

# JFF Program 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 the Justice for Families Program (JFF Program).

All grantees should read each section to determine which questions they must answer based on the activities engaged in under this grant during the current reporting period. Sections B and G and subsections A1 and C3 of this form must be completed by all grantees. In sections D, E, F and subsections A2, C1, C2, C4-6, 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 JFF Program grant-funded staff or if JFF Program 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](mailto:vawamei@maine.edu)
- **Website:** [vawamei.org](http://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](mailto: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.

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## 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 agency/organization

Choose the box that best describes the type of organization receiving Justice for Families Program funding. The grantee is always the organization eligible under the grant program to receive funds. Check one box only.

If "Court" is checked, you will need to answer question 5a.

#### 5a. Type of court funded by the Justice for Families Program grant

If you checked "Court" in question 5, choose the box that best describes the court receiving Justice for Families Program funding. Check one box only.

#### 6. Point of contact

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

#### 7. Tribal populations

Check yes if your grant specifically focuses on American Indians and indicate which tribes or nations you serve or intend to serve. Do not include a tribe or nation if they are served incidentally by your program. Answers such as "all tribes in our state," "all federally recognized tribes," or the use of "etcetera" 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.

EXAMPLE 1:

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

EXAMPLE 2:

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

## 8. Is this a faith-based organization?

Check yes if organization receiving funds is faith-based.

## 9. Percentage of grant funds

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

## A2. Staff Information

**If Justice for Families Program funds were used to fund staff positions during the current reporting period, check yes and answer question 10. If not, check no and skip to section B.**

### 10. Staff

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

- **Administrator:** Individual in an administrative position, such as executive director, grant administrator, or fiscal officer/manager
- **Case/docket manager:** Individual who coordinates or manages the screening, scheduling, and assigning of cases and sharing of relevant case information in or between civil, criminal, and/or family courts.
- **Information technology staff:** Person who develops, installs, implements, and/or maintains computer systems, applications, and networks for the processing and distribution of data.
- **Legal advocate:** Staff who primarily provide legal advocacy to victim/survivors, as in courthouse advocates who assist with protection orders, or other specially-appointed non-lawyer advocates. Does not include attorneys or paralegals.
- **Paralegal:** Staff who work under the direct supervision of a lawyer, and who are typically responsible for researching, analyzing, and managing the daily tasks for cases.
- **Program coordinator:** Individual who coordinates specific aspects of the program, such as training coordinator, victim services coordinator, volunteer coordinator, and legal staff coordinator
- **Support staff:** Staff who provide support to the project such as secretaries, administrative assistants, receptionists, accountants, or bookkeepers.
- **Trainer:** Person who develops and/or delivers training content/curricula.
- **Translator/interpreter:** Staff or contractors that work on translating project materials or provide language services. If you have supervision staff who are multi-lingual and provide supervised visitation or exchange to clients in languages other than English, count that work under “Supervision staff for visitation and exchange/visitation monitors.”
- **Victim advocate (non-governmental, includes domestic violence, sexual assault, and dual):** Person who facilitates a victim/survivor in accessing needed resources or services. An advocate may also provide crisis intervention, safety planning, and support during medical exams. Communications with victims/survivors are usually considered confidential.
- **Victim assistant (governmental, includes victim-witness specialist/coordinator):** 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.
- **Other:** Responses in the “Other” category should be very specific. Responses such as graduate assistant, contractor, and consultant are not valid, since they do not specify the function performed by the staff person. Some acceptable “other” category entries include “Data analyst” and “Evaluator.”

EXAMPLE 1:

You have one full-time judicial officer whose salary was 100% funded with Justice for Families Program funds and another judicial officer whose salary was 25% funded with Justice for Families Program funds during the current reporting period, report 1.25 FTEs in the category “Judge/judicial officer.”

EXAMPLE 2:

Your program uses Justice for Families Program funds to hire a contractor who provides security. This contractor worked 10 hours each week during the current reporting period. Report this as .25 under “Security staff.”

EXAMPLE 3:

During the entire reporting period, a staff member whose salary is 100% funded with Justice for Families Program funds worked approximately 20 hours per week coordinating the volunteer program, 16 hours as supervised visitation staff, and 4 hours providing crisis intervention to victims. Report as .50 under “Program coordinator,” .40 under “Supervision staff for visitation and exchange/visitation monitors,” and .10 under “Victim advocate.”

EXAMPLE 4:

You were awarded the Justice for Families Program grant 3-months into the reporting period, and during those 3-months the grant funded a full-time paralegal. Report this staff person as .50 under “Paralegal.”

## **B. Purpose Areas and Program Priority Areas**

**All grantees must complete this section.**

### **11. Statutory purpose areas**

Check all purpose areas that apply to activities engaged in with Justice for Families Program grant funds during the current reporting period, even if those activities are different from the purpose area(s) indicated in your original application for funding or in previous reports.

### **12. Priority areas or special interest categories addressed by your grant**

In addition to the purpose areas identified in question 11, the Justice for Families Program grant Program Application and Program Guidelines may have identified several program priority areas that would receive priority consideration. If your program addressed any of these priority areas during the current reporting period, list them. Because these priority areas may change in each year’s program guidelines, you will need to consult the guidelines for the fiscal year for which you received your grant funds and/or refer to your grant application.

## **C. Function Areas**

### **C1. Training**

**If your Justice for Families Program funds were used for training during the current reporting period, check yes and answer questions 13-16. If not, check no and skip to C2.**

DEFINITION: Training

For purposes of this reporting form, **training** means providing information on sexual assault, domestic violence/dating violence, stalking, and/or child sexual abuse that enables professionals to improve their response to victims/survivors as it relates to their role in the system. **Education**

is typically provided for people who are not professionals, such as victims/survivors, parents, teens, refugees and immigrants, and middle school, high school, and college students. However, if students are considered pre-professional such as pre-law, medical, nursing, criminal justice, social work, etc., please report them in the appropriate existing category—e.g., pre-med students would be reported in the health professional category. In this subsection, report information on training activities only.

### 13. Training events provided

Report the total number of training events provided during the current reporting period that were either provided by Justice for Families Program-funded staff or directly supported by Justice for Families Program funds. If non-grant funded staff were sent to training with Justice for Families Program funds, count the training as an event. Training provided to Justice for Families Program-funded staff should not be counted.

#### EXAMPLE:

You use Justice for Families Program funds to send five judges to the same judicial institute. Count this as one training event in question 13, and report five (5) judge/judicial officers trained in question 14.

### 14. 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. If unable to determine the disciplines represented at a training event, estimate to the best of your ability. Do not report the same person in more than one category for the same training event. These should be people trained by Justice for Families Program-funded staff or people attending training events that were directly supported with Justice for Families Program funds during the current reporting period. Justice for Families Program-funded staff attending training should not be counted.

### 15. Training event content areas

Check the topics covered in training events reported in question 13. Check all that apply. Do not use the “Other” category to report the name of the group that received the training, the title of the training event (unless it is the same as the content and no existing category is appropriate), or the name of the conference that was attended.

### 16. Training events: Required narrative information

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

## C2. Planning

If you are in the planning phase of your Justice for Families Program grant, check yes and answer questions 17-19. If not, check no and skip to C3.

### 17. Planning activities conducted

Check all activities that were conducted in the planning phase supported by your Justice for Families Program grant during the current reporting period.

### 18. Technical assistance activities with OVW-designated technical assistance providers

Describe the site visits, consultations, tools, and resources received from OVW TA providers during the current reporting period.

DEFINITION:

- **Technical assistance:** A wide variety of activities designed to facilitate individual or agency change in some systematic manner by providing expertise to solve a problem.
- **Site visit:** A visit made to the grantee/project for the purpose of providing technical assistance. This includes weekly, bi-weekly, or monthly site visits from the OVW TA provider.
- **Consultation:** Technical assistance consultations conducted by telephonic, electronic, videoconference, TTY/TDD, or other types of technology. This includes quarterly tele/video conference calls and all mandatory OVW-sponsored meetings

### 19. (Optional) Additional information

Use the space provided to discuss the effectiveness of planning and/or technical assistance activities that were funded or supported by your Justice for Families Program grant and to provide any additional information you would like to share about your planning or technical assistance activities beyond what you have provided in the data above. You may provide examples, data, or any other information about your planning and development activities that you have not already provided.

## C3. Coordinated Community Response

All grantees must complete this subsection.

### 20. Coordinated community response (CCR)/coordination activities

Check the appropriate boxes to indicate the agencies or organizations, even if they are not memorandum of understanding (MOU) partners or partners who provided letters of support, that you provided victim/survivor referrals to, received victim/survivor referrals from, or with which you engaged in other coordination activities, and/or attended meetings, 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. In the last column, indicate the agencies or organizations with which you have an MOU or organizations that provided letters of support for purposes of the Justice for Families Program grant.

The following numbers can help you determine the frequency of contact: For a six month reporting period, daily is approximately 130 contacts, weekly is approximately 26 contacts, monthly is approximately 6 contacts, and quarterly is approximately 1 contact. More than likely, your contacts will fall between these numbers. The grantee may determine the most accurate frequency.

EXAMPLE:

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

Report these CCR activities as follows: In the "Corrections" row, mark the "Weekly" box of the "Coordination" column. In the "Court" row, mark the "Quarterly" box of the "Meetings" column. In the "Domestic violence organization" row, mark the "Daily" box of the "Coordination" column, the "Quarterly" box of the "Meetings" column, and the box in the "Project partner" column. In the "Law enforcement agency" row, mark the "Quarterly" box of the "Meetings" column. And, for the "Prosecutor's office" row, mark the "Quarterly" box of the "Meetings" column, and the box in the "Project partner" column.

## 21. (Optional) Additional information

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

## C4. Policies

**If Justice for Families Program funds were used to develop, substantially revise, or implement policies or protocols during the current reporting period, check yes and answer questions 22-23. If not, check no and skip to C5.**

### 22. Protocols and/or policies developed, substantially revised, or newly implemented during the current reporting period

Check all the types of policies or protocols developed, substantially revised, or implemented during the current reporting period. These activities should be completed by Justice for Families Program-funded staff or directly supported by Justice for Families 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 1a:

A multidisciplinary court advisory group identified inconsistencies in how your various district courts and judges in the same court handle judicial monitoring of domestic violence offenders' compliance with court orders. You used Justice for Families Program funding to hire a consultant who worked with the advisory group to develop a protocol that would enhance the effectiveness of judicial monitoring and provide greater consistency throughout your system. The protocol was to set forth the standard practice to be followed by the court clerk and judge in each case, including time between scheduled review hearings, methods for reporting on defendants' activities between hearings, and guidelines for providing notice to victims/survivors. As of the end of the current reporting period, the consultant had completed an initial draft of the protocol and presented it to the advisory group and Chief Judge for review and comment. You would not report this activity because the development of the protocol was not yet completed during the current reporting period.

EXAMPLE 1b:

In the example above, if the protocol had been approved and finalized by the Court you would report this because the development of the protocol had been completed during the current reporting period.

EXAMPLE 1c:

In the example above, if all court staff and partners involved in the judicial monitoring process received the written protocol, were trained on it, and began to apply it, you would report this because the protocol had been implemented during the current reporting period. However, you would not continue to report this protocol as implemented—you would only report it once.

EXAMPLE 2:

Using Justice for Families Program funding, you developed procedures to ensure consistency in the issuance of stay-away/no-contact orders as a condition of bond or probation in domestic violence, sexual assault, and stalking cases. As of the end of the current reporting period, these procedures had been vetted and approved by your advisory committee and the Chief Judge; you had trained bail commissioners, prosecutors, judges, clerks, and probation officers on the new procedures; and all system partners had made the procedures their standard practice. You would report this activity because your new procedures were implemented as a standard practice for your court system. You would not, however, continue to report this in future reporting periods.

EXAMPLE 3:

With Justice for Families Program funding your project completed revisions to its intake/screening tool to better address the unique needs of teen dating violence

victims/survivors. The tool was in need of significant amendment as it had been developed for adult victims only and was not sensitive to the challenges/needs of younger victims. You would not report this activity in this section, but you would report it in question 24 (Products), since you substantially revised a product (but not a policy or protocol) during the current reporting period.

### 23. Policies: Required narrative information

Use this space to discuss the effectiveness of policies you have developed or implemented that were funded or supported by your Justice for Families Program grant and to provide any additional information you would like to share about your activities beyond what you have provided in question 22. An example might include greater consistency in the imposition of bail following implementation of a protocol that provides bail commissioners or judicial officers setting bail with detailed information about the past criminal history of the defendant.

## C5. Products

**If Justice for Families Program funds were used to develop or substantially revise products during the current reporting period, check yes and answer question 24. If not, check no and skip to C6.**

### 24. Product development or substantial revisions

Report the number of products developed or substantially revised with Justice for Families Program funds during the current reporting period. Report the number of new products developed or substantially revised during the current reporting period; the title/topic; and the intended audience for each product developed or revised. If a product was created in, or translated into, a language other than English, including Braille, indicate the language. 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.

DEFINITION:

- **Develop:** To create a new product.
- **Substantially revise:** To make a significant amendment to an existing product.

EXAMPLE:

A Justice for Families Program-funded attorney substantially revised the contents of a brochure on protection orders during the current reporting period to make the contents consistent with changes in the state's protection order statute. You would report this as follows: enter "1" as the Number developed or revised in the Brochure category, enter the Title/topic, and enter victims/survivors" under intended audience.

## **C6. Victim/Survivor Outreach, Information, and Referrals to Victim Services**

**If Justice for Families Program funds were used for victim/survivor outreach, information, and referrals during the current reporting period, check yes and answer questions 25-27. If not, check no and skip to section D.**

### **25. Victim-witness notification/outreach**

Report the number of unsolicited letters, phone calls, or visits to victims/survivors of specific incidents of sexual assault, domestic violence/dating violence, stalking, and child sexual abuse identified in police reports or court documents, informing them of services and/or providing information about the criminal justice system. Victims/survivors who are the recipients of these notification/outreach activities should not be reported as victims/survivors served in question 62 unless they also received at least one of the services reported in question 68 Victim Services or questions 70-73 Legal Services.

#### **EXAMPLE:**

Your Justice for Families Program-funded victim assistant/victim witness advocate sent out 75 unsolicited letters during the current reporting period to victims/survivors of sexual assault crimes; five of those victims/survivors called and requested information about and assistance with their cases, which is a grant-funded service. In this case, you would report 75 in question 25 Victim-witness notification and the 5 victims/survivors requesting criminal justice advocacy services would also be counted in question 68 Victim services. These five victims/survivors would be reported in question 62 as victims/survivors served under sexual assault.

Demographics and relationship to offender information would also need to be reported in questions 66 and 67. However, if none of the victims/survivors responded with requests for services, or received services, you would only report the letters as outreach activities in question 25.

### **26. Information provided to victims/survivors**

Report the types of information routinely provided to victims/survivors using Justice for Families Program funds during the current reporting period by checking all that apply.

### **27. Victim/survivor referrals to victim services**

Report the total number of victim/survivor referrals to victim services made by Justice for Families Program-funded staff during the current reporting period. "Governmental" refers to victim services provided by victim assistants or victim-witness specialists/coordinators employed by criminal justice agencies, such as law enforcement, prosecution, courts, or probation. "Non-governmental" refers to services provided by non-profit community-based agencies to victims/survivors of sexual assault, domestic violence/dating violence, stalking and/or child sexual abuse.

## D. Court-based Activities and Services

### D1. Data Collection/Case Coordination

If Justice for Families Program funds were used for data collection/case coordination during the current reporting period, check yes and answer questions 28-29, and question 49. If not, check no and skip to D2.

#### 28. Use of Justice for Families Program funds for data collection and/or communication systems

Indicate whether the Justice for Families Program grant was used to develop, expand, or link data collection and/or communications systems or to purchase computers or other equipment during the current reporting period. Check all that apply. If you purchased equipment in the previous reporting period, you will not report it again during the current reporting period, unless you purchased additional equipment during the current reporting period.

#### 29. Purpose of data collection, communication, and/or coordination systems

Indicate the types of information that have been or will be identified and tracked using the technology identified in question 28.

EXAMPLE:

You have used Justice for Families Program funds for an IT firm to install software and provide training to court staff on the use of the software, the purpose of which is to better coordinate information regarding pending court orders—including bail conditions, protection orders, and family court orders—in real time. In question 28, you would check “develop electronic data sharing capacity,” “engage services of IT expert,” and “purchase computers and other equipment” and in question 29 you would check “case coordination,” “civil and criminal case information sharing in real time,” “probation conditions/violation,” and “protection orders.”

### D2. Specialized Courts or Dedicated Dockets Infrastructure and Activities

If your Justice for Families Program funds were used to support a specialized court or dedicated docket during the current reporting period, answer questions 30-31, and question 49. If not, check no and skip to D3.

DEFINITION:

- **Specialized court:** Has a specific infrastructure and procedural practices for handling sexual assault, domestic violence/dating violence, and/or stalking cases.
- **Dedicated docket:** Has a designated schedule for hearing matters and screening mechanisms to identify matters related to sexual assault, domestic violence/dating violence, and/or stalking cases.

### 30. Types of cases and types of victimizations addressed by Justice for Families Program-funded specialized courts or dedicated dockets

Check all types of cases and victimizations addressed by your dedicated docket or specialized court during the current reporting period. Grantees that engaged only in planning during the current reporting period should not answer this question.

### 31. Specialized court infrastructure or activities

Indicate which of the listed specialized court infrastructure and activities were previously established, meaning they were in place prior to the current reporting period (whether as a result of Justice for Families Program funding or not); in the process of being developed or enhanced during the current reporting period (with Justice for Families Program funds); and/or were completed or fully implemented during the current reporting period (with Justice for Families Program funds) during the current reporting period.

EXAMPLE 1a:

Your court has been involved in a local working group whose purpose is to improve the court's handling of domestic violence cases. When you began receiving Justice for Families Program funding, the group was in the process of establishing a specialized domestic violence court with a single judge presiding over the cases—a protocol had been developed and several judges and court staff were receiving training and technical assistance from an OVW TA provider as of the end of the reporting period. You would report this by checking the category “Local working group to create policies . . .” under “Previously established” and checking the category “Single judge with authority to handle criminal matters” under “Developing/enhancing.”

EXAMPLE 1b:

In the example above, if the single judge began hearing all domestic violence cases during the current reporting period, you would report that ONLY under “Completed/fully implemented.”

## D3. Criminal Cases

**If Justice for Families Program funds were used for criminal cases during the current reporting period, check yes and answer questions 32-35, and question 49. If not, check no and skip to D4.**

### 32. Disposition of cases

Report the disposition of listed types of cases that occurred during the current reporting period, including dismissals, deferred adjudications, convictions, and acquittals. A case should be characterized by the most serious offense and may include numerous counts or charges. In most instances, a case will refer to one victim, one offender, and one incident.

Misdemeanor and felony domestic violence cases may include any assaults, battery, vandalism, or other offenses that occurred in a domestic violence incident. Your state law does not have to name an offense “domestic violence” for a case addressing that offense to be counted here. Similarly, cases addressing sexual assault and stalking offenses should be counted, even if your state law uses other names for these types of offenses, such as “sexual battery” or “harassment.”

- **Dismissed:** Report cases that were dismissed.
- **Deferred adjudication:** Report cases in which there was a deferred adjudication. Deferred adjudication is a process in which adjudication of the case is deferred pending successful completion of certain terms. If a defendant successfully completes those terms, the case is then dismissed.
- **Convicted (plea or trial):** Report cases in which there was a conviction, and indicate whether the offender was convicted as the result of a plea or was found guilty at trial
- **Acquitted:** Report cases in which the offender was acquitted as the result of a trial.

EXAMPLE:

The defendant forced the victim into her car, threatened and assaulted her, and then smashed the front windshield of her car. The defendant was charged with kidnapping, criminal threatening, simple assault, and destruction of property, which amounted to two felonies and two misdemeanors in your jurisdiction. A jury found the defendant guilty of all four counts. Although the defendant was convicted of four different charges, you will report the disposition of the case only ONCE, according to the most serious charge. In this case, you will report the case type as “Felony domestic violence/dating violence” (because the kidnapping charge was the most serious of the four) and the disposition as “Number convicted: Trial.”

### 32a. Number of offenders ordered to BIP, SOM, or other offender treatment

For all cases in which dispositions were reported in question 32, report the number of offenders who were ordered to batterer intervention, sex offender management, or other offender treatment during the current reporting period.

### 33. Criminal protection orders

Report the number of requests for criminal protection orders and the total number of criminal protection orders granted for victims/survivors of sexual assault, domestic violence/dating violence, and stalking during the current reporting period. This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. They may be referred to as protection from abuse, protection from harassment or anti-harassment orders, restraining orders, or “no contact” or “stay away” orders. Generally, these orders are requested by the prosecutor’s office, do not require the victim/survivor to appear in court, and are effective only while the criminal case is active. Criminal protection orders may be issued as a condition of bail or probation.

### 34. Judicial monitoring

Report the number of felonies, misdemeanors, protection order, or other cases involving sexual assault, domestic violence/dating violence, and/or stalking that were reviewed by the court for compliance with conditions of probation or other court-ordered conditions (including pre-trial, bail, protection orders, and other conditions of release), or for violations of those conditions. Also report the total number of review hearings conducted. The number of review hearings is the number of individual hearings held for each offender, even when that offender is reviewed during the same monitoring sessions as other offenders.

EXAMPLE:

During the current reporting period, 10 offenders were reviewed at the same three sessions. The number of offenders reviewed would be 10, and the number of review hearings conducted would be 10 multiplied by 3, or 30.

### 35. Dispositions of violations of court orders

Report the number of sexual assault, domestic violence/dating violence, and/or stalking cases reviewed by the court in which there were judicial dispositions of violations during the current reporting period. If violations occurred but no hearing was held, or if the hearing was continued and not resolved during the current reporting period, do not report during this reporting period. If a violation occurred in a previous reporting period but was heard and disposed of during the current reporting period, that should be counted during this reporting period. Only report when there was a final adjudication of the violation. A case may be counted more than once if there were multiple violations with dispositions during the current reporting period.

- **No action taken:** No action is taken by the presiding judge or magistrate.
- **Verbal/written warning:** The offender is given a warning of future consequences.
- **Fine:** A fine is imposed on the offender.
- **Conditions added:** Conditions are added to the offender's term of probation.
- **Partial or full revocation of probation:** The offender is ordered to serve part of a suspended sentence; or the offender's probation is revoked and the offender is ordered to serve the entire sentence.

## D4. Civil Protection Orders

**If Justice for Families Program funds were used for civil protection orders during the current reporting period, check yes and answer questions 36-39, and question 49. If not, check no and skip to D5.**

### 36a. Civil protection orders by type of victimization

For Justice for Families Program-funded courts that distinguish between sexual assault, domestic violence/dating violence, and stalking protection orders, report each type of temporary and/or final protection order separately in question 36a. If your court does not separate protection orders by type, report the total number of temporary and/or final protection orders in 36b.

Report the total number of requests received for both temporary protection orders and final protection orders and the total number of temporary protection orders and final protection orders granted for victims/survivors of sexual assault, domestic violence/dating violence, and stalking during the current reporting period in the court(s) receiving funds under the Justice for Families Program grant. If your court does not make this distinction, report the number of protection orders in 36b. This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. They may be referred to as protection from abuse, protection from harassment or anti-harassment orders, or restraining orders in your jurisdiction. 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). Civil protection orders are those requested by the plaintiff.

### 36b. Civil protection orders

If your court does not distinguish protection orders by type of victimization, report total temporary and final orders requested and granted here. Report the total number of requests for temporary protection orders and final protection orders and the total number of temporary protection orders and final protection orders granted for the victims/survivors of sexual assault, domestic violence/dating violence, and stalking during the current reporting period in the court(s) receiving funds under the Justice for Families Program grant. This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. They may be referred to as protection from abuse, protection from harassment or anti-harassment orders, or restraining orders in your jurisdiction. 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). Civil protection orders are those requested by the plaintiff.

### 37. Relief granted in final protection orders

For final protection orders only that were reported in question 36a or 36b, report the number of orders granted with the specific categories of relief set forth in this question. Protection orders may be granted on the basis of more than one category of relief. If so, report the protection order in each applicable category of relief. Report cases in the general “custody” category only if you are not able to report the specific type of custody ordered -- do not use custody category as a total of the specific subcategories. The total number of protection orders reported in all categories of relief may be greater than the total number of protection orders reported in question 36a or 36b.

Jurisdictions differ in definitions of custodial relationships. Use the definitions below to decide which is the most appropriate category of relief.

#### DEFINITION:

- **Sole parental rights:** One parent is given exclusive custodial rights of the children with the right to make all decisions regarding their care. The other parent may or may not have visitation with the children.
- **Shared parental rights:** Both parents share custodial rights of the children and are jointly involved in decision making regarding their care. Shared parental rights does not equal shared residence. Thus a court could award shared parental rights between the parents yet grant primary residence to one parent.
- **Allocated parental rights:** The court awards decision making authority to one parent related to a specific topic. For example, a court may award equal decision-making authority over health and education needs to both parents but allocate religious decision-making authority to one parent. This is usually used in cases where there is general agreement between parents but in limited areas they cannot agree.

- **Supervised visitation/exchange:** Supervised exchange is when the court orders parents to exchange children in the presence of a third party. The third party can be a family or community member or can be the employee of an organization that provides supervised exchange services. This can include an order to exchange children at the police station or similar government agency.
- **Economic relief:** Economic relief should be broadly construed.

EXAMPLE:

Your Justice for Families Program-funded protection order court issued a stay-away order against the respondent, granting sole parental rights of minor children to the petitioner, and ordering the respondent to pay child support and attend a batterer intervention program. You would report this protection order case in all of the following categories of relief: 1) stay away/no-contact, 2) sole parental rights to the petitioner, 3) child support, and 4) BIP.

EXAMPLES: Economic Relief

- The court orders the defendant to pay the plaintiff spousal support for a period of time.
- The court orders the defendant to pay the mortgage payments on the home while the plaintiff continues to reside in the home.
- The parties incurred large credit card debt. The court orders the defendant to make regular payments on the debt.
- The defendant caused property damage in a rented home/apartment and the landlord is seeking payment. The court orders the defendant to pay any obligations to the landlord.
- The plaintiff is evicted from her apartment and loses her security deposit because of the defendant's violent conduct and material damage to the property. The court orders the defendant to pay the amount of the security deposit to the plaintiff to secure a new apartment.
- The defendant smashed all the windows of the plaintiff's vehicle. The court orders the defendant to pay for all necessary repairs to the vehicle.

### 38. Post-judgment/post-adjudication judicial reviews of protection order conditions

Post-judgment/post-adjudication reviews refer to any type of judicial review of a final protection order. In your jurisdiction, the hearing may be referred to as a show cause hearing, motion for contempt, motion for failure to comply, or a review hearing to monitor compliance with conditions of the protection order.

Report the number of sexual assault, domestic violence/dating violence, and/or stalking protection order cases that were heard or reviewed at hearings for compliance with court-ordered conditions or for violations of those conditions. Also report the total number of review hearings conducted. The number of review hearings is the number of individual hearings held for each case, even when that case is reviewed during the same court sessions as other cases.

EXAMPLE:

During the current reporting period, 10 protection order cases were reviewed at the same three sessions. The number of cases reviewed at hearing would be 10, and the number of individual review hearings conducted would be 10 multiplied by 3, or 30.

### 39. Additional information on post-judgment/post-adjudication reviews of protection order conditions and process for handling protection order violations

If you reported cases reviewed in question 38, please discuss the types of issues and violations your court is seeing most frequently in post-judgment reviews (e.g. contempt motions regarding custody, visitation, and/or child or spousal support; motions to modify custody and/or visitation; violations of no-contact provisions; failure to attend BIP or offender treatment, etc.) Describe any patterns the funded court is seeing and how it is responding. Also please describe how your court handles protection order violations.

## D5. Family Cases

**If your Justice for Families Program funds were used for family cases during the current reporting period, check yes and answer questions 40-42, and question 49. If not, check no and skip to D6.**

### 40. Number of new and pending family cases addressed by the court and number of hearings conducted in family cases

Report the number of new or continuing divorce or parental rights cases with issues of sexual assault, domestic violence/dating violence, and/or stalking addressed by Justice for Families Program-funded courts during the current reporting period. Report only cases that are new cases filed with the court or cases still in process of being heard by the court during the current reporting period. Do not report cases that have been reopened after a final judgment--those cases will be reported in question 41.

Report new or continuing cases by type of case:

- **Divorce (no children in common):** This refers to a court matter where the parties are seeking to dissolve a legal marriage where the parties have no children in common and/or subject to the court case.
- **Divorce (children in common):** This refers to a court case where the parties are seeking to dissolve a legal marriage where the parties have children in common and those children are subject to the court case. This can include biological, adopted, or step children.
- **Parental rights/responsibilities:** This refers to a court matter where the parties have never entered into a legal marriage but have children in common and are seeking to have the court make decisions about the custodial arrangement for the children.

#### EXAMPLE 1:

A victim filed a divorce action against the abuser, with whom they has children in common. In the current reporting period, the court held two hearings in the matter to get evidence regarding who should be awarded custody of the children. Report this case by entering “1” in the Divorce (children in common) row under “Number of cases” and “2” in the Divorce (children in common) row under “Number of hearings.”

#### EXAMPLE 2:

A victim filed an action for parental rights and responsibilities in the previous six-month reporting period. In the current reporting period the court held one hearing on the case, hearing evidence related to custody of the children. Report this by entering “1” in the Parental

rights/responsibilities category under “Number of cases” and “1” in Parental rights/responsibilities category under “Number of hearings.”

EXAMPLE 3:

A victim filed a divorce action in December 2019 and the court entered a final judgment granting the victim and abuser shared parental rights of the children in September 2020. During the current reporting period, the victim filed an action asking the court to change the custody order and grant her sole parental rights of the children and two hearings were held on her motion. Do NOT report this case in question 40 but rather report it in question 41 as a post-judgment/post-adjudication review case.

#### 41. Post-judgment/post-adjudication reviews of family cases

Report the number of family cases with issues of sexual assault, domestic violence/dating violence, and/or stalking that were reviewed by the Justice for Families Program-funded court for compliance with terms/conditions imposed as part of the original family law case. Post-adjudication reviews can be referred to as a contempt hearing, hearing on motion to modify, failure to comply hearing, or any other term that signifies that the court is being asked to review the original judgment of the court. Report only cases where there was a final judgment being reviewed. Also report the total number of post-judgment/post-adjudication family law case review hearings conducted. The number of review hearings is the number of individual hearings held for each unique case. For example, if 10 unique cases were each reviewed three times during the reporting period, the number of cases reviewed at hearing would be 10 and the number of case review hearings conducted would be 10 multiplied by 3, or 30.

EXAMPLE:

A victim filed a divorce action in 2019 and the court entered a final judgment granting the victim and abuser shared parental rights of the children in 2020. In 2021, the victim filed an action asking the court to change the custody order and grant her sole parental rights of the children. In the current reporting period, the court held two review hearings on her request to modify the custody order. Report this by entering “1” under “Number of post-judgment/post-adjudication cases reviewed at hearing” and “2” under “Number of individual post-judgment/post-adjudication family case review hearings.”

#### 42. Additional information on post-disposition enforcement actions/reviews of family cases

If you reported cases reviewed in question 41, please discuss the types of issues your funded court is seeing most frequently in the hearing--e.g., contempt motions regarding custody, visitation, and/or child or spousal support; motions to modify custody and/or visitation; violations of no-contact provisions; failure to attend BIP or offender treatment, etc. Describe any patterns in what the funded court is seeing and how it is responding.

## D6. Court-based Probation or Other Offender/Respondent Compliance Monitoring

**If Justice for Families Program funds were used for probation or other offender/respondent compliance monitoring activities during the current reporting period, check yes and answer questions 43-44, and question 49. If Justice for Families Program funds were not used for probation or other offender/respondents monitoring activities, check no and skip to D7.**

Provide the following information only for offender monitoring activities paid for with Justice for Families Program funds.

### EXAMPLE:

Your Justice for Families Program funds were used for two half-time probation officers to focus on juvenile domestic violence, dating violence, and sexual assault offenders. Even though they also worked with adult domestic violence probationers using state funds, you would only report on the cases and offenders supervised with Justice for Families Program funds.

### 43. Number of offenders/respondents

Report the total number of sexual assault, domestic violence/dating violence, and/or stalking offenders/respondents supervised or monitored by Justice for Families Program-funded staff during the current reporting period in the “Number of offender/respondents” column. This is an unduplicated count. Report the number who were with or without violations as of the end of the reporting period.

Domestic violence offenders/respondents include those who have been charged with or convicted of assaults, battery, vandalism, or other offenses in a domestic violence incident, or who are respondents in civil cases involving domestic violence. Your state law or tribal code does not have to name the offense “domestic violence” for it to be counted here. Similarly, offenders who have been charged with or convicted of sexual assault or stalking offenses should be counted, even if your state law or tribal code uses another name for these types of offenses, such as “sexual battery” or “harassment.”

### 44. Monitoring activities

For offenders/respondents reported in question 43, report the number of the monitoring activities engaged in during the current reporting period. Report only those offenders/respondents who were monitored using the specific activity under “Number of offenders/respondents.” Report the total number of contacts for all offenders/respondents for the specific activity under “total contacts.” Also report the number of offenders/respondents whose victims/survivors you had contact with regarding the offenders/respondents’ compliance with court-ordered conditions, as well as the total contacts.

### EXAMPLE:

The Justice for Families Program-funded probation officer had monthly telephone contact with BIP staff regarding the attendance of 25 offenders and reviewed monthly reports from a local substance abuse treatment agency regarding 17 of those offenders. The table would be filled out as follows: The Review of information received from, or contact with, batterer intervention programs row would have “25” under the “Number of offender/respondents” column and “150” (25 x 6) under “Total contacts.” The Review of information received from, or contact with,

substance abuse counselors/agencies would have “17” under “Number of offender/respondents” and “102” (17 x 6) under “Total contacts.”

## **D7. Batterer Intervention Program (BIP)/Sex Offender Management (SOM)**

**If Justice for Families Program funds were used for a BIP or other offender management activities, check yes and answer questions 45-48, and question 49. If not, check no and skip to D8. Report only Justice for Families Program-funded activities.**

### **45. Offenders/respondents in BIP program**

Report the number of offenders/respondents in your batterer intervention program (BIP) during the current reporting period.

### **46. Offenders/respondents in SOM program**

Report the number of offenders/respondents in your sex-offender management program (SOM) during the current reporting period.

### **47. Outcomes**

Report the number of sexual assault, domestic violence/dating violence, and/or stalking offenders/respondents in your BIP or SOM program who successfully completed the program, who were terminated from the program, or who returned to the program after termination during the current reporting period.

### **48. Length of BIP in weeks**

Report the number of weeks that batterers are expected to remain in the program in order to complete it. If your BIP has more than one program length and/or curriculum, report the length of each type of program under A, B, and C.

EXAMPLE:

Your BIP program has two different models, one designed for male offenders that is 48 weeks long and a second model designed for female offenders that is 26 weeks long. You would report this as follows: enter “48” in column A and enter “26” in column B.

## **D8. Court-based Activities and Services Narrative**

**If Justice for Families Program funds were used for court-based activities and services (Purpose Area 5) during the current reporting period, check yes and answer question 49. If not, check no and skip to section E.**

For purposes of this reporting form, Purpose Area 5 is described as follows: Enable courts or court-based or court-related programs to develop or enhance a) court infrastructure (such as specialized courts, consolidated courts, dockets, intake centers, or interpreter services); b) community-based initiatives within the court system (such as court watch programs, victim assistants, pro se victim assistance programs, or community-based supplementary services); c) offender management, monitoring, and accountability programs; d) safe and confidential information-storage and information-sharing databases within and between court systems; e) education and outreach programs to improve

community access, including enhanced access for underserved populations; and f) other projects likely to improve court responses to domestic violence, dating violence, sexual assault, and stalking.

#### 49. Additional information

Use the space below to discuss the effectiveness of your court-based activities and services funded or supported by your Justice for Families Program and to provide any additional information you would like to share about those activities beyond what you have provided in Section D – Court-based Activities and Services.

## E. Supervised Visitation and Safe Exchange Services

**If Justice for Families Program-funded staff provided services to families or if grant funds were used to support services to families during the current reporting period, check yes and answer questions 50-61. If not, check no and skip to section F.**

Only provide information in this section that describes families and services supported with Justice for Families Program funding. Do not count or report families who do not meet grant eligibility or statutory requirements. For the purposes of the Justice for Families Program, grant funds may be used to support supervised visitation and safe exchange of children, by and between parents, in situations involving sexual assault, domestic violence/dating violence, stalking, or child sexual abuse.

**Congressional mandate requires that all Justice for Families Program grantees report on the number of families seeking grant-funded services who were served, partially served, and not served. The purpose of gathering this information is to understand how many families the Justice for Families Program is supporting and identify gaps in services. The Office on Violence Against Women acknowledges that funded programs may not be able to serve all families who request services. This information is being collected to identify unmet needs and barriers.**

#### PLEASE NOTE:

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

If, in addition to providing supervised visitation and safe exchange services to families, you also used Justice for Families Program funds to provide victim services, do not report services to victims/survivors in this section. Instead, report those services in Section F – Victim Services.

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

## 50. Number of families served, partially served, and families seeking services who were not served

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

A. **Families served** are those who received the service(s) they requested, if those services were provided under your Justice for Families Program grant. This includes families who discontinue using requested grant-funded services either voluntarily or because of a change in court order, if your program is still willing and able to provide the services.

B. **Families partially served** are those who received some service(s), but not all of the services they requested, if those services were provided under your Justice for Families Program grant, including families that began services but one parent chose not to continue.

### **TOTAL SERVED and PARTIALLY SERVED (A+B)**

C. **Families seeking services who were not served** are those who sought services and did not receive the service(s) they were seeking, if those services were provided under your Justice for Families Program grant, including families for which you completed an intake and/or orientation with one or both parents, but one parent chose not to begin services.

#### EXAMPLE 1: Served

A family is referred for one-to-one supervised visitation. You accept the family into your program and provide both the service, which is funded under the Justice for Families Program grant. This family is reported in 50A, "Served," because during the current reporting period they received the grant-funded services they requested.

#### EXAMPLE 2: Served

A family is referred by the court for one-to-one supervised visitation and parent education classes. You are funded under the Justice for Families Program to provide one-to-one supervised visitation but not to provide parent education classes. You provide the family with supervised visitation but your parent education class (which your program provides with other funds) is full. This family is reported in 50A, "Served," because they received the *grant-funded* services they requested.

#### EXAMPLE 3: Served

A family requests supervised exchange services from your organization during the first month of the current reporting period. Grant-funded staff provide supervised exchanges for 4 months, but then the family stops coming. Grant-funded staff are unsuccessful in reaching the family by phone and mail. This family is reported in 50A, "Served," because your grant-funded program was willing and able to provide them with the grant-funded services they requested.

EXAMPLE 4: Partially served

A family is referred by the court for group supervision which is funded under your Justice for Families Program grant. You provide the family with group supervision services but after two supervised visits the non-custodial parent chooses to withdraw from the program. The custodial parent believes the group supervision was helpful, and would like to continue the service. However, since both parties must agree to participate, you can no longer provide this service. This family is reported in 50B, "Partially Served," because the family (due to the actions of one parent) is unable to continue receiving the grant-funded services requested. Since this family was partially served due to one parent choosing to discontinue services, you would also report them in question 52a.

EXAMPLE 5: Partially served

A family is court-ordered to your program for grant-funded supervised visitation services. You are able to provide this service, however, the family frequently misses appointments. After several no-shows, the family is terminated from your program. This family is reported in 50B, "Partially Served," because the family was unable to continue receiving the grant-funded services they requested. You would also report this family in question 52c under "Services not appropriate for party(ies)" and in question 60 under "Habitual no-shows or cancellations."

EXAMPLE 6: Not served

A family is referred by the court for one-to-one supervised visitation and parent education classes. Your program offers both services but only the one-to-one supervised visitation is supported with Justice for Families Program funds. You cannot provide supervised visitation due to insufficient staff but you do provide the family with parent education classes. This family is reported in 50C, "Not Served," because you were unable to provide the requested grant-funded services. (The services you did provide were not supported with grant funds and therefore are not reported on this form.) The family would also be reported in question 52c under "Program reached capacity."

EXAMPLE 7: Not served

A family is court-ordered to your program for grant-funded supervised visitation services. You conduct a two-hour intake with the custodial parent and provide her with a variety of referrals and informational materials about domestic violence. The non-custodial parent never shows up for his intake, and your program is not able to provide supervised visitation services to this family. This family is reported in 50C, "Not Served," because the family, due to one parent's refusal, is unable to receive the grant-funded services requested. Since this family was not served due to one parent choosing not to begin services, you would also report this family in question 52b.

EXAMPLE 8: Not counted

A family is court-ordered to your program for grant-funded supervised visitation services. You conduct separate 2-hour intakes with the custodial parent and the non-custodial parent, and provide the custodial parent with a variety of referrals and safety planning. However, the family does not show up for supervised visitation and receives no other services. This family would not

be counted (reported) at all in question 50 because while your program was willing and able to provide the services, the family never received supervised visitation (or any grant-funded) services. Intakes, referrals, and safety planning do not qualify as services for the purposes of reporting a family as served or partially served.

### 51. Number of new families served and partially served during the current reporting period

For each family reported in 50A and 50B, report the number of families who began receiving Justice for Families Program-funded supervised visitation and exchange services during the current reporting period. If this is your first time using Justice for Families Program funds to provide families supervised visitation and safe exchange services, then all families in 50A and 50B should be reported as new. If the family has been counted as served or partially served during a previous reporting period do not include them here.

#### EXAMPLE:

During the current reporting period you used grant funds to serve ten families. Four of the families started receiving services during the current reporting period, five families began services during the previous reporting period, and one family began services over a year ago. You would report “4” in question 51, since only four of the families reported in 50A and 50B started receiving services during the current reporting period.

### 52a. Number of families that were partially served solely due to one parent choosing not to continue services

Of the families reported as “Partially Served” in 50B, report those families that began services but were partially served solely due to one parent choosing not to continue services. The total families reported should not exceed the total reported in 50B.

### 52b. Number of families not served solely due to one parent choosing not to begin services

Of the families that were reported as “Not Served” in 50C, report those in which one or both parents completed intake and/or orientation but were not served solely due to one parent not begin services. The total reported should not exceed the total reported in 50C.

### 52c. Other reasons families seeking services were not served or were partially served

For families counted as “Not Served” or “Partially Served” in question 50 report the reasons they were not served or were partially served during the current reporting period. Check all that apply. Families not served or partially served already reported in questions 52a or 52b should not be reported here. If you check “Party(ies) not accepted into program” as the reason, you must report the number and reasons for non-acceptance in question 53.

- **Hours of operation:** Hours during which the program provides services are not consistent with the hours the family is available to receive needed services.
- **Insufficient/lack of culturally appropriate services:** The services available are not appropriate or adequately accommodating for a family due to cultural reasons. For example, your services are only available on days that are holy for a particular family’s culture.

- **Insufficient/lack of services for people with disabilities:** The facility lacks accessibility or resources to appropriately serve people with disabilities.
- **Insufficient/lack of language capacity (including sign language):** Staff are not able to adequately communicate with the family due to language differences. Interpreter services are not available or are not available at the time the family is seeking services. The family may be placed on a waiting list to receive interpreter services, but has not been served by the end of the current reporting period.
- **Party(ies) not accepted into program:** One or more parties were not accepted into the program. Reasons include conflict of interest, client unwilling to agree with program rules, provision of services is too dangerous, etc. If this box is checked, you must answer question 53.
- **Program reached capacity:** The program is operating at full capacity. Families may be placed on a waiting list (but have not been served by the end of the current reporting period). The program may not be able to accommodate all of a family's requested grant-funded services.
- **Services inappropriate or inadequate for people with substance abuse issues:** Staff are not able, for any reason, to provide appropriate or adequate services for families with substance abuse problems that may arise within the context of supervised visitation and/or exchange.
- **Services inappropriate or inadequate for people with mental health issues:** Staff are not able, for any reason, to appropriately address mental health issues that may arise within the context of supervised visitation and/or exchange.
- **Services not appropriate for party(ies):** For any reason, the services available under the grant are not appropriate for one or more parties.
- **Transportation:** One or more parties are unable to arrange for transportation to the receive services. This includes situations in which public transportation is not available, or if available, cannot be paid for, or the program cannot provide transportation.
- **Other:** If due to unusual circumstances, the reasons listed above do not capture the reason the family was partially served or not served, describe that reason here.

EXAMPLE 1:

A family is referred by the court for group supervision which is funded under your Justice for Families Program grant. You provide the family with group supervision services but after two supervised visits the non-custodial parent chooses to withdraw from the program. The custodial parent believes the group supervision was helpful, and would like to continue the service. However, since both parties must agree to participate, you can no longer provide this service. This family is reported in 50B, "Partially Served," because the family, due to the actions of one parent, is unable to continue receiving the grant-funded services requested. Since this family was partially served due to one parent choosing to discontinue services, you would report the family in question 52a. Do NOT report this family in question 52c.

EXAMPLE 2:

A family is court-ordered to your program for grant-funded supervised visitation services. You have the staff and resources available to provide this service. However, after conducting intakes your program determines that the non-custodial parent is an imminent threat and refuses to provide services to the family. This family is "Not Served," in question 50, because your program

is grant-funded to provide supervised visitation services and the family is willing to partake in these services, but the program decided not to accept the family. Report “Party(ies) not accepted in program” in the “Not served” column as the reason the family was not served. You will then report this family in question 53 under “Too dangerous.”

### 53. Number of families not accepted into program and reasons

Report the number of families who were not accepted by your program during the current reporting period and the reasons they were not accepted. These are only the families who requested grant-funded services and were willing and able to partake in those services, but who your program did not accept. Only answer this question if you checked “Party(ies) not accepted in program” in question 52c.

- **Conflict of interest:** The program cannot serve the family because a current or previous relationship between a member of the family or other parties related to the family would interfere with the ability of the program to serve that family. For example, in a program with only one supervised visitation staff person, the staff person is the sister of the non-custodial parent seeking services.
- **Client unwilling to agree with program rules:** One or more family members is unwilling to agree with program rules and/or procedures, including attending appointments, providing required documents, etc.
- **Too dangerous:** Provision of services would jeopardize the well-being of program staff and/or family members.
- **Other:** If due to unusual circumstances, the reasons listed above do not capture the reason the family was not accepted, describe that reason here.

#### EXAMPLE:

A family is court-ordered to your program for grant-funded supervised visitation services. You have the staff and resources available to provide this service. However, after conducting intakes your program determines that the non-custodial parent is an imminent threat and refuses to provide services to the family. This family is “Not Served,” in question 50, because your program is grant-funded to provide supervised visitation services and the family is willing to partake in these services, but the program decided not to accept the family. In question 52c “Party(ies) not accepted in program” was reported as the reason the family was not served. Report “Too dangerous” here in question 53, as the reason the family was not accepted into the program.

### 54. Demographics of family members served or partially served

For all the families counted as “Served” or “Partially Served” in question 50, report all the demographic characteristics that apply. For “Race/ethnicity,” you may report each person in more than one category, as appropriate. The “Race/ethnicity” demographic categories listed under this question are mandated by the federal Office of Management and Budget. For “Age” and “Gender,” this is usually an unduplicated count. (i.e. for Age and Gender, the total for Custodial and for Non-custodial parents usually equals 50A and 50B. The exception is when a family consists of more than one custodial or non-custodial parent [see below for example].) When possible, report demographics as identified by the family.

- **Race/ethnicity:** Report the ethnicity or race with which the family member identifies. You may count family members in more than one race/ethnicity category but you may report that family member only once in each category (a person who identifies as both Native Hawaiian and Other Pacific Islander would only be counted once in that category).
- **Gender:** Report the gender of each family member, or, if the gender is unknown, report it as unknown. This is an unduplicated count.
- **Age:** Report the number of family members served in the applicable age category, or, if the age is unknown, report it as unknown. This is an unduplicated count.

Other demographic information:

- **People with disabilities:** Count members of the family who have significant limitation in activities of daily living as people with disabilities. This may include people who are blind or vision impaired, people with developmental disabilities, and people with diagnosed mental illness, if their activities are so limited.
- **People with limited English proficiency:** Report the number of family members who have limited English proficiency. Individuals who do not speak English as their primary language and who have limited ability to read, write, speak, or understand English can be counted as having limited English proficiency.
- **People who are D/deaf or hard of hearing:** Report the number of family members who identify with and participate in the language, culture, and community of Deaf people based on the use of sign language (Deaf); family members who identify within the audiological definition of severe to profound hearing loss and who don't have a cultural affiliation (deaf); and/or family members who identify with any degree of hearing loss from mild to profound and are committed to participate in society through the use of their residual hearing plus hearing aids, speechreading, and assistive technology to aid communication (hard of hearing).
- **People who are immigrants/refugees/asylum seekers:** When possible, report the number of family members receiving services who are immigrants, refugees, or asylum seekers.
- **People who live in rural areas:** Report the number of family members who live in a rural area or community. (If you do not know if an area is rural, you may use the following definition: A rural area is any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget, consistent with the U.S. Census; or any area or community, respectively, that is within an area designated as a metropolitan statistical area or considered as a part of a metropolitan statistical area and is located in a rural census tract.)

EXAMPLE 1:

Your program served a family consisting of a custodial parent who was married and divorced twice and has a child from each marriage. Both of the non-custodial parents have been court ordered for your program's supervised visitation services. These visits are not scheduled simultaneously. In question 50 you would report this family only once. The custodial parent is a 34-year-old African American woman. Report her in the "Custodial" column under:

Race/ethnicity (Black or African American), Gender (Female), and Age (25-59). One of the non-custodial parents is a 32-year-old African American male. Report him in the “Non-custodial” column under: Race/ethnicity (Black or African American), Gender (Male), and Age (25-59). The other non-custodial parent is a 41-year-old white male who lives in a rural area. Report him in the “Non-custodial” column under: Race/ethnicity (White), Gender (Male), Age (25-59), and as a person who lives in a rural area. The child from the first marriage is a 10-year-old, African American female. The child from the second marriage is a 4-year-old, African American and White male, who has a severe learning disability. In the “Children” column, report in “Race/ethnicity (two in African American and one in Gender (one Female and one Male), Age (one in 0-6 and one in 7-10), and one as a person with disabilities.

EXAMPLE 2:

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

## 55. Number of families by presenting victimization and referral source

For all the families counted as “Served” or “Partially Served” in question 50, report the total number by referral source and presenting type of victimization. This is an unduplicated count and each family should only be counted once. The total in the first column (“Total number of families”) should equal the sum of 50A and 50B. First report the number of families by referral source, and then indicate the presenting type of victimization present in that family. The presenting victimization should be determined by the referrant unless the referral is not specific or is for a service that is not supported with Justice for Families Program funds. In those cases if, after assessment, your program determines that the family is eligible for grant-funded services, report the presenting victimization based upon your assessment.

- **Child welfare agency:** The family is referred by the state agency providing child protection services to families, including foster care and/or adoption. (This does not apply to court-ordered cases, which should be counted elsewhere.)
- **Other social services:** The family is referred by a social services organization (i.e., domestic violence program, counseling service, etc.)
- **Criminal court order:** The family is referred as part of a criminal case, such as a bail or post-conviction order other than a protection order.
- **Family court order:** The family is referred as part of an order issued by the family court, including divorce, visitation, or paternity, other than a protection order.

- **Juvenile court order:** The family is referred as part of a court proceeding in the juvenile court. This could be a dependency case (child protection), a delinquency case, or child/person in need of supervision case.
- **Domestic Violence court order:** The family is referred by a specialized domestic violence court.
- **Protection order:** The family is referred as part of an order of protection (either criminal or civil). This should include all orders having the force of law that are designed to protect the victim/survivor from contact with the offender during the pendency of the order. They may be referred to as "no contact" or "stay away" orders in your jurisdiction, and they may be criminal or civil.
- **Other civil court order:** The family is referred as part of any civil order except those already listed above, (i.e., family, juvenile, or protection orders) including probate orders.
- **Mediation services:** The family is referred by a group or organization that conducts mediation.
- **Self-referral:** Families who refer themselves to supervised visitation services. These families are not referred by another agency or organization. This includes families whose private attorneys recommended (or required) them for grant-funded services.
- **Other:** If due to unusual circumstances, the referral sources listed above do not capture the referral source for a family, describe that source here.

EXAMPLE:

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

## 56. Family issues

For all the families counted as "Served" or "Partially Served" in question 50, report all of the issues each family is experiencing, including types of victimization and other problems or challenges. Each family should only be counted once in the first column, "Total number of families." This first column should equal the sum of 50A and 50B. You may report multiple victimizations and issues for each family. The numbers reported in the remaining columns may exceed the sum of 50A and 50B.

EXAMPLE:

Your Justice for Families Program served 6 families during the current reporting period, all of whom were referred due to domestic violence. Among these 6 families: 1) One family is also dealing with mental illness and both parents are substance abusers (count the substance abuse as one issue for this family even though both parents have this issue); 2) In 2 of the families there is a threat of parental abduction; 3) In 2 of the families, the custodial parent is being stalked by the non-custodial parent; and 4) The children in another family have all been victims of child sexual abuse (count the child sexual abuse as one issue, even though all the children have been victims of child sexual abuse). Report these 6 families as follows: Report 6 in the “Total number of families” column; 6 in the “Domestic violence/dating violence” column; 2 in the “Stalking” column; 1 in the “Child sexual abuse” column; 1 in the “Substance abuse” column; 2 in the “Threat of parental abduction” column; and 1 in the “Mental illness” column.

### 57. Services provided with Justice for Families Program funds

For all the families counted as “Served” or “Partially Served” in question 50, report the number who received each of these services, if these services were supported with your Justice for Families Program funds. Also report the total number of times each service was provided during the current reporting period. This number is calculated by multiplying the number of families who received the type of service, by the number of times each family received that service. A family may be counted more than once, if that family received more than one of the listed services.

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

EXAMPLE:

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

### 58. Visits terminated

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

PLEASE NOTE:

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

EXAMPLE:

A custodial parent calls and cancels a visit three hours before the visit is scheduled to occur. During another visit, a child asks for a supervised visit to be terminated. Report these terminated visits as follows: In the "Child's request" row, report 1 in the "Child" column. In the "No-shows" row, report 1 in the "Custodial" column.

## 59. Safety and security problems

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

DEFINITION:

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

EXAMPLE:

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

## 60. Services terminated or completed

For all the families counted as "Served" or "Partially Served" in question 50, report the number of families who completed, or were terminated from, Justice for Families Program-funded services during

the current reporting period, based on the reason for the cessation of services. This is an unduplicated count. If a family was terminated for more than one reason, report the primary reason only. The total number of families should not exceed the number of families reported in question 50A and 50B. See below for definitions of “Cessation of threats/use of violence” and “Parent completed treatment program.”

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

DEFINITION:

- **Cessation of threats/use of violence:** A family may no longer need or utilize your Justice for Families Program-funded services because the use of violence and/or threats have ceased.
- **Parent completed treatment program:** One or both parties have completed the Justice for Families Program-funded services by fulfilling the requirements of a court order or other referral. This may also apply to families who self-refer and determine they have completed services.

EXAMPLE:

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

## 61. (Optional) Additional information

Use the space below to discuss the effectiveness of services funded or supported by your Justice for Families Program grant and to provide any additional information you would like to share about services beyond what you have provided in the data above. An example might include the results of an internal survey that shows that custodial parents feel increased safety for themselves and their children due to the services and safety measures available at your visitation center.

## F. Victim Services/Legal Services

If Justice for Families Program-funded staff provided victim services and/or legal services to victims/survivors during the current reporting period, check yes and answer questions 62-74. If your Justice for Families Program funds were not used for victim services, check no and skip to section G.

Only provide information in this section that represents victims/survivors served and services provided with Justice for Families Program funding. Report all victim services provided with Justice for Families Program funds, whether by legal services staff, a victim services agency, or by staff providing victim services within law enforcement, prosecution, probation, or the court system, in this section.

PLEASE NOTE:

If, in addition to providing victim services, you also used Justice for Families Program funds to provide supervised visitation and exchange services to families, do not report services to families in this section. Instead, report those services in Section E – Supervised Visitation and Safe Exchange Services.

### Victim Services

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

**Do not report secondary victims here.**

Report the following, to the best of your ability, as an **unduplicated** count for each category during the current reporting period. This means that each victim/survivor who was seeking or who received services during the current reporting period should be counted only once in that reporting period. You can report victims/survivors in each reporting period that they request services.

Victims/survivors are those against whom the sexual assault, domestic violence/dating violence, stalking, or child sexual abuse was directed. Some victims/survivors may have experienced more than one type of victimization, such as sexual assault and domestic violence, or domestic violence and stalking. These victims/survivors should be counted only once under the presenting victimization. (See Example 1 below on presenting victimization, and refer to definitions of sexual assault, domestic violence, dating violence, and stalking in the Appendix.)

**A. Victims/survivors served** are those who received all of the service(s) they requested, if those services were provided under your Justice for Families Program grant.

**B. Victims/survivors partially served** are those who received some service(s), but not all of the services they requested, if those services were provided under your Justice for Families Program grant.

#### **TOTAL SERVED AND PARTIALLY SERVED (A+B)**

**C. Victims/survivors not served** are those who sought services but did not receive any of the requested service(s) they were seeking, if those services were provided under your Justice for Families Program grant.

PLEASE NOTE:

If you receive a call or request for service from someone who is not a victim/survivor, or if the person is a victim/survivor but is requesting a service you do not provide under your grant, that person should not be report in any category. If you contact victims/survivors to offer services, and they do not want services or you cannot locate them, do not count them in this question. (See instructions for question 25 Victim-witness notification/outreach to victims/survivors.)

EXAMPLE 1: Presenting victimization

A victim/survivor sought assistance from your Justice for Families Program-funded court advocate with requesting a protection order. Her estranged intimate partner, who had a history of very controlling behavior with some physical abuse, came to her apartment and sexually assaulted her. You could report her under either domestic violence/dating violence or sexual assault, but you must choose only one. In this instance, sexual assault may be more appropriate, because it was the sexual assault that prompted her to seek services. However, because they experienced more than one victimization, you can report the additional victimization (domestic violence) in question 64.

EXAMPLE 2: Unduplicated count

A victim/survivor requested Justice for Families Program-funded services three different times during the current reporting period; you will report this person only once in the appropriate categories in question 62.

EXAMPLE 3: Unduplicated count

A victim requested criminal justice advocacy from your grant-funded victim advocate at the beginning of the reporting period and then the same victim came back at the end of the reporting period and requested legal assistance from your grant-funded attorney. You were able to provide both services. Although this victim came two times and requested two different services, you will only count that victim once in question 62. You will report the criminal justice advocacy services in question 68, and report the legal services in questions 70-73.

EXAMPLE 4: Served

A domestic violence victim called your Justice for Families Program-funded court advocate program looking for assistance obtaining a protection order. The advocate assisted her with the paperwork and with the filing and service of the emergency protection order and accompanied her to the protection order hearing three weeks later. Since this victim/survivor received the services they requested that were provided under your Justice for Families Program grant, they should be counted as “served” in the domestic violence/dating violence column.

EXAMPLE 5: Partially served

A victim whose ex-husband had been charged with stalking came to the prosecutor’s office to get information about the criminal process. They was referred to the Justice for Families Program-funded victim assistant who explained the process to her, what they could expect, the different hearings that would take place, etc. They asked the victim assistant to attend the arraignment with her, but this person already was scheduled to be in another court at the time

of the arraignment. This victim received information from the victim assistant, but not the other services they requested that are funded under your Justice for Families Program grant. They should be counted as “partially served.”

EXAMPLE 6: Not served

A victim/survivor of domestic abuse walks into your clinic program requesting assistance in changing the visitation provisions of her divorce decree. Her ex-husband has been using the exchange times to harass her regarding her new relationship, and they wants to go back into court to make changes in how the exchange happens. Your clinic receives Justice for Families Program funding to provide assistance in family law matters for victims/survivors. You do an intake on this person, but you are not able to take her case at that time because of staffing limitations, and her name is put on a waiting list. As of the end of the reporting period, they are still on the waiting list. This person should be counted as "not served."

EXAMPLE 7: Not counted

A victim of dating violence called the Justice for Families Program-funded project seeking shelter services. In a previous reporting period, the funded legal advocate had assisted her with a protection order because her former dating partner was stalking her. They were given the phone number for the nearest shelter. Because the victim was requesting a service not supported with Justice for Families Program funding (shelter services), this victim would not be counted at all in question 62.

### 63. Number of new victims/survivors served and partially served during the current reporting period

For each victim/survivor reported in 62A and 62B, report the number of victims/survivors who began receiving Justice for Families Program-funded services during the current reporting period. If this is your first time using Justice for Families Program funds to provide victim services, then all victims/survivors in 62A and 62B should be reported as new. If the victim/survivor has been counted as served or partially served in a previous reporting period do not include them here, even if the victim/survivor sought services for a new victimization.

EXAMPLE 1:

During the current reporting period you used grant funds to serve ten victims/survivors. Four of the victims/survivors started receiving services during the current reporting period, five victims/survivors began services during previous reporting period, and one victim/survivor began services over a year ago. You would report “4” in question 63, since only four of the victims/survivors reported in 62A and 62B started receiving services during the current reporting period

EXAMPLE 2:

During the previous reporting period, a domestic violence victim/survivor sought and received grant-funded services. Last month, the victim returned to your organization after her estranged intimate partner sexually assaulted her, and requested assistance in obtaining a protection

order. Your grant-funded attorney was able to provide this service. You would NOT report this victim here, since they had received services in a previous reporting period.

#### 64. Number of victims/survivors served for all types of victimizations

For each victim/survivor reported as served or partially served in question 62, report any additional types of victimizations for which they received Justice for Families Program-funded services during the current reporting period. Report a victim/survivor under each additional victimization in the row that corresponds to the victimization you reported that victim under in 62A and 62B. Report a victim/survivor only once under each additional victimization.

DEFINITION: Trafficking

**Trafficking** is defined as sex 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 services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

PLEASE NOTE:

This table automatically populates the number of victims/survivors served and partially served under each presenting victimization. For instance, if you reported 10 sexual assault victims/survivors in 62A and 62B, the “Presenting victims/survivors of sexual assault” row would be populated with “10” under the “Sexual assault” column.

EXAMPLE:

Your grant-funded program served two victims of sexual assault and 13 victims of domestic violence/dating violence during the current reporting period. One victim of sexual assault had also experienced trafficking and five victims of domestic violence had also experienced sexual assault. This would be reported as follows, in the “Presenting victims/survivors of sexual assault” row, report “1” under trafficking (“2” will already be prepopulated in sexual assault). Next, in the “Presenting victims/survivors of domestic violence/dating violence” row, report “5” under sexual assault (“13” will already be prepopulated in domestic violence/dating violence).

#### 65. Reasons victim/survivors were not served or were partially served

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

- **Conflict of interest:** Program cannot serve victim/survivor because of current or previous representation of opposing party
- **Did not meet statutory requirements:** Victim/survivor does not meet requirements of statute (e.g., I-360 self-petitions).
- **Hours of operation:** Hours during which the program provides services are not compatible with the hours the victim/survivor is available to receive requested services.

- **Insufficient/lack of culturally appropriate services:** Services currently provided under the grant are not culturally appropriate for the victim/survivor.
- **Insufficient/lack of language capacity (including sign language):** Interpreter services not available or not available at the time the victim/survivor is seeking services. Victim/survivors may be placed on a waiting list to receive interpreter services, but have not been served by the end of the current reporting period.
- **Insufficient/lack of services for people with disabilities:** The services provided under the grant are not accessible to people with disabilities. For example, a shelter does not allow a care attendant to accompany a victim/survivor to the shelter, which prevents them from being able to use shelter services.
- **Lack of child care:** Victim/survivor is unable to receive requested services due to the lack of available child care.
- **Need not documented:** Determination is made that there is not sufficient legal basis to provide the services requested by the victim/survivor. For example, if the victim/survivor cannot obtain a U-certification and you cannot proceed with the application, please check off this reason.
- **Program reached capacity:** Program is operating at full capacity. Victims/survivors 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 only represent victims/survivors in protection order hearings who are in imminent danger or who have complex legal issues related to their protection orders) and is unable to serve victims/survivors who do not meet the priority criteria because of limited resources.
- **Services inappropriate or inadequate for victims/survivors with mental health issues:** Staff are not able, for any reason, to provide appropriate or adequate services for victims/survivors with mental health issues.
- **Services inappropriate or inadequate for victims/survivors with substance abuse issues:** Staff are not able, for any reason, to provide appropriate or adequate services for victims/survivors with substance abuse issues.
- **Services not appropriate for victim/survivor:** For any reason, the services available under the grant are not appropriate for victim/survivor.
- **Transportation:** Victim/survivor is unable to arrange for transportation to receive services, or to attend court hearings. This includes situations in which public transportation is not available or, if available, cannot be paid for.
- **Other:** Describe any other reason for not serving that is not captured above.

## 66. Demographics of victims/survivors served or partially served

Based on the victims/survivors reported in 62A and 62B, provide the total numbers for all that apply. Because victims/survivors may identify in more than one category of race/ethnicity, “Total Race/Ethnicity” may exceed the total number of victims/survivors reported in 62A and 62B, however, victims/survivors may not be counted more than once in each individual category. The total number of victims/survivors reported under “Race/ethnicity” should not be less than the total number of victims/survivors reported in questions 62A and 62B. The number of victims/survivors reported in “Total

Gender” and “Total Age” should equal the total number of victims/survivors reported in 62A and 62B. Those victims/survivors for whom race/ethnicity, gender, and/or age are not known should be reported in the “Unknown” category. The demographic categories listed under “Race/ethnicity” are mandated by the federal Office of Management and Budget.

- **Race/ethnicity:** Report the race/ethnicity with which the victim/survivor identifies. You may count victims/survivors in more than one of the race/ethnicity categories. Victims/survivors should not be counted more than once in each category. For example if a victim identifies as Hawaiian and Samoan you would only report them once in the category “Native Hawaiian or Other Pacific Islander.”
- **Gender:** Report the gender of each victim/survivor or if the gender is unknown, report it as unknown. This is an unduplicated count, and the total number for gender should equal the sum of 62A and 62B.
- **Age:** Report the number of victims/survivors served in the applicable age category. This is an unduplicated count, and the total number for age should equal the sum of 62A and 62B.

Other demographic information:

- **People with disabilities:** Count victims/survivors with a significant limitation in activities of daily living as people with disabilities. This may include people who are vision-impaired, people with developmental disabilities, and people with diagnosed mental illness, if their activities are so limited.
- **People with limited English proficiency:** Report the number of victims/survivors served who have limited English proficiency. Individuals who do not speak English as their primary language and who have limited ability to read, write, speak, or understand English can be counted as having limited English proficiency.
- **People who are D/deaf or hard of hearing:** Report the number of victims/survivors who identify with and participate in the language, culture, and community of Deaf people based on the use of sign language (Deaf); victims/survivors who identify within the audiological definition of severe to profound hearing loss and who don’t have a cultural affiliation (deaf); and/or victims/survivors who identify with any degree of hearing loss from mild to profound and are committed to participate in society through the use of their residual hearing plus hearing aids, speechreading, and assistive technology to aid communication (hard of hearing).
- **People who are immigrants/refugees/asylum seekers:** Where possible, report the number of victims/survivors who are immigrants, refugees, or asylum seekers. This is not a question about immigration or legal status.
- **People who live in rural areas:** Report the number of victims/survivors who live in a rural area or community. If you do not know if an area is rural, you may use the following definition: A rural area is any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget, consistent with the U.S. Census; or any area or community, respectively, that is within an area designated as a metropolitan statistical area or considered as a part of a metropolitan statistical area and is located in a rural census tract.

EXAMPLE:

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

### 67. Victims/survivors' relationships to offender by victimization

For those victims/survivors reported as served and partially served in 62A and 62B, report the victims/survivors relationship to the offender by type of victimization. If a victim/survivor experienced more than one type of victimization and/or was victimized by more than one perpetrator, count the victim/survivor in all categories that apply. The total number of relationships in the sexual assault column must be at least the sum of the number of sexual assault victims/survivors reported in 62A and 62B; the total number in the domestic violence/dating violence column must be at least the sum of the number of domestic violence/dating violence victims/survivors reported in 62A and 62B; the total number in the stalking column must be at least the sum of the number of stalking victims/survivors reported in 62A and 62B; and the total number in the child sexual abuse column must be at least the sum of the number of child sexual abuse victims/survivors reported in 62A and 62B.

- **Current or former spouse or intimate partner:** The victim/survivor (1) is currently or formerly married to the offender, (2) shares a child in common with the offender, (3) is cohabitating with or has cohabitated with the offender as a spouse, or (4) is a person similarly situated to a spouse of the offender under the domestic or family violence laws of the jurisdiction receiving grant monies.
- **Other family member or household member:** The victim/survivor is related to the offender by blood, kinship, or similar relationships. Family is defined to include both traditional and non-traditional family structures, including foster parents, grandparents and other relatives, single parents, gay or lesbian parents, extended family, clans, etc. This includes victims/survivors who shared a household or have/had a roommate relationship with the offender.
- **Acquaintance:** The victim/survivor is known to the offender. For example, the victim/survivor is a neighbor, employee, co-worker, friend, fellow schoolmate, student, etc., of the offender.
- **Current or former dating relationship:** The victim/survivor is, or has been, in a social relationship of a romantic or intimate nature with the offender. The existence of such a relationship is determined by the following factors: 1) length of the relationship; 2) type of relationship; and 3) frequency of the interaction between the persons involved.
- **Stranger:** The victim/survivor and the offender are not known to each other.

EXAMPLE:

A victim/survivor who was being stalked by her former intimate partner and was sexually assaulted by a family member would be counted as follows: enter "1" in the Current or former spouse or intimate partner row under the Stalking column and enter "1" in the Other family or household member row under the Sexual assault column.

## 68. Victim services

Report the number of victims/survivors from 62A and 62B who received Justice for Families Program-funded services during the current reporting period. Count each victim/survivor only once for each type of service that the victim/survivor received under the “Number of victims/survivors served” column. Under the “Number of times service was provided” column, report the total number of times victims/survivors received the grant-funded service during the current reporting period. The total for each type of service under the number of victims/survivors column should not be higher than the total of 62A and 62B. Legal assistance provided by a grant-funded attorney or paralegal should be reported in questions 70-73.

- **Child care:** Group or individual child care for persons under age 18.
- **Civil legal advocacy/court accompaniment:** Assisting a victim/survivor with civil legal issues, including preparing paperwork for protection orders; accompanying a victim/survivor to a protection order hearing, or other civil proceeding; and all other advocacy within the civil justice system. This also includes accompanying a victim/survivor to an administrative hearing, such as unemployment, Social Security, TANF, or food stamp hearing. Does not include services provided by an attorney or paralegal.
- **Criminal justice advocacy/court accompaniment:** Assisting a victim/survivor with criminal legal issues including notifying the victim/survivor of case status, hearing dates, plea agreements, and sentencing terms; preparing paperwork such as victim impact statements; accompanying a victim/survivor to a criminal court proceeding or law enforcement interview; and all other advocacy within the criminal justice system.
- **Pro se clinics/group services:** Assistance provided to more than one victim/survivor in a group setting in the form of victim advocacy (e.g., how to obtain needed resources or services) or legal advocacy (e.g., how to prepare paperwork for a protection from abuse petition, information on how the court system works, etc.).
- **Victim/survivor advocacy:** Actions designed to help the victim/survivor obtain needed resources or services including employment, housing, shelter services, health care, victim’s compensation, etc.

## 69. Protection orders

Report the number of temporary and/or final protection orders requested and granted for which Justice for Families Program-funded victim services staff provided assistance to victims/survivors during the current reporting period. These orders may also be referred to as protection from abuse, protection from harassment or anti-harassment orders, restraining orders, or no contact or stay away orders. If Justice for Families Program-funded attorneys or paralegals assisted victims in obtaining protection orders, those orders should be reported in questions 70-73.

## Legal Services

If Justice for Families Program-funded staff provided legal services to victims/survivors during the current reporting period, check yes and answer questions 70-73. If your Justice for Families Program funds were not used for legal services, check no and skip to question 74.

Answer questions 70-73 only if your Justice for Families Program funds supported attorneys and/or paralegals who provided legal services to victims/survivors during the current reporting period.

### 70. Legal issues

Report the total number of legal issues addressed by Justice for Families Program-funded attorneys or paralegals during the current reporting period. Count a victim/survivor once in each category of legal issue [A-K] for which they received assistance. For B. Family law matters and G. Immigration matters, provide an unduplicated count of victims/survivors who received assistance in one or more of the subcategories listed under each of those general categories, and report the number of victims/survivors who received assistance in each of the subcategories.

#### EXAMPLE:

You represented a victim of domestic violence in several matters—a divorce proceeding that also included issues of child custody and child support, and a bankruptcy proceeding. You also helped her obtain a final protection order against an acquaintance who was stalking her. You would report that as (1) A. Protection orders, (1) B. Family law matters, (1) B-i. Divorce, (1) B-ii. Custody/visitation, (1) B-iv. Child spousal support, and (1) C. Consumer/finance.

### 71. Number of victims/survivors who received assistance with legal issues in question 70

Report an **unduplicated** count of victims/survivors who received assistance with at least one legal issue in question 70. If they received assistance with more than one legal issue, count them only once in this question and report them below in question 72.

### 72. Number of victims/survivors who received assistance with multiple legal issues

Report the number of victims/survivors who received Justice for Families Program-funded services in more than one of the categories [A-K] listed in question 70 during the current reporting period. For purposes of this question, consider all family law matters [section B] as one category and all immigration matters [section G] as one category.

### 73. Legal outcomes

For all cases closed or issues resolved during the current reporting period for which services were provided by Justice for Families Program-funded attorneys and paralegals, report the number and type of outcome for each issue addressed and resolved. Include all outcomes for all matters.

- **Information:** supplying self-help materials or verbal information specific to a victim/survivor's particular needs following an intake.
- **Referral:** following legal assessment and some advice or other legal assistance provided, decision to refer.

- **Advice:** reviewing relevant information and providing advice on action to take to address a legal problem.
- **Brief services:** limited action taken (e.g., short letter, phone call to a third party, preparation of a will or other document) resulting in closing of cases within a few days or a week.
- **Administrative decision:** case is resolved as a result of an administrative agency decision.
- **Court decision:** case is resolved as a result of a court decision. Cases in which a victim/survivor is assisted with and obtains a temporary protection order, even where that victim/survivor did not pursue a longer-term or final order, should be counted here.
- **Negotiated resolution (no filed action/filed action):** case is resolved through negotiation prior to/following initiation of court or administrative action.
- **Victim/survivor withdrew:** case closed because client failed to return and could not be contacted OR client decided not to proceed with the case.

#### 74. (Optional) Additional information

Use the space below to discuss the effectiveness of services funded or supported by your Justice for Families Program grant and to provide any additional information you would like to share about services beyond what you have provided in the data above. An example might include that your agency, as the result of Justice for Families Program funding, was able to provide more advocacy, referrals, and court accompaniment to sexual assault survivors, which was associated with a higher percentage of sexual assault survivors cooperating in the prosecution of cases against the offenders accused of assaulting them.

## H. Narrative

#### 75. Report the status of your Justice for Families Program grant goals and objectives as of the end of the current reporting period

**All grantees must answer question 75.**

Report succinctly on the status of the goals and objectives for your Justice for Families Program grant as of the end of the current reporting period, as they were identified in your grant proposal or as they have been added or revised. Indicate whether the activities related to your objectives for the current reporting period 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 response to the space provided. The number of characters allowed (this includes spaces) will be indicated. Please avoid the use of any formatting, including bullets and apostrophes.

**If you have not accomplished objectives that should have been accomplished during the current reporting period, you must provide an explanation.**

EXAMPLE:

**Objective:** Coordinate the sharing of information on bail bonds with local law enforcement agencies and victim services.

**Activity:** Hire data specialist to create tracking system for bail bond information

**Status:** Delayed.

**Comments:** We hired someone who left the position because of a family emergency six weeks after he was hired. We are interviewing new candidates and hope to have someone in the position by February 15, 2020.

**76. What do you see as the most significant areas of remaining need, with regard to meeting the needs of victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking and their families and increasing offender accountability?**

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

Describe any significant areas of remaining need. Consider geographic region, underserved populations, service delivery systems, types of legal issues, and challenges and barriers unique to your court, your state, or your service area.

Please limit your response to the space provided (8,000 characters for this question). Please avoid the use of any formatting, including bullets and apostrophes.

**77. What has Justice for Families 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 these answers on the January to June reporting form only.**

Describe anything Justice for Families Program funding has enabled you to do that you could not do before you received Justice for Families Program funding.

Please limit your response to the space provided (8,000 characters for this question). Please avoid the use of any formatting, including bullets and apostrophes.

EXAMPLE:

Before we received Justice for Families Program funds, we did not coordinate case information between our family law and protection order dockets. Our judges were issuing orders that conflicted with prior orders, creating confusion for families and for law enforcement and sometimes endangering victims/survivors and their children. Our Justice for Families Program-funded docket manager follows a protocol, also developed with this funding, that ensures that judges who preside over family law and/or protection order cases are made aware of pending orders and the status of cases involving the same parties. This has nearly eliminated the issuance of conflicting orders and is resulting in better decisions for families served by our court.

**78. Provide any additional information regarding the effectiveness of your grant-funded-program.**

**This question is optional**

If you have any other data or information that you have not already reported in answers to previous questions on this form that demonstrate the effectiveness of your Justice for Families Program-funded program, please provide it here. Feel free to discuss any of the following: systems-level changes, community collaboration, the removal or reduction of barriers and challenges for victims/survivors, promising practices, positive or negative unintended consequences.

Please limit your response to the space provided (8,000 characters for this question). Please avoid the use of any formatting, including bullets and apostrophes.

**79. 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 response to the space provided (8,000 characters for this question). Please avoid the use of any formatting, including bullets and apostrophes.

**EXAMPLE:**

If you submitted two different progress reports for the same reporting period, you may explain how the data was apportioned to each report; if you funded staff – e.g., advocated and attorneys – but did not report any corresponding victim services or court cases, you may explain why; if you did not use program funds to support either staff or activities during the reporting period, please explain how program funds were used, if you have not already done so; or you might explain that though you were able to report all protection orders requested for which you provided assistance, you were not able to report accurately on how many of these were granted.

## Appendix: Glossary of Frequently Used Terms

### Child Sexual Abuse:

Child sexual abuse includes sexual assaults committed against children under the age of 13.

### 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.

### **Secondary victims:**

Individuals who are indirectly affected by the domestic violence, dating violence, sexual assault, stalking, and/or sex trafficking —i.e., children, siblings, spouses or intimate partners, grandparents, other affected relatives, friends, neighbors, etc.

### **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.