

Consolidated Youth Comprehensive Project Reporting Instructions

The Violence Against Women Act of 2000 requires grantees to report on the effectiveness of activities carried out with grant funds. 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 report data related to their OVW funded activities. Grantees should answer questions based on the activities engaged in under this grant during the current reporting period.

This reporting tool details the Semi-Annual Progress Report questions and instructions for Comprehensive Projects of the Consolidated Grant Program to Address Children and Youth Experiencing Domestic and Sexual Assault and Engage Men and Boys as Allies (Consolidated Youth Comprehensive Projects or CY Program). Please note: The Semi-Annual Progress Report that corresponds with this tool was created for the Grants to Assist Children and Youth Exposed to Sexual Assault, Domestic Violence, Dating Violence, and Stalking Grant Program (CEV Program). Therefore, that program title appears throughout the form, rather than the Consolidated Youth program title. Additionally, this set of instructions provides a special set of instructions designed to help CY Comprehensive Projects Use the Children Exposed to Violence reporting form to report applicable activities of the CY Program. This information is presented prior to the full reporting form instructions.

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. Subsections A1 and C2, and sections B and E of this form must be completed by all grantees. In subsections C1, C3 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, 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 Consolidated Youth Comprehensive Project grant-funded staff or if CY funds substantially support their activities.

OVW recognizes that some of the information requested will not be available for many newly funded projects until they have had sufficient time to implement record-keeping procedures to track the information requested. In the meantime, provide the most accurate and complete information possible with the data you have available.

The progress report is due to OVW within 30 days of the end of the current reporting period (for the period ending June 30, the deadline is July 30; for the period ending December 30, the deadline is January 30).

If you have any questions about the progress report, call, email or visit the website of the VAWA Measuring Effectiveness Initiative at the Muskie School of Public Service.

- **VAWA MEI phone:** 1-800-922-VAWA (8292)
- **VAWA MEI email:** vawamei@maine.edu
- **Website:** vawamei.org

If you have questions about your grant, please contact your OVW program specialist at 1-202-307-6026 (TTY: 202-307-2277).

If you have questions about your JustGrants account, please contact JustGrants.

- **JustGrants OVW Support phone:** 866-655-4482
- **JustGrants OVW support email:** OVW.JustGrantsSupport@usdoj.gov
- **JustGrants Support website:** <https://justicegrants.usdoj.gov/user-support>

PLEASE NOTE:

This document contains bookmarks for easy navigation. Please use the bookmark panel (usually located on the left sidebar) in your PDF program to skip directly to a section in this document.

This project was supported by Grant No. 2017-TA-AX-K059 awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.

Special Instructions for Comprehensive Projects

Instructions for the Children Exposed to Violence (CEV) Progress Reporting Form

The following instructions are for grantees funded as Comprehensive Projects that are using CY grant funds for a) education and prevention strategies and b) direct advocacy and counseling services. These special instructions are designed to help CY Comprehensive Projects use the Children Exposed to Violence (CEV) progress reporting form to report applicable activities of the CY program.

Victim Services – Additional Data

***If the data are correctly reported without the use of an expanded template, please provide the following note in question 45 “The data reported in question 24, 25, and 29 are accurate as is.”**

Question 24

Please report any children or youth victims of **domestic violence** who were served, partially served, or not served, in the **dating violence** category.

Then, please copy and paste the expanded template below into narrative question 45 with correct victimization data filled in.

Q24 Expanded Template:

DOMESTIC VIOLENCE

Served: X

Partially served: X

Not served: X

DATING VIOLENCE

Served: X

Partially served: X

Not served: X

Question 25

If you provided services to youth victims of domestic violence, please report all domestic violence victims’ relationships under the dating violence “unknown” category. Similarly, there is no space to report the “current or former spouse or intimate partner of youth” relationship for youth victims of sexual assault or stalking. Report these relationships in the “unknown” category of their respective victimizations.

Then, please copy and paste the expanded template below into narrative question 45 with correct victim relationship data filled in.

Q25 Expanded Template for Relationship to Offender by Victimization:

SEXUAL ASSAULT

Current or former spouse or intimate partner of parent/caregiver: X

Current or former spouse or intimate partner of youth: X

Family or household member: X

Current or former dating relationship of parent/caregiver: X

Current or former dating relationship of child/youth: X

Acquaintance: X

Stranger: X

Relationship unknown: X

DOMESTIC VIOLENCE

Current or former spouse or intimate partner of parent/caregiver: X

Current or former spouse or intimate partner of youth: X

Family or household member: X

Current or former dating relationship of parent/caregiver: X

Current or former dating relationship of child/youth: X

Acquaintance: X

Relationship unknown: X

DATING VIOLENCE

Family or household member: X

Current or former dating relationship of parent/caregiver: X

Current or former dating relationship of child/youth: X

Acquaintance: X

Relationship unknown: X

STALKING

Current or former spouse or intimate partner of parent/caregiver: X

Current or former spouse or intimate partner of youth: X

Family or household member: X

Current or former dating relationship of parent/caregiver: X

Current or former dating relationship of child/youth: X

Acquaintance: X

Stranger: X

Relationship unknown: X

Question 29

If you used CY Program funds to serve young adults (age 18-24), please report them in the 13- 17 category in question 29, under Age, along with all youth (age 13-17) you have served in that reporting period.

Then, please copy and paste the expanded template below into narrative question 45 with correct breakdown of age.

Q29 Expanded Template for Age:

Children/youth victims 0-12: X

Children/youth indirectly exposed 0-12: X

Children/youth victims 13-17: X

Children/youth indirectly exposed 13-17: X

Children/youth victims 18-24: X

Children/youth indirectly exposed 18-24: X

Children/youth victims Unknown: X

Children/youth indirectly exposed Unknown: X

Prevention and Education Activities – Additional Data

The CEV progress reporting form does not include sections to report CY funded prevention and education activities. Please use the following instructions below to best capture these CY grant funded activities.

Question 44

If you used CY funds for prevention and education activities, do not answer the narrative question that appears on the form. Instead, please copy and paste the expanded template below into narrative question 44 with accurate data filled in.

Additionally, please describe all multi-faceted grant-funded prevention activities and events that you engaged in during the current reporting period. Please include activities such as community organizing or awareness, prevention strategies employed within school settings, media and other outreach efforts, public education events, and engaging men as mentors and role models.

Q44 Expanded Template for Prevention and Education Activities:

Total number of prevention and education events provided:

Total number of people educated:

Number of community members:

Number of parents:

Number of K-12 students:

Number of college students:

Number of educators/administrators:

Number of all other participants:

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

The current reporting period and year is pre-populated. You must download a new reporting form for each reporting period.

3. Grantee name

Enter the "Entity Legal Name" and "Doing Business As" name (if different) that can be found at the top of your JustGrants Funded Award Page.

EXAMPLE:

University of Maine System dba Cutler Institute

4. Grant number

Enter the federal grant number assigned to your OVW program grant. This number can be found at the top of your JustGrants Funded Award Page.

5. Type of lead agency/organization

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

6. Faith-based organization

Indicate whether or not this is a faith-based organization.

7. 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.

8a. Underserved populations

Check yes if your CY Program grant specifically addressed underserved populations. If yes, answer 8b and 8c. If no, continue to question 9.

In question 8b, indicate which specific underserved population(s) are specifically addressed by your CY Program grant by checking all that apply.

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

9. Tribal populations

Check yes if Comprehensive Project grant specifically focuses on American Indians or Alaska Natives and indicate which specific tribes or nations you address or intend to address. Report only on tribes or nations you intentionally address. Do not include a tribe or nation if they are addressed 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.

DEFINITION: Indian tribe

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.

A2. Staff Information

If CY Program funds were used to fund staff positions during the current reporting period, check yes and answer question 11. If not, check no and skip to section B.

11. Staff

Report the total number of full-time equivalent (FTE) staff funded by the CY 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.

Responses in the “Other” category should be very specific and should be based on function, not title or location. Responses such as graduate assistant, contractor, and consultant are not valid since they do not specify the function performed by the CY-funded person.

- **Administrator:** Administrative positions, such as director and fiscal manager.
- **Case manager:** A person who works with the non-abusing parent/caregiver, in the context of an ongoing relationship, to identify needs and resources, set goals and priorities, develop appropriate service plans, coordinate and monitor service delivery, and evaluate progress toward desired outcomes.
- **Child advocate:** A person whose primary focus is on children, who provides support and assistance on behalf of child victims and children indirectly exposed to violence, including assisting the child in accessing needed services and resources. See definition for victim advocate.
- **Counselor:** An advocate, peer, etc. who provides counseling or support group services to children and/or non-abusing parents/caregivers who is not a licensed or certified mental health professional. See definitions for mental health professional and victim advocate.
- **Legal advocate:** A person who assists a victim/survivor with legal issues including preparing paperwork for protection orders, accompanying a victim/survivor to a court hearing or other proceeding, and all other advocacy within the justice system.
- **Mental health professional:** A person who provides counseling, therapy (individual or group), and/or assessment, including licensed/certified counselors or therapists, as well as psychologists and psychiatrists.
- **Outreach worker:** A person who performs outreach activities, including direct outreach to child victims, children indirectly exposed to violence, and/or their non-abusing parents/caregivers and outreach to other community agencies and organizations serving and responding to victims, regarding services offered by the CY-funded program.

- **Program coordinator:** Person who coordinates specific aspects of the program, such as volunteer coordinator or training coordinator. Report victim-witness coordinator in the category “victim assistant.”
- **Support staff:** Staff who are secretaries, administrative assistants, bookkeepers, accountants, and/or receptionists.
- **Trainer:** A person who develops and/or delivers training content/curricula.
- **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 whose primary focus is on non-abusing parents/caregivers, who facilitates their accessing needed resources or services. An advocate may also provide crisis intervention, safety planning, and other kinds of support. Communications with victims/survivors are usually considered confidential. See definition for child advocate.
- **Victim assistant (includes victim-witness advocate/specialist/coordinator):** A person who provides victim assessments and coordination in support of case prosecution activities, assists with victim witness statements, coordinates victim court appearances, and provides victims with court dates. The services provided are generally limited to the period and scope of court proceedings. Typically, this is a governmental employee of a law enforcement agency, prosecution office, or court, and confidential communications are usually limited.

EXAMPLE 1:

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

EXAMPLE 2:

A staff member, whose salary is 100% funded with CEV Program funds, spends an average of 20 hours of her/his time per week training and coordinating 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 CEV 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 CEV Program Progress Report Instructions 6 Office on Violence Against Women person as .50 FTE (520 hours worked divided by 1,040 hours in the six-month reporting period) under translator/interpreter.

EXAMPLE 4:

If a full-time grant-funded person was hired three months into the reporting period (e. g., on April 1 or October 1), report that staff person as .50 FTE.

B. Purpose Areas

All grantees must complete this section.

12. Statutory purpose areas

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

13. Areas of interest addressed by your grant

In addition to the purpose areas identified in question 12, the CY 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. Training

If CY Program funds were used for training activities during the current reporting period, check yes and answer questions 14-18. If not, check no and skip to subsection C2.

DEFINITION: Training

For the purposes of this reporting form, **training** means providing information on sexual assault, domestic violence, dating violence, and stalking that enables professionals to improve their response to victims/survivors as it relates to their role in the system. Presentations to groups such as high school students, community groups, men's groups, parents/guardians, victim/survivors, etc., would not be counted as training events and attendees would not be counted as people trained, since they are not professionals who work with victims/survivors, children indirectly exposed to violence, or offenders.

14. Training events provided

Report the total number of training events provided during the current reporting period that were either provided by CY Program-funded staff or directly supported by CY Program subgrant funds. If non-grant-funded staff were sent to training with CEV Program funds, count the training as an event. Training provided to CEV Program-funded staff should not be counted. If a trainer is partially funded with CY Program funds and partially funded by other sources, develop a system to determine which training activities will be reported here. Do not count the same training activities on more than one grant report form.

Example 1:

A full-time trainer is hired by your agency. Half of her/his salary is paid by the CY Program, and half through other means. You choose to report alternate trainings that s/he conducts as CY Program-funded training, since all the training related to the subject matter of the CY grant.

Example 2:

A full-time trainer is hired by your agency. Half of her/his salary is paid by the CY Program, and half through other means. The CY Program funds focus on training child care staff to identify children indirectly exposed to violence and make appropriate referrals, and the other funds pay

for training health professionals on unrelated issues. You report only the training of the child care staff.

Example 3:

You use CY Program funds to send five non-CEV funded counselors to a training on play therapy for children indirectly exposed to violence. Count this as one event, and report five (5) counselors trained.

15. Number of people trained

Report the number of people trained during the current reporting period. Use the category that is most descriptive of the people who attended the training event. (We recommend that you scroll through all categories of people trained before entering a number, particularly if you are reporting for the first time.) People reported here should be trained by CY Program-funded staff or should have attended training events that were directly supported with CY Program funds during the current reporting period.

If you are unable to provide an exact count of, or to reasonably estimate, the different types of professionals attending a training event, you may report the overall number in “Multidisciplinary”; however, this category should be used only as a last resort. Students, community members, and victims should not be reported as people trained, since they are not professionals serving or responding to victims. CY Program-funded staff attending training should not be counted in this question, but CY Program-funded staff development activities should be described in question 18.

16. Training content areas

Check the topics addressed in training events reported in question 15. Check all that apply. Do not include topics of staff development training attended by CY Program-funded staff. Do not use the “Other” category to report the name of the group that received the training, the title of the training event, or the name of the conference that was attended. Instead, use it to report the training topic addressed and only if you are not able to locate an existing category that approximates the topic.

17. (Optional) Additional information

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

18. Additional information – staff development

If your CY Program funds were used for training staff, please describe the funded positions and type(s) of training received. Include topics.

C2. Coordinated Community Response

All grantees must complete this subsection.

19. Coordinated community response (CCR) activities

Check the appropriate boxes to indicate which agencies or organizations 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. 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 who were members of the task force according to the frequency of the meetings. Do NOT report task force, SART, CCR team, etc., in the “other” category.

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

EXAMPLE:

You participate in a quarterly task force meeting on improving services to children in the community. Members of the task force include representatives from Head Start, an afterschool program, and a domestic violence victim services organization with which you have an MOU. CY 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 Head Start, afterschool program, and domestic violence program, and also checking the box under the MOU column for domestic violence program.

20. (Optional) Additional information

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

C3. Policies and Procedures

If CY Program-funded staff developed, substantially revised, and/or implemented policies or protocols or if CEV Program funds were used to develop, substantially revise, and/or implement policies or protocols during the current reporting period, check yes and answer questions 21 and 22. If not, check no and skip to subsection C4.

21. 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 CY Program-funded staff or directly supported by CY 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.

DEFINITION:

- **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 children from underserved populations who are indirectly exposed to violence in their homes. During the current reporting period, grant-funded staff developed a policy and outlined protocols for responding appropriately to underserved children. 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 children from underserved populations who are indirectly exposed to violence in their homes, 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 children indirectly exposed to violence who are disabled. 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 children to include protocols for children indirectly exposed to violence who are disabled. During the current reporting period, the new protocol was 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.

22. (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 CEV Program grant. You may provide examples, data, or any other information about your policy activities that you have not already provided.

C4. Products

If CY Program-funded staff developed, substantially revised, and/or implemented products or if CY Program funds were used to develop, substantially revise, and/or distribute products during the current reporting period, check yes and answer question 23. If not, check no and skip to section D.

PLEASE NOTE:

As of the July-December 2019 reporting period, OVW no longer asks grantees to report the number of products distributed. The progress reporting form and these reporting instructions do not reflect this change and still include instructions for product development, revision, and distribution.

23. Product development, revision, and/or distribution

Report the number of products developed, substantially revised, and/or distributed with CY 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.

DEFINITION:

- **Develop:** To create a new product.
- **Substantially revise:** To make a significant amendment to an existing product.
- **Distributed:** Number of products actually used during the reporting period.

EXAMPLE:

You used your CY Program funds to develop a brochure in Spanish on services for children indirectly exposed to domestic violence and to distribute 1,000 copies during the current

reporting period. You also distributed 500 copies of an existing brochure. You developed a training curriculum for social workers on supporting parents and caregivers of children indirectly exposed to domestic violence, also with CY Program funds, but have not used the training curriculum in this reporting period. You would report this as follows: For the brochure, enter “1” as the Number developed or revised in the Brochure category, enter the topic, enter “Parents and caregivers of children indirectly exposed to domestic violence” under Intended audience, “1,000” under Number used or distributed, and “Spanish” under other languages. For the existing brochure, enter “0” as the Number developed or revised, enter the topic and intended audience, and “500” under Number used or distributed. For the training curriculum, enter “1” under Number developed or revised in the training curricula category, enter the title and intended audience, and enter “0” as the Number used or distributed.

D. Victim Services

If CY Program-funded staff provided services, or if CY Program funds were used to provide victim services during the current reporting period, check yes and answer questions 24-39. If not, check no and skip to section E.

24. Number of child victims who were served, partially served, and child victims 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 child or youth victim who requested or received services during the current reporting period should be counted only once in that reporting period. You can report child victims in each reporting period in which they requested or received services. (See Examples 1 and 2.)

For purposes of this question, child or youth victims are limited to those who have been directly subjected to a violent act of sexual assault, dating violence, or stalking. Children or youth who are not direct victims but who have been indirectly exposed to sexual assault, domestic violence, dating violence, or stalking should be reported in question 26.

Some child and youth victims may have experienced more than one type of victimization, such as sexual assault and dating violence, or dating 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, dating violence, and stalking in question 10.)

A. **Children/youth victim served** are those who received the service(s) they requested, if those services were provided under your CY grant.

B. **Children/youth victim 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 CY grant.

TOTAL SERVED and PARTIALLY SERVED (A+B)

C. **Children/youth victim 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 CY grant.

PLEASE NOTE:

If you receive a call or request for service on behalf of someone who is NOT a child victim, or if the person is a child victim but is requesting a service you do NOT provide under your CY Program grant, that person should NOT BE COUNTED in any category in question 24.

EXAMPLE 1: Unduplicated count

A child victim received services from your agency three different times during the current reporting period; you will report this child only once in question 24.

EXAMPLE 2: Unduplicated count

A youth victim came in for individual counseling at the beginning of the reporting period and then came back at the end of the reporting period to participate in parent-child counseling. Although this youth victim came in two times and received two different services, you will only count that victim once in question 24. You will count the victim once for each of these types of services in question 30 Victim services.

EXAMPLE 3: Primary victimization

A child victim received hospital accompaniment after being sexually assaulted by her mother's boyfriend and later received individual counseling for the sexual assault and for being stalked and threatened by an older student at her junior high school. She could be counted in either the sexual assault or stalking category, but should be counted in only one of those categories in question 24.

EXAMPLE 4: Served

The mother of a boy who was sexually assaulted by his stepfather comes to your program seeking art therapy for the boy and parent-child counseling. You enroll the boy in your art therapy group, and he and his mother begin parent-child counseling. Since this child victim received the requested services that were provided under your CY Program grant, he should be counted as "served" under "sexual assault."

EXAMPLE 5: Partially served

Your program offers play therapy and group counseling under your CY Program grant. The mother of a child victim requests these two services on behalf of her daughter, but your program can only provide play therapy because the counseling groups are at capacity. You would count this child victim as "partially served," because your program could not provide the group counseling, and it is a service you are funded to provide under your CEV Program grant.

EXAMPLE 6: Not served

A five-year-old girl has been sexually assaulted by a babysitter. Her parents are referred to your program for play therapy services. This service is not available at this time because all counselors are full and it is a service your program is funded to provide under your CY Program grant. You are unable to provide the requested service; therefore the girl should be counted as "not served."

EXAMPLE 7: Not counted

The father of a 12-year-old boy who is receiving threatening text messages from a girl he had been dating contacts your program for information about your services. You provide information about services you are funded to provide under your CY Program grant. The father does not make an appointment for an intake interview and does not contact your program

again. This child victim would not be counted at all, since only those child victims on whose behalf a grant-funded service is requested should be counted in question 24.

Examples 8A-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 8: Served – Partially Served – Not Served

A. An 11-year-old boy was sexually assaulted by an older boy in his neighborhood. His father contacts your program to request art therapy and individual counseling services for the child. You provide art therapy and he attends counseling with a therapist on your staff. This child victim has received all the services requested that you are funded to provide under your CY Program grant and should be counted as **“served.”**

B. An 11-year-old boy was sexually assaulted by an older boy in his neighborhood. His father contacts your program to request art therapy and individual counseling services for the child. You provide art therapy. However, your individual counseling services are full and you are unable to provide this service. This child victim has received some, but not all, of the services requested that you are funded to provide under your CY Program grant and should be counted as **“partially served.”**

C. An 11-year-old boy was sexually assaulted by an older boy in his neighborhood. His father contacts your program to request art therapy and individual counseling services for the child. You have a waiting list for all services and cannot provide the child any services at this time. When your services become available, you cannot locate the family. This victim has not received any of the services he requested that you are funded to provide under your CY 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 child victim for whom those services are requested. If the parent or caregiver of a child victim chooses to discontinue services once the child has begun receiving them, then the child victim should be reported as “served.” The same is true if a child victim moves, even if they do not notify you, and are unable to complete the services. When determining whether a child victim is served, partially served, or not served, do not consider services the child’s parent or caregiver declined on the child’s behalf, unless the parent or caregiver requested a service but found the program rules unacceptable.

25. Child victims’ relationships to offender by victimization

For those child or youth victims reported as served and partially served in 24, report the relationship of the child or youth victim to the offender. If a child victim was victimized by more than one perpetrator, or experienced more than one type of victimization, count the child or youth victim in all relationship and victimization categories that apply. The total number of relationships in the sexual assault column must be at least the sum of the number of child or youth victims of sexual assault reported in 24; the total number in the dating violence column must be at least the sum of the number of child or youth victims of dating violence reported in 24; and the total number in the stalking column must be at least the sum of the number of child or youth victims of stalking reported in 24. The total number of child or youth victims relationships to offender reported in 25 may total more than the sum of all child victims reported in 24.

Report the relationship of a child or youth who was sexually abused by a stepparent in the category “current or former spouse or intimate partner of parent/caregiver” under “sexual assault,” but do NOT also report that relationship in the category “family or household member,” even though that would also be appropriate, since the child’s stepparent was the offender. Likewise, you would report the relationship of a child who was sexually abused by the dating partner of their parent in the category “current or former dating relationship of child’s parent/caregiver” and would NOT also report that relationship in the category of “acquaintance.”

- **Current or former spouse or intimate partner of parent/caregiver:** The parent/caregiver of the child victim (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 domestic violence or family violence laws of the jurisdiction receiving grant monies.
- **Family member or household member:** The child victim is related to the offender by blood, kinship, or similar relationships. Family is defined to include both traditional and nontraditional family structures, including foster parents, grandparents and other relatives, single parents, gay or lesbian parents, extended family, clans, etc. This also includes child victims who shared a household or whose parents/caregivers have/had a roommate relationship with the offender or who had foster children unrelated to the child victim.
- **Current or former dating relationship of child’s parent/caregiver:** The parent of the child victim 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.
- **Current or former dating relationship of the child:** The child victim 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.
- **Acquaintance:** The child or youth victim is known to the offender. For example, the child-victim is a neighbor or schoolmate of the offender. A person for whom there is familiarity or social contact.
- **Stranger:** The child victim is not known to the offender.

26. Number of children or youth indirectly exposed to violence who were served, partially served, and children indirectly exposed to violence 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 child indirectly exposed to violence who requested or received services during the current reporting period should be counted only once in that reporting period. You can report children indirectly exposed to violence in each reporting period in which they requested or received services. (See Examples 1 and 2.)

For purposes of this question, children or youth indirectly exposed to violence have been indirectly subjected to a violent act of sexual assault, domestic violence, dating violence, or stalking. Children or youth who are direct victims of sexual assault, dating violence, or stalking should be reported in question 24.

Some children indirectly exposed to violence may have been exposed to more than one type of victimization, such as sexual assault and domestic violence, or domestic violence and stalking. These children 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 10.)

A. Children/youth indirectly exposed to violence served are those who received the service(s) they requested, if those services were provided under your CY grant.

B. Children/youth indirectly exposed to violence 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 CY grant.

TOTAL SERVED and PARTIALLY SERVED (A+B)

C. Children/youth victim indirectly exposed to violence 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 CY grant.

PLEASE NOTE:

If you receive a call or request for service for someone who is NOT a child indirectly exposed to violence, or you do NOT provide the requested service under your CEV Program grant, that person should NOT BE COUNTED in any category in question 26. Children or youth who are direct victims of sexual assault, dating violence, or stalking should be reported in question 24.

EXAMPLE 1: Unduplicated count

A child indirectly exposed to domestic violence came in for art therapy sessions three different times during the current reporting period; you will report this child only once in question 26, under domestic violence.

EXAMPLE 2: Unduplicated count

A youth indirectly exposed to domestic violence received individual counseling at the beginning of the reporting period and later in the reporting period this youth received parent-child counseling. Although this child received two different services, you will only count that youth once in question 26, under domestic violence. You will count the youth once for each type of service received in question 30 Victim services.

EXAMPLE 3: Primary victimization

A young girl who witnessed physical and sexual assaults of her mother is referred to you for parent-child counseling. The girl could be counted in either the sexual assault or domestic violence category, but should be reported in only one or the other.

EXAMPLE 4: Served

The mother of a boy who witnessed her being physically abused by her husband comes to your program seeking art therapy for the boy and parent-child counseling. You enroll the boy in your art therapy group, and he and his mother begin parent-child counseling. Since this child received the services that were requested and were provided under your CY Program grant, he should be counted as "served."

EXAMPLE 5: Partially served

Your program offers play therapy and parent-child counseling under your CY Program grant. The mother of a child indirectly exposed to violence requests these two services, but your program

can only provide play therapy because the parent-child counseling sessions are already full. You would count this child as “partially served,” because your program could not provide the parent-child counseling by the end of the reporting period.

EXAMPLE 6: Not served

A girl who is D/deaf witnessed a sexual assault on her mother in their home and is seeking individual counseling, a service your program is funded to provide under your CY Program grant. The girl requires an ASL interpreter for this therapy but there are no interpreters available at the time of her request. She is put on a waiting list and as of the end of the reporting period she has not received the service. You are unable to provide the requested service; therefore the girl should be counted as “not served.”

EXAMPLE 7: Not counted

The grandmother and legal guardian of a boy who witnessed domestic violence in his home contacts your program seeking information about the availability of individual counseling for the child, which you are funded to provide with your CY Program grant. The grandmother does not make an appointment for an intake interview and does not contact your program again. Only children indirectly exposed to violence on whose behalf a grant-funded service has been requested should be counted in question 26, so this victim would not be counted at all.

Examples 8A-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 to a request for services for a child indirectly exposed to violence.

EXAMPLE 8: Served – Partially Served – Not Served

A. The grandmother and legal guardian of a boy who witnessed domestic violence in his home contacts your program seeking information about the availability of education advocacy and individual counseling for the child, which you are funded to provide with your CY Program grant. You provide the education advocacy with his school and the boy attends counseling with a therapist on your staff. This child has received all of the requested services and should be counted as **“served.”**

B. The grandmother and legal guardian of a boy who witnessed domestic violence in his home contacts your program seeking information about the availability of education advocacy and individual counseling for the child, which you are funded to provide with your CY Program grant. You provide the education advocacy with his school, but are unable to provide the counseling because all sessions are full. This child has received some, but not all, of the requested services and should be counted as **“partially served.”**

C. The grandmother and legal guardian of a boy who witnessed domestic violence in his home contacts your program seeking information about the availability of education advocacy and individual counseling for the child, which you are funded to provide with your CY Program grant. You have a waiting list for all services and cannot provide him any services at this time. When your services become available, you cannot locate the grandmother. This child has not received any of the services requested that you are funded to provide under your CY 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 child indirectly exposed to violence for whom those

services are requested. If a child indirectly exposed to violence or his or her caregiver chooses to discontinue services once they have begun receiving them, then the child should be reported as “served.” The same is true if a child indirectly exposed to violence moves and is unable to complete the services, even if the parent or caregiver does not inform you. When determining whether a child indirectly exposed to violence is served, partially served, or not served, do not consider services that were offered and declined, unless the child or his/her caregiver requested a service but found the program rules unacceptable.

27. Children indirectly exposed to violence relationships to offender by victimization.

For those children indirectly exposed to violence reported as served and partially served in 26, report the relationship of the child to the offender. If a child was indirectly exposed to violence by more than one perpetrator, count all relationship categories that apply. The total number of relationships in the sexual assault column must be at least the sum of the number of children indirectly exposed to sexual assault reported in 26; the total number in the domestic violence column must be at least the sum of the number of children indirectly exposed to domestic violence reported in 26; the total number in the dating violence column must be at least the sum of the number of children indirectly exposed to dating violence reported in 26; and the total number in the stalking column must be at least the sum of the number of children indirectly exposed to stalking reported in 26. The total number of relationships to offender for children indirectly exposed to violence reported in 26 may total more than the sum of all children indirectly exposed to violence reported in 26.

- **Current or former spouse or intimate partner of parent/caregiver:** The parent/caregiver of the child indirectly exposed to violence (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 domestic violence or family violence laws of the jurisdiction receiving grant monies.
- **Family member or household member:** The child indirectly exposed to violence 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 children indirectly exposed to violence whose parent/caregiver shared a household or have/had a roommate relationship with the offender.
- **Current or former dating relationship of parent/caregiver:** The parent of the child indirectly exposed to violence 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.
- **Acquaintance:** The child indirectly exposed to violence is known to the offender. For example the child is a neighbor or student of the offender.
- **Stranger:** The child indirectly exposed to violence is not known to the offender.

28. Reasons that child victims and children indirectly exposed to violence who were seeking services were not served or were partially served

Indicate the reasons that child victims and children indirectly exposed to violence who were seeking services were not served or were partially served by checking all that apply. OVW acknowledges that

funded CY Programs may not be able to serve all children on whose behalf services are requested. This information is being collected to identify unmet needs and barriers to service.

- **Conflict of interest:** The program cannot serve the child because current or previous relationships with that child or other parties related to that child would interfere with the ability of the program to serve that child.
- **Did not meet statutory requirements:** Child does not meet requirements of statute. For example, a youth indirectly exposed to violence requests individual counseling, but is over the age of 18. Child does not meet eligibility requirements of the program or does not meet requirements of statute.
- **Insufficient/lack of culturally appropriate services:** Services currently provided under the grant are not culturally appropriate for the child.
- **Insufficient/lack of language capacity (including sign language):** Interpreter services not available or not available at the time the child is seeking services. Child victims and children indirectly exposed to violence may have been 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 children 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 children with disabilities. For example, your program offers group counseling but does not allow a care attendant to accompany the child due to confidentiality issues, which prevents at child from being able to use the services.
- **Program reached capacity:** Program is operating at full capacity. Child victims and children indirectly exposed to violence may be placed on a waiting list.
- **Program unable to provide service due to limited resources/priority-setting:** Program has set priorities (e.g., that they will give priority to children who have experienced or witnessed severe abuse) and is unable to serve child victims or children indirectly exposed to violence whose abuse does not meet the priority criteria.
- **Services inappropriate or inadequate for people with mental health issues:** Staff are not able, for any reason, to provide appropriate or adequate services for children with mental health problems. For example, a child victim with mental health issues is in need of a psychiatric assessment before she will be able to participate in requested individual therapy services.
- **Services not appropriate for child:** For any reason, the services available under the grant are not appropriate for an individual child. For example, although support groups are offered under the grant for child victims of sexual assault, a child seeking support group services is not served because it is clinically determined that the child is not appropriate for the group.
- **Transportation:** Family is unable to arrange for transportation to receive services, e.g., to attend parent-child counseling. 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 child/youth victim or child/youth indirectly exposed to violence should have been reported in a different category or should not have been reported at all in answer to questions 24 or 26.

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

If your program offers services, usually through outreach, and the family refuses the services or does not contact your program to accept services, you would not count this youth in question 24 or 26.

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 CY Program grant funds only individual counseling services but the parent of a child victim contacts your program seeking a support group. You only consider your program’s ability to provide the individual counseling when determining if the child should be counted as served, partially served, or not served, since your program is not funded to provide support group services under your CY Program grant.

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

If your program began to provide the requested services, and the family relocated without notifying you, this youth would be counted as served. However, if this youth was placed on a waiting list and when your program was able to provide the service you were not able to locate the family, you would then count this youth as not served. You would indicate “Program reached capacity” in question 28 because your program was not able to provide the service when it was requested.

29. Demographics of child victims and children indirectly exposed to violence served or partially served

Based on the child victims reported in 24A&B and the children indirectly exposed to violence reported in 26A&B, report the total numbers for all that apply. Because children 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 children/youth reported in 24A&B and 26A&B. However, the total number of children reported in the “gender” and “age” categories should equal the total number of children reported in 24A and 24B and 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 child/youth identifies, or if the race is unknown, report it as unknown. You may count children in more than one of the race/ethnicity categories.
- **Gender:** Report the gender of each child, 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 children/youth reported in 24A&B and 26A&B.
- **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 24 or the sum of 26.

Other demographic information:

- **Children with disabilities:** Count children/youth with a significant limitation in activities of daily living as children with disabilities. This may include children/youth who are blind or who have low vision, children/youth with developmental disabilities, or children/youth with a chronic, debilitating illness, if their activities are so limited.

- **Children who are D/deaf or hard of hearing:** Report the number of children/youth who identify with and participate in the language, culture, and community of Deaf people based on the use of sign language (Deaf); children who identify within the audiological definition of severe to profound hearing loss and who do not have a cultural affiliation (deaf); and/or children 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).
- **Children with limited English proficiency:** Report the number of children served who have limited English proficiency. Children 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.
- **Children who are immigrants/refugees/asylum seekers:** Where possible, report the number of children who were immigrants/refugees/asylum seekers. This is not a question about immigration or legal status.
- **Children who live in rural areas:** Report the number of children/youth 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: an 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.)
- **Children who are homeless/runaways:** Report the number of children 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 children 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.
- **Children with mental health issues:** Count children/youth with a significant limitation in activities of daily living.

EXAMPLE:

You served a 10-year-old girl who is a child indirectly exposed to domestic violence, who identifies as American Indian and Latina, and whose primary language is Lakota. Count this child under Race/ethnicity (American Indian and Hispanic or Latino), Gender (Female), Age (0-12), and as a person with limited English proficiency.

30. Services to child victims and children indirectly exposed to violence

Based on the child victims reported in 24A&B and the children/youth indirectly exposed to violence reported in 26A&B, report the number of primary children who received CY Program-funded services during the current reporting period. Count each child only once for each type of service that child received during the current reporting period; do not report the number of times that service was provided to the child.

- **Child advocacy:** Actions designed to help the child obtain needed support, resources, or services, including health care, safety planning, etc.

- **Civil legal advocacy/court accompaniment:** Assisting with civil legal issues, including preparing paperwork for protection orders; accompaniment to a protection order hearing or other civil or administrative proceeding; and all other advocacy within the civil justice system. Does not include advocacy by attorneys and/or paralegals.
- **Counseling services:** Art/play therapy; individual or group intervention or treatment provided by a volunteer, peer, or professional. Does NOT include family therapy with abuser. Report parent-child counseling in separate category below.
- **Criminal justice advocacy/court accompaniment:** Assisting with criminal legal issues including notification of case status, hearing dates, plea agreements, and sentencing terms; preparing paperwork such as victim impact statements; accompaniment 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 ensure that educational needs of the child are met, including the rights of homeless children and youth to a barrier-free education, obtaining needed resources or services regarding education such as locating or securing scholarships, assisting with school registration.
- **Hospital/clinic/medical response:** Accompanying a child/youth and his/her family to, or meeting a child and his/her family at, a hospital, clinic, or medical office.
- **Language services:** Provision of interpretation and/or translation.
- **Parent-child counseling or treatment intervention:** intervention or treatment provided to parent and child(ren)/youth by a volunteer, peer, or professional. Does NOT include family therapy with abuser. Report individual or group intervention in “counseling” category above.
- **Transportation:** Provision of transportation, either directly or through bus passes, taxi fares, or other means of transportation to school or counseling.

31. Services for children

Describe in more detail the types of services (art therapy, diagnostic testing, parent and child counseling, support groups, etc.) you provided to children with CYV Program funds during the current reporting period.

32. Non-abusing parents/caregivers receiving support or referrals

Report the unduplicated number of non-abusing parents/caregivers who received CY Program funded support and the unduplicated number who received referrals during the current reporting period. Parents/caregivers may be counted in both categories in the same reporting period, but should only be counted once per reporting period if appropriate. For purposes of this form, nonabusing parents/caregivers have the primary responsibility for the child’s day-to-day care. Only non-abusing parents/caregivers whose children receive CY Program-funded services should be reported.

33. Support provided to non-abusing parents/caregivers with grant funds

Report the number of non-abusing parents and caregivers who received CY Program-funded support or services during the current reporting period. Count each non-abusing parent or caregiver only once for each type of service, or referral for service, that the non-abusing parent or caregiver received during the current reporting period; do not report the number of times that service, or a referral for that service, was provided to the parent or caregiver. Only non-abusing parents/caregivers whose children/youth

received CY Program-funded services during the current reporting period should be reported. Shelter services should be reported in question 36.

- **Advocacy:** Actions designed to help the non-abusing parent or caregiver obtain needed support, resources, or services, including health care, emergency shelter, employment, housing, etc.
- **Case management:** Set of activities engaged in with the non-abusing parent/caregiver, in the context of an ongoing relationship, to identify needs and resources, set goals and priorities, develop appropriate service plans, coordinate and monitor service delivery, and evaluate progress toward desired outcomes.
- **Child care:** Care provided to child or children of non-abusing parent or caregiver that enables the parent/caregiver to attend meetings and hearings, to visit agencies and organizations to secure resources, to receive medical and mental health treatment, to attend job interviews, etc.
- **Civil legal advocacy/court accompaniment:** Assisting a non-abusing parent/caregiver with civil legal issues, including preparing paperwork for protection orders; accompanying a nonabusing parent/caregiver to a protection order hearing, or other civil proceeding; and all other advocacy within the civil justice system. This also includes accompanying a non-abusing parent/caregiver 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 non-abusing parent/caregiver with criminal legal issues including notifying the non-abusing parent/caregiver of case status, hearing dates, plea agreements, and sentencing terms; preparing paperwork such as victim impact statements; accompanying a non-abusing parent/caregiver 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 non-abusing parent/caregiver obtain needed resources or services regarding education such as locating or securing scholarships, assisting with school registration, assisting the non-abusing parent/caregiver to obtain a GED.
- **Employment counseling:** Actions designed to assist a non-abusing parent/caregiver in obtaining employment, e.g., coaching on career options, skills training, job searches, resume-writing, marketing, job interviews, and preservation of employment.
- **Home visitation:** Services provided by visiting the home of a non-abusing parent/caregiver.
- **Hospital/clinic/other medical accompaniment:** Accompanying a non-abusing parent/caregiver to, or meeting a non-abusing parent/caregiver at, a hospital, clinic, or medical office.
- **Housing assistance:** Actions designed to help the non-abusing parent/caregiver 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.
- **Language services:** Provision of interpretation and/or translation.
- **Material assistance:** Providing non-abusing parents/caregivers with clothing, food, personal items, etc.

- **Parent education or classes:** Education or classes designed to develop or improve positive parenting skills.
- **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.

EXAMPLE 1: Non-abusing parent receives support.

A woman who had been physically abused by her husband and whose five year-old son had been sexually abused by the same man who was his stepfather, comes to your program seeking art therapy for the boy. You enroll the boy in your art therapy group. The mother also receives safety planning and assistance with filing a protection order from a victim advocate who was funded under the CY grant. Since the child victim received services provided under your CY Program grant, the mother should also be counted as receiving CY-funded support in question 32 and as having received advocacy and civil legal advocacy/court accompaniment support in question 33.

EXAMPLE 2: Non-abusing caregiver receives referral.

The grandmother and legal guardian of a boy who witnessed domestic violence in his home contacts your program seeking information about the availability of education advocacy and individual counseling for the child. You are funded to provide these services with your CY Program grant and you are able to provide those services to the child. The grandmother also requests assistance with an issue related to her public housing lease. You refer her to the legal services agency in your area. Since the child received services provided under your CY Program grant, the grandmother should also be counted as a nonabusing parent/caregiver receiving a referral in question 32 and as having received a referral in the housing assistance category in question 33.

EXAMPLE 3: Non-abusing parent not counted—child did not receive CY-funded services.

Your program offers play therapy and group counseling, both services provided under your CY grant, to the mother of a child indirectly exposed to domestic violence. The mother declines services for the child, but requests assistance with a protection order for herself. Because you are not also providing services to the child, you are not able to use CEV funds to provide services to this parent. You provide her with a referral to a court-based advocate at a local domestic violence agency, but you will not report her in questions 32 and 33. Only non-abusing parent/caregivers whose children receive CY-funded services can be counted in these questions.

34. Home-based services

If you provided services by visiting the home of a child/caregiver, describe the types of services/support you provided in the home.

35. Comprehensive services

Use this space to describe other needed services or support you provided to child/youth victims, children/youth indirectly exposed to violence, and non-abusing parents/caregivers such as those listed in questions 30 or 33 which were provided by your agency with other funding or provided by another source, such as agencies to whom you make referrals.

36. Youth services

If you reported serving youth [over the age of 12], even though your special condition specifies that you will serve primarily children [12 and younger], please explain the circumstances under which you provided those services.

EXAMPLE:

You served three siblings, ages 9, 12, and 15 years old. It was very important for the family's treatment to include the 15-year-old sibling in the treatment as comparable services for youth are not available in your community.

37. Shelter services

Report the total number of non-abusing parents/caregivers and accompanying family members who received emergency shelter provided with CY Program funds during the current reporting period. This should be an unduplicated count for both non-abusing parents/caregivers and accompanying family members. This means that each non-abusing parent/caregiver and accompanying 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 to non-abusing parents/caregivers and accompanying family members. The number of bed nights is computed by multiplying the number of non-abusing parents/caregivers and accompanying 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 non-abusing parents/caregivers and accompanying family members.

EXAMPLE:

One non-abusing parent 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.

38. Protection orders

Report the total number of temporary and/or final protection orders requested and granted for which CY Program-funded victim services staff assisted non-abusing parents/caregivers and child/youth victims or children indirectly exposed to sexual assault, domestic violence, dating violence, or stalking during the current reporting period. Indicate whether the protection orders were obtained for the non-abusing parent/caregiver, for the child or children, or both. This should include all orders having the force of law that are designed to protect the non-abusing parent/caregiver, child(ren), or both 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 non-abusing parent/caregiver or child(ren)/youth in obtaining such an order, the number of those orders requested and granted should be reported here.

39. (Optional) Additional information

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

E. Narrative

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

All grantees must answer this question.

Report succinctly on the status of the goals and objectives for your CY 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 briefly 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.

Please limit your responses to the space provided.

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 child protective workers.

Activity: Coordinate with CPS 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 2013.

EXAMPLE 2:

Objective: Offer language services to child/youth victims, children/youth indirectly exposed to violence, and their non-abusing parents/caregivers.

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, 2021.

41. What services or resources did you provide to ensure linguistically, culturally, and community relevant services for underserved communities?

All grantees must answer this question.

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

EXAMPLE:

We used CY Program funds to hire a Somali advocate who trains staff at programs serving children in that community to identify and appropriately refer children indirectly exposed to sexual assault, domestic violence, dating violence, and stalking.

42. What do you see as the most significant areas of remaining need with regard to improving services to children indirectly exposed to sexual assault, domestic violence, dating violence, and stalking, and providing support for their non-abusing parents and caregivers?

All grantees must answer this question on an annual basis. Submit this information on the January to June reporting form only.

Consider geographic regions, underserved populations, service delivery systems, and challenges and barriers unique to your service area and the population[s] you serve.

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

43. What has CEV Program funding allowed you to do that you could not do prior to receiving this funding?

All grantees must answer this question 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 this question.

EXAMPLE:

We have been able to train staff at every after-school program in our small city, leading to increased referrals from their programs to our counseling center, which provides parent-child counseling for families experiencing domestic violence.

44. Provide any additional information that you would like us to know about your CEV Program grant and/or the effectiveness of your grant.

This question is optional.

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 CY 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 children indirectly exposed to violence and their non-abusing parents/caregivers, promising practices, positive or negative unintended consequences.

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

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

This question is optional.

If you have any information that could be helpful in understanding the data you have submitted in this report, please answer this question.

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

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 reported staff—e.g., victim advocates—but did not report any corresponding victim services you may explain why; or if you did not use CY 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.

Appendix: Glossary of Frequently Used Terms

Dating violence:

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.

Domestic violence:

The Violence Against Women Act (VAWA) defines domestic violence as 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 as a spouse, by a person similarly situated to a spouse of the victim/survivor under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other adult person against whom a victim/survivor 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.

Not served:

Victims/survivors who sought services and did not receive the service(s) they were seeking, if those services were funded by your program grant.

Not Served Example: Your agency uses grant funds to provide victims/survivors with criminal justice advocacy/court accompaniment services.

A victim/survivor of domestic violence asks for court accompaniment to a criminal court proceeding. On the day the client needs court accompaniment, the grant-funded advocate is busy assisting another client and is unable to provide that service. Because the victim/survivor did not receive the grant-funded service requested during the six-month reporting period, report this victim/survivor as not served.

Partially served:

Victims/survivors who received some service(s), but not all of the services they requested, if those services were funded by your program grant.

Partially Served Example: Your agency uses grant funds to provide victims/survivors with crisis intervention, counseling, and civil legal advocacy/court accompaniment services.

A victim/survivor of sexual assault asks for crisis intervention and counseling services. You are able to provide this victim/survivor with crisis intervention, but you are unable to provide counseling services because of staffing limitations. Because the victim/survivor received some (but not all) of the grant-funded services that were requested during the six-month reporting period, report this victim/survivor as partially served.

Served:

Victims/survivors who received the service(s) they requested, if those services were funded by your program grant.

Served Example: Your agency uses grant funds to provide victims/survivors with assistance obtaining protection orders, both temporary and permanent. Your agency also has a separate funding stream to provide transportation services.

A victim/survivor of dating violence comes to your agency requesting assistance with obtaining a protection order, as well as transportation services to court. You assist the victim/survivor in filling out the paperwork for the protection order, however your agency is unable to provide the transportation services. Remember, the transportation services are not grant-funded, but the protection order assistance is grant-funded. Therefore, because they received all the grant-funded services requested during the six-month reporting period, report this victim as served.

Sexual assault:

A continuum of behaviors defined in the Violence Against Women Act 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 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.

Stalking:

VAWA defines stalking as engaging in 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.

Sex trafficking:

Sex trafficking is defined as trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; and/or the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.