



Transitional Housing Assistance Grant 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 Transitional Housing Assistance Program are required to submit the Semi-Annual Progress Report on activities engaged in from the periods January 1 through June 30 and July 1 through December 31. This report will be filed with the Office on Violence Against Women using the Office of Justice Program’s Grants Management System (GMS).

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

Victim Services – (Q20, Q21, Q22, Q23, Q24, Q25, Q26, Q28, Q31, Q32, Q33, Q34, Q35, Q37)

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

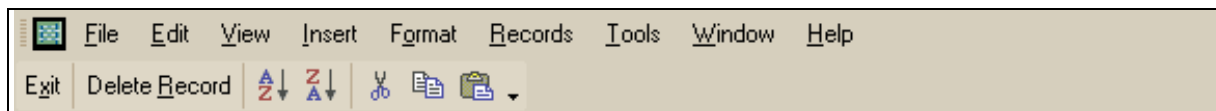
Systems Requirement:

- Windows operating system
- Access 2000 or higher

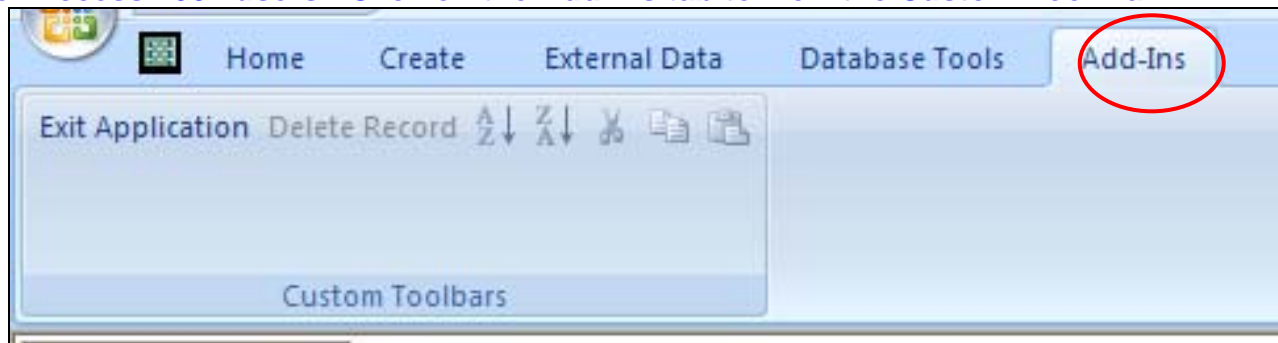
Getting Started

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

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



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



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


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


Sort Ascending (A|Z) – To sort the records 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 records 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*, it is placed in a new field or application using this tool. Place the cursor in the field you want the information to appear, and click on the *Clipboard* button .

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



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

The screenshot shows a web-based application interface for the VAWA Measuring Effectiveness Initiative. The title bar at the top reads "OPEN FORMS/REPORTS - VAWA MEASURING EFFECTIVENESS INITIATIVE-- THOUSING". The menu bar includes "Home", "Create", "External Data", "Database Tools", "Add-Ins", and "Acrobat". A toolbar below the menu contains buttons for "Exit Application", "Delete Record", and various data manipulation icons. A "Custom Toolbars" section is visible below the toolbar. The main content area features the VAWA logo and contact information for the Muskie School of Public Service, University of Southern Maine. The title of the database is "DATABASE DESIGNED FOR OFFICE ON VIOLENCE AGAINST WOMEN SEMI-ANNUAL PROGRESS REPORT FOR TRANSITIONAL HOUSING ASSISTANCE GRANT PROGRAM". A question box asks, "Are you funded by the Transitional Housing Program to support housing units? (Program owned or rented or vouchers/rent subsidies -- Please refer to question 9 on the semi-annual progress reporting form.)" with "Yes" and "No" radio buttons. Below this, there are two sections: "OPEN FORMS" with a button for "Victim Services (Q20, Q21, Q22, Q23, Q24, Q25, Q26, Q28, Q31, Q32, Q33, Q34, Q35, Q37)" and "OPEN REPORTS" with "Start Date" and "End Date" dropdown menus, followed by another button for "Victim Services (Q20, Q21, Q22, Q23, Q24, Q25, Q26, Q28, Q31, Q32, Q33, Q34, Q35, Q37)". An "Exit Application" button is also present. A disclaimer at the bottom states that the application was supported by Grant No. 2008-TA-AX-K027 and that the points of view are those of the authors. The footer identifies the University of Southern Maine and the Muskie School of Public Service.

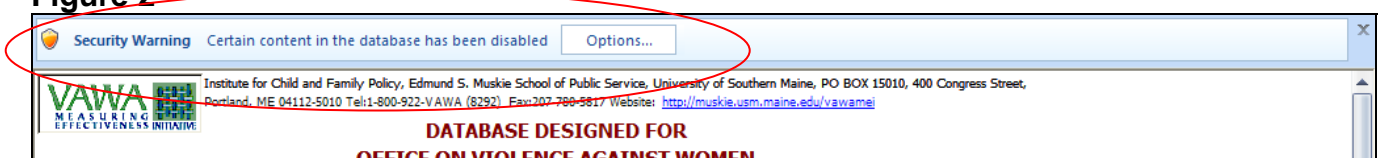
By clicking on the appropriate button, a user can:

- 1) Open the Victim Services Form;
- 2) Open or Create a Report; or
- 3) Exit entirely from the Database Application.

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

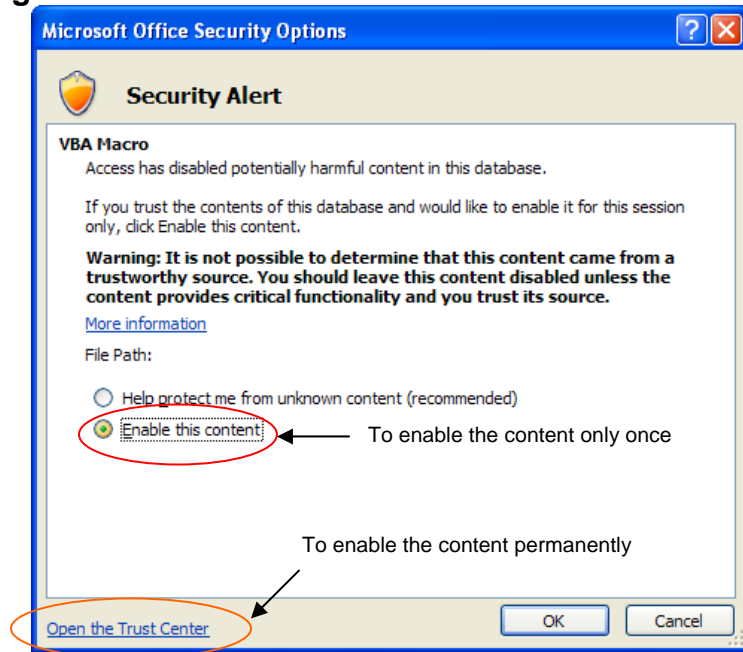
Figure 2



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

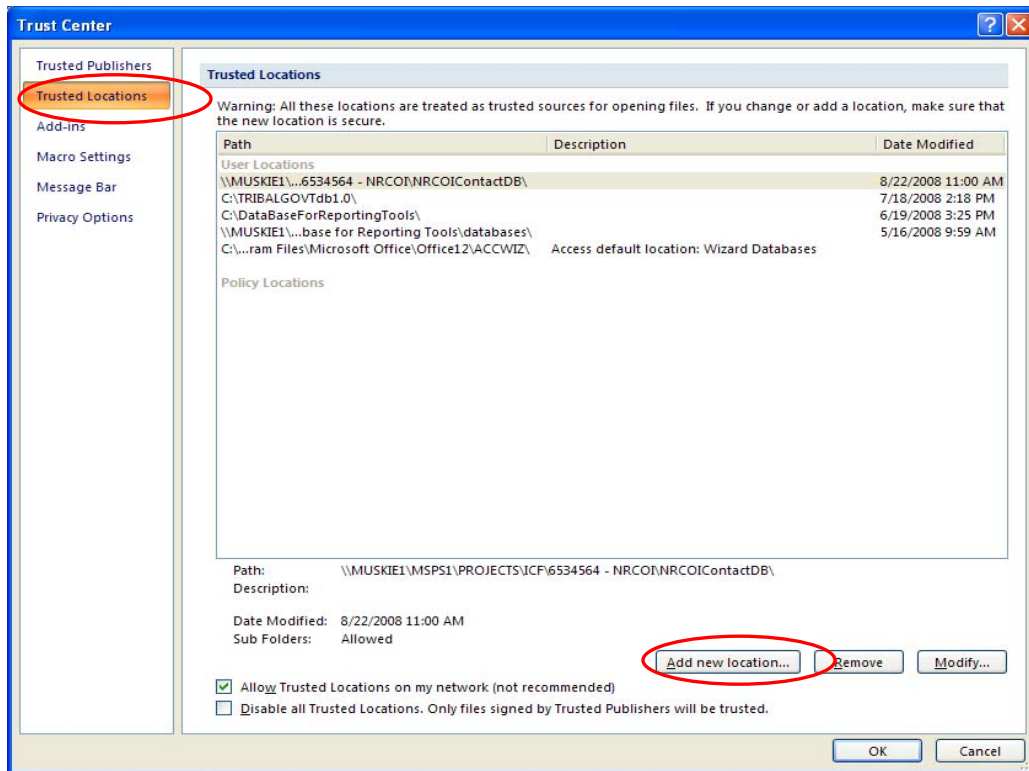
Figure 3



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

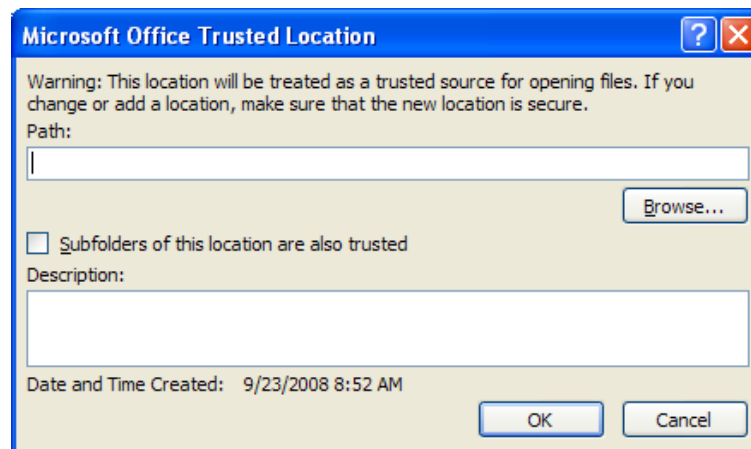
To enable the content permanently, click on the "Open the Trust Center" and the following "Trust Center" window will appear

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:\Thousingdb1.0”. 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 the victim services data entry form is opened, it will be blank, such as the example in Figure 6.

Figure 6

VICTIM SERVICES - VAWA MEASURING EFFECTIVENESS INITIATIVE-- THOUSING

Home Create External Data Database Tools Add-Ins Acrobat

Exit Application Delete Record [Icons]

Custom Toolbars

VICTIM SERVICES Add Victim/survivor

There is no data entered. Click on Add Victim/survivor button to start.

Close Form

PART I

DATA ENTRY

Before entering any data, you will need to indicate on the *Main Form* whether or not you are funded to support housing units (Figure 7). Refer to the instructions for question 9 on the Semi-Annual Progress Reporting Form if you need clarification regarding this question. Please select either Yes or No by clicking on the appropriate button.

Figure 7

The screenshot shows a web application interface for the VAWA Measuring Effectiveness Initiative. The top navigation bar includes links for Home, Create, External Data, Database Tools, Add-Ins, and Acrobat. Below the navigation bar is a toolbar with icons for Exit Application, Delete Record, and other functions. The main content area features the VAWA logo and contact information for the Muskie School of Public Service. A prominent heading reads: "DATABASE DESIGNED FOR OFFICE ON VIOLENCE AGAINST WOMEN SEMI-ANNUAL PROGRESS REPORT FOR TRANSITIONAL HOUSING ASSISTANCE GRANT PROGRAM". A question is posed: "Are you funded by the Transitional Housing Program to support housing units? (Program owned or rented or vouchers/rent subsidies -- Please refer to question 9 on the semi-annual progress reporting form.)". Below the question are two radio buttons labeled "Yes" and "No".

After you have selected Yes or No, click on the *Victim Services* button under *Open Forms* on the *Main Form* to open the window shown in Figure 8.

Figure 8

The screenshot displays the "VICTIM SERVICES" form within the VAWA Measuring Effectiveness Initiative database. The top navigation bar is identical to Figure 7. The main content area is titled "VICTIM SERVICES" and includes a sub-header "1 of 5 - Total records". A "Lookup Victim/Survivor" dropdown menu is present, along with buttons for "Add Victim/survivor", "Edit Victim/survivor number", and "Close Form". Below these are input fields for "Victim/survivor's Number" (containing "01") and "Date" (containing "1/1/2009"), with buttons for "Add/Edit Children" and "Add/Edit Dependent". A tabbed interface shows "Victim/Survivor Information" as the active tab, with other tabs for Demographics, Relationship to Offender, Services, Housing Services, Housing Assistance, and Exited/Terminated. The "Victim/Survivor Information (Optional)" section contains input fields for "First Name" and "Last Name". A button labeled "View Report for this Victim/Survivor" is located at the bottom right.

This database collects information on the victim/survivor's demographics; the relationship of the victim/survivor to the offender(s); services provided; children served; and information on exiting/termination. The user will determine and assign each victim/survivor a unique number, which is an alpha-numeric field (i.e. you can enter number or characters in this field). Data is collected on a per victim/survivor basis. Maintain only one record per victim/survivor, even if

T Housing 05/10

s/he receives or requests 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 application is designed to automatically determine if a victim is “served,” “partially served,” or “not served.” Based on the date a service was requested and/or provided, the report will automatically 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 Transitional Housing Program grant.
- B. *Victims/survivors partially served* are those who received some, but not all of the services they needed, if those services were provided under your Transitional Housing Program grant.
- C. *Victims/survivors seeking services who were not served* are those who sought services but did not receive the service(s) they needed, if those services were provided under your Transitional Housing Program grant.

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

To enter a New Victim/survivor:

1. Click the *Add Victim/survivor* button.
2. This will bring up the following window (Figure 9):

Figure 9

VICTIM SERVICES - VAWA MEASURING EFFECTIVENESS INITIATIVE-- THOUSING

Home Create External Data Database Tools Add-Ins Acrobat

Exit Application Delete Record [Icons]

Custom Toolbars

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: []

3. Enter the victim/survivor's assigned number and the date the number was assigned.

4. The first tab is the *Victim/Survivor Information* (first and last name). These fields are optional.
5. Click on the *Demographics* tab to enter the race/ethnicity, gender, age, and other demographics of the victim/survivor.
6. Click on the *Relationship to Offender* tab to indicate the victim/survivor's relationship to the offender(s). Check all that apply.
7. Click on the *Save Record and Enter Other Information* button. This will expand the form so you can enter additional information.

To Enter Victim Services

8. Click on the *Services* tab to enter information on the services requested and provided (Figure 10).

Figure 10

The screenshot displays the 'VICTIM SERVICES' web application interface. At the top, a navigation bar includes links for Home, Create, External Data, Database Tools, Add-Ins, and Acrobat. Below this is a toolbar with icons for Exit Application, Delete Record, and various data manipulation tools. The main content area is titled 'VICTIM SERVICES' and shows '1 of 5 - Total records'. It includes buttons for 'Add Victim/survivor', 'Next Victim/survivor', and 'Previous Victim/survivor'. A search bar labeled 'Lookup Victim/Survivor' is present, along with 'Edit Victim/survivor number' and 'Close Form' buttons. Below the search bar, there are input fields for 'Victim/survivor's Number' (01) and 'Date' (1/1/2009), with buttons for 'Add/Edit Children' and 'Add/Edit Dependent'. A tabbed interface shows 'Victim/Survivor Information', 'Demographics', 'Relationship to Offender', 'Services' (selected), 'Housing Services', 'Housing Assistance', and 'Exited/Terminated'. The 'SERVICES FOR VICTIM/SURVIVORS' section shows '0 of 0 - Total Service/s for this Victim/survivor' and includes buttons for 'Add New Service', 'Next Service', and 'Previous Service'. A 'View Report for this Victim/Survivor' button is also visible.

9. Next, click on *Add New Service*. Using the drop-down menu, select the type of service requested and provided to the victim/survivor (Figure 11).

Figure 11

VICTIM SERVICES - VAWA MEASURING EFFECTIVENESS INITIATIVE-- THOUSING

Home Create External Data Database Tools Add-Ins Acrobat

Exit Application Delete Record Custom Toolbars

VICTIM SERVICES 1 of 5 - Total records

Close Form

Victim/survivor's Number 01 Date 1/1/2009

Victim/Survivor Information Demographics Relationship to Offender **Services** Housing Services Housing Assistance Exited/Terminated

SERVICES FOR VICTIM/SURVIVORS

Save this Record Go Back Without Saving Record

Type of Service Requested	Specify if other	Service Requested Date	Service Provided Date	Follow-up Service?
<div>Case management Civil legal advocacy/court accompaniment Civil legal assistance Counseling/support group Criminal justice advocacy/court accompaniment Crisis intervention Education Employment counseling Financial counseling Housing advocacy Job training Leadership development opportunities Material assistance Translation and interpretation Transportation Other victim/survivor advocacy</div>				<input type="checkbox"/> If yes, check this box

10. Enter the dates the service was requested and provided (if applicable).
11. Indicate whether or not this service was a follow-up service by checking the box for *Follow-up Service*. A follow-up service is any service provided to a victim/survivor after the victim/survivor has exited or been terminated from Transitional housing.
12. If the service was not provided, use your mouse to click on the reason(s) the service was not provided (Figure 12).

Figure 12

VICTIM SERVICES - VAWA MEASURING EFFECTIVENESS INITIATIVE-- THOUSING

Home Create External Data Database Tools Add-Ins Acrobat

Exit Application Delete Record

Custom Toolbars

VICTIM SERVICES 1 of 5 - Total records

Close Form

Victim/survivor's Number 01 Date 1/1/2009

Victim/Survivor Information Demographics Relationship to Offender **Services** Housing Services Housing Assistance Exited/Terminated

SERVICES FOR VICTIM/SURVIVORS

Save this Record Go Back Without Saving Record

Type of Service Requested	Specify if other	Service Requested Date	Service Provided Date	Follow-up Service?
Civil legal assistance		1/1/2009		<input type="checkbox"/> If yes, check this box

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

☒ Conflict of interest
 ☐ Did not meet statutory requirements
 ☐ Hours of operation

☐ Insufficient/lack of culturally appropriate services
 ☐ Insufficient/lack of language capacity

☐ Insufficient/lack of services for people with disabilities
 ☐ Program reached capacity

☒ Program rules not acceptable to party(ies)
 ☐ Safety/security risk

☐ Services inappropriate or inadequate for victims/survivors with mental health issues
 ☐ Services not appropriate for party(ies)

☐ Services inappropriate or inadequate for victims/survivors with substance abuse issues
 ☐ Transportation

☐ Services not available for party(ies) based on family composition

☐ Other

13. When finished, click on *Save this Record*. To enter another service, click on *Add New Service* and repeat the procedure. You may enter an unlimited number of requested services for each victim/survivor, as long as those services are funded under your grant.
14. Click on the *Housing Services* tab to enter information on housing services requested and provided (Figure 13). The *Housing Services* tab is only available to grantees that are funded to support housing units. If you answered No to this question on the *Main Form*, you will not be able to enter information in this section of the form. If you answered incorrectly and would like to change your answer, go back to the *Main Form* and select Yes. Then return to the *Victim Services* form, navigate to the appropriate record, and click on the *Housing Services* tab to continue entering data.

Figure 13

VICTIM SERVICES - VAWA MEASURING EFFECTIVENESS INITIATIVE-- THOUSING

Home Create External Data Database Tools Add-Ins Acrobat

Exit Application Delete Record

Custom Toolbars

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

Lookup Victim/Survivor Edit Victim/survivor number Close Form

Victim/survivor's Number 01 Date 1/1/2009 Add/Edit Children Add/Edit Dependent

Victim/Survivor Information Demographics Relationship to Offender Services Housing Services Housing Assistance Exited/Terminated

HOUSING SERVICES FOR VICTIM/SURVIVORS View Report for this Victim/Survivor

Add New Service 0 of 0 - Total Service/s for this Victim/survivor Next Service Previous Service

15. Next, click on *Add New Service*. Using the drop-down menu, select *Transitional Housing* (Figure 14).

Figure 14

VICTIM SERVICES - VAWA MEASURING EFFECTIVENESS INITIATIVE-- THOUSING

Home Create External Data Database Tools Add-Ins Acrobat

Exit Application Delete Record

Custom Toolbars

VICTIM SERVICES 1 of 1 - Total records Close Form

Victim/survivor's Number 01 Date 1/1/2009

Victim/Survivor Information Demographics Relationship to Offender Services Housing Services Housing Assistance Exited/Terminated

HOUSING SERVICES FOR VICTIM/SURVIVORS

Save this Record Go Back Without Saving Record

Type of Service Requested	Service Requested Date	Service Started Date	Service Completed Date	Number of nights
Transitional Housing				

16. 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 (Figure 15).

Figure 15

VICTIM SERVICES - VAWA MEASURING EFFECTIVENESS INITIATIVE-- THOUSING

Home Create External Data Database Tools Add-Ins Acrobat

Exit Application Delete Record

Custom Toolbars

VICTIM SERVICES 1 of 1 - Total records

Close Form

Victim/survivor's Number 01 Date 1/1/2009

Victim/Survivor Information Demographics Relationship to Offender Services **Housing Services** Housing Assistance Exited/Terminated

HOUSING SERVICES FOR VICTIM/SURVIVORS

Save this Record Go Back Without Saving Record

Type of Service Requested	Service Requested Date	Service Started Date	Service Completed Date	Number of nights
Transitional Housing	1/1/2009			

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

☒ Conflict of interest ☐ Did not meet statutory requirements ☐ Hours of operation

☐ Insufficient/lack of culturally appropriate services ☐ Insufficient/lack of language capacity

☐ Insufficient/lack of services for people with disabilities ☐ Program reached capacity

☐ Program rules not acceptable to party(ies) ☐ Safety/security risk

☐ 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 party(ies)

☐ Services not available for party(ies) based on family composition ☐ Transportation

☐ Lack of available housing ☐ Other

17. When finished, click on *Save this Record*. To enter another housing service, click on *Add New Service* and repeat the procedure. You may enter an unlimited number of requested housing services for each victim/survivor, as long as those housing services are funded under your grant.
18. Click on the *Housing Assistance* tab to enter information on housing assistance services requested and provided (Figure 16).

Figure 16

19. Next, click on *Add New Service*. Using the drop-down menu, select the housing assistance provided (Figure 17). Under *Type of Service*, the *Rent subsidy/voucher* entry is only available to grantees that are funded to support housing units. If you answered No to this question on the *Main Form*, you will not be able to select this value. If you answered incorrectly and would like to change your answer, go back to the *Main Form* and select Yes. Then return to the *Victim Services* form, navigate to the appropriate record, and click on the *Housing Assistance* tab to continue entering data.

Figure 17

20. After indicating the service provided, enter the date the service was requested, provided, and completed (if ongoing service) (Figure 18). After the service started date is entered, the database will automatically calculate the total number of months as the difference between Service Started and Service Completed Date. If the service is an ongoing service and the completed date is unknown at the time of data entry, the database will count the number of months as the difference between Service Started and the Current Date. Once the service is completed, it is very important to re-visit the record and enter the Service Completed Date.

Please note that if the service provided is more than 15 days, the database will round the number of months to the next complete month. For example if you provide service from March 01 to April 16 the database will calculate it as 2 months.

Figure 18

VICTIM SERVICES - VAWA MEASURING EFFECTIVENESS INITIATIVE-- THOUSING

Home Create External Data Database Tools Add-Ins Acrobat

Exit Application Delete Record Custom Toolbars

VICTIM SERVICES 1 of 3 - Total records

Close Form

Victim/survivor's Number 01 Date 1 / 1 / 2009

Victim/Survivor Information Demographics Relationship to Offender Services Housing Services Housing Assistance Exited/Terminated

HOUSING ASSISTANCE FOR VICTIM/SURVIVORS

Save this Record Go Back Without Saving Record

Type of Service Requested	Specify if other	Service Requested Date	Service Started/ Provided Date	Service Completed Date	Total Months	Cost
Rent subsidy/voucher		1 / 2 / 2009	1 / 2 / 2009	3 / 1 / 2009	2	ADD/VIEW

21. Click on the *ADD/VIEW* button under *Cost* and enter the date and cost in the box that appears. Then click on *Total Cost*. Click on the *Close Form* button when this form is complete (Figure 19).

Figure 19

Add Cost

Victim/survivor's Number: 01
Service: Rent subsidy/voucher

Date	Cost
2/20/2009	\$150.00

Close Form

TOTAL COST: **\$150.00**

22. If the requested service was not provided, use your mouse to click on the reason(s) the service was not provided (Figure 20).

Figure 20

VICTIM SERVICES - VAWA MEASURING EFFECTIVENESS INITIATIVE-- THOUSING

Home Create External Data Database Tools Add-Ins Acrobat

Exit Application Delete Record

Custom Toolbars

VICTIM SERVICES 6 of 6 - Total records

Close Form

Victim/survivor's Number: 2 Date: 1/1/2009

Victim/Survivor Information Demographics Relationship to Offender Services Housing Services Housing Assistance Exited/Terminated

HOUSING ASSISTANCE FOR VICTIM/SURVIVORS

Save this Record Go Back Without Saving Record

Type of Service Requested	Specify if other	Service Requested Date	Service Started/ Provided Date	Service Completed Date	Total Months	Cost
Rental unit fees (security deposit, application fees, credit report fees)		1/1/2009				ADD/VIEW

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

☐ Conflict of interest
☐ Insufficient/lack of culturally appropriate services
☐ Insufficient/lack of services for people with disabilities
☐ Program rules not acceptable to party(ies)
☐ Services inappropriate or inadequate for victims/survivors with mental health issues
☐ Services inappropriate or inadequate for victims/survivors with substance abuse issues
☐ Services not available for party(ies) based on family composition
☐ Lack of available housing

☒ Did not meet statutory requirements
☐ Hours of operation
☐ Insufficient/lack of language capacity
☐ Program reached capacity
☐ Safety/security risk
☐ Services not appropriate for party(ies)
☐ Transportation

Other:

23. When finished, click on *Save this Record*. To enter another housing assistance service, click on *Add New Service* and repeat the procedure. You may enter an unlimited number of requested housing assistance services for each victim/survivor, as long as those housing assistance services are funded under your grant.
24. If the victim/survivor exited or was terminated from the program, click on the *Exited/Terminated* tab. The *Exited/Terminated* tab is only available to grantees that are funded to support housing units. If you answered No to this question on the *Main Form*, you will not be able to enter information in this section of the form. If you answered incorrectly and would like to change your answer, go back to the *Main Form* and select Yes. Then return to the *Victim Services* form, navigate to the appropriate record, and click on the *Exited/Terminated* tab to continue entering data.
25. Complete the following items (Figure 21):
 - a. Enter the date the victim/survivor exited or was terminated
 - b. Indicate whether the victim/survivor exited or was terminated
 - c. If the victim/survivor exited, use the pull-down menu to indicate the victim/survivor's perceived level of risk compared to when s/he entered shelter service.
 - d. If the victim/survivor was terminated, indicate the reason(s) for termination by clicking in the appropriate box(es).
 - e. Enter the destination of the victim/survivor upon exit or termination in the drop down box.

Figure 21

VICTIM SERVICES - VAWA MEASURING EFFECTIVENESS INITIATIVE-- THOUSING

Home Create External Data Database Tools Add-Ins Acrobat

Exit Application Delete Record

Custom Toolbars

VICTIM SERVICES Add Victim/survivor 1 of 3 - Total records

Next Victim/survivor Previous Victim/survivor

Lookup Victim/Survivor Edit Victim/survivor number Close Form

Victim/survivor's Number 01 Date 1/1/2009 Add/Edit Children Add/Edit Dependent

Victim/Survivor Information Demographics Relationship to Offender Services Housing Services Housing Assistance Exited/Terminated

Date Exited or Terminated: 1/1/2010 View Report for this Victim/Survivor

<input checked="" type="checkbox"/> Exit	<input type="checkbox"/> Terminated
Victim/survivor perception of risk of violence upon exit : Does not know	Reason for Termination
	<input type="checkbox"/> Chronic non-payment of rent <input type="checkbox"/> Non-compliance with program rules <input type="checkbox"/> Violation of lease agreement <input type="checkbox"/> Other
Destination upon Exit or Termination: Temporary housing with family or friends	
Specify other:	

NOTE: In the unlikely event that you have a victim/survivor both exiting and being terminated within the same reporting period, you will need to track this separately so that you can indicate this in your report in GMS. This Access database will not allow you to report more than one exit or termination, nor will it let you select both for the same victim, but such data will need to be reported in your Semi-annual Progress Report.

Adding children

1. To add children to a victim/survivor's record, click on the *Add/Edit Children* button. This will open a new form. Click on the *Add Child* button on this form.
2. Assign the *Child's Number*. Enter the victim/survivor's assigned number with a letter of the alphabet attached for each child.
3. The first tab is the *Child's Information* (first and last name). These fields are optional.
4. Click on the *Demographics* tab to enter the race/ethnicity, gender, age, and other demographics of the child.
5. Click on the *Save Record and Enter Other Information* button. This will expand the form so you can enter additional information (see Figure 22).

Figure 22

The screenshot shows a web-based application interface for managing children's records. At the top, there is a navigation bar with tabs: Home, Create, External Data, Database Tools, Add-Ins, and Acrobat. Below this is a toolbar with icons for Exit Application, Delete Record, and various data manipulation tools. The main content area has a header section with the title "CHILDREN" and a subtitle "Family AND/OR Victim/survivor's Number - 2". There are buttons for "Add Child", "Next Child", "Previous Child", "Edit Child number", and "Close Form". The "Child's Number" field is set to "2a". Below this, there are tabs for "Child's Information", "Demographics", "Services", and "Housing Services". The "Child's Information (Optional)" section is currently active, showing fields for "First Name" and "Last Name".

6. Click on the *Services* tab to enter information on the services requested and provided for children (Figure 23).
7. Click on *Add new Service*.
8. Select the service requested from the *Type of Service* drop-down list.
9. Enter the dates the service was requested and provided (if applicable).

10. Indicate whether or not this service was a follow-up service by checking the box for *Follow-up Service*. A follow-up service is any service provided to a child after the child has left Transitional housing.
11. Click the *Save this Record* button when you have completed entering information about this service.
12. To enter another service, click on *Add New Service* and repeat the procedure. You may enter an unlimited number of requested services for each child, as long as those services are funded under your grant.

Figure 23

13. Click on the *Housing Services* tab to enter information on housing services requested and provided (Figure 24). The *Housing Services* tab is only available to grantees that are funded to support housing units. If you answered No to this question on the *Main Form*, you will not be able to enter information in this section of the form. If you answered incorrectly and would like to change your answer, go back to the *Main Form* and select Yes. Then return to the *Victim Services -- Child* form, navigate to the appropriate record, and click on the *Housing Services* tab to continue entering data.
14. Next, click on *Add New Service*. Using the drop-down menu, select *Shelter*.

15. 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 (Figure 24).

Figure 24

CHILDREN - VAWA MEASURING EFFECTIVENESS INITIATIVE-- THOUSING

Home Create External Data Database Tools Add-Ins Acrobat

Exit Application Delete Record

Custom Toolbars

CHILDREN 1 of 1 - Total records

Family AND/OR Victim/survivor's Number - 2 Close Form

Child's Number 2a

Child's Information Demographics Services Housing Services

HOUSING SERVICES FOR CHILD

Add New Service 1 of 1 - 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
Transitional Housing	1 /1 /2009			

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

☒ Conflict of interest ☐ Did not meet statutory requirements ☐ Hours of operation

☐ Insufficient/lack of culturally appropriate services ☐ Insufficient/lack of language capacity

☐ Insufficient/lack of services for people with disabilities ☐ Program reached capacity

☐ Program rules not acceptable to party(ies) ☐ Safety/security risk

☐ 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 party(ies)

☐ Services not available for party(ies) based on family composition ☐ Transportation

☐ Lack of available housing ☐ Other

16. When finished, click on *Save this Record*.
17. To enter another housing service, click on *Add New Service* and repeat the procedure. You may enter an unlimited number of requested services for each child, as long as those services are funded under your grant.
18. When you have finished entering housing services for this child, click the *Add Child* button to add additional children under this victim/survivor. If there are no additional children, click the *Close Form* button.

Adding other dependents

1. To add other dependents click on the *Add/Edit Dependents* button on the *Victim Services* form. This will open a new form. Click on the *Add Dependent* button on this form.
2. Assign the *Dependent's Number*. Enter the victim/survivor's assigned number with a letter of the alphabet attached for each dependent (Figure 25).
3. The first tab is the *Dependent's Information* (first and last name). These fields are optional.
4. Click on the *Demographics* tab to enter the race/ethnicity, gender, age, and other demographics of the dependent.
5. Click on the *Save Record and Enter Other Information* button. This will expand the form so you can enter additional information.

Figure 25

DEPENDENT - VAWA MEASURING EFFECTIVENESS INITIATIVE-- THOUSING

Home Create External Data Database Tools Add-Ins Acrobat

Exit Application Delete Record [Icons]

Custom Toolbars

DEPENDENT

Save Record and Enter Other Information

Go Back Without Saving this Record

Victim/survivor's Number - 2

Dependent's Number 2a

Dependent's Information Demographics

Dependent's Information (Optional)

First Name: [Text Box]

Last Name: [Text Box]

6. Click on the *Services* tab to enter information on the services requested and provided for dependents (Figure 26).
7. Click on *Add new Service*.
8. Select the service requested from the *Type of Service* drop-down list.
9. Enter the dates the service was requested and provided (if applicable).
10. Indicate whether or not this service was a follow-up service by checking the box for *Follow-up Service*. A follow-up service is any service provided to a dependent after the dependent has left Transitional housing.
11. Click the *Save this Record button* when you have completed entering information about this service.

12. To enter another service, click on *Add New Service* and repeat the procedure. You may enter an unlimited number of requested services for each dependent, as long as those services are funded under your grant.

Figure 26

13. Click on the *Housing Services* tab to enter information on housing services requested and provided (Figure 27). The *Housing Services* tab is only available to grantees that are funded to support housing units. If you answered No to this question on the *Main Form*, you will not be able to enter information in this section of the form. If you answered incorrectly and would like to change your answer, go back to the *Main Form* and select Yes. Then return to the *Victim Services -- Dependent* form, navigate to the appropriate record, and click on the *Housing Services* tab to continue entering data.
14. Next, click on *Add New Service*. Using the drop-down menu, select *Shelter*.
15. 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 (Figure 27).

Figure 27

DEPENDENT - VAWA MEASURING EFFECTIVENESS INITIATIVE-- THOUSING

Home Create External Data Database Tools Add-Ins Acrobat

Exit Application Delete Record

Custom Toolbars

DEPENDENT 1 of 1 - Total records

Victim/survivor's Number - 2 Close Form

Dependent's Number 2a

Dependent's Information Demographics Services **Housing Services**

HOUSING SERVICES FOR DEPENDENT

Save this Record Go Back Without Saving Record

Type of Service Requested	Service Requested Date	Service Started Date	Service Completed Date	Number of nights
Transitional Housing	1/1/2009			

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

☐ Conflict of interest
 ☐ Did not meet statutory requirements
 ☐ Hours of operation

☐ Insufficient/lack of culturally appropriate services
 ☐ Insufficient/lack of language capacity

☐ Insufficient/lack of services for people with disabilities
 ☐ Program reached capacity

☐ Program rules not acceptable to party(ies)
 ☐ Safety/security risk

☐ Services inappropriate or inadequate for victims/survivors with mental health issues
 ☐ Services not appropriate for party(ies)

☐ Services inappropriate or inadequate for victims/survivors with substance abuse issues
 ☐ Transportation

☐ Services not available for party(ies) based on family composition

☐ Lack of available housing
 ☐ Other

16. When finished, click on *Save this Record*.
17. To enter another housing service, click on *Add New Service* and repeat the procedure. You may enter an unlimited number of requested services for each dependent, as long as those services are funded under your grant.
18. When you have finished entering housing services for this dependent, click the *Add Dependent* button to add additional dependents under this victim/survivor. If there are no additional dependents, click the *Close Form* button.

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, along with any children and dependents data, 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 (Figure 28).

Figure 28

VICTIM SERVICES - VAWA MEASURING EFFECTIVENESS INITIATIVE-- THOUSING

Home Create External Data Database Tools Add-Ins Acrobat

View Paste Copy Cut Format Painter Clipboard Font Rich Text Records Sort & Filter

VICTIM SERVICES Add Victim/survivor 2 of 3 - Total records

Next Victim/survivor Previous Victim/survivor

Lookup Victim/Survivor

NUMBER	DATE	NAME
01	1/1/2009	
02	2/1/2009	
03	3/1/2009	

Victim/survivor's Number

Victim/Survivor Information

Victim/Survivor Information (Optional)

First Name:

Last Name:

Dependent

Assistance Exited/Terminated

View Report for this Victim/Survivor

Edit Victim/survivor number Close Form

2. To edit the victim/survivor's number, click on the *Edit Victim/survivor* button. A new form will open. Edit the information and click the *Save Record and Close* button.
3. To edit other information, select the appropriate tab (e.g., *Demographics*) and use the mouse or the *Tab* key on the keyboard to select the field and change the data.
4. To add additional services requested/provided to the selected victim/survivor's record, click on the *Services* tab and click on *Add New Service*. Using the drop-down menu, select the type of service requested/provided. Enter the dates the service was requested and provided.
5. To add the "service provided date" to a service that was requested, but not previously provided, click on the *Services* tab. Use the *Next Service* and *Previous Service* buttons to select the *Service Provided Date* field that corresponds with the service you want to update. Enter the date the service was provided. With the mouse, click on another field. The list of "reasons the service was not provided" will disappear.

Do not uncheck the reason(s) the service was initially not provided. Leaving the "reason(s) the service was not provided" checked will enable you to see this reason(s)

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

6. This procedure may be used to edit services on the *Services*, *Housing Services*, or *Housing Assistance* tabs.
7. When finished, choose another record to review or edit, or click on *Close Form* to return to the *Main Window*.

Method 2

In the green area, click on the *Next Victim/survivor* or *Previous Victim/survivor* button and follow steps 2 to 7 in Method 1 above.

****While editing existing data, the application 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 and the corresponding children and dependents.**

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 navigate to 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 (Figure 29).
4. Click *Delete Record* on the toolbar. This will delete that service and not the entire victim/survivor record.

5. This procedure may be used to delete services from the *Services*, *Housing Services*, or *Housing Assistance* tabs.

Figure 29

VICTIM SERVICES - VAWA MEASURING EFFECTIVENESS INITIATIVE-- THOUSING

Home Create External Data Database Tools Add-Ins Acrobat

Exit Application Delete Record

Custom Toolbars

VICTIM SERVICES Add Victim/survivor 1 of 3 - Total records

Next Victim/survivor Previous Victim/survivor

Lookup Victim/Survivor Edit Victim/survivor number Close Form

Victim/survivor's Number 01 Date 1 / 1 / 2009 Add/Edit Children Add/Edit Dependent

Victim/Survivor Information Demographics Relationship to Offender Services Housing Services Housing Assistance Exited/Terminated

SERVICES FOR VICTIM/SURVIVORS View Report for this Victim/Survivor

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	Follow-up Service?
Civil legal assistance		1 / 1 / 2009		<input type="checkbox"/> If yes, check this box

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

<input checked="" type="checkbox"/> Conflict of interest	<input type="checkbox"/> Did not meet statutory requirements	<input type="checkbox"/> Hours of operation
<input type="checkbox"/> Insufficient/lack of culturally appropriate services	<input type="checkbox"/> Insufficient/lack of language capacity	<input type="checkbox"/> Program reached capacity
<input type="checkbox"/> Insufficient/lack of services for people with disabilities	<input type="checkbox"/> Safety/security risk	<input type="checkbox"/> Services not appropriate for party(ies)
<input checked="" type="checkbox"/> Program rules not acceptable to party(ies)	<input type="checkbox"/> Transportation	
<input type="checkbox"/> Services inappropriate or inadequate for victims/survivors with mental health issues		
<input type="checkbox"/> Services inappropriate or inadequate for victims/survivors with substance abuse issues		
<input type="checkbox"/> Services not available for party(ies) based on family composition		
<input type="checkbox"/> Other		

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

PART II

GENERATING REPORTS

This portion of the manual provides instructions for generating output reports that summarize the data entered in the database.

1. From the *Main Window* 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 (Figure 30).
2. Click on the button next to the *End Date* field to choose the date from which the report should end or type the end date in the text-box.

Figure 30

OPEN FORMS/REPORTS - VAWA MEASURING EFFECTIVENESS INITIATIVE-- THOUSING

Home Create External Data Database Tools Add-Ins Acrobat

Exit Application Delete Record [Icons]

Custom Toolbars

VAWA MEASURING EFFECTIVENESS INITIATIVE

Muskie School of Public Service, University of Southern Maine, PO Box 9300, 34 Bedford Street, Portland, ME 04104-9300 Tel: 1-800-922-VAWA (8292) Fax: 207-780-5817 Website: <http://muskie.usm.maine.edu/vawamei>

**DATABASE DESIGNED FOR
OFFICE ON VIOLENCE AGAINST WOMEN
SEMI-ANNUAL PROGRESS REPORT FOR
TRANSITIONAL HOUSING ASSISTANCE GRANT PROGRAM**

Are you funded by the Transitional Housing Program to support housing units? (Program owned or rented or vouchers/rent subsidies -- Please refer to question 9 on the semi-annual progress reporting form.) ☐ Yes ☐ No

OPEN FORMS

Victim Services (Q20, Q21, Q22, Q23, Q24, Q25, Q26, Q28, Q31, Q32, Q33, Q34, Q35, Q37)

OPEN REPORTS

Start Date: [Text Box] [Selection Button]

End Date: [Text Box] [Selection Button]

Victim Services (Q20, Q21, Q22, Q23, Q24, Q25, Q26, Q28, Q31, Q32, Q33, Q34, Q35, Q37)

Exit Application

This 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.

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Muskie School of Public Service

3. Click the *Victim Services* button. Before opening the report, the database displays six different forms showing the victims/survivors that will be considered “served”, “partially served” and “not served”, the children “served”, “partially served” and “not served” and the other dependents “served”, “partially served” and “not served” for the date range specified on the *Main Window*. These six 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, children, or dependents 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.
4. 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 31) next to each victim/survivor information.

Figure 31

VICTIM SERVICES SERVED - VAWA MEASURING EFFECTIVENESS INITIATIVE-- THOUSING

Home Create External Data Database Tools Add-Ins Acrobat

Exit Application Delete Record

Custom Toolbars

VICTIMS SERVED

THE FOLLOWING 1 VICTIM/SURVIVOR(S) WILL BE CONSIDERED SERVED FOR THE REPORTING PERIOD - 12/1/2008 TO 2/1/2009 .

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	Name	UPDATE
01		

- 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 32) to return to the list of all victims who were served.

Figure 32

VICTIM SERVICES - VAWA MEASURING EFFECTIVENESS INITIATIVE-- THOUSING

Home Create External Data Database Tools Add-Ins Acrobat

Exit Application Delete Record

Custom Toolbars

VICTIM SERVICES 1 of 1 - Total records

Edit Victim/survivor number Close Form

Victim/survivor's Number 01 Date 1/1/2009 Add/Edit Children Add/Edit Dependent

Victim/ Survivor Information Demographics Relationship to Offender Services Shelter Services Housing Assistance Exited/Terminated

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

Figure 33

VICTIM SERVICES SERVED - VAWA MEASURING EFFECTIVENESS INITIATIVE-- THOUSING

Home Create External Data Database Tools Add-Ins Acrobat

Exit Application Delete Record

Custom Toolbars

VICTIMS SERVED

THE FOLLOWING 1 VICTIM/SURVIVOR(S) WILL BE CONSIDERED SERVED FOR THE REPORTING PERIOD - 12/1/2008 TO 2/1/2009 .

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 01 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 get back to the list of all victims who were partially served. When you have completed this process for all victims/survivors who classify as “partially served” for the reporting period selected, click on the button 'NEXT>>' to view the list of “not served” victims/survivors.

8. 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 get back to the list of all victims who were partially served. When you have completed this process for all victims/survivors who classify as “not served” for the reporting period selected, click on the button 'NEXT>>' to view the Report.

If there are zero “served”, “partially served” and/or “not served” victims/survivors during the reporting period selected, the following message (or similar message) will appear (Figure 34).

Figure 34

VICTIMS NOT SERVED - VAWA MEASURING EFFECTIVENESS INITIATIVE-- THOUSING

Home Create External Data Database Tools Add-Ins Acrobat

Exit Application Delete Record

Custom Toolbars

VICTIMS NOT SERVED

THERE ARE ZERO NOT SERVED VICTIMS FOR THIS REPORTING PERIOD.
Press the button 'NEXT>>' to view served children

NEXT>>

9. Repeat process for Children and Other dependents who were “served”, “partially served” and “not served”.