



## **INDIAN TRIBAL GOVERNMENTS DISCRETIONARY 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 information such as the number of people served and the number of people requesting 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 developed in 2008 as a result of changes to the program authorized by VAWA 2005. Grantees of the Grants to Indian Tribal Governments Program (Tribal Governments Program) are required to submit a Semi-Annual Progress Report on activities engaged in during reporting periods January 1 through June 30 (on July 30) and July 1 through December 31 (on January 30). This report is filed with OVW using the Office of Justice Program’s Grants Management System (GMS).

This Access Database is specifically designed to collect the data required for the Tribal Governments Program progress reporting form. This document provides detailed instructions for entering and changing data in the database. This database collects information on specific activities and creates a summary report of the data that has been entered. Information is collected 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 directly transfer data from the database to the GMS reporting system. Any client identifying information will remain with the database and will not be shared with either OVW or the Muskie School. Any grantee using a network to house the database or sharing the database with other project partners must independently ensure client confidentiality.

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

The Access database collects the data and provides reports on the following questions (Q) in the reporting form:

Training – (Q10, Q11, Q12)

Community Education – (Q14, Q15)

Outreach Activities – (Q16)

Products and Codes – (Q21)

Victim Services/Legal Services/Transitional Housing Services – (Q25, Q26, Q27, Q28, Q29, Q30A, Q31, Q32, Q34, Q35, Q35A, Q36, Q37)

Hotline calls – (30B)

Victim witness notification/outreach to victims – (30C)

Supervised Visitation – (Q38, Q39, Q39A, Q40, Q41, Q42, Q43)

Tribal Law Enforcement Activities – (Q45)

Victim/Survivor Referrals to Victim Services – (Q46)

Protection Orders – (Q47)

Tribal Prosecution – (Q49, Q49A, Q50)

Victim/Survivor Referrals to Victim Services – (Q52)

Protection Orders – (Q53)

Tribal Courts – (Q55, Q56)

Judicial Monitoring – (Q57)

Violations – (Q58)

Victim/Survivor Referrals to Victim Services – (Q59)

Civil Protection Orders – (Q60)

Criminal Protection Orders – (Q61)

Tribal Probation/Offender Monitoring – (Q63, Q64, Q65)

Victim/Survivor Referrals to Victim Services – (Q66)

Batterer Intervention Program (BIP) – (Q68, Q69)

**IMPORTANT: This database manual is specifically designed to explain how to input information into the Access Database. 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**

#### **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 or alphabetically), *Sort* (highest to lowest or 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:

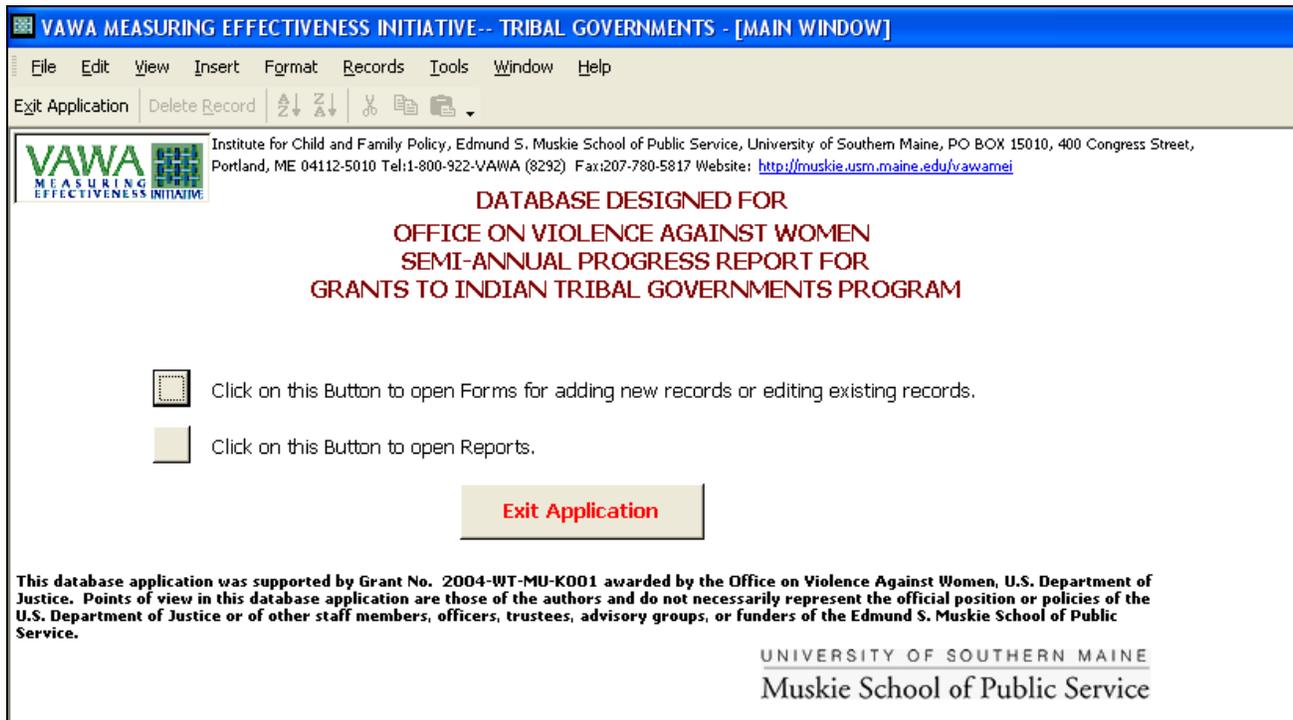
**Add Record** – This button opens the data entry page and allows you to enter new data.

**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. This window is referred to as the *Main Window* (Figure 1).

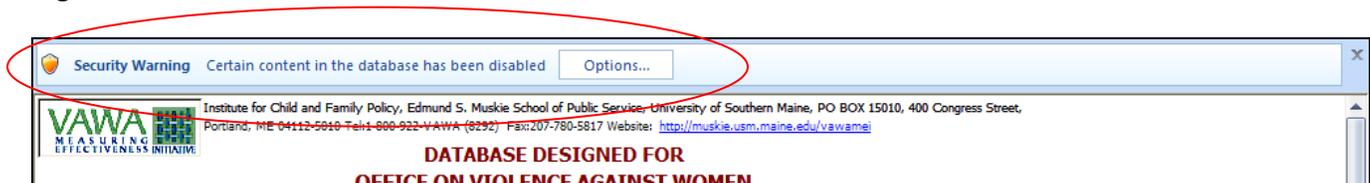
Figure 1



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 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

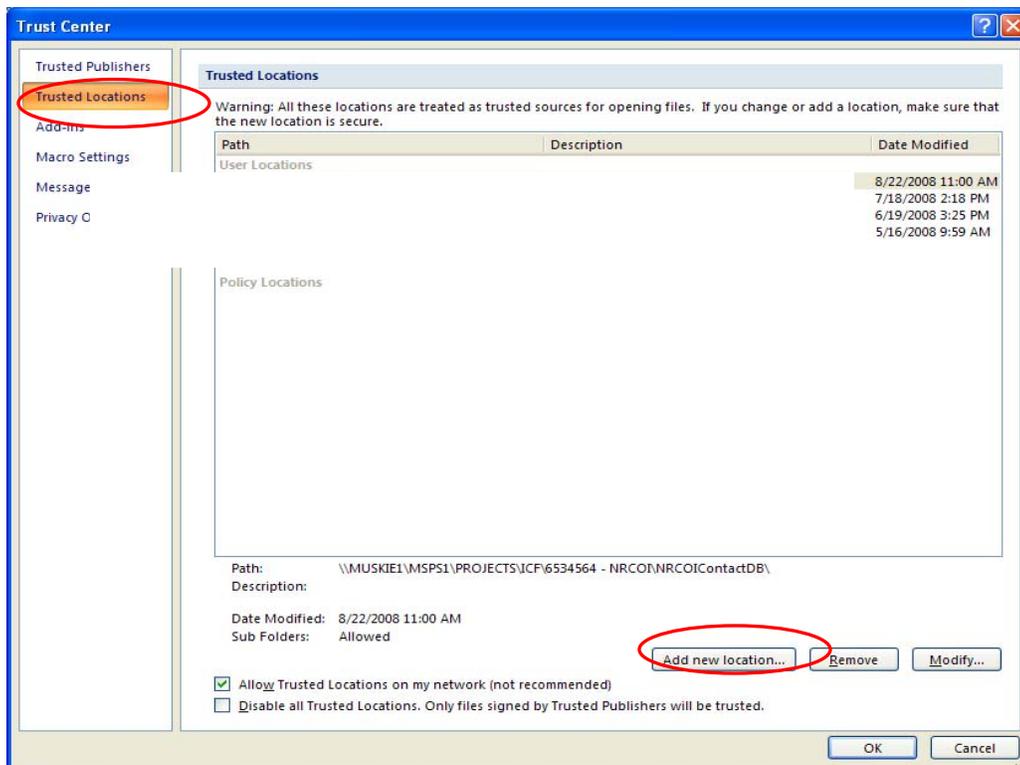
Figure 3



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

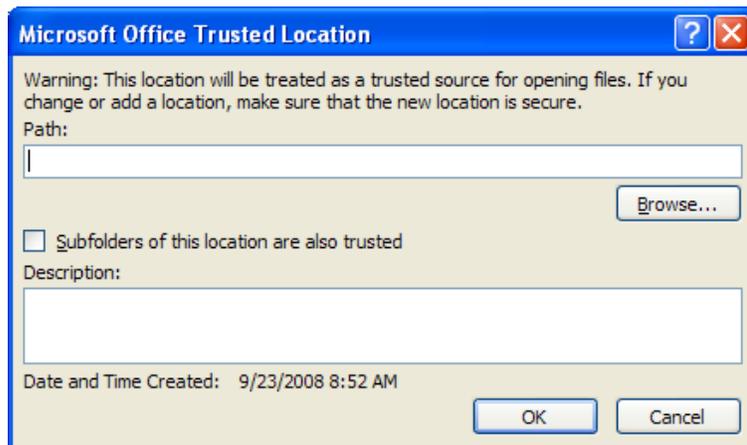
**To enable the content permanently**, click on the "Open the Trust Center" and the following "Trust Center" window will appear

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

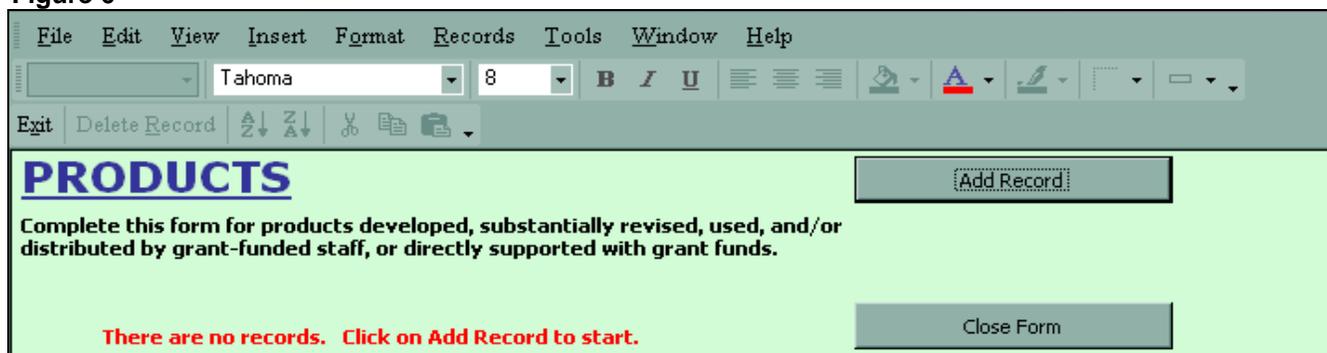


- Press the button “Browse” and locate the folder where you have installed the database. The default folder for the database is “C:\TRIBALGOVTdb1.0”. Press the “OK” button to add this new location.
- You will see this new location added to your “Trust Center” window.
- Press the “OK” button on the “Trust 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, the windows will be blank such as the example in Figure 6.

Figure 6



**NOTE:** Throughout the database, there are fields that collect data that is not required for the annual progress reporting form. These fields are provided for internal use and are referred to in this manual as “optional.” For example, in the *Training* section of this database, there is a field provided to enter the name of each training event. You do not have to report the names of training events on the reporting form, but including a name in the database will help you locate the training event should you need to review, edit, or delete information entered about that training event.

# PART I

## DATA ENTRY

From the *Main Window* click on the *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-- TRIBAL GOVERNMENTS - [OPEN FORMS]**

File Edit View Insert Format Records Tools Window Help

Exit Application Delete Record

**SEMI-ANNUAL PROGRESS REPORT FOR GRANTS TO INDIAN TRIBAL GOVERNMENTS PROGRAM**

**OPEN FORMS**

Exit Application  
Open Main Window

Training (Q10, Q11, Q12) Community Education (Q14, Q15) Outreach Activities (Q16) Products and Codes (Q21)

**D1. Victims Services/Legal Services/ Transitional Housing Services (Q25, Q26, Q27, Q28, Q29, Q30A, Q31, Q32, Q34, Q35, Q35A, Q36, Q37)**

Family Member's Data - For Shelter Services	Hotline calls (308) AND Victim witness notification/outreach to victims (30C)
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**D2. Supervised Visitation (Q38, Q39, Q39A, Q40, Q41, Q42, Q43)**

**E1. Tribal Law Enforcement - Activities (Q45)**

Victim/Survivor Referrals to Victim Services (Q46)	Protection Orders (Q47)
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**E2. Tribal Prosecution (Q49, Q49A, Q50)**

Victim/Survivor Referrals to Victim Services (Q52)	Protection Orders (Q53)
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**E3. Tribal Courts (Q55, Q56)**

Judicial Monitoring (Q57)	Violations (Q58)
Victim/Survivor Referrals to Victim Services (Q59)	Civil Protection orders (Q60) Criminal Protection Orders (Q61)

**E4. Tribal Probation/Offender Monitoring (Q63, Q64, Q65)**

Victim/Survivor Data - For Tribal Probation	Victim/Survivor Referrals to Victim Services (Q66)
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**E5. Batterer Intervention Program (BIP) (Q68, Q69)**

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.

## Training (Q10, Q11, Q12)

Figure 8

VAWA MEASURING EFFECTIVENESS INITIATIVE-- TRIBAL GOVERNMENTS - [TRAINING]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record

### TRAINING

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

Lookup Training Event

Add Record

1 of 4 - Total records

Next Record
Previous Record

Close Form

Date of Training Event  Name of Training Event

Number of Hours

Number and Type of People Trained

People trained	Tribal	Non-tribal
Attorneys/law students (does not include prosecutors)	<input type="text" value="5"/>	<input type="text"/>
Batterer intervention/offender accountability program staff	<input type="text"/>	<input type="text"/>
Correction personnel (probation, parole, and correctional facility staff)	<input type="text"/>	<input type="text"/>
Court personnel (judges, clerks)	<input type="text"/>	<input type="text"/>

Figure 8 is an example of the form used to track the training events provided by grant-funded staff or directly supported by grant funds. The user can choose between reviewing the information of previous training events and entering new training event information. This portion of the database collects information on the dates and names of training events; a description of the people trained; the number of people trained; and the content of the training event.

**To enter a New Training Event:**

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

4. Enter the name of training event. This field is optional.
5. Enter the number of hours the training event lasted. This field is optional.
6. Enter the number of people attending the training event, using the category that best describes the people attending.
7. Use the mouse to select the content areas (topics) covered in the training event. If a topic is not provided, select "Other" and describe the training content in the space provided. Do not enter the "title" of the training event.
8. When finished, click on the *Save this Record* button.
9. To continue adding training events, click on *Add Record*. To finish, click *Close Form* to return to the *Open Forms Window*.

### **To review or edit an Existing Training Event:**

#### **Method 1**

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

#### **Method 2**

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

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

### **To delete an Existing Training Event:**

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

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

## Community Education (Q14, Q15)

Figure 9

**COMMUNITY EDUCATION** Add Record

Complete this form for every education program event provided by grant-funded staff, or directly supported with grant funds. 1 of 4 - Total records

Lookup Education Program Event  Next Record Previous Record

Date of Program Event  Name of the Program Event  Close Form

Number of Hours

**People educated (Q14)**

People attending	Number
Child care providers	
Community businesses (casinos, retail stores)	
Community groups (service or social groups)	
Community members	
Educators (teachers, administrators, etc.)	100
Faith-based groups	
Men's groups	
Parents/guardians	
Students	
Tribal elders	
Victims/survivors	
Women's groups	
Other (specify) <input type="text" value="GDSGD"/>	35

**Topics of education events (Q15)**  
**Sexual assault, domestic violence, dating violence, and stalking**

Child witness overview, dynamics and services  
 Dating violence overview, dynamics and services

Figure 9 is an example of the form used to track the Tribal Governments community education program events supported by grant-funded staff, or directly supported with grant funds. This portion of the database collects information on the date and name of Tribal Governments education program events, a description of the people attending, the number of people attending, and the content of the program event.

### **To enter a New Tribal Governments Community Education Program Event:**

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

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

### **To review or edit an Existing Tribal Governments Community Education Program Event:**

#### **Method 1**

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

#### **Method 2**

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

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

### **To delete an Existing Tribal Governments Community Education Program Event:**

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

**Note: DO NOT DELETE** anything from your Access file until you are certain the information needs to be 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 Activities (Q16)

Figure 10

The screenshot shows a web-based form titled "VAWA MEASURING EFFECTIVENESS INITIATIVE-- TRIBAL GOVERNMENTS - [OUTREACH ACTIVITIES]". The form has a menu bar with "File", "Edit", "View", "Insert", "Format", "Records", "Tools", "Window", and "Help". Below the menu bar is a toolbar with icons for "Exit Application", "Delete Record", and other functions. The main form area is divided into two sections. The top section, with a light green background, contains a "Lookup outreach activity" dropdown menu, an "Add Record" button, and a status indicator "1 of 8 - Total records". Below this are "Next Record" and "Previous Record" buttons, and a "Close Form" button. The bottom section, with a white background, contains a "Date of Outreach Activity: (required)" field with the value "6/6/2000", a "Name of Outreach Activity" text input field, an "Activity Type: (required)" dropdown menu with the selected value "Community organizing/community events (rallies, speak outs, take back the night, vigils)", and a "Specify if Other:" text input field.

Figure 10 is an example of the form used to track the Tribal Governments outreach activities supported by grant-funded staff, or directly supported with grant funds.

### **To enter a New Tribal Governments Outreach Activity:**

1. Click on the *Add Record* button.
2. Enter the date the outreach activity occurred.
3. Use the *Tab* key or the mouse to move through the fields during data entry. For instance, to move from *Date of Outreach Activity* to *Name of Outreach Activity*, press the tab key on the keyboard.
4. Enter the name of the Outreach activity. This field is optional.
5. Use the mouse to select the activity. If an activity is not in the drop-down list, select "Other" and describe the outreach activity in the space provided.
6. When finished, click on Save this Record.
7. To continue adding outreach activities, click Add Record. To finish, click Close Form to return to the Open Forms Window.

## To review or edit an Existing Tribal Governments Outreach Activities:

### Method 1

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

### Method 2

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

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

## To delete an Existing Tribal Governments Outreach Activity:

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

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

## Products and Codes (Q21)

Figure 11

**PRODUCTS AND CODES**

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

1 of 4 - Total records

Add Record

Next Record Previous Record

Close Form

Type of Product:  Describe, if other:

Content/focus:

Title:

Topic:

Intended Audience:

Language Developed/translated In:

Date Developed/revised:

Number Used or Distributed

Date	Number Used or Distributed
8/20/2003	400
11/25/2003	500
4/15/2004	100

Figure 11 is an example of the form used to track products developed, substantially revised, used, and/or distributed by grant-funded staff, or directly supported with grant funds.

### **To enter a New Product:**

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

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

#### **To review or edit an Existing Product Entry:**

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

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

#### **To delete an Existing Product Entry:**

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

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

1. In the green area, use the *Next Record* and *Previous Record* buttons to browse through all previously entered products.
2. Click in the field containing the information you want to delete under *Number Used or Distributed* and click *Delete Record* on the toolbar (Figure 12). This will delete the information in that field but not the product record.

Figure 12

The screenshot shows the Microsoft Access interface with a form titled "PRODUCTS". The toolbar at the top includes "Exit", "Delete Record", and other navigation buttons. The form contains several text boxes for data entry, such as "Type of Product" (set to "Brochures"), "Title" ("Resources for victims of sexual assault"), and "Date Developed/revised" ("5/20/2003"). A table at the bottom shows a record with the date "10/15/2003" and the number "500". A blue arrow points from the "Delete Record" button to the table, and a red arrow points from the table to the "Delete Record" button.

**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: Brochures Describe, if other:

Content/focus

Title: Resources for victims of sexual assault

Topic: Resources for victims of sexual assault

Intended Audience: victims of sexual assault

Language Developed/translated In: spanish

Date Developed/revised: 5/20/2003

Number Used or Distributed

Date	Number Used or Distributed
10/15/2003	500

a. Click here to delete this entry

b. Click on the *Delete Record* button on the toolbar

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

D1. Victim Services/Legal Services/ Transitional Housing Services (Q25, Q26, Q27, Q28, Q29, Q30A, Q31, Q32, Q34, Q35, Q35A, Q36, Q37)	
Family Member's Data - For Shelter Services	Hotline calls (30B) AND Victim witness notification/outreach to victims (30C)

**Family Member's Data - For Shelter Services**

Figure 13

Figure 13 is an example of the form used to track information on a victim/survivor's family member(s) who received emergency shelter or transitional shelter provided with Tribal Governments Program funds. This information is used in the *Victim Services* section, so it is very important to enter the information accurately. Maintain only one record per family member, even if they receive shelter services during multiple reporting periods.

**To enter a Family Member:**

1. Click on the *Add Record* button.
2. Enter the family member's assigned number in the *Family Member Number* box. This should be a unique number and can be letters and/or numbers.
3. Enter the family member's first name, last name, and date of birth. These fields are optional.
4. When finished, click on save.
5. When finished, continue adding family members, or click on *Close Form* to return to the *Open Forms Window*.

## To review or edit an Existing Family Member:

### Method 1

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Family Member* field to open the pull-down menu listing all previously entered family members. Choose the family member whose record you want to review or edit. This will fill in the existing data for that family member.
2. To edit, click on the *Change Family Member Number*. A new form will open; make the necessary changes and click on the *Save Record and Close* button.
3. When finished, choose another record to review or edit, or click on *Close Form* to return to the *Open Forms Window*.

### Method 2

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

**\*\*While editing the existing data, the database will automatically save the changes you make. The changes made here will be automatically reflected in the victim/survivor's information in the *Victim Services* section.\*\***

## To delete an Existing Family Member:

**CAUTION: Deleting the family member will also delete their data/record from the portion of the database that tracks family members who receive emergency shelter and transitional shelter in the *Victim Services* section.**

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Family Member* field to open the pull-down menu listing all previously entered family members. Choose the family member whose record you want to delete. This will fill in the existing data for that family member.
2. Click on the *First Name* text-box and click on *Delete Record* on the toolbar. This will delete all information on this family member.

Figure 14

The screenshot shows a web-based form titled "VAWA MEASURING EFFECTIVENESS INITIATIVE-- TRIBAL GOVERNMENTS - [VICTIM SERVICES]". The form has a menu bar (File, Edit, View, Insert, Format, Records, Tools, Window, Help, Adobe PDF) and a search bar. The main content area includes a "VICTIM SERVICES" header, a "1 of 10 - Total records" indicator, and navigation buttons: "Add Victim/survivor", "Next Victim/survivor" (highlighted with a red arrow), "Previous Victim/survivor", "Close Form", and "Edit Victim/survivor number". Below this is a "Lookup Victim/Survivor Number|Date|Name" dropdown menu. The form contains several input fields: "Victim/survivor's Number" (01vawa), "Date" (1 /2 /2004), and "Primary Victimization (Check only one)" with checkboxes for "Sexual Assault", "Domestic/dating Violence", and "Stalking" (checked). There are also tabs for "Shelter Services", "Housing Assistance", and "Legal Services", and a "Victim/Survivor Information" section with fields for "First Name" (Betsy) and "Last Name" (Better).

Figure 14 is an example of the form used to track data needed for the *Victim Services* section of the reporting form. This portion of the database collects information on the type of primary victimization a victim/survivor experienced; the victim/survivor's demographics; the relationship of the victim/survivor to the offender(s); children's services; services provided, shelter services, housing assistance, legal services; 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 in multiple reporting periods.

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 the Semi- Annual Progress Report.

- A. *Victims/survivors served* are those who received the service(s) they requested, if those services were provided under your Tribal Governments Program grant.
- B. *Victims/survivors partially served* are those who received some, but not all of the services they requested, if those services were provided under your Tribal Governments Program grant.
- C. *Victims/survivors seeking services who were not served* are those who requested services but did not receive those, if those services were provided under your Tribal Governments Program grant.

Enter **only those services that are funded under your Tribal Governments Program 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 Tribal Governments Program 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 15):

Figure 15

The screenshot shows a web-based application window titled "VAWA MEASURING EFFECTIVENESS INITIATIVE-- TRIBAL GOVERNMENTS - [VICTIM SERVICES]". The interface includes a menu bar with options like File, Edit, View, Insert, Format, Records, Tools, Window, Help, and Adobe PDF. Below the menu bar is a toolbar with buttons for "Exit Application", "Delete Record", and "Save Record and Enter Other Information". The main content area is titled "VICTIM SERVICES" and contains a form with several fields and tabs. A red arrow points to the "Victim/ Survivor Information" tab. The form includes fields for "Victim/survivor's Number", "Date", and "Primary Victimization (Check only one)". There are also checkboxes for "Sexual Assault", "Domestic/dating Violence", and "Stalking". Below these are tabs for "Victim/ Survivor Information", "Demographics", and "Relationship to Offender". The "Victim/ Survivor Information (Optional)" section has input fields for "First Name" and "Last Name".

2. Enter the victim/survivor's assigned number and the date the number was assigned.
3. Check the primary victimization. Check only one.
4. Enter additional information on the victim/survivor by clicking the different tabs (marked by the arrow in Figure 15).
5. The first tab is the *Victim/Survivor Information* (first and last name). These fields are optional.
6. Click on the *Demographics* tab to enter the race/ethnicity, gender, age, and other demographics for the victim/survivor.
7. Click on the *Relationship to Offender* tab to indicate the victim/survivor's relationship to the offender(s).
8. Click on the *Save Record and Enter Other Information* button. This will expand the form so you can enter additional information.
9. Click on the *Services* tab to enter information on the services requested and provided. Next, click on *Add New Service* (Figure 16). Using the drop-down menu, select the type of service requested and/or provided to the victim/survivor. Enter the dates the service was requested and provided. If the service was not provided, use your mouse to click on the reason(s) the service was not provided. When finished, click on *Save this Record*. To enter another service, click on *Add New Service* and repeat the procedure. You may enter an unlimited number of requested services for each victim/survivor, **as long as those services are funded under your Tribal Governments Program grant.**

Figure 16

**VAWA MEASURING EFFECTIVENESS INITIATIVE-- TRIBAL GOVERNMENTS - [VICTIM SERVICES]**

File Edit View Insert Format Records Tools Window Help Adobe PDF Type a question for help

Exit Application Delete Record [undo] [redo] [cut] [copy] [paste]

**VICTIM SERVICES** 10 of 10 - Total records Close Form

Victim/survivor's Number: 125 Date: 9/9/2007 Primary Victimization (Check only one)  Sexual Assault  Domestic/dating Violence  Stalking

Shelter Services | Housing Assistance | Legal Services

Victim/Survivor Information | Demographics | Relationship to Offender | Children's Services | Services | Protection Order

**SERVICES**

Save this Record Go Back Without Saving Record

Type of Service Requested	Specify if other	Service Requested Date	Service Provided Date
<ul style="list-style-type: none"> <li>Civil legal advocacy/court accompaniment</li> <li>Counseling services/support group</li> <li>Criminal justice advocacy/court accompaniment</li> <li>Crisis intervention</li> <li>Cultural advocacy</li> <li>Forensic exam</li> <li>Hospital/clinic/medical response</li> <li>Transportation</li> <li>Victim/survivor advocacy</li> <li>Other</li> </ul>			

- Click on the *Shelter Services* tab to access the Shelter Services information (Figure 17). Next click on *Add New Service*. Using the drop-down menu, select the type of shelter service requested and/or provided. Enter the dates the service was requested, started, and/or completed. If the service was not provided, use your mouse to click on the reason(s) the service was not provided.

**Note:** If a victim/survivor requested shelter and for any reason, it was not provided at the time of the request, do not fill in the date provided at a later date if the victim/survivor seeks the service again and it is provided. You should enter this request as a new request.

Figure 17

**VICTIM SERVICES** 1 of 10 - Total records

Victim/survivor's Number: 01vawa Date: 1 /2 /2004

Primary Victimization (Check only one):  Sexual Assault  Domestic/dating Violence  Stalking

**SHELTER SERVICES** 1 of 5 - Total Service/s for this Victim/survivor

Type of Service Requested	Service Requested Date	Service Started Date	Service Completed Date	Number of nights
Transitional housing	4 /25/2004	12/12/2005		962

Family member served (Family number, Name, Date of Birth)	Service Started Date	Service Completed Date	Number of nights
6, Andy Flower, 10/10/1990	4 /26/2018	5 /23/2018	27

11. If a victim/survivor is accompanied by a family member(s), use the pull-down menu under *Family Member Served* to select the family member. Enter the dates the service was requested, started, and/or completed for the family member. If the family member is not listed in the pull-down menu then she/he is new to the database and her/his information must be entered in the database. Double click in the *Family Member Served* field and the *Victim/Survivor's Family Member Information* form will open (Figure 18). Enter the family member's assigned number, first name (optional), last name (optional), and date of birth (optional) and click the *Save and Close button*. When finished, click *Save this Record*. **This method can only be used to add a new family member's information. To edit an existing family member's information, you will have to open Family Member Data – For Shelter Services from the Open Forms Window and follow instructions from the previous pages on how "To review or edit an Existing Family Member" under Family Member Data – For Shelter Services section.**

Figure 18

The screenshot displays a software application window titled "VAWA MEASURING EFFECTIVENESS INITIATIVE-- TRIBAL GOVERNMENTS - [VICTIM SERVICES]". The main content area is a form titled "VICTIM/SURVIVOR's FAMILY MEMBER INFORMATION". The form has several input fields: "Family member number:", "First name:", "Last name:", and "Date of Birth:". Below these fields are two buttons: "Save and Close" and "Close without saving". To the right of the form, there are tabs for "Protection Order" and "Legal Services". Below the form is a table with the following columns: "Family member served (Family number, Name, Date of Birth)", "Service Started Date", "Service Completed Date", and "Number of nights". The table contains one row with the data: "2, Mary De'Silva, 1/1/1999".

Family member served (Family number, Name, Date of Birth)	Service Started Date	Service Completed Date	Number of nights
2, Mary De'Silva, 1/1/1999			

12. When finished, click on *Save this Record*.
13. Click on the *Protection Order* tab to enter information about protection orders requested and granted. Select the activity using the pull-down menu and enter the date for each activity. Add each new activity on a new line.
14. Click on the *Housing Assistance* tab to enter information about housing assistance requested by victim/survivors. Select the *Type of service requested* from the drop down menu and enter the *Service requested date*. If the service is provided, enter the *Service started/provided date*. Once the service is complete, enter the *Service completed date*. The database will automatically calculate the *total months*. If a grant funded service is requested but can not be provided, check the reason why the service was not provided. Click on the *Add/view* button for each provided service under the *Cost* column to add costs. Enter the *date* and the *cost* accrued and the database will automatically calculate the total.
15. Click on the *Legal Services* tab to enter information about legal services and outcomes. Click *Add New Service* to add a new service (Figure 19). Select a *Legal Issue* from the drop down menu and enter the *Request Date*. Specify from the drop down menu if the victim/survivor was *Served*, *Partially served* or *Not served* on this legal issue. *Victims/survivors served* are those who received the service(s) they requested, if those services were provided under your Tribal Governments Program grant. *Victims/survivors partially served* are those who received some, but not all of the services they requested, if those services were provided under your Tribal Governments Program grant. *Victims/survivors seeking services who were not served* are those who requested services but did not receive those, if those services were provided under your Tribal Governments Program grant. If *Served* or *Partially served*, enter the service started and/or provided date. **Use the scroll bar (Figure 20) to view the remainder of the window.** Check the reason from the list if you specified above that the legal issue was Partially Served or Not Served. Enter the *Case closed date* and select the outcome for the legal issue.

Figure 19

**VICTIM SERVICES** 1 of 10 - Total records

Lookup Victim/Survivor Number[Date]Name

Victim/survivor's Number: 01vawa Date: 1/2/2004 Primary Victimization (Check only one):  Sexual Assault  Domestic/dating Violence  Stalking

**LEGAL SERVICES AND OUTCOMES**

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

Legal Issue: Protection Orders Specify, If other: Request Date: 2/2/2000

Specify if Served, Partially served, or Not served on this Legal Issue: Partially Served

Date	Notes

Check the reasons from the following, if you have specified above that this legal issue is Partially Served or Not Served.

Conflict of interest  Did not meet statutory requirements  Hours of operation

Figure 20

**VICTIM SERVICES** 1 of 10 - Total records

Lookup Victim/Survivor Number[Date]Name

Victim/survivor's Number: 01vawa Date: 1/2/2004 Primary Victimization (Check only one):  Sexual Assault  Domestic/dating Violence  Stalking

**LEGAL SERVICES AND OUTCOMES**

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

Check the reasons from the following, if you have specified above that this legal issue is Partially Served or Not Served.

Conflict of interest  Did not meet statutory requirements  Hours of operation

Insufficient or lack of culturally appropriate services  Insufficient or lack of language capacity (including sign language)

Insufficient or lack of services for people with disabilities  Jurisdictional Issues  Lack of child care

Program reached capacity  Program rules not acceptable to victim/survivor

Program unable to provide service due to limited resources/priority-setting

Services inappropriate or inadequate for victims/survivors with mental health issues

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

Services not appropriate for victim/survivor  Services not available for victims/survivors accompanied by male adolescents

Transportation  Other

Enter the case closed date and select the outcome for the above legal issue

Case closed Date	Information/referral/advice only	Brief Services	Administrative Decision	Court Decision	Negotiated resolution		Victim/survivor Withdrew	Other Result
					Filed Action	No Filed Action		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

16. Click on the *Children's Services* tab to enter information about children's services. Click *Add Child* to enter a new child. Enter the *Child's First name* and the *Child's Last name*. Click *Add new service provided date* and enter the date the service was provided for that child. To add additional children, click *Add Child*. To navigate between children, click the *Previous Child* and *Next Child* buttons.
17. When finished, continue adding victims/survivors, or click on *Close Form* to return to the *Open Forms Window*.

### **To review or edit an Existing Victim/survivor:**

#### **Method 1**

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

**Do not uncheck the reason(s) the service was initially not provided.** Leaving the "reason(s) the service was not provided" checked will enable you to see this reason(s) when you want to view the output report for a period of time other than January 1 through 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. When finished, choose another record to review or edit, or click on *Close Form* to return to the *Open Forms Window*.

## **Method 2**

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

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

### **To delete an Existing Victim/survivor:**

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

### **To delete an Existing Service Provided for a specific Victim/survivor:**

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

### **To delete a Legal Issue:**

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 *Legal Services* tab.
3. Click on the legal service you want to delete. Make sure the cursor is on the service you want to delete.
4. Click *Delete Record* on the toolbar (Figure 21). This will delete that service and not the entire victim/survivor record.

Figure 21

VAWA MEASURING EFFECTIVENESS INITIATIVE-- TRIBAL GOVERNMENTS - [VICTIM SERVICES]

File Edit View **Format** Records Tools Window Help Adobe PDF Type a question for help

Exit Application Delete Record [Icons]

**VICTIM SERVICES** Add Victim/survivor 1 of 10 - Total records Next Victim/survivor Previous Victim/survivor Close Form

Lookup Victim/Survivor Number|Date|Name Edit Victim/survivor number

Victim/survivor's Number 01vawa Date 1 /2 /2004 Primary Victimization (Check only one)  Sexual Assault  Domestic/Dating Violence  Stalking

Victim/Survivor Information Demographics Relationship to Offender Children's Services Services Protection Order  
Shelter Services Housing Assistance Legal Services

**LEGAL SERVICES AND OUTCOMES**

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

Legal Issue Specify, If other Request Date  
Child/spousal support Partially Served 2 /2 /2000

Specify if Served, Partially served, or Not served on this Legal Issue Partially Served

Enter the Service Started and/or Provided Date

Date	Notes
1 /2 /2004	

Check the reasons from the following, if you have specified above that this legal issue is Partially Served or Not Served.

Conflict of interest  Did not meet statutory requirements  Hours of operation

**To delete a Legal Services Service Started Date or Provided Date:**

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 *Legal Services* tab.
3. Click on the *Service Started Date or Provided Date* you want to delete. Make sure the cursor is on the *Started Date or Provided Date* you want to delete.
4. Click *Delete Record* on the toolbar. This will delete that date and not the entire victim/survivor record or the entire legal service.

**To delete a Housing Assistance Service Requested:**

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 *Housing Assistance* tab.

3. Click on the *Type of Service Requested* you want to delete. Make sure the cursor is on the service you want to delete.
4. Click *Delete Record* on the toolbar. This will delete that service and not the entire victim/survivor record.

#### **To delete a Shelter Service Requested:**

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

#### **To delete an Existing Victim/survivor Protection Order:**

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

#### **To delete an Existing Child:**

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup the Family and/or 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 Children's services tab

3. Find the child's information you want to delete using the "Next Child" and "Previous Child" button.
4. Click in the "Child's First name" box
5. Click Delete Record on the toolbar. This will delete the child's information and all the service provided dates for that child and not the entire victim/survivor record.
6. To only delete the service provided for the child, click on the service provided date and click Delete Record on the toolbar.

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

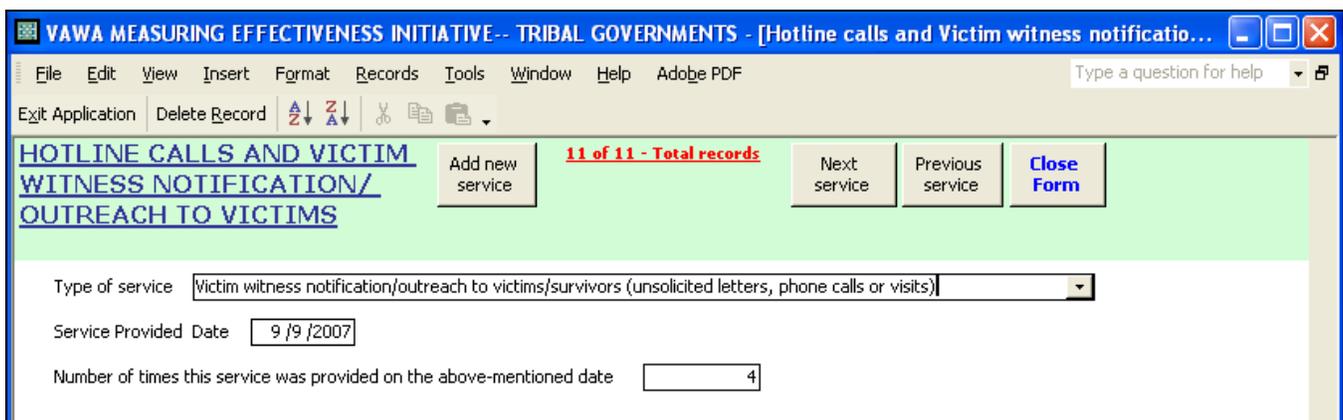
## Hotline calls (30B) AND Victim witness notification/outreach to victims (30C)

Figure 22 is an example of the form used to track information on hotline calls and victim witness notification/outreach to victims provided with Tribal Governments Program funds.

### To enter a service:

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

Figure 22



### To review or edit a Hotline Service, Victim Witness Notification/Outreach to Victims:

1. To navigate through the services, click *Next service* and *Previous service*.
2. To select a different *Type of service* select one from the dropdown menu.
3. To change the *Service Provided Date* click in the *Service Provided Date* box and change the date.
4. To change the *Number of times this service was provided on the above-mentioned date* click in the *Number of times this service was provided on the above-mentioned date* box and change the date.

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

**To delete a Hotline Service, Victim Witness Notification/Outreach to Victims:**

1. Click on the *Type of Service* you want to delete. Make sure the cursor is on the service you want to delete.
2. Click *Delete Record* on the toolbar. This will delete that service 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.

## D2. Supervised Visitation (Q38, Q39, Q39A, Q40, Q41, Q42, Q43)

Figure 23 is an example of the form used to track information on supervised visitation provided with Tribal Governments Program funds.

Figure 23

The screenshot shows a web application window titled "WAWA MEASURING EFFECTIVENESS INITIATIVE-- TRIBAL GOVERNMENTS - [SUPERVISED VISITATION]". The interface includes a menu bar (File, Edit, View, Insert, Format, Records, Tools, Window, Help, Adobe PDF) and a toolbar with icons for Exit Application, Delete Record, Undo, Redo, Cut, Copy, and Paste. The main content area features a header with "SUPERVISED VISITATION" and buttons for "Add Family", "Next Family", "Previous Family", and "Close Form". It also displays "2 of 2 - Total records". Below this, there is a "Lookup Family Number|Date|Name" dropdown menu and an "Edit Family Number" button. The "Family Number" field contains "12" and the "Date" field contains "9/9/2005". There are three tabs: "Demographics - Children", "Referral Source and Primary Victimization", and "Services". Below these are three sub-tabs: "Family Name", "Demographics - Custodial Parents", and "Demographics - Non-Custodial Parents". The "Family Name" sub-tab is active, showing a section titled "Identifying Family Name (optional)" with a "Name:" label and an empty text input field.

### To enter family information:

1. Click on the *Add Family* button.
2. Enter the family member's assigned number in the *Family Number* box. This should be a unique number and can be alpha-numeric. Enter the date in the *Date* field.
3. Click the *Family Name* and enter the family name. This field is optional.
4. Click on the *Demographics – Custodial Parents* tab to enter race/ethnicity, gender, age and other demographics of this custodial parent.
5. Click on the *Demographics – Non-Custodial Parents* tab to enter race/ethnicity, gender, age and other demographics of this non-custodial parent.

**Note:** To move to step 6 and forward, you must enter demographic information for at least one parent; custodial or non-custodial.

6. To add children and enter demographic information for children, click on the *Demographics – Children* tab and then click *Add Child*. You will now be able to enter race/ethnicity, gender, age and other demographics information of this child. When complete entering, click on *Save Record and Enter Other Information*. If you do not wish to save the data you just entered, click on *Go Back Without Saving this Record*.
7. When complete, click on *Save Record and Enter Other Information*. If you do not wish to save the data you just entered, click on *Go Back Without Saving this Record*.

8. Click on the *Referral Source and Primary Victimization* tab to indicate the *Referral Source* from the drop down menu. If the referral source is not provided, select “Other” and describe the source in the space provided. Indicate the primary type of victimization present in the family. Check only one.
9. Click on the *Services* tab to enter information on the services requested. **Each service requested, scheduled or provided to a family must be entered separately.** For example, if a family is scheduled for six different supervised visits in one reporting period, each visit must be entered separately for a total of six services for that family.
10. Click on *Add New Service*. A new form will appear (Figure 24). Using the pull-down menu, select the type of service requested. Requested services may be those that are requested by the family, court-ordered or required by another agency. If the type of service is not provided, select “Other” and describe the type of service in the *Specify if other* text-box.

Figure 24

11. Enter the date the service was requested.
12. For each service requested, if the service was provided, enter that date. If the service was not provided, use your mouse to click on the reason(s) the service was not provided.
13. Click on the *Services terminated or completed* tab to enter the *Date Services terminated or completed* and select a *Reason Services terminated or completed* from the drop down box.
14. When finished, click on *Close Form* to return to the *Open Forms Window*.

### **To review or edit an Existing Family:**

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Family Member/Date/Name* field to open the pull-down menu listing all previously entered families. Choose the family you want to review or edit. This will fill in the existing data for that family.
2. To edit the family's assigned number or date, click on the *Edit Family Number* button in the right upper corner. 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 and use the mouse to select the field and make necessary changes.
4. To add additional children to the selected family's record, click on the *Demographics-Children* tab and click on the *Add Child* button. Use the mouse to select race/ethnicity, gender, age and other demographics for the child.
5. To edit information for an existing child in the selected family's record, click on the *Demographics-Children* tab and click the *Next Child* or *Previous Child* button. Choose the child you want to review or edit and make the necessary changes.
6. To add additional services requested/provided to the selected family's record, click on the *Services* tab and click the *Add New Service* button. Using the pull-down menu, select the type of service requested by the family. If the type of service is not provided, select "Other" and describe the type of service in the *Specify if other* text-box. Enter the date the service was requested (this may be the scheduled date of service). If the service was provided, enter that date. If this completes the information you need to add under *Services*, click the *Save this Record* button.
7. When finished, either select another family record to review or edit, or click on *Close Form* to return to the *Open Forms Window*.

### **Method 2**

In the green area, click the *Next Family* or *Previous Family* button and follow steps 2 and 7 in Method 1 above.

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

### **To delete an Existing Family:**

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

2. Click on the *Family Number* text-box and click *Delete Record* on the toolbar. **This will delete all information on this family including the corresponding data under each tab.**

#### **To delete an Existing Child:**

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Family Member/Date/Name* field to open the pull-down menu listing all previously entered families. Choose the family you want to review or edit. This will fill in the existing data for that family.
2. Click on the *Demographics-Children* tab.
3. Click on the *Next Child* or *Previous Child* button to find the child you want to delete.
4. Use the mouse to put the cursor on the child's race/ethnicity. Click *Delete Record* on the toolbar. This will delete the child's record but not the entire family record.

#### **To delete an Existing Service provided for a family:**

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Family Member/Date/Name* field to open the pull-down menu listing all previously entered families. Choose the family you want to review or edit. This will fill in the existing data for that family.
2. Click on the *Services* tab.
3. Click on the *Next Service* or *Previous Service* button to find the service you want to delete.
4. Use the mouse to put the cursor on the service you want to delete. Click *Delete Record* on the toolbar. This will delete the service but not the entire family 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.

<b>E1. Tribal Law Enforcement - Activities (Q45)</b>	
<b>Victim/Survivor Referrals to Victim Services (Q46)</b>	<b>Protection Orders (Q47)</b>

## E1. Tribal Law Enforcement - Activities (Q45)

**Figure 25**

The screenshot shows a web-based application window titled "VAWA MEASURING EFFECTIVENESS INITIATIVE-- TRIBAL GOVERNMENTS - [TRIBAL LAW ENFORCEMENT]". The interface includes a menu bar with options like File, Edit, View, Insert, Format, Records, Tools, Window, and Help. Below the menu is a toolbar with icons for Exit Application, Delete Record, and various editing functions. The main content area has a green header with the text "TRIBAL LAW ENFORCEMENT" and an "Add Activity" button. A status bar indicates "1 of 5 - Total records". Navigation buttons for "Next Activity", "Previous Activity", and "Close Form" are present. The form fields include:
 

- Activity:** A pull-down menu currently showing "Calls for assistance (All 911 and other calls made to law enforcement)".
- Activity Date:** A text field containing "1/12/2004".
- Primary victimization:** A set of radio buttons with options: "Sexual Assault" (unchecked), "Domestic Violence/Dating Violence" (checked), and "Stalking" (unchecked).

Figure 25 is an example of the form used to track information on law enforcement activities.

**Enter a New Law Enforcement Activity:**

1. Click on *Add Activity* button.
2. Use the pull-down menu at the end of the *Activity* field to identify the activity.
3. Enter the date the activity occurred in the space provided.
4. Indicate the primary type of victimization. Check only one.
5. To finish, click the *Save Record and Enter Other Information* button.

**To review or edit an Existing Law Enforcement Activity:**

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

**To delete an Existing Law Enforcement Activity:**

1. In the green area, use the mouse to click on the *Next Activity* or *Previous Activity* button to find the activity you want to delete.
2. Click on the *Activities* text-box and click *Delete Record* on the toolbar. This will delete all the information on this law enforcement activity.

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

## Victim/Survivor Referrals to Victim Services (Q46)

### **To enter Tribal Law Enforcement Victim/Survivor Referrals to Victim Services:**

1. In the *Open Forms Window*, click on *Victim/Survivor Referrals to Victim Services* to add new referrals.
2. Click *Add new referral(s)* to add referrals.
3. In the *Referred to* column, select an item from the drop down box.
4. Enter the date of the referral and enter the *Number of referrals* in the third column.
5. Click *Close Form* to return to the *Open Forms Window*.

Figure 26 is an example of the Victim/Survivor Referrals to Victim Services form.

**Figure 26**

The screenshot shows a web application window titled "VAWA MEASURING EFFECTIVENESS INITIATIVE-- TRIBAL GOVERNMENTS - [TRIBAL LAW ENFORCEMENT - VICTIM/SURVI...". The main content area is titled "TRIBAL LAW ENFORCEMENT - VICTIM/SURVIVOR REFERRALS TO VICTIM SERVICES". At the top of the form are two buttons: "Add new referral(s)" and "Close Form". Below these is a table with the following data:

Referred to	Date	Number of referrals
Non-tribal victim services	9 /9 /2009	5
Tribal victim services	9 /9 /2009	10
Tribal victim services	9 /9 /2008	10
Tribal victim services	9 /9 /2006	1
Non-tribal victim services	6 /6 /2006	1
Tribal victim services	6 /6 /2006	1
Tribal victim services	6 /6 /2006	1
Tribal victim services	6 /6 /2006	5
Tribal victim services	9 /9 /2000	1
Tribal victim services	6 /6 /2000	1
Tribal victim services	3 /3 /2000	1
Tribal victim services		1
Non-tribal victim services		

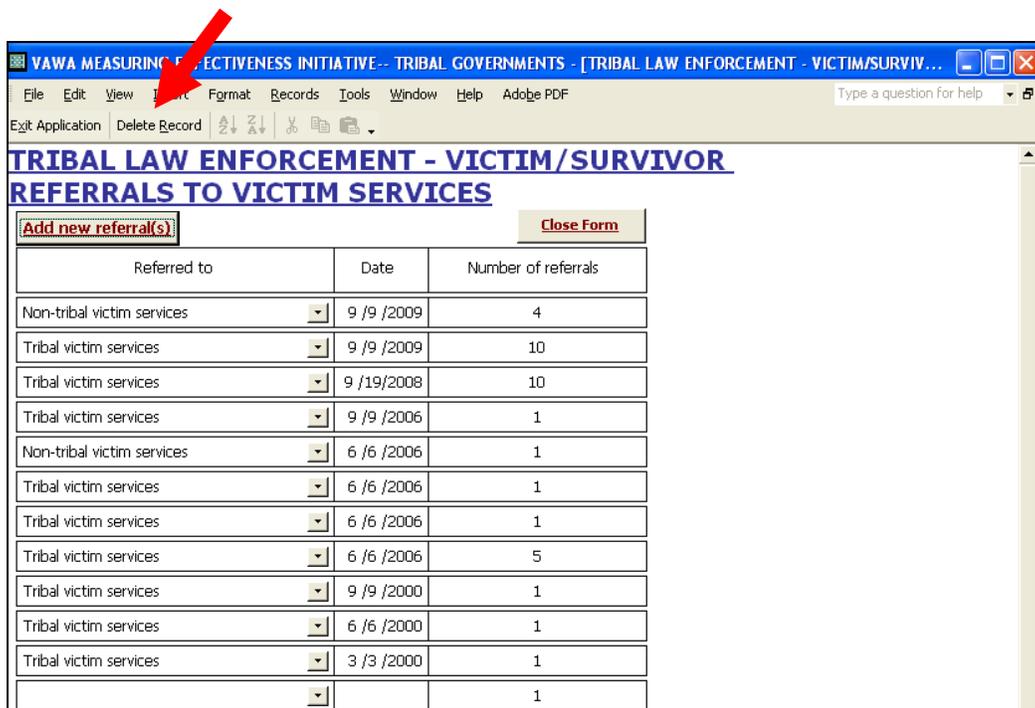
**To review or edit Victim/Survivor Referrals to Victim Services:**

1. Services will be listed in order of date beginning with the most recent.
2. To select a different *Referral to*, select one from the dropdown menu.
3. To change the *Date* click in the *Date* box and change the date.
4. To change the *Number of referrals*, click in the *Number of referrals* box and change the number.

**To delete a Victim/Survivor Referral to Victim Services:**

1. Click in the *Referred to box* you want to delete. Make sure the cursor is on the referral service you want to delete.
2. Click *Delete Record* (Figure 27) on the toolbar. This will delete that service and not the entire victim/survivor record.

Figure 27



## Protection Orders (Q47)

**To enter Tribal Law Enforcement Protection Orders:**

1. In the *Open Forms Window*, click on *Protection Orders* to add protection order activity.
2. Click *Add new activity* to add protection orders.
3. In the *Activity* column, select an item from the drop down box.
4. Enter the date of the activity.
5. Enter the *Number of Protection Order(s) requested/granted* in the third column.
6. Click *Close Form* to return to the *Open Forms Window*.

Figure 28 is an example of the Protection Orders form.

**Figure 28**

Activity	Date	Number of Protection Order(s) requested/granted
Final Protection Order requested	6 /6 /2008	2
Temporary Protection Order granted	6 /8 /2007	1
Temporary Protection Order granted	6 /6 /2006	1
Final Protection Order requested	6 /6 /2005	1
Temporary Protection Order requested		1

**To review or edit Tribal Law Enforcement Protection Orders:**

1. Activities will be listed in order of date beginning with the most recent.
2. To edit the *Activity*, click the drop down menu and select a different activity.
3. To edit the *Date*, click in the date box and type in a new date.

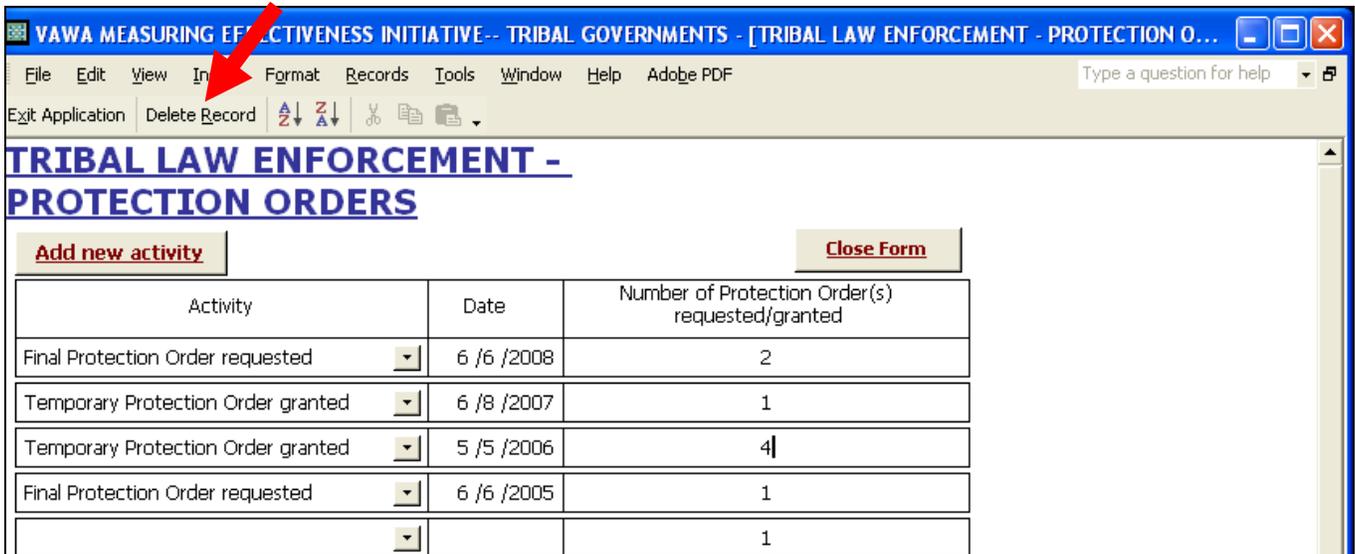
- To edit *Number of Protection Order(s) requested/granted*, click in the *Number of Protection Order(s) requested/granted* box, delete the number and type in the edited number.

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

**To delete a Tribal Law Enforcement Protection Order:**

- Click in the *Activity* box you want to delete. Make sure the cursor is on the activity you want to delete.
- Click *Delete Record* (Figure 29) on the toolbar. This will delete that activity only.

Figure 29



<b>E2. Tribal Prosecution (Q49, Q49A, Q50)</b>	
<b>Victim/Survivor Referrals to Victim Services (Q52)</b>	<b>Protection Orders (Q53)</b>

**E2. Tribal Prosecution (Q49, Q49A, Q50)**

**To enter a New Prosecution Case:**

1. Figure 30 is an example of the form used to track data needed for the *Tribal Prosecution* section of the reporting form. Click on the *Add Case* button.

**Figure 30**

The screenshot shows a web-based form titled "VAWA MEASURING EFFECTIVENESS INITIATIVE-- TRIBAL GOVERNMENTS - [TRIBAL PROSECUTION]". The form has a menu bar with "File", "Edit", "View", "Insert", "Format", "Records", "Tools", "Window", "Help", and "Adobe PDF". Below the menu bar, there are buttons for "Exit Application", "Delete Record", and a toolbar with icons for undo, redo, cut, copy, and paste. The main form area is titled "TRIBAL PROSECUTION" and includes an "Add Case" button, a "4 of 4 - Total records" indicator, and buttons for "Next Case", "Previous Case", and "Close Form".

The form contains the following fields and sections:

- Lookup Case Number:** A dropdown menu.
- Edit Case Number or Referral Date:** A button.
- Case Number:** A text input field.
- Date of Referral:** A date input field with the value "6/6/2006".
- Type of case:** Radio buttons for "Sexual Assault" (checked), "Domestic Violence/Dating Violence", and "Stalking".
- Was this case ACCEPTED or DECLINED?:** Radio buttons for "Accepted" (checked) and "Declined".
- Please enter the date when a decision was made to ACCEPT or DECLINE the case:** A date input field with the value "6 /6 /2006".
- If accepted, please enter the following information:**
  - Type of case:** A dropdown menu with "Other" selected.
  - Specify if Other:** A text input field with the value "test1".
  - Disposition date:** A date input field with the value "9/9/2006".
  - Disposition:** Radio buttons for "Dismissed", "Deferred adjudication" (checked), and "Convicted". Under "Convicted", there are radio buttons for "Guilty as charged", "Guilty of lesser", "Plead as charged", and "Plead to lesser".
  - Acquitted:** A radio button.
- If declined, please enter the following information:**
  - Was this case declined due to jurisdictional limitation?:** Radio buttons for "YES" (checked) and "NO".
  - If this case declined due to jurisdictional limitation, was this case referred to local, state, or federal entity for prosecution?:** Radio buttons for "YES" (checked) and "NO".
  - Select the primary reason for declining the case and/or not referring the case to local, state, or federal entity for prosecution:** A dropdown menu.
  - Specify, if other:** A text input field.

2. Enter the assigned *case number* and the *date of referral*.
3. Indicate the *type of case*. Check only one.
4. Indicate whether the case was *Accepted* or *Declined* and enter the *date* on which the decision was made.
5. Depending on the decision:
  - a. If accepted:
    - i. Select the *Type of case* from the drop down menu.
    - ii. Enter the disposition date.
    - iii. Indicate the disposition. Check only one.
    - iv. Click *Close Form* to return to the *Open Forms Window*.

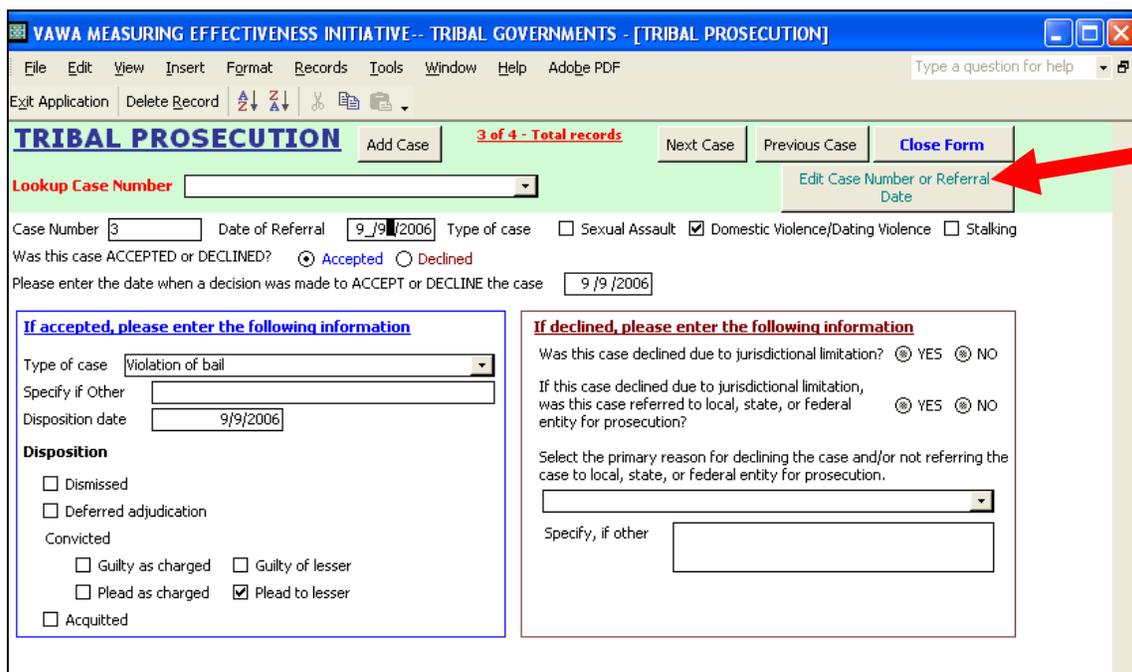
- b. If declined:
  - i. Answer *YES* or *NO* to the first two items concerning jurisdictional limitations.
  - ii. *Select the primary reason for declining the case and/or not referring the case to local, state, or federal entry for prosecution* from the drop down box.

6. Click *Close Form* to return to the *Open Forms Window*.

**To review or edit Tribal Prosecution Cases:**

1. To navigate through cases, click *Next Case* and *Previous Case* or use the *Lookup Case Number* dropdown box to select a case.
2. To edit any of the information in the case, click in the appropriate location to select information or type in information.
3. To edit case number or referral date, click the *Edit Case Number or Referral Date* button located in the green area (Figure 31). Edit the information and click *Save Record and Close*.

Figure 31



**To delete a Tribal Prosecution Case:**

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

2. Click on the case number you want to delete. Make sure the cursor is on the case number you want to delete.
3. Click *Delete Record* on the toolbar (Figure 32). This will delete that service and not the entire victim/survivor record.

Figure 32

**VAWA MEASURING EFFECTIVENESS INITIATIVE-- TRIBAL GOVERNMENTS - [TRIBAL PROSECUTION]**

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record

**TRIBAL PROSECUTION** Add Case 3 of 4 - Total records Next Case Previous Case Close Form

Lookup Case Number

Edit Case Number or Referral Date

Case Number  Date of Referral  Type of case  Sexual Assault  Domestic Violence/Dating Violence  Stalking

Was this case ACCEPTED or DECLINED?  Accepted  Declined

Please enter the date when a decision was made to ACCEPT or DECLINE the case

**If accepted, please enter the following information**

Type of case

Specify if Other

Disposition date

**Disposition**

Dismissed

Deferred adjudication

Convicted

Guilty as charged  Guilty of lesser

Plead as charged  Plead to lesser

Acquitted

**If declined, please enter the following information**

Was this case declined due to jurisdictional limitation?  YES  NO

If this case declined due to jurisdictional limitation, was this case referred to local, state, or federal entity for prosecution?  YES  NO

Select the primary reason for declining the case and/or not referring the case to local, state, or federal entity for prosecution.

Specify, if other

## Victim/Survivor Referrals to Victim Services (Q52)

### To enter Tribal Prosecution Victim/Survivor Referrals to Victim Services:

1. In the *Open Forms Window*, click on *Victim/Survivor Referrals to Victim Services* to add new referrals.
2. Click *Add new referral(s)* to add referrals.
3. In the *Referred to* column, select an item from the drop down box.
4. Enter the date of the referral and enter the *Number of referrals* in the third column.
5. Click *Close Form* to return to the *Open Forms Window*.

Figure 33 is an example of the Victim/Survivor Referrals to Victim Services form.

Figure 33

Referred to	Date	Number of referrals
Non-tribal victim services	9 /10/2006	5
Tribal victim services	6 /16/2006	5
Tribal victim services	6 /6 /2006	5
Tribal victim services	6 /6 /2006	5
Tribal victim services	6 /6 /2006	5
Tribal victim services		1

### To review or edit Tribal Prosecution Victim/Survivor Referrals to Victim Services:

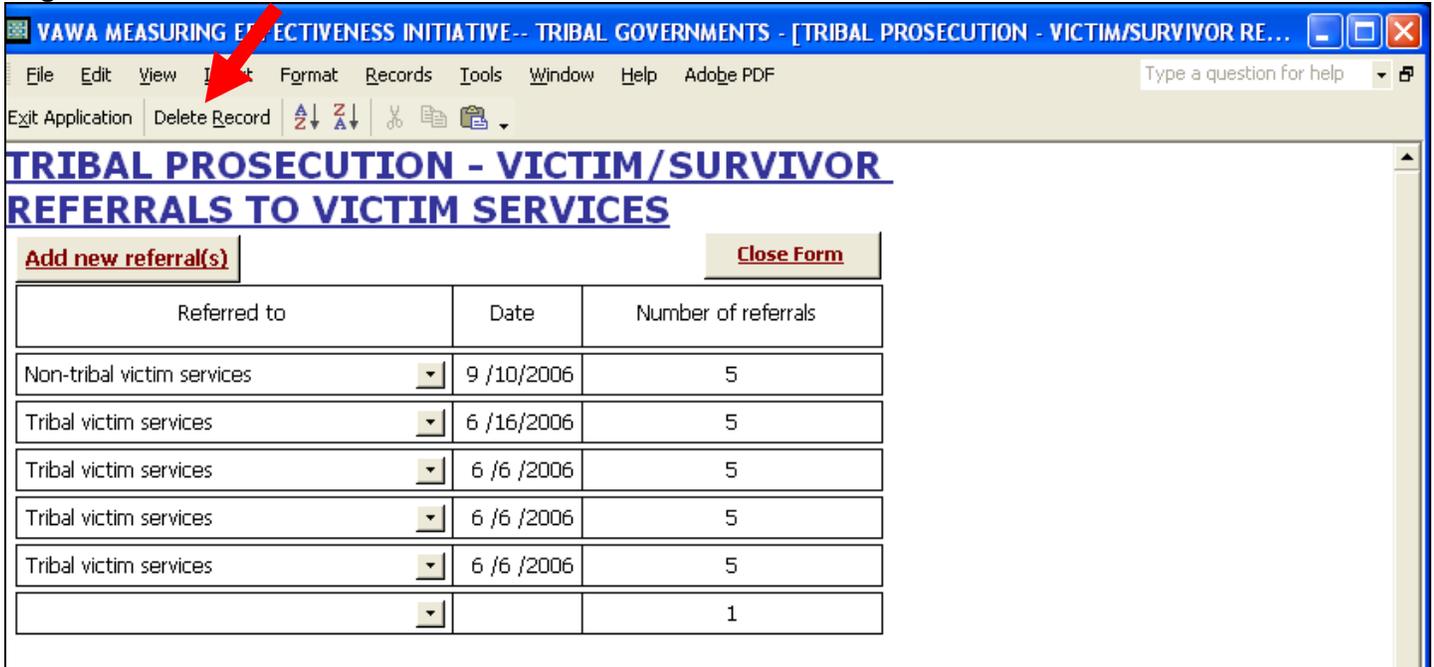
1. Referrals will be listed in order of date beginning with the most recent.
2. To edit the *Referred to* services, click the drop down menu and select a different activity.
3. To edit the *Date*, click in the date box and type in a new date.
4. To edit *Number of referrals*, click in the *Number of referrals* box, delete the number and type in the edited number.

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

**To delete a Tribal Prosecution Victim/Survivor Referrals to Victim Service:**

1. Click in the *Referred to box* you want to delete. Make sure the cursor is on the referral service you want to delete.
2. Click *Delete Record* (Figure 34) on the toolbar. This will delete that referral only.

**Figure 34**



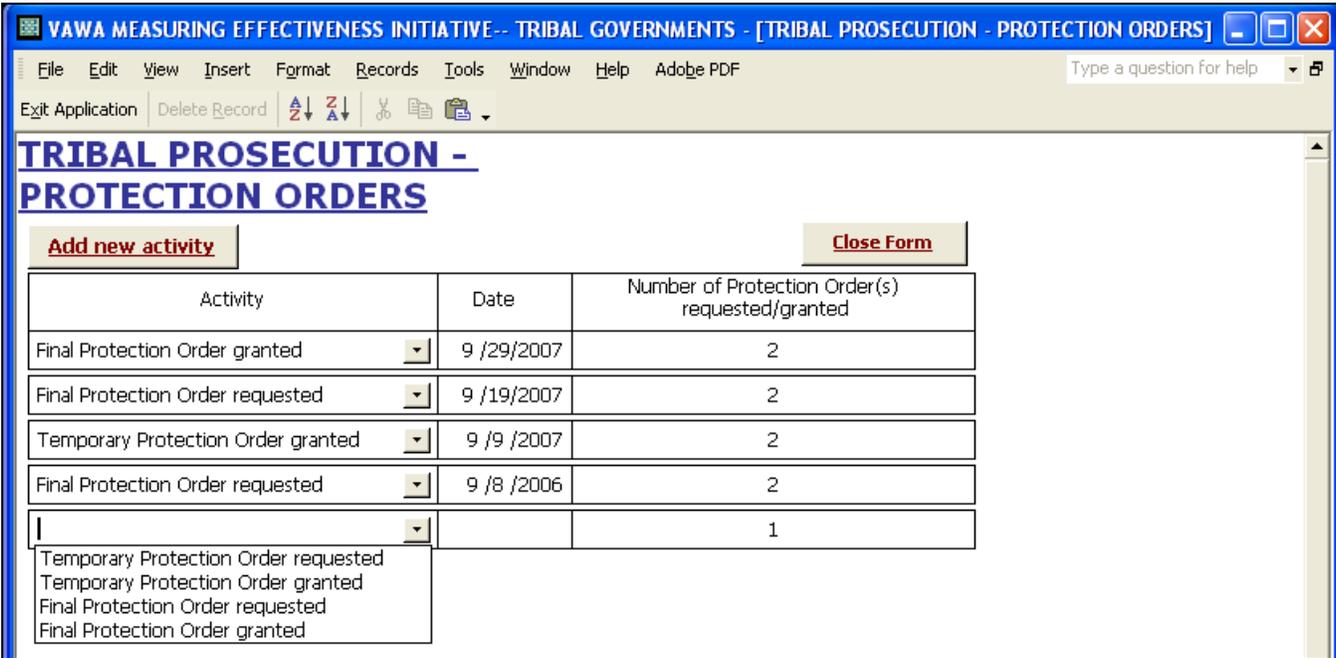
## Protection Orders (Q53)

**To enter Tribal Prosecution Protection Orders:**

1. In the *Open Forms Window*, click on *Protection Orders* to add protection order activity.
2. Click *Add new activity* to add protection orders.
3. In the *Activity* column, select an item from the drop down box.
4. Enter the date of the activity.
5. Enter the *Number of Protection Order(s) requested/granted* in the third column.
6. Click *Close Form* to return to the *Open Forms Window*.

Figure 35 is an example of the Protection Orders form.

**Figure 35**



**To review or edit Tribal Prosecution Protection Orders:**

1. Activities will be listed in order of date beginning with the most recent.
2. To edit the *Activity*, click the drop down menu and select a different activity.
3. To edit the *Date*, click in the date box and type in a new date.

- To edit *Number of Protection Order(s) requested/granted*, click in the *of Protection Order(s) requested/granted* box, delete the number and type in the edited number.

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

**To delete a Tribal Prosecution Protection Orders:**

- Click in the *Activity box* you want to delete. Make sure the cursor is on the activity you want to delete.
- Click *Delete Record* (Figure 36) on the toolbar. This will delete that activity only.

**Figure 36**

The screenshot shows a web application window titled "VAWA MEASURING EFFECTIVENESS INITIATIVE-- TRIBAL GOVERNMENTS - [TRIBAL PROSECUTION - PROTECTION ORDERS]". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Records", "Tools", "Window", and "Help". The "Records" menu is open, and "Delete Record" is highlighted with a red arrow. Below the menu bar, there are buttons for "Add new activity" and "Close Form". The main content area displays a table with the following data:

Activity	Date	Number of Protection Order(s) requested/granted
Final Protection Order granted	9 /29/2007	2
Final Protection Order requested	9 /19/2007	2
Temporary Protection Order granted	9 /9 /2007	2
Final Protection Order requested	9 /8 /2006	2
		1

<b>E3. Tribal Courts (Q55, Q56)</b>		
<b>Judicial Monitoring (Q57)</b>	<b>Violations (Q58)</b>	
<b>Victim/Survivor Referrals to Victim Services (Q59)</b>	<b>Civil Protection orders (Q60)</b>	<b>Criminal Protection Orders (Q61)</b>

## E3. Tribal Courts (Q55, Q56)

**To enter Tribal Courts New Case:**

1. In the *Open Forms Window*, click on *Tribal Courts* to add a case. Figure 37 will appear.

**Figure 37**

2. Click *Add case* to add a new case.
3. Enter the *case number*. This should be a unique number and can be alpha-numeric.
4. Select *Type of case* from the drop down box.
5. Enter the *Case Filed date* of the activity.
6. Enter the *Case Disposition date*.
7. Click one of the check boxes to select a *Disposition*.
8. Click *Save Record* to save the record and return to the *Tribal Courts* window. OR Click *Go Back Without Saving this Record* to return to the *Tribal Courts* window without saving the record.
9. Click *Close Form* to return to the *Open Forms Window*.

## To review or edit Tribal Courts cases:

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Case Number* field to open the pull-down menu listing all previously entered cases. Choose the case you want to review or edit. This will fill in the existing data for that case.
2. To edit the information, click in the appropriate boxes and change the information.
3. To change case details, click *Change Case Details*, a window will pop up (Figure 38) that will allow you to change the *Case Number*, *Type of Case* and *Case Filed date*. Then, click *Save Record and Close* to return to the *Tribal Courts* window.

Figure 38

VAWA MEASURING EFFECTIVENESS INITIATIVE-- TRIBAL GOVERNMENTS - [TRIBAL COURTS]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record Add Case 1 of 6 - Total records Next Case Previous Case Close Form

Lookup Case Number [dropdown] Change Case Details

Case Number 2 Type of case Stalking Case Filed date 6/6/2005

Case Disposition date: 9/9/2005

Disposition  Dismissed  Deferred adjudication  Convicted  Acquitted

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

## To delete a case number for Tribal Courts:

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Case Number* field to open the pull-down menu listing all previously entered cases. Click on the case number you want to delete. Make sure the cursor is on the case number you want to delete.
2. Click *Delete Record* (Figure 39) on the toolbar. This will delete that case only.

Figure 39

VAWA MEASURING EFFECTIVENESS INITIATIVE-- TRIBAL GOVERNMENTS - [TRIBAL COURTS]

File Edit View **Insert** Format Records Tools Window Help Adobe PDF

Exit Application Delete Record [Sort icons]

**TRIBAL COURTS** [Add Case] **1 of 6 - Total records** [Next Case] [Previous Case] [Close Form]

Lookup Case Number [dropdown]

Change Case Details

Case Number [2] Type of case [Stalking] Case Filed date [6/6/2005]

Case Disposition date: [9/9/2005]

Disposition  Dismissed  Deferred adjudication  Convicted  Acquitted

# Judicial Monitoring (Q57)

## To Enter A New Offender's Information (Figure 40):

Figure 40

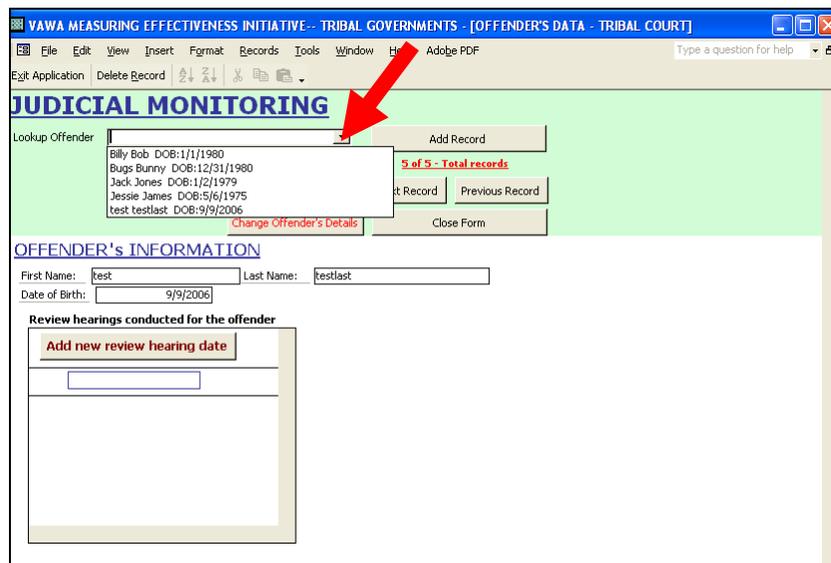


1. Click *Add Record* to enter new offender information. Enter *First Name*, *Last Name*, and *Date of Birth*.
2. Click *Save* to save the record and return to the *Judicial Monitoring* window. OR Click *Go Back Without Saving this Record* to return to the *Judicial Monitoring* window without saving the record.
3. Add new review hearing date.

## To Edit Offender's Information:

1. Select offender in the *Lookup Offender* drop down menu (Figure 41).

Figure 41



2. Edit *review hearing date* by typing over the existing date.

3. You can change the offender's details by clicking *Change Offender's Details*.
4. Navigate through records by clicking *Next Record* and *Previous Record*.
5. Click *Close Form* to return to the *Open Forms Window*.

**To delete a Judicial Monitoring Offender:**

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Offender* field to open the pull-down menu listing all previously entered offenders (Figure 41). Click on the offender you want to delete. Make sure the cursor is on the name of the offender's information you want to delete (Figure 43).
2. Click *Delete Record* (Figure 42) on the toolbar. This will delete that service and not the entire victim/survivor record.
3. To delete a *Review hearings conducted for the offender* date, click on the date you wish to delete (Figure 44) and click *Delete Record* (Figure 42).

**Figure 42**

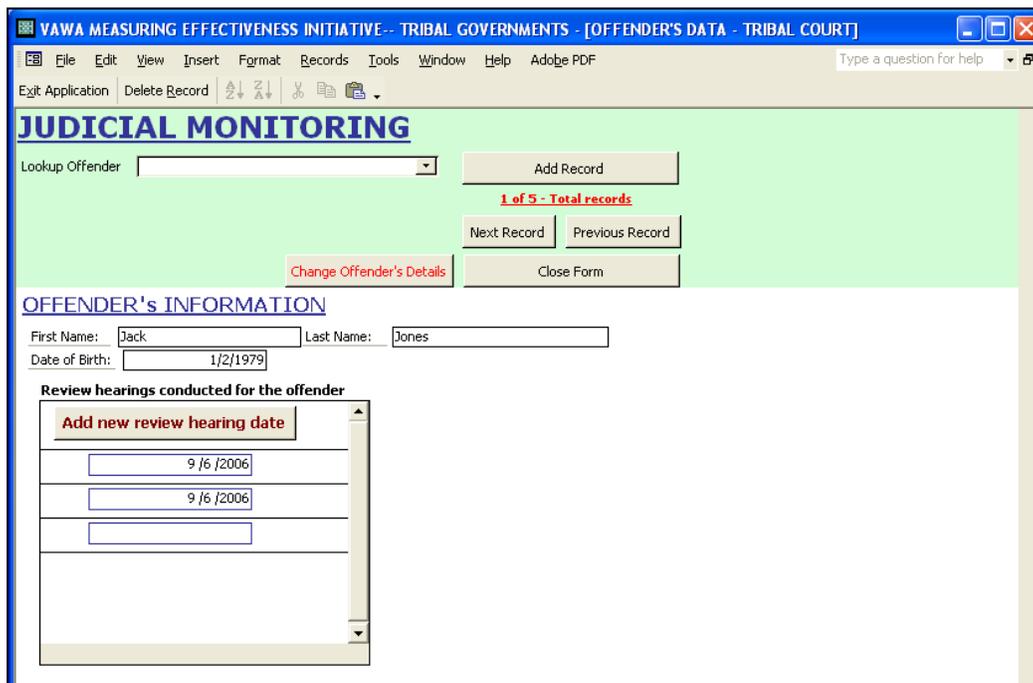


Figure 43

YAWA MEASURING EFFECTIVENESS INITIATIVE-- TRIBAL GOVERNMENTS - [OFFENDER'S DATA - TRIBAL COURT]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Type a question for help

Exit Application Delete Record

### JUDICIAL MONITORING

Lookup Offender  Add Record

1 of 5 - Total records

Next Record Previous Record

Change Offender's Details Close Form

### OFFENDER'S INFORMATION

First Name: Jack Last Name: Jones

Date of Birth: 1/2/1979

Review hearings conducted for the offender

Add new review hearing date

9 /6 /2006
9 /6 /2006

Figure 44

YAWA MEASURING EFFECTIVENESS INITIATIVE-- TRIBAL GOVERNMENTS - [OFFENDER'S DATA - TRIBAL COURT]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Type a question for help

Exit Application Delete Record

### JUDICIAL MONITORING

Lookup Offender  Add Record

1 of 5 - Total records

Next Record Previous Record

Change Offender's Details Close Form

### OFFENDER'S INFORMATION

First Name: Jack Last Name: Jones

Date of Birth: 1/2/1979

Review hearings conducted for the offender

Add new review hearing date

9 /6 /2006
9 /6 /2006

## Violations (Q58)

### To Enter Violations:

1. Click *Add new violation* (Figure 45).

Figure 45

Violation	Disposition date	No action taken	Verbal/written warning	Fine	Conditions added	Partial revocation of probation	Probation revoked/incarcerated
Failure to attend mandated offender treatment (does not include BIP)	9 /9 /2008	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Failure to attend mandated offender treatment (does not include BIP)	9 /9 /2008	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Failure to attend mandated offender treatment (does not include BIP)	6 /6 /2008	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Failure to attend mandated offender treatment (does not include BIP)	6 /6 /2007	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New criminal behavior	9 /9 /2006	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Failure to attend mandated offender treatment (does not include BIP)	6 /6 /2006	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Failure to attend mandated batterers intervention program (BIP)	9 /9 /2005	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Failure to attend mandated batterers intervention program (BIP)	9 /9 /2005	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Failure to attend mandated offender treatment (does not include BIP)	6 /6 /2005	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Failure to attend mandated batterers intervention program (BIP)	12/15/2004	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Protection order	6 /6 /2004	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Failure to attend mandated offender treatment (does not include BIP)	9 /6 /1990	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Select a violation from the drop down menu.
3. Enter the *Disposition date*.
4. Check the disposition(s) that apply.
5. Click *Close Form* to return to the *Open Forms Window*.

### To edit Tribal Courts Violations:

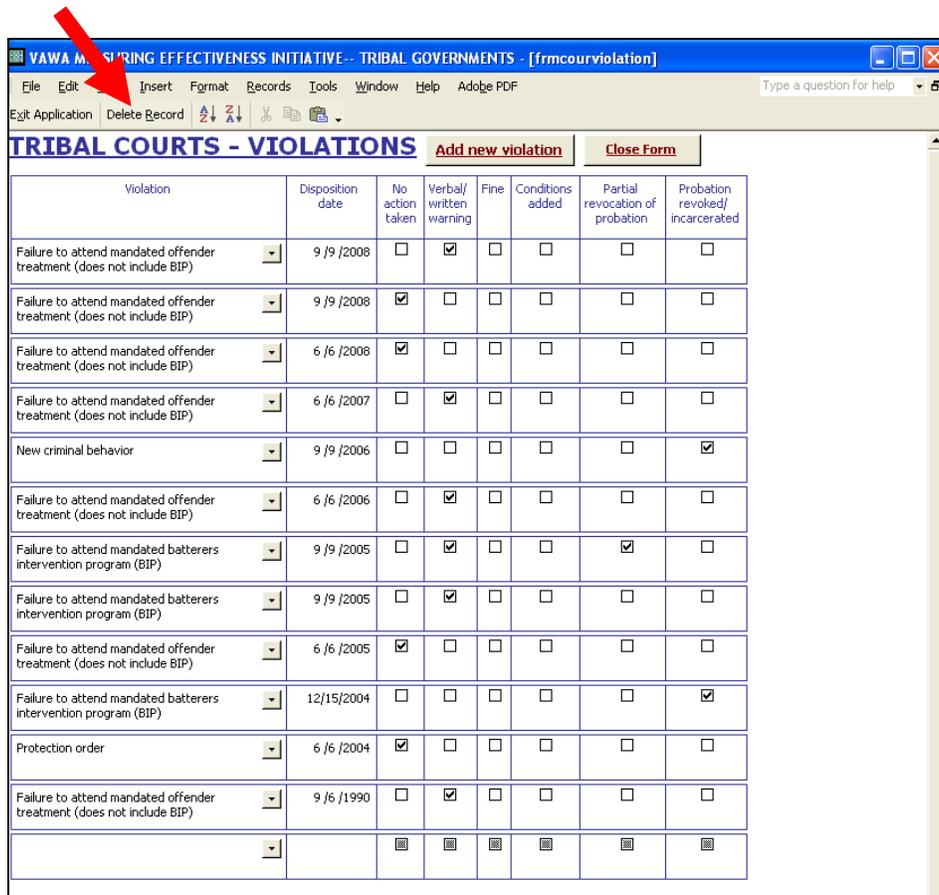
1. Violations will be listed in order of date beginning with the most recent.
2. To edit the *Violation*, click the drop down menu and select a different activity.
3. To edit the *Date*, click in the date box and type in a new date.
4. To edit *Dispositions*, click the check boxes to select the desired disposition.

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

**To delete a Tribal Courts Violation:**

1. Click in the *Violation box* you want to delete. Make sure the cursor is on the violation you want to delete.
2. Click *Delete Record* (Figure 46) on the toolbar. This will delete that violation only.

**Figure 46**



## Victim/Survivor Referrals to Victim Services (Q59)

### To Enter Victim/Survivor Referrals to Victim Services:

1. Click *Add new referral(s)* (Figure 47).

Figure 47

Referred to	Date	Number of referrals
Non-tribal victim services	9 /9 /2007	6
Non-tribal victim services	6 /6 /2007	6
Tribal victim services	6 /6 /2006	6
Tribal victim services	6 /6 /2006	6
Tribal victim services	6 /6 /2006	6
Non-tribal victim services	6 /6 /2005	6
		1

2. Select referral from the *Referred to* dropdown menu.
3. Enter the *Date*.
4. Enter the *Number of referrals*.
5. Click *Close Form* to return to the *Open Forms Window*.

### To edit Tribal Courts Referral Services:

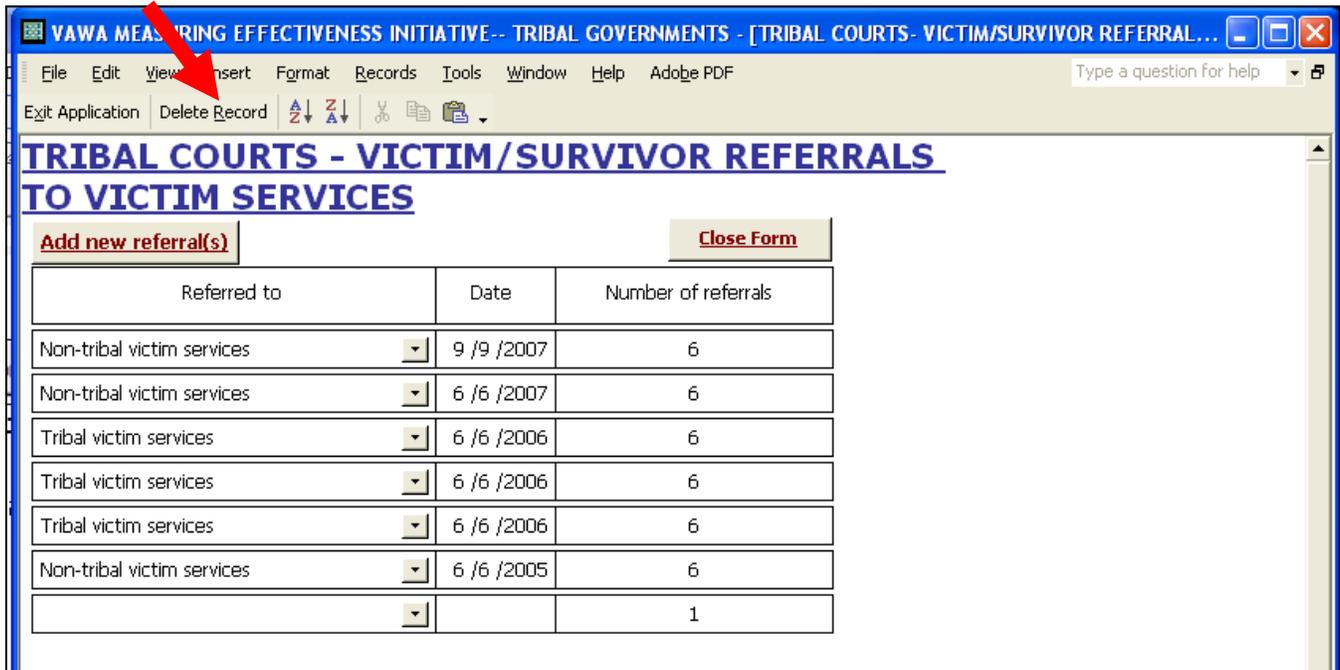
1. Referrals will be listed in order of date beginning with the most recent.
2. To edit the service, click the drop down menu and select a different service.
3. To edit the *Date*, click in the date box and type in a new date.
4. To edit *Number of referrals*, click number and type in the desired number of referrals.

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

## To delete a Tribal Court Referral:

1. Click in the *Referred to* box of the service you want to delete. Make sure the cursor is on the referral you want to delete.
2. Click *Delete Record* (Figure 48) on the toolbar. This will delete that referral only.

Figure 48



The screenshot shows a web application window with a menu bar (File, Edit, View, Insert, Format, Records, Tools, Window, Help, Adobe PDF) and a toolbar containing 'Exit Application', 'Delete Record', and other icons. A red arrow points to the 'Delete Record' button. The main content area displays a table with the following data:

Referred to	Date	Number of referrals
Non-tribal victim services	9 /9 /2007	6
Non-tribal victim services	6 /6 /2007	6
Tribal victim services	6 /6 /2006	6
Tribal victim services	6 /6 /2006	6
Tribal victim services	6 /6 /2006	6
Non-tribal victim services	6 /6 /2005	6
		1

## Civil Protection orders (Q60)

### To Enter Civil Protection Orders:

1. Click *Add new* (Figure 49).

Figure 49

Domestic violence/dating violence	Date	Number of Protection Order(s) requested/granted
Final Protection Order granted	9 /10/2006	4
Final Protection Order granted	9 /9 /2006	4
Final Protection Order requested	9 /9 /2005	4
		1

2. Select protection order from the *Domestic violence/dating violence* dropdown menu.
3. Enter the *Date*.
4. Enter the *Number of Protection Order(s) requested/granted*.
5. Click *Close Form* to return to the *Open Forms Window*.

### To edit Tribal Courts Civil Protection Orders:

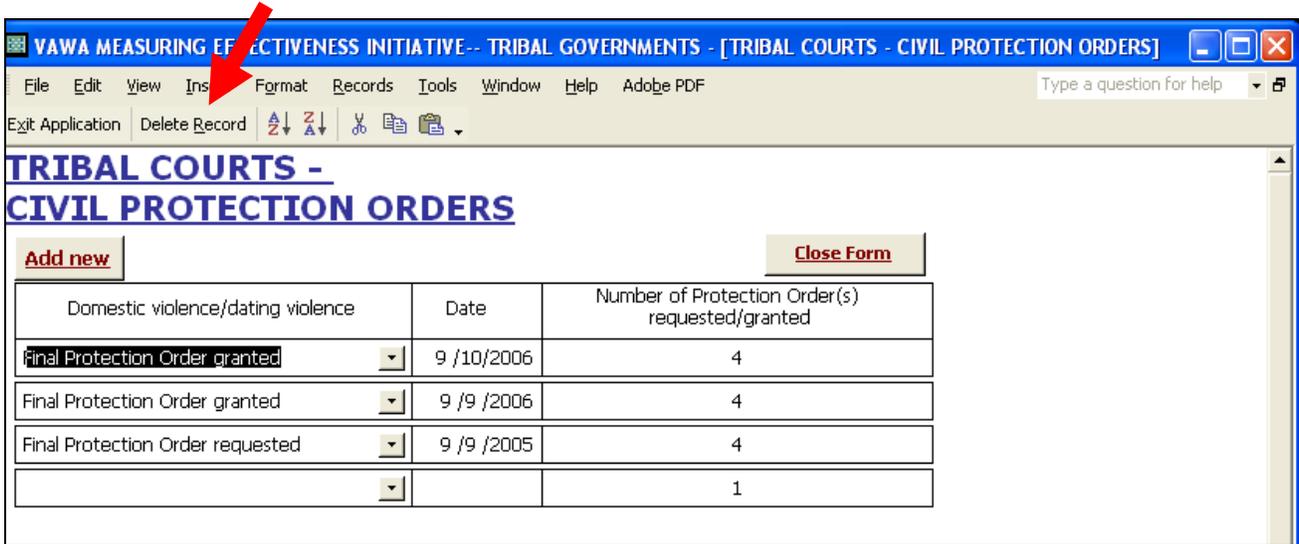
1. Services will be listed in order of date beginning with the most recent.
2. To edit the protection order, click the drop down menu and select a different protection order.
3. To edit the *Date*, click in the date box and type in a new date.
4. To edit *Number of Protection Order(s) requested/granted*, click number and type in the desired number requested/granted.

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

**To delete a Tribal Courts Civil Protection Order:**

1. Click in the *Domestic violence/dating violence* box of the protection order you want to delete. Make sure the cursor is on the protection order you want to delete.
2. Click *Delete Record* (Figure 50) on the toolbar. This will delete that protection order only.

**Figure 50**



## Criminal Protection Orders (Q61)

### To Enter Criminal Protection Orders:

1. Click *Add new Activity* (Figure 51).

Figure 51

Activity	Date	Number of Protection Order(s) requested/granted
Protection order requested	9 /9 /2007	6
Protection order requested	9 /9 /2007	6
Protection order granted	9 /9 /2006	6
Protection order requested	9 /9 /2006	6
Protection order granted	6 /6 /2006	6
		1

2. Select protection order from the *Activity* dropdown menu.
3. Enter the *Date*.
4. Enter the *Number of Protection Order(s) requested/granted*.
5. Click *Close Form* to return to the *Open Forms Window*.

### To edit Tribal Courts Criminal Protection Orders:

1. Activities will be listed in order of date beginning with the most recent.
2. To edit the protection order, click the drop down menu and select a different protection order.
3. To edit the *Date*, click in the date box and type in a new date.
4. To edit *Number of Protection Order(s) requested/granted*, click number and type in the desired number requested/granted.

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

**To delete a Tribal Court Criminal Protection Order:**

1. Click in the *Activity* box of the protection order you want to delete. Make sure the cursor is on the activity you want to delete.
2. Click *Delete Record* (Figure 52) on the toolbar. This will delete that activity only.

**Figure 52**

Activity	Date	Number of Protection Order(s) requested/granted
Protection order requested	9 /9 /2007	6
Protection order requested	9 /9 /2007	6
Protection order granted	9 /9 /2006	6
Protection order requested	9 /9 /2006	6
Protection order granted	6 /6 /2006	6
		1

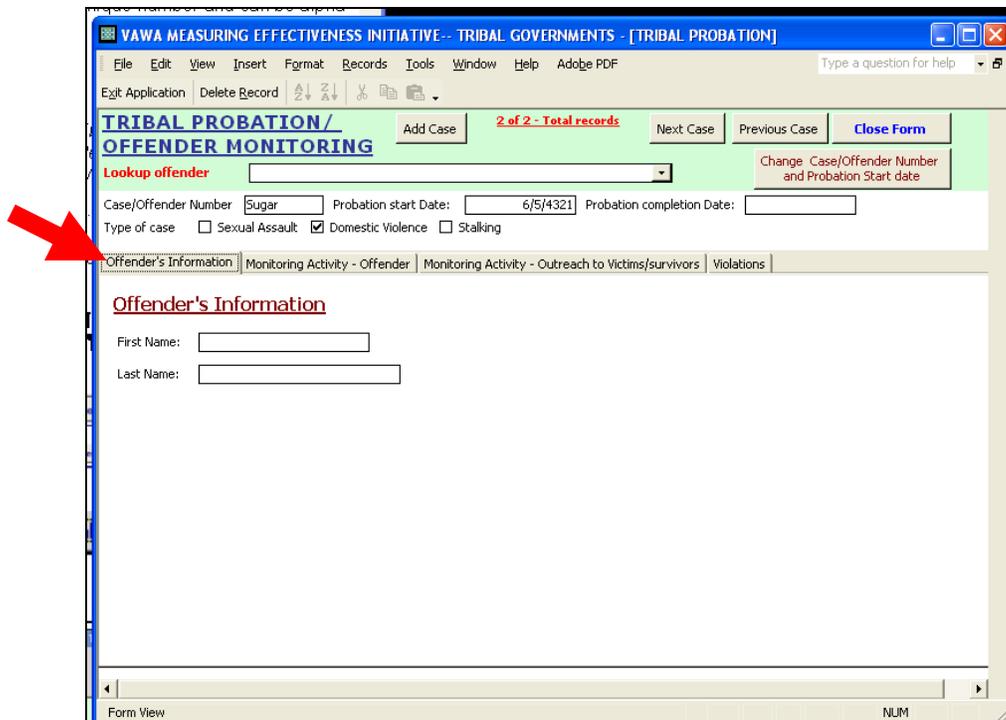
<b>E4. Tribal Probation/Offender Monitoring (Q63, Q64, Q65)</b>	
<b>Victim/Survivor Data - For Tribal Probation</b>	<b>Victim/Survivor Referrals to Victim Services (Q66)</b>

**E4. Tribal Probation/Offender Monitoring (Q63, Q64, Q65)**

**To Enter Tribal Probation/Offender Monitoring Information:**

1. To enter a new offender, click *Add case*.
2. Enter *Case/Offender Number*. This should be a unique number and can be alpha-numeric.
3. Enter *Probation Start Date*.
4. Select *Type of case*.
5. Click *Save* to save the record and return to the *Tribal Probation/Offender Monitoring* window. OR Click *Go Back Without Saving this Record* to return to the *Tribal Probation/Offender Monitoring* window without saving the record.
6. To enter probation/offender monitoring information, click on the *Offender Information* tab (Figure 53) to enter *First Name* and *Last Name*.

**Figure 53**



7. To enter an offender monitoring activity, select *Monitoring Activity – Offender* tab (Figure 54).
8. Select *Activity* from the drop down menu.

9. Enter the *Date of the Activity*.

Figure 54

Activity	Date of the Activity
Telephone contact with offender	6/5/4321

10. To enter the monitoring activity of outreach to victims/survivors, select *Monitoring Activity – Outreach to Victims/survivors* tab (Figure 55).

Select *Victim/Survivor Number* from the drop down menu. If the victim/survivor is not listed in the drop-down list then she/he is new to the database and her/his information must be entered in the database. Double click in the *Victim/Survivor* field and the *Victim/Survivor's Family Member Information* form will open. Enter the information on this form and click the *Save and Close button*. When finished, click *Save this Record*. **This method can only be used to add a new victim/survivor's information. To edit an existing victim/survivor's information, you will have to open Victim/Survivor data – for Tribal Population from the Open Forms Window and follow instructions from the following pages on how "To review or edit Victim/survivor information" section.**

11. Enter the *Date of the Activity*.

Figure 55

VAWA MEASURING EFFECTIVENESS INITIATIVE-- TRIBAL GOVERNMENTS - [TRIBAL PROBATION]

File Edit View Insert Format Records Tools Window Help Adobe PDF Type a question for help

Exit Application Delete Record [Icons]

**TRIBAL PROBATION/OFFENDER MONITORING** Add Case 2 of 2 - Total records Next Case Previous Case Close Form

Lookup offender [Dropdown]

Change Case/Offender Number and Probation Start date

Case/Offender Number: Sugar Probation start Date: 6/5/4321 Probation completion Date: [Text Box]

Type of case  Sexual Assault  Domestic Violence  Stalking

Offender's Information | Monitoring Activity - Offender | Monitoring Activity - Outreach to Victims/survivors | Violations

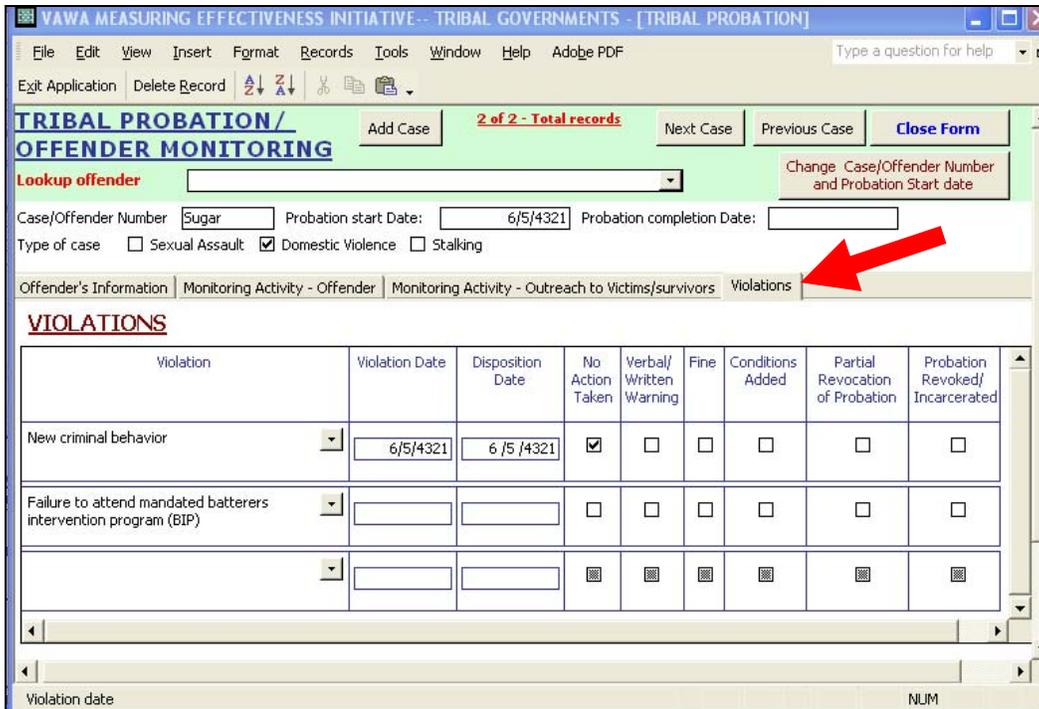
Monitoring Activity - Outreach to Victims/survivors

Activity	Victim/Survivor Number	Date of the Activity
Outreach to victims/survivors	[Dropdown]	[Text Box]
Outreach to victims/survivors	[Dropdown]	[Text Box]

Victim/survivor number NUM

12. To enter violations, select *Violations* tab (Figure 56).
13. Select *Violation* from the drop down menu.
14. Enter the *Violation Date*.
15. Enter the *Disposition Date*.
16. Select the disposition(s) check boxes.
17. Click *Close Form* to return to the *Open Forms Window*.

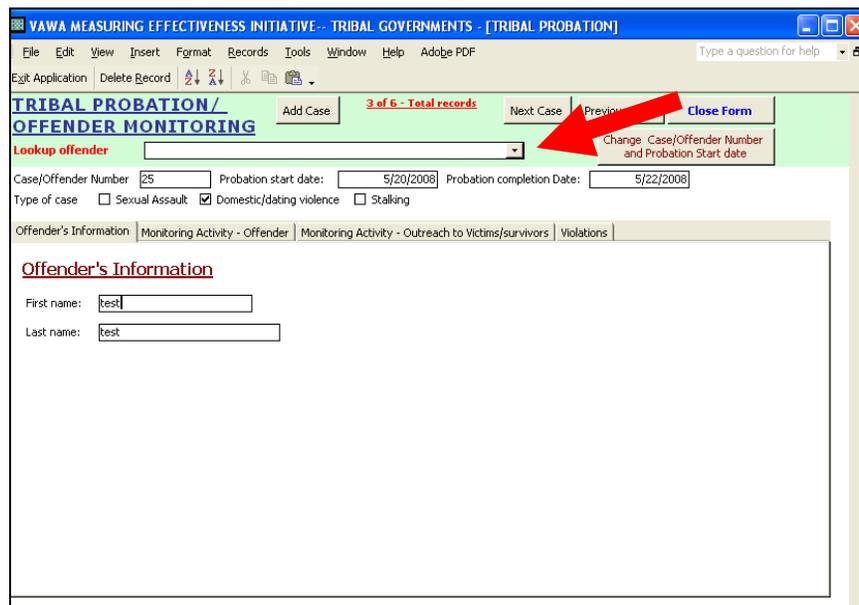
Figure 56



**To review or edit Offender's Information**

1. To modify case/offender number and probation start date, click *Change Case/Offender Number and Probation Start date*.
2. Navigate through records by clicking *Next Case* and *Previous Case*. OR In the green area, use the mouse to click on the arrow at the end of the *Lookup Offender* field (Figure 57) to open the pull-down menu listing all previously entered offenders. Click on the offender you want to edit.

Figure 57

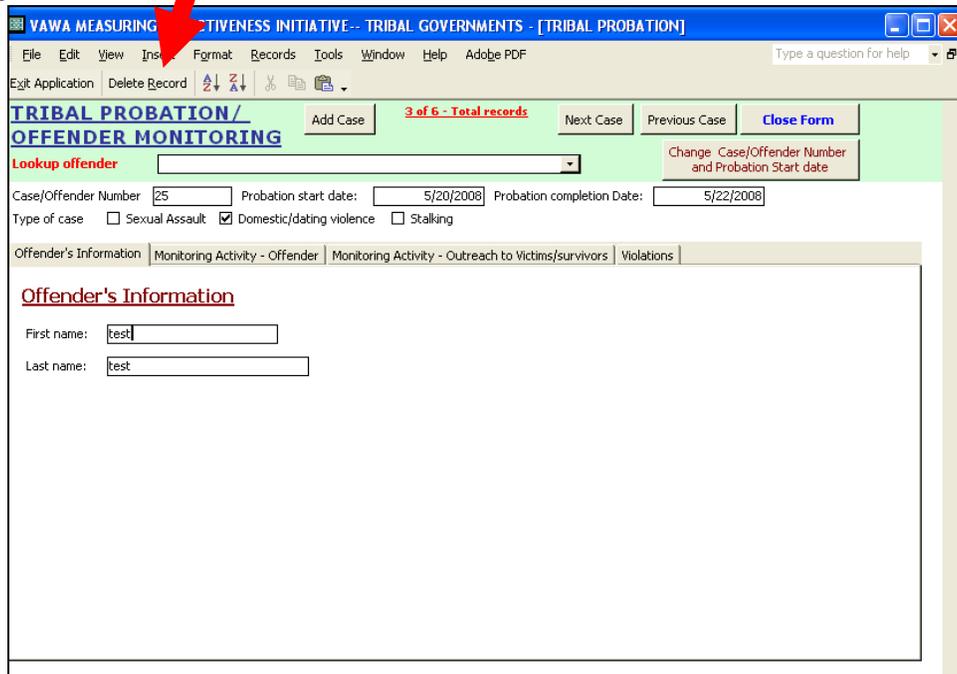


3. Click on the *Offender's Information* tab.
4. To edit information, click in the box and type in the desired edited information.

### To delete case/Offender's Information

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup Offender* field to open the pull-down menu listing all previously entered offenders. Click on the case/offender number you want to delete. Make sure the cursor is on the case/offender's number you want to delete.
2. Click *Delete Record* (Figure 58) on the toolbar. This will delete all the information on the case/offender.

Figure 58



### To review or edit Monitoring Activity – Offender

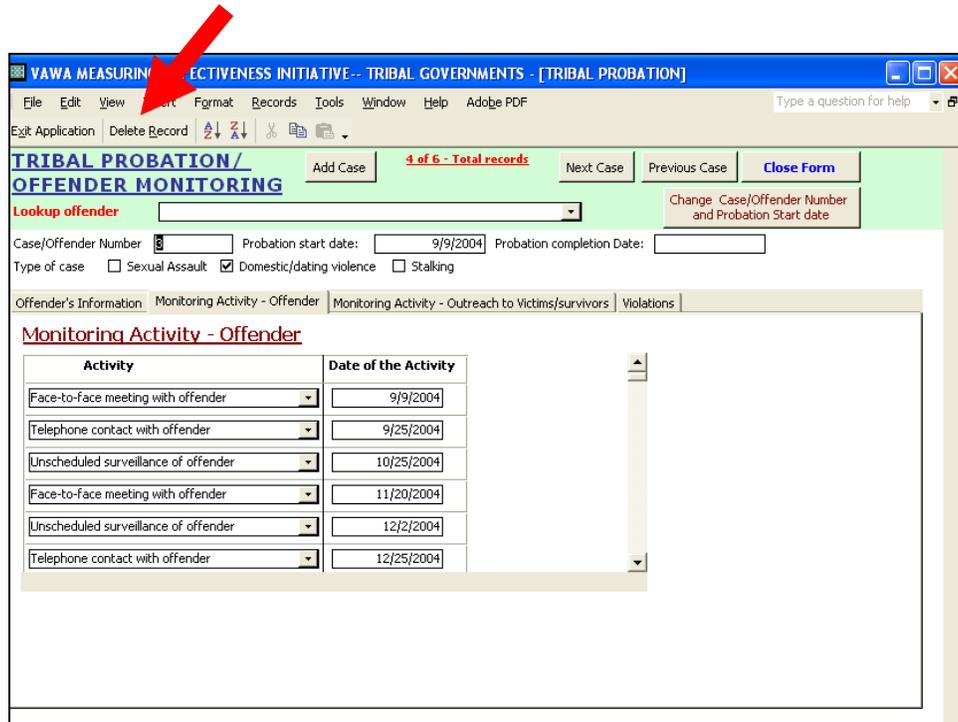
1. Navigate through records by clicking *Next Record* and *Previous Record*. OR In the green area, use the mouse to click on the arrow at the end of the *Lookup Offender* field to open the pull-down menu listing all previously entered offenders. Click on the offender you want to edit.
2. To edit activity, click the drop down menu and select a different activity.
3. To edit the *Date*, click in the date box and type in a new date.

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

**To delete a Monitoring Activity:**

1. Click in the *Activity* box of the monitoring activity you want to delete. Make sure the cursor is on the activity you want to delete.
2. Click *Delete Record* (Figure 59) on the toolbar. This will delete that activity only.

Figure 59



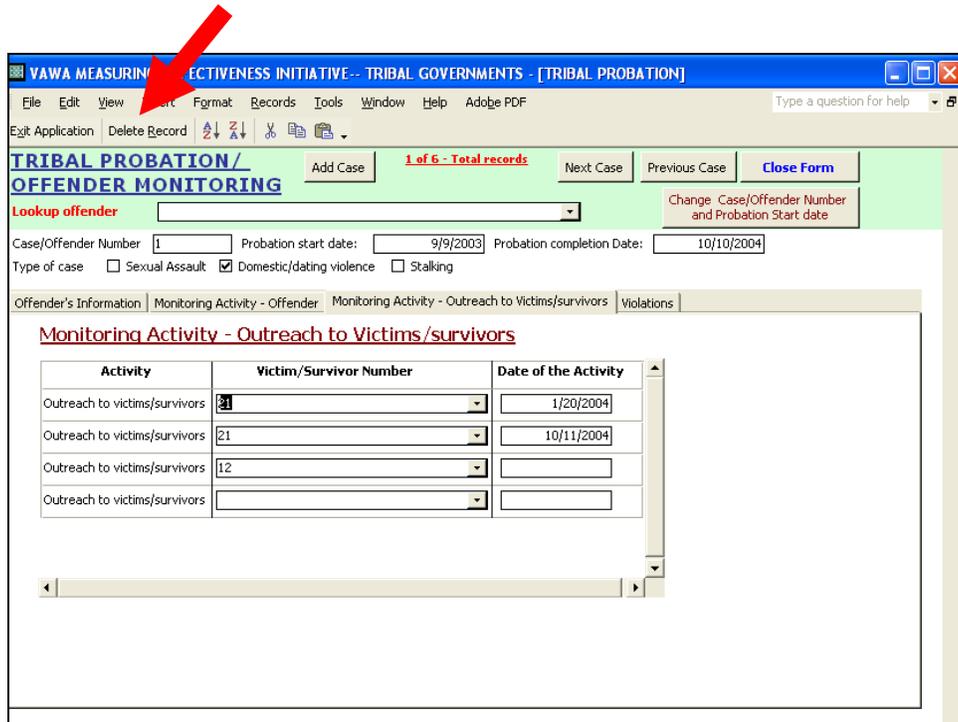
### To review or edit Monitoring Activity – Outreach to Victims/survivors

1. Navigate through records by clicking *Next Record* and *Previous Record*. OR In the green area, use the mouse to click on the arrow at the end of the *Lookup Offender* field to open the pull-down menu listing all previously entered offenders. Click on the offender you want to edit.
2. To edit the *Date*, click in the date box and type in a new date.

### To delete Monitoring Activity – Outreach to Victims/survivors

1. Click in the *Date Activity* box of the monitoring activity you want to delete. Make sure the cursor is on the activity date you want to delete.
2. Click *Delete Record* (Figure 60) on the toolbar. This will delete that activity only.

Figure 60



### To review or edit Violations

1. Navigate through records by clicking *Next Record* and *Previous Record*. OR In the green area, use the mouse to click on the arrow at the end of the *Lookup Offender* field to open the pull-down menu listing all previously entered offenders. Click on the offender you want to edit.
2. Violations will be listed in order of date beginning with the most recent.
3. To edit a violation, click the drop down menu and select a different violation.
4. To edit the *Date*, click in the date box and type in a new date.
5. Use the mouse to select the check boxes for the desired disposition(s).

### To delete Violations

1. Click in the *Violation* box of the monitoring activity you want to delete. Make sure the cursor is on the violation you want to delete.
2. Click *Delete Record* (Figure 61) on the toolbar. This will delete that violation only.

Figure 61

**VAWA MEASURING EFFECTIVENESS INITIATIVE-- TRIBAL GOVERNMENTS - [TRIBAL PROBATION]**

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record [Icons]

**TRIBAL PROBATION/OFFENDER MONITORING** Add Case **1 of 6 - Total records** Next Case Previous Case Close Form

Lookup offender [Dropdown]

Change Case/Offender Number and Probation Start date

Case/Offender Number: 1 Probation start date: 9/9/2003 Probation completion Date: 10/10/2004

Type of case:  Sexual Assault  Domestic/dating violence  Stalking

Offender's Information | Monitoring Activity - Offender | Monitoring Activity - Outreach to Victims/survivors | **Violations**

**VIOLATIONS**

Violation	Violation Date	Disposition Date	No Action Taken	Verbal/Written Warning	Fine	Conditions Added	Partial Revocation of Probation	Probation Revoked/Incarcerated
New criminal behavior	9/9/2007		<input type="checkbox"/>	<input type="checkbox"/>				
			<input type="checkbox"/>	<input type="checkbox"/>				

## Victim/Survivor Data - For Tribal Probation

### To enter a New Victim/survivor:

1. Click the *Add Record* button (Figure 62).

Figure 62

YAWA MEASURING EFFECTIVENESS INITIATIVE-- TRIBAL GOVERNMENTS - [VICTIM/SURVIVOR'S DATA - TRIBAL PROBATION]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record

### VICTIM/SURVIVOR INFORMATION

Lookup Victim/Survivor

1 of 7 - Total records

Victim/Survivor Number (required):

First Name:  Last Name:

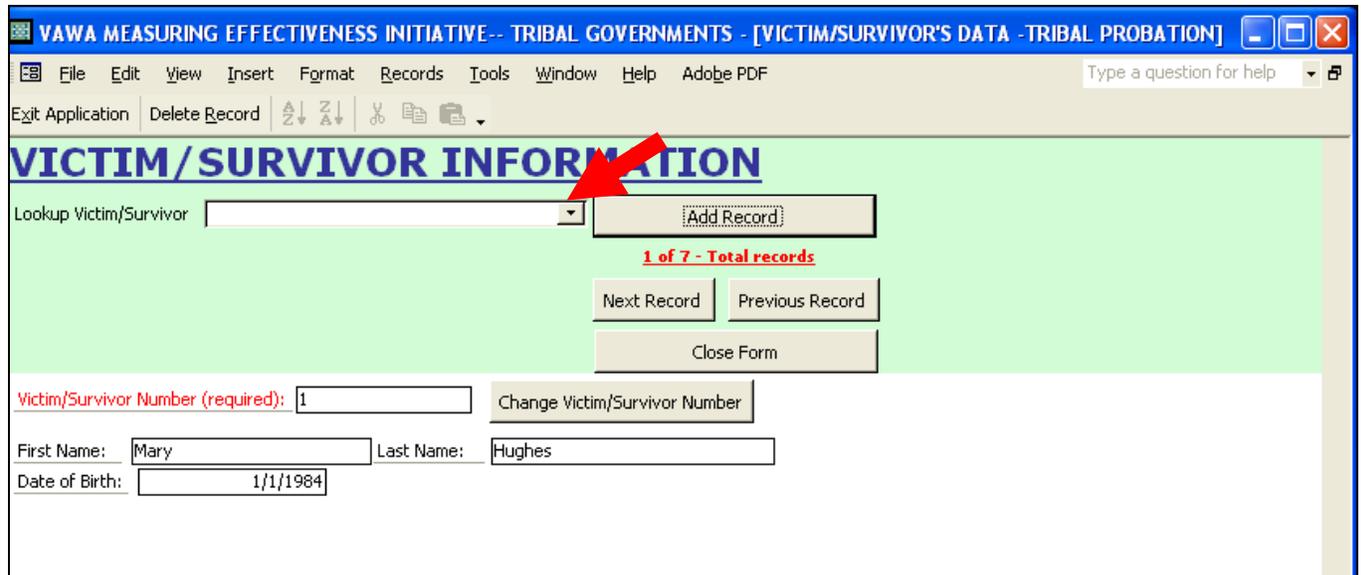
Date of Birth:

2. Enter the *Victim/Survivor Number*. This should be unique number and can be alpha-numeric.
3. Enter the victim/survivor's *First Name*, *Last Name*, and *Date of Birth*. These fields are optional.
4. Click the *Save* button to Save or click *Go Back Without Saving* if you do not wish to save this record.
5. When finished, continuing adding victims/survivors, or click on *Close Form* to return to the *Open Forms Window*.

### To review or edit Victim/survivor information:

1. To modify victim/survivor number, click the *Change Victim/Survivor Number* button to edit victim/survivor information.
2. Navigate through records by clicking *Next Record* and *Previous Record*. OR In the green area, use the mouse to click on the arrow at the end of the *Lookup Victim/Survivor* field (Figure 63) to open the pull-down menu listing all previously entered victims/survivors. Click on the victim/survivor you want to edit.

Figure 63

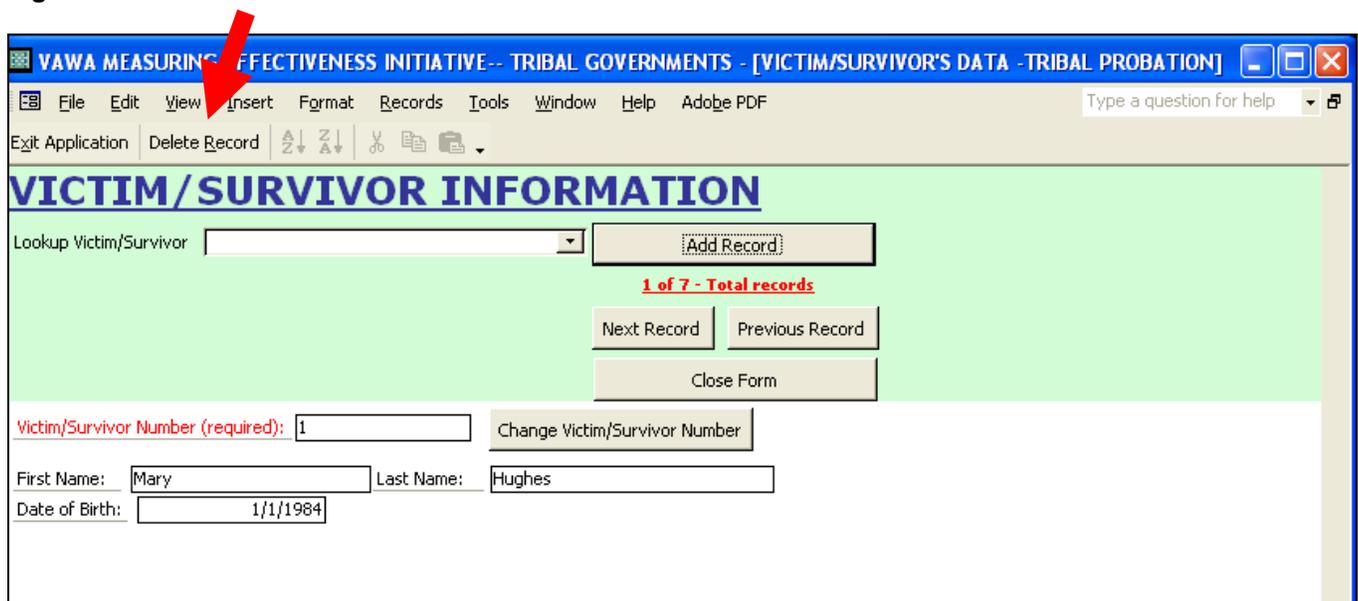


3. To edit information, click in the box and type in the desired edited information.

### To delete Victim/Survivor's Information

1. Navigate through records by clicking *Next Record* and *Previous Record*. OR In the green area, use the mouse to click on the arrow at the end of the *Lookup Victim/Survivor* field (Figure 64) to open the pull-down menu listing all previously entered victims/survivors. Click on the victim/survivor you want to delete.
2. Click *Delete Record* (Figure 64) on the toolbar.

Figure 64



## Victim/Survivor Referrals to Victim Services (Q66)

### To Enter Victim/Survivor Referrals to Victim Services:

1. Click *Add new referral(s)* (Figure 65).

Figure 65

Referred to	Date	Number of referrals
Tribal victim services	9 /9 /2007	7
Tribal victim services	9 /9 /2007	7
Non-tribal victim services	9 /9 /2007	7
Tribal victim services	9 /9 /2007	7
Tribal victim services	9 /9 /2007	7
Tribal victim services	9 /9 /2005	7
		1

2. Select referral from the *Referred to* dropdown menu.
3. Enter the *Date*.
4. Enter the *Number of referrals*.
5. Click *Close Form* to return to the *Open Forms Window*.

### To edit Tribal Probation Referrals:

1. Referrals will be listed in order of date beginning with the most recent.
2. To edit the referral, click the drop down menu and select a different referral.
3. To edit the *Date*, click in the date box and type in a new date.
4. To edit *Number of referrals*, click number and type in the desired number of referrals.

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

### To delete a Tribal Probation Referrals:

1. Click in the *Referred to* box of the service you want to delete. Make sure the cursor is on the service you want to delete.

2. Click *Delete Record* (Figure 66) on the toolbar. This will delete that referral only.

Figure 66

The screenshot shows a web application window with the following elements:

- Window Title: VAWA MEASURING EFFECTIVENESS INITIATIVE-- TRIBAL GOVERNMENTS - [TRIBAL PROBATION/OFFENDER MONITORING ...]
- Menu Bar: File, Edit, View, Insert, Format, Records, Tools, Window, Help, Adobe PDF
- Search Bar: Type a question for help
- Toolbar: Exit Application, Delete Record, and several icons for editing and navigation.
- Section Header: **TRIBAL PROBATION/OFFENDER MONITORING - VICTIM/SURVIVOR REFERRALS TO VICTIM SERVICES**
- Buttons: **Add new referral(s)** and **Close Form**
- Table:

Referred to	Date	Number of referrals
Tribal victim services	9 /9 /2007	7
Tribal victim services	9 /9 /2007	7
Non-tribal victim services	9 /9 /2007	7
Tribal victim services	9 /9 /2007	7
Tribal victim services	9 /9 /2007	7
Tribal victim services	9 /9 /2005	7
		1

## E5. Batterer Intervention Program (BIP) (Q68, Q69)

### To enter Batterer Information Program (BIP) Information:

1. Click the *Add Record* button (Figure 67).

Figure 67

BIP start Date	BIP end Date	OUTCOME			
		Completed program	Terminated from program	Returned to program after termination	Other
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

2. Enter the offender's *First Name*, *Last Name*, and *Date of Birth*
3. To return to the Batterer Information Program (BIP) Information page, click the *Save* button to Save OR click *Go Back Without Saving* if you do not wish to save this record.
4. Enter *BIP start Date*
5. Enter *BIP end Date* (if ended).
6. If ended, select an outcome by clicking the appropriate checkbox.
7. Click *Close Form* to return to the *Open Forms Window*.

### To edit Batterer Intervention Program (BIP) Offender's Information:

1. Navigate through records by clicking *Next Record* and *Previous Record*. OR In the green area, use the mouse to click on the arrow at the end of the *Lookup Offender* field to open the pull-down menu listing all previously entered offenders. Click on the offender you want to review.
2. To edit offender details, click the *Change Offender Details* button (Figure 68).

3. To edit the *Date*, click in the date box and type in a new date.
4. To edit *Outcome*, click the desired edited checkbox.

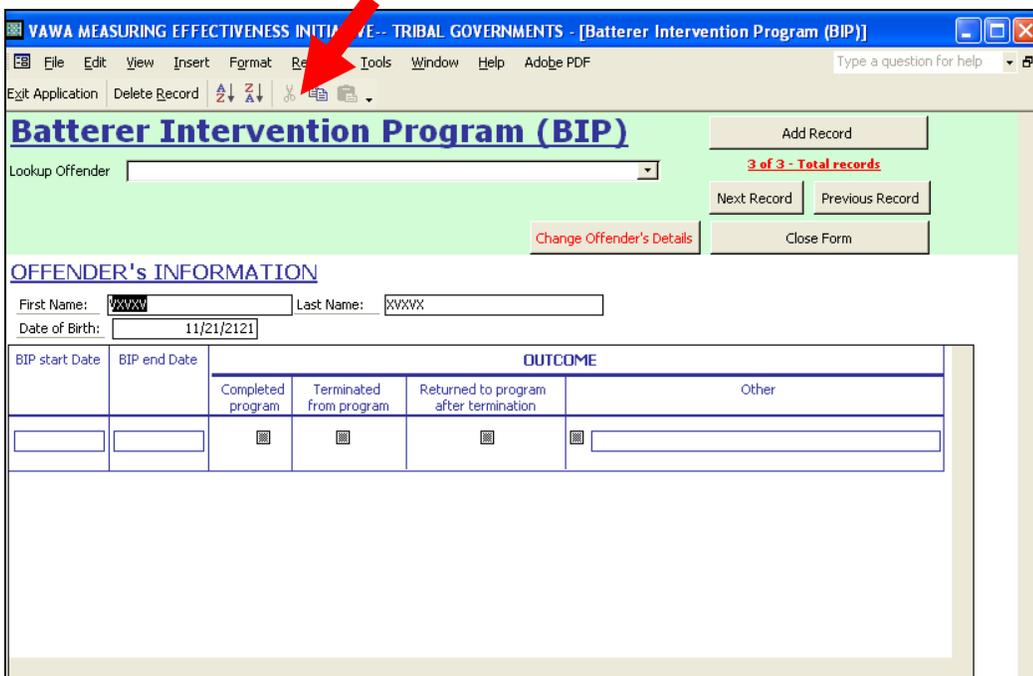
**\*\*While editing existing data, the database will automatically save the changes you make.\*\***

**Figure 68**

**To delete Batterer Intervention Program (BIP) Offender’s Information:**

1. Navigate through records by clicking *Next Record* and *Previous Record*. OR In the green area, use the mouse to click on the arrow at the end of the *Lookup Offender* field to open the pull-down menu listing all previously entered offenders. Click on the offender you want to delete.
2. To delete an offender, click place your cursor on the offender you want to delete and click *Delete Record* (Figure 69). This will delete the offender and all the information related to the offender.

Figure 69



**To Delete an Outcome:**

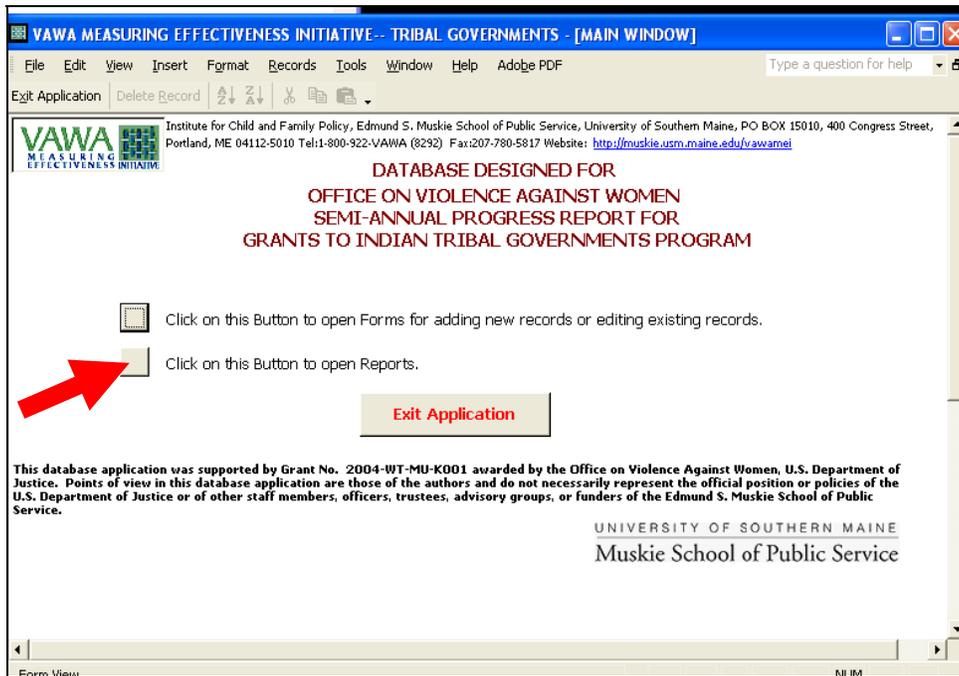
1. Find the offender by using “*Lookup offender*” drop-down-box and then find the BIP outcome you want to delete.
2. Click in the *BIP start Date* box of the service you want to delete.
3. Click *Delete Record* (Figure 69) on the toolbar. This will delete that outcome only.

# GETTING REPORTS

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

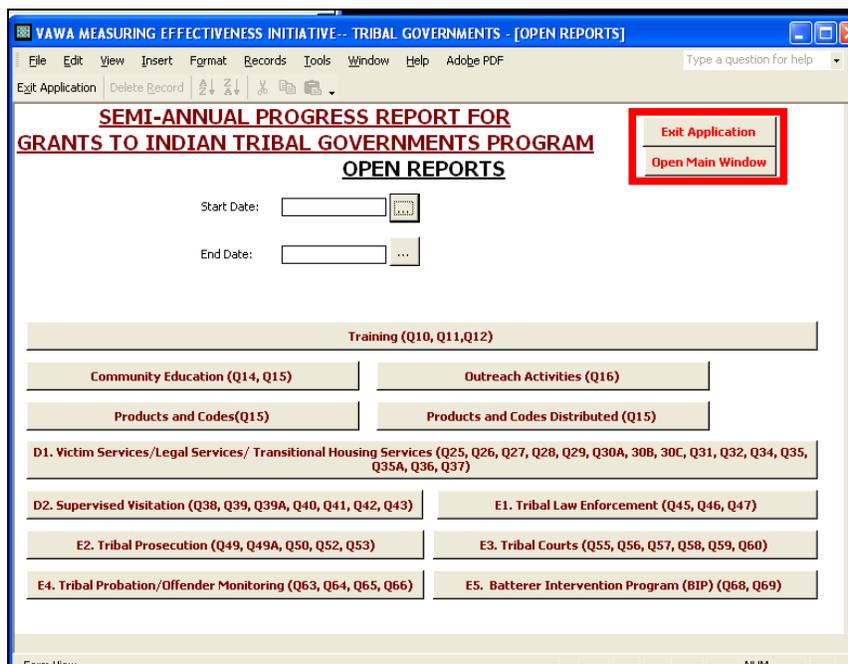
1. From the *Main Window* click on the *Click this Button to open Reports* button on the *Main Window* (Figure 80).

Figure 70



The following page will open (Figure 71):

Figure 71



2. Click on the button next to the *Start Date* field to choose the date from which the report should start or type the start date in the text-box.
3. Click on the button next to the *End Date* field to choose the date from which the report should end or type the end date in the text-box.
4. Select the desired report from the list by clicking on the appropriate button.
5. The selected report will appear automatically. You can either print the report, close the report to return to the screen shown in Figure 71, or click *Exit* to close this application. **Choosing *Exit* will close the entire database application.**

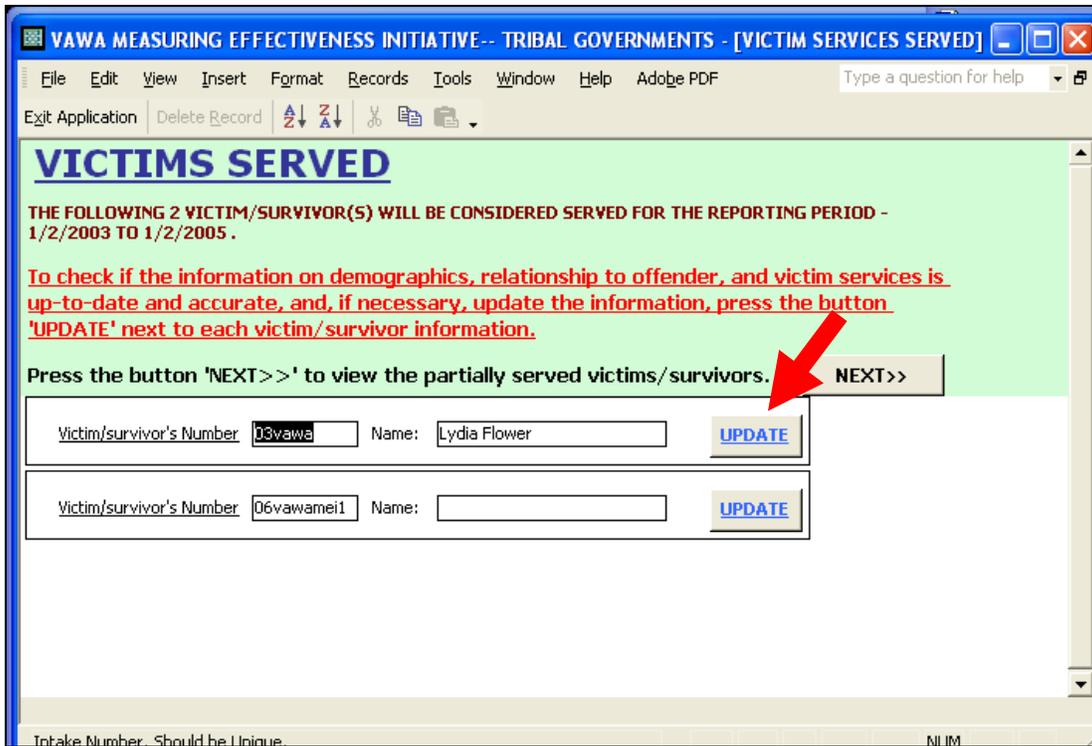
### **Victim Services report**

This is a little different from other reports. Before displaying the report, it shows you the victims/survivors that will be considered “served,” “partially served” and “not served”. These three intermediate forms are ticklers and have been added so that data can be checked and modified before printing the final report. On these forms, data can be modified and the reasons victims/survivors seeking services were “not served” or were “partially served” can be reviewed or entered. Depending on the data, these forms may or may not appear before showing the final report (i.e. if there are no “served” or “partially served” victims/survivors, but there are “not served” victims/survivors during the reporting period selected then only the form showing “not served” victims/survivors will appear on the screen and vice-versa).

\*\*If your data does not include “partially served” victims/survivors or “not served” victims/survivors, neither of these forms will appear and the complete Victim Services report will be shown.

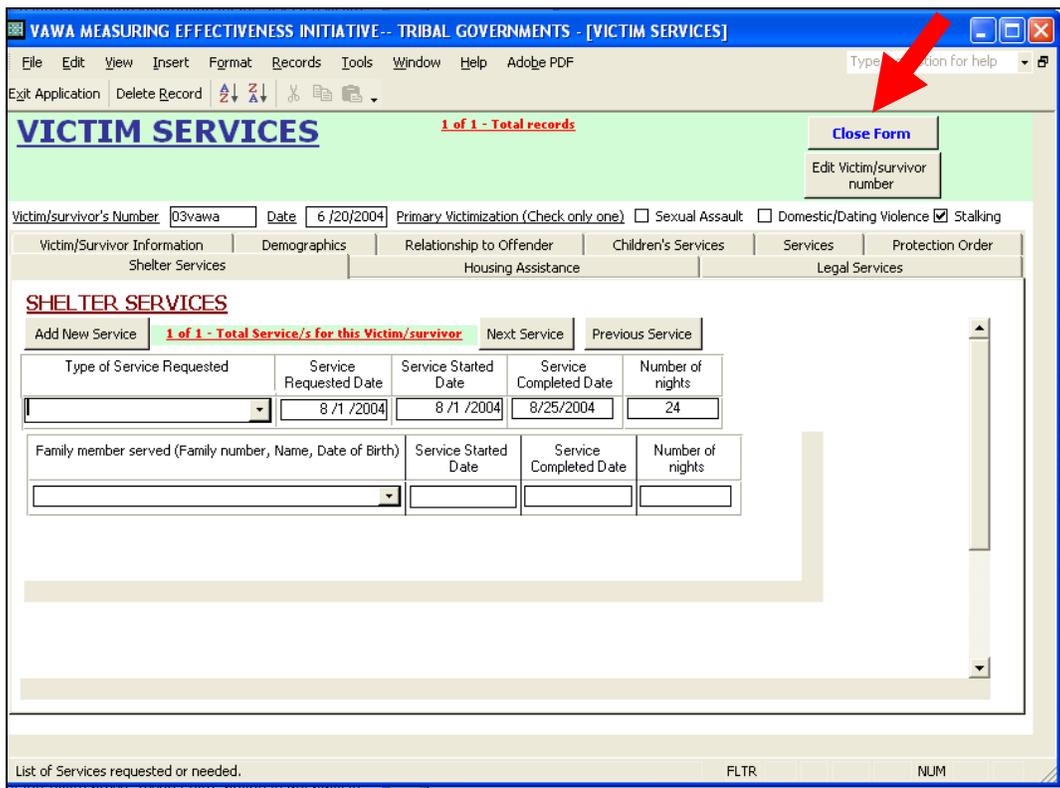
When you click the button *Victim Services* on the *Open Reports* form, if there are victims/survivors who classify as “served,” a new form will open listing victims/survivors who were served during the reporting period selected. To check if the information on demographics, relationship to offender, and victim services is up-to-date and accurate, and, if necessary, update the information, press the button “UPDATE” (Figure 72) next to each victim/survivor name.

Figure 72



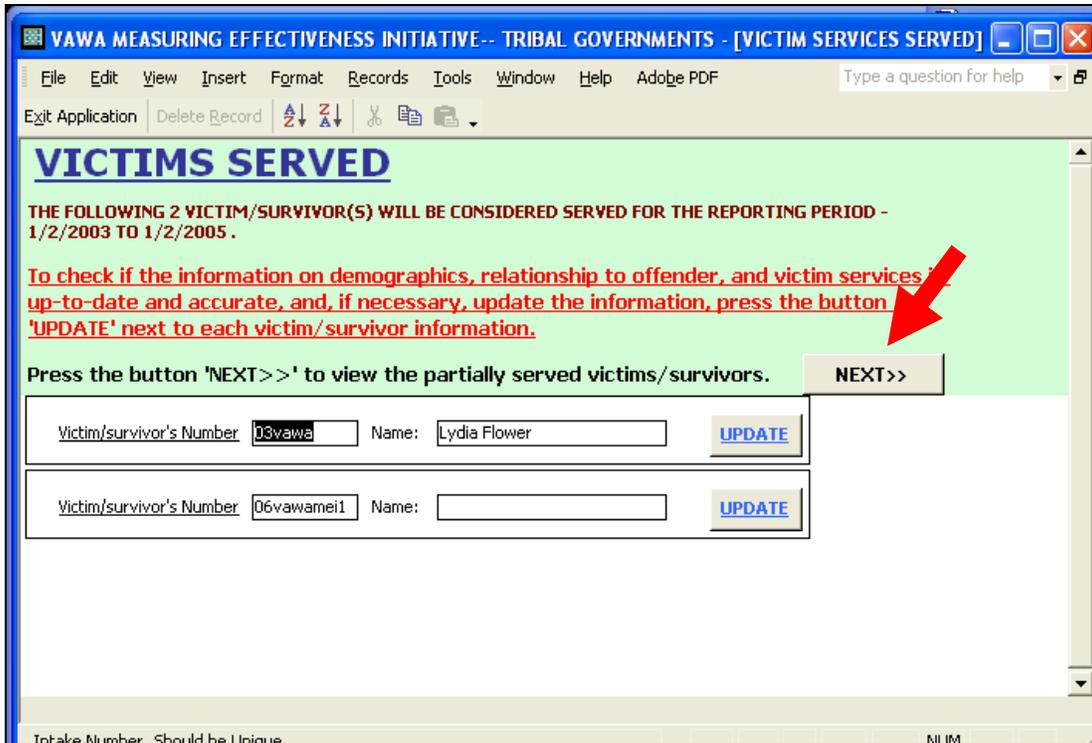
When you click on the 'UPDATE' button, a form displaying information for the selected victim will open. When you complete reviewing and/or updating information for the victim press 'Close Form' button (Figure 74) to get back to the list of all victims who were served.

Figure 74



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

Figure 75



When you click on the *Next Step* 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.

When you click on the *Next Step* 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.

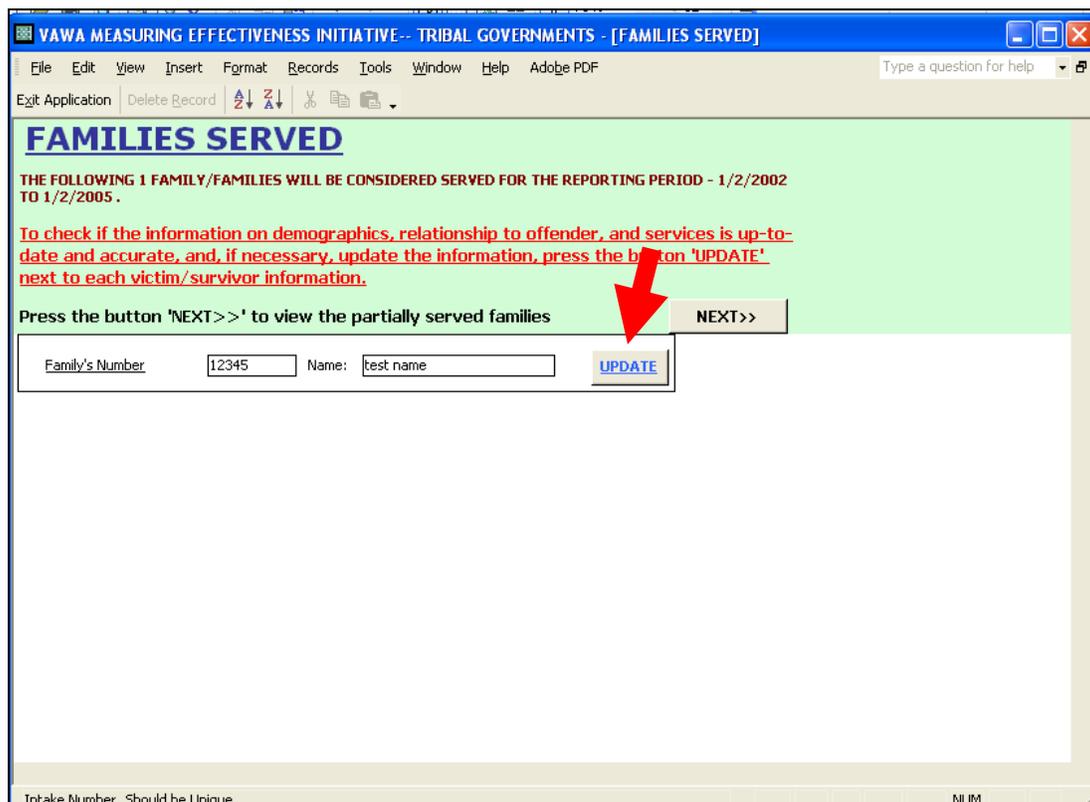
### **Supervised Visitation Report**

This is a little different from other reports. Before displaying the report, it shows you the victims/survivors that will be considered "served," "partially served" and "not served". These three intermediate forms are ticklers and have been added so that data can be checked and modified before printing the final report. On these forms, data can be modified and the reasons families seeking supervised visitation were "not served" or were "partially served" can be reviewed or entered. Depending on the data, these forms may or may not appear before showing the final report (i.e. if there are no "served" or "partially served" families, but there are "not served" families during the reporting period selected then only the form showing "not served" families will appear on the screen and vice-versa).

**\*\*If your data does not include "partially served" families or "not served" families, neither of these forms will appear and the complete Supervised Visitation report will be shown.**

When you click the button *Supervised Visitation* on the *Open Reports* form, if there are families who classify as "served," a new form will open listing families who were served during the reporting period selected. To check if the information on demographics, referral source and primary victimization, and services is up-to-date and accurate, and, if necessary, update the information, press the button "UPDATE" (Figure 76) next to each family name.

**Figure 76**



When you click on the 'UPDATE' button, a form displaying information for the selected family will open. When you complete reviewing and/or updating information for the family press 'Close Form' button (Figure 77) to get back to the list of all families who were served.

Figure 77

VAWA MEASURING EFFECTIVENESS INITIATIVE-- TRIBAL GOVERNMENTS - [SUPERVISED VISITATION]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record

**SUPERVISED VISITATION** 1 of 1 - Total records

Close Form

Edit Family Number

Family Number: 12345 Date: 9/9/2005

Demographics - Children	Referral Source and Primary Victimization	Services	Services terminated or completed
Family Name	Demographics - Custodial Parents	Demographics - Non-Custodial Parents	

Identifying Family Name (optional)

Name: test name

When you have completed this process for all families who classify as "served" for the reporting period selected, click on the button 'NEXT>>' (Figure 78) to view the list of partially served families.

Figure 78

VAWA MEASURING EFFECTIVENESS INITIATIVE-- TRIBAL GOVERNMENTS - [FAMILIES SERVED]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record

**FAMILIES SERVED**

THE FOLLOWING 1 FAMILY/FAMILIES WILL BE CONSIDERED SERVED FOR THE REPORTING PERIOD - 1/2/2002 TO 1/2/2005 .

To check if the information on demographics, relationship to offender, and 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 families

NEXT>>

Family's Number: 12345 Name: test name UPDATE

When you click on the *Next Step* button, if there are families 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, referral source and primary victimization, and services is up-to-date and accurate, and, if necessary, update the information, press the button 'UPDATE' next to each family name. 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 Family,” under the *Supervised Visitation* section.** When you complete reviewing and/or updating information for the family press “Close Form” button to get back to the list of all families who were partially served. When you have completed this process for all families who classify as “partially served” for the reporting period selected, click on the button 'NEXT>>' to view the list of not served families.

When you click on the *Next Step* button, if there are families who are listed as “not served,” a new form will open. The form will list the number of families “not served” during the reporting period selected. To check if the information on demographics, referral source and primary victimization, and services is up-to-date and accurate, and, if necessary, update the information, press the button 'UPDATE' next to each family name. When you click on the “UPDATE” button, a form displaying information for the selected family 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 Family,” under the *Supervised Visitation* section.** When you complete reviewing and/or updating information for the family press “Close Form” button to get back to the list of all families who were partially served. When you have completed this process for all families who classify as “not served” for the reporting period selected, click on the button 'NEXT>>' to view the Report.