

**U.S. DEPARTMENT OF JUSTICE
OFFICE ON VIOLENCE AGAINST WOMEN
INSTRUCTIONS FOR SEMI-ANNUAL PROGRESS REPORT FOR
SERVICES TO ADVOCATE FOR AND RESPOND TO YOUTH PROGRAM**

INTRODUCTION

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

The grant administrator or coordinator for the Youth Services Program grant must ensure that the form is completed fully with regard to all grant-funded activities. 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 the activities engaged in under this grant during the current reporting period.** Sections B and E of this form must be completed by all grantees. In section A, subsection A1 must be answered. In section C, subsection C2 must be answered. In section D and subsections A2, C1, and C3-C5, 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, the rest of that section or subsection is skipped.

All information should reflect activities for the current reporting period only. The activities of volunteers or interns may be reported if they are coordinated or supervised by Youth Services Program-funded staff or if Youth Services Program funds substantially support their activities.

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

If you have any questions about this form, or if you need assistance completing the form, contact the VAWA Measuring Effectiveness Initiative at the Muskie School of Public Service at 1-800-922-VAWA (8292) or email vawamei@usm.maine.edu. Reporting forms, instructions, training dates, and other information regarding the reporting process for the Youth Services Program can be found at <http://muskie.usm.maine.edu/vawamei>. If you have questions about your grant, please contact your OVW program specialist at 1-202-307-6026 (TTY: 202-307-2277).

INSTRUCTIONS

A. General Information

A1. Grant Information

All grantees must complete this subsection.

1. Date of report

Enter the date on which you submit the form.

2. Current reporting period

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

3. Grantee name

This information will be pre-populated by GMS.

4. Grant number

This information will be pre-populated by GMS.

5. Type of lead agency/organization

In question five, choose the box that best describes the type of agency/organization administering the Youth Services Program grant. Choose only one.

6. Point of contact

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

7. Tribal populations

Check yes if your Youth Services Program grant specifically focuses on American Indians or Alaska Natives and indicate which tribes or nations you serve or intend to serve. Report only on tribes or nations you intentionally serve. Do not include a tribe or nation if they are served incidentally by your program. Answers such as “all tribes in our state,” “all federally recognized tribes,” or the use of “et cetera” are not valid responses.

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 programs and services provided by the United States to Indians because of their status as Indians.

8. Specific youth populations addressed

Indicate which specific youth population(s) were served with your Youth Services Program grant during the current reporting period by checking all that apply.

In question 8a, provide additional information regarding the youth population(s) served.

9. Percentage of grant funds

Report the area(s) addressed by your Youth Services Program grant during the current reporting period and estimate the approximate percentage of funds (or resources) committed to each area. The grantee may choose how to make this determination.

Definitions

Sexual assault is a continuum of behaviors defined in the Violence Against Women Act (VAWA) to include 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 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 and 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 the other person's permission. Finally, the statute proscribes any attempts to commit any of these acts.

The Violence Against Women Act defines **domestic violence** as felony or misdemeanor crimes of violence (including threats or attempts) committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, 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 or dating 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. 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.

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.

A2. Staff Information

If Youth Services 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 total number of full-time equivalent (FTE) staff funded by the Youth Services Program 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. If an employee or contractor was employed or utilized for only a portion of the reporting period, prorate appropriately. If staff members fall into two or more categories of job descriptions, divide their time as appropriate. Report all FTEs in decimals, not percentages. One FTE is equal to 1,040 hours—40 hours per week multiplied by 26 weeks.

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

Attorney: A person licensed to practice law who represents victims/survivors in legal matters. An attorney who provides civil legal services. This may include a law student acting as an attorney or other advocate certified to represent clients in certain proceedings.

Counselor: Professional counselors or peer counselors who provide emotional support, guidance, problem-solving, etc., to victims/survivors. Financial counselors should be reported as victim advocates.

Housing advocate: A person who assists victims/survivors to obtain permanent housing.

Legal advocate: A person who assists a victim/survivor with civil legal issues including preparing paperwork for protection orders, accompanying a victim/survivor to a hearing or other civil proceeding, and all other advocacy within the civil justice system. A legal advocate could be a person who assists victims/survivors with criminal legal issues including preparing paperwork for victim impact statements, accompanying a victim/survivor to a criminal court proceeding or law enforcement interview, and all other advocacy within the criminal justice system.

Paralegal: Staff who work under the direct supervision of a lawyer, and who are typically responsible for researching, analyzing, and managing the daily tasks for cases.

Program coordinator: Staff who coordinate specific aspects of the program, such as Victim Services Coordinator.

Support staff: Staff who are secretaries, administrative assistants, bookkeepers, accountants, and/or receptionists.

Translator/interpreter: A person who assists victims/survivors by translating documents and/or providing interpreter services in order to assist victims/survivors in obtaining services. This

can also include translator services provided through language lines. Calculate FTEs using a 40 hour work week.

Victim advocate (includes domestic violence, sexual assault, and dual): A person who facilitates a victim/survivor in accessing needed resources or services. An advocate may also provide crisis intervention, safety planning, and support during medical exams.

EXAMPLE 1: You have one full-time victim advocate whose salary is 100% funded with Youth Services Program funds and another victim advocate employed full-time whose salary is 25% funded with Youth Services Program funds. Report them as 1.25 FTEs under victim advocate.

EXAMPLE 2: A staff member, whose salary is 100% funded with Youth Services Program funds, spends an average of 20 hours of her/his time per week training and coordinating hotline volunteers and 20 hours providing direct victim advocacy. Report this person's time as .50 under program coordinator and .50 under victim advocate.

EXAMPLE 3: If you used your Youth Services Program funds to contract with an interpreter for the equivalent of three months of full-time work over the course of the reporting period, report that person as .50 FTE (520 hours worked divided by 1,040 hours in the six-month reporting period) under translator/interpreter.

EXAMPLE 4: If an employee worked full-time for the first three months and had no time on the grant during the last three months of the reporting period, report that staff person as .50 FTE.

Responses in the “Other” category should be very specific. Responses such as graduate assistant, contractor, and consultant are not valid since they do not specify the function performed by the staff person.

B. Purpose Areas

All grantees must complete this section.

11. Statutory purpose areas

Check all purpose areas that apply to activities supported with Youth Services Program funds during the current reporting period.

12. Areas of interest addressed by your grant

In addition to the purpose areas identified in question 11, the Youth Services Program Application and Program Guidelines may have identified several areas in which OVW encouraged applications from grantees. If your program addressed any of these areas during the current reporting period, list them here. Because these areas of interest 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. Planning and Development

If Youth Services Program funds were used for planning and development activities during the current reporting period, check yes and answer questions 13-17. If not, check no and skip to subsection C2.

13. Planning and development meeting activities

Report the total number of people attending planning and development meetings during the current reporting period.

14. Planning and development activities conducted

Check all activities that were supported by your Youth Services Program grant during the current reporting period.

15. Mandatory planning and development activities

If you are in the planning phase, report the total number of planning and development meetings and check the appropriate boxes to indicate if the agencies or organizations are memorandum of understanding [MOU] partners.

16. Technical assistance received during planning and development

Report the number of site visits and/or consultations received from OVW TA providers.

Technical assistance: A wide variety of activities designed to facilitate individual or agency change in some systematic manner by providing expertise to solve a problem.

Site visit: A visit made to the grantee for the purpose of providing technical assistance.

Consultation: Technical assistance consultations conducted by telephonic, electronic, videoconference, TTY/TDD, or other types of technology. This includes tele/video conference calls and all mandatory OVW-sponsored meetings. Count each contact or meeting as one consultation.

17. (Optional) Additional information

Use the space provided to discuss the effectiveness of planning and development activities that were funded or supported by your Youth Services Program grant. You may provide examples, data, or any other information about your planning and development 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 which agencies or organizations you provided victim/survivor referrals to, received victim/survivor 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. If the interactions 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 the meeting was with a task force, you should check all attendees.

Activities should be reported here only if Youth Services Program-funded staff completed them or if Youth Services Program funds were used to directly support them. You should also count activities engaged in by staff that are partially funded by your Youth Services Program grant.

EXAMPLE: You participate in a quarterly task force meeting on improving understanding of youth issues in the community. Members of the task force include representatives from a legal services agency, law enforcement department and a domestic violence victim services organization with which you have an MOU. Youth Services Program funds directly support the above activities. You would report the CCR activities by checking the boxes under the Quarterly column in the Meetings section for legal organization, law enforcement agency and domestic violence program, and also checking the box under the MOU column for domestic violence program.

19. (Optional) Additional information

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

C3. Policies

If Youth Services Program-funded staff developed, substantially revised, and/or implemented polices or protocols or if Youth Services Program funds were used to develop, substantially revise, and/or implement policies or protocols during the current reporting period, check yes and answer questions 20 and 21. If not, check no and skip to subsection C4.

20. Types of protocols or policies developed, substantially revised, or implemented

Check all the types of protocols or policies developed, substantially revised, and/or implemented during the current reporting period. These activities should be completed by Youth Services Program-funded staff or directly supported by Youth Services Program funds. Check all that apply. If the protocol/policy is still in the development or revision phase, it should not be reported 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.

EXAMPLE 1: (Developed) Your agency did not have a policy concerning appropriate response to underserved youth. During the current reporting period, grant-funded staff developed a policy and outlined protocols for responding appropriately to underserved youth. You report this activity during the current reporting period because the development of the policy was completed.

EXAMPLE 2: (Substantially revised) Your agency had a policy and protocol concerning

appropriate response to underserved populations, but it only referred to the needs of ethnic minorities. During the current reporting period, grant-funded staff amended the policy to include appropriate response to youth who are disabled or LGBTI. You report this activity during the current reporting period because the amendments were completed.

EXAMPLE 3: (Implemented) Your agency amended its policy concerning appropriate response to underserved youth to include protocols for people who are disabled or LGBTI. During the current reporting period, the new protocols were distributed and became standard practice within the agency. You would report this activity during the current reporting period because the protocol became standard practice. You would not continue to report this same activity in future reporting periods.

21. (Optional) Additional information

Use the space provided to discuss the effectiveness of the policies you have developed, revised, or implemented that were funded or supported by your Youth Services Program grant. You may provide examples, data, or any other information about your policy activities that you have not already provided.

C4. Products

If Youth Services Program-funded staff developed, substantially revised, and/or implemented products or if Youth Services Program funds were used to develop, substantially revise, and/or distribute products during the current reporting period, check yes and answer question 22. If not, check no and skip to subsection C5.

22. Product development, revision, and/or distribution

Report the number of products developed, substantially revised, and/or distributed with Youth Services Program funds during the current reporting period. Report the number of new products developed and/or substantially revised during the current reporting period; the title/topic; and intended audience for each product developed, revised, and/or distributed; and the number of products used or distributed. If a product was created in or translated into a language other than English, including Braille, indicate the language. Report on products that were newly developed or substantially revised during the current reporting period, whether or not they were used or distributed, and on products that were previously developed or revised and were used or distributed during the current reporting period. Do not report the number of products printed or copied; only report the number developed or revised—in most cases that number will be one for each product described—and/or the number used or distributed.

EXAMPLE: You used your Youth Services Program funds to develop a brochure in Spanish on services for Latina youth victims/survivors of sexual assault and to distribute 1,000 copies during the current reporting period. You also distributed 500 copies of an existing brochure. You developed a new poster on sexual assault, also with Youth Services Program funds, but have not distributed any posters in this reporting period. You would report this as follows: for the first brochure, enter “1” as the Number developed or revised in the Brochure category, enter the topic, enter “Latina youth victims/survivors” under Intended audience, “1,000” under Number used or distributed, and “Spanish” under Other languages. For the second brochure, enter the title in the Brochure category, enter the intended audience, and enter “500” as the Number used or distributed. For the poster, enter “1” under Number developed or revised,

describe the poster, and enter the intended audience.

C5. Underserved Populations

If Youth Services Program funds were used to develop or enhance services for underserved populations during the current reporting period, check yes and answer questions 23, 24, and 25. If not, check no and skip to section D.

23. Activities addressing underserved populations

Check all activities that were engaged in with Youth Services Program funds to develop or enhance services for underserved populations. Check all that apply.

Underserved populations include populations underserved because of geographic locations (such as rural isolation), underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, immigrant status, or age

24. Underserved populations

Indicate which underserved populations were addressed in the activities identified in question 23. Check all that apply.

25. (Optional) Additional information

Use this space to discuss the effectiveness of Youth Services Program funded activities to reach or serve underserved populations. You may provide examples, data, or any other information about your activities to reach underserved populations that you have not already provided.

D. Victim Services

If Youth Services Program-funded staff provided services, or if Youth Services Program funds were used to provide victim services during the current reporting period, check yes and answer questions 26-34. If not, check no and skip to section E.

26. Number of victims/survivors served, partially served, and victims/survivors seeking services who were not served

Report the following, to the best of your ability, as an unduplicated count for each category during the current reporting period. This means that each victim/survivor who requested or received services during the current reporting period should be counted only once in that reporting period. You can report victims/survivors in each reporting period in which they requested or received services. (See Examples 1 and 2.)

Some victims/survivors may have experienced more than one type of victimization, such as sexual assault and domestic violence, or domestic violence and stalking. These victims/survivors should be counted only once under the primary victimization. (See Example 3 below and refer to the definitions of sexual assault, domestic violence, dating violence, and stalking in question 9.)

EXAMPLE 1: (unduplicated count) A victim/survivor requested services three different times during the current reporting period; you will report this person only once in question 26.

EXAMPLE 2: (unduplicated count) A victim requested counseling at the beginning of the reporting period and then the same victim came back at the end of the reporting period and requested civil legal advocacy. Although this victim came two times and requested two different services, you will only count that victim once in question 26. You will count the victim once for each type of service received in question 30A Victim services.

EXAMPLE 3: (primary victimization) A victim/survivor requested help with a protection order. Her estranged intimate partner, who had a history of very controlling behavior, came to her apartment and sexually assaulted her. In this case, you could report the victim under either domestic violence or sexual assault, but you must choose only one. SA category may be more appropriate, because it was the sexual assault that prompted her to seek services.

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

Note: If you receive a call or request for service from someone who is NOT a victim/survivor, or if the person is a victim/survivor but is requesting a service you do NOT provide under your Youth Services Program grant, that person should NOT BE COUNTED in any category in question 26.

EXAMPLE 1: (Served) A domestic violence victim/survivor calls your program looking for assistance obtaining a protection order. You assist her with the paperwork and with the filing and service of the emergency protection order, and accompany her to the protection order hearing three weeks later. Since this victim/survivor received the services she requested that were provided under your Youth Services Program grant, she should be counted as “served.”

EXAMPLE 2: (Partially served) Your program offers crisis intervention and transportation under your Youth Services Program grant. A victim asks for these two services, but your program can only provide crisis intervention because the advocate is busy and unable to provide transportation. You would count this victim as “partially served,” because your program could not provide the transportation.

EXAMPLE 3: (Not served) A woman is sexually assaulted by the person with whom she was living. A police officer who responded to the incident has called your program’s hotline on behalf of the victim asking if an advocate will accompany the victim/survivor to the hospital during her examination. There is no advocate available to do this, and it is a service your program is funded to provide under your Youth Services Program grant. You are unable to provide the requested service; therefore she should be counted as “not served.”

EXAMPLE 4: (Not counted) During the reporting period, you sent out letters to 10 victims/survivors, informing them of services you provide; 5 letters are returned as undeliverable. Only victims/survivors who contact you after receiving the letter and who request a service that you are funded to provide with Youth Services Program funds would be counted in question 26; none of the other victims/survivors to whom you mailed letters would be counted at all in this question. (You would, however, count the letters sent to victims/survivors in question 32 [Outreach to victims/survivors], if this activity was funded by your Youth Services Program grant.)

(Examples 4A-C use the same scenario to illustrate how the three categories of “served,” “partially served,” and “not served” differ, and how they should be applied to the varying responses the victim/survivor received.)

EXAMPLE 4:

A. A sexual assault victim/survivor calls your program looking for crisis intervention and group support. You provide crisis intervention and she attends a support group for sexual assault victims/survivors. This victim/survivor has received the services she requested that you are funded to provide under your Youth Services Program grant and should be counted as “served.”

B. A sexual assault victim/survivor calls your program looking for crisis intervention and group support. You provide crisis intervention. However, your group support services are full and you cannot provide this service. This victim/survivor has received some, but not all, of the services she requested that you are funded to provide under your Youth Services Program grant and should be counted as “partially served.”

C. A sexual assault victim/survivor calls your program looking for crisis intervention and group support. You have a waiting list for all services and cannot provide her any services at this time. When your services become available, you cannot locate her. This victim/survivor has not received any of the services she requested that you are funded to provide under your Youth Services Program grant and should be counted as “not served.”

The partially served and not served categories generally have to do with issues within your program that keep you from providing grant-funded services to a victim/survivor who requests those services. If a victim/survivor chooses to discontinue services once they have begun receiving them, then the victim/survivor should be reported as “served.” The same is true if a victim/survivor moves, even if s/he does not inform you, and s/he is unable to complete the services. When determining whether a victim/survivor is served, partially served, or not served, do not consider services the victim/survivor declined, unless the victim/survivor requested a service but found the program rules unacceptable.

27. Reasons that victims/survivors seeking services were not served or were partially served

Indicate the reasons that victims/survivors seeking services were not served or were partially served by checking all that apply. OVW acknowledges that funded Youth Services Programs may not be able to serve all victims/survivors who request services. This information is being collected to identify unmet needs and barriers to service.

Conflict of interest: The program cannot serve the victim/survivor because current or previous

relationships with that victim/survivor or other parties related to that victim/survivor would interfere with the ability of the program to serve that victim/survivor. For example, the program is currently serving a victim/survivor. Her partner, identifying as your client's victim, requests to join the same support group as the person you are already serving.

Did not meet statutory requirements: Victim/survivor does not meet requirements of statute. For example, a victim/survivor requests help with a divorce, but has not met statutory residency requirements to file for a divorce in the jurisdiction.

Hours of operation: Hours during which the program provides services are not compatible with the hours the victim/survivor is available to receive requested services.

Insufficient/lack of culturally appropriate services: Services currently provided under the grant are not culturally appropriate for the victim/survivor.

Insufficient/lack of language capacity (including sign language): Interpreter services not available or not available at the time the victim/survivor is seeking services. Victims/survivors may be placed on a waiting list to receive interpreter services, but have not been served by the end of the current reporting period.

Insufficient/lack of services for victims/survivors who are D/deaf or hard of hearing: Staff are not able, for any reason, to provide appropriate or adequate services for victims/survivors who are D/deaf or hard of hearing.

Insufficient/lack of services for people with disabilities: The services provided under the grant are not accessible to people with disabilities. For example, a shelter does not allow a care attendant to accompany a victim/survivor to the shelter, which prevents her from being able to use shelter services.

Lack of child care: Victim/survivor is unable to receive requested services due to the lack of available child care.

Program reached capacity: Program is operating at full capacity. Victims/survivors may be placed on a waiting list.

Program rules not acceptable to victim/survivor: Although eligible for services under the grant, a victim/survivor is not willing to comply with rules of the program. For example, a program maintains a 10:00 p.m. curfew and the victim/survivor declines shelter because s/he does not agree with the curfew.

Program unable to provide service due to limited resources/priority-setting: Program has set priorities (e.g., that they will only represent victims/survivors in protection order hearings who are in imminent danger, or who have complex legal issues related to their protection orders) and is unable to serve victims/survivors who do not meet the priority criteria because of limited resources.

Services inappropriate or inadequate for people with mental health issues: Staff are not able, for any reason, to provide appropriate or adequate services for victims/survivors with mental health problems. For example, the program does not have overnight staff and the victim/survivor cannot be left alone overnight.

Services inappropriate or inadequate for people with substance abuse issues: Staff are not able, for any reason, to provide appropriate or adequate services for victims/survivors with substance abuse problems.

Services not appropriate for victim/survivor: For any reason, the services available under the grant are not appropriate for a victim/survivor. For example, although support groups are offered under the grant for survivors of sexual assault, a victim/survivor requesting support group services is not served because it is clinically determined that the victim/survivor is not appropriate for the group.

Transportation: Victim/survivor is unable to arrange for transportation to receive services or to

attend court hearings. This includes situations in which public transportation is not available or, if available, cannot be paid for.

Below are examples of responses in the “other” category that indicate the victim/survivor should have been reported in a different category or should not have been reported at all in answer to question 26.

EXAMPLE 1: In the “Other” category, you report, “Victim refused services.”

If your program offers services, usually through outreach, and the victim/survivor refuses the services or does not contact your program to accept services, you would not count this person in question 26. You can, however, count this outreach activity in question 32 [Outreach to victims/survivors], if it was funded by your Youth Services Program grant.

EXAMPLE 2: In the “Other” category, you report “Service was not provided by our program.”

Only consider services supported with grant funds. For example, your Youth Services Program grant funds only crisis intervention services but a victim/survivor contacts your program seeking both crisis intervention and a support group. You only consider your program’s ability to provide the crisis intervention when determining if the victim/survivor should be counted as served, partially served, or not served, since your program is not funded to provide support group services under your Youth Services Program grant.

EXAMPLE 3: In the “Other” category, you report “Could not locate victim.”

If your program began to provide the requested services, this person would be counted as served. However, if this person was placed on a waiting list, and when your program was able to provide the service you were not able to locate the victim/survivor, you would then count this victim/survivor as not served. You would indicate “Program reached capacity” in question 27 because your program was not able to provide the service when it was requested.

28. Demographics of victims/survivors served or partially served

Based on the victims/survivors reported in 26A and 26B, report the total numbers for all that apply. Because victims/survivors may identify as more than one race or ethnicity and with more than one of the “other demographics” options, the totals for these two categories may exceed the total number of victims/survivors reported in 26A and 26B. However, the total number of victim/survivors reported in the “gender” and “age” categories should equal the total number of victims/survivors reported in 26A and 26B. The demographic categories listed under race/ethnicity are mandated by the federal Office of Management and Budget.

Race/ethnicity: Report the race or ethnicity with which the victim/survivor identifies, or if the race is unknown, report it as unknown. You may count victims/survivors in more than one of the race/ethnicity categories.

Gender: Report the gender of each victim/survivor, or if the gender is unknown, report it as unknown. This is an unduplicated count, and the total number for gender should equal the sum of 26A and 26B.

Age: Report the number of victims/survivors served in the applicable age category, or if the age is unknown, report it as unknown. This is an unduplicated count, and the total number for age should equal the sum of 26A and 26B.

People with disabilities: Count victims/survivors with a significant limitation in activities of daily living as people with disabilities. This may include people who are blind or who have

low vision, people with developmental disabilities, or people with a chronic, debilitating illness, if their activities are so limited.

People who are D/deaf or hard of hearing: Report the number of victims/survivors who identify with and participate in the language, culture, and community of Deaf people based on the use of sign language (Deaf); victims/survivors who identify within the audiological definition of severe to profound hearing loss and who do not have a cultural affiliation (deaf); and/or victims/survivors who identify with any degree of hearing loss from mild to profound and are committed to participate in society through the use of their residual hearing plus hearing aids, speechreading, and assistive technology to aid communication (hard of hearing).

People with limited English proficiency: Report the number of victims/survivors served 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/asylum seekers: Where possible, report the number of victims/survivors who were immigrants/refugees/asylum seekers. This is not a question about immigration or legal status.

People who live in rural areas: Report the number of victims/survivors who live in a rural area or community. (If you do not know if an area is rural, you may use either of the following definitions: 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.)

People who are homeless/runaways: Report the number of victims/survivors under the age of 18 who lack parental, foster, or institutional care; who are in need of services and without a place of shelter where they receive supervision and care. These individuals are sometimes referred to as “unaccompanied” youth. The category of homeless youth is defined to include runaway, and/or street youth. A runaway youth is a person under 18 who is away from home or place of legal residence at least one night without the permission of parents, guardians, or custodial authorities.

People who are lesbian, gay, bisexual, transgender, or intersex:

People with mental health issues: Count victims/survivors with a significant limitation in activities of daily living.

EXAMPLE: You served a 20-year-old woman who is a victim/survivor of domestic violence, who identifies as American Indian and Latina, who does not read or write English, and whose primary language is Lakota. Count this victim/survivor under Race/Ethnicity (American Indian and Hispanic or Latino), Gender (Female), Age (18-24), and as a person with limited English proficiency.

29. Victims/survivors' relationships to offender

For those victims/survivors reported as served and partially served in 26A and 26B, report the relationship of the victim/survivor to the offender. Victims/survivors are those against whom the sexual assault, domestic violence, dating violence, or stalking was directed. If a victim/survivor was victimized by more than one perpetrator, count the victim/survivor in all categories that apply. The total number of relationships in the sexual assault column must be at least the sum of the number of sexual assault victims/survivors reported in 26A and 26B; the

total number in the domestic violence column must be at least the sum of the number of domestic violence victims/survivors reported in 26A and 26B; the total number in the dating violence column must be at least the sum of the number of dating violence victims/survivors reported in 26A and 26B; and the total number in the stalking column must be at least the sum of the number of stalking victims/survivors reported in 26A and 26B. The total number of victims/survivors reported here all together may total more than the sum of all victims/survivors reported in 26A and 26B.

Current or former spouse or intimate partner: The victim/survivor (1) is currently or formerly married to the offender, (2) shares a child in common with the offender, (3) is cohabitating with or has cohabitated with the offender as a spouse, or (4) is a person similarly situated to a spouse of the offender under the laws of the jurisdiction receiving grant monies.

Other family member or household member: The victim/survivor is related to the offender by blood, kinship, or similar relationships. Family is defined to include both traditional and non-traditional family structures, including foster parents, grandparents and other relatives, single parents, gay or lesbian parents, extended family, clans, etc. This includes victims/survivors who shared a household or have/had a roommate relationship with the offender.

Acquaintance: The victim/survivor is known to the offender. For example, the victim/survivor is a neighbor, employee, co-worker, friend, fellow schoolmate, student, etc., of the offender.

Current or former dating relationship: The victim/survivor is, or has been, in a social relationship of a romantic or intimate nature with the offender. The existence of such a relationship is determined by the following factors: 1) length of the relationship; 2) type of relationship; and 3) frequency of the interaction between the persons involved.

Stranger: The victim/survivor and the offender are not known to each other.

30A. Victim services

Based on the victims/survivors reported in 26A and 26B, report the number of primary victims/survivors who received Youth Services Program-funded services during the current reporting period. Count each victim/survivor only once for each type of service that victim/survivor received during the current reporting period; do not report the number of times that service was provided to the victim.

Civil legal advocacy/court accompaniment: Assisting a victim/survivor with civil legal issues, including preparing paperwork for protection orders; accompanying a victim/survivor to a protection order hearing, or other civil proceeding; and all other advocacy within the civil justice system. This also includes accompanying a victim/survivor to an administrative hearing, such as unemployment, Social Security, TANF, or food stamp hearing.

Civil legal assistance: Civil legal services provided by an attorney and/or paralegal.

Counseling services/support group: Short-term individual or group counseling or support provided by a volunteer, peer, or professional.

Criminal justice advocacy/court accompaniment: Assisting a victim/survivor with criminal legal issues including notifying the victim/survivor of case status, hearing dates, plea agreements, and sentencing terms; preparing paperwork such as victim impact statements; accompanying a victim/survivor to a criminal court proceeding or law enforcement interview; and all other advocacy within the criminal justice system.

Crisis intervention: Process by which a person identifies, assesses, and intervenes with an individual in crisis so as to restore balance and reduce the effects of the crisis in her/his life.

In this category, report crisis intervention that occurs in person and/or over the telephone.

Education advocacy: Actions designed to help the victim/survivor obtain needed resources or services regarding education such as locating or securing scholarships, assisting with school registration, assisting the victim/survivor to obtain a GED.

Employment counseling: Actions designed to assist a victim/survivor in obtaining employment, e.g., coaching on career options, skills training, job searches, resume-writing, marketing, job interviews, and preservation of employment.

Financial counseling: Actions designed to assist a victim/survivor with issues related to improving credit, retiring debt, setting up bank accounts, managing household finances, negotiating with lenders or landlords, developing budgets, managing financial assets, making major purchases such as a home or auto, filing tax returns.

Hospital/clinic/medical response: Accompanying a victim/survivor to, or meeting a victim/survivor at, a hospital, clinic, or medical office.

Housing advocacy: Actions designed to help the victim/survivor obtain needed resources or services regarding housing such as locating appropriate rentals, assisting with an application for Section 8 housing, or working with transitional housing or other residential program to obtain housing.

Job training: Providing training in specific employment-related skills to a victim/survivor, e.g., on computer literacy.

Language services: Provision of interpretation and/or translation.

Material assistance: Providing victims/survivors with clothing, food, personal items, etc.

Respite services: A service that provides periodic relief for the family or primary caregiver.

Transportation: Provision of transportation, either directly or through bus passes, taxi fares, or other means of transportation.

Victim/survivor advocacy: Actions designed to help the victim/survivor obtain needed resources or services including employment, housing, shelter services, health care, victim's compensation, etc.

30B. Shelter services

Report the total number of victims/survivors and accompanying family members who received emergency shelter and/or transitional housing provided with Youth Services Program funds during the current reporting period. This should be an unduplicated count for both victims/survivors and for family members. This means that each victim/survivor and each family member who received shelter services during the current reporting period should be counted only once. Report the total number of bed nights provided in emergency shelter and/or transitional housing to victims/survivors and family members. The number of bed nights is computed by multiplying the number of victims/survivors and family members by the number of nights they stayed in the shelter. The number of bed nights will typically be significantly higher than the number of victims/survivors and family members. For example, one victim/survivor and her three children all stayed in the shelter for 10 nights. The number of bed nights would be four multiplied by ten, for a total of 40 bed nights.

31. Hotline calls/information and referral

Report the number of hotline calls and requests for information and referrals received from victims/survivors, and the total number of hotline calls received, on phone lines paid for with Youth Services Program funds or answered by Youth Services Program-funded staff during the current reporting period. Also report the specific languages (other than English) used when responding to these requests for information or assistance. Victims/survivors whose calls are

reported here should not be reported as victims served in question 26 unless they also received at least one of the services listed in question 30A (Victim services) or question 30B (Shelter services.) Victims/survivors who receive services such as crisis intervention or victim advocacy over the telephone, in addition to basic hotline information and/or referrals, should also be reported in question 30A. Hotline calls that include victim advocacy or crisis intervention services are those that require more time than the average call and involve a more intensive focus on the immediate needs and situation of the victim. All calls, whether or not from victims/survivors, should be included in “Total number of calls/requests.”

EXAMPLE 1: A victim/survivor calls the grant-funded hotline and is in crisis. The Spanish-speaking advocate spends 30 minutes on the call assisting the victim/survivor. In this case, the call would be counted in this question under both Number of calls from victims/survivors and Total number of calls/requests and “Spanish” would be entered under Language(s) other than English used when responding to requests for information or assistance. The victim/survivor would also be counted in question 26 as a victim served, in question 30A under Crisis intervention, and demographic information (even if the responses entered were in the unknown categories) would be reported on this victim/survivor in questions 28 and 29.

EXAMPLE 2: The mother of a victim/survivor calls the grant-funded hotline and requests information about available services for her daughter. Your program provides her with the information. In this case, she would be counted in this question under Total number of calls/requests; she would not be reported in any other questions, and demographics would not be collected for this caller.

32. Outreach to victims/survivors

Report the number of unsolicited letters, phone calls, or visits to victims/survivors of specific incidents of sexual assault, domestic violence, dating violence, or stalking, informing them of services and/or providing information. Also report the specific languages (other than English) used in outreach activities.

Victims/survivors who are the recipients of these outreach activities should not be reported as victims/survivors served in question 26 unless they also received at least one of the services reported in question 30A (Victim services) or 30B (Shelter services.) Victims/survivors who received services such as victim advocacy over the telephone should be reported in question 30A.

EXAMPLE: Your agency receives calls from the police department when officers are transporting Spanish-speaking sexual assault victims/survivors to the hospital for forensic examinations. Your protocol is to send a victim advocate to the medical facility to stand by and, if the victim/survivor chooses, to be present during the exam. During the current reporting period your Youth Services Program-funded victim advocates responded to 22 calls from law enforcement and accompanied 18 of the victims during their exams. You would enter “22” in the column Number of outreach activities to victims/survivors in this question. You would also count the 18 victims/survivors for whom you provided accompaniment as victims/survivors served in question 26, in question 30A under Hospital/clinic/other medical response, and you would provide demographic information (even if the responses entered were in the “unknown” categories) on these 18 victims/survivors in questions 28 and 29.

33. Protection orders

Report the total number of temporary and/or final protection orders requested and granted for which Youth Services Program-funded victim services staff assisted victims/survivors of sexual assault, domestic violence, dating violence, or stalking during the current reporting period. 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 protection from abuse, protection from harassment or anti-harassment orders, restraining orders, or no-contact or stay-away orders in your jurisdiction, and they may be criminal or civil.

Temporary orders are generally issued *ex parte*, meaning without a court hearing, for a short period of time (e.g., 30 days), and final orders are issued after a court hearing for a longer period of time (e.g., two years). For all instances in which victim services staff assisted the victim/survivor in obtaining such an order, the number of those orders requested and granted should be reported here.

34. (Optional) Additional information

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

E. Narrative

All grantees must answer questions 35 and 36.

Please limit your responses to the space provided.

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

Report on the status of the goals and objectives for your Youth Services Program grant as of the end of the current reporting period, as identified in your grant proposal or as they have been added or revised. Indicate whether the activities related to your goals and objectives have been completed, are in progress, are delayed, or have been 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 this current reporting period, you must provide an explanation.

EXAMPLE 1:

Objective: Provide training for new bilingual hotline volunteers.

Activity: Coordinate with local victim services agency to schedule training dates and compile training materials.

Status: Ongoing.

Comments: Training dates have been set and publicized. Materials for training notebooks have been selected. Training will be provided as scheduled over a two-month period in February and March of 2011.

EXAMPLE 2:

Objective: Offer language services to victims/survivors.

Activity: Hire an interpreter to assist with translation.

Status: Delayed.

Comments: The person we originally hired for this position had to leave the area due to a family emergency before starting work, so the hiring has been delayed. We hope to have someone in the position by March 1, 2011.

36. What services or resources do you provide that are specifically tailored to reach the youth population(s) that you serve? (E.g. staff, volunteers, or advisory board members of your organization reflect the community you serve.) Please limit your response to the space provided (8,000 characters) for this question.

All grantees must answer questions 37 and 38 on an annual basis. Submit this information on the January to June reporting form only.

Please limit your responses to the space provided (8,000 characters) for each question.

37. 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 victim/survivor safety, and enhancing community response (including offender accountability for both batterers and sex offenders)?

38. What has Youth Services Program funding allowed you to do that you could not do prior to receiving this funding? (e.g., expand coordination and cross-referrals with local high schools in your community.)

EXAMPLE: Before we received Youth Services Program funds, our agency did not have appropriate staff to serve Spanish-speaking victims. Since we received this funding, we have hired a Spanish-speaking therapist and have increased the number of Spanish-speaking victims served by our program from 2 to 40.

Questions 39 and 40 are optional.

Please limit your responses to the space provided (8,000 characters) for each question.

39. Provide any additional information that you would like us to know about your Youth Services Program grant and/or the effectiveness of your grant.
(If you have other data or information that you have not already reported in answer to previous questions on this form that demonstrate the effectiveness of your Youth Services Program- please provide it below. Feel free to discuss any of the following: systems-level changes, community collaboration, the removal or reduction of barriers and challenges for victims/survivors, promising practices, positive or negative unintended consequences.)

EXAMPLE: In this reporting period we conducted exit interviews with all of the victims/survivors who attended our support groups. All of the respondents gave positive feedback about the program. As a result of information received, we made changes to the program and expanded outreach to the LGBTI community.

40. 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 your Youth Services Program funds supported staff—e.g. victim advocates, attorneys, etc.—but did not report any corresponding victim 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.)