

U.S. DEPARTMENT OF JUSTICE OFFICE ON VIOLENCE AGAINST WOMEN

INSTRUCTIONS FOR SEMI-ANNUAL PROGRESS REPORT FOR SAFE HAVENS: SUPERVISED VISITATION AND SAFE EXCHANGE GRANT PROGRAM

INTRODUCTION

The Violence Against Women Act of 2000 (VAWA 2000) requires grantees to report on the effectiveness of activities carried out with grant funds, including the number of people served and the number of persons seeking services who could not be served. To meet this Congressional reporting requirement and the requirements of the Government Performance and Results Act, the Office on Violence Against Women (OVW) requires all grantees to complete this **Semi-Annual Progress Report**.

A grant administrator or coordinator must ensure that the form is completed fully with regard to all grant activities. Grant administrators and coordinators are responsible for compiling and submitting a single report that reflects all information collected from grant partners. Grant partners, however, may complete sections relevant to their portion of the grant.

This form is to be used for reporting progress semi-annually, for the periods January 1 to June 30 and July 1 to December 31. **All grantees should read each section to determine which questions they must answer based on activities engaged in under this grant during the current reporting period.** Sections B, E, and F of this form must be completed by all grantees. In section A, subsection A1 must be completed by all grantees. In section C, subsections C2 and C3 must be completed by all grantees. In section D and subsections A2, C1, and C4, grantees must answer an initial question about whether they engaged in certain activities during the current reporting period. If the response is yes, then the grantee must complete that section or subsection. If the response is no, then the rest of that section or subsection is skipped.

In sections A through D, information included in this Semi-Annual Progress Report should reflect only those activities paid for or supported by Supervised Visitation Program grant funds.

The activities of volunteers or interns may be reported if they are coordinated or supervised by Supervised Visitation Program grant-funded staff or if Supervised Visitation Program grant funds substantially support their activities.

This form must be submitted to OVW within 30 days of the end of the current reporting period (i.e., July 30 or January 30).

If you have any questions about this form or if you need assistance completing the form, call the VAWA Measuring Effectiveness Initiative at the Muskie School of Public Service, 1-800-922-VAWA (8292). Frequently asked questions and other information on the Semi-Annual Progress Report can be found at <http://muskie.usm.maine.edu/vawamei/>. If you have questions about your grant, please contact your program specialist at 1-202-307-6026 (TTY: 202-307-2277).

INSTRUCTIONS

Please note: It may be helpful to have the Supervised Visitation Program Application Guideline and your original grant proposal available at the time you complete this form. The application guideline is available on the OVW website (<http://www.ovw.usdoj.gov/>).

In most of the questions on this form, you are given the option of an “Other” category. However, whenever possible, use existing categories to describe your grant-funded staff or activities. These existing categories should adequately capture the majority of grant-funded activities. The “Other” category will rarely be needed.

A. General Information

A1. Grant Information

All grantees must complete this subsection.

1. Date of report

Enter the date on which you submit this form.

2. Current reporting period

This information will be pre-populated by the GMS system. You must download a new reporting form for each reporting period.

3. Grantee name

This information will be pre-populated by the GMS system.

4. Grant number

This information will be pre-populated by the GMS system.

5. Type of implementing agency/organization

Choose the box that best describes the type of agency/organization that is implementing the grant. Check one box only.

5A. Faith-based organization

Check yes if the implementing organization is faith-based.

6. Grant description

Report the type and number of planned and operational sites that are supported with the Supervised Visitation Program grant. Check all that apply.

EXAMPLE: You receive a new grant to support the planning for three additional centers in your county and to support one already existing center. Report as 3 planned sites and 1 operational site.

7. Point of contact

Provide the name, agency/organization name, mailing address, telephone number, facsimile number, and e-mail address for the person responsible for the day-to-day coordination of the grant.

8. Tribal populations

Check yes if your grant **specifically** focuses on American Indians. List the names of all the tribes or nations you serve or intend to serve. If during the reporting period you provide services to a family who identifies as American Indian, but your grant is not designed specifically to meet the needs of this population, you would check no.

The term “Indian tribe” means a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act [43 U.S.C. §1601 et seq.]), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

EXAMPLE 1: Your grant-funded program is located in Montana, and has purposefully created culturally appropriate visitation services for American Indian populations in your state. Grant-funded staff also train law enforcement officers about custody issues on tribal land. Check yes and list all the specific American Indian tribes you are serving: Blackfeet Nation, Chippewa Cree Tribe, Confederated Salish & Kootenai Tribes, etc. Do not simply report “all tribes in Montana.”

EXAMPLE 2: Your grant-funded program is located near a Cherokee reservation. Your program has not specifically designed services for this population and does not provide community education or training to enhance systems response to American Indians. During the current reporting period you serve 4 families who identify as Cherokee or American Indian. Check no for this question, because your program did not specifically intend to create programming to meet the needs of American Indians.

9. Percentages of grant funds

Report the area(s) addressed by your Supervised Visitation Program during the current reporting period and estimate the approximate percentage of funds (or resources) committed to each area (consider education, training, victim services, etc.). Grantees providing visitation and/or exchange services should use the number of cases in each area. Grantees that are in a planning phase should consider services that they anticipate providing. The total must equal 100%.

EXAMPLE 1: Half of your supervised visitation cases are referred due to domestic violence and half are referred due to child abuse. Report this breakdown as 50% in domestic violence and 50% in child abuse.

EXAMPLE 2: You have 50 supervised visitation cases and 50 supervised exchange cases. Twenty-five (25) of your supervised visitation cases are referred due to domestic violence and twenty-five (25) are referred due to child abuse. Thirty (30) of your supervised exchange cases involve domestic violence, ten (10) are referred due to sexual assault and ten (10) are referred due to child abuse. Report this breakdown as 55% in domestic violence and 35% in child abuse and 10% in sexual assault.

For the purposes of the Supervised Visitation Program, grant funds may be used to support supervised visitation and safe exchange of children, by and between parents, in situations involving domestic violence/dating violence, sexual assault, stalking, and/or child abuse.

Definitions

The Violence Against Women Act (VAWA) defines **domestic violence** to include felony or misdemeanor crimes of violence (including threats or attempts) committed by a current or former spouse of the victim/survivor, by a person with whom the victim/survivor shares a child in common, by a person who is cohabitating with or has cohabitated with the victim/survivor, by a person similarly situated to a spouse of the victim/survivor under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim/survivor who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction receiving grant monies. It should be understood that domestic violence/dating violence applies to any pattern of coercive behavior that is used by one person to gain power and control over a current or former intimate partner. This pattern of behavior may include physical or sexual violence, emotional and psychological intimidation, threats, verbal abuse, stalking, isolation, and economic control. In compiling

domestic violence figures, grantees should include grant funds directed at dating violence. The Violence Against Women Act defines **dating violence** as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim/survivor. The existence of such a relationship is determined by the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Sexual assault is a continuum of behaviors defined in VAWA to include both sexual assaults committed by offenders who are strangers to the victim/survivor, and sexual assaults committed by offenders who are known to, related by blood or marriage to, or in a dating relationship with the victim/survivor. VAWA defines sexual assault as any conduct proscribed as sexual abuse by federal statute. Such proscribed behavior includes knowingly causing another person to engage in a sexual act by using force against that other person or by threatening or placing that other person in fear. It also includes engaging in a sexual act with another person after knowingly rendering that person unconscious, or after administering to another person by force or threat of force, or without the knowledge or permission of that person, a drug, intoxicant, or other similar substance, thereby substantially impairing the ability of that other person to appraise or control sexual conduct. Sexual assault also includes knowingly engaging in a sexual act with another person if that other person is incapable of appraising the nature of the conduct or is physically incapable of declining participation in or communicating unwillingness to engage in that sexual act. Sexual assault also includes knowingly engaging in sexual contact with another person without that person's permission. Finally, the statute proscribes any attempts to commit any of these acts.

Stalking is defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress

Child abuse means a threat to a child's health or welfare by physical, mental or emotional injury or impairment, sexual abuse or exploitation, deprivation of essential needs, or lack of protection from these, by a person responsible for the child (or as defined by your state's statutes).

A2. Staff Information

If your Supervised Visitation Program funds were used to fund staff positions during the current reporting period, check yes and answer question 10. If not, check no and skip to Section B.

10. Staff

Report the number of full-time equivalent (FTE) staff funded under this grant during the current reporting period. Report staff by function(s) performed, not by title or location. Include employees who are part-time and/or partially funded with these grant funds as well as consultants/contractors. Report grant-funded overtime. If an employee or contractor was employed or utilized for only a portion of the reporting period, prorate appropriately. Report all FTEs in decimals, not percentages. If staff members fall into two or more categories of job descriptions, divide their time as appropriate. One FTE is equal to 1,040 hours—40 hours per week multiplied by 26 weeks.

Administrator: Administrative positions, such as executive director, project coordinator, and fiscal manager.

Program/center coordinator: Staff who coordinate specific aspects of the program, such as Volunteer Coordinator, Supervised Visitation Coordinator, and Training Coordinator. A program or center coordinator differs from the project coordinator in that the project coordinator manages all aspects of the Supervised Visitation Project including many programs or centers.

Support staff: Staff who provide support to the project such as secretaries, administrative assistants, receptionists, accountants, or bookkeepers.

Interpreter/Translator: Staff or contractors that work on translating project materials or provide language services between supervision staff and clients. If you have supervision staff who are multi-lingual and

provide supervised visitation or exchange to clients in languages other than English, count that work under “Supervision staff for visitation and exchange.”

Victim advocate: Staff who provide direct victim-centered services to clients such as a court advocate, sexual assault advocate, or domestic violence advocate.

Other: If due to unusual circumstances, the staff job tasks listed above do not capture your grant-funded staff, describe that staff activity here.

EXAMPLE 1: Your grant-funded program has one supervision staff member whose salary is 100% funded with Supervised Visitation Program funds and another whose salary is 25% funded with Supervised Visitation Program funds. Both worked full-time hours for the entire 6-month reporting period. Report 1.25 under “Supervision staff for visitation and exchange.”

EXAMPLE 2: Your program uses Supervised Visitation Program funds to hire a contractor who provides security. This contractor worked 10 hours each week during the current reporting period. Report this as .25 under “Security.”

EXAMPLE 3: During the entire reporting period, a staff member whose salary is 100% funded with Supervised Visitation Program funds worked approximately 20 hours per week as the project coordinator, 16 hours as supervised visitation staff, and 4 hours providing crisis intervention to victims. Report as .50 under “Administrator,” .40 under “Supervision staff for visitation and exchange,” and .10 under “Victim advocate.”

EXAMPLE 4: A visitation supervisor was paid full-time for the first 3 months of the reporting period but was not paid under the grant during the last 3 months of the reporting period. Report this staff person as .50 under “Supervision staff for visitation and exchange.”

B. Program Activities

All grantees must complete this section.

11. Program activities

Check all program activities supported by Supervised Visitation Program grant funds during the current reporting period. Report on all program activities engaged in, even if those activities are different from the program activities indicated in your original application for funding, or in previous reports.

12. Program priorities addressed by your grant

In addition to the program activities identified in question eleven, the Supervised Visitation Grant Program Application and Program Guidelines may have identified several program priority categories that would receive priority consideration. If your program addressed any of these program priorities during the current reporting period, list them here.

Because these priority areas may change in each year’s program guidelines, you should consult the guidelines for the fiscal year for which you received your grant funds and/or your grant application.

C. Function Areas

C1. Training and Staff Development

If your Supervised Visitation Program funds were used for training and/or staff development during the current reporting period, check yes and answer questions 13-17. If not, check no and skip to C2.

For the purposes of this reporting form, **training** means providing information on domestic violence/dating violence, sexual assault, stalking, and/or child abuse that enables professionals to improve their response to victims/survivors as it relates to their role in the system. **Education** means providing general information that will increase public awareness of domestic violence/dating violence, sexual assault, stalking, and/or child abuse; and/or the services your agency provides. In this subsection, report information on training activities only. **Staff development** is training attended by any staff member whose salary is funded under your Supervised Visitation Program grant, including part-time staff and consultants. For staff who are partially funded under your Supervised Visitation Program grant, report training they attended as staff development only if they attended those events during grant-funded hours; otherwise, report their training under training and not in staff development.

NOTE: For the purpose of this form, providing information and educational materials to members of the general public does not fall under the definition of Training. These are considered Education events and should not be reported in questions 13-17.

13. Training and staff development events provided

Report the total number of training events and staff development events provided with Supervised Visitation Program funds during the current reporting period. If staff partially funded by the Supervised Visitation Program grant conducted training, provide your best estimate of how many training events were supported with grant funds. See the examples below for guidance on how to calculate the number of training events.

EXAMPLE 1: An employee whose salary is 100% funded by the Supervised Visitation Program taught an 8-week class, at which the attendees were the same each week and the training information built on itself as the class progressed. This same employee also presented at 3 different conference workshops during the current reporting period. Report this as 4 training events.

EXAMPLE 2: Grant-funded staff provided 10 training events for various professional groups, and grant funds were used to bring in a speaker to conduct a domestic violence training for child welfare workers. Report this as 11 training events.

EXAMPLE 3: An employee whose salary is 33% funded by the Supervised Visitation Program provided 15 training events to law enforcement and judges during the reporting period. Report this as 5 training events because grant funds supported one-third of the time needed to conduct the training.

*EXAMPLE 4: Program staff who are **not** funded by the Supervised Visitation Program grant conducted 4 conference workshops during the current reporting period. However, Supervised Visitation Program funds were used to cover 50% of the cost of space, speakers, and food for the workshops. Report these as 2 training events, because grant funds supported half of the resources needed to conduct the workshops.*

EXAMPLE 5: An employee whose salary is 100% funded by the Supervised Visitation Program attended a 1-day course on collaboration with court systems. Report this as 1 staff development event. (Also report this staff person in question 16).

14. Number of people trained

Report the number of people trained during the current reporting period by Supervised Visitation Program-funded staff or training supported by Supervised Visitation Program funds. Use the category that is most descriptive of the people attending the training event. If you are unable to determine the disciplines represented at a training event, report those people under the “Multidisciplinary” category. Do not include staff or interns funded under your Supervised Visitation Program grant who attended staff development events. Unpaid interns who attended training events should be counted here, under “Volunteers.”

EXAMPLE: During the current reporting period, grant-funded staff provided training to 3 United Way representatives, 2 domestic violence shelter workers, 2 judges, and 5 supervised visitation monitors who are not grant-funded; and provided educational presentations to 25 local college professors and sorority members. Report people trained as follows: report the number of “Court personnel” as 2; the number of “Social service organization staff” as 3; the number of “Supervised visitation and exchange center staff” as 5; the number of “Victim advocates” as 2; and the “TOTAL” as 12.

Note: The educational presentations provided to local college professors and sorority members are not counted here because they do not fall under the definition of “Training.” Exceptions may be made for educational events provided to professors and students in disciplines that may require a professional response to victims/survivors, such as Social Work and Criminal Justice. In these cases, the educational events would be fall under the definition of training.

15. Training content areas

Check the topics addressed in training events supported by Supervised Visitation Program funds during the current reporting period. Do not include staff development events. See definitions of training and staff development at beginning of subsection C1. Check all that apply.

EXAMPLE: During the current reporting period, grant-funded staff provided training on Teen Dating Violence, Lethality Assessments & Safety Planning, and Child Sexual Abuse. Report these topics as: “Dating violence overview, dynamics, and services”, “Sexual assault overview, dynamics, and services” and “Child abuse overview, dynamics, and services.”

16. Number of staff who attended staff development events

Report the number of Supervised Visitation Program grant-funded staff and interns who attended staff development events during the current reporting period. To the best of your ability, this should be an unduplicated count; each grant-funded staff should only be counted once during the reporting period even if he or she attended more than one event.

17. (Optional) Additional information

Use this space to discuss the effectiveness of your Supervised Visitation Program-funded training activities. You may provide examples, data, or any other information about your training activities that you have not already provided.

C2. Coordinated Community Response

All grantees must complete this subsection.

18. Coordinated community response (CCR) activities

Check the appropriate boxes to indicate the agencies or organizations, **even if they are not memorandum of understanding (MOU) partners or consulting committee members**, that you provided referrals to, received referrals from, engaged in consultation with, provided technical assistance to, and/or attended meetings with during the current reporting period, according to the usual frequency of the interactions. You should also count the meetings attended by staff who are at least partially funded by your Supervised Visitation Program grant. In the last two columns, indicate the agencies or organizations that are consulting committee members, and those with which you have an MOU, as defined in the Supervised Visitation Program solicitation. If you have a development grant, check the appropriate boxes to indicate the agencies or organizations with which you attended planning meetings, and indicate the agencies/organizations that are consulting committee members and/or MOU partners.

If the interactions (referrals, consultations, or technical assistance) were not part of a regular

schedule, you will need to estimate the frequency with which these interactions occurred during the current reporting period. If you have interactions with more than one of the same type of organization, aggregate the number of those interactions and report only the most frequent. Use these calculations to help guide your estimation:

- 1 or 2 times during the reporting period = quarterly
- 6 times during the reporting period = monthly
- 26 times during the reporting period = weekly
- 130 times during the reporting period = daily (based on a 5-day work week)

If you report on a consulting committee or community taskforce meeting(s), check the appropriate boxes to reflect the agencies or organizations represented by each attendee. Do not report “Consulting committee” or “Taskforce” in the “Other” category.

EXAMPLE 1: A Supervised Visitation Program-funded staff member has weekly consultations with the probation office regarding issues relating to victim safety and offender’s compliance with their probation conditions. During the current reporting period, this staff member also logged daily phone calls and meetings with advocates from a domestic violence program. The staff member is also part of a regional task force that meets 4 times a year to address system response to offender non-compliance with court orders. The task force includes the local courts, prosecutor’s office, law enforcement, and a domestic violence program. A law enforcement officer, prosecutor, and a domestic violence advocate serve on your consulting committee. There is also an MOU for the purposes of the Supervised Visitation Program grant with the prosecutor’s office and domestic violence program.

Report these CCR activities as follows: In the “Corrections” row, mark the “Weekly” box of the “Family referrals, consultations, technical assistance” column. In the “Court” row, mark the “Quarterly” box of the “Meetings” column. In the “Domestic violence program” row, mark the “Daily” box of the “Family referrals, consultations, technical assistance” column, the “Quarterly” box of the “Meetings” column, the box under the “Consulting committee member” column, and the box in the “MOU partner” column. In the “Law enforcement agency” row, mark the “Quarterly” box of the “Meetings” column, and the box in the “Consulting committee member” column. And, for the “Prosecutor’s office” row, mark the “Quarterly” box of the “Meetings” column, the box under the “Consulting committee member” column, and the box in the “MOU partner” column.

EXAMPLE 2: Your grant-funded program receives referrals and provides consultations to 3 different courts in your service area. With 2 of the courts the interactions occur monthly, and with the third court the interactions occur weekly. Under the “Family referrals, consultations, technical assistance” column, check the “Weekly” column for Court - if you have interactions with more than one of the same type of agency/organization you aggregate the frequency of those interactions and report only on the most frequent.

EXAMPLE 3: Grant-funded staff are part of a taskforce that meets monthly. The taskforce is made up of 2 law enforcement agencies, a judge, the local domestic violence service provider, and 2 attorneys. Under the “Meetings” column, check the “Monthly” box for Law enforcement agency, Court, Social service organization, and Legal organization.

19. (Optional) Additional information

Use the space provided to discuss the effectiveness of coordinated community response activities funded or supported by your Supervised Visitation Program grant. You may provide examples, data, or any other information about your training activities that you have not already provided.

C3. Policies

If Supervised Visitation Program funds were used to develop, substantially revise, or implement policies or protocols during the current reporting period, check yes and answer questions 20-21. If not, check no and skip to C4.

20. Protocols and/or policies developed, substantially revised, or implemented

Check all the types of policies or protocols developed, substantially revised, or implemented during the current reporting period. These activities should be completed by Supervised Visitation Program-funded staff or directly supported by Supervised Visitation Program funds. Check all that apply. If the protocol/policy is still in the development or revision phase, it should be reported as “in development” until it is actually finished.

Develop: To create a new policy or protocol.

Substantially revise: To make a significant amendment to an existing policy or protocol.

Implement: To carry out a new or revised policy or protocol as standard practice.

20. Policies or protocols developed, substantially revised, or implemented

Check all the policies or protocols developed, substantially revised, or implemented with Supervised Visitation Program funds during the current reporting period. These activities should be undertaken by Supervised Visitation Program-funded staff or directly supported by Supervised Visitation Program funds. Check all that apply.

NOTE: If you did not complete the development, revision, or implementation of any policies during this reporting period, and you are in the process of developing, revising, or implementing a policy, please check the most appropriate (but only one) “Other” category and write “in development.”

Develop: To create a new policy or protocol.

Substantially revise: To make a significant amendment to an existing policy or protocol.

Implement: To carry out a new or revised policy or protocol as standard practice.

EXAMPLE 1: (In development)

Your grant-funded program received a Supervised Visitation Program development grant and is creating policies to guide the arrival and departure times of custodial and non-custodial parents. During the current reporting period grant-funded staff researched best practices around the country and visited an existing program to discuss their arrival/departure policies. Report this activity under “Security and Safety”, in the “Other” category and state “in development.” In the narrative, you may describe the policies you are developing.

EXAMPLE 2: (Developed)

Your grant-funded program did not have a policy concerning security for custodial parents and children. During the current reporting period, grant-funded staff developed a policy and outlined protocols for responding to the security needs of custodial parents and children. Report this activity during the current reporting period because development of the policy was completed.

EXAMPLE 3: (Substantially revised)

Your grant-funded program had a policy and protocol concerning security of custodial parents and children, but it only referred to separate entrances. During the current reporting period, grant-funded staff amended the policy to include use of panic buttons and staggered arrival/departure times. Report this activity during the current reporting period because the revisions were completed.

EXAMPLE 4: (Implemented)

During the current reporting period, new security protocols on the use of panic buttons were distributed

and became standard practice within the organization. Report this activity during the current reporting period since the protocol was implemented as standard practice. Do not continue to report this same activity on future progress report forms.

Center operations:

Confidentiality: Program maintains all personal family information in a discrete and secure location available only to program staff

Flexible hours of operation: Program offers extended, non-traditional hours (e.g., evening, weekend, holiday, etc.)

Income-based fees (sliding scale): Fees are based on financial resources of client and ability to pay for service

Program does not charge fees: Services are provided free of charge

Recordkeeping and report writing: Program has developed protocols for recordkeeping and report writing that meet the needs of appropriate audiences, such as the court, probation and parole, etc.

Other: If due to unusual circumstances, the operations policies listed above do not capture policies you developed, substantially revised, or implemented during the current reporting period, describe that operations policy here. You may also use this category if you are in the process of developing a new operations policy

Service provision:

Appropriate response to underserved populations: Services are culturally appropriate for families served

Child-friendly: Facility provides an atmosphere that is appropriate for children (e.g., toys, games, appropriate decorations, furniture, learning tools, etc.)

Court feedback procedures: Program has implemented policies or protocols for providing feedback to the court at the request of the court, parent, or child

Courtesy monitoring: Agency has substantially revised and implemented policies and protocols regarding the temporary provision of services for families visiting the jurisdictional area

Document exchange procedures: Program has developed policies or protocols addressing the delivery and exchange of documents between parents (including legal documents, child-related school work, schedules, etc.) that do not compromise the safety of the child and non-offending parent

Out-of-jurisdiction referrals: Program has developed policies and protocols regarding the provision of services for families referred from outside the jurisdictional area

Parent education procedures: Program has developed policies or protocols to address procedures for their provision of parent education

Service termination: Program has developed policies or protocols on how services are terminated

Supervised exchange procedures: Program has substantially revised safety protocols for supervised exchanges between parents

Other: If due to unusual circumstances, the service policies listed above do not capture policies you developed, substantially revised, or implemented during the current reporting period, describe that service policy here. You may also use this category if you are in the process of developing a new service policy

Security and safety:

Check all safety measures, policies, and protocols currently in place by which children or abused partners are protected during visitations, supervised exchanges, and other activities for which supervised visitation is established.

Other: If due to unusual circumstances, the security and safety policies listed above do not capture policies you developed, substantially revised, or implemented during the current reporting period, describe that

security/safety policy here. You may also use this category if you are in the process of developing a new security/safety policy.

21. (Optional) Additional information

Use the space provided to discuss the effectiveness of policy development activities funded or supported by your Supervised Visitation Program grant. You may provide examples, data, or any other information about your training activities that you have not already provided.

C4. Planning

If your program is in the planning phase of a Supervised Visitation Program Development grant, check yes and answer questions 22-25. If not, check no and skip to section D.

22. Planning meetings

Report the number of planning meetings attended and total number of people who attended. Include staff from your grant-funded program and from grant partner organizations.

EXAMPLE: Your organization is supported by a Supervised Visitation Program development grant. Staff attended a total of 8 planning meetings during the current reporting period. Each meeting was attended by 10 people. Report 8 in “Planning meetings”, and 80 in “Number of people attending.”

23. Planning activities conducted

Check all planning activities engaged in and/or conducted during the current reporting period.

24. Number of site visits to visitation and/or exchange centers

Report the number of site visits to existing centers that provide supervised visitation and/or exchange services. Report on the actual number of *visits* made, not the number of centers that you visited. This is not an unduplicated count; multiple visits to the same site may be reported.

EXAMPLE: Your organization is supported by a Supervised Visitation Program development grant. As part of the planning process, grant-funded staff visit an existing supervised visitation program in the area once a month. The purpose of these visits is to gather information about the existing program’s policies, physical lay-out, and hours of operation. Report 6 in the “Number of site visits to visitation and/or exchange centers” because there are 6 months in the reporting period.

25. (Optional) Additional information

Use the space provided to discuss the effectiveness of planning activities funded or supported by your Supervised Visitation Program grant. You may provide examples, data, or any other information about your training activities that you have not already provided.

D. Services

If Supervised Visitation Program-funded staff provided services to families or if grant funds were used to support services to families during the current reporting period, check yes and answer questions 26-36. If not, check no and skip to Section E. Only provide information in this section that describes families and services supported with Supervised Visitation Program funding. Do not count or report families who do not meet grant eligibility or statutory requirements. For the purposes of the Supervised Visitation Program, grant funds may be used to support supervised visitation and safe exchange of children, by and between parents, in situations involving domestic violence/dating violence, sexual assault, stalking, or child abuse.

For the purposes of the Supervised Visitation Program, grant funds may be used to support supervised visitation and safe exchange of children, by and between parents, in situations involving domestic violence/dating violence, sexual assault, stalking, or child abuse.

Congressional mandate requires that all Supervised Visitation Program grantees report on the number of families seeking grant-funded services who were served, partially served, and not served.

The purpose of gathering this information is to understand how many families the Supervised Visitation Program is supporting and identify gaps in services. The Office on Violence Against Women acknowledges that funded programs may not be able to serve all families who request services. This information is being collected to identify unmet needs and barriers.

NOTE: If you receive a call or request for service from a family where there is no domestic violence/dating violence, sexual assault, stalking, and/or child abuse, this activity should not be reported on this form. If there is domestic violence/dating violence, sexual assault, stalking, and/or child abuse but they are requesting a service you do not provide under your grant, that family should NOT BE COUNTED in any category.

For the purpose of this form, referrals and intakes are not considered services and should NOT BE COUNTED here. OVW recognizes that some programs may conduct a thorough and lengthy intake process. If your Supervised Visitation Program dedicated significant time and grant-funded staff energy towards these activities during the current reporting period, you may report those activities in Section F – Narrative.

26. Number of families served, partially served, and number seeking services who were not served

Report the number of families who were fully served, partially served, and not served during the current reporting period. Only families seeking (or referred for) services you are funded to provide under the Supervised Visitation Program grant should be counted. **This must be an unduplicated count for the 6-month reporting period, but may include families reported in previous reporting periods if their services continued. Each family should only be counted once in this question, even if they sought services multiple times during the reporting period.**

- A. *Families served* are those who received the service(s) they requested, if those services were provided under your Supervised Visitation Program grant.
- B. *Families partially served* are those who received some service(s), but not all of the services they requested, if those services were provided under your Supervised Visitation Program grant.
- C. *Families seeking services who were not served* are those who sought services and did not receive the service(s) they were seeking, if those services were provided under your Supervised Visitation Program grant. *

* For the purpose of this form, families who discontinue using requested grant-funded services (voluntarily or because of a change in court order) are considered served, if the program is still willing and able to provide those services.

Below are examples of how to determine if a family is served, partially served, or not served. When in doubt, call the VAWA MEI technical assistance line at 800-922-VAWA (8292) for further guidance.

Served

EXAMPLE 1: A family is referred for one-to-one supervised visitation and telephone monitoring services. You accept the family into your program and provide both of these services, which are funded under the Supervised Visitation Program grant. This family is reported in 26A, “Served,” because during the current reporting period they received all of the grant-funded services they requested.

*EXAMPLE 2: A family is referred by the court for one-to-one supervised visitation and parent education classes. You are funded under the Supervised Visitation Program to provide one-to-one supervised visitation but not to provide parent education classes. You provide the family with supervised visitation but your parent education class (which your program provides with other funds) is full. This family is reported in 26A, “Served,” because they received **the grant-funded services** they requested.*

EXAMPLE 3: A family requests supervised exchange services from your organization, during the first

month of the current reporting period. Grant-funded staff provide supervised exchanges for 4 months, but then the family stops coming. Grant-funded staff are unsuccessful in reaching the family by phone and mail. This family is reported in 26A, “Served,” because your grant-funded program was willing and able to provide them with the grant-funded services they requested.

Partially Served

EXAMPLE 4: A Spanish-speaking family is referred by the court for one-to-one supervised visitation and telephone monitoring. Your program is funded to provide both of these services. You provide the supervised visitation but have no Spanish-language services available for the telephone monitoring. You refer this family to another program in your area for telephone monitoring. This family is reported in 26B, “Partially Served,” because you did provide one of the services requested but did not provide all the services needed and requested, and those services are funded under your Supervised Visitation Program grant. The referral made for telephone monitoring is not taken into account because referrals are not considered a Service for the purpose of this form.

EXAMPLE 5: Your program is grant-funded to provide supervised visitation and telephone monitoring. In the first month of the current reporting period a family is court-ordered to your program for 3 months of supervised visitation services. You are able to provide this service. During the last month of the reporting period the same family returns and requests telephone monitoring but your program has reached capacity and does not have openings. This family is reported in 26B, “Partially Served,” because although they received the supervised visitation services initially requested, they did not receive the telephone monitoring they requested later in the reporting period. For the entire 6-month reporting period, this family received some, but not all, of the grant-funded services they requested.

Not Served

EXAMPLE 6: A family is referred by the court for one-to-one supervised visitation and parent education classes. Your program offers both services but only the one-to-one supervised visitation is supported with Supervised Visitation Program funds. You cannot provide supervised visitation due to insufficient staff but you do provide the family with parent education classes. This family is reported in 26 C, “Not Served,” because you were unable to provide the requested grant-funded services. (The services you did provide were not supported with grant funds and therefore are not reported on this form.)

EXAMPLE 7: A family is court-ordered to your program for grant-funded supervised visitation services. You have the staff and resources available to provide this service. However, after conducting intakes with all the family members your program determines that the non-custodial parent is an imminent threat to both the children and program staff. This family is reported in 26C, “Not Served,” because your program is grant-funded to provide supervised visitation services and the family is willing to partake in these services, but you have decided not to accept the family into your program.

Not Counted

EXAMPLE 8: A family is court-ordered to your program for grant-funded supervised visitation services. You conduct a two-hour intake with the custodial parent and provide her with a variety of referrals and informational materials about domestic violence. The non-custodial parent never shows up for his intake, and your program is not able to provide supervised visitation services to this family. This family would not be counted (reported) at all in question 26 because while your program was willing and able to provide the services, the family never received supervised visitation (or any grant-funded) services.

EXAMPLE 9: A family is court-ordered to your program for grant-funded supervised visitation services. You conduct separate 2-hour intakes with the custodial parent and the non-custodial parent, and provide the custodial parent with a variety of referrals and safety planning. However, the family does not show up for supervised visitation and receives no other services. This family would not be counted (reported) at all in question 26 because while your program was willing and able to provide the services, the family

never received supervised visitation (or any grant-funded) services. Intakes, referrals, and safety planning do not qualify as services for the purposes of reporting a family as served or partially served.

27. Reasons families seeking services were not served or were partially served

For all the families counted as “Not Served” or “Partially Served” in question 26, report the reasons they were not served or were partially served during the current reporting period. Check all that apply. If you check “Party(ies) not accepted into program” as the reason, you must report the number and reasons for non-acceptance in question 28.

Hours of operation: Hours during which the program provides services are not consistent with the hours the family is available to receive needed services.

Insufficient/lack of culturally appropriate services: The services available are not appropriate or adequately accommodating for a family due to cultural reasons. For example, your services are only available on days that are holy for a particular family’s culture.

Insufficient/lack of services for people with disabilities: The facility lacks accessibility or resources to appropriately serve people with disabilities.

Insufficient/lack of language capacity (including sign language): Staff are not able to adequately communicate with the family due to language differences. Interpreter services are not available or are not available at the time the family is seeking services. The family may be placed on a waiting list to receive interpreter services, but has not been served by the end of the current reporting period.

Party(ies) not accepted into program: One or more parties were not accepted into the program. Reasons include conflict of interest, client unwilling to agree with program rules, provision of services is too dangerous, etc. If this box is checked, you must answer question 28.

Program reached capacity: The program is operating at full capacity. Families may be placed on a waiting list (but have not been served by the end of the current reporting period). The program may not be able to accommodate all of a family’s requested grant-funded services.

Program rules not acceptable: One or both parties determined that program rules were not acceptable and declined to accept a service offered by the program.

Services inappropriate or inadequate for people with substance abuse issues: Staff are not able, for any reason, to provide appropriate or adequate services for families with substance abuse problems that may arise within the context of supervised visitation and/or exchange.

Services inappropriate or inadequate for people with mental health issues: Staff are not able, for any reason, to appropriately address mental health issues that may arise within the context of supervised visitation and/or exchange.

Services not appropriate for party(ies): For any reason, the services available under the grant are not appropriate for one or more parties.

Transportation: One or more parties are unable to arrange for transportation to the receive services. This includes situations in which public transportation is not available, or if available, cannot be paid for, or the program cannot provide transportation.

Other: If due to unusual circumstances, the reasons listed above do not capture the reason the family was partially served or not served, describe that reason here.

EXAMPLE 1: A Spanish-speaking family is referred by the court for one-to-one supervised visitation and telephone monitoring. Your program is funded to provide both of these services. You provide the supervised visitation but have no Spanish-language services available for the telephone monitoring. This family is “Partially Served” in question 26, because you did provide one of the services requested but did not provide all the services needed and requested, and those services are funded under your Supervised Visitation Program grant. Report “Insufficient/lack of adequate language capacity (including sign language)” as the reason the family was partially served.

EXAMPLE 2: A family is court-ordered to your program for grant-funded supervised visitation services. You have the staff and resources available to provide this service. However, after conducting intakes your

program determines that the non-custodial parent is an imminent threat and refuses to provide services to the family. This family is “Not Served,” in question 26, because your program is grant-funded to provide supervised visitation services and the family is willing to partake in these services, but the program decided not to accept the family. Report “Party(ies) not accepted in program” as the reason the family was not served. You will then report this family in question 28.

28. Number of families not accepted into program and reasons

Report the number of families who were **not accepted by your program** during the current reporting period and the reasons they were not accepted. These are only the families who requested grant-funded services and were willing and able to partake in those services, but who your program did not accept. Only answer this question if you checked “Party(ies) not accepted in program” in question 27.

Conflict of interest: The program cannot serve the family because a current or previous relationship between a member of the family or other parties related to the family would interfere with the ability of the program to serve that family. For example, in a program with only one supervised visitation staff person, the staff person is the sister of the non-custodial parent seeking services.

Client unwilling to agree with program rules: One or more family members is unwilling to agree with program rules and/or procedures, including attending appointments, providing required documents, etc.

Too dangerous: Provision of services would jeopardize the well-being of program staff and/or family members.

Other: If due to unusual circumstances, the reasons listed above do not capture the reason the family was not accepted, describe that reason here.

EXAMPLE: A family is court-ordered to your program for grant-funded supervised visitation services. You have the staff and resources available to provide this service. However, after conducting intakes your program determines that the non-custodial parent is an imminent threat and refuses to provide services to the family. This family is “Not Served,” in question 26, because your program is grant-funded to provide supervised visitation services and the family is willing to partake in these services, but the program decided not to accept the family. In question 27 “Party(ies) not accepted in program” was reported as the reason the family was not served. Report “Too dangerous” here in question 28, as the reason the family was not accepted into the program.

29. Demographics of family members served or partially served

For all the families counted as “Served” or “Partially Served” in question 26, report all the demographic characteristics that apply. For “Race/ethnicity”, you may report each person in more than one category, as appropriate. The “Race/ethnicity” demographic categories listed under this question are mandated by the federal Office of Management and Budget. For “Age” and “Gender”, this is usually an unduplicated count. (i.e. for Age and Gender, the total for Custodial and for Non-custodial parents usually equals 26A and 26B. The exception is when a family consists of more than one custodial or non-custodial parent [see below for example].) When possible, report demographics as identified by the family.

Race/ethnicity: Report the ethnicity or race with which the family member identifies. You may count family members in more than one race/ethnicity category but you may report only once in each category (a person who identifies as both Native Hawaiian and other Pacific Islander would only be counted once in that category)

Gender: Report the gender of each family member, or, if the gender is unknown, report it as unknown. This is an unduplicated count.

Age: Report the number of family members served in the applicable age category, or, if the age is unknown, report it as unknown. This is an unduplicated count.

People with disabilities: Count members of the family who have significant limitation in activities of daily living as people with disabilities. This may include people who are blind or vision impaired, people who

are deaf or hearing impaired, people with physical disabilities, and people with diagnosed mental illness, if their activities are so limited.

People with limited English proficiency: Report the number of family members who have limited English proficiency. Individuals who do not speak English as their primary language and who have limited ability to read, write, speak, or understand English can be counted as having limited English proficiency.

People who are immigrants, refugees, or asylum seekers: When possible, report the number of family members receiving services who are immigrants, refugees, or asylum seekers.

People who live in rural areas: Report the number of family members who live in a rural area or community. (If you do not know if an area is rural, you may use the following definition: A rural area is any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget, consistent with the U.S. Census; or any area or community, respectively, that is within an area designated as a metropolitan statistical area or considered as a part of a metropolitan statistical area and is located in a rural census tract.)

EXAMPLE 1: Your program served a family who was court-ordered for supervised visitation services. The custodial parent is a 21-year-old American Indian woman whose primary language is Lakota, and who does not read or write English. Report her in the Custodial column under: Race/ethnicity (American Indian), Gender (Female), Age (18-24), and as a person with limited English proficiency. The non-custodial parent is a 25-year-old white man who is a Russian immigrant. Report him in the Non-custodial column under: Race/Ethnicity (White), Gender (Male), Age (25-59), and as a person who is an immigrant (Immigrants/refugees/asylum seekers). There are two children, a 5-year-old girl and a 10-year-old boy, both of whom the mother identifies as Lakota and White. Report them in the Children's column under: Race/Ethnicity (two in American Indian and two in White), Gender (one male and one female), and Age (one in 0-6 and one in 7-12).

EXAMPLE 2: Your program served a family consisting of a custodial parent who was married and divorced twice and has a child from each marriage. Both of the non-custodial parents have been court ordered for your program's supervised visitation services. These visits are not scheduled simultaneously. In question 26 you would report this family only once. The custodial parent is a 34-year-old African American woman. Report her in the "Custodial" column under: Race/ethnicity (Black or African American), Gender (Female), and Age (25-59). One of the non-custodial parents is a 32-year-old African American male. Report him in the "Non-custodial" column under: "Race/ethnicity" (Black or African American), "Gender" (Male), and "Age" (25-59). The other non-custodial parent is a 41-year-old white male who lives in a rural area. Report him in the "Non-custodial" column under: "Race/ethnicity" (White), "Gender" (Male), "Age" (25-59), and as a person who lives in a rural area. The child from the first marriage is a 10-year-old, African American female. The child from the second marriage is a 4-year-old, African American and White male, who has a severe learning disability. In the "Children" column, report in "Race/Ethnicity" (two in African American and one in White), "Gender" (one Female and one Male), "Age" (one in 0-6 and one in 7-12), and one as a person with disabilities.

30. Number of families by primary victimization and referral source

For all the families counted as "Served" or "Partially Served" in question 26, report the total number by referral source and primary type of victimization. This is an unduplicated count and each family should only be counted once. The total in the first column ("Total number of families") should equal the sum of 26A and 26B. First report the number of families by referral source, and then indicate the primary type of victimization present in that family. The primary victimization should be determined by the referrant unless the referral is not specific or is for a service that is not supported with Supervised Visitation Program funds. In those cases if, after assessment, your program determines that the family is eligible for grant-funded services, report the primary victimization based upon your assessment.

Child welfare agency: The family is referred by the state agency providing child protection services to

families, including foster care and/or adoption. (This does not apply to court-ordered cases, which should be counted elsewhere.)

Other social services: The family is referred by a social services organization (i.e., domestic violence program, counseling service, etc.)

Criminal court order: The family is referred as part of a criminal case, such as a bail or post-conviction order other than a protection order.

Family court order: The family is referred as part of an order issued by the family court, including divorce, visitation, or paternity, other than a protection order.

Juvenile court order: The family is referred as part of a court proceeding in the juvenile court. This could be a dependency case (child protection), a delinquency case, or child/person in need of supervision case.

Domestic Violence court order: The family is referred by a specialized domestic violence court.

Protection order: The family is referred as part of an order of protection (either criminal or civil). This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. They may be referred to as "no contact" or "stay away" orders in your jurisdiction, and they may be criminal or civil.

Other civil court order: The family is referred as part of any civil order except those already listed above, (i.e., family, juvenile, or protection orders) including probate orders.

Mediation services: The family is referred by a group or organization that conducts mediation.

Self-referral: Families who refer themselves to supervised visitation services. These families are not referred by another agency or organization. This includes families whose private attorneys recommended (or required) them for grant-funded services.

Other: If due to unusual circumstances, the referral sources listed above do not capture the referral source for a family, describe that source here.

EXAMPLE: Your Supervised Visitation Program serves 8 families during the current reporting period. Four of these families are referred by protection order, each because of domestic violence. Two of the families are referred by a local domestic violence shelter because of domestic violence. One family is referred by the criminal court as a condition of probation for a person convicted of sexually assaulting his spouse. The eighth family is referred by the family court and no reason for referral is given; after your intake assessment it is determined that while there is a history of domestic violence, the primary reason for supervised visitation is an incident of child abuse. There may be other issues in each family, but the reason reported here should be the primary reason for the referral as indicated by the referring agency. Report these families as follows: In the "Other social services" row of the "Referral source" column, report 2 in the "Total number of families" column and 2 in the "Domestic violence/dating violence" column. In the "Criminal court order" row, report 1 in the "Total number of families" column, and 1 in the "Sexual assault" column. In the "Family court order" row, report 1 in the "Total number of families" column and 1 in the "Child abuse" column. In the "Protection order" row, report 4 in the "Total number of families" column and 4 in the "Domestic violence/dating violence" column.

31. Family issues

For all the families counted as "Served" or "Partially Served" in question 26, report all of the issues each family is experiencing, including types of victimization and other problems or challenges. Each family should only be counted once in the first column, "Total number of families." This first column should equal the sum of 26A and 26B. You may report multiple victimizations and issues for each family. The numbers reported in the remaining columns may exceed the sum of 26A and 26B.

EXAMPLE: Your Supervised Visitation Program served 6 families during the current reporting period, all of whom were referred due to domestic violence. Among these 6 families: 1) One family is also dealing with mental illness and both parents are substance abusers (count the substance abuse as one issue for this family even though both parents have this issue); 2) In 2 of the families there is a threat of parental abduction; 3) In 2 of the families, the custodial parent is being stalked by the non-custodial parent; and 4)

The children in another family have all been victims of child abuse (count the child abuse as one issue, even though all the children have been victims of child abuse).

Report these 6 families as follows: Report 6 in the “Total number of families” column; 6 in the “Domestic violence/dating violence” column; 2 in the “Stalking” column; 1 in the “Child abuse” column; 1 in the “Substance abuse” column; 2 in the “Threat of parental abduction” column; and 1 in the “Mental illness” column.

32. Services provided with Supervised Visitation Program funds

For all the families counted as “Served” or “Partially Served” in question 26, report the number who received each of these services, if these services were supported with your Supervised Visitation Program funds. Also report the total number of times each service was provided during the current reporting period.

This number is calculated by multiplying the number of families who received the type of service, by the number of times each family received that service. A family may be counted more than once, if that family received more than one of the listed services.

For the purpose of this form, referrals, intakes and orientations, and safety planning are not reported as Services. OVW recognizes that some programs may conduct thorough and lengthy intake interviews, requiring significant staff time. If your Supervised Visitation Program funds were used to support these activities during the current reporting period, you may report those activities in section F – Narrative.

EXAMPLE: Your Supervised Visitation Program served 4 families during the current reporting period. One family received 10 one-to-one supervised visits and 3 telephone monitorings. Three families received a total of 30 group supervised visits. Two of the 4 families also used the program for 10 supervised exchanges each. Report these families and services as follows: In the “Group supervision” row, report 3 in the “Number of families” column and 30 in the “Number of times services provided” column. In the “One-to-one supervision” row, report 1 in the “Number of families” column and 10 in the “Number of times services provided” column. In the “Supervised exchange” row, report 2 in the “Number of families” column and 20 in the “Number of times services provided” column. In the “Telephone monitoring” row, report 1 in the “Number of families” column and 3 in the “Number of times services provided” column.

33. Visits terminated

Report the total number of visits that were terminated for any reason for families receiving or scheduled to receive supervised visits under your Supervised Visitation Program grant during the current reporting period. Reasons for termination may include continued non-compliance with program rules after staff intervention, one party fails to show up, child's or parent's request, etc.

NOTE: If your Supervised Visitation Program does not have a protocol for determining when a scheduled visit is terminated versus canceled, use a 24-hour policy as a guide. For example, if a parent calls and cancels the visit with at least 24 hours notice, this would count as a cancellation and would not be reported here. If a parent cancels the visit and does not give at least 24 hours notice, this would be counted as a no-show and would be reported here. This 24-hour notice is a guideline and should only be used in the absence of your own program's protocol. Also, do not report visits that your program had to cancel. For example, do not report visits that were canceled because your program lost electricity and could not provide scheduled visits. During a supervised visit, if a parent continues to engage in inappropriate behavior after staff intervention or redirection and the visit is terminated, this would be counted as non-compliance with program rules.

EXAMPLE: A custodial parent calls and cancels a visit three hours before the visit is scheduled to occur. During another visit, a child asks for a supervised visit to be terminated. Report these terminated visits as

follows: In the “Child’s request” row, report 1 in the “Child” column. In the “No-shows” row, report 1 in the “Custodial” column.

34. Safety and security problems

Report the number of safety and security problems that occurred during the current reporting period. Report problems that occurred immediately before, during, or immediately after a supervised visit or supervised exchange funded under your Supervised Visitation Program grant.

A **parental abduction** occurs when, in violation of a custody order, decree, or other legitimate custodial rights, a member of the child’s family, or someone acting on behalf of a family member, takes or fails to return a child, and the child is concealed with the intent to prevent contact or deprive the caretaker of custodial rights indefinitely or permanently. An **attempted parental abduction** occurs when a person attempts the behavior described above.

EXAMPLE: Immediately following 2 different supervised visits with the same family, the non-custodial parent approached the custodial parent in the parking lot and threatened to come to her house to see the children. During a supervised visit with a different family the non-custodial parent slapped the child. In a third family, the non-custodial parent began to verbally abuse your grant-funded staff person with threats of violence. Report these incidents as follows: In the “Attempted to contact the other party” row, report 1 in the “Number of occurrences” column. In the “Threats” row, report 3 in the “Number of occurrences” column. In the “Violence” row, report 1 in the “Number of occurrences” column.

35. Services terminated or completed

For all the families counted as “Served” or “Partially Served” in question 26, report the number of families who completed, or were terminated from, Supervised Visitation Program-funded services during the current reporting period, based on the reason for the cessation of services. This is an unduplicated count. If a family was terminated for more than one reason, report the primary reason only. The total number of families should not exceed the number of families reported in question 26A and 26B. See below for definitions of “Cessation of threats/use of violence” and “Parent completed treatment program.”

If a family did not begin grant-funded services for any reason, they should not be reported here. For example, if a family completed an intake but did not participate in services, that family would not be counted (on this form). Or if one party completed the intake but the other did not, that family would not be counted (on this form).

Cessation of threats/use of violence: A family may no longer need or utilize your Supervised Visitation Program-funded services because the use of violence and/or threats have ceased.

Parent completed treatment program: One or both parties have completed the Supervised Visitation Program-funded services by fulfilling the requirements of a court order or other referral. This may also apply to families who self-refer and determine they have completed services.

EXAMPLE: Your grant-funded program served 20 families during the current reporting period, 4 of which either completed or were terminated from services. In 1 family, the non-custodial parent became increasingly violent toward the children and the judge changed their court order to cease supervised visitation. Report this family under “Change in court order.” In another family, both the custodial and non-custodial parent determined that supervised visits were no longer necessary. Report this family under “Mutual agreement of both parties.” For another family, your program terminated their services because the custodial parent did not show up for the first 5 scheduled visits, and your program was not successful in contacting her. Report this family under “Habitual no-shows or cancellations.” For the fourth family, your program director determined that progress was made and the family no longer needed supervised visitation. Report this family under “Supervisor’s discretion.” These 4 families would be reported as follows: In the

“Change in court order” row, report 1 in the “Number of families” column. In the “Habitual no-shows or cancellations” row, report 1 in the “Number of families” column. In the “Mutual agreement of both parties” row, report 1 in the “Number of families” column. In the “Supervisor’s discretion” row, report 1 in the “Number of families” column. In the “TOTAL” row, report 4 in the “Number of families” column.

36. (Optional) Additional information

Use the space provided to discuss the effectiveness of services funded or supported by your Supervised Visitation Program grant. You may provide examples, data, or any other information about your services that you have not already provided.

E. Community Measures

All grantees must complete this section. Congress has mandated that all Supervised Visitation Program grantees report the number of civil and criminal parental abductions occurring in their service area or jurisdiction. The Office on Violence Against Women acknowledges that funded programs may not have ready access to this information. This section must be completed as thoroughly and correctly as possible, and to do so may require collaboration with agencies (including law enforcement and criminal justice) and organizations in your service area.

37. Parental abductions

Report the number of parental abduction cases, identified through criminal prosecutions and custody cases, which occurred in the judicial districts that routinely use your supervised visitation and/or exchange center(s). These figures are required by statute and must be reported here. This information may be obtained from the courts, prosecutors, and police departments in your jurisdictions.

A **parental abduction** occurs when, in violation of a custody order, decree, or other legitimate custodial rights, a member of the child’s family, or someone acting on behalf of a family member, takes or fails to return a child, and the child is concealed with the intent to prevent contact or deprive the caretaker of custodial rights indefinitely or permanently.

38. Limitations

Describe any limitations to the figures reported in question 37. Explain in detail how the information was obtained, what the limitations were, and what steps have been taken to address those limitations.

EXAMPLE: We were unable to obtain information on parental abductions in 2 of the 5 jurisdictions we serve under the Supervised Visitation Program grant. The police departments in these 2 jurisdictions do not currently have data collection methods to gather this information. We have set up a series of 3 meetings over the next 2 months, with each police department, to discuss the implementation of new data collection tools and the creation of a database.

F. Narrative

All grantees must complete certain questions in this section. This section provides an opportunity to tell a more complete story about your Supervised Visitation Program grant. Do not use acronyms, unless you clearly indicate their meaning the first time used. Do not use percentages without actual numbers (e.g. “with the Supervised Visitation Program grant we were able to increase the number of visits by 50%, from 50 to 75 visits each month”). When possible, use clear concise language to illustrate the effectiveness of your Supervised Visitation Program grant.

All grantees must answer question 39.

PLEASE LIMIT YOUR RESPONSES TO THE SPACE PROVIDED.

39. Report on the status of the goals and objectives for this grant

Report on the status of the goals and objectives for your Supervised Visitation Program grant as of the end of the current reporting period. You should report on all the goals and objectives identified in your grant proposal, or as they have been added or revised. Indicate whether the activities related to your objectives are completed, in progress, delayed, or revised. Comment on your successes and challenges, and provide any additional explanation you feel is necessary for us to understand what you have or have not accomplished relative to your goals and objectives. If you have not accomplished objectives that should have been accomplished during the current reporting period, you must provide an explanation.

EXAMPLE:

Objective: Increase security and safety.

Activity: Add metal detectors, panic buttons, new cameras, additional security officers, and provide safety training to all program personnel.

Status: Ongoing.

Comments: We have used grant funds to hire additional security guards and to train all program staff. However, we are still gathering bids for the addition of equipment.

All grantees must answer questions 40 and 41 on an ANNUAL basis. Submit this information on the January to June reporting form only.

40. What do you see as the most significant areas of remaining need, with regard to improving services to victims/survivors of sexual assault, domestic violence, dating violence, and stalking, increasing the safety of families, and enhancing community response (including offender accountability for both batterers and sex offenders)? Describe any significant remaining areas of need. Consider geographic regions, jurisdictional issues, service delivery systems, types of victimizations, and challenges and barriers unique to your state or service area.

EXAMPLE: Because of the Supervised Visitation Program grant, our program is able to educate the community about our services. We now have requests for services for Spanish-speaking families but have no translators or translation resources in our community.

41. What has the Supervised Visitation Program funding allow you to do that you could not do prior to receiving this funding? Describe anything Supervised Visitation Program funding has enabled you to do that you could not do before you received Supervised Visitation Program funding (e.g., expand hours, develop new services and/or programs, build partnerships, and provide additional security.)

EXAMPLE: Prior to receiving the Supervised Visitation Program grant our program had 1 full-time staff person who provided 1 supervised visit to 3 families per week. With the grant funding we hired 2 additional full-time staff and as a direct result increased the number of visits provided. Due to this funding we are now open on weekends and serve 10 families per week, for a total of approximately 15 visits each week.

Questions 42 and 43 are optional.

42. Provide additional information that you would like us to know about your Supervised Visitation Program grant and/or the effectiveness of your grant.

If you have data or information regarding your program that would more fully or accurately reflect the effectiveness of your Supervised Visitation Program, provide it here. If you have not already done so elsewhere on this form, feel free to discuss any of the following (but not limited to): policies and/or protocols, community collaboration, the removal or reduction of barriers and challenges for families, promising practices, positive or negative unintended consequences, and parental abductions.

43. Provide any additional information that you would like us to know about the data submitted.

If you have any information that could be helpful in understanding the data you have submitted in this report, please answer this question. For example, if you submitted two different progress reports for the same reporting period, you may explain how the data was apportioned to each report; or if you funded supervision staff but did not report any corresponding services, you may explain why; or if you did not use program funds to support either staff or activities during the reporting period, please explain how program funds were used, if you have not already done so.