



OVW Semi-Annual Progress Report: Reporting Victim Services

**VIOLENCE
AGAINST
WOMEN ACT**

**MEASURING
EFFECTIVENESS
INITIATIVE**

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Who We Are



VAWA MEI's Mission:

- Support OVW in tracking and measuring the work of VAWA grantees
- Provide technical assistance to VAWA grantees

Today's Training Goals

- Learn how to report victim and services data for the Victim Services Section of your Semi-Annual Progress report
- Test your new or renewed knowledge
- Review available resources and where to ask for help

Tips for Successful Data Reporting

- Only report on OVW grant-funded activities, services, and staff
- Use narrative questions to discuss successes, provide more detail, or explain data
- Access our resources and recordings, one-on-one technical assistance, and other tools

COVID-19 General Reporting Guidance

- **If you are unable to collect data for the report**
 - Do not estimate
 - Any numbers reported should have adequate source documentation

- **Use narrative questions to discuss the impact of COVID-19**
 - Include words like “COVID-19” and “pandemic”
 - Use narrative fields to explain missing data or activities you are unable to quantify

COVID-19 General Reporting Guidance (Continued)

- **Do not use a future period's progress report to report activities that took place in the current reporting period**
 - Contact your OVW Program Specialist if data becomes available after you submitted the progress report
- **Tips for validating the progress report if a data field should be blank but is giving a validation warning**
 - Enter "1" in any field which cannot remain blank
 - Then use the final question to explain "*We entered 1 in question 20 in order to validate the form. The number should be deleted.*"

COVID-19 Resources

- **Office on Violence Against Women (OVW) guidance for grantees**
 - <https://www.justice.gov/ovw/resources-and-faqs-grantees#covid>
- **Futures Without Violence resource list**
 - <https://www.futureswithoutviolence.org/get-updates-information-covid-19/>
- **TA2TA COVID-19 resource hub**
 - <https://www.ta2ta.org/resources-and-information-on-covid-19-response.html>

VAWA MEI COVID-19 Resources

- **VAWA MEI COVID-19 FAQs and Contact Us Form**
 - <https://www.vawamei.org/tools-resources/faqs/category/covid-19-faqs/>
 - <https://www.vawamei.org/contact-us/>
- **Reporting in a Pandemic “Office Hours” recording**
 - <https://www.vawamei.org/tools-resource/reporting-in-a-pandemic-training-video/>
- **Crafting Narratives Webinar Video & Narrative Examples**
 - <https://www.vawamei.org/tools-resource/crafting-narratives-training-video/>
 - <https://www.vawamei.org/tools-resource/examples-of-grantee-narrative-data/>

Victim Services Section

- **Most of the data requested in this section is congressionally mandated**
 - Congress wants to know how many of the victims/survivors seeking services were served and how many could not be served
- **Provide information in this section that represents only those victims/survivors served and services provided with OVW Program funding**
 - Victims/survivors are those against whom the sexual or domestic violence was directed

Please Note:

- For the purpose of this training, we **will only reference** domestic violence, dating violence, sexual assault and stalking but recognize that **some programs also address** crimes like elder abuse, child sexual abuse, and/or sex trafficking or exploitation or focus solely on sexual assault services and programming.
- Likewise, this **training will reference** adult victims/survivors even though **some programs** serve child and youth victims that are directly or indirectly exposed to violence.

When to Report a Victim/Survivor

- **To report a victim/survivor in this section**
 - They must have requested or accepted a service(s)
 - The service(s) must be OVW Program grant-funded
 - The victim/survivor must be a primary victim of domestic violence, dating violence, sexual assault, or stalking

When to Not Report a Victim/Survivor

- **A victim/survivor would not be reported in the Victim Services Section if the victim/survivor**
 - Is seeking only services that are not funded with your OVW Program grant
 - Did not accept any of the OVW Program grant-funded services that were offered or recommended
 - Is not a primary victims of domestic violence, dating violence, sexual assault, or stalking

Determining Service Status

- Report each victim/survivor as either served, partially served, or not served.
- Definitions:
 - **Served:** received all requested services that are provided by OVW Program funds
 - **Partially served:** received some but not all requested services that are provided by OVW Program funds
 - **Not served:** received none of the requested services that are provided by OVW Program funds

Determining Service Status (Continued)

- **Report each victim/survivor as either served, partially served, or not served.**
 - Victims reported as served, not served or partially served are an unduplicated count and should be reported only once in each reporting period they receive grant-funded services
 - Victims need to be reported under their primary victimization, even if they have experienced more than one type of victimization

Partially Served or Not Served

➤ Reasons partially served or not served

- If you reported any victims/survivors as partially served or not served in the initial question of the Victim Service Section, you need to report the reasons why

➤ These are check boxes

- This question does not capture totals, just yes the reason applies, or leave the box unchecked.
- Some forms has a separate column for indicating the reasons for being “partially served” and “not served”. Most programs have one column of check boxes to capture both.

Partially Served or Not Served (Continued)

- **Remember: what determines a victims service status is your organization's ability to provide the requested grant-funded service**
- **Common reporting errors in “other”**
 - Victims did not return
 - Victim refused services
 - Services not provided by our program
 - Could not locate victim



Let's try some examples!

Victim Services Example I

Your OVW program grant funds crisis intervention, counseling, and civil legal advocacy. A victim of domestic violence requests crisis intervention and transportation. You provide crisis intervention, but do not provide transportation. How would you report this survivor?

- A. Served
- B. Partially served
- C. Not served
- D. Not reported

Victim Services Example I Answer

A. Served. In this case, you would report the victim as fully served because you provided the grant-funded service that was requested. You would not consider this victim partially served because you are reporting only on your ability to provide the services you are grant-funded to provide.

Victim Services Example 2

A survivor of sexual assault requested counseling at the beginning of the reporting period and then the same survivor came back at the end of the reporting period and requested legal advocacy. You provide these OVW grant-funded services at the time of request. How would you report this survivor?

- A. Served
- B. Partially served
- C. Not served
- D. Not reported

Victim Services Example 2 Answer

A. Served. In this case, the survivor would be reported as served. Additionally, although this person requested grant-funded services at two different times for two different services, you should still report them only once as a victim/survivor in this section (in order to keep an unduplicated count).

Victim Services Example 3

Your OVW program grant grant-funded program offers counseling and legal advocacy. A victim of stalking requests these two grant-funded services and you are unable to provide either service because your program is filled to capacity. How would you report this survivor?

- A. Served
- B. Partially served
- C. Not served
- D. Not reported

Victim Services Example 3 Answer

C. Not Served. You would report this victim as not served because you were not able to provide either grant-funded service. You would also check off “program reached capacity” as the reason not served.

Victim Services Example 4

Your OVW program grant funds group and counseling services. A survivor of sexual assault comes to your office and requests transportation and legal accompaniment which you are able to provide through other funding. How would you report this survivor?

- A. Served
- B. Partially served
- C. Not served
- D. Not reported

Victim Services Example 4 Answer

D. Not reported. Since the survivor only requested services you are not funded to provide, you would not report the individual. Even though you provided the services requested, they were not provided with OVW grant funds and, therefore, the victim/survivor should not be include on the report.

Reporting Secondary Victims

- **Report the number of secondary victims served – if applicable to your program**
 - Secondary victims are those who are indirectly affected by sexual assault, domestic violence, dating violence, or stalking and include children, siblings, spouses or intimate partners, parents, grandparents, and other affected relatives
 - Secondary victims must receive services to be reported
 - Secondary victims are not reported in the demographics section

Reporting Victim/Survivor Demographics

➤ Demographic data

- Victims may be reported in more than one “**race/ethnicity**” category
 - Total race/ethnicity will be equal to or greater than the total of victims served and partially served
- Victims can only be reported once in the “**age**” and “**gender**” categories
 - Total age and gender will both be equal to the total of victims served and partially served
- “**Other demographics**” data is additional information you learned while providing services

Victim Relationship to Offender

- **Report the victim's relationship to the offender(s) by type of victimization**
 - If a victim has experienced more than one type of victimization and/or was victimized by more than one perpetrator, report them under each applicable category, not just the primary victimization
 - The total reported under each type of victimization should equal or be higher than the total of served and partially served for that victimization type

Reporting Victim Services

- **Report only the OVW grant-funded services provided to victims reported as served and partially served**
 - Report an unduplicated count of victims in each unique service
 - The total “number victims/survivors served” in any individual service category should not be greater than the total served and partially served victims

Reporting Victim Services (Continued)

➤ **ICJR, JFF, Rural, and TG Programs**

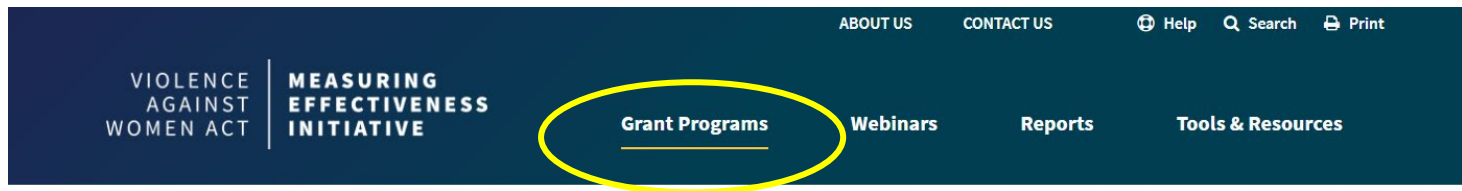
- Report the number of victims who received a particular service (column 1), and the overall total times a particular service was provided during the reporting period (column 2)

➤ **All other OVW Programs**

- Report the number of victims who received a particular service. Do not report the number of times a particular service was provided

For Grant Program Specific Instructions

- Visit the VAWA MEI website: vawamei.org
- Locate your OVW grant program to access resources



OVW GRANT PROGRAMS

Click on a grant program to view more information, download reporting forms and instructions, training materials, and data reports.



Who do I call for help? (1 of 3)

- **If you have questions or need technical support with your JustGrants account**

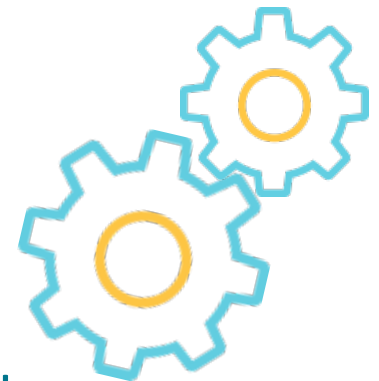
JustGrants OVW Support phone and email:

1-866-655-4482

OVW.JustGrantsSupport@usdoj.gov

JustGrants Support website:

<https://justicegrants.usdoj.gov/user-support>



Who do I call for help? (2 of 3)

- If you need to verify grant-supported activities
- If you need approval for products
- Cannot submit your progress report by the deadline

Please contact your OVW Grant Specialist!



Office on Violence Against Women

202-307-6026

<https://www.justice.gov/ovw>

Who do I call for help? (3 of 3)

- If you have questions on the content of the reporting form
- If you would like to receive technical assistance directly from staff via email or phone



VAWA Measuring Effectiveness Initiative

1-800-922-VAWA (8292)

vawamei@maine.edu

www.vawamei.org

Questions? Thank you!

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[vawamei.org/contact us/](http://vawamei.org/contact-us/)