prosecutors workshop. The user can choose between reviewing the information of previous training events and entering new training event information.

To enter a New Training Event:

1. Click on the *Add Record* button.
2. Use the *Tab* key or the mouse to move through the fields during data entry. For instance, to move from *Date of Training Event* to *Number of Prosecutors Trained*, press the *Tab* key on the keyboard.
3. Enter the date of the training event.

4. Enter the number of prosecutors trained.
5. Click *Close Form* to return to the *Open Forms Window*.

To review or edit an Existing Training Event:

1. Training events will be listed in order of date beginning with the most recent.
2. To change the date, click in the *Date of Training Event* box and type in the revised date.
3. To change the number of prosecutors trained, click in the *Number of Prosecutors Trained* box and type in the revised number.

To delete an Existing Training Event:

1. Click in the *Date of Training Event* box for the record you want to delete. Make sure the cursor is on the date you want to delete.
2. Click *Delete Record* (Figure 11) on the toolbar. This will delete that training event.

Figure 11

VAVA MEASURING EFFECTIVENESS INITIATIVE -- ELDER GRANTS PROGRAM - [TRAINING]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record

14 Number of prosecutors trained in the prosecutors workshop

Add new training Close Form

Date of training event	Number of prosecutors trained
11/11/2002	2
11/11/2001	2

Note: DO NOT DELETE anything from your Access file until you are certain the information needs to be removed. 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.

Judicial Institute (Q15)

Figure 12

Date of training event	Number of judges trained
11/11/2001	2
11/11/2001	2

Figure 12 is an example of the form used to track the number of judges trained in the judicial institute. The user can choose between reviewing the information of previous training events and entering new training event information.

To enter a New Training Event:

1. Click on the *Add Record* button.
2. Use the *Tab* key or the mouse to move through the fields during data entry. For instance, to move from *Date of Training Event* to *Number of Judges Trained*, press the *Tab* key on the keyboard.
3. Enter the date of the training event.

4. Enter the number of judges trained.
5. Click *Close Form* to return to the *Open Forms Window*.

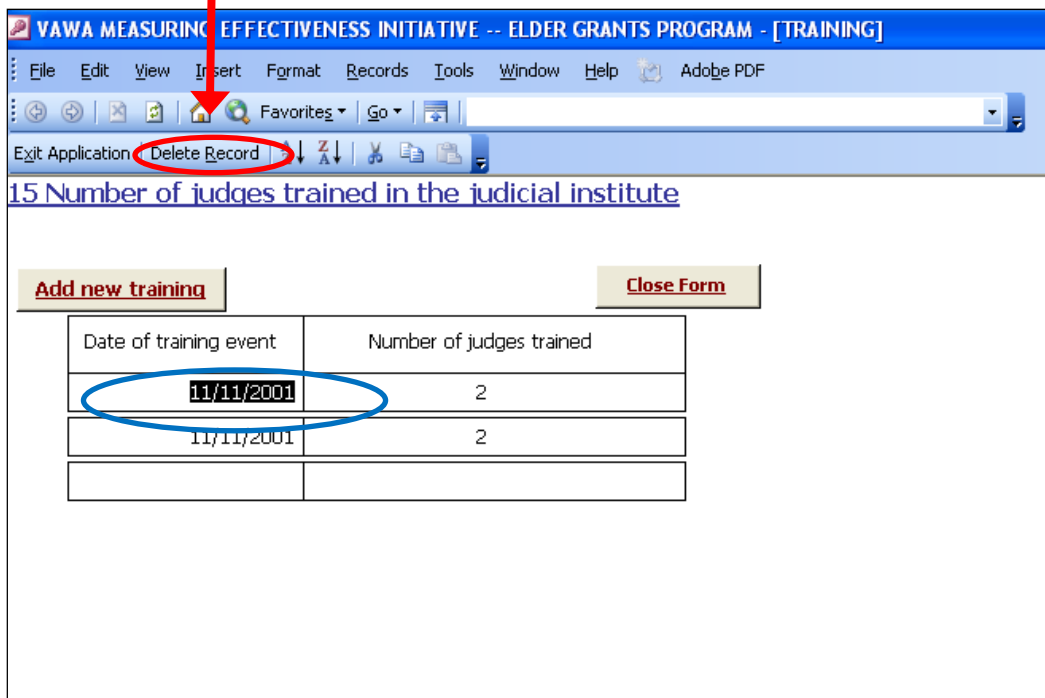
To review or edit an Existing Training Event:

1. Training events will be listed in order of date beginning with the most recent.
2. To change the date, click in the *Date of Training Event* box and type in the revised date.
3. To change the number of judges trained, click in the *Number of Judges Trained* box and type in the revised number.

To delete an Existing Training Event:

1. Click in the *Date of Training Event* box for the record you want to delete. Make sure the cursor is on the date you want to delete.
2. Click *Delete Record* (Figure 13) on the toolbar. This will delete that training event.

Figure 13



VAWA MEASURING EFFECTIVENESS INITIATIVE -- ELDER GRANTS PROGRAM - [TRAINING]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record

15 Number of judges trained in the judicial institute

Add new training Close Form

Date of training event	Number of judges trained
11/11/2001	2
11/11/2001	2

Note: DO NOT DELETE anything from your Access file until you are certain the information needs to be removed. 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.

Direct Services Training of Trainers (Q16)

Figure 14

VAWA MEASURING EFFECTIVENESS INITIATIVE -- ELDER GRANTS PROGRAM - [TRAINING]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record

16 Number of people trained in the mandatory direct services training of trainers event

Add Record

4 of 8 - Total records

Next Record Previous Record

Lookup Training Event

Close Form

Date of Training Event 10/20/2003 Name of Training Event Law Enforcement Response

People trained in the mandatory direct services training of trainers event

Type of organization	Number of people trained
Elder services agency	5
Government agency (specify)	
Prosecutor	
Victim service(s) organization	
Other (specify)	

Figure 14 is an example of the form used to track information about the mandatory direct services training of trainers event. The user can choose between reviewing the information of previous training events and entering new training event information.

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 Event* to *Name of Training Event*, press the *Tab* key on the keyboard.
4. Enter the name of training event. This field is optional.
5. Enter the number of people attending the training event, using the category that best describes the people attending.
6. When finished, click on the *Save this Record* button.
7. 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. Enter the revised information.
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 existing data, the database 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 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 removed. 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.

Direct Services Training Events (Q17)

Figure 15

VAWA MEASURING EFFECTIVENESS INITIATIVE -- ELDER GRANTS PROGRAM - [TRAINING]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record

17 Number of people trained in the mandatory local direct services training events

5 of 8 - Total records

Lookup Training Event

Add Record

Next Record Previous Record

Close Form

Date of Training Event 11/12/2003 Name of Training Event Elder services

People trained in the mandatory local direct services training event

Type of organization	Number of people trained
Elder services agency	10
Government agency (specify)	
Prosecutor	
Victim service(s) organization	
Other (specify)	

Figure 15 is an example of the form used to track information about the mandatory local direct services training events. The user can choose between reviewing the information of previous training events and entering new training event information.

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 Event* to *Name of Training Event*, press the *Tab* key on the keyboard.
4. Enter the name of training event. This field is optional.
5. Enter the number of people attending the training event, using the category that best describes the people attending.
6. When finished, click on the *Save this Record* button.
7. 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. Enter the revised information.
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 existing data, the database 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 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 removed. 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.

Cross Training Events (Q18,19)

Figure 16

18-19 Number of people trained in the cross-training events

Lookup Training Event

Date of Training Event Name of Training Event

People trained in the cross-training event

Type of organization	Number of people trained
Courts	<input type="text" value="10"/>
Elder services agency	<input type="text"/>
Government agency (specify) <input type="text"/>	<input type="text"/>
Law enforcement	<input type="text" value="10"/>
Prosecutor	<input type="text"/>
Victim service(s) organization	<input type="text"/>
Other (specify) <input type="text"/>	<input type="text"/>

Figure 16 is an example of the form used to track information about the cross-training events. The user can choose between reviewing the information of previous training events and entering new training event information.

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 Event* to *Name of Training Event*, press the *Tab* key on the keyboard.
4. Enter the name of training event. This field is optional.
5. Enter the number of people attending the training event, using the category that best describes the people attending.
6. When finished, click on the *Save this Record* button.
7. 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. Enter the revised information.

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 existing data, the database 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 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 removed. 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 (Q25)

Figure 17

PRODUCTS

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

1 of 11 - Total records

Add Record

Next Record Previous Record

Close Form

Type of Product: Brochures (dropdown) Describe, if other: (text field)

Content/focus: (text field)

Title: Title of brochure (text field)

Topic: Topic of brochure (text field)

Intended Audience: Advocates (text field)

Language Developed/translated In: Spanish (text field)

Date Developed/Revised: 12/20/2002 (text field)

Number Used or Distributed:

Date	Number Used or Distributed
7/7/2003	10
1/2/2003	25

Figure 17 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.

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 the *Save this Record* button.
10. To continue adding products, click on *Add Record*. To finish, click on *Close Form* to return to the *Open Forms Window*.

To review or edit 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. To edit, use the *Tab* key on the keyboard or the mouse to select the field you want to edit. Enter the revised information.
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 database 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 *Title* text-box of the product you want to delete and click *Delete Record* on the toolbar. This will delete the record for that product and all corresponding records of the number used and distributed of that product.

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 all previously entered products.
2. Click in the date field of the record you want to delete under *Number Used or Distributed* and click *Delete Record* on the toolbar (Figure 18). This will delete the record of that time the product was used or distributed, but not the remainder of the information about that product.

Figure 18

VAWA MEASURING EFFECTIVENESS INITIATIVE -- ELDER GRANTS PROGRAM - [PRODUCTS]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application **Delete Record**

PRODUCTS

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

1 of 11 - Total records

Add Record

Next Record Previous Record

Close Form

Type of Product: Brochures Describe, if other

Content/focus

Title: Title of brochure

Topic: Topic of brochure

Intended Audience: Advocates

Language Developed/translated In: Spanish

Date Developed/Revised: 12/20/2002

Number Used or Distributed

Date	Number Used or Distributed
7/7/2003	10
1/2/2003	25

Note: DO NOT DELETE anything from your Access file until you are certain the information needs to be removed. 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.

D. Victim Services (Q26, Q27, Q28, Q29, Q30A, Q30B, Q31)	
Family Member's Information	
Hotline Calls (Q30C)	Victim Witness Notification/Outreach to Victims (Q30D)

D. Victim Services (Q26, Q27, Q28, Q29, Q30A, Q30B, Q31)

Figure 19

VAWA MEASURING EFFECTIVENESS INITIATIVE -- ELDER GRANTS PROGRAM - [VICTIM SERVICES]

File Edit View Insert Format Records Tools Window Help

Exit Application Delete Record

VICTIM SERVICES Add Victim/survivor 1 of 20 - Total records Next Victim/survivor Previous Victim/survivor Close Form

Lookup Victim/Survivor Number[Date]Name

Victim/survivor's Number 011 Date 11/11/2010

Primary Victimization (Check only one) ☐ Sexual Assault ☒ Domestic Violence/Dating Violence ☐ Stalking ☐ Elder Abuse, Neglect, or Exploitation

Victim/Survivor Information Demographics Relationship to Offender Services Shelter Services Protection Order

Victim/Survivor Information (Optional)

First Name:

Last Name:

Figure 19 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 experienced; the victim/survivor's demographics; the relationship of the victim/survivor to the offender(s); services provided, shelter services provided, protection orders requested and granted. 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.

The database 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 determine 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 funded by your Elder Grant Program.
- B. *Victims/survivors partially served* are those who received some, but not all of the services they needed, if those services were funded by your Elder Grant Program.
- 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 funded by your Elder Grant Program.

Enter **only those services that are funded under your Elder Grant Program**. This will ensure an accurate output report that can be used to fill out the GMS Progress Reporting form. If you provide a service that is not funded under your Elder Grant Program, 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 20):

Figure 20

The screenshot shows a web application interface for the VAWA MEASURING EFFECTIVENESS INITIATIVE -- ELDER GRANTS PROGRAM - [VICTIM SERVICES]. The interface includes a menu bar with options: File, Edit, View, Insert, Format, Records, Tools, Window, and Help. Below the menu bar is a toolbar with icons for Exit Application, Delete Record, and other functions. The main content area is titled "VICTIM SERVICES" and contains two buttons: "Save Record and Enter Other Information" and "Go Back Without Saving this Record". Below these buttons are input fields for "Victim/survivor's Number" and "Date". A section titled "Primary Victimization (Check only one)" contains four checkboxes: "Sexual Assault", "Domestic Violence/Dating Violence", "Stalking", and "Elder Abuse, Neglect, or Exploitation". Below this section are three tabs: "Victim/Survivor Information", "Demographics", and "Relationship to Offender". The "Victim/Survivor Information" tab is currently selected, showing two input fields: "First Name:" and "Last Name:". The "Demographics" tab is also visible, showing input fields for "Race/Ethnicity", "Gender", "Age", and "Other Demographics".

2. Enter the victim/survivor's 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 clicking the different tabs.
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).
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 and provided (Figure 21). Next, click on *Add New Service* (Figure 21). 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 Elder Grant Program.

Figure 21

VAWA MEASURING EFFECTIVENESS INITIATIVE - ELDER GRANTS PROGRAM - [VICTIM SERVICES]

File Edit View Insert Format Records Tools Window Help

Exit Application Delete Record

VICTIM SERVICES Add Victim/survivor 20 of 20 - Total records Next Victim/survivor Previous Victim/survivor Close Form

Lookup Victim/Survivor Number[Date]Name

Victim/survivor's Number ELDER01 Date 1/1/2010

Primary Victimization (Check only one) ☒ Sexual Assault ☐ Domestic Violence/Dating Violence ☐ Stalking ☐ Elder Abuse, Neglect, or Exploitation

Victim/Survivor Information Demographics Relationship to Offender Services Shelter Services Protection Order

SERVICES

Add New Service 1 of 1 - Total Service/s for this Victim/survivor Next Service Previous Service

Type of Service Requested	Specify if other	Service Requested Date	Service Provided Date
Civil legal advocacy/court accompaniment		1/10/2010	

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 or lack of culturally appropriate services ☐ Insufficient or lack of language capacity (including sign language)
☐ Insufficient or lack of services for victims/survivors who have disabilities ☐ Lack of child care
☐ Program reached capacity ☐ Program rules not acceptable to victim/survivor
☐ Program unable to provide service due to limited resources/priority-setting
☐ 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 ☐ Services not available for victims/survivors accompanied by male adolescents
☐ Transportation
☐ Other

10. Click on the *Shelter Services* tab to enter information on the shelter services requested and provided (Figure 22). Next, click on *Add New Service*. Using the dropdown menu, select the *Type of Service Requested*, enter the *Service Requested Date*, *Service Started Date* (if applicable), *Service Completed Date* (if applicable). The database will automatically calculate the *Number of nights* once the *Service Completed Date* has been entered.

Figure 22

VAWA MEASURING EFFECTIVENESS INITIATIVE -- ELDER GRANTS PROGRAM - [VICTIM SERVICES]

File Edit View Insert Format Records Tools Window Help

Exit Application Delete Record

VICTIM SERVICES Add Victim/survivor 20 of 20 - Total records Next Victim/survivor Previous Victim/survivor Close Form

Lookup Victim/Survivor Number |Date|Name Edit Victim/survivor Number, Date, and Primary Victimization

Victim/survivor's Number ELDER01 Date 1 /1 /2010

Primary Victimization (Check only one) ☒ Sexual Assault ☐ Domestic Violence/Dating Violence ☐ Stalking ☐ Elder Abuse, Neglect, or Exploitation

Victim/Survivor Information Demographics Relationship to Offender Services Shelter Services Protection Order

SHELTER SERVICES

Add New Service 1 of 2 - Total Service/s for this Victim/survivor Next Service Previous Service

Type of Service Requested	Service Requested Date	Service Started Date	Service Completed Date	Number of nights
Emergency shelter	1 /1 /2010	1 /1 /2010		18

Family member served (Family number, Name, Date of Birth)	Service Started Date	Service Completed Date	Number of nights
5, Bob Smith, 1/1/1959			

Add New Family Member

11. Under each *shelter service*, enter the family member who was served. Using the dropdown menu, select the *Family member served*, enter the *Service Started Date* and *Service Completed Date* (if applicable). If the family member is not listed in the dropdown list then she/he is new to the database and her/his information must be entered first. Click on *Add New Family Member*. The *Family Member Information* form will open that will allow you to enter data about the new family member. Enter the information on this form and click the *Save and Close* button. **This method can only be used to add a new family member's information. To edit an existing family member's information, you will have to open the *Family Member's Information* form from the**

Open Forms Window and follow instructions from the following pages on how “*To review or edit Family Member’s Information*” section.

12. When finished, click on *Save this Record*. To enter another shelter service, click on *Add New Service* and repeat the procedure. You may enter an unlimited number of requested shelter services for each victim/survivor, as long as those shelter services are funded under your Elder Grant Program.
13. 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 new activities on new lines.
14. When finished, continue adding victims/survivors, or click on *Close Form* to return to the *Open Forms Window*.

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 the 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 record.
2. To edit the victim/survivor’s assigned number, date, or primary victimization, click on the *Edit Victim/survivor Number, Date, and Primary Victimization* button. A new form will open. Enter the revised 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 you want to edit. Enter the revised information.

Method 2

In the green area, click on the *Next Victim/survivor* or *Previous Victim/survivor* button and follow steps 2 to 3 in Method 1 above.

To review or edit a Service Provided to an Existing Victim/survivor:

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup the 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.
2. 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.
3. 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* button to locate the service you want to update. Enter the date the service was provided in the *Service Provided Date* field. 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 the current reporting period. 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 01/01/2008 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.

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

To review or edit a Shelter Service Provided to an Existing Victim/survivor:

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup the 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.
2. To add additional shelter services requested/provided to the selected victim/survivor's record, click on the *Shelter Services* tab and click on *Add New Service*. Using the drop-down menu, select the type of shelter service requested/provided. Enter the dates the service was requested and provided, and the date the service was completed, if applicable. Using the dropdown menu, select the *Family member served*, enter the *Service Started Date* and *Service Completed Date* (if applicable).
3. To add the “service started date” to a shelter service that was requested, but not previously started, click on the *Shelter Services* tab. Use the *Next Service* and *Previous Service* button to locate the shelter service you want to update. Enter the date the shelter service was provided in the *Service Started Date* field. 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 shelter 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 the current reporting period. The database is designed to only include the “reason(s) the service was not provided” in the output report if the shelter service was not provided during the report period selected. For example, a victim/survivor requested a shelter service on 07/15/2008 and the shelter 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 shelter service was not provided during that period. However, when you run your report for 01/01/2008 through 12/31/2008, because the shelter 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.

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

To review or edit a Protection Order Activity for an Existing Victim/survivor:

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup the 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.
2. Click on the *Protection Order* tab and use the *Tab* key on the keyboard or the mouse to select the field you want to edit. Enter the revised information.
3. When finished, choose another record to review or edit, or click on *Close Form* to return to the *Open Forms Window*.

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

To delete an Existing Victim/survivor:

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup the 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* text-box 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 the 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. Use the *Next Service* and *Previous Service* buttons to locate the service you want to delete. Click in the *Type of Service Requested* field. Make sure the cursor is on the service you want to delete.
4. Click *Delete Record* on the toolbar (Figure 23). This will delete only that service and not the entire victim/survivor record.

Figure 23

VAWA MEASURING EFFECTIVENESS INITIATIVE -- ELDER GRANTS PROGRAM - [VICTIM SERVICES]

File Edit View Insert Format Records Tools Window Help

Exit Application Delete Record

VICTIM SERVICES Add Victim/survivor 20 of 20 - Total records Next Victim/survivor Previous Victim/survivor Close Form

Lookup Victim/Survivor Number | Date | Name [Dropdown] Edit Victim/survivor Number, Date, and Primary Victimization

Victim/survivor's Number: ELDER01 Date: 1 / 1 / 2010

Primary Victimization (Check only one) ☒ Sexual Assault ☐ Domestic Violence/Dating Violence ☐ Stalking ☐ Elder Abuse, Neglect, or Exploitation

Victim/Survivor Information Demographics Relationship to Offender Services Shelter Services Protection Order

SERVICES

Add New Service 1 of 1 - Total Service/s for this Victim/survivor Next Service Previous Service

Type of Service Requested	Specify if other	Service Requested Date	Service Provided Date
Civil legal advocacy/court accompaniment		1 / 10 / 2010	

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 or lack of culturally appropriate services ☐ Insufficient or lack of language capacity (including sign language)
☐ Insufficient or lack of services for victims/survivors who have disabilities ☐ Lack of child care
☐ Program reached capacity ☐ Program rules not acceptable to victim/survivor
☐ Program unable to provide service due to limited resources/priority-setting
☐ 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 ☐ Services not available for victims/survivors accompanied by male adolescents
☐ Transportation
☐ Other

To delete an Existing Shelter 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 the 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 *Shelter Services* tab.
3. Use the *Next Service* and *Previous Service* buttons to locate the shelter service you want to delete. Click in the *Type of Service Requested* field. Make sure the cursor is on the shelter service you want to delete.

4. Click *Delete Record* on the toolbar. This will delete that shelter service and not the entire victim/survivor record.

To delete an Existing Protection Order for a specific Victim/survivor:

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup the 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 in the *Activity* box for the record 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 protection order activity 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 removed. 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.

Family Member's Information

Figure 24

VAWA MEASURING EFFECTIVENESS INITIATIVE -- ELDER GRANTS PROGRAM - [VICTIM SERVICE - SHELTER - FAMILY MEMBERS]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record

VICTIM/SURVIVOR'S FAMILY MEMBER INFORMATION

Lookup Family Member **7 of 7 - Total records**

Add Record

Next Record Previous Record

Close Form

Family Member Number: Change Family Member Number

First Name: Last Name:

Date of Birth:

Figure 24 is an example of the form used to track data about Family Members needed for the *Victim Services* section of the reporting form.

To enter a Family Member's Information:

1. Click on the *Add Record* button.
2. Enter the *Family Member Number*.
3. Enter the *First Name*, *Last Name*, and *Date of Birth*. These fields are optional.
4. When finished, click on the *Save* button.

5. Continue adding family members by repeating steps 1 through 4, or click on *Close Form* to return to the *Open Forms Window*.

To Review or edit a Family Member's Information:

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Family Member* field to open the pull-down menu listing all previously entered records for family members. Choose the family member whose record you want to review or edit. This will fill in the existing data for that family member.
2. To change the *Family Member Number*, click on the *Change Family Member Number* button. A new window will open. Edit the information and click the *Save Record and Close* button.
3. To edit any other fields, use the *Tab* key on the keyboard or the mouse to select the field you want to edit. Enter the revised information.
4. When finished, choose another secondary victim to review or edit, or click on *Close Form* to return to the *Open Forms Window*.

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

To delete a Family Member's Information:

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Family Member* field to open the pull-down menu listing all previously entered records for family members. Choose the family member whose record you want to delete. This will fill in the existing data for that family member.

2. Click on the *Family Member Number* box. Make sure the cursor is on the ID you want to delete.
3. Click *Delete Record* on the toolbar. This will delete that family member. The family member will also be deleted from any *Victim Services* records where it has been entered.

Note: DO NOT DELETE anything from your Access file until you are certain the information needs to be removed. 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 (Q30C)

Figure 25

VAWA MEASURING EFFECTIVENESS INITIATIVE -- ELDER GRANTS PROGRAM - [HOTLINE CALLS]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application | Delete Record |

30C. HOTLINE CALLS

Add Record

1 of 1 - Total records

Next Record Previous Record

Close Form

Date of the call 9/9/2004 Was this call received from the Victim/survivor? ☒ YES ☐ NO

Notes:

Figure 25 is an example of the form used to track information on hotline calls provided with Elder Grant Program funds.

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, click on the *Save* button.
6. Continue adding hotline calls by repeating steps 1 through 5, or click on *Close Form* to return to the *Open Forms Window*.

To Review or edit a Hotline Call:

1. In the green area, use the *Next Record* and *Previous Record* buttons to locate the call you want to review or edit.
2. Use the *Tab* key on the keyboard or the mouse to select the field you want to edit. Enter the revised information.
3. When finished, choose another hotline call to review or edit, or click on *Close Form* to return to the *Open Forms Window*.

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

To delete a Hotline Call:

1. In the green area, use the *Next Record* and *Previous Record* buttons to locate the call you want to delete. Click on the *Date of the call*. Make sure the cursor is on the date you want to delete.

2. Click *Delete Record* on the toolbar. This will delete that hotline call.

Note: DO NOT DELETE anything from your Access file until you are certain the information needs to be removed. 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 Witness Notification/Outreach to Victims (Q30D)

Figure 26

VAWA MEASURING EFFECTIVENESS INITIATIVE -- ELDER GRANTS PROGRAM - [Victim witness notification/ outreach]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record

30D. VICTIM WITNESS NOTIFICATION/ OUTREACH TO VICTIMS

Add new service

1 of 8 - Total records

Next service Previous service Close Form

Type of service Victim witness notification/outreach to victims/survivors (unsolicited letters, phone calls or visits)

Service Provided Date 8 /2 /2003

Number of times this service was provided on the above-mentioned date 1

Figure 26 is an example of the form used to track information on victim witness notification/outreach to victims provided with Elder Grant Program funds.

To enter a Victim Witness Notification/Outreach to Victims:

1. Click on the *Add new service* button.
2. Enter the *Service Provided Date*.
3. Enter the *Number of times this service was provided on the above-mentioned date*.
4. When finished, click on the *Save* button.
5. When finished, continue adding services by repeating steps 1 through 4, or click on *Close Form* to return to the *Open Forms Window*.

To review or edit Victim Witness Notification/Outreach to Victims:

1. In the green area, use the *Next Record* and *Previous Record* buttons to locate the service you want to review or edit.
2. Use the *Tab* key on the keyboard or the mouse to select the field you want to edit. Enter the revised information.
3. When finished, choose another hotline call to review or edit, or click on *Close Form* to return to the *Open Forms Window*.

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

To delete Victim Witness Notification/Outreach to Victims:

1. In the green area, use the *Next Record* and *Previous Record* buttons to locate the service you want to delete. Click on the *Service Provided Date* of the record you want to delete. Make sure the cursor is on the service provide date you want to delete.
2. Click *Delete Record* on the toolbar. This will delete the record of the service on that date.

Note: DO NOT DELETE anything from your Access file until you are certain the information needs to be removed. 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 entered.

From the *Main Window* click on the *Click this Button to open Reports* button to open the window shown in Figure 27. This window is called the *Open Reports Window*.

Figure 27

The screenshot shows a software window titled "VAWA MEASURING EFFECTIVENESS INITIATIVE -- ELDER GRANTS PROGRAM - [OPEN REPORTS]". The window has a menu bar with "File", "Edit", "View", "Insert", "Format", "Records", "Tools", "Window", "Help", and "Adobe PDF". Below the menu bar is a toolbar with various icons. The main content area has a title "ENHANCED TRAINING AND SERVICES TO END VIOLENCE AND ABUSE OF WOMEN LATER IN LIFE PROGRAM" in red, bold, underlined text. Below this is the section "OPEN REPORTS" in red, bold, underlined text. There are two date selection fields: "Start Date:" and "End Date:", each with a text box and a button with three dots. Below these are four buttons: "Training (Q11, Q12, Q13, Q14, Q15, Q16, Q17, Q18, Q19)", "Products Developed (Q25)", "Products Distributed (Q25)", and "D. Victim Services (Q26, Q27, Q28, Q29, Q30A, Q30B, Q30C, Q30D, Q31)". At the bottom are two buttons: "Open Main Form" and "Exit Application".

1. 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.

2. Click on the button next to the *End Date* field to choose the date on which the report should end or type the end date in the text-box.
3. Select the desired report from the list by clicking on the appropriate button.
4. The selected report will appear automatically. You can either print the report, close the report to return to the screen shown in Figure 27, or click *Exit Application* to close this application. **Choosing *Exit Application* will close the entire database application.**

Victim Services report

The procedure to open the Victim Services report is slightly different. Before opening the report, the database displays three different forms showing the victims/survivors that will be considered “served”, “partially served” and “not served” for the date range specified on the *Open Reports* form. These three intermediate forms are ticklers and have been added so that data can be checked and modified before printing the final report. If there are no victims/survivors that fall within the date range specified, these intermediate forms will indicate that there is no data. In this case, simply click the ‘NEXT>>’ button to proceed to the next form.

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 28) next to each victim/survivor information.

Figure 28

VAWA MEASURING EFFECTIVENESS INITIATIVE -- ELDER GRANTS PROGRAM - [VICTIM SERVICES SERVED]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record

VICTIMS SERVED

THE FOLLOWING 2 VICTIM/SURVIVOR(S) WILL BE CONSIDERED SERVED FOR THE REPORTING PERIOD - 1/1/2001 TO 12/31/2009.

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	04vawamei	Name:	Krissy Mule	UPDATE
Victim/survivor's Number	08	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 29) to return to the list of all victims who were served.

Figure 29

VAWA MEASURING EFFECTIVENESS INITIATIVE -- ELDER GRANTS PROGRAM - [VICTIM SERVICES]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record

VICTIM SERVICES

1 of 1 - Total records

Close Form

Edit Victim/survivor number and Date

Victim/survivor's Number: 04vawamei Date: 1/12/2004

Primary Victimization (Check only one): ☐ Sexual Assault ☒ Domestic Violence/Dating Violence ☐ Stalking ☐ Elder Abuse, Neglect, or Exploitation

Victim/Survivor Information Demographics Relationship to Offender Services Shelter Services Protection Order

Victim/Survivor Information (Optional)

First Name: Krissy

Last Name: Mule

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 30) to view the list of partially served victims/survivors.

Figure 30

VAWA MEASURING EFFECTIVENESS INITIATIVE -- ELDER GRANTS PROGRAM - [VICTIM SERVICES SERVED]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record

VICTIMS SERVED

THE FOLLOWING 2 VICTIM/SURVIVOR(S) WILL BE CONSIDERED SERVED FOR THE REPORTING PERIOD - 1/1/2001 TO 12/31/2009.

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	04vawamej	Name:	Krissy Mule	UPDATE
Victim/survivor's Number	08	Name:		UPDATE

When you click on the 'NEXT>>' button, if there are victims/survivors who are listed as “partially served,” a new form will open listing victims/survivors who were partially 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' 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 return 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 not served victims/survivors.

When you click on the ‘NEXT>>’ button, if there are victims/survivors who are listed as “not served,” a new form will open. The form will list the number of victims/survivors “not 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' 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 return to the list of all victims who were partially 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.