



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



## **Sexual Assault Services** **Formula Grant Program** **Database Instruction Manual**

### **Introduction**

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

The VAWA Measuring Effectiveness Initiative at the Muskie School of Public Service, with the Office on Violence Against Women, developed an Annual Progress Reporting Form for Sexual Assault Services Formula Grant Program (SASP) grantees to report their grant-funded activities. SASP grantees are required to submit an Annual Progress Report on activities engaged in from the period January 1 through December 31. This report is filed with OVW using the Office of Justice Program’s Grants Management System (GMS).

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

The database application was supported by Grant No. 2008-TA-AX-K027 awarded by the Office on Violence Against Women, U.S. Department of Justice. Points of view in this

database application are those of the authors and do not necessarily represent the official position or policies of the U.S. Department of Justice or of other staff members, officers, trustees, advisory groups, or funders of the Edmund S. Muskie School of Public Service.

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

Informational Materials – (Q10)

Victim Services – (Q11, Q12, Q13, Q14, Q15, Q16, Q19)

Hotline calls/information and referral – (Q17)

Outreach to victims/survivors – (Q18)

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

**Systems Requirement:**

1. Windows operating system
2. Access 2000 or higher

## TABLE OF CONTENTS

GETTING STARTED.....	4
PART I: DATA ENTRY .....	10
C. Informational Materials .....	11
To enter a New Informational Material: .....	11
To review or edit an Existing Informational Material:.....	12
To delete an Existing Informational Material: .....	12
To delete an Existing Used or Distributed Entry for a specific Informational Material: .....	13
D. Victim Services .....	14
To enter a New Victim/survivor: .....	15
To view all data for an Existing Victim/survivor: .....	17
To review or edit an Existing Victim/survivor:.....	18
To review or edit a Service Provided to an Existing Victim/survivor:.....	18
To delete an Existing Victim/survivor: .....	19
To delete an Existing Service Provided for a specific Victim/survivor: .....	19
To delete an Existing Protection Order for a specific Victim/survivor: .....	20
Secondary Victims Served .....	22
To enter a new Secondary Victim Served: .....	22
To review or edit a Secondary Victim Served: .....	23
To delete a Secondary Victim Served:.....	23
To delete an Existing Date Services Were Provided for a specific Secondary Victim: .....	24
Hotline Calls/Information and Referral.....	25
To enter a Hotline Call/Information and Referral Request:.....	25
To review or edit a Hotline Call/Information and Referral Request: .....	26
To delete a Hotline Call/Information and Referral Request: .....	26
Outreach to Victims/Survivors .....	27
To enter Outreach to Victims/Survivors:.....	27
To review or edit Outreach to Victims/Survivors: .....	27
To delete Outreach to Victims/Survivors: .....	28
PART II: GENERATING REPORTS .....	29
Victim Services report .....	30

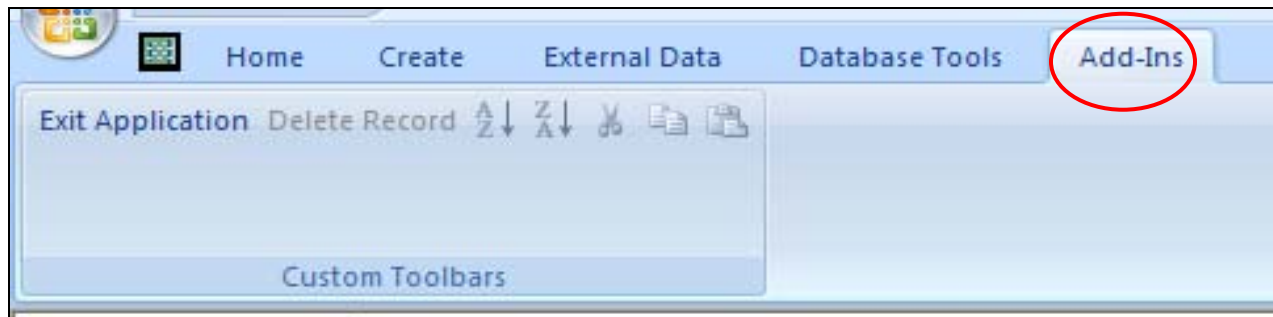
## GETTING STARTED

### TOOLS TO ASSIST DATA ENTRY AND CREATING REPORTS

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



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



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


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


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




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



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

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

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

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



This tool works as follows:

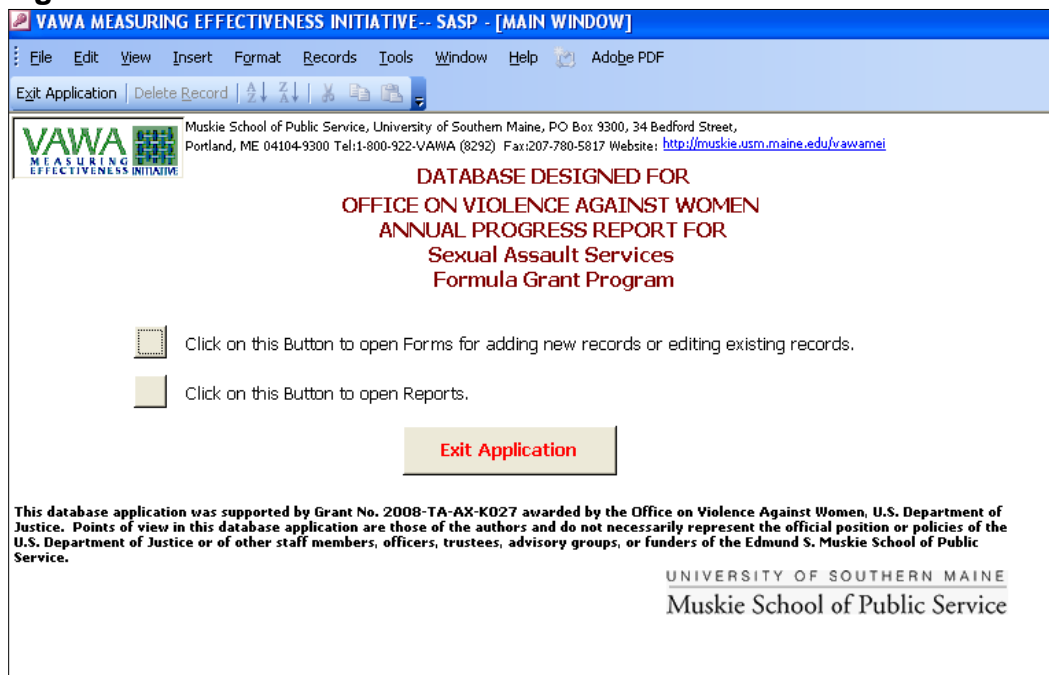
**Add Record** – This button opens the data entry page and allows you to enter new data.

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

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

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

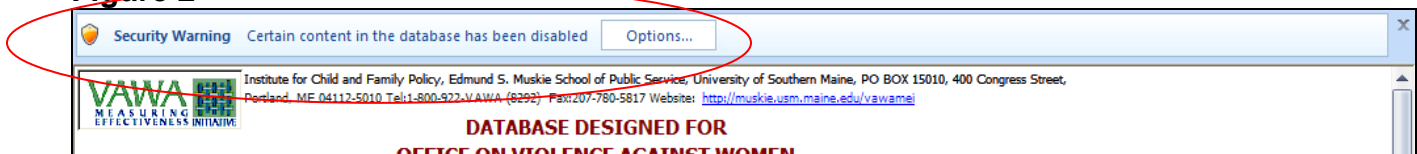
**Figure 1**



At this point, the user will decide between 1) opening forms for adding new records or editing existing records or 2) opening reports. Click on the button next to the preferred choice. Instructions for opening the forms and opening the reports are detailed in this manual.

**For Access 2007 users** – Please note the Security Warning

**Figure 2**



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

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

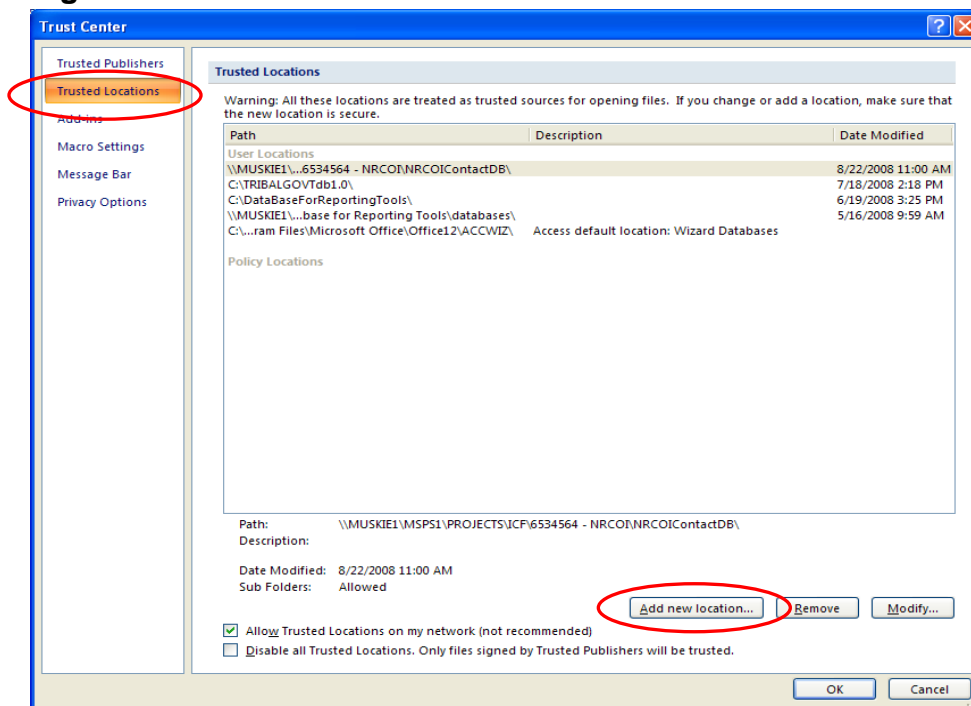
Figure 3



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

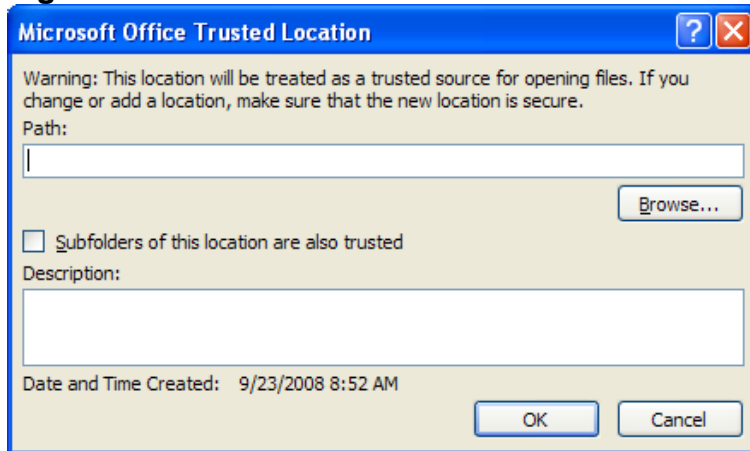
**To enable the content permanently**, click on the “Open the Trust Center” and the following “Trust Center” window will appear

Figure 4



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

**Figure 5**



Press the button “Browse” and locate the folder where you have installed the database. The default folder for the database is “C:\sasp\_formuladb1.0”. Press the “OK” button to add this new location.

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

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

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

Exit the database application and your settings will be saved.

**\*\*NOTE\*\***

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



**Figure 6**

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

## PART I: DATA ENTRY

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

**Figure 7**

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

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record Undo Redo Cut Copy Paste

**ANNUAL PROGRESS REPORT FOR**  
**Sexual Assault Services**  
**Formula Grant Program**

**OPEN FORMS**

C. Informational Materials (Q10)

D. Victim Services (Q11, Q13, Q14, Q15, Q16, Q19)	
Secondary Victims Served (Q12)	
Hotline Calls/ Information and Referral (Q17)	Outreach to Victims/Survivors (Q18)

Exit Application  
Open Main Window

By clicking on the appropriate button, a user can:

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

## C. Informational Materials (Q10)

Figure 8

**VAWA MEASURING EFFECTIVENESS INITIATIVE-- SASP - [INFORMATIONAL MATERIALS]**

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record

### INFORMATIONAL MATERIALS

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

Add Record

1 of 3 - Total records

Next Record Previous Record

Close Form

Type of Material Outreach material (brochures, pamphlets, information packets, posters, tv/radio/other media spots, )

Describe, if other

Title Safety planning

Topic

Intended Audience advocates

Language Developed/translated In Spanish

Date Developed/Revised 1/1/2010

**Number Used or Distributed**

Date	Number Used or Distributed
1/1/2010	15

Figure 8 is an example of the form used to track informational materials developed, substantially revised, used, and/or distributed by grant-funded staff, or directly supported with grant funds.

### To enter a New Informational Material:

1. Click on the *Add Record* button.
2. Using the pull-down menu, select the type of material developed or substantially revised. If it is not listed, select *Other* and describe the material type in the space provided.
3. Use the *Tab* key or the mouse to move through the fields during data entry. For instance, to move from *Type of Material* to *Describe, if other*, press the *Tab* key on the keyboard.

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

**To review or edit an Existing Informational Material:**

1. In the green area, use the *Next Record* and *Previous Record* buttons to browse through all previously entered materials.
2. Use the *Tab* key on the keyboard or the mouse to select the field you want to edit. Enter the revised information.
3. When finished, choose another material 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 Informational Material:**

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

2. Click on the *Title* text-box of the material you want to delete and click *Delete Record* on the toolbar. This will delete the record for that material and all corresponding records of the number used and distributed of that material.

**To delete an Existing Used or Distributed Entry for a specific Informational Material:**

1. In the green area, use the *Next Record* and *Previous Record* buttons to browse through all previously entered materials.
2. Click in the *Date* field of the record you want to delete under *Number Used or Distributed* and click *Delete Record* on the toolbar (Figure 9). This will delete the record of that instance the material was used or distributed, but not the remainder of the information about that material.

**Figure 9**

**VAWA MEASURING EFFECTIVENESS INITIATIVE-- SASP - [INFORMATIONAL MATERIALS]**

File Edit View **Delete Record** Format Records Tools Window Help Adobe PDF

Exit Application

## INFORMATIONAL MATERIALS

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

1 of 3 - Total records

Next Record Previous Record

Close Form

Type of Material Outreach material (brochures, pamphlets, information packets, posters, tv/radio/other media spots, i

Describe, if other

Title Safety planning

Topic

Intended Audience advocates

Language Developed/translated In Spanish

Date Developed/Revised 1/1/2010

**Number Used or Distributed**

Date	Number Used or Distributed
1/1/2010	15

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

<b>D. Victim Services (Q11, Q13, Q14, Q15, Q16, Q19)</b>	
<b>Secondary Victims Served (Q12)</b>	
<b>Hotline Calls/ Information and Referral (Q17)</b>	<b>Outreach to Victims/Survivors (Q18)</b>

<b>D. Victim Services (Q11, Q13, Q14, Q15, Q16, Q19)</b>
--

**Figure 10**

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

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record

**VICTIM SERVICES** Add Victim/ survivor 1 of 6 - Total records Next Victim/ survivor Previous Victim/ survivor Close Form

Lookup Victim/Survivor Number[Date]Name

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

Victim/Survivor Information Demographics Relationship to Offender Services Protection Orders

Victim/Survivor Information (Optional)

First Name: Last Name:

View Report for this Victim/survivor

Figure 10 is an example of the form used to track data needed for the *Victim Services* section of the reporting form. This portion of the database collects information on the victim/survivor's demographics; the relationship of the victim/survivor to the offender(s); services provided, and protection orders requested and granted. Data is collected on a per victim/survivor basis. Maintain only one record per victim/survivor, even if they receive or request services during multiple reporting periods. In order to produce an accurate output report that can be used to complete the reporting form, the user should only enter services that are either provided by grant-funded staff or directly supported with grant funds.

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

- A. *Victims/survivors served* are those who received the service(s) they needed, if those services were provided under your SASP Formula Grant.

- B. *Victims/survivors partially served* are those who received some, but not all of the services they needed, if those services were provided under your SASP Formula Grant.
- C. *Victims/survivors seeking services who were not served* are those who sought services but did not receive the service(s) they needed, if those services were provided under your SASP Formula Grant.

Enter **only those services that are funded under your SASP Formula grant**. This will ensure an accurate output report that can be used to fill out the GMS Progress Reporting form. If you provide a service that is not funded under your SASP Formula grant you should not enter it in the database.

### **To enter a New Victim/survivor:**

1. Click the *Add Victim/survivor* button. This will bring up the following window (Figure 11):

**Figure 11**

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

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record [Icons]

## VICTIM SERVICES

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

Victim/survivor's Number  Date

Victim/Survivor Information Demographics Relationship to Offender

### Victim/Survivor Information (Optional)

First Name:

Last Name:

2. Enter the intake number for the victim/survivor and the date the number was assigned. Each victim/survivor must have a unique intake number, which can be comprised of both letters and numbers.
3. Enter additional information on the victim/survivor by clicking on the different tabs.

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

**Figure 12**

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

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record

**VICTIM SERVICES** 1 of 6 - Total records

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

Services

**SERVICES**

Save this Record Go Back Without Saving Record

Type of Service Requested	Specify if other	Service Requested Date	Service Provided Date
<div>▼</div> <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> </ul>			

9. If the service was not provided, use your mouse to click on the reason(s) the service was not provided. When finished, click on *Save this Record*. To enter another service, click on *Add New Service* and repeat the procedure. You may enter an unlimited number of requested services for each victim/survivor, as long as those services are funded under your SASP Formula grant.



- Click on the *Protection Order* tab to enter information about protection orders requested and granted. Select the activity using the pull-down menu and enter the date for each activity (Figure 13). Add new activities on new lines.

**Figure 13**

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

**To view all data for an Existing Victim/survivor:**

- In the green area, use the mouse to click on the arrow at the end of the *Lookup the Victim/survivor (Number | Date | Name)* field to open the pull-down menu listing all previously entered records for victims/survivors. Choose the victim/survivor whose record you want to view. This will fill in the existing data for that victim/survivor.
- Click on the *View Report for this Victim/Survivor* button. This will open a printable report that displays all data entered for this victim/survivor.
- When finished, click on the *Close* button on the toolbar to return to the database form.

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

### **Method 1**

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup the Victim/survivor Number | Date | Name* field to open the pull-down menu listing all previously entered records for victims/survivors. Choose the victim/survivor whose record you want to review or edit. This will fill in the existing data for that victim/survivor record.
2. To edit the victim/survivor's assigned number or date, click on the *Edit Victim/survivor Number and Date* button. A new form will open. Enter the revised information and click the *Save Record and Close* button.
3. To edit other information, select the appropriate tab (e.g., *Demographics*) and use the mouse or the *Tab* key on the keyboard to select the field you want to edit. Enter the revised information.

### **Method 2**

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

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

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup the Victim/survivor Number | Date | Name* field to open the pull-down menu listing all previously entered records for victims/survivors. Choose the victim/survivor whose record you want to review or edit.
2. To add additional services requested/provided to the selected victim/survivor's record, click on the *Services* tab and click on *Add New Service*. Using the drop-down menu, select the type of service requested/provided. Enter the dates the service was requested and provided.
3. To add the service provided date to a service that was requested, but not previously provided, click on the *Services* tab. Use the *Next Service* and *Previous Service* button to locate the service you want to update. Enter the date the service was provided in the

*Service Provided Date* field. With the mouse, click in another field. The list of “reasons the service was not provided” will disappear.

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

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

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

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

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

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

1. In the green area, use the mouse to click on the arrow at the end of the *Lookup the Victim/survivor Number | Date | Name* field to open the pull-down menu listing all

previously entered records for victims/survivors. Choose the victim/survivor whose record you want to review or edit. This will fill in the existing data for that victim/survivor.

2. Click on the *Services* tab.
3. Use the *Next Service* and *Previous Service* buttons to locate the service you want to delete. Click in the *Type of Service Requested* field. Make sure the cursor is on the service you want to delete.
4. Click *Delete Record* on the toolbar (Figure 14). This will delete that service and not the entire victim/survivor record.

**Figure 14**

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

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

Exit Application **Delete Record** [Icons]

**VICTIM SERVICES** Add Victim/ survivor **1 of 6 - Total records** Next Victim/ survivor Previous Victim/ survivor

Lookup Victim/Survivor Number|Date|Name [Dropdown] Close Form

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

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

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

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

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

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

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

☐ Insufficient/lack of services for victims/survivors who are D/deaf or hard of hearing

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

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

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

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

## Secondary Victims Served (Q12)

Figure 15

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

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record

### SECONDARY VICTIMS SERVED

Lookup Secondary Victim  1 of 2 - Total records

Secondary Victim Number:

OPTIONAL INFORMATION

First Name:  Last Name:

Date of Birth:

Dates services were provided:

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

### To enter a new Secondary Victim Served:

1. Click on the *Add Record* button.
2. Enter the *Secondary Victim Number*. This number must be unique.
3. Enter the *First Name*, *Last Name*, and *Date of Birth*. These fields are optional.
4. When finished, click on the *Save* button.

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

#### **To review or edit a Secondary Victim Served:**

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

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

#### **To delete a Secondary Victim Served:**

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

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

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

**Figure 16**

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

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record

**SECONDARY VICTIMS SERVED**

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

Add Record

Next Record Previous Record

Close Form

Secondary Victim Number: 01-01

Change Secondary Victim Number

OPTIONAL INFORMATION

First Name: Bob Last Name: Smith

Date of Birth:

**Dates services were provided:**

Add New Date

4 /1 /2010

1 /1 /2010

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



## Hotline Calls/ Information and Referral (Q17)

**Figure 17**

The screenshot shows a software application window titled "VAWA MEASURING EFFECTIVENESS INITIATIVE-- SASP - [HOTLINE CALLS]". The window has a menu bar with "File", "Edit", "View", "Insert", "Format", "Records", "Tools", "Window", "Help", and "Adobe PDF". Below the menu bar is a toolbar with icons for "Exit Application", "Delete Record", and several record management icons. The main area of the form has a light green header with the text "HOTLINE CALLS/ INFORMATION AND REFERRAL" in bold blue letters. To the right of this header are buttons for "Add Record", "Next Record", "Previous Record", and "Close Form". Below the header, there is a section for data entry. It includes a "Date of the request" field with the value "1/1/2010", a "Type of information request" dropdown menu with the value "Walk-in information and referral(s)", and a question "Was this request received from the Victim/survivor?" with radio buttons for "YES" and "NO". At the bottom, there is a "Notes:" label followed by a large text area for entering notes.

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

### **To enter a Hotline Call/Information and Referral Request:**

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

7. Continue adding information requests by repeating steps 1 through 6, or click on *Close Form* to return to the *Open Forms Window*.

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

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

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

**To delete a Hotline Call/Information and Referral Request:**

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

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

## Outreach to Victims/Survivors (Q18)

**Figure 18**

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

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record [Icons]

**OUTREACH TO VICTIMS/SURVIVORS** Add new service 1 of 3 - Total records Next service Previous service Close Form

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

Service Provided Date 1 / 1 / 2010

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

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

### **To enter Outreach to Victims/Survivors:**

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

### **To review or edit Outreach to Victims/Survivors:**

1. In the green area, use the *Next Service* and *Previous Service* buttons to locate the service you want to review or edit.
2. Use the *Tab* key on the keyboard or the mouse to select the field you want to edit. Enter the revised information.

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

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

**To delete Outreach to Victims/Survivors:**

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

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

## PART II: GENERATING REPORTS

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

From the *Main Window* click on the *Click this Button to open Reports* button to open the window shown in Figure 19. This window is called the *Open Reports Window*.

**Figure 19**

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

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record

**ANNUAL PROGRESS REPORT FOR**  
**Sexual Assault Services**  
**Formula Grant Program**

**OPEN REPORTS**

Start Date:  ...

End Date:  ...

C. Informational Materials Distributed (Q10)

C. Informational Materials Developed/Revised (Q10)

D. Victim Services (Q11, Q12, Q13, Q14, Q15, Q16, Q17, Q18, Q19)

Exit Application

Open Main Window

1. Click on the button next to the *Start Date* field to choose the date from which the report should start or type the start date in the text-box.
2. Click on the button next to the *End Date* field to choose the date on which the report should end or type the end date in the text-box.
3. Select the desired report from the list by clicking on the appropriate button.
4. The selected report will appear automatically. You can either print the report, close the report to return to the screen shown in Figure 19, or click *Exit Application* to close this application. **Choosing *Exit Application* will close the entire database application.**

## Victim Services report

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

When you click the button *Victim Services* on the *Open Reports* form, if there are victims/survivors who classify as “served,” a new form will open listing victims/survivors who were served during the reporting period selected. To check if the information on demographics, relationship to offender, and victim services is up-to-date and accurate, and, if necessary, update the information, press the button 'UPDATE' (Figure 20) next to each victim/survivor information.

**Figure 20**

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

File Edit View Insert Format Records Tools Window Help Adobe PDF

Exit Application Delete Record [Navigation Icons]

### VICTIMS SERVED

THE FOLLOWING 1 VICTIM/SURVIVOR(S) WILL BE CONSIDERED SERVED FOR THE REPORTING PERIOD - 1/1/2010 TO 3/1/2010 .

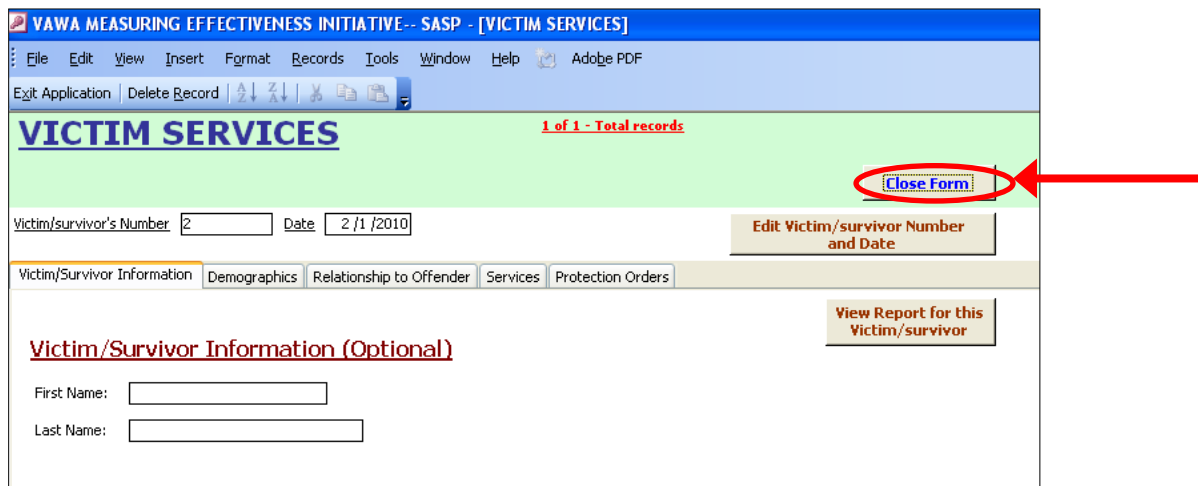
To check if the information on demographics, relationship to offender, and victim services is up-to-date and accurate, and, if necessary, update the information, press the button 'UPDATE' next to each victim/survivor information.

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

Victim/survivor's Number  Name:  **UPDATE**

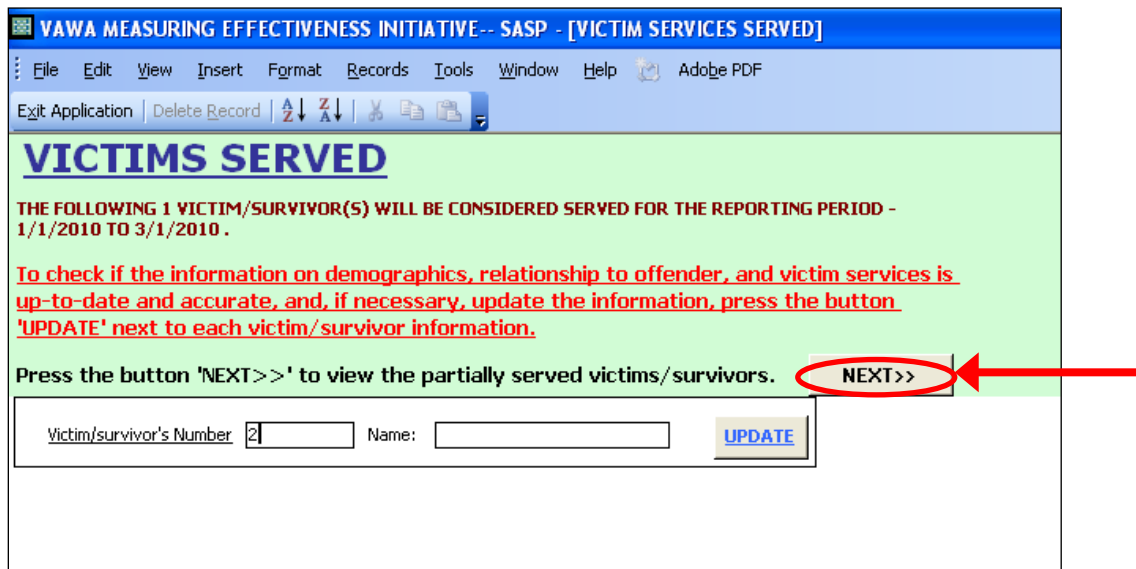
When you click on the ‘UPDATE’ button, a form displaying information for the selected victim will open. When you complete reviewing and/or updating information for the victim press ‘Close Form’ button (Figure 21) to return to the list of all victims who were served.

**Figure 21**



When you have completed this process for all victims/survivors who classify as “served” for the reporting period selected, click on the button 'NEXT>>' (Figure 22) to view the list of partially served victims/survivors.

**Figure 22**



When you click on the ‘NEXT>>’ button, if there are victims/survivors who are listed as “partially served,” a new form will open listing victims/survivors who were partially served during the reporting period selected. To check if the information on demographics, relationship to offender, and victim services is up-to-date and accurate, and, if necessary, update the information, press the button 'UPDATE' next to each victim/survivor information.

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

When you click on the ‘NEXT>>’ button, if there are victims/survivors who are listed as “not served,” a new form will open. The form will list the number of victims/survivors “not served” during the reporting period selected. To check if the information on demographics, relationship to offender, and victim services is up-to-date and accurate, and, if necessary, update the information, press the button 'UPDATE' next to each victim/survivor information.

When you click on the “UPDATE” button, a form displaying information for the selected victim will open. **If you enter the date the service was provided, do not uncheck the reason(s) the service was initially not provided. For an explanation, refer to instructions in “To review or edit a Service Provided to an Existing Victim/survivor,” under the *Victims Services* section.** When you complete reviewing and/or updating information for the victim, press “Close Form” button to return to the list of all victims who were not served. When you have completed this process for all victims/survivors who classify as “not served” for the reporting period selected, click on the button 'NEXT>>' to view the Report.