



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



Sexual Assault Services Program
Grants to Culturally Specific Programs
Violence Against Women Grant Program
Database Instruction Manual

Introduction

The Violence Against Women Act of 2000 (VAWA) provided for a change in accountability and oversight. It requires grant recipients 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 Sexual Assault Services Program Grants to Culturally Specific Programs (SASP CS) grantees to report their grant-funded activities. SASP CS grantees are required to submit a Semi-Annual Progress Report on activities engaged in from the period January 1 through June 30 and July 1 through December 31. 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 SASP CS 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 Report, and you will not be able to transfer data **directly** from the database to the Semi-Annual Progress reporting form. 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) of the reporting form:

Products – (Q15)

Victim Services – (Q16, Q17, Q18, Q19, Q20, Q21A, Q21B, Q24)

Hotline calls/information and referral – (Q22)

Outreach to victims/survivors – (Q23)

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

TABLE OF CONTENTS

GETTING STARTED	4
PART I: DATA ENTRY	10
C3. Products.....	11
To enter a New Product:	11
To review or edit an Existing Product:.....	12
To delete an Existing Product:	12
To delete an Existing Used or Distributed Entry for a Specific Product:.....	13
D. Victim Services	14
To enter a New Victim/Survivor:.....	15
To view all data for an Existing Victim/Survivor:.....	17
To review or edit an Existing Victim/Survivor:	18
To review or edit a Service Provided to an Existing Victim/Survivor:	18
To delete an Existing Victim/Survivor:.....	19
To delete an Existing Service Provided for a Specific Victim/Survivor:	20
To delete an Existing Protection Order for a Specific Victim/Survivor:	20
Secondary Victims Served	22
To enter a new Secondary Victim Served:	22
To review or edit a Secondary Victim Served:	23
To delete a Secondary Victim Served:	23
To delete an Existing Date Services Were Provided for a Specific Secondary Victim:	24
Hotline Calls/Information and Referral.....	26
To enter a Hotline Call/Information and Referral Request:.....	26
To review or edit a Hotline Call/Information and Referral Request:	27
To delete a Hotline Call/Information and Referral Request:	27
Outreach to Victims/Survivors	28
To enter Outreach to Victims/Survivors:.....	28
To review or edit Outreach to Victims/Survivors:	29
To delete Outreach to Victims/Survivors:	29
PART II: GENERATING REPORTS	30
Victim Services report	31

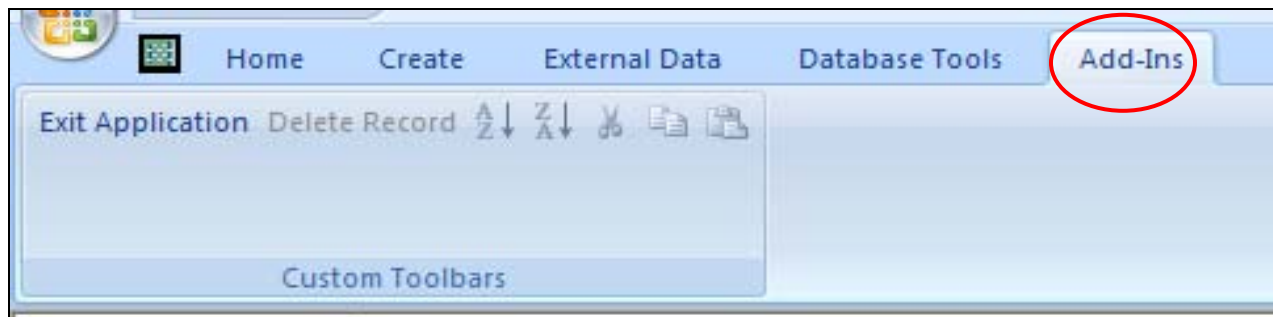
GETTING STARTED

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*.**


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



This tool works as follows:

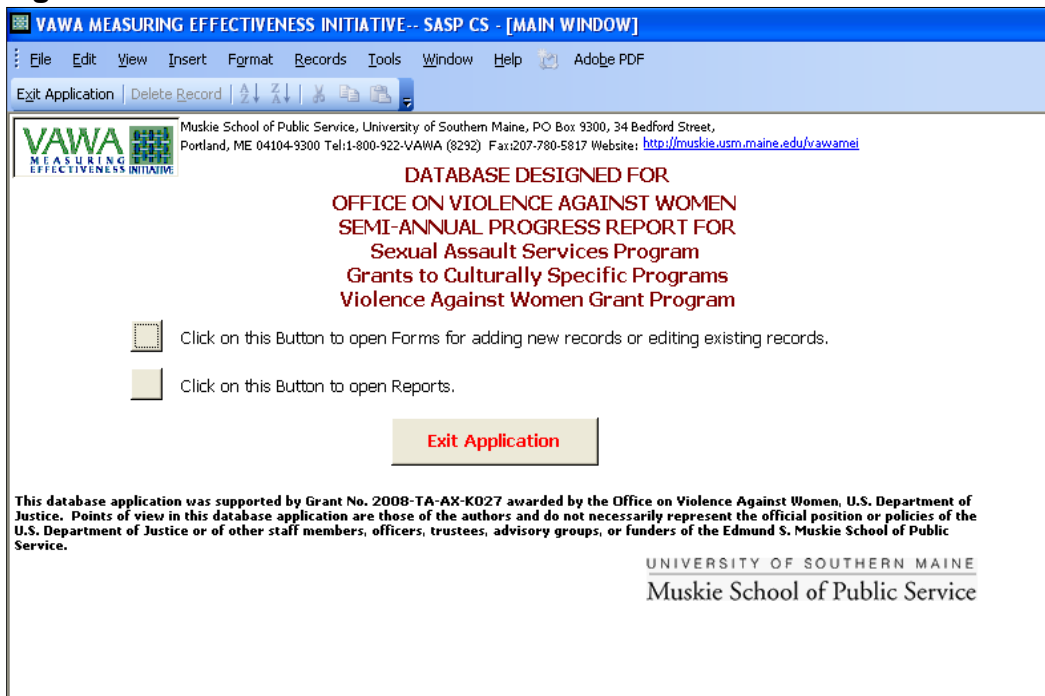
Add Record – This button opens the data entry page and allows you to enter new data.

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).

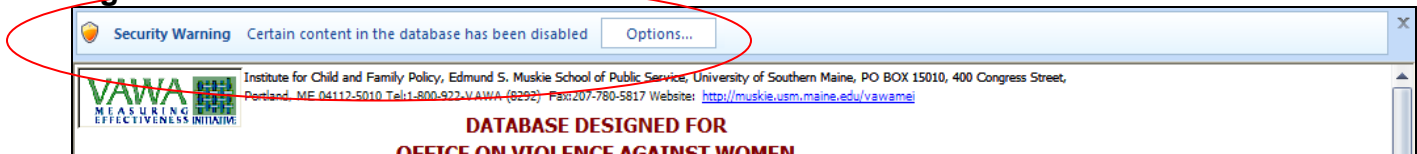
Figure 1



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

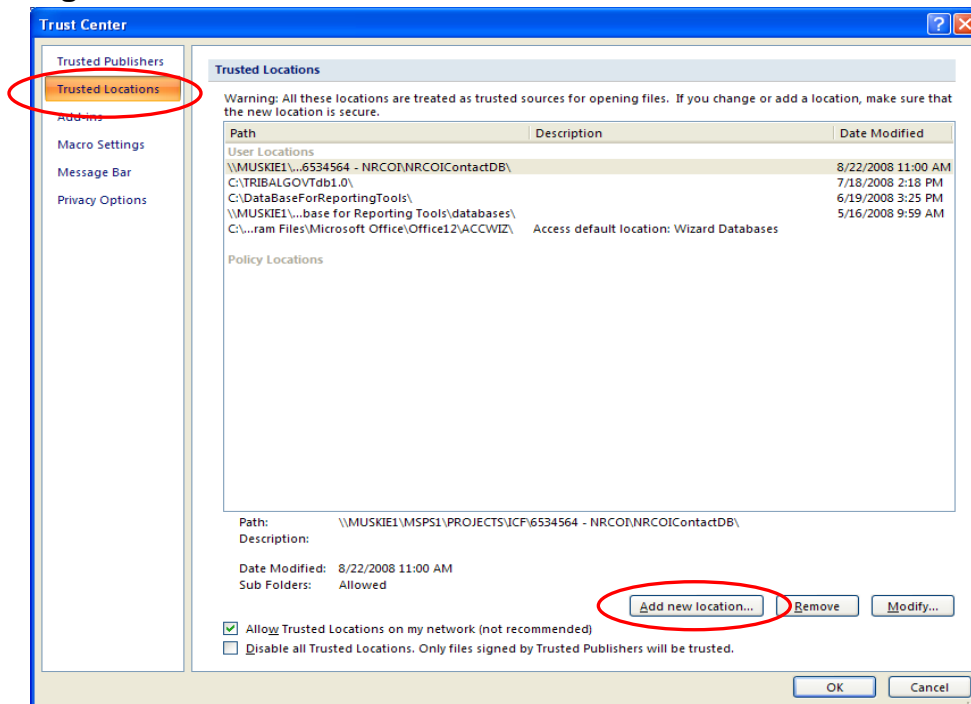
Figure 3



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

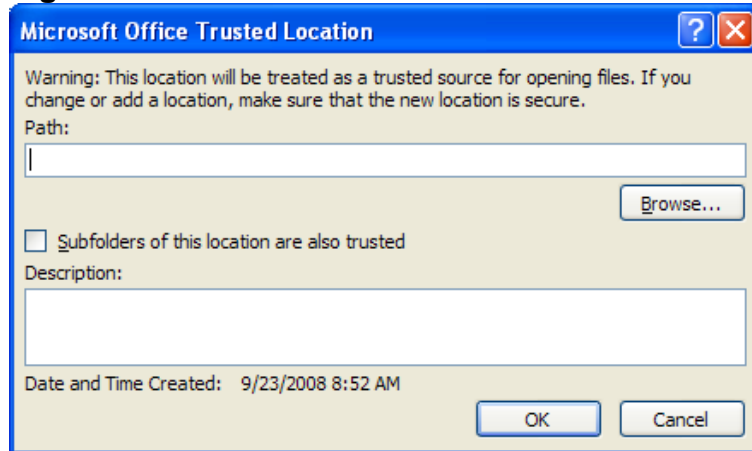
To enable the content permanently, click on the “Open the Trust Center” and the following “Trust Center” window will appear

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:\sasp_csdb1.0”. 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 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 semi-annual progress reporting form. These fields are provided for internal use and are referred to in this manual as “optional.” For example, in the *Victim Services* section of this database, there are fields provided to enter the name of each victim/survivor. You do not have to report the names of victim/survivors on the reporting form, but including a name in the database will help you locate the record should you need to review, edit, or delete information entered about that victim/survivor.

PART I: DATA ENTRY

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

Figure 7

VAWA MEASURING EFFECTIVENESS INITIATIVE-- SASP CS - [OPEN FORMS]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record [Navigation Icons]

SEMI-ANNUAL PROGRESS REPORT FOR
Sexual Assault Services Program
Grants to Culturally Specific Programs
Violence Against Women Grant Program

OPEN FORMS

C3. Products (Q15)

D. Victim Services (Q16, Q18, Q19, Q20, Q21A, Q21B, Q24)

Secondary Victims Served (Q17)

Hotline Calls/ Information and Referral (Q22)	Outreach to Victims/Survivors (Q23)
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Exit Application
Open Main Window

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.

C3. Products (Q15)

Figure 8

VAWA MEASURING EFFECTIVENESS INITIATIVE-- SASP CS - [PRODUCTS]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record undo redo cut copy paste

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 1 - Total records

Add Record

Next Record Previous Record

Close Form

Type of Product Other

Describe, if other test

Title test title

Topic

Intended Audience test aud

Language Developed/translated In

Date Developed/Revised

Number Used or Distributed

Date	Number Used or Distributed
3/1/2010	30
1/11/2010	15

Figure 8 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. Use the *Tab* key or the mouse to move through the fields during data entry. For instance, to move from *Type of Product* to *Describe, if other*, press the *Tab* key on the keyboard.
4. Enter the title of the product.

5. Enter the topic of the product.
6. Enter the intended audience.
7. Provide the various languages (other than English) in which the product was developed or translated.
8. Click on the *Save Record and Enter More Information* button. The form will then display the area to enter dates associated with this product. You must enter a date in one of these two categories (either developed/revised or used/distributed) in order for this product to be counted in any reports that you may run from the database.
9. Enter the date the product development or product revision was complete, if applicable.
10. Enter the date the product was used or distributed, and how many were used or distributed, if applicable.
11. 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:

1. In the green area, use the *Next Record* and *Previous Record* buttons to browse through all previously entered products.
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 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:

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 9). This will delete the record of that instance the product was used or distributed, but not the remainder of the information about that product.

Figure 9

VAWA MEASURING EFFECTIVENESS INITIATIVE-- SASP CS - [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 1 - Total records

Add Record

Next Record Previous Record

Close Form

Type of Product: Other

Describe, if other: test

Title: test title

Topic:

Intended Audience: test aud

Language Developed/translated In:

Date Developed/Revised:

Number Used or Distributed

Date	Number Used or Distributed
3/1/2010	30
1/11/2010	15

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 (Q16, Q18, Q19, Q20, Q21A, Q21B, Q24)	
Secondary Victims Served (Q17)	
Hotline Calls/ Information and Referral (Q22)	Outreach to Victims/Survivors (Q23)

D. Victim Services (Q16, Q17, Q18, Q19, Q20, Q21A, Q21B, Q24)
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Figure 10

VAWA MEASURING EFFECTIVENESS INITIATIVE-- SASP CS - [VICTIM SERVICES]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record [Icons]

VICTIM SERVICES Add Victim/ survivor 1 of 4 - Total records Next Victim/ survivor Previous Victim/ survivor

Lookup Victim/Survivor [Dropdown] Close Form

Victim/survivor's Number 01 Date 1 /1 /2010 Edit Victim/survivor Number and Date

Victim/Survivor Information Demographics Relationship to Offender Services Protection Orders

Victim/Survivor Information (Optional)

First Name: [Text Box]

Last Name: [Text Box]

Notes: [Text Area]

View Report for this Victim/survivor

Figure 10 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 victim/survivor's demographics; the relationship of the victim/survivor to the offender(s); services provided, and 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 provided under your SASP CS 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 SASP CS 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 SASP CS grant.

Enter **only those services that are funded under your SASP CS grant**. 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 SASP CS 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 11):

Figure 11

VAWA MEASURING EFFECTIVENESS INITIATIVE - SASP CS - [VICTIM SERVICES]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application | Delete Record | Undo | Redo | Cut | Copy | Paste

VICTIM SERVICES

Save Record and Enter Other Information Go Back Without Saving this Record

Victim/survivor's Number Date

Victim/Survivor Information Demographics Relationship to Offender

Victim/Survivor Information (Optional)

First Name:

Last Name:

Notes:

2. Enter the intake number for the victim/survivor and the date the number was assigned. Each victim/survivor must have a unique intake number, which can be comprised of both letters and numbers.

3. Enter additional information on the victim/survivor by clicking on the different tabs.
4. The first tab is the *Victim/Survivor Information* (First Name, Last Name, Notes). These fields are optional.
5. Click on the *Demographics* tab to enter the race/ethnicity, gender, age, and other demographics for the victim/survivor.
6. Click on the *Relationship to Offender* tab to indicate the victim/survivor's relationship to the offender(s).
7. Click on the *Save Record and Enter Other Information* button. This will expand the form so you can enter additional information.
8. Click on the *Services* tab to enter information on the services requested and provided. Next, click on *Add New Service*. Using the drop-down menu, select the type of service requested and/or provided to the victim/survivor (Figure 12). Enter the dates the service was requested and provided.

Figure 12

VAWA MEASURING EFFECTIVENESS INITIATIVE-- SASP CS - [VICTIM SERVICES]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record [Icons]

VICTIM SERVICES 1 of 4 - Total records

Victim/survivor's Number: 01-vawamei Date: 1/1/2010

Services

SERVICES

Save this Record Go Back Without Saving Record

Type of Service Requested	Specify if other	Service Requested Date	Service Provided Date
[Dropdown]			

Please indicate the immigration matters addressed in the above service:

☐ VAWA self-petition
 ☐ Cancellation of removal
 ☐ Work authorization
 ☐ U visa
 ☐ T visa
 ☐ Other immigration matter

9. If the service was provided, indicate whether there were any immigration matters addressed as a part of this service by clicking on the appropriate check-box.

10. 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 SASP CS grant.
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 (Figure 13). Add new activities on new lines.

Figure 13

VAWA MEASURING EFFECTIVENESS INITIATIVE-- SASP CS - [VICTIM SERVICES]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record

VICTIM SERVICES Add Victim/ survivor 1 of 4 - Total records Next Victim/ survivor Previous Victim/ survivor

Lookup Victim/Survivor [Pull-down arrow]

Close Form

Victim/survivor's Number 01-vawamei Date 1 /1 /2010 Edit Victim/survivor Number and Date

Victim/Survivor Information Demographics Relationship to Offender Services **Protection Orders**

PROTECTION ORDERS

Select a protection order activity and enter the relevant date.

Activity	Date
Temporary - Protection order requested	1 /1 /2010

View Report for this Victim/survivor

12. When finished, continue adding victims/survivors, or click on *Close Form* to return to the *Open Forms Window*.

To view all data 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 view. This will fill in the existing data for that victim/survivor.
2. Click on the *View Report for this Victim/Survivor* button. This will open a printable report that displays all data entered for this victim/survivor.

3. When finished, click on the *Close* button on the toolbar to return to the database form.

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 or date, click on the *Edit Victim/survivor Number and Date* 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 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) the service was 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*.

****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 *First Name* 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 14). This will delete that service and not the entire victim/survivor record.

Figure 14

The screenshot shows the 'VICTIM SERVICES' section of the application. The toolbar at the top includes 'Exit Application', 'Delete Record' (highlighted with a red circle and a red arrow), and other icons. The main form area has a 'Lookup Victim/Survivor' dropdown menu. Below it, the 'Victim/survivor's Number' is '01-vawamei' and the 'Date' is '1 /1 /2010'. The 'Services' tab is selected, showing '1 of 2 - Total Service/s for this Victim/survivor'. The 'Type of Service Requested' dropdown menu is open, showing 'Civil legal advocacy/court accompaniment' (highlighted with a blue circle). The 'Specify if other' field is empty. The 'Service Requested Date' is '1 /1 /2010' and the 'Service Provided Date' is '1 /1 /2010'. Below the table, there are checkboxes for immigration matters: 'VAWA self-petition', 'Cancellation of removal', 'Work authorization' (checked), 'U visa', 'T visa', and 'Other immigration matter'.

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 protection order you want to delete. 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.

Secondary Victims Served (Q17)

Figure 15

YAWA MEASURING EFFECTIVENESS INITIATIVE-- SASP CS - [VICTIM SERVICE - SECONDARY VICTIMS]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record

SECONDARY VICTIMS SERVED

Lookup Secondary Victim **1 of 2 - Total records**

Add Record

Next Record Previous Record

Close Form

Change Secondary Victim Number

Secondary Victim Number:

OPTIONAL INFORMATION:

First Name: Last Name:

Date of Birth:

Notes:

Dates Services Were Provided:

Add New Date

Figure 15 is an example of the form used to track data about Secondary Victims needed for the *Victim Services* section of the reporting form.

To enter a new Secondary Victim Served:

1. Click on the *Add Record* button.
2. Enter the *Secondary Victim Number*. This number must be unique.
3. Enter the *First Name*, *Last Name*, *Date of Birth*. These fields are optional.
4. Enter any notes. This field is optional.

5. When finished, click on the *Save* button.
6. The form will display the section to enter dates this secondary victim was served. Click the *Add New Date* button. Enter the date served. Add new dates on new lines.
7. Continue adding secondary victims by repeating steps 1 through 6, or click on *Close Form* to return to the *Open Forms Window*.

To review or edit a Secondary Victim Served:

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Secondary Victim* field to open the pull-down menu listing all previously entered records for secondary victims. Choose the secondary victim whose record you want to review or edit. This will fill in the existing data for that secondary victim.
2. To change the *Secondary Victim Number*, click on the *Change Secondary Victim Number* button. A new window will open. Click in the *Secondary Victim Number* field and update the data. Click *Save Record and Close*.
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 Secondary Victim Served:

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Secondary Victim* field to open the pull-down menu listing all previously entered records for secondary victims. Choose the secondary victim whose record you want to delete. This will fill in the existing data for that secondary victim.
2. Click on the *Secondary Victim Number* box.

3. Click *Delete Record* on the toolbar. This will delete that secondary victim, along with all dates services were provided.

To delete an Existing Date Services Were Provided for a Specific Secondary Victim:

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Secondary Victim* field to open the pull-down menu listing all previously entered records for secondary victims. Choose the secondary victim whose record you want to delete. This will fill in the existing data for that secondary victim.
2. Click on the date of the record you want to delete under *Dates Services Were Provided* and click *Delete Record* on the toolbar (Figure 16). This will delete that date, but not the remainder of the information about that secondary victim.

Figure 16

VAWA MEASURING EFFECTIVENESS INITIATIVE-- SASP CS - [VICTIM SERVICE - SECONDARY VICTIMS]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record

SECONDARY VICTIMS SERVED

Lookup Secondary Victim Add Record

1 of 2 - Total records

Next Record Previous Record

Close Form

Change Secondary Victim Number

Secondary Victim Number: 01-01

OPTIONAL INFORMATION:

First Name: Bob Last Name: Smith

Date of Birth:

Notes:

Dates Services Were Provided:

Add New Date

3 /1 /2010

1 /1 /2010

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/ Information and Referral (Q22)

Figure 17

VAWA MEASURING EFFECTIVENESS INITIATIVE-- SASP CS - [HOTLINE CALLS]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record

HOTLINE CALLS/ INFORMATION AND REFERRAL

1 of 6 - Total records

Add Record

Next Record Previous Record

Close Form

Date of the request: 1/1/2010 Type of information request: Walk-in information and referral(s)

Was this request received from the Victim/survivor? ☐ YES ☒ NO

Languages (other than English) used when responding to this request: Spanish

Notes (optional):

Figure 17 is an example of the form used to track information on hotline calls/information and referral requests.

To enter a Hotline Call/Information and Referral Request:

1. Click on the *Add Record* button.
2. Enter the *Date of the request*.
3. Using the pull-down menu, select the type of information request.
4. Check if the request was received from the victim/survivor or not.
5. List the languages other than English used when responding to the request.
6. Enter any notes. This field is optional.
7. When finished, click on the *Save this Record* button.

8. Continue adding information requests by repeating steps 1 through 7, or click on *Close Form* to return to the *Open Forms Window*.

To review or edit a Hotline Call/Information and Referral Request:

1. In the green area, use the *Next Record* and *Previous Record* buttons to locate the record 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 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 a Hotline Call/Information and Referral Request:

1. In the green area, use the *Next Record* and *Previous Record* buttons to locate the record you want to delete. Click on the *Date of the request*.
2. Click *Delete Record* on the toolbar. This will delete that 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.

Outreach to Victims/Survivors (Q23)

Figure 18

VAWA MEASURING EFFECTIVENESS INITIATIVE-- SASP CS - [Victim witness notification/ outreach to victims/survivors]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record

OUTREACH TO VICTIMS/SURVIVORS Add new service 1 of 5 - Total records Next service Previous service Close Form

Type of service Outreach to victims/survivors (unsolicited letters, phone calls or visits)

Service Provided Date 1/1/2010

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

Languages (other than English) used in this outreach activity Spanish

Notes (optional):

Figure 18 is an example of the form used to track information on outreach to victims/survivors.

To enter Outreach to Victims/Survivors:

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. Enter the languages other than English used in this outreach activity.
5. Enter any notes. This field is optional.
6. When finished, click on the *Save Record and Enter Other Information* button.
7. Continue adding services by repeating steps 1 through 6, or click on *Close Form* to return to the *Open Forms Window*.

To review or edit Outreach to Victims/Survivors:

1. In the green area, use the *Next Service* and *Previous Service* 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 service 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 Outreach to Victims/Survivors:

1. In the green area, use the *Next Service* and *Previous Service* buttons to locate the service you want to delete. Click on the *Service Provided Date* of the record 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 19. This window is called the *Open Reports Window*.

Figure 19

VAWA MEASURING EFFECTIVENESS INITIATIVE-- SASP CS - [OPEN REPORTS]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record

SEMI-ANNUAL PROGRESS REPORT FOR
Sexual Assault Services Program
Grants to Culturally Specific Programs
Violence Against Women Grant Program

OPEN REPORTS

Start Date: ...

End Date: ...

C3. Products Distributed (Q15) C3. Products Developed/Revised (Q15)

D. Victim Services (Q16, Q17, Q18, Q19, Q20, Q21A, Q21B, Q22, Q23, Q24)

Exit Application
Open Main Window

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 19, 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 20) next to each victim/survivor information.

Figure 20

VAWA MEASURING EFFECTIVENESS INITIATIVE-- SASP CS - [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 - 1/1/2010 TO 1/1/2013 .

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	01-vawamei	Name:		UPDATE
Victim/survivor's Number	02-vawamei	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 21) to return to the list of all victims who were served.

Figure 21

VAWA MEASURING EFFECTIVENESS INITIATIVE-- SASP CS - [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

Victim/survivor's Number 01-vawamei Date 1/1/2010 Edit Victim/survivor Number and Date

Victim/Survivor Information Demographics Relationship to Offender Services Protection Orders

View Report for this Victim/survivor

Victim/Survivor Information (Optional)

First Name:

Last Name:

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

Figure 22

VAWA MEASURING EFFECTIVENESS INITIATIVE-- SASP CS - [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 - 1/1/2010 TO 1/1/2013 .

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 01-vawamei Name: UPDATE

Victim/survivor's Number 02-vawamei 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 a Service Provided to 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 a Service Provided to 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 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.